

**SPECIAL BUDGET & FINANCE COMMITTEE MEETING
CITY HALL CONFERENCE ROOM
JUNE 7, 2016
4:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Community Gardens (page 5)
 - B. Meeting Room Reservation Fees (page 14)
- IV. OLD BUSINESS
 - A. Northland Securities – Public Finance Agent (Bonding) (page 17)
- V. INFORMATIONAL
 - A. Next Meeting – Tuesday, July 5, 2016 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: June 7, 2016

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the April 8, 2016 and April 25, 2016 Budget & Finance Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from April 8, 2016 and April 25, 2016 Budget & Finance Committee meetings.

**MINUTES
BUDGET & FINANCE COMMITTEE**

APRIL 8, 2016

Jean Soine called the meeting to order at 11:00 a.m. Other members present were Neil Herzberg, Elliot LaBeau, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator. Ron Mergen, Public Works Director was also in attendance.

Motion was made by LaBeau to approve the minutes from the August 4, 2015, June 2, 2015, April 7, 2015, February 9, 2016 and February 19, 2013 Budget & Finance Committee meetings. Seconded by Herzberg and unanimously carried.

COUNCIL WAGES

The Committee discussed the increase the staff received. The last increase was approved on June 11, 2012 for 2013.

Motion was made by Ludwig to approve a Council wage increase of 1.5% in 2017 and 2% in 2018 and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

COUNCIL PER DIEM

The Committee discussed Council member per diem; increasing from \$45.00 per half day to \$50.00 and \$90.00 per full day to \$100.00. There is approximately eleven full meetings a year. Council members also get mileage, meals, and hotel accommodations paid for in addition to the per diem. The last increase was in 2006.

Motion was made by Herzberg to increase the per diem for Council members to \$100.00 for full days and \$50.00 for half days effective January 1, 2017 and recommend such to the City Council. Seconded by Soine and unanimously carried.

MEETING DATE CHANGE

The Committee discussed changing the meeting time for June 7, 2016; to meet earlier in the day or leave at 4:45 p.m.

COMPOST SITE

Mergen reported on the Compost Site. The Committee discussed the need for a card/gate system or to just leave it open with cameras in place. The camera system will retain as many days as the size of the hard drive.

It was discussed trying to keep the site open for the remainder of the 2016 season and put in a gated system in 2017 so that the costs would be spread over two budget cycles.

Mergen reported the grant application was sent into Stearns County for \$15,000.00. Mergen received a call from Troy Freihammer at the County and they have to put together a process for large amount requests. This new process and whether or not the City would receive the grant would not be in place until July of 2016.

The Committee reviewed what the current payment/permit process is. Residents are sharing the \$10.00 permits. Purchasing cards and putting \$10.00 on all water bills and issuing cards to all residents and have Township residents and anyone else purchase cards was suggested.

Discussion was held on how to handle commercial permits since now they get a key and pay \$200.00.

Mergen reported that his department will be putting up a fence so people have to follow a specific path and put the cameras along that route. A second gate would remain locked unless there is a power outage.

The Committee suggested completing Phase 1; get the electrical and cameras installed and wait for the grant decision to do Phase 2; gate and card system in August/September of 2017.

Paynesville Township can either pay 38% (same percentage they have been paying) toward the whole project or have the township residents purchase cards individually for \$15.00.

Options included; budget extra for the project, put a charge on the water bill for all City residents, and/or charge the Township.

Motion was made by Eckerly to take money to install a new compost system from reserves and waive the 2017 fees for City residents for computer card access and charge \$15.00 for all non-residents and \$250.00 for commercial entities and recommend such to the City Council. Seconded by Herzberg and unanimously carried.

Motion was made by Herzberg to set a duplicate card fee of \$5.00 each and recommend such to the City Council. Seconded by Ludwig and unanimously carried.

LIBRARY FURNITURE

The Committee discussed the proposed library furniture.

Motion was made by LaBeau to approve 2 Rhapsody Mobile Club Chairs at \$284.00 each from the Library fund and recommend such to the City Council. Seconded by Herzberg and unanimously carried.

HOLIDAY LIGHTS

Holiday lights were discussed.

Motion was made by Eckerly to transfer \$5,074.00 from the Lake Ave. Fund to make the amount \$12,700.00 and recommend such to the City Council. Seconded by LaBeau and unanimously carried.

NEXT MEETING

Motion was made by LaBeau to set the following meetings; April 25 – will be joint with Council for the 2015 audit, May 3 will be cancelled, and June 7, 2016 will be the next meeting. Seconded by Eckerly and unanimously carried.

There being no further business, the meeting was adjourned at 12:50 p.m.

**MINUTES
SPECIAL JOINT CITY COUNCIL AND BUDGET & FINANCE COMMITTEE MEETING
2015 AUDIT**

APRIL 25, 2016

Mayor Jeff Thompson called the meeting to order at 5:00 p.m. Council members present were Kay McDaniel, Donovan Mayer, Jean Soine, and Neil Herzberg. Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant; Bill Ludwig, Liquor Store Manager; Belinda Ludwig, Finance Specialist; Sarah Utsch, CliftonLarsonAllen; and Elliot LaBeau.

