



**JOINT WORK SESSION WITH PARK BOARD  
TO BE HELD AT THE ELLER PROPERTY LOCATED AT  
2005 Frontage Road North Waite Park AT 4:30 PM**

**COUNCIL WORK SESSION  
5:15 P.M. Upper Level Conference Room**

**WAITE PARK CITY COUNCIL AGENDA  
MONDAY, OCTOBER 16, 2017 6:30 P.M.**

6:30 P.M. Pledge of Allegiance  
Open Forum – two minute limit

Review and approve, October 16, 2017 Council Agenda

1. Consent Agenda:  
Recommended action: approval of following items
  - A. Approve Council Minutes of October 2, 2017
2. Financial Software
3. Council/Mayor
  - A. Review and Approve Bills
4. Administrator
  - A. Update

**ADJOURN**

**CITY OF WAITE PARK  
CALL TO ORDER –**

**PLEDGE OF ALLEGIANCE  
OPEN FORUM**

**Review and Approve October 16, 2017 City Council Agenda**

Councilmember \_\_\_\_\_ moved that the Council Agenda for October 16, 2017 be approved as presented.

Councilmember \_\_\_\_\_ seconded the motion.  
Motion (Approved) (Denied)

**Agenda Item No. 1-Consent Agenda**

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1. Consent Agenda:  
Recommended action: approval of following items

A. Approve Council Minutes of October 9, 2017

Councilmember \_\_\_\_\_ moved that the Consent Agenda, as presented, be approved.

Councilmember \_\_\_\_\_ seconded the motion.

**ROLL CALL**

Councilmember Michael Linqvist \_\_\_\_\_  
Councilmember Charles Schneider \_\_\_\_\_  
Councilmember Vic Schulz \_\_\_\_\_  
Councilmember Frank Theisen \_\_\_\_\_  
Mayor Richard Miller \_\_\_\_\_

Motion (Approved) (Denied)

## **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.

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Richard E. Miller  
Mayor

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Shaunna Johnson  
City Administrator

## **Agenda Item No. 2**

Issue: Financial Software

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### **BACKGROUND:**

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. 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 bigger. 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 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 of 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 outline 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 which are included for your review. 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. Once this has been completed, the final contract will be brought back to the Council for review and consideration.

**REQUIRED ACTION:**

To determine whether or not the City should move forward with a Financial Software Company AND/OR determine which Software Company the City should negotiate a contract with which will require further council action.

**RECOMMENDED ACTION:**

Provide staff with direction on which Software Company should be considered to move forward with. Both companies have the capability of serving the City's needs.

**SUGGESTED MOTION:**

Council Member \_\_\_\_\_ moved to approve OR deny moving forward with \_\_\_\_\_ Company (Civic Systems OR Tyler Technologies) and authorize staff to begin negotiating a contract.

Council Member \_\_\_\_\_ seconded the motion.

**ROLL CALL**

Council member Charles Schneider \_\_\_\_\_  
Council member Vic Schulz \_\_\_\_\_  
Council member Michael Linqvist \_\_\_\_\_  
Council member Frank Theisen \_\_\_\_\_  
Mayor Richard E. Miller \_\_\_\_\_

Motion (Approved) (Denied)

