

MINUTES BUDGET & FINANCE BOARD

JUNE 4, 2019

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 Renee Eckerly, City Administrator. Also present was Ron Mergen, Public Works Director.

There were no minutes presented for approval.

HOUSING STUDY

EDAP paid for the housing study in 2014. A new study can be done starting in August/September, 2019 for \$9,500.00 by the same company.

**Motion was made by LaBeau to proceed with the Housing Study for \$9,500.00 by the same company as in 2014 and recommend such to the City Council.
Seconded by Herzberg and unanimously carried.**

2020 BUDGET

Fire Department – Andy Soine and Brad Mehlhop presented specifications for a 2019 Yamaha Viking with racks in the amount of \$18,927.00. The fire department would use the side by side unit with a tank and pump in the summer for grass fires and in the winter for medical transports. Tracks can't be installed on the department's current equipment. The current snowmobile was used nine times. Proposed is for the City to pay \$18,927.00. As of 12-31-18 the Small Equipment Fund had a balance of \$113,883.76. The Fire Relief Association would pay for the transport unit at \$3,350.00 and trailer in the amount of \$2,632.00. Trading the equipment in was discussed, but the dealer suggested the department could get more by selling it on line. The Large Equipment Fund had a balance of \$92,216.85 (trucks only) as of 12-31-18. Training will take place on how to drive the unit. This equipment is not for use in the City limits. This is the department's highest priority over packs and bottles; those will be replaced in 2020. The specifications brought forward were for a middle of the road unit with a 200 cc engine. There is no other piece of equipment that is cheaper that will do the same work. The Sportsman's Club is trying to do a fundraiser with the fire department. Funds raised would go into the Fire Relief for equipment. The trailer and medial transport will be put in the City's name.

Motion was made by LaBeau to purchase a 2019 Yamaha Viking with tracks in the amount of \$18,927.00 out of the Fire Department's Small Equipment Fund unless the state bid with additional accessories from Polaris comes in less and recommend such to the City Council. Seconded by Herzberg and unanimously carried.

Parks – The Board discussed that the \$100,000.00 to be placed in the Park CIP annually is not reasonable. The Board will further evaluate this during the 2020 budget process.

Computers – The Windows 7 operating system will not be supported after 12-31-19. There are eleven computers/laptops that need to be replaced due to the Windows 7 operating system. Eckerly will bring quotes to the next meeting. Tablets were discussed for the Council.

Copier – Eckerly will clarify the service maintenance on all three copier quotes and bring this back to the next meeting.

CAPITALIZATION POLICY

Eckerly reported that this policy has not been reviewed since 2005 and it was only the Exhibit A. The document originated in 2003. Ludwig spoke with the Auditors and they didn't see anything that needed to be changed. Mergen has agreed with the lifespan of the equipment. There was some discussion on where the Fire Department's ATV will go.

Motion was made by Eckerly to approve the Capitalization Policy with changes to Exhibit A and recommend such to the City Council. Seconded by Herzberg and unanimously carried.

NEXT MEETING

The next meeting will be Tuesday, July 9, 2019 at 1:00 p.m.

There being no further business, the meeting was adjourned at 2:45 p.m.