

**City of Robbinsdale
CITY COUNCIL MINUTES
June 20, 2017
Meeting No. 12**

CALL TO ORDER

1. Mayor Murphy called the meeting to order at 7:00 p.m.

ROLL CALL

2. Present: Rogan, Selman, Backen, Mayor Murphy
Absent: Blonigan
Staff: Marcia Glick, City Manager; Larry Jacobson, Finance Director

OPPORTUNITY FOR THE PUBLIC

3. Mayor Murphy opened the floor to anyone wishing to speak on any items not on the agenda. No one chose to speak.

APPROVAL OF AGENDA

4. There were no changes to the agenda.
5. Member Selman **MOVED**, seconded by Member Rogan to approve the agenda with the additions as noted above. **The vote was 4-0, Blonigan absent.**

CONSENT AGENDA

6. Member Selman **MOVED**, seconded by Member Backen to approve items the Consent Agenda. **The vote was 4-0, Blonigan absent.**
7. Items approved are as follows:
 - A. Motion to approve and order placed on file minutes of the regular City Council meeting of 6/6/17, City Council Work Session 6/6/17.
 - B. Motion to acknowledge receipt and placing on file minutes for the following Commissions and Boards:
 1. Senior Commission Minutes from 5/1/17
 2. Human Rights Commission Minutes from 3/23/17
 - C. Motion to approve issuance of licenses from list dated 6/20/17.
 - D. Motion to authorize Mayor and City Manager to sign School Resource Officer Agreement between the Independent School District 281 and the City of Robbinsdale.
 - E. Motion to approve the request for the Robbinsdale Chamber of

Commerce to hold their annual event on Monday, September 18, 2017, from 5:30 p.m. to 7:30 p.m. (road closure from 5:00 p.m. to 8:00 p.m. on West Broadway from 41st to 42nd Avenues, and 41 ½ Avenue from West Broadway to Hubbard, and direct staff accordingly.

- F. Motion to approve the street spanning banner proposed by Robbinsdale Chamber of Commerce for the Main Street Meet & Greet which may be installed from September 5th through September 19th.
- G. Motion to extend the effective period for variance request V15-7 for 3807 Noble Avenue North until June 30, 2018.
- H. Motion to approve the application for the annual Public safety Open House on Saturday, August 12, 2017 from 11:00 a.m. to 3:00 p.m. with the closure of Hubbard Avenue North between 41st Avenue North and 41 ½ Avenue North from approximately 8:00 a.m. until approximately 4:30 p.m.

PRESENTATION A: City of Robbinsdale Comprehensive Annual Financial Report for 2016

- 8. Jacobson reviewed the staff report and introduced Aaron Nielsen to present the highlights from the Comprehensive Annual Financial Report for 2016.
- 9. Mr. Neilsen noted that they are providing a clean and unmodified opinion. Special purpose reports also showed compliance with law. One issue he brought up was that the small finance staff does not allow for segregation of duties which is not uncommon for small cities.
- 10. Neilsen reviewed the City's revenue and expenditures compared to state and seven-county metro area and reviewed charts taken from the audit report generally showing consistency year to year. The City is meeting its goal of having a general fund balance policy of 50% of expenditures for reserve.
- 11. Neilsen next reviewed the City's enterprise funds. Each enterprise fund, except for the Liquor Operations Fund, saw a fund balance increase for 2016. A \$150,000 transfer from the Liquor Operations Fund to the Park Improvement Fund is what impacted the balance. Liquor sales were up about 4.4% in 2016 compared to 2015. Gross profit of Liquor operations ended up at 26% for 2016 compared to 25% in 2015.

12. Member Selman asked Jacobson if he could explain what proceeds from enterprise funds are used for to help residents better understand.
13. Jacobson stated that enterprise funds for water, sewer and storm water utilities are used for ongoing capital improvements.
14. Member Rogan asked Jacobson to explain why enterprise fund balances move up and down from year to year.
15. Jacobson explained that enterprise reserve funds move up and down depending on cash flow needs. The City tries to keep a reasonable balance on hand to cover operating expenses such as wages as well as debt payments and future capital needs.
16. Mayor Murphy asked about the decrease in operating income in 2016 for the Liquor Store.
17. Jacobson explained that the slight decrease in operating income was due to the transfer to the Park Improvement Fund. Some money was spent on market research for the relocation of the Liquor Store.
18. Member Backen asked what net tax capacity means.
19. Jacobson explained that it is the relationship between the property tax levy and tax capacity of properties in Robbinsdale.
20. Member Rogan noted that it reflects that Robbinsdale market values are lower compared to how much the City raises in revenue and that the City does not have a significant corporate tax capacity as compared to other cities.
21. Member Rogan **MOVED**, seconded by Member Selman to acknowledge the receipt of the City's Audited Comprehensive Annual Financial Report for the year ended December 31, 2016, Auditors Management Report, and Special Purpose Audit Reports as submitted by Malloy, Montague, Karnowski, Radosevich & Co., P.A. and direct staff to distribute the report to other agencies as required. **The vote was 4-0, Blonigan absent.**
22. Member Selman thanked staff for their work.

PRESENTATION B: City's Award for Financial Reporting

23. Jacobson stated that the City received the Certificate of Excellence in Financial Reporting for 2015, issued by the Governmental Finance Officers Association. The City has received the award for 37 consecutive years. This is the highest form of recognition in financial reporting and recognition is reflected in financial ratings.

24. Member Backen expressed appreciation to staff for the work involved in receiving this award.

Other Business A: Motion to approve disbursement requests for period ending 6/20/17

25. Member Rogan **MOVED**, seconded by Member Selman to approve disbursement requests for period ending 6/20/17. **The vote was 4-0, Blonigan absent.**

ADMINISTRATIVE REPORTS

26. Glick noted that the City Hall roof replacement project is past halfway to being completed with slight weather delays. The City is expecting the project to be finished by the end of the month. The LED light change out at City Hall is complete.

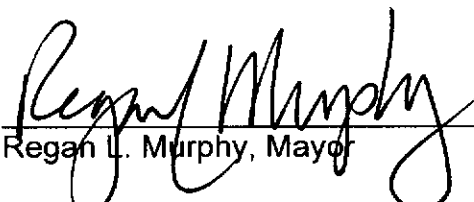
COUNCIL GENERAL COMMUNICATIONS

27. Member Selman noted the streetlight at 40th Avenue and Zane Avenue is still brightly shining on a property and Xcel has been contact to come out and adjust it.
28. Mayor Murphy reiterated that the splash pad and wading pool are now open and there will be plenty of baseball to be played this weekend, inviting residents to come and cheer on Robbinsdale Little League.

ADJOURNMENT

29. Member Backen **MOVED** seconded by Member Rogan to adjourn the meeting at 7:40 p.m. **The vote was 4-0, Blonigan absent.**



John Tingley, Recorder

Regan L. Murphy, Mayor