## Software Services Pricing

| Services                          | Civic Systems   |            |                | Tyler Technologies |            |                |
|-----------------------------------|-----------------|------------|----------------|--------------------|------------|----------------|
|                                   | Annual          | Hours      | Month          | Annual             | Hours      | Month          |
| SaaS Fee - <i>hosting</i>         | \$30,732        |            | \$2,561        | \$28,769           |            | \$2,397        |
| Conversion                        | \$30,900        | 206        | \$2,575        | \$15,450           | 155        | \$1,288        |
| Training                          | 21,000          | 140        | 1,750          | 46,000             | 460        | 3,833          |
| Discount                          | (7,785)         |            | (649)          | 0                  |            | 0              |
| Total Training & Conversion       | \$44,115        | 346        | \$3,676        | \$61,450           | 615        | \$5,121        |
| Follow Up Training                | \$3,600         | 24         | \$300          | \$0                | 32         | \$0            |
| Discount                          | (540)           |            | (45)           | 0                  |            | 0              |
| Total Follow Up Training          | \$3,060         | 24         | \$255          | \$0                | 32         | \$0            |
| <b>Grand Total</b>                | <b>\$77,907</b> | <b>370</b> | <b>\$6,492</b> | <b>\$90,219</b>    | <b>647</b> | <b>\$7,518</b> |
| Training Hours Equalizer - Add    | 35,318          | 277        | 2,943          | 0                  | 0          | 0              |
| Total                             | \$113,225       | 647        | \$9,435        | \$90,219           | 647        | \$7,518        |
| Training Hours Equalizer - Deduct | 0               | 0          | 0              | (27,700)           | (277)      | (2,308)        |
| Total                             | \$77,907        | 370        | \$6,492        | \$62,519           | 370        | \$5,210        |
| Training Hours - Best Estimate    | 63,750          | 500        | 5,313          | 50,000             | 500        | 4,167          |
| Total                             | \$94,482        | 500        | \$7,874        | \$78,769           | 500        | \$6,564        |
| <u>Hourly Rates</u>               |                 |            |                |                    |            |                |
| Standard Rates                    | \$150.00        |            |                | \$125.00           |            |                |
| Proposal Rates                    | \$127.50        |            |                | \$100.00           |            |                |

**Agenda Item No. 3**

Issue: Council/Mayor: Review and Approve Bills, Other Business

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Councilmember \_\_\_\_\_ moved to approve bills as presented.

Councilmember \_\_\_\_\_ seconded the motion.

**ROLL CALL**

|                                 |       |
|---------------------------------|-------|
| Councilmember Michael Linqvist  | _____ |
| Councilmember Charles Schneider | _____ |
| Councilmember Vic Schulz        | _____ |
| Councilmember Frank Theisen     | _____ |
| Mayor Richard Miller            | _____ |

Motion (Approved) (Denied)

ACS FINANCIAL SYSTEM  
09/28/2017 16:27:21

Schedule of Bills

CITY OF WAITE PARK  
GL050S-V08.05 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 0617M2 COMMENT... 0617 MANUAL DISBURSEMENT

DATA-JE-ID DATA COMMENT  
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M-06302017-205 0617 MANUAL DISBURSEMENT

Run Instructions:

| Jobq | Banner | Copies | Form | Printer | Hold | Space | LPI | Lines | CPI | CP | SP | RT |
|------|--------|--------|------|---------|------|-------|-----|-------|-----|----|----|----|
| L    |        | 01     |      |         | N    | S     | 6   | 066   | 10  |    |    |    |

