

**SPECIAL BUDGET & FINANCE COMMITTEE  
CONFERENCE ROOM  
JANUARY 4, 2012  
5:30 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Election of Officers (page 4)
  - B. Meeting Schedule (page 5)
- IV. OLD BUSINESS
  - A. Member Resignation/Appointment (page 6)
  - B. IQMZ – Agenda & Minute Software
  - C. Draft 2012 Fee Schedule (page 8)
- V. INFORMATIONAL
- VI. ADJOURN

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

**Voting Members: Jean Soine, Belinda Ludwig, Dennis Zimmerman, 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: January 4, 2012

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: III - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the attached minutes from the December 12, 2011 Budget & Finance Committee meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the December 12, 2011 Budget & Finance Committee meeting.

**MINUTES  
BUDGET & FINANCE COMMITTEE**

**DECEMBER 12, 2011**

Jean Soine called the meeting to order at 5:30 p.m. Other members present were Belinda Ludwig and Renee Eckerly. Dennis Zimmerman was absent.

**Motion was made by Ludwig to approve the minutes of the October 17, 2011 and May 9, 2011 Budget & Finance Committee meeting with the correction to change urination to staining. Seconded by Soine and unanimously carried.**

**RESIGNATION**

The Committee believed that the resignation had already been approved by the City Council. The Board discussed asking Elliot LeBeau, Pat Hess, a previous Council member, or someone from Asset Management. It was suggested to have someone that has some accounting or banking experience. This will be put on the next agenda.

**UN-REIMBURSEABLE MEDICAL AMOUNT**

Eckerly reported that while setting up TASC the limit for un-reimbursable medical came up. The City has set the limit at \$1,800.00 in 2003. Obama health care has set the maximum at \$2,400.00. The City is self funded so there is a risk, but anyone who has left early has paid back the money so the City has never had a shortfall.

**Motion was made by Eckerly to increase to \$2,400.00 as the limit for un-reimbursable medical and recommend such to the City Council. Seconded by Ludwig and unanimously carried.**

**FEE SCHEDULE**

The City Fee Schedule will be reviewed at the next meeting prior to it going to the City Council on January 11, 2012.

**JANUARY MEETING DATE**

**Motion was made by Soine to move the January meeting to Wednesday, January 4, 2012 at 5:30 p.m. Seconded by Eckerly and unanimously carried.**

**IQM2 AGENDA & MINUTE SOFTWARE**

Eckerly reported that this software would allow agendas and minutes to be done much more efficiently. Welling and Eckerly have sat in on a webinar with the company. Stearns County also utilizes this software. Eckerly will contact the County to find out the pros and cons of the program and possibly go and visit them. The Company reduced the cost from \$850.00 to \$640.00 per month for Minute Traq and Media Traq and there is no contract. This is a pay each month so you can cancel anytime. The City can put

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all the City's minutes on the web and they would be searchable across all committees so anyone could find all the action on any subject. The City could also stream meetings on the web. Equipment for such is included in the price. This will be put back on the next agenda.

#### **GASB 54**

Eckerly reported that Doug Host, LarsonAllen came in today for two and a half hours and tweaked the policy and resolution. With the City adopting these two documents it would be in GASB 54 compliance to go forward. No fund accounts needed adjustment.

**Motion was made by Ludwig to approve the Fund Balance Policy In Accordance With GASB 54 and Resolution Establishing Fund Balance Policies As Required By GSAB 54 and recommend such to the City Council. Seconded by Soine and unanimously carried.**

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: January 4, 2012

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

**ITEM DESCRIPTION:** Election of Officers

Prepared by: Staff

**COMMENTS:**

Nominations for Chairperson.

Nominations for Vice Chairperson.

Nominations for Secretary.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

A motion to elect \_\_\_\_\_ as Chairperson.

A motion to elect \_\_\_\_\_ as Vice Chairperson.

