

City of Excelsior
Hennepin County, Minnesota

MINUTES
EXCELSIOR WORK SESSION MINUTES

May 16, 2016

1. CALL TO ORDER/ROLL CALL

Acting Mayor called the meeting to order at 6:10 p.m.

Present: Councilmembers Caron, Beattie, Miller

Absent: Mayor Gaylord and Councilmember Carlson

Also Present: City Manager Luger, City Attorney Staunton, Finance Director Tumberg, Public Works Superintendent Amundsen, and City Clerk Orlofsky

2. AGENDA APPROVAL

Caron moved, Beattie seconded, to approve the agenda. Motion carried 3/0.

3. ESTABLISH 2017 BUDGET GOALS

Tumberg explained the purpose for this work session is to establish a listing of goals for the 2017 budget. The City Charter states "Annually, on or before the 1st calendar day of July of each year, the City Council shall establish, by resolution, a prioritized list of goals and objectives to be funded in the next year's Annual Budget. The list shall provide the guidance to the City Staff in preparing the preliminary Annual Budget for the next year, and shall provide the Public with the priorities of the City as established by the City Council. This list shall be published in the City newsletter, City website, and the official City Newspaper."

Tumberg asked the Council to review their goals and objectives that were identified during their goal setting session and make changes if needed.

Caron asked Tumberg to change the language for evaluating extending the docks, to read if approved, because evaluating extending the docks will be done in 2016.

Caron suggested that staff alter the language under The Commons Master Plan Process and change it to state that Council will begin the process of developing a Master Plan to Enhance The Commons in 2017.

4. ALLOCATING NEW AND EXCESS REVENUES

Tumberg explained that there will be additional revenues once the City installs the new Parking Meters along The Commons, down Lake Street and on a portion of Excelsior Boulevard. The new parking meters will charge a higher rate than the old meters; and they will be capable of accepting electronic payment for parking fees. The metered spots will also be enforced all year instead of just May through October as they have been in the past. These changes are expected to yield a large increase in the City's revenues from parking meters.

Tumberg provided some preliminary projections and asked the Council to determine where the excess revenue should be allocated. Currently, parking meter revenues are allocated to the General Fund and are used to offset park maintenance expenses. Tumberg provided a number of options to consider when determining where any additional revenues should be allocated.

Miller thought that it would make sense for a portion of the excess revenue to help fund the City's Capital Improvement Fund, which helps fund future projects and would lessen the need to raise the City's levy.

Tumberg stated that the funds will go into the General Fund and can still be completely identifiable. Then, the excess revenues could be transferred to another fund and be used for a specified purpose.

Caron agreed that the excess revenue from the parking meters should go towards the Capital Improvement Fund.

Tumberg also discussed the Dock Extension Revenues. She explained that if the Council extends some of the municipal piers in order to accommodate more dock renters, they would also have appointed an additional \$90,000 in revenues generated from the added dock slips. Tumberg asked the Council to discuss how those extra funds should be used.

Caron would like to put the extra \$90,000 in dock revenue directly into The Commons. She feels it would be a nice contribution and it will help the City bond for the improvements at the park.

Deb Rodgers, 101 George Street, a representative from Community for The Commons, thanked the Council for their support. Rodgers explained that Community for the Commons will be moving forward with fundraising and added that it would benefit the fundraising efforts if they had a definitive contribution from the City that would help them explain their support. More people will want to contribute if they know that the City supports it.

The Council agreed that they are committed to The Commons and at a minimum they will contribute \$100,000 each year toward the Park Improvement Fund to help enable the City to begin larger projects in The Commons sooner.

5. CREDIT CARD OPTIONS

Tumberg explained that she obtained a quote from Payment Service Network (PSN) to provide electronic payment processing and electronic utility billing services for the City. Tumberg explained that moving forward with electronic payment processing will free up staff time, and cut down on the costs for printing, and mailing the utility bill post cards.

Council agreed to move forward with e-payment and e-billing services and determined that the City should cover the transactions fees to encourage people to use electronic payment.

6. ADJOURNMENT

Beattie moved, Caron seconded, to adjourn at 6:56 p.m. Motion carried 3/0.

Respectfully submitted,

Ann Orlofsky
City Clerk