

**MINUTES  
BUDGET & FINANCE BOARD**

**MARCH 3, 2020**

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

**Motion was made by Herzberg to approve the minutes from the January 7, 2020 Budget & Finance Board meeting with clarification on the Municipal CIP and Cleargov. Seconded by LaBeau and unanimously carried.**

**POLICE DEPARTMENT OFFICE FURNITURE**

It was reported that the office furniture in the police department for the Chief of Police is out of date and not functional for the space. Currently the Chief has three separate pieces making up one desk. The department began making upgrades to the furniture last year and the Chief's Office was put off until this year. The department has obtained two quotes for furniture for the space, one from Northern Business Products and the other from Office Furniture Solutions. The quotes are for furniture, shipping, and installation:

- Northern Business Products (NBP) Quote: \$2,821.60
- Office Furniture Solutions Quote: \$2,346.00

The furniture from NBP is a more durable product and provides for a more functional space. The funds will come from Capital Improvement.

**Motion was made by Herzberg to approve the quote from Northern Business Products and recommend such to the City Council. Seconded by LaBeau and unanimously carried.**

**POLICE DEPARTMENT - PURCHASE OF A 2020 SQUAD CAR**

The Paynesville Police department needs to replace one of its main road squad cars. The department has budgeted on a depreciation scale for this purchase and funds are available. The new squad will replace the 2013 Ford Interceptor which currently has over 156,000 miles and the current 2<sup>nd</sup> road squad which has over 128,300 miles on it will move to the backup squad. The department will surplus the 2013 squad car with funds being placed into capital improvement to offset the cost of the new squad car. Quotes from Tenvoorde (\$32,799.56, state bid) and Yarmon Ford (\$32,799.00) for a 2020 Police Interceptor Utility were presented. Also attached are quotes for the installation and uninstallation of the squad cars as well as the equipment necessary to finish outfitting the squad car. By purchasing a Ford Interceptor, we will be able to reduce the cost significantly as a lot of the interior equipment will transfer over.

**Motion was made by LaBeau to approve the quote from Yarmon Ford in the amount of \$32,799.00 for a 2020 Police interceptor utility and recommend such to City Council. Seconded by Herzberg and unanimously carried.**

**Motion was made by Ludwig to approve the purchase of equipment and installation services from DTM fleet services for \$4,220.93 motion passed. Seconded by LaBeau and unanimously carried.**

### **POLICE DEPARTMENT – PURCHASE OF A LAPTOP FOR THE SQUAD**

The Paynesville Police Department needs to purchase a computer for the new squad car. The current computer is approximately 7 years old and needs to be replaced. This is a budgeted item for replacement and money is available in capital improvement. The department currently uses Panasonic Toughbooks. The County has transitioned to Dell ruggedized computers. Attached are quotes for each computer. It is recommended to purchase the Dell computer as the cost is significantly less.

**Motion was made by LaBeau to approve the purchase of a Dell Latitude 5420 for \$2,411.24 from Dell EMC and recommend such to the City Council. Seconded by Herzberg and unanimously carried.**

### **HOLIDAY DECORATION**

The holiday street lighting was discussed. The highway crossing lights and approximately 12 individual lights still need to be replaced. Xcel's policy was briefly reviewed noting the City can't hang a light or banner on a distribution pole. The lights can only be hung on streetlight poles. A plan will be drafted and brought back to a meeting in late spring or summer.

### **CARPET CLEANING**

The carpet has not been cleaned in several years. Members agreed it needs to be done and staff was directed to obtain prices and take it to the City Council for approval.

### **2019 AUDIT**

Ludwig reported that the audit went very smooth with only two noted deficiencies. The first was the Central Minnesota Credit Union did not have enough pledged collateral on December 31, 2019. They calculated in the morning and gave the City approximately a \$1,000.00 cushion; however, the City deposited \$117,000.00 throughout the day. Ludwig has contacted the Credit Union to rectify this situation. The second, is from the former administration's failure to draft a check (\$1,000.00 per retiree for a total of \$4,000.00) back to the Fire Department Relief Association for retirees.

### **DOWNTOWN STORAGE AND TAX INCENTIVE**

General discussion was held on the downtown business district and the concerns with the number of buildings being utilized for storage. Any incentive for this would have to go through the EDAP Board.

## **CITY HALL STAFFING**

General discussion was held on the increased volume of traffic coming into City Hall for Motor Vehicle. Hiring someone now was discussed; however, it takes several months to train and to obtain the background clearances to work in Motor vehicle. The consensus is to work through the next several months and let the new Administrator determine whom to hire.

There being no further business, the meeting was adjourned at 2:15 p.m.