

**SPECIAL BUDGET & FINANCE COMMITTEE MEETING
CITY HALL CONFERENCE ROOM
APRIL 19, 2017
4:45 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Fire Department – Purchase of Fire Truck (page 4)
 - B. School Resource Officer (page 5)
 - C. New Sonic Wall For City Hall
 - D. 2018 Budget – Large Purchases
 - 1. Police Department – Squad Car (page 6)
 - 2. Wage Comp Study
 - 3. Comprehensive Plan
 - 4. New Computers - \$4,000.00
 - a. Ron Mergen
 - b. Belinda Ludwig
 - 5. Strategic Planning Session
- IV. OLD BUSINESS
 - A. Purchase of Building Official Vehicle (page 7)
- V. INFORMATIONAL
 - A. Next Meeting – Tuesday, June 6, 2017 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, Len Gilmore, 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: April 19, 2017

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the March 7, 2017 Budget & Finance Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the March 7, 2017 Budget & Finance Committee meeting.

**MINUTES
BUDGET & FINANCE COMMITTEE**

MARCH 7, 2017

Jean Soine called the meeting to order at 4:47 p.m. Other members present were Len Gilmore, Elliot LaBeau, and Belinda Ludwig, Finance Specialist. Renee Eckerly, City Administrator was absent. Also present were Jennifer Welling, Administrative Assistant/Zoning Specialist and Ron Mergen, Public Works Director.

Motion was made by Ludwig to approve the minutes from the November 1, 2016 Budget & Finance Committee meeting. Seconded by LaBeau and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Gilmore to elect Soine as Chairperson; LaBeau as Vice Chairperson; and Eckerly as Secretary. Seconded by Ludwig and unanimously carried.

MEETING SCHEDULE

It was consented to keep the Budget & Finance Committee meetings on the 1st Tuesday of each month at 4:45 p.m.

BUILDING OFFICIAL VEHICLE

Mergen reported that last year the City hired a part time building official and a full-time public works employee; therefore, one vehicle short. Used vehicles have been researched and brought to the Public Works Committee. The Committee recommended the purchase of a new vehicle because they are the same price and the new vehicle would have a warranty, etc. The water/sewer department would buy half and the building department would by half; a 50:50 split. However, there is no CIP in the building official department.

It was suggested that the water/sewer CIP purchase 100% of the vehicle. Starting in 2018 so the City can budget a transfer from the building department to water/sewer a payment each year for approximately 10 years. The total cost of the truck would be divided equally; a topper and tool box would be additional and those expenses would come from water/sewer CIP.

Mergen will bring back quotes and the state contract amount to the April 4, 2017 Budget & Finance Committee meeting.

APPOINTING CITY INSURANCE AGENT

Ludwig reported that Gary Rothstein, Central MN Insurance Agency is fine with the 5% commission. This is a two year agreement. The other option would be to go out for RFP's.

Motion was made by Ludwig to appoint Gary Rothstein, Central MN Insurance Agency as the City Insurance Agent and recommend such to the City Council. Seconded by LaBeau and unanimously carried.

Welling will prepare the Resolution for Council to consider.

BOND COUNSEL

Ludwig reported on the 2014 versus the 2016 bond fees from Northland Securities and Springsted respectively. Springsted's fees were higher; however, the bond was also higher. It was also stated that there is a deeper confidence level with Northland Securities.

Motion was made by LaBeau to approve Northland Securities as bond counsel for the 2017 Street Improvement Project and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

2016 AUDIT REPORT

Ludwig reported that the audit went well and that she was very pleased with the new firm. Welling agreed, as she felt it was less stressful.

NEXT MEETING

The next meeting is scheduled for Tuesday, April 4, 2017 at 4:45 p.m.

There being no further business, the meeting was adjourned at 6:45 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: April 19, 2017

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Fire Department – Purchase of Fire Truck

Prepared by: Staff

COMMENTS:

Bob Liestman, Fire Chief will be in attendance to discuss the purchase of a new fire truck.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.



