

APPROVED

**CITY OF EMERADO COUNCIL**

**201 Main Street, Emerado, ND 58228**

**PRELIMINARY BUDGET MEETING**

**7/22/2025 6pm**

Roll Call: T Wynn, T Kramer, J Linneman, T Hanson. Let record show all present.

Mayor Lanes called the Preliminary Budget meeting to order at 6:02pm.

Mayor Lanes explained today's meeting was to review the Auditor & Chief of Police salaries that were tabled from the last meeting. Auditor Klava explained she had talked to the attorney for ND League of Cities and that her salary could not come out 50% water fund and 50% sewer fund. It would need to be 80% general fund, 10% water fund and 10% sewer fund. Mayor Lanes & City Council President J Linneman then asked Auditor Klava and Chief Lund to excuse themselves from the meeting so salaries could be discussed at 6:50pm.

Auditor Klava and Chief Lund were asked to return to the meeting at 7:52pm and the council explained what had been decided on the salaries.

T Wynn representing the budget committee explained that the council had discussed the raises and decided on a 5% raise for the Auditor which would equal \$2463.67 yearly. So, the new annual salary for the Auditor would be \$51,737.11 from \$49,273.44. Chief Lunds pay would change to hourly at \$32 an hour for an annual salary of \$66,560 from \$61,200 and would have an overtime budget of \$5000. Which is 8 hours a month. For a total of \$71,560. T Wynn also stated they discussed council and mayor salaries, and they will increase to \$160 for council and \$200 for mayor. Mayor Lanes stated the council would need to make an ordinance change to get that completed.

Hiring of Deputy Auditor was not discussed. Tabled till next meeting.

J Linneman also asked about the water tower since it's in need of repair, whether the city should start saving now for it. The council decided on \$10 per month to be added to the utility bill for the water tower replacement. Auditor Klava explained there was no room on the bills currently to add that. Mayor Lanes suggested adding all the normal fees together as one on the bill and having water tower replacement a separate line by itself. Auditor Klava will contact Banyon on the getting a Water Replacement Fund set up and also to put it on the monthly utility bills.

**REVENUES:**

**General Property Fund: \$0.**

**Liquor License—Remain the same at \$5000.**

**Building Permit—Remain the same at \$2000.**

**Gaming Permit—Remain the same at \$100.**

**State Aid**—\$21,417.07 taken in so far, projected by end of year \$42,834.14. Remain the same at \$39,000.

**Cigarette Tax**—\$298.73 taken in so far, projected by end of year \$597.46. Remain the same at \$600.00.

**Water Main Assessment:** \$1950.00 collected so far this year. Auditor Klava explained that the amount is never the same, it depends when people pay their taxes. Remain the same at \$1000.

**Disconnect/Reconnect Fees & Late Fees:** \$1349.87 collected so far this year, Remain the same at \$1000.

**Mowing:** \$375.00 collected so far this year. Remain the same at \$1000.

**Midco Reimbursement:** \$0 collected so far this year. Auditor J Klava explained payment usually comes in some time in August. Remain the same at \$5000.

**Infrastructure:** \$29,718.53 collected so far this year. Projected by end of year \$59,437.06. Remain the same at \$55,000.

**Improvement:** \$3820.64 taken in so far, projected by end of year \$7641.28. Remain the same at \$7000.

**Street Lights:** \$8052.77 taken in so far, projected by end of year \$16105.54. Increase to 15,000.

**Vehicle Fund:** \$5358.33 taken in so far, projected by end of year \$10,766.66. Remain the same at \$10,500.

**City Hall Collections:** \$11,186.43 taken in so far, projected by end of year \$22372.86. Remain the same at \$21,000.

**Highway Tax:** \$13,797.76 taken in so far, projected by end of year \$27,595.52. Remain the same at \$25,000.

**Snow Removal Reimbursement/Legacy Fund:** Leave at \$0 as do not know what will be received.

**Insurance Reserve:** Remain the same at \$500

**Background Checks:** Leave at \$0 as do not know what will be received.

**Public Service Fee:** Tabled to next meeting.

**Fines:** \$1367.00 taken in so far. Remain the same at \$1000.

**Telecommunications**—Remain the same at \$75.00.

**Water Fees:** \$134,378.78 taken in so far, projected by the end of year \$267,757.56. Increase to \$185,000.

**Water Fill (Tower):** \$124.75 taken in so far. Remain the same at \$500.

**Water Hookups:** Leave at \$0 as do not know what will be received

**Water Tower Replacement:** New fund will be added in Banyon to use for the replacement of the water tower. Budget of \$20,000.

