

WAITE PARK CITY COUNCIL MEETING**OCTOBER 16, 2017**

A meeting of the Waite Park City Council was held at Waite Park City Hall on Monday, October 16, 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, Planning and Community Development Director Noerenberg, Attorney Erickson, SEH Engineer Wotzka

OTHERS PRESENT

There were no signatures on an attendance sheet.

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 Theisen, second by Member Schulz, to approve the 10/16/17 Council Agenda as amended.

- 1.B. (Add) 2 AM Liquor License Renewal for Ultimate Sports Bar & Grill

The motion carried unanimously.

1. CONSENT AGENDA

Motion by Member Linquist, second by Member Theisen, to approve the following 10/16/17 Consent Agenda items:

- 1.A. Approved Council Minutes of October 2, 2017
- 1.B. Approved 2 AM Liquor License Renewal for Ultimate Sports Bar & Grill

The motion carried unanimously.

2.A. FINANCIAL SOFTWARE

The City has a need to upgrade their financial software and has budgeted for this expense. Staff has worked over the course of the last several months reviewing different financial software vendors. Included in this review, were on-site visits to other locations to get a handle on the user ability of the software, demonstrations from the vendors on their software, a review of the company's background, financial stability, and technological capabilities. It has been narrowed down to two companies, Civic Systems and Tyler Technology. Both companies have submitted proposals for consideration that would outline the cost of the software. The City would intend to have the software hosted rather than owning the software and having it placed on one of our servers.

Both software vendors have the features we are looking to add with new financial software that will allow the City to accept credit card and online payments, automate many of our processes internally, and provide customers with the ability to manage their accounts with the City online. Both have the capability of doing what we need the software to do for us.

We have discussed the advantages and disadvantages of both software companies and have shared admin staff's perspectives on the software with the Council as well. Some feel that Civic Systems' layout and functionality is better than Tyler Technology. Others feel that Tyler Technology offers more functions as the city continues to grow. Tyler Technology is a larger company and does seem to add more features for its clients when it relates to technology more quickly than that of Civic Systems.

2.A. FINANCIAL SOFTWARE (Cont'd.)

Civic Systems, on the other hand, does cater to smaller city clients and may do a better job with addressing smaller city needs where Tyler Technologies tends to cater to cities of our size and larger. Both companies have the capabilities to address our needs and it comes down to individual preferences on which Software Company would be best.

Included in the proposals presented for both software companies are costs to convert to the new software, training and set up, along with ongoing maintenance costs for hosting the software. Both proposals are similar in what they will be offering with the exception that Tyler Technologies has included some free follow up training and the content management software at no additional cost, which is estimated to be approximately a \$10,000 cost. Civic Systems has also included costs associated with additional training that are outlined in the proposal as well and did not include the content manager software in their proposal.

At this point in the process, the City Council will need to take into consideration all aspects of this process including the proposals they have both submitted. Staff would recommend that the Council provide staff direction on which Software Company the Council would like the staff to negotiate a contract with moving forward. Both companies have the capability of serving the City's needs. Once this has been completed, the final contract will be brought back to the Council for review and consideration.

Finance Director Lindberg was asked for his opinion. He said he was wearing two hats in the process, one acting as the consultant and the other as the Finance Director. He stated he feels as the Finance Director that either software company will be fine. He feels the distinguishing factor is how fast they feel the City will grow. Software is a 15-20 year investment. There is a client size difference in what the two companies support. Civic Systems tends to support smaller cities (10,000 or below in population) where Tyler Technology tends to support larger cities (30,000 or below in population). He stated that Civic Systems would be a very good fit for where the City is today. He also feels that Civic System's support would maybe be a better fit with where the City is at today, but it stems back to where we think the City will be at in 15-20 years from now. Another factor is that this is being done as a software solution, where it is hosted and the City pays a monthly fee. Discussion was held on how much they feel the City will grow in the future.

Motion by Member Linquist, second by Member Schulz, to approve moving forward with Civic Systems and authorize staff to begin negotiating a contract.

Ayes: Mayor Miller, Members Linquist, Schneider, Schulz

Nays: Member Theisen

Abstained: None

The motion carried.

City Administrator Johnson then thanked Finance Director Lindberg for the amount of time and effort that he put into this process.

3. COUNCIL/MAYOR

3.A. REVIEW AND APPROVE BILLS

Motion by Member Linquist, second by Member Theisen, to authorize payment of the accounts payable list (0617M2, 0617M3, 0717M1, 0717M2). The motion carried unanimously.

Mayor Miller stated the Stearns County Municipal League Meeting is tomorrow night, October 17, 2017 at 6 p.m. in Eden Valley.

4. ADMINISTRATOR

4.A. UPDATE

City Administrator Johnson reviewed the following:

- There will be no Joint Cities meeting in October due to scheduling difficulties. The joint cities legislative priorities will be approved in the next month or so. It was also determined that there is no way for the joint cities to approve the legislative priority list as one entity, so each City will be approving the list. In the future, the joint cities legislative priorities will be discussed in June right after the legislative session and the list will be approved by each City no later than the end of October of each year.

4. ADMINISTRATOR (Cont'd.)

4.A. UPDATE (Cont'd.)

- The Coalition of Greater Minnesota Cities Fall Conference will be held on November 16th and 17th in Alexandria.
- Staff is working on getting the Agenda Center on the City's Website up and running and will come back in the near future with training on this.
- Member Schneider stated he received an email that stated that Spass Tag has made a decision to hold the Waite Park Family Fun Fest parade on the Thursday evening of the Family Fun Fest week next year with the Auto Show being held on Friday evening.

ADJOURNMENT

Mayor Miller declared the meeting adjourned at 6:45 p.m.



Richard E. Miller
Mayor



Shaunna Johnson
City Administrator