

**SPECIAL BUDGET & FINANCE COMMITTEE  
CITY HALL CONFERENCE ROOM  
AUGUST 21, 2013  
6:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. 2014 Budget (page )
  - B. Purchase of Computers for Motor Vehicle and Administration
  - C. Codification of the City's Ordinance book
- IV. OLD BUSINESS
- V. INFORMATIONAL
- VI. ADJOURN

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

**Voting Members: Jean Soine, Belinda Ludwig, Elliot LaBeau, Kay McDaniel, 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: August 21, 2013

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: III - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the attached minutes from July 15, 2013 Special Budget & Finance Committee meetings.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from July 15, 2013 Special Budget & Finance Committee meetings.

**SPECIAL MINUTES  
BUDGET & FINANCE COMMITTEE**

**JULY 15, 2013**

Jean Soine called the meeting to order at 4:40 p.m. Other members present were Kay McDaniel, Belinda Ludwig, Accounting Specialist Sr.; and Renee Eckerly, City Administrator. Elliott LaBeau was absent. Also present was Paul Wegner, Police Chief and Bill Ludwig, Liquor Store Manager.

There were no minutes to approve.

**2014 BUDGET**

**Trail Guards** – The Committee discussed and determined that the City could not donate monetarily at this time for taking care of the park.

**Initiative Foundation** – \$100.00 will be added to the budget under EDAP.

**Aquatic Invasive Species** – \$3,000.00 will be added to the budget under Beaches.

**Police:**

- Increase \$1,000.00 to travel and school as every officer needs to have Emergency Vehicle training as the state requires it every 5 years.
- Decrease \$2,000.00 to motor oil due to not covering the Township.
- Increase \$11,000.00 in Capital Improvement – Wegner would like each officer to have their own tazer. Due to the squad car purchase this year it has decreased the Capital Improvement fund. Officers also need a new computer as the current system was purchased in 2008.
- School Resource Officer – This is for the 4<sup>th</sup> year and being budgeted for in Capital Improvement.

**Liquor Store:**

- 2% increase in sales from 2012
- Telephones increased
- Event and advertising increased
- Travel & School increased to get more involved in MMBA. May become a board member, then costs will be covered.
- Discuss credit card fees and setting a limit for customers
- Transfer out to the General Fund is \$43,000.00
- The computer is 5 years old so there is a need to start budgeting for a replacement

**Deputy Registrar – Motor Vehicle:**

- The contract for the use of the testing facility has expired and Alice McColley has been working on this since April.
- Driver's license increase \$10,000.00 due to state approved increase.
- Motor vehicle decrease \$7,100.00 due to more people renewing online.

Other budget changes were reviewed throughout the budget:

- LGA – increase of \$36,500.00 due to the new formula
- Airport Hangars – increase \$3,000.00

Expenditures were reviewed. Throughout the budget staff tried to have little change in overall department budgets. Wages will be added and reports redistributed. The General Fund budget will be at the 3% – 4% when redistributed before the August 12, 2013 meeting.

There being no further business, the meeting was adjourned at 6:35 p.m.