

**MINUTES  
SPECIAL BUDGET & FINANCE BOARD**

**SEPTEMBER 9, 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; Andy Soine, Fire Chief; and Shane Schmidt, Firefighter.

There were no minutes presented for approval.

**2020 BUDGET**

The proposed 2020 budget was reviewed:

- Page 24 – Fire
  - Reimbursement \$2,100.00 for training and \$1,500.00 for house burn totaling \$3,600.00
  - (3) Fire 1 & 2 & Hazmat Training \$6,800.00 for training; 100% reimbursable from other funds
  - (5) EMR initial amount unknown – CentraCare
    - Contract is to be on a schedule; can cancel training and not get charged
    - Need to discuss not doing physicals at CentraCare in 2021 and using an outside firm
    - Chris Price will pay for 5 memberships at Snap Fitness and anyone can go at any time
- Page 4 – Airport
  - New 8-unit Tee Hangar will be available in July 2020 and will increase the budget \$120.00 for 6 months for 6 hangars
- Page 36 – Street Equipment/Sealcoat – 2020 sealcoat is a small project and will be pushed back to 2021 to make it a larger project
- Page 35 – Streets – Transfer to CIP reduce back to \$30,000.00, reduce by \$10,000.00
- Future Shop – The goal is to increase by \$10,000.00 a year to have a payment for a new shop in the amount of \$100,000.00
- Downtown Project – Is scheduled for 2023 and needs to be talked about because the majority of the project will be City's costs. ADA compliance will be additional costs in doing this project
- Page 38 – Will need to budget for sidewalks in 2021
- Maintenance & Repair of Streets – Budget \$26,000.00; the Board is wondering if this could be adjusted. Mergen would like to leave it as is.
- Page 22 – Police CIP – Wegner said cut \$5,000.00. Will be proposing to purchase a used Tahoe from Waite Park.
- Page 4 – Building Permits – change back to \$35,000.00
- Page 5 – Motor Vehicle – Miscellaneous \$41,615.00 is reimbursement from the State
- Page 7 – Permanent Transfer In – Liquor Store can't increase as GASB is taking a lot of liquor money
- Page 9 – Professional Services General – change from \$500.00 to \$0.00
- Printing & Publishing – change from \$200.00 to \$100.00

- No City Council retreat is scheduled for 2020
- Page 11 – Discussed Recreational Programs :
  - Fireworks reduce from \$2,000.00 to \$1,500.00
  - Historical Society reduce \$500.00 equaling \$6,000.00
  - Paynesville Area Center reduce from \$8,750.00 to \$8,500.00
- Page 13 – Professional Services General – reduce from \$5,500.00 to \$4,500.00
  - Professional Services Union – reduce from \$1,500.00 to \$1,000.00
- Page 16 – General Planning
  - Engineering reduce from \$1,000.00 to \$750.00
  - Printing reduce from \$1,000.00 to \$750.00
  - Travel reduce from \$200.00 to \$0.00
- Municipal Building – new equipment reduce from \$2,000.00 to \$1,500.00
  - Lease reduce from \$1,550.00 to \$1,000.00
- Page 20 – Professional Services Safety – reduce from \$120.00 to \$50.00
  - Professional Services Legal – reduce from \$100.00 to \$25.00
  - Professional Services Audit – reduce from \$200.00 to \$0.00
  - New Equipment – reduce from \$1,000.00 to \$800.00
  - Office Supplies – reduce from \$750.00 to \$700.00
- Page 22 – Professional Services General – reduce from \$5,000.00 to \$3,000.00
  - Travel & School – reduce from 7,500.00 to \$4,500.00
  - Fuels – increased from \$10,000.00 to \$13,000.00
  - Work Comp – reduce from 12,000.00 to \$11,000.00
- Page 27 – Professional Services Legal – reduce from \$300.00 to \$100.00
  - New Equipment – reduce from \$1,500.00 to \$500.00
- Page 29 – Printing – reduce from \$200.00 to \$0.00
  - Travel – reduce from \$50.00 to \$0.00
  - Office Supplies – reduce from \$100.00 to \$0.00
- Page 30 – Engineering – reduce from \$250.00 to \$0.00
  - Contractual – reduce from \$3,500.00 to \$2,500.00
  - Legal – reduce from \$200.00 to \$0.00
  - Professional Services – testing – reduce from \$50.00 to \$0.00

**Motion was made by Herzberg to approve the preliminary budget at 12% and recommend such to the City Council. Seconded by LaBeau and unanimously carried.**

- Page 32 – Travel reduce from \$1,000.00 to \$850.00
  - New Equipment – reduce from \$2,000.00 to \$1,000.00
- Page 34 – Animal - Contractual – reduce from \$500.00 to \$0.00
  - Office Supplies – reduce from \$150.00 to \$100.00
- Page 35 – Street – Professional Services Safety - reduce from \$1,500.00 to \$1,100.00
  - Postage reduce from \$200.00 to \$100.00
  - Refuse reduce from \$950.00 to \$900.00
  - Licenses reduce from \$400.00 to \$100.00
  - New Equipment reduce from \$3,00.00 to \$2,500.00
- Sidewalks will need to put money in the 2021 budget for the downtown project
- Page 39 – Snow & Ice – Legal – reduce from \$150.00 to \$0.00
  - Office Supplies reduce from \$100.00 to \$0.00

- Page 41 – Maintenance of Equipment – reduce from \$250.00 to \$50.00
  - Maintenance of Ground – reduce from \$300.00 to \$0.00
- Page 42 – A meeting is needed for the outdoor rink and the City flooding such
- Page 43 – Beach – Legal reduce from \$150.00 to \$0.00
  - Printing – reduce from \$250.00 to \$0.00
  - Postage – reduce from \$60.00 to \$0.00
  - New – reduce from \$2,000.00 to \$1,000.00
  - Refuse – reduce from \$675.00 to \$600.00
- Page 45 –Legal – reduce from \$500.00 to \$0.00
  - Telephone – reduce from \$1,500.00 to \$1,200.00
  - Printing – reduce from \$250.00 to \$0.00
  - Office Supplies – reduce from \$2,100.00 to \$2,000.00
  - Uniforms – reduce from \$550.00 to \$450.00
  - Refuse – reduce from \$1,100.00 to \$1,000.00
  - New Equipment – reduce from \$3,000.00 to \$1,500.0
  - Damage Deposit – reduce from \$1,600.00 to \$1,350.00
- Page 49 – Airport
  - Engineering – reduce from \$500.00 to \$300.00
  - Legal – reduce from \$300.00 to \$200.00
  - Travel – reduce from \$500.00 to \$0.00
  - Credit Card – reduce from \$1,200.00 to \$1,000.00
  - Fly In – increased from \$0.00 to \$2,000.00
- Page 52 – Cable
  - Travel – reduce from \$100.00 to \$0.00
  - Maintenance of Equipment – reduce from \$500.00 to \$0.00

It was suggested that Ludwig fix the EDAP fixed assets for Heatherwood.

### **NEXT MEETING**

The next meeting is Tuesday, October 1, 2019 at 1:00 p.m.

There being no further business, the meeting was adjourned.