Paynesville Police Department

Chief Paul Wegner

Proposed Joint SRO Program between Paynesville Police Department and ISD # 741- Paynesville & ISD # 2364- Belgrade, Brooten, Elrosa

Purpose: To provide support to staff, faculty, and students within the Paynesville School District and the Belgrade, Brooten, Elrosa School District. Support will include programs geared towards troubled youth, school safety, building security, program on drugs and bullying, and any other programs deemed important within the school setting.

Goal: Is to establish a long lasting partnership between the Paynesville Police Department and both districts to enhance the learning environment within all district buildings. Officers of the Paynesville Police Department will consistently and routinely provide support to staff and address concerns within the buildings as well as work with students on issues facing with student life, including bullying, suicide, drugs, internet safety and sex trafficking. Officers would also be responsible for building rapport with the students to assist with gathering information on issues that needed to be addressed.

Cost: \$50,000 (\$25,000 per district)

- Breakdown:
 - Wages - \$33,616.80
 - Benefits- \$8340.00
 - FICA- \$459.08
 - PERA- \$5,445.92
 - Training/Equipment- \$2,000
 - **Total: \$49,861.80**

Expected Coverage:

- 50/50 split between the two districts. Officers would alternate days at each district- most likely Monday & Wednesday in Paynesville and Tuesday & Thursday at BBE. Fridays would alternate every other week. This is one option and would be based on both districts yearly schedule and scheduled days off for school. Regardless of which school the officer was at, he/she would be available to respond to either school in the event of an emergency. Paynesville Police would staff an officer each day at one of the schools during the school year.

Possible Programs/Activities:

- Dare
- Anti-Bullying Class
- Classroom presentations
- Hallway Monitoring
- Presence at special events



Paynesville Police Department

Chief Paul Wegner

2018 Purchase of New Squad Car

The Paynesville Police Department is seeking permission to purchase a new squad car in 2018. The new squad car will replace the 2013 squad as the second primary patrol squad. It currently has 107,108 miles. The 2013 would then transition to the departments training, School Resource Officer and back-up squad replacing the 2011 Ford Crown Victoria. The 2011 squad would then be sold as surplus property to assist in off-setting the costs of the new squad.

The department has budgeted for the replacement of the is squad for many years and has established a replacement schedule for the squads every 5 yrs. The Department currently has in excess of \$67,000 in the CIP fund for this purchase with the expectation of an additional \$16,000 budgeted funds going into the CIP in 2018. (As always this amount may vary in 2018, but this will be the budgeted amount)

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: April 19, 2017

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

ITEM DESCRIPTION: Purchase of Building Official Vehicle

Prepared by: Staff

COMMENTS:

Ron Mergen will be in attendance to discuss purchasing a pickup that could be used in both the Public Works and Building Official departments. Please review the attached quotes.

ADMINISTRATOR COMMENTS:

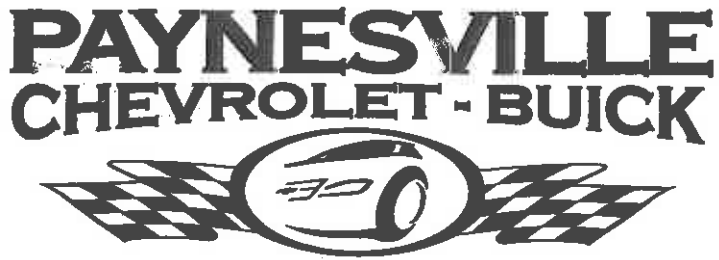
COMMITTEE/COUNCIL ACTION:

Motion to have the water/sewer CIP purchase 100% of the vehicle. Starting in 2018 so the City can budget a transfer from the building department to water/sewer a payment each year for approximately 10 years. The total cost of the truck would be divided equally; a topper and tool box would be additional and those expenses would come from water/sewer CIP and recommend such to the City Council.

