

MINUTES BUDGET & FINANCE COMMITTEE

MARCH 10, 2014

Jean Soine called the meeting to order at 4:30 p.m. Other members present were Kay McDaniel, Elliot LaBeau, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator. Ron Mergen, Public Works Director and Paul Wegner, Police Chief were present.

No minutes were presented for approval.

POLICE DEPARTMENT – USE OF PROJECTED SURPLUS

Wegner requested to keep the approximately \$25,000.00 surplus in 2013. Wegner presented a depreciation schedule. Wegner further explained the need to upgrade the operating system on the computers; therefore, a need of two new computers; one for Wegner and one for the officers. The Committee discussed that these transfers are proposed in March after audit is closer.

Wegner also asked that according to Policies & Procedures the surplus was going to go to Capital Improvement and then there would be no transfer in 2014 to Capital Improvement, but use the \$10,000.00 towards the part-time officer.

The Committee discussed not to purchase any computers until Stearns County decides what operating system they are using.

Ammunition – Wegner thought it would come out of Capital Improvement. In the future, it should be included in the budget.

Wegner reviewed his depreciation schedule which starts in 2016 to have \$17,000.00 each year in Capital Improvement budget. The Committee discussed that in budget crunch times Capital Improvement is the first to be cut.

Eckerly reported that Minco has a new quote for two new desktop computer units and a cost to upgrade a desktop and laptop from \$1,719.62 to \$1,577.00.

Motion was made by McDaniel to purchase two work stations from Minco and upgrade one laptop and one desktop in the amount of \$1,577.00 and recommend such to the City Council. Seconded by Ludwig and unanimously carried.

This must be completed in the next 30 days or the Police Department won't be able to get on the BCA software until the upgrade is completed. This is due to Microsoft not supporting XP operating systems.

STEARNS COUNTY SHERIFFS DEPARTMENT

For records management the City is currently paying the County \$1,000.00 per month (\$12,000.00 per year). Wegner has spoken with City Attorney, Bill Spooner regarding doing the records management. The City can't just give this to anyone due to the confidentiality nature of

the job. It was discussed that once the ties are cut with Stearns County there will be no going back to the County. The Committee had mixed discussions about hiring back a Police Department Secretary. It was suggested to piggy back the work with the County to see how much time it takes. Wegner stated that RMS data entry would take an average of 2.5 hours per week depending on the activity level.

ELECTION JUDGES – WAGES, ETC.

The current wage of \$8.50 per hour plus meals has been in place since at least 2008. Eckerly would like to propose a wage increase to \$11.50 with no meals. The potential effect on the 2014 budget would be \$19.50.

History of Election Judge Wages & Food

| | Wages | Food | Hours Worked |
|--------|------------|----------|--------------|
| 2008 | \$1,912.52 | \$275.14 | 225.00 |
| 2010 | \$1,636.28 | \$280.76 | 192.50 |
| 2012 | \$1,646.90 | \$235.67 | 193.75 |
| Totals | \$5,195.70 | \$791.57 | |

Proposal for 2014

| | Wages | Food | Hours Worked |
|------|--------|------|--------------|
| 2014 | 2219.5 | 0 | 193.00 |

Effect on 2014 Budget

| | Wages | Food | Subtotal | Appr. Over Budget |
|------|------------|----------|------------|-------------------|
| 2014 | \$2,000.00 | \$200.00 | \$2,200.00 | \$19.50 |

Paynesville Township pays \$12.00 per hour for Election Judges with no meals.

Motion was made by LaBeau to approve the wage increase for Election Judges from \$8.50 to \$11.50 per hour and remove all food allowances, effective June 1, 2014 and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

STADIUM/GRANDSTAND – FUNDING

The Committee discussed the request for \$25,000.00 from the Baseball Association. Since the building is not for community wide use there is nothing the City can subsidize like in the past. The Committee tabled this until the next meeting.

CONTRACTS

Frauenschuh & Spooner PA – General Attorney – The Committee questioned what the plan when Bill Spooner retires.

CliftonLarsonAllen – Accounting/Audit – 3 year contract at \$20,900.00 through 2014.

Bennett Office Technologies – IT Support – Eckerly will bring back a plan for support.

Central Minnesota Insurance Agency – Insurance – Eckerly will check and if the agent will stay at 5% or an RFP will be brought back at the next meeting for approval.

Rinke-Noonan Law Firm – Labor Attorney – Eckerly will print out history for the next meeting.
Springsted & Northland Securities – Financial Advisor - The Committee discussed Northland versus Springsted for the position and whether or not there are more choices for financial advisors. This was tabled until the next meeting.

Hockey Association – Compost Site – Approved \$6,500.00 for the same schedule, but add May, June, and October from 6:00 – 8:00 p.m. or dusk. Free public skating is provided and an outdoor rink maintained by the Hockey Association.

Lifeguards - \$2,000.00 to be split three ways between the City, Paynesville Township, and the Lake Association. The Committee would like to increase \$1,000.00 to the City and Township and \$500.00 to the Lake Association effective in 2014.

Sand & Salt Storage – This is a 5 year contract that runs November 1, 2010 through October 31, 2015. This will need to be looked at in the fall of 2014.

Joint Trails Maintenance – The cost was adjusted in 2011 to cost share with Paynesville Township.

Oil Depot – In the 2011 contract, Paynesville Township charges to get rid of filters and the City pays 50% of the costs.

RV Dump – There are little to no expenses.

Veterans Park Mowing – The City reimburses Paynesville Township \$22.50 per hour to mow and trim at the park. This was created in February of 2013. Mergen stated that this is working well.

Bolton & Menk, Inc. – City Engineer – Mergen suggested getting letters from Bolton & Menk, as to the costs of projects so it doesn't appear they have an open checkbook.

D & D Snowplowing – This contract runs November 1, 2013 – March 1, 2014. This is an annual contract which the Public Works Committee also reviews annually. There is a \$1,000.00 per month retainer and \$115.00 per hour fee.

Fuel Master – The airport fuel system is being replaced this spring.

The following were not addressed at this meeting and will be addressed at a future meeting:

Recreational Programs:

After Prom

Historical Society

Paynesville Area Center

Community Education

Tyler Technologies – Financial Software

Townsware – Pet Licensing Software
PermitWorks – Building Permit Software
Incode Online Payments - Update

PROPERTY TAX INFORMATION

The property tax information was reviewed.

NEXT AGENDA

Items for the next meeting will include: Minutes, insurance agent, financial advisor, stadium, staffing and Liquor Store.

There being no further business, the meeting was adjourned.