Utsch presented the 2015 Audit and reported on the following:

- Management & Compliance Letters – no disagreements
- Internal Control Findings:
 - Segregation of duties
 - Material audit adjustments
 - Financial statement preparation
 - Timeliness of PERA contribution submissions
 - Internal controls over capital assets
- MN Legal Compliance Findings – none for 2015
- Comparative governmental fund revenues – largest amount is from grants, LGA and fire and police aid
- Comparative governmental fund expenditures – largest amount is public safety
- Governmental funds revenues and expenditures - City has 16.5 months of reserves and the State Auditor recommends 3-5 months
- General fund revenues and expenditures – City has 11.75 months of reserves and the State Auditor recommends a minimum of 5 months
- General fund months of expenditures in fund balance – strong fund balance
- Debt service fund financial highlights
- Capital project fund financial highlights
- Water enterprise fund historical trends – exceed expenditures by \$250,000.00
- Sewer enterprise fund historical trends – net position went down
- Liquor fund financial highlights:
 - Liquor inventory \$175,930.00
 - Sales \$1,387,560.00
 - Cost of sales \$1,075,540.00
 - Gross profit 22.49%
 - Operating income \$70,300.00
 - Transfer to General Fund \$45,000.00
- Liquor enterprise fund historical trends
- Annual liquor store report by OSA

There being no further business, the meeting was adjourned at 5:24 p.m.

Renee Eckerly, City Administrator

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: June 7, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Community Gardens

Prepared by: Staff

COMMENTS:

Community Garden representative(s) will be in attendance. Discuss having the Community Gardens pay for their water usage. Please see the attached spreadsheet outlining how much money the City has paid for since 2009 for their water usage (totaling \$6,300.55).

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Community gardens

ACCOUNT	NAME	SERVICE ADDRESS				CURRENT BALANCE		
04-070183-00	CITY OF PAYNESVILLE	317 HIGHWAY 55				0.00		
POST DATE	TRAN NO.	TRAN DATE	TYPE	FLAG	REFERENCE	BALANCE FWD	AMOUNT	BALANCE
2/09/2016	0836	2/09/2016	PAYMENT		091994	7.48	7.48CR	0.00
2/01/2016	0837	2/01/2016	BILL		12/31- 1/30	0.00	7.48	7.48
1/12/2016	0838	1/12/2016	PAYMENT		091804	7.13	7.13CR	0.00
1/06/2016	0839	1/06/2016	BILL		11/29-12/31	0.00	7.13	7.13
12/15/2015	0840	12/15/2015	PAYMENT		091649	7.13	7.13CR	0.00
12/01/2015	0841	12/01/2015	BILL		10/30-11/29	0.00	7.13	7.13
11/10/2015	0842	11/10/2015	PAYMENT		91465	7.13	7.13CR	0.00
11/02/2015	0843	11/02/2015	BILL		9/30-10/30	0.00	7.13	7.13
10/13/2015	0844	10/13/2015	PAYMENT		091317	7.13	7.13CR	0.00
10/02/2015	0845	10/02/2015	BILL		8/30- 9/30	0.00	7.13	7.13
9/17/2015	0846	9/17/2015	PAYMENT		091137	55.48	55.48CR	0.00
9/03/2015	0847	9/03/2015	BILL		7/31- 8/30	0.00	55.48	55.48
8/12/2015	0848	8/12/2015	PAYMENT		90961	201.43	201.43CR	0.00
8/04/2015	0849	8/04/2015	BILL		6/30- 7/31	0.00	201.43	201.43
7/14/2015	0850	7/14/2015	PAYMENT		090806	105.06	105.06CR	0.00
7/02/2015	0851	7/02/2015	BILL		5/31- 6/30	0.00	105.06	105.06
6/17/2015	0852	6/17/2015	PAYMENT		090588	7.13	7.13CR	0.00
6/02/2015	0853	6/02/2015	BILL		4/30- 5/31	0.00	7.13	7.13
5/28/2015	0854	5/28/2015	PAYMENT		090445	7.13	7.13CR	0.00
5/04/2015	0855	5/04/2015	BILL		3/31- 4/30	0.00	7.13	7.13
4/15/2015	0856	4/15/2015	PAYMENT		090207	7.13	7.13CR	0.00
4/01/2015	0857	4/01/2015	BILL		2/28- 3/31	0.00	7.13	7.13
3/24/2015	0858	3/24/2015	PAYMENT		090071	7.13	7.13CR	0.00
3/03/2015	0859	3/03/2015	BILL		1/31- 2/28	0.00	7.13	7.13
2/10/2015	0860	2/10/2015	PAYMENT		089879	7.13	7.13CR	0.00