7

Vehicle Prices
April 4th 11 am

Vendor	Vehicle	Topper & tool Box	Total
State Contract	\$26,917.00		
Yarmon Ford	\$26,917.00	\$4191.00	\$31,108.00
Paynesville Chevrolet-Buick	\$26,400.00	\$3,796.95	\$30,196.95



28601 St. Hwy. 55 • P.O. Box 20
Paynesville, MN 56362

320-243-3716 • 1-800-249-3716 • Fax: 320-243-3717
www.paynesvillechevrolet.com



**CERTIFIED
PRE-OWNED**
CHEVROLET BUICK GMC

2017 Chevrolet 1500 4x4

Double cab

4.3 V6 Engine

6-1/2 foot box

Cloth trim

255/70R17 All Terrain Tires

26 Gallon Fuel Tank

Engine Block Heater

Automatic Transmission

Air Conditioning

AM/FM Radio

Auto Locking Hubs

Driver & Passenger Air Bags

Tow Package with hitch

Total: \$26400 plus Tax, Title & License Fees as apply

Plus Leer Fiber Glass Topper as requested (See attached) \$3796.95

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Quote

Quote expires
May 4, 2017 12:00 am

Radco - St. Cloud
2803 Clearwater Rd
Suite U
St. Cloud, MN 56301
(320) 656-1786

Ticket #: STC-2199
Ticket date: 4/4/17
Station: ST CLOUD

Sold to: PAYNESVILLE CHEVROLET BUICK
28601 STATE HWY 55
PO BOX 20
PAYNESVILLE, MN 56362

Ship to:

Customer PO:

Customer #: W01744 **Ship date:**
Sls rep: Z **Location:** 600 **Ship-via code:** SPEE DEE
Terms: Net 30 days

Quantity	Item #	Vend Item #	Description	Price	Line Disc	Ext pro
1	850002-68GS14 *** Compare at \$1,449.00		LEER 100-R	\$1,349.00		1,349.00
1	883009 *** Compare at \$300.00		100RCC COMMERCIAL TOPPER	\$235.00		235.00
1	ITEM-NOTE-YMM		2017 slt 6.5 box	\$0.00		0.00
1	GM COLORS		GM Colors Leer G1C Blue	\$0.00		0.00
1	881017 NC		CARPET HEADLINER BLACK	\$0.00		0.00
1	PW		Front Picture Window (Std)	\$0.00		0.00
1	883007 *** Compare at \$140.00		SOLID REAR DOOR - PAINTED ALUM	\$115.00		115.00
1	883001 *** Compare at \$279.00		PAINT SIDE DOOR DRIVER	\$249.00		249.00
1	883125DB *** Compare at \$190.00		TOOLBOX OPTION B DRIVERS	\$160.00		160.00
1	883001P *** Compare at \$279.00		PAINT SIDE DOOR PASS	\$249.00		249.00
1	883125PB *** Compare at \$190.00		TOOLBOX OPTION B PASS	\$160.00		160.00
1	883156 *** Compare at \$1,049.00		Prime Design Single Rotate	\$985.00		985.00
1	881054 E *** Compare at \$110.00		12 Volt Dome Light Option E	\$95.00		95.00
1	881080SR *** Compare at \$90.00		Dome Light Switch Side-n-Rear	\$70.00		70.00
1	880113		INSTALLATION - TOPPER	\$100.00		100.00
1	880005 138359 C80-7WAY *** Compare at \$49.95		7-way Topper Wiring Connector	\$49.95		49.95

Quote

Quote expires
May 4, 2017 12:00 am

Radco - St. Cloud
2803 Clearwater Rd
Suite U
St. Cloud, MN 56301
(320) 856-1766

Ticket #: STC-2199
Ticket date: 4/4/17
Station: ST CLOUD

Sold to: PAYNESVILLE CHEVROLET BUICK
28801 STATE HWY 55
PO BOX 20
PAYNESVILLE, MN 56362

Ship to:

Customer PO:

Customer #: W01744
Sls rep: Z

Ship date:
Location: 600

Ship-via code: SPEE DEE
Terms: Net 30 days

Quantity	Item #	Vend Item #	Description	Price	Line Disc	Ext prc
----------	--------	-------------	-------------	-------	-----------	---------

Ticket Order

*** QUOTE ***

Sub total:	0.00	3,796.95	Sub total:	3,796.95
Tax:	0.00	0.00	Tax:	0.00
			Total:	3,796.95

