

**MINUTES
BUDGET & FINANCE COMMITTEE**

APRIL 7, 2015

Jean Soine called the meeting to order at 4:30 p.m. Other members present were Neil Herzberg, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator. Elliot LaBeau was absent. Ron Mergen, Public Works Director and Nate Bork were also in attendance.

Motion was made by Ludwig to approve the minutes from the August 21, 2013, February 10, 2014, March 10, 2014, and February 9, 2015 Budget & Finance Committee meetings. Seconded by Herzberg and unanimously carried.

CREDIT CARD PAYMENTS

Bork was in attendance to discuss the City accepting credit card payments. Bork was not able to allow storage of data on his system. In this situation Bork would not be a viable solution for the City. Bork suggested going with PSN. Bork would still like to work with the Liquor Store. Eckerly emailed Bork the Public Data form to obtain copies for the Heartland bills. The Committee discussed quarterly utility billing to monthly. The Committee further discussed whether or not to go with e-billing or not and if there is a savings. Currently one can take payment out monthly to be applied to the quarterly bill. The Committee discussed what the advantages are for the City:

- More convenient for the customer
- Savings with e-billing are paper and stamps

Motion was made by Herzberg to go with PSN (including e-billing) and Tyler Technologies and recommend such to the City Council. Seconded by Ludwig and unanimously carried.

2016 BUDGET

Large Purchases/Expenditures – Pubic Works

Mergen reported that if the City is planning on staying at the current location for 15-20 years they would need room to add on. A new shop is estimated at \$800,000.00 - \$1 million.

Public Works Staffing

Mergen reported now that Mehlhop is the Part-Time Building Official, Mergen would like to add an additional 32 hour employee and replace the 67 day seasonal employee with 1 or 2 high school students (must be 16 years of age or older). This would be a \$13,115.20 increase in wages.

Motion was made by Herzberg to promote Dave Schwandt to the 32 hour position Grade 1, Step 1 and hire two 67 day seasonal positions 16 years of age or older for an average of 3 days a week for 12 weeks at \$8.50 per hour and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

This would eliminate the Township mowing Veterans Park.

COMMUNITY GARDENS

It was reported that the water costs are \$700.00 - \$800.00 per year. The Garden Club has only made one payment to the City on December 21, 2009 in the amount of \$848.03. Each plot is \$25.00. The Garden Club does mow the Community Park. It was suggested to invite a member of the Garden Club (Vinyl Christopherson) to the next meeting to discuss this.

RFP – AUDITOR

The Committee discussed whether or not to go out for RFP's. Eckerly will bring back a draft RFP to the next meeting.

RFP – BONDING

The Committee discussed whether or not to go out for RFP's. Eckerly will bring back a draft RFP to the next meeting.

WEBSITE UPGRADE

The following were reviewed:

Gov Office:

- \$2,995.00 plus
- Verify live streaming
- Hard to position item on a page
- At home support
- Easy, comfortable
- Credit cards accepted

SOCS:

- No live stream
- Nothing impressive
- No credit cards accepted

Civic Plus:

- Very expensive
- Exactly what the City wants
- Very nice
- Credit cards accepted

8-Bit Studio:

- Very expensive set up
- Monthly fees are cheaper
- No credit cards accepted

Motion was made by Eckerly to approve the proposal upgrade from Gov Office in the amount of \$2,995.00 and recommend such to the City Council. Seconded by Herzberg and unanimously carried.

2015 CONTRACTS

The contracts that expire this year will be on the next agenda.

SERVER UPGRADE

Motion was made by Eckerly to approve the proposal upgrade from OCC in the amount of \$18,012.00 to upgrade the server and recommend such to the City Council. Seconded by Soine and unanimously carried.

RECYCLING BINS – WEST CENTRAL SANITATION

West Central Sanitation is interested in moving to recycling carts for the City of Paynesville.

2015 FEE SCHEDULE

The Committee review and discussed the 2015 Fee Schedule. Eckerly will research shows and assemblies and bring it back to the next meeting.

SECURITY CAMERAS & SERVERS

Eckerly gave a verbal report on security cameras and servers.

NEXT MEETING

The next meeting is scheduled for Tuesday, May 5, 2015 at 4:45 p.m.

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