**NSF Fee:** Leave at \$0 as do not know what will be received.

**Sewer Fees:** \$41,945.41 taken in so far, projected by the end of year \$83,890.92. Remain the same \$82,000.

**Sanitation Fees:** \$42,186.34 taken in so far, projected by the end of year \$84,186.34. Increase to \$85,000.

**Mosquito Control:** \$12,462.65 taken in so far, projected by the end of year \$24,925.30. Remain the same \$24,000.

**Homestead Credit:** \$0 taken in so far. Remain the same at \$500.

**Veteran Credit:** \$0 taken in so far. Remain the same at \$400.00.

**Lagoon Maintenance Fund:** \$3190.17 taken in so far, projected by the end of year \$6380.34. Remain the same at \$5500.

**Prairie Dog Fund:** Leave at \$0 as do not know what will be received.

**American Rescue Act:** Leave at \$0 as do not know what will be received.

## **EXPENDITURES:**

### **GENERAL FUND:**

**Governing Board:** Remain the same at \$8100.

**Judge:** Remain the same at \$2500.

**Clerk of Court:** Remain the same to \$5000.

**Auditors Salary:** 5% raise for the Auditor which would equal \$2463.67 yearly. The current annual salary is \$49,273.44, so the new annual salary for the Auditor would be \$51,737.11 which will be taken out as the following: 80% general fund for a total of \$41,389.67

**Auditors Health:** 80% of health insurance will come out of general for a total of \$38566.76 yearly.

**Auditors Life Insurance:** 80% of life insurance will come out of general for a total of \$1050.72 yearly.

**Auditors Dental Insurance:** 80% of dental insurance will come out of general for a total of \$1980.68 yearly.

**Auditors Vision Insurance:** 80% of vision insurance will come out of general for a total of \$635.91 yearly.

**Auditors Retirement:** Tabled to next meeting.

**Mileage:** Tabled to next meeting

**City Attorney: Council** decided to decrease this to \$6000.

**City Assessor:** Remains the same at \$700.

**Workers Compensation:** Remain the same at \$2000.

**Audit Fees:** \$495.00 paid out so far. The council decided to keep this amount due to having to pay for audits to be done. Remain the same at \$10,000.

**Utilities:** \$5004.90 paid out so far, projected to pay out by end of year \$10,009.80. Remain the same at \$10,000.

**Printing and Publishing:** \$682.84 paid out so far, projected to pay out by end of year \$1365.68. Remain the same at \$1500.

**Dues:** \$0 paid out so far, projected to pay out by end of year \$754. Remain the same at \$500.

**Meeting/Workshops:** \$0 paid out so far, projected to pay out by end of year \$400. Increase to \$400.

**Office Supplies:** \$983.36 paid out so far, projected to pay out by end of year \$1966.72. Remain the same at \$3000.

**Equipment Maintenance:** \$415.52 paid out so far, projected to pay out by end of year \$831.04. Remain the same at \$5,000.

**Improvement City:** \$9503.81 paid out so far. Remain the same at \$5000.

**Infrastructure:** \$3000 paid out so far, unsure of what will be paid out by end of year. Increase to \$7000.

**Building & Ground:** \$28,696.48 paid out so far, unsure of what will be paid out by end of year. Increase to \$27,000.

**Park Board State Aid:** \$752.18 paid out so far, projected to pay out by end of year \$1502.36. Increase to \$1600.

**Drain 58 Taxes (GF County):** \$706.38 paid out so far, projected to pay out by end of year \$8925.48. Remain the same at \$8925.48.

**Office Maintenance:** \$7861.50 paid out so far, projected to pay out by end of year \$15,723. Remain the same at \$17,000.

**Mowing Lots:** \$0 paid out so far, unsure of what will be paid out by end of year. Remain the same at \$1000.



**Elections:** \$0 paid out so far, unsure of what will be paid out by end of year. Remain the same at \$100.

**Bank Service Fees:** \$398.16 paid out so far. Mayor Lanes asked Auditor Klava to contact the bank and cancel the paper statements to eliminate these charges. Remain the same at \$1000.

### **HIGHWAY DISTRIBUTION FUND:**

**Street Repair:** \$4952.50 paid out so far, unsure of what will be paid out by end of year. Increase to \$20,000.

**Snow Removal:** \$6250 paid out so far, unsure of what will be paid out by end of year. Remain the same at \$24,000.

### **SOCIAL SECURITY FUND:**

**Social Security/Medicare:** \$4436.42 paid out so far, unsure of what will be paid out by end of year. Auditor Klava explained she would contact Banyon and have this come out of the general fund, as there is no revenue to fund this.

### **INSURANCE RESERVE:**

**Building Insurance:** \$1724 paid out so far, unsure of what will be paid out by end of year. Remain the same at \$4000.

### **PUBLIC SERVICE FUND:**

**Police Chief Salary:** Chief Lund's pay would change to hourly at \$32 an hour for an annual salary of \$66,560 and would have an overtime budget of \$5000. Which is 8 hours a month. For a total of \$71,560. Increase to \$71,560.

