
**LEVANDER,
GILLEN &
MILLER, P.A.**

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
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CASSANDRA C. WOLFGAM
DEBRA M. NEWEL
CASSANDRA J. BAUSTISTA

MEMO

TO: Sunfish Lake Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: November 25, 2020
**RE: 2021 Tax Levy and 2021 General Fund Operating Budget – December 1,
2020 City Council Meeting, Agenda Items 8(a)(1) and 8(a)(2)**

Section 1. Background. At the September 1, 2020 Council meeting, the City Treasurer reported that at the special budget meeting held on August 4, 2020, the Council determined it would be appropriate to maintain the same tax levy rate as presented in 2020 and the Council suggested that any additional funds be placed in the General Fund for possible future use on road maintenance projects. The City Treasurer reviewed the proposed 2021 budget as follows:

General Revenue:	\$557,629
Bond Fund-Levy:	<u>\$112,523</u>
Total:	\$670,152

The Council moved to adopt Resolution No. 20-18 Adopting the Proposed Budget & Setting the Not-to-Exceed Tax Levy for Collection in Year 2021 and scheduled a public hearing to discuss the proposed 2020 budget and tax levy on December 1, 2020 at 7:00 p.m.

The attached resolution sets the tax levy for collection in the year 2021 at \$670,152, calculated as follows:

General Fund:	
Not-to-Exceed General Property Tax Levy	\$557,629
Bond Retirement:	
Not-to-Exceed Improvement Bond Debt Retirement	<u>\$112,523</u>
Total Not-to-Exceed Levy	\$670,152
Less HACA and LGA	<u>-\$0.00</u>
Final Net Not-to-Exceed Levy	\$670,152

Section 2. Council Action. The Council now must adopt the final budget and the final tax levy for 2021. The Council is asked to consider the following:

1. Resolution Adopting the General Fund Operating Budget for the City of Sunfish Lake for the Year 2021; and
2. Resolution Levying and Adopting the Tax Levy for Collection in the Year 2021.

The City Treasurer will provide additional information at the December 1, 2020 Council meeting.

Attachments

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 20-_____

**RESOLUTION ADOPTING THE GENERAL FUND
OPERATING BUDGET FOR THE CITY OF SUNFISH LAKE
FOR THE YEAR 2021**

BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

The attached 2021 General Fund Operating Budget for the City of Sunfish Lake is hereby approved and the appropriations shown for each department are hereby approved.

Adopted this 1st day of December, 2020, by the City Council of Sunfish Lake.

Dan O'Leary, Mayor

ATTEST:

Catherine Iago, City Clerk

City of Sunfish Lake
Budget Analysis
All Funds
Year 2021

11/24/20

	2019	2020	2020	2021	Final
	<u>Actual</u>	<u>Budget</u>	<u>Full yr estimate</u>	<u>Budget</u>	<u>2021</u>
			As of 7/31	<u>Difference</u>	<u>Budget</u>
<u>Revenues</u>					
Property taxes - current	\$ 537,111	\$ 531,724	\$ 531,724	\$ (36,073)	\$ 495,651
Property taxes - delinq	18,970	0	3,169	0	0
Grants	4,984	5,000	5,000	0	5,000
Other grants	0	0	0	0	0
Other taxes	1,683	1,500	1,660	0	1,500
Gross permits & plan checks	85,151	24,000	24,000	0	24,000
Surtax revenue	4,317	420	420	0	420
Charges for City services	2,750	3,000	3,000	0	3,000
Fines	3,076	2,000	2,400	0	2,000
Interest income	9,425	6,000	6,400	0	6,000
Subtotal-General and Surtax	667,467	573,644	577,773	(36,073)	537,571
Special Assessments	230,710	17,781	17,781	54,783	72,564
Bond Fund Levy	80,452	138,428	138,428	(25,905)	112,523
Assessments-Interest	12,221	0	0	0	0
Bond Proceeds	971,876	0	0	0	0
Total Revenues	1,962,726	729,853	733,982	(7,195)	722,658
<u>Expenditures</u>					
Council expenses	210	400	200	0	400
Publishing-printing & advertising	3,202	2,400	1,500	0	2,400
Mayor	571	878	878	0	878
City Administrator	6,002	6,401	6,462	192	6,593
City Clerk	15,133	16,656	16,656	500	17,156
Elections	617	2,100	2,100	(1,500)	600
Postage	94	600	600	0	600
Treasurer	22,248	23,365	23,365	701	24,066
Bank charges	60	120	60	0	120
City Attorney	36,277	36,000	37,000	2,500	38,500
City Planner	26,550	30,000	30,000	6,000	36,000
Police	104,242	105,284	105,284	1,053	106,337
Fire protection	74,408	69,246	69,248	(11,687)	57,559
Signal lighting	80	90	90	0	90
Due to City Inspector	72,318	19,200	19,200	0	19,200
Septic system administration	552	600	600	0	600

