

**MINUTES
SPECIAL BUDGET & FINANCE BOARD**

NOVEMBER 19, 2019

Chairperson, 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 Ron Mergen, Interim City Administrator. Also present was Mark Eckerly.

Motion was made by LaBeau to approve the minutes from the November 5, 2019 Budget & Finance Board meeting. Seconded by Herzberg and unanimously carried.

INTERIM CITY ADMIN COMPENSATION

It was noted that in 2006 Ron Mergen received a \$2.00 per hour increase. After a short discussion,

Motion was made by Herzberg to approve a \$2.00 per hour increase for each Ron Mergen and Belinda Ludwig and recommend such to the City Council. Seconded by LaBeau and unanimously carried.

CELL PHONE FOR BELINDA

It was reported that Ludwig is utilizing her personal cell phone for City business. The Policies & Procedures Board has made a motion to purchase a City cellphone for Ludwig. The mayor stated that this would not need to go to Council for Council approval.

BACK PAY – PAY ROLL ERRORS

It was explained that several employees have documented errors on their pay checks and some date back several years. Per City Attorney Spooner the statute of limitation is 2 years for unintentional errors and 3 years for intentional errors. It was suggested to contact the City's auditor and get a quote on a 2-year payroll audit. It was the consensus of the Board that the holiday pay issue is subject to interpretation and the union should be contacted for clarification.

CITY ADMINISTRATOR'S CONTRACT

This was presented as informational at this time.

HIRING NEW CITY ADMINISTRATOR

Members were informed this item was also discussed at the Policies and Procedures Board meeting and the Board discussed the process, staff was asked to research the following:

1. Contact several local communities with similar population: Cold Spring, Albany and Melrose and ask for their City Administrator job description, wage range, and complaint process. The Paynesville City Administrator job description will be presented at the November 25, 2019 City Council meeting.

2. Members also discussed utilizing a professional hiring service. Staff was asked to contact the school and find out whom they used and contact several companies and have them present proposals. This will be put on the December 9, 2019 City Council agenda for review.

LABOR ATTORNEY

It was discussed that staff research other labor attorney's and to call other cities to see who they use. In addition, to contact the LMC to see if they have a list.

2020 BUDGET

A levy calculation sheet was reviewed with the current recommendation at 9.5%. It was discussed lowering the levy to something less than the 9.5%. Mergen noted that the City has been in the cutting mode for the last 8 years and departments have a fair number of future projects, street projects and the downtown rehabilitation project. Staff was asked to add in a 6.2% and a 7.2% calculation and bring it to the next City Council meeting.

NEXT MEETING

The December meeting is cancelled.

There being no further business, the meeting was adjourned at 1:45 p.m.