Schedule of Bills

| VENDOR NAME             | DESCRIPTION               | AMOUNT    | ACCOUNT NAME             | FUND & ACCOUNT | CLAIM | INVOICE | PO# | F/P ID LINE |
|-------------------------|---------------------------|-----------|--------------------------|----------------|-------|---------|-----|-------------|
| MN DEPT OF REVENUE II   |                           |           |                          |                |       |         |     |             |
|                         | 0517 PARK RENT SALES TAX  | 33.53     | REMITTANCE REV COL OTHER | 101.4552.8100  |       | 0517    |     | 205 00013   |
|                         | 0517 YD WASTE CARD S TAX  | 0.45      | REMITTANCE REV COL OTHER | 101.4051.8100  |       | 0517    |     | 205 00014   |
|                         | 0517 WATER SALES TAX      | 4,890.02  | REMITTANCE REV COL OTHER | 703.4825.8100  |       | 0517    |     | 205 00015   |
|                         |                           | 4,924.00  | *VENDOR TOTAL            |                |       |         |     |             |
| PLAZA PARK BANK         |                           |           |                          |                |       |         |     |             |
|                         | WIRE FEE TO LMC \$2.9 MIL | 25.00     | MISC - DUES              | 101.4051.4010  |       | 062317  |     | 205 00016   |
|                         | 0617 ACH FEES             | 35.00     | FEES FOR WIRE TRANSFERS  | 101.4051.4440  |       | 062617  |     | 205 00017   |
|                         |                           | 60.00     | *VENDOR TOTAL            |                |       |         |     |             |
| POSTMASTER (WAITE PARK) |                           |           |                          |                |       |         |     |             |
|                         | 2016 CCR WATER REPORT     | 514.59    | OFFICE SUPPLIES/POSTAGE  | 703.4825.2000  |       | 060517  |     | 205 00012   |
| SELECT ACCOUNT          |                           |           |                          |                |       |         |     |             |
|                         | 0617 HSA CITY CONTRIB CL  | 2,291.76  | HOSPITALIZATION INSURANC | 101.4051.1500  |       | 0617    |     | 205 00001   |
|                         | 0617 HSA CITY CONTRIB PL  | 532.97    | HOSPITALIZATION INSURANC | 101.4091.1500  |       | 0617    |     | 205 00002   |
|                         | 0617 HSA CITY CONTRIB CH  | 266.49    | HOSPITALIZATION INSURANC | 101.4094.1500  |       | 0617    |     | 205 00003   |
|                         | 0617 HSA CITY CONTRIB PD  | 10,153.08 | HOSPITALIZATION INSURANC | 101.4110.1500  |       | 0617    |     | 205 00004   |
|                         | 0617 HSA CITY CONTRIB BI  | 532.97    | HOSPITALIZATION INSURANC | 101.4140.1500  |       | 0617    |     | 205 00005   |
|                         | 0617 HSA CITY CONTRIB PW  | 2,979.26  | HOSPITALIZATION INSURANC | 101.4212.1500  |       | 0617    |     | 205 00006   |
|                         | 0617 HSA CITY CONTRIB SN  | 564.98    | HOSPITALIZATION INSURANC | 101.4213.1500  |       | 0617    |     | 205 00007   |
|                         | 0617 HSA CITY CONTRIB SS  | 159.90    | HOSPITALIZATION INSURANC | 101.4224.1500  |       | 0617    |     | 205 00008   |
|                         | 0617 HSA CITY CONTRIB PK  | 751.47    | HOSPITALIZATION INSURANC | 101.4552.1500  |       | 0617    |     | 205 00009   |
|                         | 0617 HSA CITY CONTRIB WT  | 1,151.22  | HOSPITALIZATION INSURANC | 703.4825.1500  |       | 0617    |     | 205 00010   |
|                         | 0617 HSA CITY CONTRIB SW  | 868.76    | HOSPITALIZATION INSURANC | 709.4843.1500  |       | 0617    |     | 205 00011   |
|                         |                           | 20,252.86 | *VENDOR TOTAL            |                |       |         |     |             |

ACS FINANCIAL SYSTEM  
09/28/2017 16:27:21

Schedule of Bills

CITY OF WAITE PARK  
GL540R-V08.05 PAGE 2

| VENDOR NAME    | AMOUNT    | ACCOUNT NAME | FUND & ACCOUNT | CLAIM | INVOICE | PO# | F/P ID LINE |
|----------------|-----------|--------------|----------------|-------|---------|-----|-------------|
| DESCRIPTION    |           |              |                |       |         |     |             |
| REPORT TOTALS: | 25,751.45 |              |                |       |         |     |             |

RECORDS PRINTED - 000017

ACS FINANCIAL SYSTEM  
09/28/2017 16:27:21

Schedule of Bills

CITY OF WAITE PARK  
GL060S-V08.05 RECAPPAGE  
GL540R

FUND RECAP:

| FUND            | DESCRIPTION  | DISBURSEMENTS |
|-----------------|--------------|---------------|
| 101             | GENERAL FUND | 18,326.86     |
| 703             | WATER FUND   | 6,555.83      |
| 709             | SEWER FUND   | 868.76        |
| TOTAL ALL FUNDS |              | 25,751.45     |

BANK RECAP:

| BANK            | NAME            | DISBURSEMENTS |
|-----------------|-----------------|---------------|
| CHEK            | PLAZA PARK BANK | 25,751.45     |
| TOTAL ALL BANKS |                 | 25,751.45     |

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE ..... APPROVED BY .....