2015 426.14
 2014 702.38
 2013 635.50
 2012 1842.41
 2011 1141.61
 2010 657.98
 2009 894.53
6300.55

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TRANSACTION REPORT
 SUMMARY

ACCOUNT	NAME	SERVICE ADDRESS					CURRENT BALANCE		
04-070183-00	CITY OF PAYNESVILLE	317 HIGHWAY 55					*CONTINUED*		
POST DATE	TRAN NO.	TRAN DATE	TYPE	FLAG	REFERENCE	BALANCE FWD	AMOUNT	BALANCE	
2/03/2015	0861	2/03/2015	BILL		12/31- 1/31	0.00	7.13	7.13	
1/13/2015	0862	1/13/2015	PAYMENT		89745	6.77	6.77CR	0.00	
12/31/2014	0863	12/31/2014	BILL		11/29-12/31	0.00	6.77	6.77	
12/11/2014	0864	12/11/2014	PAYMENT		089523	6.77	6.77CR	0.00	
12/02/2014	0865	12/02/2014	BILL		10/30-11/29	0.00	6.77	6.77	
11/25/2014	0866	11/25/2014	PAYMENT		089370	6.77	6.77CR	0.00	
10/31/2014	0867	10/31/2014	BILL		9/30-10/30	0.00	6.77	6.77	
10/14/2014	0868	10/14/2014	PAYMENT		89212	91.83	91.83CR	0.00	
10/01/2014	0869	10/01/2014	BILL		8/29- 9/30	0.00	91.83	91.83	
9/23/2014	0870	9/23/2014	PAYMENT		89119	150.46	150.46CR	0.00	
9/03/2014	0871	9/03/2014	BILL		7/30- 8/29	0.00	150.46	150.46	
8/12/2014	0872	8/12/2014	PAYMENT		088846	211.35	211.35CR	0.00	
8/05/2014	0873	8/05/2014	BILL		6/30- 7/30	0.00	211.35	211.35	
7/15/2014	0874	7/15/2014	PAYMENT		088691	138.69	138.69CR	0.00	
7/03/2014	0875	7/03/2014	BILL		5/30- 6/30	0.00	138.69	138.69	
6/18/2014	0876	6/18/2014	PAYMENT		88471	62.66	62.66CR	0.00	
6/03/2014	0877	6/03/2014	BILL		4/30- 5/30	0.00	62.66	62.66	
5/13/2014	0878	5/13/2014	PAYMENT		088319	6.77	6.77CR	0.00	
5/06/2014	0879	5/06/2014	BILL		3/31- 4/30	0.00	6.77	6.77	
4/29/2014	0880	4/29/2014	PAYMENT		88241	6.77	6.77CR	0.00	
4/11/2014	0881	4/11/2014	BILL		2/28- 3/31	0.00	6.77	6.77	
3/11/2014	0882	3/11/2014	PAYMENT		087955	6.77	6.77CR	0.00	
3/04/2014	0883	3/04/2014	BILL		1/31- 2/28	0.00	6.77	6.77	
2/12/2014	0884	2/12/2014	PAYMENT		087755	6.77	6.77CR	0.00	
2/03/2014	0885	2/03/2014	BILL		12/31- 1/31	0.00	6.77	6.77	

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ACCOUNT	NAME		SERVICE ADDRESS			CURRENT BALANCE		
04-070183-00	CITY OF PAYNESVILLE		317 HIGHWAY 55			*CONTINUED*		
POST DATE	TRAN NO.	TRAN DATE	TYPE	FLAG	REFERENCE	BALANCE FWD	AMOUNT	BALANCE
1/09/2014	0886	1/09/2014	PAYMENT		78580	6.77	6.77CR	0.00
12/31/2013	0887	12/31/2013	BILL		11/29-12/31	0.00	6.77	6.77
12/12/2013	0888	12/12/2013	PAYMENT		87409	6.77	6.77CR	0.00
12/03/2013	0889	12/03/2013	BILL		10/30-11/29	0.00	6.77	6.77
11/14/2013	0890	11/14/2013	PAYMENT		087209	6.77	6.77CR	0.00
11/01/2013	0891	11/01/2013	BILL		9/30-10/30	0.00	6.77	6.77
10/10/2013	0892	10/10/2013	PAYMENT		87054	103.00	103.00CR	0.00
10/01/2013	0893	10/01/2013	BILL		8/31- 9/30	0.00	103.00	103.00
9/12/2013	0894	9/12/2013	PAYMENT		86873	178.53	178.53CR	0.00
9/04/2013	0895	9/04/2013	BILL		7/31- 8/31	0.00	178.53	178.53
8/15/2013	0896	8/15/2013	PAYMENT		086720	166.73	166.73CR	0.00
8/01/2013	0897	8/01/2013	BILL		6/30- 7/31	0.00	166.73	166.73
7/25/2013	0898	7/25/2013	PAYMENT		86614	98.65	98.65CR	0.00
7/03/2013	0899	7/03/2013	BILL		5/31- 6/30	0.00	98.65	98.65
6/12/2013	0900	6/12/2013	PAYMENT		86345	41.20	41.20CR	0.00
5/31/2013	0901	5/31/2013	BILL		4/30- 5/31	0.00	41.20	41.20
5/23/2013	0902	5/23/2013	PAYMENT		86243	6.77	6.77CR	0.00
5/01/2013	0903	5/01/2013	BILL		3/31- 4/30	0.00	6.77	6.77
4/12/2013	0904	4/12/2013	PAYMENT		086014	6.77	6.77CR	0.00
4/02/2013	0905	4/02/2013	BILL		2/28- 3/31	0.00	6.77	6.77
3/14/2013	0906	3/14/2013	PAYMENT		85843	6.77	6.77CR	0.00
3/04/2013	0907	3/04/2013	BILL		1/30- 2/28	0.00	6.77	6.77
2/08/2013	0908	2/08/2013	PAYMENT		85697	6.77	6.77CR	0.00
2/05/2013	0909	2/05/2013	BILL		12/31- 1/30	0.00	6.77	6.77
1/24/2013	0910	1/24/2013	PAYMENT		85581	6.77	6.77CR	0.00

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ACCOUNT	NAME		SERVICE ADDRESS				CURRENT BALANCE	
04-070183-00	CITY OF PAYNESVILLE		317 HIGHWAY 55				*CONTINUED*	
POST DATE	TRAN NO.	TRAN DATE	TYPE	FLAG	REFERENCE	BALANCE FWD	AMOUNT	BALANCE
1/07/2013	0911	1/07/2013	BILL		11/30-12/31	0.00	6.77	6.77
12/13/2012	0912	12/13/2012	PAYMENT		85318	6.77	6.77CR	0.00
12/04/2012	0913	12/04/2012	BILL		10/31-11/30	0.00	6.77	6.77
11/15/2012	0914	11/15/2012	PAYMENT		85166	6.77	6.77CR	0.00
11/01/2012	0915	11/01/2012	BILL		9/30-10/31	0.00	6.77	6.77
10/11/2012	0916	10/11/2012	PAYMENT		85010	158.21	158.21CR	0.00
10/01/2012	0917	10/01/2012	BILL		8/31- 9/30	0.00	158.21	158.21
9/27/2012	0918	9/27/2012	PAYMENT		84944	177.02	177.02CR	0.00
9/04/2012	0919	9/04/2012	BILL		7/30- 8/31	0.00	177.02	177.02
8/07/2012	0920	8/07/2012	PAYMENT		84679	319.66	319.66CR	0.00
8/01/2012	0921	8/01/2012	BILL		6/30- 7/30	0.00	319.66	319.66
7/26/2012	0922	7/26/2012	PAYMENT		84607	909.84	909.84CR	0.00
7/02/2012	0923	7/02/2012	BILL		5/31- 6/30	0.00	909.84	909.84
6/28/2012	0924	6/28/2012	PAYMENT		84400	230.29	230.29CR	0.00
6/04/2012	0925	6/04/2012	BILL		4/30- 5/31	0.00	230.29	230.29
5/22/2012	0926	5/22/2012	PAYMENT		84251	6.77	6.77CR	0.00
5/02/2012	0927	5/02/2012	BILL		3/31- 4/30	0.00	6.77	6.77
4/09/2012	0928	4/09/2012	PAYMENT		84023	6.77	6.77CR	0.00
4/02/2012	0929	4/02/2012	BILL		2/15- 3/31	0.00	6.77	6.77
3/14/2012	0930	3/14/2012	PAYMENT		83839	6.77	6.77CR	0.00
2/29/2012	0931	2/29/2012	BILL		1/16- 2/15	0.00	6.77	6.77
2/08/2012	0932	2/08/2012	PAYMENT		83661	6.77	6.77CR	0.00
1/31/2012	0933	1/31/2012	BILL		12/17- 1/16	0.00	6.77	6.77
1/05/2012	0934	1/05/2012	PAYMENT		83521	6.06	6.06CR	0.00
12/30/2011	0935	12/30/2011	BILL		11/17-12/17	0.00	6.06	6.06

