

**MINUTES
BUDGET & FINANCE BOARD**

APRIL 9, 2019

Jean Soine called the meeting to order at 11:00 a.m. Other members present were Neil Herzberg, Alicia LaBeau, Belinda Ludwig, Finance Specialist, and Renee Eckerly, City Administrator. Also present was Ron Mergen, Public Works Director.

There were no minutes presented for approval.

FEE SCHEDULE

The Board reviewed the fee schedule.

Motion was made by Herzberg to approve the following fee schedule changes:

<u>ITEM</u>	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>
Administrative Fine Late Fee	None	first reminder \$5.00 second reminder \$10.00 third reminder Go To Court
Assessment Search	None	\$20.00 per search
Transfer of Water & Sewer Accounts	\$12.50	\$20.00
Snow Removal, Downtown Parking, & Truck Parking	\$10.00 second offense	\$15.00 Second offense

and recommend such to the City Council. Seconded by Ludwig and unanimously carried.

PARKING SIGNS

The parking signs at Queen Bee's Bar & Grill are faded and need to be replaced.

2020 BUDGET

Public Works:

- 2020 John Deere mower/blower - \$40,000.00 - \$50,000.00. This one has a narrower mower deck and the repair shop said it's near its end and can't be repaired much longer.
- Storm water ponds – experiment with using a 4 wheel drive tractor or brush hog to mow as it is hard on equipment.
- Pickup (Bob's) – a 2010 and looking to replace in 2020-2021
- Continue budgeting for future shop and parks

Police:

- Eckerly reported that the police are looking at replacing the oldest squad (Ford). It is currently having its 3rd transfer case replaced and has 140,000 miles on it. Wegner is okay with a new Ford estimated at \$31,500.00 because some of the equipment will transfer.
- Looking at replacing the K-9 squad in 2020-2021; a Chevy Tahoe at \$36,000.00. A larger vehicle for the K-9 and suspect. Some items will transfer to a Ford and maybe a Chevy.

- Wegner would like to purchase furniture for the squad room from Northern Business Products for \$3,730.15 with funds to come from the Capital Improvement Fund. Wegner received a second quote from Office Furniture Solutions in the amount of \$5,397.39.
- Wegner is looking at replacing the furniture in his office in 2020 at an estimated amount of \$2,565.45.

Council:

- Eckerly will research Microsoft surface tablet costs versus a laptop. If purchasing an iPad – an iTunes account is needed.

Fire Safe:

The City has 5 large safety deposit boxes at the Central Minnesota Credit Union, which used to cost \$60.00 each. The City is in need of another large safety deposit box, but the cost has risen to \$100.00 per box (\$600.00 per year). The City keeps all legal documents in the safety deposit boxes. The City should be retaining the years of minutes books also in a fire proof container. Eckerly researched office safes and costs.

Motion was made by LaBeau to purchase from Safesetc.com product AMSWS-1750C 2 hour Fire Rated Office Safe Item #4352 for \$2,499.99 and recommend such to the City Council. Seconded by Eckerly and approved unanimously.

This safe would be large enough for all the legal documents and minutes books. The safe would be purchased from the municipal buildings department CIP.

City Comprehensive Plan:

- This is a big project and is estimated at \$10,000.00 - \$15,000.00.

City Hall Phone System:

- Eckerly explained the issues with the current system and will get quotes and bring back to the Board.

INVESTMENT ADVISOR

Eckerly explained how investments are not getting taken care of like the previous advisors. The City has not been contacted for an investment since December 2018. Ludwig explained the fees and interest checks. Eckerly will talk with Jeremy Willner regarding the service and report back to the Board whether to transfer to RBC or not.

There being no further business, the meeting was adjourned at 2:10 p.m.