



**JOINT WORK SESSION WITH PARK BOARD
TO BE HELD AT THE ELLER PROPERTY LOCATED AT
2005 Frontage Road North, Waite Park
MONDAY, OCTOBER 16, 2017 4:30 P.M.**

**COUNCIL WORK SESSION
Upper Level Conference Room
MONDAY, OCTOBER 16, 2017 5:30 P.M.**

**WAITE PARK CITY COUNCIL AGENDA
Waite Park City Hall Council Chambers
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

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 Linnquist _____
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.

Richard E. Miller
Mayor

Shaunna Johnson
City Administrator

Agenda Item No. 2

Issue: Financial Software

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
Grand Total	\$77,907	370	\$6,492	\$90,219	647	\$7,518
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

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

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

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
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Schedule of Bills

CITY OF WAITE PARK
GL540R-V08.05 PAGE 1

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
RAJKOWSKI HANSMEIER LTD TAX EXEMPT FILING FEE	275.00	EXPENSES APPROVED BY COU	603.4825.4451		76695		207 00002
SAM'S CLUB/SYNCHRONY BAN 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

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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

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 DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
METABANK 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 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

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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 DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
SAM'S CLUB/SYNCHRONY BAN 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 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

Updates will be presented at the time of the meeting.

ADJOURNMENT

Respectfully submitted,

Shaunna Johnson, Administrator

October 16, 2017