

**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 buy 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.