Total discount - You saved \$ 449.00

11

2017 Ford F-150 4WD Super Cab 163" W/ HD Payload PKG

-OPTIONS-

X1E	2015 F-150 4x4 Super cab	MSRP \$36,255.00
1S	Steel Cloth 40/20/40 seat	MSRP \$0.00
44W	6-speed Auto Transmission	MSRP \$0.00
585	Radio AM/FM CD	MSRP \$00.00
64A	17" Silver Wheel	MSRP \$0.00
99F	5.0 Gas V8	MSRP \$0.00
X31	3.73 Axle Ratio	MSRP \$0.00
YZ	Oxford White	MSRP \$0.00
627	HD Payload	MSRP \$1500.00
T7C	lt245/70r17	MSRP \$0.00
627	Trailer Tow	MSRP \$495.00
	Destination Charge	MSRP \$1,295.00
	SUBTOTAL	MSRP \$39,545.00

*******SPECIAL CITY OF PAYNESVILLE PRICE*******

****\$26,917.00 + LOCAL TAXES & LICENSE FEES****



Leer 100RCC topper quote W/Laddar rack and custom options/Paint to match

***** \$4,191 city price****

A

VENDOR	MIDWAY FORD	MIDWAY FORD	MIDWAY FORD	MIDWAY FORD	MIDWAY FORD	MIDWAY FORD	MIDWAY FORD	MIDWAY FORD
State ID								
Year	2017	2017	2017	2017	2017	2017	2017	2017
Make	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD
Manufacture Model & Model Number	F-150 W1C	F-150 F1E	F-150 F1E	F-150 F1E	F-150 X1E	F-150 X1E	F-150 X1E	F-150 W1E
Description	2WD SuperCrew 157" XL w/HD Payload Pkg.	4WD Reg Cab 122"XL	4WD Reg Cab 141"XL	4WD Reg Cab 141" XL w/HD Payload Pkg.	4WD SuperCab 148"XL	4WDSuperCab 163"XL	4WD SuperCab 163"XL w/HD Payload Pkg.	4WD SuperCrew 14" XL
TOTAL DELIVERED BASE PRICE	\$26,093.76	\$21,980.76	\$21,345.76	\$24,406.76	\$25,587.76	\$25,216.76	\$26,917.76	\$25,828.76
Enter the quantity of keys provided as standard equipment for this model.	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Cost for one valet key/FOB/FOBKK able to unlock the driver's side door and start the vehicle. Responders may offer a price range. This cost may be a factor in the award.	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Does the base model meet State "Category 1" Requirements? Enter Yes or No. If no, proceed below.	yes	yes	yes	yes	yes	yes	yes	yes
Does the model have an engine(s) upgrade that meets State "Category 1" requirements? Enter yes or no. If yes, move below.	yes	yes	yes	yes	yes	yes	yes	yes
Enter all engines that meet State "Category 1" requirements.	3.5,5.0	3.5,5.0	3.5,5.0	3.5,5.0	3.5,5.0	3.5,5.0	3.5,5.0	3.5,5.0
Indicate if the following options are included in the base package offered from the OEM: (YES or NO)	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE
Engine Block Heater	no	no	no	no	no	no	no	no
Cruise Control	no	no	no	no	no	no	no	no
Driver and Passenger Air Bags	yes	yes	yes	yes	yes	yes	yes	yes
Power Windows and Locks	no	no	no	no	no	no	no	no
Limited Slip	no	no	no	no	no	no	no	no
Trailer Tow Package	yes	no	no	yes	no	no	yes	no
Front Tow Hooks	no	yes	yes	yes	yes	yes	yes	yes
Air Conditioning	yes	yes	yes	yes	yes	yes	yes	yes
Daytime Running Lights	no	no	no	no	no	no	no	no
Side Impact Air Bags	yes	yes	yes	yes	yes	yes	yes	yes
Auto Locking Front Hubs	no	no	no	no	no	no	no	no
All Terrain Tires (LT Series)	yes	yes	yes	yes	yes	yes	yes	yes
Matching Full Size Spare Tire	yes	yes	yes	yes	yes	yes	yes	yes
Skids Plates	no	no	no	no	no	no	no	no
DELIVERY OPTIONS	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE	NO TEXT HERE
Enter a deduct, if applicable, for customer pickup (if applicable, enter a deduct for deliveries that occur within _____ miles of the dealer address)	\$ M	\$ M	\$ M	\$ M	\$ M	\$ M	\$ M	\$ M

14