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MEMO

**TO: Sunfish Lake Mayor and Councilmembers
Sunfish Lake Consultants**
FROM: Timothy J. Kuntz, City Attorney
DATE: August 1, 2019
**RE: Sunfish Lake Truth-in-Taxation Process for Taxes Payable in 2020
August 6, 2019, Council Meeting; Agenda Item 8(a)**

Section 1. Background. All cities must adopt and file with the County a proposed “not-to-exceed” tax levy on or before September 30, 2019.

Because Sunfish Lake is over 500 in population, at one meeting, the City Council must adopt the proposed property tax levy and announce the time and place of a future Council meeting at which the budget and levy will be discussed and public input allowed, prior to final budget and levy determination. The public input meeting must occur after November 24, 2019 at or later than 6 p.m. The time and place of the public input meeting must be included in the minutes but newspaper publication of the minutes is not required.

The City must provide the county auditor with (i) the time and place of the meeting at which the budget and levy will be discussed and public input allowed; and (ii) a phone number that city tax payers may call if they have questions related to the auditor’s property tax notice; and (iii) an address where comments will be received by mail.

The City must certify the final property tax levy to the county auditor on or before December 30, 2019.

This year, the timeline for the truth-in-taxation process is as follows:

On or before September 30, 2019:

- At the September 3, 2019, meeting, the City Council must adopt the proposed property tax levy and announce the time and place of a future City Council meeting at which the budget and levy will be discussed and public input allowed, prior to final budget and

levy determination. This public input meeting must occur after November 24, 2019, and must start at or after 6 p.m. The time and place of the public input meeting must be included in the September 3, 2019, Council meeting minutes, but newspaper publication of the minutes is **not** required. The date for the future meeting could be the regularly scheduled December 3, 2019, City Council meeting.

- The City Treasurer must inform the Dakota County Auditor of the “not-to-exceed” proposed levy.
- The City Treasurer must provide the Dakota County Auditor with the following:
 - a. The time and place of the meeting at which the budget and levy will be discussed and public input allowed (December 3, 2019, at 7:00 p.m.)
 - b. A phone number that city taxpayers may call if they have questions related to the county auditor’s property tax notice.
 - c. An address where comments will be received by mail.

From November 11, 2019, to November 24, 2019:

- Dakota County Auditor prepares and sends parcels specific notices.

From November 25, 2019, to December 28, 2019:

- City holds meeting on December 3, 2019, at 7:00 p.m. to discuss the budget and property tax levy and, before a final determination, allow public input.

On or before December 30, 2019:

- Following adoption of the budget at the December 3, 2019 meeting, the City Treasurer must certify the final property tax levy to the Dakota County Auditor and file the certificate of compliance (Form TNT) with the Department of Revenue.

Section 2. Council Action. At the September 3, 2019, City Council meeting, the Council should consider the following actions:

1. Set a “not-to-exceed” tax levy by way of a Resolution Setting Not-to-Exceed Tax Levy for Collection in the Year 2020.
2. Set the regular meeting date of December 3, 2019, as the date at which public input will be taken.
3. Set the regular meeting date of December 3, 2019, as the date at which the Council will adopt the final budget and set the tax levy.
4. Post the attached Notice of Meeting to Consider the 2020 Budget and Tax Levy on the City website and at St. Anne’s Episcopal Church prior to the December 3, 2019, meeting.

**NOTICE OF MEETING TO CONSIDER BUDGET AND TAX LEVY FOR
THE CITY OF SUNFISH LAKE, MINNESOTA FOR YEAR 2020**

PLEASE TAKE NOTICE, the City Council of the City of Sunfish Lake will discuss and vote on the budget and property taxes for the year 2020 at the regularly scheduled City Council meeting on the following date:

- December 3, 2019, at 7:00 p.m. at St. Anne's Church located at 2035 Charlton Road (Highway 62 at Charlton Road) in the City of Sunfish Lake.

All citizens are invited to attend the meeting and express their opinions on the proposed budget and property taxes payable in the year 2020. At the meeting the Council will consider the following:

- 1.) Discuss the proposed budget and property tax levy for 2020.
- 2.) Receive public comment on the proposed budget and property tax levy for 2020.
- 3.) Determine and approve the final budget and property tax levy for 2020.

All written and oral comments will be considered at the meeting.

If you have questions in advance of the meeting about the budget and tax levy you may call City Treasurer, Ann Lanoue, at (651) 338-3756. If you wish to submit written comments in advance of the meeting you may mail them to City Clerk, Catherine Iago, at 7378 Jordon Avenue South, Cottage Grove, MN 55016.

/s/ _____
Catherine Iago, City Clerk