

City of Winsted  
 City Council Work Session  
 Vollmer Room  
 Tuesday, August 17, 2021  
 5:00 p.m.

Present: Mayor George Schulenberg  
 Council Member Mike Henrich  
 Council Member Tom Ollig  
 Council Member Bonnie Quast

Absent: Council Member Steve Stotko

Staff Present: Mr. Adam Birkholz, City Administrator  
 Ms. Raquel Kirchoff, City Clerk-Treasurer

**I. Call to Order**

Mayor George Schulenberg called the Work Session to order at 5:00 p.m.

**II. Recommended 2022 Budget**

Mr. Adam Birkholz, City Administrator, provided the following 2022 budget presentation.

**Winsted**  
 Preliminary 2022 Property Tax Levy  
 and General Fund Budget  
 August 17, 2021  
 City Council Work Session

**Overview**

- Preliminary 2022 Budget Process
- Preliminary 2022 Budget
  - Significant Budget Changes
- Five Year Budget Model
- Preliminary 2022 Property Tax Levy
  - General and Debt Service Property Tax Levies
  - Property Tax Levy History and Projections
- General Discussion

**2022 Budget Process**

- July** City staff prepare Proposed 2022 Budget.
- August 17** City Council Work Session to review Recommended 2022 General Fund Budget and Preliminary General Fund and Debt Service Property Tax Levy.
- September 7** City Council Work Session to review Recommended General Fund and 2022 – 2026 Capital Equipment and Improvement Plans.
- September 14** Additional City Council Work Session to review Recommended 2022 General Fund Budget, if needed.
- September 21** City Council certifies Preliminary 2022 General Fund and Debt Service Property Tax Levy.

**2022 Budget Process, Continued**

- October 5** Additional City Council Work Session to review Recommended 2022 Budget, if needed.
- October 19** Additional City Council Work Session to review Recommended 2022 Budget, if needed.
- Oct. 25 – Oct. 28** City Council Budget Hearings to review the Recommended 2022 Budget, including Airport Funds, Capital Funds, Fire Funds, General Fund, Sewer Fund, Water Fund.
- November 16** City Council Work Session to review Recommended 2022 General Fund Budget, prior to Truth-in-Taxation Public Hearing.
- December 7** City Council conducts Truth-in-Taxation Public Hearing.
- December 21** City Council adopts Recommended 2022 Budget and certifies the Recommended 2022 General Fund and Debt Service Property Tax Levies.

**PRELIMINARY 2022 GENERAL FUND BUDGET SUMMARY**

**General Fund Budget Assumptions and Considerations**

- Conservative revenue and expenditure assumptions:
  - Preliminary Market Analysis shows the City of Winsted is 22.26% below the market on average;
  - 0% cost increase in employee wages
  - 4.5% cost increase in employee benefits;
  - Reallocation of current resources based on need and actuals history;
    - Budget adjusted to better reflect actual expenditures; Adjustments to external revenues.
- Supports current compliment of Full-Time Equivalent (FTE) Employees

**General Fund Budget Assumptions and Considerations, Continued**

- Adjust the multi-year funding strategy to support the Street Capital Improvement Program (CIP) as adopted in the 2017 Budget.
- Economic Development Authority Funding
- The Recommended 2021 General Fund Budget does not include:
  - Approved property tax abatements beginning in 2017 and 2020;

**Capital Improvement Plan Funding**

Category	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Police	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Fire	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Water	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Sewer	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
General	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000

**Recommended 2022 General Fund Revenues**

Revenue Source	Amount	Percentage
Property Tax	\$1,213,065	57%
Fees, Fines and Permits	\$722,711	34%
Miscellaneous	\$55,340	3%
State	\$127,007	6%
Federal	\$0	0%
<b>Total Revenue</b>	<b>\$2,128,143</b>	



**III. Other**

**a. Consent Agenda Items**

Mr. Birkholz briefly reviewed Consent Agenda items included on the Regular Meeting Agenda for August 17, 2021.


**b. 121 Baker Avenue East**

Mr. Birkholz provided an update regarding 121 Baker Avenue East.

**IV. Adjourn**

**Council Member Henrich motioned to adjourn the Work Session. Council Member Ollig seconded the motion. Motion carried 4-0.**

The Work Session adjourned at 5:53 p.m.

  
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George Schulenberg  
Mayor  
City of Winsted

ATTEST:

  
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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted