



## FINANCIAL PLANNING &amp; ANALYSIS COMMITTEE

Tuesday, February 25, 2020

6:00 P.M.

Upstairs Conference Room, Arden Hills City Hall

## CALL MEETING TO ORDER AND ROLL CALL

The meeting was called to order by David Radziej at 5:58 pm.

MEMBERS PRESENT: David Radziej; Arlene Mitchell; Steve Scott, Council Liaison

MEMBERS NOT PRESENT:

OTHERS PRESENT: Fran Holmes, Council Member; Gayle Bauman, Finance Director; Todd Blomstrom, Public Works Director/City Engineer

## Call to Order

## 1. APPROVAL OF THE AGENDA

Motioned: Arlene Mitchell

Seconded: David Radziej

## 2. APPROVAL OF THE MINUTES

Motioned: David Radziej

Seconded: Arlene Mitchell

## 3. NEW BUSINESS

First order of business was to swear in David Radziej and Arlene Mitchell.

## A. Recreation Programs Review

Finance Director Bauman distributed information to those present. The information included 2015-2019 revenue history by course, 2019 financial information for Recreation Programs, history of personnel allocations to Recreation Programs, job descriptions and past Parks and Recreation Guides. There was discussion on the change in demand for different types of programs and how all communities are struggling.

Arlene talked about how some volunteers end up having their company make a donation to the Arden Hills Foundation which eventually flows back into the city Recreation Programs as a donation/scholarship.

There was concern raised over the allocation of personnel costs to Recreation Programs. The recreation employee FTE's have increased from 1.15 to 1.90. Is this allocation correct? City staff will review job descriptions and report back on where the allocations should be based on current work load and where they would like the job descriptions and allocations to be in an ideal situation.

There was also discussion about if the fee schedule should be looked at to better accommodate families with multiple kids in a program. Arlene mentioned that families with multiple kids in programs are where the biggest need is for scholarships.

The fee schedule cannot be discussed until we have a better handle on personnel allocations.

The committee set a future meeting for Tuesday, March 24, 2020, at 12:00 pm.

City of Arden Hills  
1245 West Highway 96 • Arden Hills Minnesota 55112  
Phone 651.792.7800 • Fax 651.634.5137  
[www.ci.arden-hills.mn.us](http://www.ci.arden-hills.mn.us)



4. UNFINISHED BUSINESS
5. COMMITTEE COMMENTS
6. ADJOURNMENT  
Motioned: Arlene Mitchell at 7:10 p.m.  
Seconded: David Radziej

David Radziej, Chair

Gayle Bauman, Finance Director