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ACCOUNT	NAME		SERVICE ADDRESS			CURRENT BALANCE		
04-070183-00	CITY OF PAYNESVILLE		317 HIGHWAY 55			*CONTINUED*		
POST DATE	TRAN NO.	TRAN DATE	TYPE	FLAG	REFERENCE	BALANCE FWD	AMOUNT	BALANCE
12/16/2011	0936	12/16/2011	PAYMENT		83341	6.06	6.06CR	0.00
11/30/2011	0937	11/30/2011	BILL		10/18-11/17	0.00	6.06	6.06
11/23/2011	0938	11/23/2011	PAYMENT		83257	6.06	6.06CR	0.00
11/04/2011	0939	11/04/2011	BILL		9/18-10/18	0.00	6.06	6.06
10/24/2011	0940	10/24/2011	PAYMENT		83085	260.35	260.35CR	0.00
10/05/2011	0941	10/05/2011	BILL		8/19- 9/18	0.00	260.35	260.35
9/29/2011	0942	9/29/2011	PAYMENT		82929	286.30	286.30CR	0.00
9/06/2011	0943	9/06/2011	BILL		7/20- 8/19	0.00	286.30	286.30
8/08/2011	0944	8/08/2011	PAYMENT		82598	249.98	249.98CR	0.00
8/02/2011	0945	8/02/2011	BILL		6/20- 7/20	0.00	249.98	249.98
7/29/2011	0946	7/29/2011	PAYMENT		82484	223.33	223.33CR	0.00
7/07/2011	0947	7/07/2011	BILL		5/21- 6/20	0.00	223.33	223.33
6/27/2011	0948	6/27/2011	PAYMENT		82326	73.17	73.17CR	0.00
6/09/2011	0949	6/09/2011	BILL		4/21- 5/21	0.00	73.17	73.17
5/12/2011	0950	5/12/2011	PAYMENT		82098	6.06	6.06CR	0.00
5/12/2011	0951	5/12/2011	MEMO		Ex CUT-PMT 6.06CR	6.06	0.00	6.06
5/02/2011	0952	5/02/2011	BILL		3/22- 4/21	0.00	6.06	6.06
4/14/2011	0953	4/14/2011	PAYMENT		81916	6.06	6.06CR	0.00
4/05/2011	0954	4/05/2011	BILL		2/20- 3/22	0.00	6.06	6.06
3/29/2011	0955	3/29/2011	PAYMENT		81863	6.06	6.06CR	0.00
3/08/2011	0956	3/08/2011	BILL		1/21- 2/20	0.00	6.06	6.06
2/04/2011	0957	2/04/2011	PAYMENT		81591	6.06	6.06CR	0.00
2/01/2011	0958	2/01/2011	BILL		12/22- 1/21	0.00	6.06	6.06
1/14/2011	0959	1/14/2011	PAYMENT		81448	5.34	5.34CR	0.00
1/05/2011	0960	1/05/2011	BILL		11/22-12/22	0.00	5.34	5.34

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ACCOUNT	NAME		SERVICE ADDRESS			CURRENT BALANCE		
04-070183-00	CITY OF PAYNESVILLE		317 HIGHWAY 55			*CONTINUED*		
POST DATE	TRAN NO.	TRAN DATE	TYPE	FLAG	REFERENCE	BALANCE FWD	AMOUNT	BALANCE
1/03/2011	0961	1/03/2011	PAYMENT		81331	5.34	5.34CR	0.00
12/01/2010	0962	12/01/2010	BILL		10/23-11/22	0.00	5.34	5.34
11/22/2010	0963	11/22/2010	PAYMENT		81188	5.34	5.34CR	0.00
11/01/2010	0964	11/01/2010	BILL		9/23-10/23	0.00	5.34	5.34
10/14/2010	0965	10/14/2010	PAYMENT		80977	5.34	5.34CR	0.00
10/01/2010	0966	10/01/2010	BILL		8/24- 9/23	0.00	5.34	5.34
9/09/2010	0967	9/09/2010	PAYMENT		80781	102.36	102.36CR	0.00
9/01/2010	0968	9/01/2010	BILL		7/25- 8/24	0.00	102.36	102.36
8/13/2010	0969	8/13/2010	PAYMENT		80627	232.93	232.93CR	0.00
8/04/2010	0970	8/04/2010	BILL		6/25- 7/25	0.00	232.93	232.93
7/27/2010	0971	7/27/2010	PAYMENT		80547	234.89	234.89CR	0.00
7/06/2010	0972	7/06/2010	BILL		5/26- 6/25	0.00	234.89	234.89
6/10/2010	0973	6/10/2010	PAYMENT		80293	45.08	45.08CR	0.00
6/01/2010	0974	6/01/2010	BILL		4/26- 5/26	0.00	45.08	45.08
5/07/2010	0975	5/07/2010	PAYMENT		80147	5.34	5.34CR	0.00
5/03/2010	0976	5/03/2010	BILL		3/27- 4/26	0.00	5.34	5.34
4/16/2010	0977	4/16/2010	PAYMENT		80014	5.34	5.34CR	0.00
4/02/2010	0978	4/02/2010	BILL		2/25- 3/27	0.00	5.34	5.34
3/11/2010	0979	3/11/2010	PAYMENT		79814	5.34	5.34CR	0.00
3/03/2010	0980	3/03/2010	BILL		1/26- 2/25	0.00	5.34	5.34
2/03/2010	0981	2/03/2010	PAYMENT		79655	5.34	5.34CR	0.00
2/01/2010	0982	2/01/2010	BILL		12/27- 1/26	0.00	5.34	5.34
1/11/2010	0983	1/11/2010	PAYMENT		79517	15.50	15.50CR	0.00
1/06/2010	0984	1/06/2010	BILL		11/27-12/27	0.00	15.50	15.50
12/24/2009	0985	12/24/2009	PAYMENT		79410	15.50	15.50CR	0.00

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TRANSACTION REPORT
 SUMMARY

ACCOUNT	NAME	SERVICE ADDRESS					CURRENT BALANCE	
04-C70183-00	CITY OF PAYNESVILLE	317 HIGHWAY 55					*CONTINUED*	
POST DATE	TRAN NO.	TRAN DATE	TYPE	FLAG	REFERENCE	BALANCE FWD	AMOUNT	BALANCE
12/04/2009	0986	12/04/2009	BILL		10/28-11/27	0.00	15.50	15.50
11/10/2009	0987	11/10/2009	PAYMENT		79196	15.50	15.50CR	0.00
11/02/2009	0988	11/02/2009	BILL		9/28-10/28	0.00	15.50	15.50
10/15/2009	0989	10/15/2009	PAYMENT		79063	122.49	122.49CR	0.00
10/01/2009	0990	10/01/2009	BILL		8/29- 9/28	0.00	122.49	122.49
9/24/2009	0991	9/24/2009	PAYMENT		78924	121.82	121.82CR	0.00
9/02/2009	0992	9/02/2009	BILL		7/30- 8/29	0.00	121.82	121.82
8/13/2009	0993	8/13/2009	PAYMENT		78686	159.79	159.79CR	0.00
8/03/2009	0994	8/03/2009	BILL		6/30- 7/30	0.00	159.79	159.79
7/20/2009	0995	7/20/2009	PAYMENT		78576	139.10	139.10CR	0.00
7/06/2009	0996	7/06/2009	BILL		5/31- 6/30	0.00	139.10	139.10
6/22/2009	0997	6/22/2009	PAYMENT		78414	304.83	304.83CR	0.00
6/03/2009	0998	6/03/2009	BILL		4/30- 5/31 1ST BILL	0.00	304.83	304.83

SELECTION CRITERIA

ACCOUNT SELECTIONS:

ACCOUNT SELECTION	SELECTED
ACCOUNT NUMBER(S)	04-070183-00

DATE SELECTION:

DATE RANGE	1/01/2009 THRU 99/99/9999
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PRINT OPTIONS:

REV CODE DISTRIBUTION	NO
BILL DETAIL	NO
SINGLE ACCT PER PAGE	NO

*** END OF TRANSACTION REPORT ***

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: June 7, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Meeting Room Reservation Fees

Prepared by: Staff

COMMENTS:

Discuss increasing the meeting room reservation fees.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

02/09/16

Miscellaneous					
Special Meeting Request		\$100.00		January 1	5-14-03 5-21-03 2003-28
Mayor Salary	Chpt. 2	\$4,040.00/year \$4,080.40/year \$4,479.38/year \$4,703.35/year		1-1-07 1-1-08 1-1-13 1-1-14	9-27-06 Ord. 92 Ord. 142
Council Member Salary	Chpt. 2	3,030.00/year 3,060.30/year \$3,359.53/year \$3,527.51/year		1-1-07 1-1-08 1-1-13 1-1-14	9-27-06 Ord. 92 Ord. 142
Mayor/Council Per Diem	Chpt. 2	\$45.00/half day \$90.00/full day		January 1	10-23-02 2002-20 10-25-06 2006-50
Residential Compost Site Permit		\$10.00		January 1	2009-48
Commercial Compost Site Permit With Key		\$100.00 Non-Profit \$200.00 Commercial Users		January 1	10-23-02 2009-48 2013-38
Meeting Rooms/Office Space		local non-profit free		January 1	5-14-03 5-21-03 2003-28
		local business \$25.00			
		out-of-town non-profit \$35.00			
		out-of-town business \$75.00			
Gazebo Reservation		\$25.00 plus tax \$1.72= \$26.72		January 1	2008-05 2010-37
Damage Deposit For Veterans Park Shelter		\$50.00			
Veteran's Park Shelter Kitchen with Banquet Hall & Outside Seating		Individual/Entity \$100.00 plus tax \$6.88 = \$106.88			2010-37
Metal Detector Rental		\$15.00/day or any part of a day		January 1	2008-05 2010-37
Notary Services		\$1.00 (at limit)		January 1	5-14-03 5-21-03 2003-28
Public Copies		\$.25 (at limit)		January 1	5-14-03 5-21-03 2003-28
Fax (in or out going)		\$5.00		January 1	5-14-03 5-21-03 2003-28
Copy of Zoning Ordinance		\$25.00		January 1	5-14-03 5-21-03 2003-28
Copy of Comprehensive Plan		hard copy \$25.00 CD \$15.00		January 1	5-14-03 5-21-03 2003-28
Copy of Airport Zoning Document		\$10.00		January 1	5-14-03 5-21-03 2003-28
Mailing Labels For Non-Profit For Profit/Business		\$35.00		January 1	1-26-05 2005-06 2009-18
Drivers License Manuals	Res.	Standard Driver's Manual: \$7.00		January 1	2011-39
		Motorcycle Manual: \$4.50			
		CDL Manual: \$10.00			