ACS FINANCIAL SYSTEM  
09/29/2017 08:52:55

Schedule of Bills

CITY OF WAITE PARK  
GL050S-V08.05 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 0617M3 COMMENT... 0617 SR CTR DISBURSEMENT

DATA-JE-ID DATA COMMENT  
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M-06302017-207 0617 SR CTR DISBURSEMENT

Run Instructions:

| Jobq | Banner | Copies | Form | Printer | Hold | Space | LPI | Lines | CPI | CP | SP | RT |
|------|--------|--------|------|---------|------|-------|-----|-------|-----|----|----|----|
| L    |        | 01     |      |         | N    | S     | 6   | 066   | 10  |    |    |    |

ACS FINANCIAL SYSTEM  
09/29/2017 08:52:55

Schedule of Bills

CITY OF WAITE PARK  
GL540R-V08.05 PAGE 1

| VENDOR NAME<br>DESCRIPTION                         | AMOUNT | ACCOUNT NAME             | FUND & ACCOUNT | CLAIM | INVOICE        | PO#      | F/P ID LINE |
|--|--------|--------------------------|----------------|-------|----------------|----------|-------------|
| RAJKOWSKI HANSMEIER LTD<br>TAX EXEMPT FILING FEE   | 275.00 | EXPENSES APPROVED BY COU | 603.4825.4451  |       | 76695          |          | 207 00002   |
| SAM'S CLUB/SYNCHRONY BAN<br>SNACKS/ETC - SR CENTER | 157.18 | EXPENSES APPROVED BY COU | 603.4825.4451  |       | 8000480108K0JL | 000666 P | 207 00001   |

ACS FINANCIAL SYSTEM  
09/29/2017 08:52:55

Schedule of Bills

CITY OF WAITE PARK  
GL540R-V08.05 PAGE 2

| VENDOR NAME    | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | CLAIM | INVOICE | PO# | F/P | ID | LINE |
|----------------|--------|--------------|----------------|-------|---------|-----|-----|----|------|
| DESCRIPTION    |        |              |                |       |         |     |     |    |      |
| REPORT TOTALS: | 432.18 |              |                |       |         |     |     |    |      |

RECORDS PRINTED - 000002

ACS FINANCIAL SYSTEM  
09/29/2017 08:52:55

Schedule of Bills

CITY OF WAITE PARK  
GL060S-V08.05 RECAPPAGE  
GL540R

FUND RECAP:

| FUND            | DESCRIPTION        | DISBURSEMENTS |
|-----------------|--------------------|---------------|
| 603             | SENIOR CENTER FUND | 432.18        |
| TOTAL ALL FUNDS |                    | 432.18        |

BANK RECAP:

| BANK            | NAME            | DISBURSEMENTS |
|-----------------|-----------------|---------------|
| CHEK            | PLAZA PARK BANK | 432.18        |
| TOTAL ALL BANKS |                 | 432.18        |

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE ..... APPROVED BY .....

.....

.....

ACS FINANCIAL SYSTEM  
10/09/2017 13:28:44

Schedule of Bills

CITY OF WAITE PARK  
GL050S-V08.05 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 0717M1 COMMENT... 0717 MANUAL DISBURSEMENT

DATA-JE-ID DATA COMMENT  
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M-07312017-244 0717 MANUAL DISBURSEMENT

Run Instructions:

| Jobq | Banner | Copies | Form | Printer | Hold | Space | LPI | Lines | CPI | CP | SP | RT |
|------|--------|--------|------|---------|------|-------|-----|-------|-----|----|----|----|
| L    |        | 01     |      |         | N    | S     | 6   | 066   | 10  |    |    |    |

