

MINUTES BUDGET & FINANCE BOARD

JANUARY 7, 2020

Chairperson, Jean Soine called the meeting to order at 1:00 p.m. Other members present were Neil Herzberg, Alicia LaBeau, Belinda Ludwig, Finance Specialist, and Ron Mergen, Acting City Administrator.

Motion was made by Herzberg to approve the minutes from the November 9, 2019, September 19, 2019 and July 9, 2019 Budget & Finance Committee meetings. Seconded by Ludwig and unanimously carried.

ELECTION OF OFFICERS

Motion was made by LaBeau to elect Soine as Chairperson; Herzberg as Vice Chairperson; and City Administrator Position 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 1:00 p.m.

LIBRARY

Members reviewed the information regarding the costs for upgrading all the lights to LED. The total cost is \$4,542.31 with a utility rebate of \$850.61. The final cost is \$3,691.70 with a pay back in approximately 5.5 years. The estimated monthly savings is \$56.00. Members discussed the buildings future use, noting it may not be a library, and the City doesn't have a budget to take the funds out of to pay for the upgrade.

MUNICIPAL BUILDING CIP FUND

This fund is utilized for City Hall and Library upgrades or major repairs. It was noted the fund is currently \$32,000.00 in the red. Members discussed transferring this amount from the reserves; however, the reserves will be needed to cover several other items this year. It was decided to send the transfer to Council.

LIBRARY REPAIRS

It was reported that on the back wall there has been some water leakage and damage. Two quotes were received for the repairs:

Jason Vanderpool \$10,938.07
JP Evans \$13,922.32

All members agreed that the repairs need to be completed or this could turn into a much larger problem or mold issue. Members also discussed where to take the funds from; as the only place would be the reserves.

Motion was made by LaBeau to approve the quote from Jason Vanderpool Construction in the amount of \$10,938.07 and transfer \$11,000.00 from the reserves to the Municipal Building CIP fund to cover the costs and recommend such to the Council. Seconded by Herzberg and unanimously carried.

FIREWORKS

An email from Koronis Lake Association (KLA) was reviewed noting they questioned why the fireworks funding was cut from \$2,000.00 to \$1,500.00. Members reported that most other charitable contributions were reduced and the KLA fireworks were among the cuts. Members suggested KLA be added to the list to come and request funding.

LABOR ATTORNEY

Members requested staff contact several firms and get pricing and references from the following:

Midwest Government Advisors	Long Lake MN
Madden Galanterr Hansen LLP	Bloomington MN
Pemberton, Sorlie, Rufer, & Kershner	Fergus Falls, MN

Staff was also directed to contact several local cities and inquire whom they are using.

CLEARGOV

This is a web-based program that costs the City \$4,500 per year. The information is similar to the financials as on the City's website. No one was clear on the benefits of this program. Members suggested this be brought to Council prior to paying the bill.

There being no further business, the meeting was adjourned at 1:50 p.m.