

## **WORKSESSION MINUTES**

June 24, 2003

Council Present: *S. Cherney, C. Crichton, T. Daly, E. Kautz, and L. Workman*  
Council Absent: *None*  
Staff Present: *C. Ebeling, T. Hansen, S. Olesen, R. Oppelt, L. Fredrickson, S. O'Malley*  
Others Present: *T. Poul, G. Ranieri, J. Gessner, J. Clark*

### **ITEM 1. LEGISLATIVE WRAP-UP**

S. O'Malley, Deputy City Manager introduced the legislative summary.

T. Poul of Messerli & Kraemer presented the session overview including the final outcome and what didn't occur.

G. Ranieri of AMM talked about Municipal Finance:

- Levy Limits
- Local Aids
- Transit Aid
- Capital Improvements
- Tax Increment Financing/Tax Abatement

Transportation and Bonding were reviewed by J. Clark and T. Poul:

- Highway Package
- Transit
- Bonding

G. Ranieri went over the Met Council changes:

- Redistricting
- Comprehensive Planning
- Levies
- 2030 Framework

General Government Issues were reviewed by T. Poul and J. Clark:

- Tobacco
- Fireworks

Next year:

- Capital Bonding – smaller
- Budget
- Levy Limits
- Mandates to eliminate
- Publish legal notices on web-site
- Fiscal Disparities
- 60% levy back of last local aid
- Market value issues

Council was supportive of scheduling a meeting with the lobbyists around November to strategize positions prior to meeting with legislators. Miscellaneous legislative issues were discussed.

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G. Ranieri, T. Poul, and J. Clark were thanked for their lobbying efforts.

Councilmember Crichton asked for a report on the results MLC gets lobbying. The memberships to lobbyist organizations will be reviewed as a part of the 2004 Budget process.

### **ITEM 2. FINANCIAL REPORTING & GUIDELINES**

S. O'Malley, Deputy City Manager presented the concept on Financial Reporting and guidelines:

- Key messages
  - Annual Calendar
  - Bi-weekly Claims approval
  - Year to date Budget vs. Actual
  - CAFR 101 – Headings and organizations
- Claims Approval Policy revision
- Summary of Revenues and Expenditures
  - Council requested that fund variances be noted
  - Council will receive on-line
  - Council requested a mini-training session on budget reporting
- Comprehensive Annual Financial Report (CAFR)
- General Purpose Financial Statements
- Special Revenue Funds
- Debt Service Funds
- Enterprise Funds
- Internal Service and Agency Funds
- Next Steps
  - July 21, 5:30 p.m. – Audit Committee of the Whole with Auditor
  - July 29 – Expenditure Cuts and Decisions for 2004
  - August 4 – Auditor Report to City Council
  - August 12 – Property Taxes and Budget Limits for 2004

Council took a 5 minute break.

### **ITEM 3. RESIDENTIAL RADIO READ FOR WATER METERS**

S. O'Malley, Deputy City Manager, reported on residential radio read for water meters:

- Key Messages
- Quarterly Customer Road System
- Comparison with 12 other cities
- Commercial Radio Read update
- Utility Billing Technology for Residential Meters
  - Digital Touch Pad Remote Read
  - Radio Read ERT
  - Costs for each system
- How to pay for Radio Read upgrade
- Residential Meter Replacement Program
- Benefits and Costs of Monthly Billing

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Council was supportive of staff preparing bid specifications and soliciting bids for an 18-24 month installation including authorizing increase of Utility Billing staff during installation of the new system under discretion of the City Manager to 3.0 FTE.

**ITEM 4. MISCELLANEOUS**

Councilmember Cherney said the Fire Muster Chair asked him to check with the Council if they would consider additional banners. Staff will work with them regarding special signs. C. Ebeling said that staff will address Councilmember Crichton's concern regarding signs in HOC.

S. Olesen advised the Council that Councilmember Crichton couldn't serve on the AMM Transportation & General Government because of the change in meeting times. Councilmember Cherney will serve on the committee.

Mayor Kautz reported on the status of the Golf Course proposal.

The meeting was adjourned at 10:50 p.m.

Respectfully submitted,

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Susan P. Olesen, City Clerk

Approved by the City Council of the City of Burnsville this 7th day of July 2003.

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Elizabeth B. Kautz, Mayor