City of Sunfish Lake
Budget Analysis
All Funds

	2019	2020	2020	2021	Final
				<u>Budget</u>	2021
Year 2021	<u>Actual</u>	<u>Budget</u>	<u>Full yr estimate</u>	<u>Difference</u>	<u>Budget</u>
City Engineer	32,850	44,300	46,861	3,380	47,680
Road maint/capital improve	14,352	18,100	57,276	318,187	54,792
Capital Improvements	860,211	138,380	138,380	0	138,380
Charlton road maint	4,803	0	0	0	0
Street lighting	800	600	700	0	600
Sign maint/pavement mark	7,178	0	240	0	0
Snow removal - IGH	0	3,000	0	0	3,000
Snow removal - other	50,430	38,000	38,000	0	38,000
Recycling	5,225	5,000	3,757	0	5,000
City Forester	10,818	20,794	20,794	0	20,794
Forestry expenses	2,817	4,800	3,630	0	4,800
Deer management	0	450	450	0	450
Water quality/Comprehensive Plan	1,140	1,140	1,140	0	1,140
Insurance	2,230	2,800	2,800	0	2,800
Memberships	4,243	4,900	4,900	0	4,900
Rent	3,900	4,200	4,200	0	4,200
Office Supplies & Expense	2,236	1,440	1,440	500	1,940
Surtax payments	3,404	420	420	0	420
Website Expenses	3,606	4,000	4,000	0	4,000
Miscellaneous	476	500	500	0	500
Add to Cash Reserve					
Subtotal-General & Surtax	1,373,283	608,184	642,731	(92,049)	516,135
Bond Interest	37,280	46,669	42,936	(10,146)	36,523
Bond Principle	67,000	75,000	75,000	95,000	170,000
Total expenditures	1,477,563	729,853	760,667	(7,195)	722,658
Net increase(decrease) in reserve	485,163	0	(26,685)	0	0
Summary & Tax Rate Analysis	2019	2020		2021	
		<u>Final</u>		<u>Final</u>	
General Revenue	541,693	531,724		557,629	
Bond Fund-Levy	81,585	138,428		112,523	
Total	623,278	670,152		670,152	
Tax Rate	0.26206	0.28507		0.28367	
			% Change	-4.94%	

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 20-_____

**RESOLUTION LEVYING AND ADOPTING THE
TAX LEVY FOR COLLECTION IN THE YEAR 2021**

BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

There is hereby levied upon all taxable property in the City of Sunfish Lake a direct Ad Valorem Tax for the year 2021 for the following purposes and for the following amounts:

General Fund:

General Property Tax Levy	\$557,629
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Bond Retirement:

Improvement Bond Debt Retirement	<u>\$112,523</u>
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Total Levy	\$670,152
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Less HACA and LGA	\$-0-
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Final Net Levy	\$670,152
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Adopted this 1st day of December, 2020, by the City Council of Sunfish Lake.

