

**MINUTES
SPECIAL CITY COUNCIL AND
BUDGET & FINANCE COMMITTEE MEETING**

OCTOBER 15, 2012

Mayor Jeff Thompson called the meeting to order at 6:00 p.m. Council members present were Jeff Bertram, Jean Soine, Dennis Zimmerman, and Gene Beavers (6:03 p.m.). Others present were Renee Eckerly, City Administrator; Ron Mergen, Public Works Director; Jennifer Welling, Administrative Assistant; Ashley Alsum, Cable Coordinator; Bill Ludwig, Liquor Store Manager; Donovan Mayer, Elliot LaBeau, Mark Eckerly, Brian Jones, Inez Jones, Neil Herzberg, Matt Dickhausen, Julie Schlangen, Kay McDaniel, and Mike Jacobson. Belinda Ludwig was absent.

MINUTES

Motion was made by Zimmerman to approve the minutes from the July 9, 2012 and August 13, 2012 Budget & Finance Committee meetings. Seconded by Soine and unanimously carried.

PET TRACKER SOFTWARE

The quotes for Pet Tracker software were presented:

Helion	\$2,500.00 plus \$145.00 annual maintenance & support
Townsware	\$1,995.00 plus 10% off = \$1,795.50 plus \$495.00 annual maintenance & support (this amount is included in the \$1,995.00)

Eckerly is working on a greater discount for Paynesville being a spokesperson for Townsware. There would be an additional 10% off for every sale in Minnesota. This group has also been invited to attend the Clerks Conference. This would be a huge time saver as staff is currently using an excel spreadsheet and prior to that Access for pet tracking. This program generates notices, licenses, and lists. The program is web based so anyone can access it including the police department when needed.

Motion was made by Soine to approve the quote from Townsware in the amount of \$1,795.50 for pet tracker software. Seconded by Zimmerman and unanimously carried.

2013 BUDGET

Recreational Programs - representatives were in attendance to request funds from the City.

Community Education – Matt Dickhausen:

- Explained the programming, events, and activities
- Requested \$6,251.00 which is the same amount as last year
- New event – movie in the park (Gazebo Park)
- Working with the Area Center and have added them to the brochures that are mailed out to the entire school district
- Thanked the Council for their continued support

After Prom – Julie Schlangen reported on:

- Thanked the Council for past support and their consideration
- Explained the program that is held for about 130 students

Historical Society – Mike Jacobson:

- Thanked the Council for past funding
- Other contributions have declined over the years
- Two projects:
 - The church
 - Mold problem
- New bylaws
- Annual meeting will be held November 13, 2012

Paynesville Area Center – Inez Jones:

- Thanked the Council for past funding
- Reported that it was a good year, over budget on income and under budget on expenses
- Collaborating with Community Education on their newsletter

Hockey Association – Brian Jones:

- Apologized on not having a written request
- Explained there is no longer a West and East River Lakes, just one together
- About 360 compost permits have been issued to date
- Opened early this spring due to the nice weather

The proposed 2013 Budget was reviewed.

Several questions were raised including:

- Interest income
- Bonding & debt
- Not budgeting accurately or correctly for LGA
- Fire Hall lease
- Building permit fees
- Fire Department work comp
- Salary increases
- Attorney fees

Currently there is a surplus of \$21,079.00 in the budget. Airport expenses were discussed including the hangar rent and fuel prices. It was mentioned that no salary increases have been budgeted for except for Council, but there was percentage adjustments. It was stated that it's important for all to review the budget as it's what we live with for the next 12 months. All recreation figures are figured into the budget except for the After Prom program.

Motion was made by Bertram to approve the Recreational Programs:

Community Education \$6,251.00

After Prom \$450.00

Historical Society \$8,000.00

Paynesville Area Center \$8,500.00

Hockey Association \$6,000.00

Fire Works \$2,000.00

and make any necessary adjustments in the budget. Seconded by Soine and unanimously carried.

It was suggested to further lower the levy amount and to further analyze this in November when more accurate numbers can be obtained. It was suggested that the City be consistent in figuring LGA.

Part-Time Public Works Employee – Eckerly explained that this is included in the Water & Sewer budget. Mergen reported that there is not a need for a full-time employee, but a third part-time employee not under the 67 days and able to work April - November. Mergen listed the items not getting done in the Public Works Department:

- Leaves
- Windows
- Street patching
- Compost site fence
- Irrigators
- Gear boxes
- Cleaning library
- Scanning water cards
- Flushing valves
- Hydrant lubing
- Tree trimming
- Street sweeping
- Mowing

Mergen stated that all work could be subbed out, but at a cost. There was some discussion on what budget the funds should come from for the employee and at what grade and step.

Motion was made by Bertram to hire a part-time maintenance worker at Grade A, Step 1. Seconded by Zimmerman and passed 4:1 (Thompson, yes; Soine, yes; Bertram, yes; Zimmerman, yes; Beavers, no).

Motion was made by Bertram to put the two existing part-time maintenance workers on a wage scale.

The motion died for lack of a second.

It was suggested to have Mergen put some numbers together including number of hours.

WATER & SEWER BUDGET

Mergen reviewed the water and sewer budget.

LIQUOR STORE BUDGET

Ludwig stated that sales are very weather dependent.

There being no further business, the meeting was adjourned at 7:24 p.m.

Renee Eckerly, City Administrator