

**MINUTES
SPECIAL BUDGET & FINANCE BOARD**

NOVEMBER 5, 2019

Chairperson, Jean Soine called the meeting to order at 1:10 p.m. Other members present were Neil Herzberg, Alicia LaBeau (1:17 p.m.), Belinda Ludwig, Finance Specialist, and Renee Eckerly, City Administrator. Also present was Bill Ludwig, Liquor Store Manager.

Motion was made by Herzberg to approve the minutes from the March 13, 2019 Special Joint Budget & Finance and City Council and October 1, 2019 Budget & Finance Board meeting. Seconded by Eckerly and unanimously carried.

2020 BUDGET

The Board discussed the liquor budget to go to the Liquor Board instead of the Budget & Finance Board. Bill Ludwig reviewed the following:

- 2% over 2018 sales on product revenue
- Product purchases and manage group buys with other municipalities
- Salaries – budget high at 11% of sales
- Included in the budget is GASB and 1 additional employee
- Staff extra for holidays
- Flyers are done in-house
- Using Facebook more
- Travel and school will increase in 2021 due to Bill Ludwig being off the MMBA Board
- Capital Improvement is at \$269,000.00
- Future need – new compressor or walk-in cooler
- Looking at selling high-end tobacco/cigars
- Lease renewal coming up; 2,881 square feet for \$1,881.00 per month
- Bill Ludwig is researching options as spaced is at a maximum per square foot for profit

Fee Schedule

Proposed fee increases to the fee schedule were reviewed.

Motion was made by Eckerly to approve the increases to the 2020 Fee Schedule and recommend such to the City Council. Seconded by LaBeau and unanimously carried.

The Board further reviewed the fee schedule and suggested the following increases:

- Grass mowing \$100/hour
- Snow removal on sidewalks \$100/hour
- Temporary liquor license \$100
- Temporary beer license \$100
- Tobacco license \$125
- Garbage/Refuse Haulers License \$75
- Peddlers/Solicitors \$200
- Liquor license \$3,200

Motion was made by Eckerly to amend her previous motion to include the additional 8 fees. Seconded by LaBeau and unanimously carried.

FLEET CREDIT CARDS

The Board discussed a fleet account for police and public works through the Credit Union with a minimal amount to cover the monthly charges. There is a lower rate at the Credit Union than a corporate store. There is a need to create a credit card policy. There are no concerns except that full-time employees would have to share their card with part-time employees.

NEXT MEETING

The December meeting is cancelled.

There being no further business, the meeting was adjourned at 2:15 p.m.