Dan O'Leary, Mayor

ATTEST:

Catherine Iago, City Clerk

**LEVANDER,
GILLEN &
MILLER, P.A.**

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DEBRA M. NEWEL
CASSANDRA J. BAUSTISTA

MEMO

TO: Sunfish Lake Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: November 25, 2020
RE: Resolution Setting Dates for City Council Meetings for 2021; and Resolution Setting Dates for Planning and Land Use Application Deadlines for 2021; and Resolution Setting Planning Commission Meeting Dates for 2021 – December 1, 2020 Council Meeting; Agenda Items 8(a)(3), 8(a)(4) and 8(a)(5)

Section 1. Background. Section 201.01 of the Sunfish Lake City Code provides that the Sunfish Lake Council shall annually enact a resolution that sets the meeting dates for the regular Council meetings. A resolution approving the Council meeting dates for 2021 is attached for your consideration.

The City policy provides that deadlines for planning and land use applications be determined by the Council. A resolution approving the deadlines for planning and land use applications for 2021 is attached for your consideration.

Section 301.04 of the Sunfish Lake City Code provides that the Sunfish Lake Planning Commission shall annually enact a resolution that sets the meeting dates for the regular Planning Commission meetings. Such a resolution is attached for discussion. The Planning Commission may approve the attached resolution at its first regular Planning Commission meeting in 2021.

Section 2. Election Dates. The City Clerk has confirmed that there is a school board election on Tuesday, November 2, 2021, so the November Council meeting will be held on the following Tuesday which is November 9, 2021. The meeting cannot be moved to Wednesday, November 3rd as First Calvary Baptist Church is not available on Wednesdays. The November meeting appears to be the only Council meeting date conflict in 2021.

Section 3. Council Action. The Council is asked to consider the attached ***Resolution Setting the Dates of the Regular City Council Meetings for the Year 2021*** at the December 1, 2020 meeting.

The Council is asked to consider the attached ***Resolution Setting the Dates for Planning and Land Use Application Deadlines for the Year 2021*** at the December 1, 2020 meeting.

The attached ***Resolution Setting the Dates for Regular Planning Commission Meetings for the Year 2021*** is for discussion purposes and will be considered by the Planning Commission at its first meeting in 2021.

Attachments

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 20-_____

**RESOLUTION SETTING THE DATES OF THE
REGULAR CITY COUNCIL MEETINGS FOR THE YEAR 2021**

WHEREAS, Section 201.01 of the Sunfish Lake City Code provides that the City Council shall annually enact a resolution setting the meeting dates for the regular City Council meetings.

BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for regular meetings of the City Council is hereby established for the year 2021.

Adopted this 1st day of December, 2020, by the City Council of Sunfish Lake.

Dan O'Leary, Mayor

ATTEST:

Catherine Iago, City Clerk

2021 SUNFISH LAKE CITY COUNCIL
REGULAR MEETING SCHEDULE

DATE	TIME	PLACE
January 5, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
February 2, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
March 2, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
April 6, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
May 4, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
June 1, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
July 6, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
August 3, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
September 7, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
October 5, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
<u>Tuesday, November 9, 2021</u>	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
December 7, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21-____PC

**RESOLUTION SETTING THE DATES OF THE
REGULAR PLANNING COMMISSION MEETINGS FOR THE YEAR 2021**

WHEREAS, Section 301.04 of the Sunfish Lake City Code provides that the City Planning Commission shall annually enact a resolution setting the meeting dates for the regular Planning Commission meetings.

BE IT RESOLVED BY THE PLANNING COMMISSION OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for regular meetings of the Planning Commission is hereby established for the year 2021.

Adopted this ____ day of _____, 2021 by the Planning Commission of Sunfish Lake.

Chairperson of Planning Commission

2021 PLANNING COMMISSION REGULAR MEETING SCHEDULE
SUNFISH LAKE

DATE	TIME	PLACE
Thursday, January 21, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, February 18, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, March 18, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, April 15, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, May 20, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, June 17, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, July 22, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, August 19, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, September 16, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, October 21, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, November 18, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077
Thursday, December 16, 2021	7:00 p.m.	First Calvary Baptist Church 5495 South Robert Trail Sunfish Lake, Minnesota 55077

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 20-_____

**RESOLUTION SETTING THE DATES FOR PLANNING AND LAND USE
APPLICATION DEADLINES FOR THE YEAR 2021**

WHEREAS, the City policy provides that deadlines for planning and land use applications be determined by the Council.

BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

The attached schedule of dates for planning and land use application deadlines is hereby established for the year 2021.

Adopted this 1st day of December, 2020, by the City Council of Sunfish Lake.

Dan O'Leary, Mayor

ATTEST:

Catherine Iago, City Clerk

2021 DEADLINES FOR SUNFISH LAKE PLANNING AND LAND USE APPLICATIONS

2021 PLANNING COMMISSION REGULAR MEETING SCHEDULE SUNFISH LAKE

CITY OF Sunfish Lake - 2021 APPLICATION SCHEDULE

MEET WITH CITY STAFF ONSITE	COMPLETE APPLICATION DUE IN PLANNER'S OFFICE	PLANNER FORWARDS APPLICATION MATERIALS TO CITY STAFF	ALL CITY CONSULTANT S' REPORTS / COMMENTS DUE IN PLANNER'S OFFICE	MAIL PROPERTY OWNER NOTICES	PUBLISH PUBLIC HEARING NOTICES ON:	PC PACKET EMAILED OUT	PLANNING COMMISSION MEETING	CITY COUNCIL MEETING
WEEK OF:	TUESDAY 4:30 PM	WEDNESDAY 4:30 PM	WEDNESDAY 4:30 PM	THURSDAY 4:30 PM	SUNDAY	THURSDAY 4:30 PM	THURSDAY 7:00 PM	TUESDAY 7:00 PM
12/7/2020	12/15/2020	12/16/2020	1/6/2021	1/7/2021	1/10/2021	1/14/2021	1/21/2021	2/2/2021
1/4/2021	1/12/2021	1/13/2021	2/3/2021	2/4/2021	2/7/2021	2/11/2021	2/18/2021	3/2/2021
2/1/2021	2/9/2021	2/10/2021	3/3/2021	3/4/2021	3/7/2021	3/11/2021	3/18/2021	4/6/2021
3/1/2021	3/9/2021	3/10/2021	3/31/2021	4/1/2021	4/4/2021	4/8/2021	4/15/2021	5/4/2021
4/5/2021	4/13/2021	4/14/2021	5/5/2021	5/6/2021	5/9/2021	5/13/2021	5/20/2021	6/1/2021
5/3/2021	5/11/2021	5/12/2021	6/2/2021	6/3/2021	6/6/2021	6/10/2021	6/17/2021	7/6/2021
5/30/2021	6/8/2021	6/9/2021	6/30/2021	7/1/2021	7/4/2021	7/8/2021	7/15/2021	8/2/2021
7/5/2021	7/13/2021	7/14/2021	8/4/2021	8/5/2021	8/8/2021	8/12/2021	8/19/2021	9/7/2021
8/2/2021	8/10/2021	8/11/2021	9/1/2021	9/2/2021	9/5/2021	9/9/2021	9/16/2021	10/5/2021
9/6/2021	9/14/2021	9/15/2021	10/6/2021	10/7/2021	10/10/2021	10/14/2021	10/21/2021	11/9/2021
10/4/2021	10/12/2021	10/13/2021	11/3/2021	11/4/2021	11/7/2021	11/11/2021	11/18/2021	12/7/2021
11/1/2021	11/9/2021	11/10/2021	12/1/2021	12/2/2021	12/5/2021	12/9/2021	12/16/2021	1/4/2022

NOTE: This schedule will be followed without exception. Incomplete applications, missing meeting dates or project due dates will result in the review of the request being delayed. Pursuant to Minnesota State Statutes, Section 15.99, as amended, supplemented or replaced from time to time, the City is afforded fifteen (15) business days to review materials submitted and determine whether an application is complete. Submittal of application materials on the complete application deadline does not guarantee placement on the upcoming Planning Commission agenda.