A motion to elect \_\_\_\_\_ as Secretary.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Budget & Finance Committee

Committee/Council Meeting Date: January 4, 2012

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

**ITEM DESCRIPTION:** Meeting Schedule

Prepared by: Staff

**COMMENTS:**

Every year each Committee sets their yearly meeting schedule. Currently the Board meets the first Tuesday of each month at 5:30 p.m.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

A motion to set the Budget & Finance Committee meetings for \_\_\_\_\_.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Budget & Finance Committee

Committee/Council Meeting Date: January 4, 2012

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

**ITEM DESCRIPTION:** Member Resignation/Appointment

Prepared by: Staff

**COMMENTS:**

Please review the attached resignation from Kirk Johnson. Accepting his resignation and recommending such to Council has not been done as the Committee previously thought.

New member suggestions.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to accept the resignation from Kirk Johnson and recommend such to the City Council.

Motion to appoint \_\_\_\_\_.

## Jennifer Welling

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**From:** Renee Eckerly  
**Sent:** Tuesday, October 25, 2011 3:24 PM  
**To:** Jennifer Welling  
**Cc:** 'parrotheadmayor@mediacombb.net'  
**Subject:** FW: City Finance Committee

Put on next Finance Committee

Renee Eckerly  
City Administrator – Paynesville, MN  
Email: [ReneeE@paynesvillemn.com](mailto:ReneeE@paynesvillemn.com)  
Telephone: 320-243-3714 ext. 227  
Fax: 320-243-3713

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**From:** Johnson, Kirk [<mailto:KJohnson@pahcs.com>]  
**Sent:** Tuesday, October 25, 2011 2:06 PM  
**To:** Renee Eckerly  
**Subject:** City Finance Committee

Hi Renee,

I have taken another position and will be leaving PAHCS as CFO. We will be moving down to West Des Moines. Therefore I will be stepping down from the City Finance Committee. I wish the City all the best as you continue to move through challenging times. If we should discuss further please give me a call.

Thanks.  
Kirk

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## 2012 City of Paynesville License & Fee Schedule

Licenses		Current Fee	Proposed Fee	Effective Date	Date Approved
<b>Animal</b>					
Kennel	Chpt. 6 Pg. 94	\$25.00		January 1	4-9-03 5-21-03 2003-24 2004-25 2009-49
Dog & Cat	Chpt. 10 Pg. 121	On or Before June 30 <sup>th</sup> \$10.00 spayed/neutered \$20.00 not spayed/neutered On or After July 1 <sup>st</sup> \$20.00 spayed/neutered \$40.00 not spayed/neutered		January 1	4-9-03 5-21-03 2003-24 2004-25 2009-49
Potentially Dangerous Dog	Chpt. 10	\$300.00 annually		January 1	11-26-08 2008-33
Dangerous Dog	Chpt. 10	\$500.00 annually		January 1	11-26-08 2008-33
<b>Other</b>					
Shows & Assemblies	Chpt. 6 Pg. 87	\$25.00 Investigation Fee \$250.00		January 1	5-14-03 5-21-03 2003-25
Tobacco	Chpt. 6 Pg. 89	\$100.00		January 1	5-14-03 5-21-03 2003-25 2009-49
Garbage/Refuse Haulers	Chpt. 6 Pg. 93	\$50.00		April 1	5-14-03 5-21-03 2003-25
Peddlers/Solicitors	Chpt. 6 Pg. 90 Ord. 83, 2 <sup>nd</sup> Series	\$100.00		January 1	5-14-03 5-21-03 2003-25 2005-25
Parade Permit	Chpt. 7 Pg. 102	N/A		N/A	N/A
Tree Permit	Chpt. 7 Pg. 103	N/A		N/A	N/A
Recreational Fire Permit	Chpt. 10	\$0.00 (zero – no fee)		Annual	2009-01

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<b>Liquor</b>					
Intoxicating Liquor: On Sale Off Sale	Chpt. 5	\$3000.00 N/A		January 1	7-9-03 2003-36 7-14-04 2004-36
3.2 Beer/Wine Coolers	Chpt. 5	\$100.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2009-49
Temporary Liquor	Chpt. 5	\$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
Temporary Beer (special event/beer garden)	Chpt. 5	\$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
On-Sale Wine	Chpt. 5	\$150.00		January 1	7-9-03 2003-36 7-14-04 2004-36
Consumption & Display	Chpt. 5	\$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
Application & Investigation Fee (except for Temp. Beer)	Chpt. 5	\$250.00		January 1	7-9-03 2003-36 7-14-04 2004-36
Sunday Liquor		\$200.00		January 1	2009-49