Schedule of Bills

| VENDOR NAME<br>DESCRIPTION       | AMOUNT    | ACCOUNT NAME             | FUND & ACCOUNT | CLAIM | INVOICE | PO# | F/P | ID  | LINE  |
|----------------------------------|-----------|--------------------------|----------------|-------|---------|-----|-----|-----|-------|
| METABANK<br>2017 1ST HALF TIF    | 3,472.71  | PAYMENTS TO DEVELOPER    | 921.4825.4444  |       | 073117  |     |     | 244 | 00020 |
| MN DEPT OF REVENUE II            |           |                          |                |       |         |     |     |     |       |
| 0617 PARK RENT SALES TAX         | 46.07     | REMITTANCE REV COL OTHER | 101.4552.8100  |       | 0617    |     |     | 244 | 00012 |
| 0617 HYDRANT WTR S TAX           | 11.68     | REMITTANCE REV COL OTHER | 703.4825.8100  |       | 0617    |     |     | 244 | 00013 |
| 0617 ANIMAL TAG S TAX            | 0.37      | REMITTANCE REV COL OTHER | 101.4051.8100  |       | 0617    |     |     | 244 | 00014 |
| 0617 YD WASTE CARD S TAX         | 0.45      | REMITTANCE REV COL OTHER | 101.4051.8100  |       | 0617    |     |     | 244 | 00015 |
| 0617 WATER SALES TAX             | 153.43    | REMITTANCE REV COL OTHER | 703.4825.8100  |       | 0617    |     |     | 244 | 00016 |
|                                  | 212.00    | *VENDOR TOTAL            |                |       |         |     |     |     |       |
| PLAZA PARK BANK<br>0717 ACH FEES | 35.00     | FEES FOR WIRE TRANSFERS  | 101.4051.4440  |       | 072617  |     |     | 244 | 00019 |
| POSTMASTER (WAITE PARK)          |           |                          |                |       |         |     |     |     |       |
| 0717 UB POSTAGE PORT WTR         | 315.74    | OFFICE SUPPLIES/POSTAGE  | 703.4825.2000  |       | 072017  |     |     | 244 | 00017 |
| 0717 UB POSTAGE PORT SWR         | 315.73    | OFFICE SUPPLIES/POSTAGE  | 709.4843.2000  |       | 072017  |     |     | 244 | 00018 |
|                                  | 631.47    | *VENDOR TOTAL            |                |       |         |     |     |     |       |
| SELECT ACCOUNT                   |           |                          |                |       |         |     |     |     |       |
| 0717 HSA CITY CONTRIB CL         | 2,291.76  | HOSPITALIZATION INSURANC | 101.4051.1500  |       | 0717    |     |     | 244 | 00001 |
| 0717 HSA CITY CONTRIB PL         | 532.97    | HOSPITALIZATION INSURANC | 101.4091.1500  |       | 0717    |     |     | 244 | 00002 |
| 0717 HSA CITY CONTRIB CH         | 266.49    | HOSPITALIZATION INSURANC | 101.4094.1500  |       | 0717    |     |     | 244 | 00003 |
| 0717 HSA CITY CONTRIB PD         | 10,153.08 | HOSPITALIZATION INSURANC | 101.4110.1500  |       | 0717    |     |     | 244 | 00004 |
| 0717 HSA CITY CONTRIB BI         | 532.97    | HOSPITALIZATION INSURANC | 101.4140.1500  |       | 0717    |     |     | 244 | 00005 |
| 0717 HSA CITY CONTRIB PW         | 2,979.26  | HOSPITALIZATION INSURANC | 101.4212.1500  |       | 0717    |     |     | 244 | 00006 |
| 0717 HSA CITY CONTRIB SN         | 564.98    | HOSPITALIZATION INSURANC | 101.4213.1500  |       | 0717    |     |     | 244 | 00007 |
| 0717 HSA CITY CONTRIB SS         | 159.90    | HOSPITALIZATION INSURANC | 715.4224.1500  |       | 0717    |     |     | 244 | 00008 |
| 0717 HSA CITY CONTRIB PK         | 751.47    | HOSPITALIZATION INSURANC | 101.4552.1500  |       | 0717    |     |     | 244 | 00009 |
| 0717 HSA CITY CONTRIB WT         | 1,151.22  | HOSPITALIZATION INSURANC | 703.4825.1500  |       | 0717    |     |     | 244 | 00010 |
| 0717 HSA CITY CONTRIB SW         | 868.76    | HOSPITALIZATION INSURANC | 709.4843.1500  |       | 0717    |     |     | 244 | 00011 |
|                                  | 20,252.86 | *VENDOR TOTAL            |                |       |         |     |     |     |       |

