

**BUDGET & FINANCE COMMITTEE  
CITY HALL CONFERENCE ROOM  
SEPTEMBER 1, 2015  
4:45 P.M.  
AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
  - A. Proposed 2016 Budget
- V. INFORMATIONAL
  - A. Next Meeting – Tuesday, October 6, 2015 at 4:45 p.m.
- VI. ADJOURN

**\*\*\*Please contact Renee Eckerly if you can't attend the meeting.\*\*\***

**Voting Members: Jean Soine, Belinda Ludwig, Elliot LaBeau, Neil Herzberg, and Renee Eckerly.**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Budget & Finance Committee. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Budget & Finance Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Budget & Finance Committee

Committee/Council Meeting Date: September 1, 2015

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the June 2, 2015 Budget & Finance Committee meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from June 2, 2015 Budget & Finance Committee meeting.

**MINUTES  
BUDGET & FINANCE COMMITTEE**

**JUNE 2, 2015**

Jean Soine called the meeting to order at 4:45 p.m. Other members present were Neil Herzberg, Elliot LaBeau, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator. Paul Wegner, Police Chief was also in attendance.

No meeting minutes were available for approval.

**RFP FOR AUDITING SERVICES**

The RFP for Auditing Services was reviewed.

**Motion was made by Ludwig to approve the RFP For Auditing Services and recommend such to the City Council. Seconded by LaBeau and unanimously carried.**

**2015 CONTRACTS**

The Sheriff's Department will be giving the City a 60 day notice indicating termination of the contract for record management services with Stearns County. Wegner explained that the County does all the data entry and transcription. The recorders are approximately \$400.00 each plus the computer software at \$299.00. Wegner will work with Eckerly and come back with some options which may include contracting the services out or hiring someone.

**2016 BUDGET**

The Committee reviewed the General Fund:

**Revenues**

- Park Rental – Veterans Park decreased \$400.00. The Committee suggested raising the weekend rate to \$120.00 and make it \$80.00 during the week (when it's not being rented as much).
- Fire Relief Aid – Increase \$2,000.00
- Code Red – Increase \$2,000.00 for participation payment from the Township and CentraCare
- Rental of Farm Land – Increase \$8,000.00 due to the bids that came in much higher than last year
- Aviation Fuel – Increase \$13,700.00
- Building Permit Fees – Increase \$3,500.00 due to better economy and more activity
- Refund/Reimbursement – Reduced \$40,000.00 due to not sharing the Building Official
- Reimbursement To Stearns County – Increased \$3,000.00 for salt for Township

**Expenditures**

- Combining Emergency Management Director & Police Officer (Brady) – Wegner explained that the main reason to make Brady a fulltime officer is to put him in the school to addressing issues. Wegner has spoken to the school regarding donating \$10,000.00 to the Police budget for such. If Klingfus is moved to fulltime; on-call coverage would almost be eliminated. Coverage would be 24/7. There would be a cost increase in salary as the

police department position wage is higher than the emergency management position. Eckerly explained that she has reviewed this with Wenger and the hours needed between both positions/departments. Emergency Management could be covered with 10% (208 hours) mainly being needed in the warmer 6 months of the year. Eckerly is concerned of the total cost currently of wages at \$1.1 million dollars in 2014. At the next meeting Eckerly will bring a payroll breakdown of the general fund and enterprise fund.

- Police Department Expenditures – Maintenance of Building – Increased \$500.00 for frozen sewer lines
- Uniforms – Increased \$500.00 to replace worn out uniforms
- New Equipment – Increased \$2,000.00 for e-citation software mandated July 2016
- Transfer To Capital Improvement – increased \$4,500.00 according to Wegner's depreciation schedule

### **NEXT MEETING**

The next meeting is scheduled for Tuesday, July 7, 2015 at 4:00 p.m. The agenda will include bonding, financial advisor RFP, and 2015 contracts with the Township.

There being no further business, the meeting was adjourned at 6:15 p.m.