CITY OF PAYNESVILLE
CITY HALL ROOM RESERVATION FORM

221 Washburne Ave., Paynesville, MN 56362
 Phone: (320) 243-3714 Fax: (320) 243-3713

Renter: _____

Complete Mailing Address: _____

Daytime Phone: _____ Email Address: _____

Date of Use: _____ Time of Use: _____

Choose Preference	Location	Capacity
	Council Chambers	45
	Conference Room (8:00 a.m. – 4:30 p.m. only)	12

Special Requirements	
	Podium
	Number of Chairs
	TV Screens/Panels
	Projector
	Number of Tables

	Entity	Fee
	local non-profit	Free
	local business	\$25.00
	out-of-town non-profit	\$35.00
	out-of-town business	\$75.00

How to arrange room: _____

Rental Fee Received:	_____
Tax Received:	_____
TOTAL	_____
Date Key Issued:	_____
Key Issued To:	_____
Date Key Returned:	_____

 Renter Signature

 Date

 City Approval

 Date

PLEASE RETURN THIS COMPLETED FORM & KEY TO CITY HALL ~ THANK YOU

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: June 7, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

ITEM DESCRIPTION: Northland Securities – Public Finance Agent (Bonding)

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report. Monte Eastvold, Northland Securities will be in attendance to address the Committee. Please see the attached emails.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Monte Eastvold

From: Monte Eastvold
Sent: Thursday, May 12, 2016 2:04 PM
To: 'paynesvillemayor@yahoo.com'
Cc: Reneee@paynesvillemn.com
Subject: Springsted/Northland

Hello Mayor Thompson,

As a follow-up to our conversation of yesterday, I wanted to review some of the reasons that the City of Paynesville should continue to work with Northland Securities on pending bond issues.

I mentioned that I first heard that Paynesville has switched to Springsted in a phone call with Renee yesterday. Renee indicated that the change was made because the City was "dinged" by a late filing report to the SEC 9 years ago. Specifically, Northland did not file the City's 2006 Audit with the SEC's depository until August 15, 2007. Northland had notified the SEC and bond holders prior to the end of 2006 that the filing would be late. Though the City was cited for the late filing, the City will not be fined or suffer any other negative effects of the late filing. The SEC views the late filing as a minor issue.

Since August 15, 2007, every report and Audit has been filed on time on behalf of the City by Northland. This includes two notifications to the SEC of two credit rating changes (at no cost to the City).

I have served the City of Paynesville (initially with Juran & Moody) since 1989. Over that period of time, I have prepared 20 Debt Management Studies and presented the finished product to the City Council and staff – all at no cost to the City. The DMS has enabled the City to monitor the cash flow needs of each outstanding bond issue. The DMS has also revealed opportunities to either refinance bond issues or pay off bond issues ahead of time. For example:

In 1994, I recommended to the City that it purchase a \$472,000 US Treasury Zero Coupon Bond with City Hall debt service funds. This investment matured on 11-15-01, just prior to the 12-1-01 Call Date of the City Hall bond issue. When the Zero matured, proceeds were used to pay off the entire City Hall bond issue – enabling the City to cancel the remaining tax levies due from 2002 – 2010 – tax levies that totaled \$545,000.

The Taxable Sewer Revenue Bonds of 1994 were refunded in 2002, enabling a reduction in sewer rates that supported the bond issue's debt payments from \$120,000 to \$100,000 per year, for a total reduction of \$140,000 over seven years.

In 2003, due to a healthy debt service fund balance for the Improvement Bonds of 1996, I recommended, at no cost to the City, that the 2007 – 2011 maturities be prepaid. These maturities were prepaid, eliminating \$129,750 in future interest payments.

In 2003, due to a healthy debt service fund balance for the Improvement Bonds of 1995, I recommended, at no cost to the City, that the 2008 – 2010 maturities be prepaid. These maturities were prepaid, eliminating \$60,074 in future interest payments, and \$44,000 in annual tax levies that supported the issue's debt payments.

In 2003, a USDA Loan was refinanced, saving the City \$26,222 in future debt service payments.

In 2010, G.O. Improvement Bonds were refinanced, reducing future debt service payments by \$59,202.

In 2012, G.O. Improvement Bonds were refinanced, reducing future debt service payments by \$90,422.

Northland Securities (& its predecessor) has provided, and will continue to offer, the City of Paynesville with a level of service, innovation and commitment unmatched by our competitors. I want to continue to serve the City of Paynesville with its future financing needs.

