

**NOTES FROM A FINANCE COMMITTEE MEETING HELD WEDNESDAY, AUGUST 18, 2010 – 5:45 P.M. – ROCKVILLE CITY HALL**

The meeting was called to order by Chair Sue Palmer. Roll Call was called to order and the following members were found to be present: Chair Palmer, Mayor Hagen, John Koerber, Randy Volkmuth. Absent: None

Staff members present: Administrator/Clerk: Rena Weber, Councilors Jerry Schmitt, and Bill Becker

**APPROVE RECONCILIATION** – Chair Palmer presented the July 2010 check reconciliation report for approval.

***Motion by Member Volkmuth, second by Member Koerber, to recommend approval of the financial report for July 2010 as presented. (See attached report)***

***AYES: Hagen, Koerber, Palmer & Volkmuth***

***Motion passed on a 4 to 0 vote.***

**INVESTMENTS** – Rena Weber presented the investment report for approval.

***Motion by Member Volkmuth, second by Member Koerber, to recommend approval of the Investments for July 2010 as presented. (See attached report)***

***AYES: Hagen, Koerber, Palmer & Volkmuth***

***Motion passed on a 4 to 0 vote.***

**VAN LITH SEWER HOOK UP** – Rena Weber reported that Steven Lex purchased the Van Lith property in January and has not hooked up to the city sewer via the Jack Kipka easement (Alvin Court). When the Lex's purchased the property the outstanding sewer assessment was paid \$54,032.50 plus interest \$14,378.45. They now have to pay for a grinder station \$4478.96. Also due is the SAC charge of \$1944.81. Rena questioned if the council would still charge a stub fee (approximately \$7500 plus interest) to be charged the same as the rest of the residents) or deal with the stub fee when and if this property is developed.

The original assessment is ½ truck charges and ½ the actual the pipe.

***Motion by Member Koerber, second by Mayor Hagen, to approve charging the cost of the grinder station, the SAC charge, and to deal with the trunk charge should the property ever be developed. Motion carried.***

**ADJOURNMENT** – ***Motion by Mayor Hagen, second by Member Volkmuth, to adjourn the meeting at 5:55 p.m. Motion carried unanimously.***

Submitted by Rena Weber  
Administrator/Clerk

**NOTES FROM A FINANCE COMMITTEE MEETING HELD TUESDAY, AUGUST 31, 2010 –  
5:00 P.M. – ROCKVILLE CITY HALL**

The meeting was called to order by Chair Sue Palmer. Roll Call was called to order and the following members were found to be present: Chair Palmer, Mayor Hagen, John Koerber, Randy Volkmoth. Absent: None

Staff members present: Administrator/Clerk: Rena Weber, Public Works Director Rick Hansen, Councilors Jerry Schmitt, and Duane Willenbring.

Other present were: Tom Olinger, Don Simon, Paul Wirth & Scott Stenseth.

**TOM OLINGER – QUARTER REPORT** – City Accountant Tom Olinger presented the 2<sup>nd</sup> quarter report and also reported on the process. The report dated 8/30/10 includes:

- ◆ Cash and Investments – showing a \$156,401 increase since 12/31/2009
- ◆ Maturities and Investment types

Chair Palmer questioned the standard return on investments. Rena Weber reported the investment are currently earning 3, 4 & 5%, but will more than likely be called.

Investment type – Tom Olinger will check on this.

- ◆ General Fund Cash Discussion – cash balances are higher than 2009
- ◆ Budget Summary
- ◆ Cash Balance Summary
- ◆ Fund Balance Summary

A question came up regarding delinquents. Can we borrow or borrow from another fund if we come up short? Tom Olinger indicated that we could borrow within the fund, but suggested the council pass a resolution any time you borrow from another fund.

Member Volkmoth asked if we are doing things right with the developers. Tom Olinger urged the council to keep the dialog going with the developers and try to come to some agreement.

As to the Water Fund Tom Olinger feels part of the decrease is the principal payment. We will be short.

VOIGT'S - The committee discussed the request to defer the taxes again. Rena will check on re-certifying the taxes.