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<b>Planning/Zoning</b>					
Moving Permit	Chpt. 4	\$25.00 plus \$30.00/hr. (police escort, 1 hr. minimum)		January 1	5-14-03 5-21-03 2003-26 2010-37
Excavation Permit	Chpt. 7 7.06 & 7.08	\$40.00		January 1	5-28-03 6-4-03 2003-29 2009-49
Sign Permit	Chpt. 11	For all signs requiring a permit up to and including 250 square feet in size = \$25.00  For all signs requiring a permit and over 250 square feet in size = \$200.00		January 1	5-28-03 6-4-03 2003-29 2010-11
Temporary Structure Permit	Chpt. 11	\$25.00		January 1	5-28-03 6-4-03 2003-30 2009-49 2010-37
Conditional Use Permit	Chpt. 11	\$225.00		January 1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Temporary Use Permit	Chpt. 11 Ord. 122	\$200.00		January 1	2010-15
Variance	Chpt. 11	\$250.00		January 1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Amendments/Re-Zoning	Chpt. 11	\$200.00		January 1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Lot Split	Chpt. 12	Administrative Review \$50.00 Public Hearing \$120.00 TOTAL \$170.00		January 1	5-14-03 5-21-03 2003-27 7-14-04 2004-37 9-14-05 2005-35 2009-50
Preliminary Plat	Chpt. 12	\$150.00		January 1	2-13-02 2002-08 2009-49
Final Plat	Chpt. 12	\$200.00		January 1	2-13-02 2008-08 9-14-05 2005-35 2009-49
Stearns County Highway Department Engineer - (review of plat that abuts a county road)	Chpt. 12	\$90.00		Set by County	2006 - 32
Re-Approval of Final Plat	Chpt. 12	\$150.00		January 1	10-13-04 2004-56 9-14-05 2005-35

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					2009-49
Vacation	State	\$175.00		January 1	5-14-03 5-21-03 9-14-05 2005-33 2009-49
Shingling (Re-roof) Permit	State	\$40.75		Contract (January 1)	3-12-03 2003-17
Siding Permit	State	\$40.75		Contract (January 1)	3-12-03 2003-17
Mechanical Permit	State	\$27.00		Contract (January 1)	3-12-03 2003-17
Replace Windows/Doors	State	\$40.75		Contract (January 1)	3-12-03 2003-17
Miscellaneous Permit	State	\$27.00		Contract (January 1)	3-12-03 2003-17
Residential Demolition Permit	State	\$40.75 + lab fees (if needed)		Contract (January 1)	3-12-03 2003-17
Commercial Demolition Permit	State	\$64.25 + \$5.00 + lab fees (if needed)		Contract (January 1)	3-12-03 2003-17
Residential Permit	State	1994 fee schedule + state surcharge + zoning check fee		Contract (January 1)	3-12-03 2003-17
Commercial Permit	State	1994 fee schedule + 25% of plan review + state surcharge + zoning check fee		Contract (January 1)	3-12-03 2003-17
License Verification Fee/Surcharge	State	\$5.00 – one \$5 fee will be charged for the length of the license (5 year license only charge \$5 once in the 5 years)		January 1	1-12-11 2011-01
Zoning Check		\$25.00		January 1	5-14-03 5-21-03 2003-28 2009-49
Investigation Fee	SBC	Equal to the permit fee, up to a maximum of \$50.00 – No state surcharge is applied		January 1	2006-41 9-27-06
Placement Permit		\$25.00		January 1	5-14-03 5-21-03 2003-28 2009-49
Earthwork (Mining) Permit		\$100.00		January 1	

