

MINUTES BUDGET & FINANCE COMMITTEE

SEPTEMBER 12, 2011

Jean Soine called the meeting to order at 5:30 p.m. Other members present were Dennis Zimmerman, Belinda Ludwig, Kirk Johnson and Renee Eckerly. Ron Mergen and Kent Kortlever were also in attendance.

Eckerly reported that the motion by Zimmerman seconded by Johnson to approve the 2012 preliminary budget and send to the City Council needs to be added to the minutes.

Motion was made by Zimmerman to approve the minutes of the August 8, 2011, Budget & Finance Committee meeting with the correction added. Seconded by Ludwig and unanimously carried.

May 9, 2011 meeting minutes remain outstanding.

2012 BUDGET – OPEN ISSUES

Pay Increase for Part-time Seasonal Workers – Mergen discussed putting this group of employees on a pay scale. The Committee discussed the effects on other employees especially with the recent lay-offs. The Committee does not want to give the raises in 2012 since the budget is close to being set, but to review again for the 2013 budget.

Re-hiring 1 Seasonal Part-time Worker – Mergen reported that the 2012 Water/Sewer budgets going to the Public Works Committee on Wednesday include an additional part-time employee. The Committee talked about doing time management study to see what the guys are doing in an 8 hour day. Eckerly commented that she is researching software that will compile the data. Johnson stated they use a paper form at the hospital. Kortlever commented that the Police Officers have done this for years on each shift. It was recommended to get the form from Kortlever and do the study on paper to analyze what employees are doing. There is a need to justify rehiring the part time person. The Committee discussed the library bushes and trees that need trimming by the air conditioning unit. Mergen reported that the Hwy 23 project is starting to become a big issue for the Public Works Department with locates by the irrigators. The Committee would like to see the feedback from the Public Works Committee when the budgets come to Budget & Finance in October for review.

Police Transcription – The Committee reviewed an email from Bill Spooner, City Attorney detailing the criteria that needs to be met to be contract labor. Doreen Dickey would have to take transcription files off site and have her own equipment and set her own hours. Kortlever requested if he could use the surplus funds to pay overtime to current staff in emergency situations to keep the transcription completed. Johnson discussed how the hospital handles transcription. The Committee felt it wouldn't be difficult for Dickey to meet the criteria as an independent contractor or could the City utilize another source that works with the hospital. Eckerly reported that they did purchase an additional pedal and headset and loaded the software on another computer so multiple people could work on the files at the same time. The Committee discussed if voice recognition software was an option. The Committee discussed setting a fee per line, since Microsoft Word can adjust for the per line on a page. Kortlever is to do more research

and bring back to the Committee with costs to see what can be done. The Committee wants to see how this process works for a while before adding money to the 2012 budget to continue.

Squad Car in 2012 – Kortlever reported that he has the money in his Capital Improvement fund to purchase the vehicle. He would obtain bids this fall for approval by Council. Some of the equipment would not be transferable to the new car from the Crown Victoria. The Crown Victoria is no longer an option to purchase. Kortlever is researching a Ford Taurus because of the all wheel drive and then maybe he could eliminate the Ford Explorer. Squad cars currently get 12 – 13 miles per gallon. The Committee discussed other vehicle models and SUV's that might be an option. Kortlever will do some further research.

TASC Flex Spending – Eckerly reported that the City is spending about \$714.74 a year to have this processed in house. Eckerly did get a quote from AFLAC to administer and it was approximately \$1,100.00. The current amount of \$360.00 a year is still in the budget.

Payroll Days – Eckerly reported that the pay week has been changed and seems to be going fine.

COALITION OF GREATER MINNESOTA (CGMC) DUES

Eckerly reported that the City has looked into becoming a member before and a representative came and spoke to the City Council. The Committee discussed and feels the City has other organizations that it relies on; therefore, is not interested in the membership.

COPY MACHINE LEASE

This was added to the agenda. The Committee discussed the copy machine lease.

There being no further business, the meeting was adjourned at 6:35 p.m.