

WAITE PARK CITY COUNCIL MEETING**OCTOBER 2, 2017**

A meeting of the Waite Park City Council was held at Waite Park City Hall on Monday, October 2, 2017 beginning at 6:30 PM.

MEMBERS PRESENT

Members present were Mayor Miller, Councilmembers Linquist, Schneider, Schulz and Theisen

CITY REPRESENTATIVES PRESENT

City Representatives present were City Administrator Johnson, Deputy Clerk-Treasurer Virnig, Finance Director Lindberg, Chief of Police Benrud, Public Works Director Schluenz, Planning and Community Development Director Noerenberg, Attorney Hansmeier, SEH Engineer Wotzka

OTHERS PRESENT

Larry Logeman, Mill & Sandy Logeman

OPEN FORUM

Mayor Miller invited anyone wishing to speak during the open forum to step forward, but no one came forth.

COUNCIL AGENDA

Motion by Member Schneider, second by Member Linquist, to approve the 10/2/17 Council Agenda as presented. The motion carried unanimously.

1. CONSENT AGENDA

Motion by Member Theisen, second by Member Schulz, to approve the following 10/2/17 Consent Agenda items:

- 1.A. Approved Council Minutes of September 18, 2017
- 1.B. (Pulled for discussion – regarding a 1-4 Day Temporary Liquor License for Great Theatre to host an event from October 27-28, 2017)
- 1.C. Approved 2 am Liquor License application for El Loro Mexican Restaurant Inc. located at 1001 Division Street
- 1.D. Approved Public Expenditure Policy
- 1.E. Approved Employee Wellness and Recognition Program Budget
- 1.F. Approved Acoustical Panels for Public Works Facility Training Room

The motion carried unanimously.

1.B. 1-4 DAY TEMPOARY LIQUOR LICENSE FOR GREAT THEATER

Member Schneider questioned whether the City received a copy of the Liquor Liability Insurance Certificate. It was indicated the motion should be made contingent on receiving the Liquor Liability Insurance Certificate.

Motion by Member Schneider, second by Member Theisen, to approve a 1-4 Day Temporary Liquor License for Great Theatre to host an event from October 27-28, 2017 contingent upon the City receiving their Liquor Liability Insurance Certificate. The motion carried unanimously.

2.A. PUBLIC HEARING ON THE PROPOSED ESTABLISHMENT OF DEVELOPMENT DISTRICT NO. 3 AND TAX INCREMENT FINANCING DISTRICT NO. 3-1

2.B. RESOLUTION ESTABLISHING DEVELOPMENT DISTRICT NO. 3 AND TIF NO. 3-1 AND ADOPTING DEVELOPMENT PROGRAM AND TIF PLAN

2.C. CONSIDERATION OF DEVELOPMENT AGREEMENT

Executive Express has submitted a request for consideration of TIF funding. This request was discussed with the Council in a work session and the council set a public hearing for this date to consider establishing the TIF District as part of their request. Information was presented to the Council related to this request.

Mayor Miller opened the Public Hearing at 6:39 p.m. No one came forth to speak at the Public Hearing.

Motion by Member Schneider, second by Member Theisen, to close the Public Hearing at 6:40 p.m. The motion carried unanimously.

Tammy Omdal from Northland Securities then presented background information and resolutions to establish Development District No. 3 and TIF No. 3-1 and to adopt the Development Program and TIF Plan. She stated Executive Express is requesting financial assistance to develop the property they are developing in Waite Park. The Council recommended limiting the duration of the district to 8 years, which amounts to \$274,000. The developer receives 90% of that at a 4% interest rate. Larry Logeman from Executive Express stated the main issue for them is to level out the land so they can build on it.

Motion by Member Schneider, second by Member Schulz, to approve the Resolution establishing Development District No. 3 and TIF No. 3-1 and adopting Development Program and TIF Plan as presented. The motion carried unanimously. **(RESOLUTION NO. 100217-01)**

Motion by Member Schneider, second by Member Theisen, to approve the Resolution approving Development Agreement as presented. The motion carried unanimously. **(RESOLUTION NO. 100217-02)**

2. 2016 FINANCIAL AUDIT

2.A. AUDIT OVERVIEW CDS

2.B. REQUEST FOR COUNCIL APPROVAL

2.B.1. FUND TRANSFERS

2.B.2. ACCEPT 2016 AUDIT REPORT

Paul Harvego representing the accounting firm of Conway, Deuth & Schmiesing, began by introducing Justin McGraw, who is a CPA with their firm. Mr. Harvego then reviewed the 2016 financial audit. Mr. Harvego highlighted:

- Financial statements are the responsibility of the City's management.
- The firm's responsibility is to express opinions on these financial statements based on the audit.
- The audit was conducted in accordance with Generally Accepted Auditing Standards and Government Auditing Standards.
- Can have reasonable assurance financials are free from material misstatement.
- Financial statements are presented fairly in their opinion.
- Presented a Statement of Net Position, which is a snapshot of the assets and liabilities and looks good on the overall balance of the City. Overall, the City has about 9 months of cash available, which is a good spendable position for the overall financial condition of the City.
- Presented graphs showing percentages of 2016 General Fund Revenues and Expenditures. Revenues and expenditures increased from 2015 to 2016 and the Fund Balance also increased.
- Presented a graph on Major Capital Project Funds.
- Presented information regarding water and sewer fund cash and investment balances.

2. 2016 FINANCIAL AUDIT (Cont'd.)**2.A. AUDIT OVERVIEW CDS (Cont'd.)****2.B. REQUEST FOR COUNCIL APPROVAL (Cont'd.)****2.B.1. FUND TRANSFERS (Cont'd.)****2.B.2. ACCEPT 2016 AUDIT REPORT (Cont'd.)**

- The operating and nonoperating revenues in the water fund increased from 2015 to 2016, which was due to the rate increases. The operating and nonoperating expenses also increased, which was due to inflationary costs.
- The Sewer Fund had a cash increase in 2016 of over \$400,000 and this was partially due to rate increases and if no major issues come up, this fund should start gaining cash.
- Reported no instances of noncompliance and there were no difficulties in performing the audit.
- Stated it was a clean audit and report.

Motion by Member Schneider, second by Member Schulz, to approve the fund transfers and accept the 2016 Audit Report as presented. The motion carried unanimously.

3. COUNCIL/MAYOR**3.A. REVIEW AND APPROVE BILLS**

Motion by Member Schneider, second by Member Linquist, to authorize payment of the accounts payable list (0917D2). The motion carried unanimously.

4. ADMINISTRATOR**4.A. UPDATE**

City Administrator Johnson reviewed the following:

- An area administrators meeting will be held in October to discuss the proposed legislative issues.

ADJOURNMENT

Mayor Miller declared the meeting adjourned at 6:59 p.m.



Richard E. Miller
Mayor



Shaunna Johnson
City Administrator