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<b>Utilities</b>					
<b>Water Rates:</b> Multi-Unit Res. or Comm. All Other Users <b>Bulk Rates All Users:</b> 2,001 and 99,999 gal. 100,000 and 500,000 gal. Over 500,000 gal.	Chpt. 3	\$14.75 for first 2,000 gal. \$19.00 for first 2,000 gal.  \$2.48/1,000 gal. \$2.43/1,000 gal. \$2.42/1,000 gal.		January 1	2004-71 2005-47 2006-59 2007- 42 2008-37 2009-50 2010-40 2011-35
<b>Water Hook-Up Fees:</b> Single Family Unit Apartments All Others	Chpt. 3	\$800.00 (plus standard water meter at \$215.00) \$800.00 plus \$75.00/apt. (plus water meter) \$800.00 plus \$75.00/additional water unit (plus water meter)		January 1	2004-71 2005-47 2006-59 2007-42 2008-37 2009-50 2010-40 2011-35
<b>Sewer Rates:</b> Multi-Unit Res. or Comm. All Other Users Bulk Rates All Users  Surcharge – all users discharging wastewater with BOD5 levels in excess of normal domestic sewage level (270mg/l BOD5)	Chpt. 3	\$15.75 for first 2,000 gal. \$21.00 for first 2,000 gal. \$2.47 per 1,000 gal. over 2,000 gal.  2.5 cents per pound of BOD5 per day in excess of normal domestic sewage level, times the number of days in billing cycle		January 1	2004-71 2005-47 2006-59 2007-42 2008-37 2009-50 2010-40 2011-35
<b>Sewer Hook-Up Fees:</b> Single Family Units Apartments All Others	Chpt. 3	\$1,000.00 \$1,000.00 plus \$100.00/apt. unit \$1,000.00 plus \$100.00/water unit		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35
Penalty For Late Payment	Chpt. 3	10% per month		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35
Disconnect Fee	Chpt. 3	\$35.00		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35
Reconnect Fee	Chpt. 3	\$35.00		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35
Un-Metered Services	Chpt. 3	\$25.00 minimum plus \$10.00 per thousand gallons		January 1	2008-37 2009-50 2010-40 2011-35
Water/Sewer Contractor License	Chpt. 6	\$75.00 new \$25.00 annual renewal		January 1	2004-71 2005-47

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					2006-59 2008-37 2009-50 2010-40 2011-35
Transfer Fee of Water/Sewer Accounts	Ord. 3-1991	\$12.50		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35
Trunk Fees For Sanitary Sewer, Water Main, & Storm Water Mgmt. Planning	Chpt. 12 Ord. 87 4-26-06	Sanitary Sewer = \$1,270.00/acre Water Main = \$1,390.00/acre Storm Water = \$0.00/acre			2006-21 6-27-06 2006-31 2010-18 2010-40 2011-35
Bulk Water	Chpt. 3	\$25.00 minimum plus \$5.00/1000 gallons			2007-42 2010-40 2011-35
Street Light Fee	Chpt. 3	\$3.00/quarter not to exceed \$12.00/year to be billed on the water bills			2007-43 2009-47

<b>Garbage</b>					
Un-occupied – drive by fee	Contract	\$4.00			10-27-04
Cart replacement fee		\$65.00			2004-63
Recycle bin replacement fee		\$10.00			8-10-11
35 – gallon cart	Contract	Once a month \$8.23			10-27-04
35 – gallon cart		Every other month \$10.57			2004-63
35 – gallon cart		Once a week \$14.62			8-10-11
64 – gallon cart		Once a week 17.42			
95 - gallon cart		Once a week \$19.62			
Tag for each bag over		\$2.25			
All above rates include weekly curbside recycling		\$4.25 per month			

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<b>Miscellaneous</b>					
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		1-1-07 1-1-08	9-27-06 Ord. 92
Council Member Salary	Chpt. 2	3,030.00/year 3,060.30/year		1-1-07 1-1-08	9-27-06 Ord. 92
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
Compost Site Permit		\$10.00		January 1	2009-48
Commercial Compost Site Key		\$100.00		January 1	10-23-02 2009-48
Meeting Rooms/Office Space		local non-profit free local business \$25.00 out-of-town non-profit \$35.00 out-of-town business \$75.00		January 1	5-14-03 5-21-03 2003-28
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: Standard Driver's Manual Motorcycle Manual CDL Manual School Bus Manual		\$7.00 \$4.50 \$10.00 \$3.00			Resolution to be approved 12-28-11

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<b>Police Department</b>					
Finger Printing		\$15.00		January 1	6-9-04 2004-29 2010-37
Civil Process Service		\$30.00		January 1	6-9-04 2004-29 2009-49
Preliminary Breath Testing (court ordered)		\$5.00/day		January 1	6-9-04 2004-29
Accident Reports for Insurance Companies and Individuals		\$5.00/report		January 1	6-9-04 2004-29
Copies of Photographs		\$2.00 per copy \$5.00 per disk or CD		January 1	6-9-04 2004-29 2009-49
All other Reports		\$5.00/report		January 1	6-9-04 2004-29
Special request for license peace office (beer gardens, dances)		\$35.00/hour		January 1	6-9-04 2004-29 2009-49
<b>Administrative Fines</b>					
Opening Hydrants	Chpt. 3	\$75.00			
Sump Pump Violations	Chpt. 3	\$50.00			
Plumbing without Permit	Chpt. 3	\$50.00			
Violating Sprinkling Ban	Chpt. 3	\$50.00			
Building without Permit	Chpt. 4	\$75.00			
Drinking on Street or in City Park	Chpt. 5	\$50.00			
Open Container on Street	Chpt. 5	\$50.00			
Alcohol on School Grounds	Chpt. 5	\$50.00			
Failure to Remove Snow from Sidewalk	Ord. 7, 2 <sup>nd</sup> Series	\$25.00			
Obstructions in Street	Chpt. 7	\$50.00			
Excavating without Permitw	Chpt. 7	\$75.00			
Failure to Cut Grass	Chpt. 7	\$75.00			
Bicycle & Unicycle Violations	Chpt. 8	\$20.00			
Rollerblade & Skateboard Violations	Chpt. 8	\$20.00			
Cross Double Yellow Lines	Chpt. 8	\$20.00			
Unreasonable Acceleration	Chpt. 8	\$75.00			
Regulations of Use of Trails	Chpt. 8	\$75.00			
Avoiding Traffic Signals	Chpt. 8	\$50.00			
Snowmobile Violations	Chpt. 8	\$50.00			
Parallel Parking	Chpt. 9	\$20.00			
Snow Removal Parking (1 - 6 am)	Chpt. 9	1 <sup>st</sup> - \$10.00 2 <sup>nd</sup> - \$10.00 3 <sup>rd</sup> - \$25.00			
Downtown Parking (3 - 6 am)	Chpt. 9	1 <sup>st</sup> - \$10.00 2 <sup>nd</sup> - \$10.00 3 <sup>rd</sup> - \$25.00			
Parking Violations, Hours, Limits, & Restrictions	Chpt. 9	\$20.00			
Truck Parking	Chpt. 9	1 <sup>st</sup> - \$10.00 2 <sup>nd</sup> - \$10.00 3 <sup>rd</sup> - \$25.00			
Parking on Private Property without Consent	Chpt. 9	\$20.00			
Dangerous Weapons & Articles Violations	Chpt. 10	\$50.00			

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Animal without License Attached	Chpt. 10	\$50.00			
Cat/Dog Running at Large	Chpt. 10	1 <sup>st</sup> - \$50.00 2 <sup>nd</sup> - \$75.00 3 <sup>rd</sup> - \$100.00			
Cat/Dog Noises/Barking	Chpt.	1 <sup>st</sup> - \$50.00 2 <sup>nd</sup> - \$75.00 3 <sup>rd</sup> - \$100.00			
Failure to License Cat/Dog	Chpt.	1 <sup>st</sup> - \$50.00 2 <sup>nd</sup> - \$75.00 3 <sup>rd</sup> - \$100.00			
Unlawful Use of/Furnishing Tobacco	Chpt. 10	\$50.00			
Burning Leaves	Chpt. 10	\$50.00			
Disorderly Conduct	Chpt. 10	\$50.00			
Urinating in Public	Chpt. 10	\$50.00			
Noise Violation/Exhaust	Chpt. 10	\$50.00			
Curfew/Parent Allowing In Parks After Hours	Chpt. 10	\$50.00			
Obstruction on Public Property	Chpt. 10	\$50.00			
Dumping on Personal Property	Chpt. 10	\$75.00			
Hazardous Conditions	Chpt. 10	\$50.00			
Abandoned Motor Vehicles	Chpt. 10	\$50.00			