ACS FINANCIAL SYSTEM  
10/09/2017 13:28:44

Schedule of Bills

CITY OF WAITE PARK  
GL540R-V08.05 PAGE 2

| VENDOR NAME    | AMOUNT    | ACCOUNT NAME | FUND & ACCOUNT | CLAIM | INVOICE | PO# | F/P ID LINE |
|----------------|-----------|--------------|----------------|-------|---------|-----|-------------|
| DESCRIPTION    |           |              |                |       |         |     |             |
| REPORT TOTALS: | 24,604.04 |              |                |       |         |     |             |

RECORDS PRINTED - 000020

FUND RECAP:

| FUND            | DESCRIPTION            | DISBURSEMENTS |
|-----------------|------------------------|---------------|
| 101             | GENERAL FUND           | 18,154.87     |
| 703             | WATER FUND             | 1,632.07      |
| 709             | SEWER FUND             | 1,184.49      |
| 715             | STORMWATER FUND        | 1,159.90      |
| 921             | REDEV TIF DISTRICT 2-1 | 3,472.71      |
| TOTAL ALL FUNDS |                        | 24,604.04     |

BANK RECAP:

| BANK            | NAME            | DISBURSEMENTS |
|-----------------|-----------------|---------------|
| CHEK            | PLAZA PARK BANK | 24,604.04     |
| TOTAL ALL BANKS |                 | 24,604.04     |

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE ..... APPROVED BY .....

ACS FINANCIAL SYSTEM  
10/09/2017 13:38:11

Schedule of Bills

CITY OF WAITE PARK  
GL050S-V08.05 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 0717M2 COMMENT... 0717 SR CTR DISBURSEMENT

DATA-JE-ID DATA COMMENT  
-----  
M-07312017-245 0717 SR CTR DISBURSEMENT

Run Instructions:  
Jobq Banner L Copies Form Printer Hold Space LPI Lines CPI CP SP RT  
01 066 10

ACS FINANCIAL SYSTEM  
10/09/2017 13:38:11

Schedule of Bills

CITY OF WAITE PARK  
GL540R-V08.05 PAGE 1

| VENDOR NAME<br>DESCRIPTION                     | AMOUNT | ACCOUNT NAME             | FUND & ACCOUNT | CLAIM | INVOICE        | PO#    | F/P ID LINE |
|--|--------|--------------------------|----------------|-------|----------------|--------|-------------|
| SAM'S CLUB/SYNCHRONY BAN<br>FOOD/SANITIZER/ETC | 106.66 | EXPENSES APPROVED BY COU | 603.4825.4451  |       | 8000560142L0ML | 000714 | P 245 00001 |

ACS FINANCIAL SYSTEM  
10/09/2017 13:38:11

Schedule of Bills

CITY OF WAITE PARK  
GL540R-V08.05 PAGE 2

| VENDOR NAME<br>DESCRIPTION | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | CLAIM | INVOICE | PO# | F/P | ID | LINE |
|----------------------------|--------|--------------|----------------|-------|---------|-----|-----|----|------|
| REPORT TOTALS:             | 106.66 |              |                |       |         |     |     |    |      |

RECORDS PRINTED - 000001

ACS FINANCIAL SYSTEM  
10/09/2017 13:38:11

Schedule of Bills

CITY OF WAITE PARK  
GL060S-V08.05 RECAPPAGE  
GL540R

FUND RECAP:

| FUND            | DESCRIPTION        | DISBURSEMENTS |
|-----------------|--------------------|---------------|
| 603             | SENIOR CENTER FUND | 106.66        |
| TOTAL ALL FUNDS |                    | 106.66        |

BANK RECAP:

| BANK            | NAME            | DISBURSEMENTS |
|-----------------|-----------------|---------------|
| CHEK            | PLAZA PARK BANK | 106.66        |
| TOTAL ALL BANKS |                 | 106.66        |

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE ..... APPROVED BY .....

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**Agenda Item No. 4**

Issue: Administrator Update

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Updates will be presented at the time of the meeting.

ADJOURNMENT

Respectfully submitted,

Shaunna Johnson, Administrator

October 16, 2017