Tom Olinger suggested the council to not allow the deferment.

Rena will call Mike Voigt to determine what they are going to do.

- ◆ Need a report on delinquents.

***Motion by Member Volkmoth, second by Member Koerber, to approve the 2<sup>nd</sup> Quarter report as presented. Motion carried unanimously.***

**REVIEW OF BUDGETS**

**PARK & RECREATION** - Scott Stenseth reported that the programs that we put on are getting hard to do. They can't find volunteers any more. One area of concern the Park & Recreation Board has is how much work the Summer Recreation Coordinator is paid. We can't go back to the way things were done and need to deal with what is happening now. Other cities have a Park & Recreation Club so the program is not run through the city. The current coordinator is paid \$1000 for the summer plus \$750 for any tournament.

**Member Volkmoth suggested the pay be increased to \$1500 for the program and \$500 for any tournament.**

Scott Stenseth stated it is hard to get volunteers for umping softball games. They get paid \$25.00 per game or \$250.00 year. Scott wanted to know if there was another way to pay the people who do ump. Rena will check out how they are paid. It was suggested they get a 1099 form.

**FIRE PROTECTION** – Don Simon was present on behalf of the Fire Chief. Don reported that the officers reviewed the proposed budget and determined that they wish to keep the budget the same as last year. He has concerns on the budget in regards to radio & pager repair costs. The current budget is at \$1000

and that is not enough. He obtained a proposal to lease 10 pagers with an up front payment of \$517.00 and \$130.00 per month. This is a 5 year lease program. The cost of a new pager is \$646.00 and they all will have to be narrow banded. If we lease the equipment there is a \$100.00 discount. It was determined that \$1500 would be taken from machinery & equipment line item.

Chair Palmer asked what are you hoping to buy in equipment. Don Simon replied with a number of items – no priority.

**Changes in 2011 Proposed Budget**

**\$19,449 Equipment & Machinery**

- 1,500 to radio/pager repair
- 615 to increase Worker's Comp insurance

**17,384 (\$17,334 corrected amount)**

**- 5,000 Training to increase Equipment & Machinery & use Designated funds**

**\$22,384 (\$22,334)**

**EMS** – Mike Hofmann explained how narrow banding of VHF radios works. The FCC sold too many frequencies so by 2012 we have to be compliant. This combines 4 conversations into the size of one frequency. Stearns County wants to start narrow banding now.

\$27,000 in siren designated budget – Mike wants to use \$26,000 of this for narrow banding of the sirens. He is doing a study of the sirens now, but it looks like he may have to replace one of the sirens. A siren costs \$13,000. **This should go to the council as a request for council action.**

On his regular budget he has not been attending a lot of training in order to keep the budget down. NIMS 400 training is coming up.

**PUBLIC WORKS** – Rick Hansen kept his budget the same – moved some things around. We do need to talk about sign reflectivity. Ben O'Malley has made a proposal of \$3,000 to inventory the signs. The program has to be in place by 2012 with all signs be replaced by 2018.

**Rick will need to get more bids.**

Maintenance Shop is in need of shingles – He did get one bid of \$11,000. His goal was to keep it local so that local contractors paying taxes in the city get a chance to bid on it.

Member Volkmuth reported that there is \$282,000 in the designated funds.

**Rick will provide a scope of work so all will bid on the same thing.**

**ADMINISTRATION** – Rena Weber reported that she has one request for the council to consider and that is a COLA. A 1% increase amounts to \$1819.54. The general fund budget is:

793,285 Revenue

737,071 Expenses

So there is a surplus of \$56,214.

**Build 1% into the budget**

Member Volkmuth would like to keep Fund 215 at \$155,745 total so the difference of the revenue VS expenses should be reduced to allow for this.

***Motion by Member Volkmuth, second by Member Koerber, to recommend approval of the proposed budget with the approved changes.***

**ADJOURNMENT – *Motion by Member Volkmuth, second by Mayor Hagen, to adjourn the meeting at 6:26 p.m. Motion carried.***

Submitted by Rena Weber  
Administrator/Clerk