

**BUDGET & FINANCE COMMITTEE MEETING
CITY HALL CONFERENCE ROOM
SEPTEMBER 6, 2016
4:45 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. AIS Funding – Kevin Farnum (page 4)
 - B. 2017 Budget Update
- V. INFORMATIONAL
 - A. Next Meeting – Tuesday, October 4, 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: September 6, 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 July 7, 2015 Budget & Finance Committee Meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the July 7, 2015 Budget & Finance Committee Meeting.

**MINUTES
BUDGET & FINANCE COMMITTEE**

JULY 7, 2015

Jean Soine called the meeting to order at 4:00 p.m. Other members present were Neil Herzberg, Elliot LaBeau, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator.

Motion was made by Herzberg to approve the December 8, 2014 and June 2, 2015, with corrections. Budget & Finance Committee meeting minutes. Seconded by Ludwig and unanimously carried.

NEW POSTAGE MACHINE QUOTES

New postage machine quotes were reviewed. This will be brought back to the next meeting.

PLAN-IT SOFTWARE

It was reported that this is capital improvement tracking software. Ludwig does a spreadsheet now which is limited and time consuming. The price for this software is \$1,350.00. It was suggested to speak to the City of Annandale to find out how time consuming it is. This will be brought back for consideration when the Administration Department is fully staffed.

WEBSITE

It was reported that if the City is satisfied with the current website the City can add more space and utilize what we have for now and budget for web site upgrades. Soine mentioned that EDAP used to have a lot of extra money. The Committee discussed why the website costs so much (\$550.00 per year and \$250.00 for additional storage). The Committee discussed whether to send this to EDAP or to budget for it in 2016.

Motion was made by Herzberg to proceed with an update if there are funds in EDAP in the amount of \$5,070.00 premium and recommend such to the City Council. Seconded by Soine and unanimously carried.

COMMUNITY GARDEN

It was reported that the water usage at the Community Gardens is high. The Committee reviewed whether to charge for water or not. It was questioned if the water is on a timer and are people adjusting the timers. Gardeners were mowing the park in exchange for water. The timer is now in the building. This will be brought back with calculations on average usage and meter information.

FEE SCHEDULE

The Committee discussed the history of the last changes.

COUNCIL SALARIES

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Council salaries will be reviewed in July of 2016. Per Diem increases were discussed to increase from \$40.00 to \$50.00 for a half day and \$90.00 to \$100.00 for a full day.

Motion was made by Eckerly to approve the per diem increase to \$50.00 for half day and \$100.00 for full day and recommend such to the City Council. Seconded by Ludwig and unanimously carried.

NEXT MEETING

The next meeting is scheduled for Tuesday, August 4, 2015 at 4:30 p.m. It was suggested to pull the Ambulance Garage Lease for the next meeting.

It was noted to include credit cards in the 2016 budget.

There being no further business, the meeting was adjourned at 6:00 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: September 6, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

ITEM DESCRIPTION: AIS Funding – Kevin Farnum

Prepared by: Staff

COMMENTS:

Kevin Farnum will be in attendance to discuss future AIS funding. There is \$4,500.00 budgeted under Beaches for Contractual AIS Inspectors.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION: