

**SPECIAL BUDGET & FINANCE COMMITTEE
CITY HALL CONFERENCE ROOM
NOVEMBER 23, 2015
4:45 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. Proposed 2016 Budget (page 4) – ***Please bring the budget that was presented at the November 9, 2015 Council meeting.***
 - 1. Compost Site (Hockey Association)
- V. INFORMATIONAL
 - A. Next Meeting – Tuesday, December 1, 2015 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: November 23, 2015

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the September 1, 2015 Budget & Finance Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the September 1, 2015 Budget & Finance Committee meeting.

**MINUTES
BUDGET & FINANCE COMMITTEE**

SEPTEMBER 1, 2015

Jean Soine called the meeting to order at 4:45 p.m. Other members present were Neil Herzberg, Belinda Ludwig, Finance Specialist.; Renee Eckerly, City Administrator; Elliot LaBeau. Ron Mergen, Public Works Director was also in attendance.

Motion was made by Herzberg to approve the June 2, 2015 Policies & Procedures Committee Meeting. Seconded by Ludwig and unanimously carried.

LIGHT POLES

Brackets for banners can't be made locally as they are specialized. It is the inside hole that is worn out. They are now $\frac{3}{4}$ inch. If the City switches to decorative lights these brackets would not fit. It was suggested since the City is not painting the poles; don't purchase the banner brackets. This project will not be budgeted for due to bonding for the project.

COMMUNITY GARDEN WATERING

Mergen has not spoken to the Garden Club. The Park & Tree Board also discussed this and the mowing and weeding is not being completely done.

COMPOST SITE

Mergen distributed photos of garbage and roots that are being accepted and brought to the site. These items should not be accepted or brought out to the site as the Public Works employees are having to go through the site and remove the unacceptable materials. On Mondays staff has to open bags, dump leaves, and remove unacceptable items. Options include:

1. Have Hockey Association take over the entire Compost Site including paperwork, money, advertising, etc. and have the Association pay the City back for all hours that the Public Works employees are working to clean up after them.
2. Have one Public Works employee work the site with the Association at \$2,616.00 for the season and have the \$2,616.00 taken off of the \$6,500.00 that is given to the Association.

The Committee also discussed eliminating the \$200.00 Commercial Permit and buying ice time rather than donating to the Association.

Mergen and Eckerly will meet with the Association and Don Pietsch and bring back an update for a recommendation to Council.

PROPOSED 2016 BUDGET

Eckerly reviewed the budget revisions:

Revenues

- Interest income increased \$3,000.00 to \$18,000.00

- Compost permit fees increased \$200.00 to \$5,200.00
- Court fines increased \$1,150.00 to \$6,150.00
- Administrative fine decreased \$500.00 to \$1,500.00
- Election filing fees increased \$0.00 to \$10.00

Expenses

- Election – new equipment increased \$0.00 to \$300.00
- Building Inspection – travel & school increased \$1,000.00 to \$1,275.00 for certifications
- Emergency Management – telephone increased \$240.00 to \$890.00 for phone at shelter
- Emergency Management – new equipment increased \$5,000.00 to \$7,000.00 for shelter
- Trail – capital improvement – increased \$7,500.00 to \$16,000.00 for future maintenance of the trail
- Cable TV – capital improvement – increased \$500.00 to \$1,000.00 for capital improvement

Motion was made by Eckerly to approve the preliminary levy of 8% and recommend such to the city Council. Seconded by Herzberg and unanimously carried.

NEXT MEETING

The next meeting is scheduled for Tuesday, October 6, 2015 at 4:45 p.m.

There being no further business, the meeting was adjourned at 6:15 p.m.