**Health Insurance** Tabled to next meeting.

**Life Insurance:** Tabled to next meeting.

**Retirement:** Tabled to next meeting.

**Attorney Fees:** Tabled to next meeting.

**Insurance/Car/Building:** Tabled to next meeting.

**Gas & Oil:** Tabled to next meeting.

**Car Maintenance:** Tabled to next meeting.

**Communications/PSAP:** Tabled to next meeting.

**Fines:** Tabled to next meeting.

**Public Safety:** Tabled to next meeting.

**Vision Insurance:** Tabled to next meeting.

**Dental Insurance:** Tabled to next meeting.

**Police Budget:** Tabled to next meeting.

**Workshops/dues:** Tabled to next meeting.

**Uniforms/Badges:** Tabled to next meeting.

**Fire Department:** \$8275 paid out so far, projected by the end of year \$16,500. Increase to \$17,500.

## **WATER FUND:**

**Auditors Salary:** 5% raise for the Auditor which would equal \$2463.67 yearly. The current annual salary is \$49,273.44, so the new annual salary for the Auditor would be \$51,737.11 which will be taken out as the following: 10% general fund for a total of \$5073.72.

**Auditors Health:** 10% of health insurance will come out of water fund for total of \$4820.85 yearly.

**Auditors Life Insurance:** 10% of life insurance will come out of water fund for a total of \$131.40 yearly.

**Auditors Dental Insurance:** 10% of dental insurance will come out of water fund for a total of \$247.59 yearly.

**Auditors Vision Insurance:** 10% of vision insurance will come out of water fund for a total of \$79.49 yearly.

**Auditors Retirement:** \$797.95 paid out so far, unsure of what will be paid out by end of the year. Remain the same at \$1630.00

**Mileage:** \$268.58 paid out so far, projected to pay out by end of year \$537.16. Remain the same at \$900.

**Utilities:** \$2394.22 paid out so far, projected to pay out by end of year \$4788.44. Remain the same at \$4600.

**Water Maintenance Contract:** \$4500 paid out so far, projected to pay out by end of year \$18,000. Remain the same at \$18,000.

**East Central Regional Water:** \$68,428.87 paid out so far, projected to pay out by end of year \$136,857.74. Increase to \$130,000.

**Water Testing:** \$288 paid out so far, projected to pay out by end of year \$576. Increase to \$600.

**Postage:** \$559.94 paid out so far, projected to pay out by end of year \$1119.88 Remain the same at \$1400

**Utility Locates:** \$111.70 paid out so far, unsure of what will be paid out by end of year. Auditor Klava explained the cost was higher due to the water locates at the trailer court but now that they are done with the removal of trailers should go back down to normal. **Remain the same at \$100.**

**Improvement:** \$12,279.61 paid out so far, unsure of what will be paid out by end of year. **Remain the same at \$7000.**

## **SEWER FUND:**

**Auditors Salary:** 5% raise for the Auditor which would equal \$2463.67 yearly. The current annual salary is \$49,273.44, so the new annual salary for the Auditor would be \$51,737.11 which will be taken out as the following: 10% general fund for a total of \$5073.72.

**Auditors Health:** 10% of health insurance will come out of water fund for total of \$4820.85 yearly.

**Auditors Life Insurance:** 10% of life insurance will come out of water fund for a total of \$131.40 yearly.

**Auditors Dental Insurance:** 10% of dental insurance will come out of water fund for a total of \$247.59 yearly.

**Auditors Vision Insurance:** 10% of vision insurance will come out of water fund for a total of \$79.49 yearly.

### **Auditors Retirement:**

**Mileage:** \$260.69 paid out so far, projected to pay out by end of year \$521.38 **Remain the same at \$900.**

**Utilities:** \$100.27 paid out so far, projected to pay out by end of year \$200.54. **Remain the same at \$300.**

**Sewer Maintenance Contract:** \$4500 paid out so far, projected to pay out by end of year \$18,000. **Remain the same at \$18,000.**

**Water Testing:** \$0 paid out so far, unsure of what will be paid out by end of year. **Remain the same at \$500.**

**Improvements:** \$2130 paid out so far, projected to pay out by end of year \$4260. **Remain the same at \$15,000.**

## **SANITATION:**

**Garbage Contract:** \$36,168.59 paid out so far, projected to pay out by end of year \$72,337.18. Auditor Klava explained she had spoken with Waste Management, and they are not proposing an rate increase next year. **Remain the same at \$72,000.**

**Mosquito Fund:** \$0, paid out so far, unsure of what will be paid out by end of year. Increase to \$13,500.

**LAGOON SINKING FUND:**

**ND Public Finance Authority:** \$10,000 paid out so far. Remain the same at \$10,000.

**ND Public Finance Authority:** \$1337.50 paid out so far. Remain the same at \$5,000.

**ND Public Finance Authority:** \$150 paid out so far. Remain the same at \$300.

The third Preliminary Budget Meeting was scheduled for 8/4/25 at 6pm.

Motion to Adjourn: 8:35pm (TW)

  
Jake Lanes/Mayor Date: 8/5/25

  
Janelle Klava/City Auditor Date: 8/5/25