Thank you,

Senior Monte Eastvold

Vice President - Public Finance

Northland Securities, Inc

45 South 7th Street

Minneapolis, MN 55402

Direct Dial - 612-851-5904

meastvold@northlandsecurities.com

Monte Eastvold

From: Monte Eastvold
Sent: Monday, May 16, 2016 10:23 AM
To: paynesvillemayor@yahoo.com
Cc: Reneee@paynesvillemn.com
Subject: FW: Paynesville Rating S&P
Attachments: Paynesville CD Postings.pdf

Good Morning,

Renee may be receiving misinformation from other parties as to whether the City is, or is not, in compliance regarding Continuing Disclosure regulations. Please see Catherine Winkelhake's email below.

In the past 9 years, there has been only one instance of a late filing. Since 2007, Northland has filed all Continuing Disclosure reports on-time and in full compliance with all regulations.

Thanks,

Monte

From: Catherine Winkelhake
Sent: Monday, May 16, 2016 9:55 AM
To: Monte Eastvold
Subject: FW: Paynesville Rating S&P

The City's only outstanding bond issues that are currently subject to Continuing Disclosure requirements are the following:

\$1,235,000	G.O. Improvement Bonds, Series 2010A
\$685,000	G.O. Street Reconstruction Bonds, Series 2010B
\$840,000	G.O. Improvement Bonds, Series 2014A

These 3 issues are all subject to "Limited" (not "Full") Disclosure, so only audited financial statements are required to be filed on the EMMA website. They are due no later than 12 months after the end of the fiscal year for the completed audit. Attached is an EMMA web page that shows the City's audits have been filed within the required annual deadline for each of the past 6 years – the reports have never been filed late. There is no additional "Financial and Operating Data" Report that is required to be filed – that only applies to bond issues that are subject to "Full" CD. It may be that the City's audit firm is not aware that these bond issues are only subject to the "Limited" Disclosure rules, or they may not be aware that there are different requirements for "Limited" vs. "Full" disclosure.

The City also has a number of bond issues that are completely "exempt" from the Disclosure rules, and I'm not sure if their audit firm is aware of the exemptions allowed under the Disclosure rule. The exempt issues include the Series 2012A Crossover Refunding Bonds (exempt because the issue size was below \$1 million) and all of the City's PFA Loans (exempt because they are private placements with the PFA).

The Limited Disclosure rules also require that any change in a credit rating has to be posted on the EMMA website within 10 business days of occurrence. On March 14, 2014, the City's S&P rating was upgraded from A+ to AA- through S&P's "rating surveillance" process. To my knowledge, we were not told of that rating change by the City, and instead found out directly from S&P in May 2014 when we submitted the City's Series 2014A bond issue for a rating. Please see the email below, which indicates when S&P informed us of the rating change from their review in March. We did post immediately after hearing about it from S&P, but it was rather surprising that the City did not let us know in March that their rating was upgraded. That would have allowed us to post the change for them in March.

We have found that audit firms in the past several years have been asking more questions of their clients about meeting continuing disclosure requirements. Although this is good, we have also found that they are often not at all aware of the many exceptions under the disclosure rule, and this often results in confusion over whether their client is "in compliance" or not. Paynesville has clearly been in compliance with their continuing disclosure rules for quite some time, and we are happy to be able to assist them in meeting all their deadlines.

Catherine Winkelhake

Senior Vice President, Public Finance Services Manager



Direct (612) 851-4926 | Main (612) 851-5900

Mail 45 South 7th Street, Suite 2000 | Minneapolis, 55402

Email cwinkelhake@northlandsecurities.com

Web NorthlandSecurities.com

Please consider the environment before printing this email.

From: Catherine Winkelhake
Sent: Thursday, May 08, 2014 2:16 PM
To: Monte Eastvold
Cc: Andrew Tuquillar
Subject: RE: Paynesville Rating S&P

No - I was not aware of that. We need to file a material event for them asap! Thanks for letting me know.

Catherine Winkelhake

Senior Vice President, Fiscal Group Manager

Northland Securities, Inc.

45 South 7th Street, Suite 2000

Minneapolis, MN 55402

Direct: 612-851-4926 Main: 612-851-5900

cwinkelhake@northlandsecurities.com

From: Monte Eastvold
Sent: Thursday, May 08, 2014 2:10 PM
To: Catherine Winkelhake
Subject: FW: Paynesville Rating S&P

Catherine,

Were you aware of Paynesville's recent upgrade?

Monte

From: Dyer, Steffanie [<mailto:steffanie.dyer@standardandpoors.com>]
Sent: Wednesday, May 07, 2014 3:31 PM
To: Monte Eastvold

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Cc: Bacheider, Elizabeth
Subject: Paynesville Rating S&P

Hi Monte-

I will be the primary analyst and Liz Bacheider will be the backup analyst for the Paynesville rating. We reviewed the city in March 2014 as part of surveillance but did not have the FY13 audited financials at that time. The rating was upgraded to AA-/stable.

Please let us know what date and time you have in mind for a conference call.

Kind regards,
Steffanie
312-233-7007

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