

CITY OF EXCELSIOR  
Hennepin County, Minnesota

MINUTES

City Council Work Session

Thursday, July 26, 2012

**1. Call to Order/Roll Call**

Mayor Ruehl called the meeting to order at 6:39 p.m.

Councilmembers present: Fulkerson, Miller, and Mayor Ruehl

Councilmembers absent: Caron and Olson

Also Present: City Manager Luger, City Attorney Staunton,  
Finance Officer Tumberg, and City Clerk Johnson

**2. Agenda Approval**

Fulkerson moved, Miller seconded, to approve the agenda as presented.  
Motion carried 3/0.

**3. Proposed Draft Financial Reporting Document from Charter Commission**

Staunton said that the Charter Commission had forwarded a financial reporting document for the Council to consider. The Council had a work session scheduled to discuss the document when the City received a petition for a charter amendment. The petition was received on July 10<sup>th</sup> and the Council had a Work Session scheduled for July 16<sup>th</sup>. One question for the Council is whether it wants to proceed with the path it had started with the Charter Commission on the financial reporting document.

Staunton said as far as the petition, there is a 10 day period from the date that the Council receives the petition for the City Clerk to determine whether the petition is properly attested and signed by a sufficient number of voters. The Certificate of Sufficiency that was distributed to the Council is the result of that review.

Staunton said he will do a legal review and put together the proposed ballot question for the Council to approve at the August 6<sup>th</sup> Council meeting. He said that the proposed charter amendment that was attached to the petition is over 3,000 words, so he has some research to do on what the ballot question will say.

Mayor Ruehl said that at the July 16<sup>th</sup> Council meeting the Council had limited discussion on the staff memo and proposed financial reporting document. He believes the Council wants to continue with the process that was started with the Charter Commission. Fulkerson said that this is the process that the majority of the Charter Commission also wanted to move forward with.

**3. Proposed Draft Financial Reporting Document from Charter Commission – (Continued)**

Fulkerson asked if the Council continues to work with the Charter Commission what happens with the petition. Staunton said the petition has to move forward and be placed on the November 6<sup>th</sup> ballot. If the Council moves forward with a charter amendment, the amendment would be adopted and it wouldn't be effective until 90 days after publication.

Fulkerson asked Staunton if he has reviewed the amendment that was submitted with the petition. Staunton said no.

Mayor Ruehl said that there are only a few outstanding items that the Charter Commission and Council have not come to an agreement on. If the Council can get those items discussed tonight and come to an agreement, the Council can approve the document at the August 6<sup>th</sup> Council meeting.

Staff stated that the next meeting of the Charter Commission is Wednesday, August 1<sup>st</sup>. Staunton said that the Council does not need to act on anything. The Council just needs to relay the information from the discussions tonight to the Charter Commission and then the Charter can decide if it wants to move forward with proposing the ordinance and charter amendment.

Mayor Ruehl asked if the items that staff identified in the memo were discussed by the Charter Commission. Fulkerson said yes.

Mayor Ruehl said the issue is whether the Council wants to accept the document and send back comments on the Charter Commission's comments. Tumberg said that the majority of the Charter Commission was comfortable going with an ordinance. The main concern was that the Council would take more language out of the document.

Miller said he thought what the Council would do this evening is finalize the text that the Council wanted to see in the ordinance.

Tumberg reviewed the items that were listed in the staff memo. She stated that staff is comfortable with the document as it is currently written. She said that the Charter Commission wanted four things highlighted: the date change in the Annual Financial Calendar, the dissemination of information, the omission of the October Public Meeting regarding the Annual Budget, and the omission of the Public Hearing regarding the Long Term Financial Plan. She said that the largest issue was the dissemination of information.

Mayor Ruehl asked if staff looked at what other cities do. Tumberg said that she went to the Government Finance Officers Association (GFOA) website and it suggests having the information available and allowing cities the flexibility to decide how to disseminate the information. She is not sure what other cities do.

**3. Proposed Draft Financial Reporting Document from Charter Commission – (Continued)**

Miller asked where in the document it references how information will be disseminated. Tumberg said the dissemination of information is referenced in four locations in the document.

Miller asked what areas were of the biggest concern to the Charter Commission. Tumberg said that most of the Charter Commission thought that the City Manager's annual report should be mailed to all property owners.

Luger said that the document states that the report will be mailed by July 15<sup>th</sup>. Currently the City mails out two newsletters, one in the spring and one in the fall. The cost for a third newsletter would be somewhere around \$2,500 to \$3,000.

Miller suggested mailing a postcard to prompt people to access the document online or contact the City if they wanted a printed copy. That way people would know where they can get the information and everything can be in one place. This would obligate the City to put it on the website and also make it available in hard copy. The postcard could also have directions on accessing other information on the website.

Miller said on page 8 under budget action and budget approval, he would recommend that the word "income" be changed to "revenue" because that is the term that is used throughout the budget.

Mayor Ruehl said that the Long Term Financial Plan (LTFP) is still evolving and the City typically handles this at the end of the year once the budget is set. He asked what is going to be in the LTFP. Luger said the document requires additional elements that the City does not currently have. There is more information that will be needed in the new document.

Mayor Ruehl said that there is a lot of numbers in the LTFP that don't have any substance. Staff will need to take the place holders out of the new document until there is adequate backup that meets the needs of the documents being prepared.

Luger said that the current LTFP is just a working document. Mayor Ruehl said that the City has used it as a planning tool. The LTFP is adopted each year, but it's not intended to express the wishes or desires of what will be done.

Miller said the planning document can have proposed items that are not officially approved so people can see what those items might be and the items that have been approved should have definite dates and amounts included. This way the City could have one document versus two. Tumberg said that the proposed items could be placed in a narrative. Luger said that there are samples available that have narrative type LTFP.

**3. Proposed Draft Financial Reporting Document from Charter Commission – (Continued)**

Mayor Ruehl said if the City has a plan that covers numerous years it doesn't really matter when it gets published. It will be out of sequence with the other things that the City does. Tumberg said the idea was that the Council would look at the big picture by June 1<sup>st</sup> each year and then prepare the budget around those items.

Mayor Ruehl said the reason the Council only puts together one or two year goals, is because the makeup of the Council can change every two years.

The Council and staff discussed the LTFP and the timing. The LTFP timeline does not work with the current schedule. The Council could publish the LTFP anytime, because it is in sync with the budget when it is adopted. However, the Council changes it multiple times throughout the year.

The Council also suggested changing the word "publish" to "disseminate" throughout the document.

The Council agreed to forward the document to the Charter Commission with their comments. Tumberg agreed to put together a memo and highlight the suggested changes in the document for the Charter Commission's August 1<sup>st</sup> meeting.

Tumberg brought up the implementation of the LTFP, which in the document is scheduled to be effective December 31, 2015. She suggested that the Council consider moving that date up to June 1, 2014. The Council agreed with staff's recommendation.

**4. Other**

None

**5. Adjournment**

Fulkerson moved, Miller seconded, to adjourn the meeting at 8:16 p.m.  
Motion carried 3/0.

Respectfully submitted,

Cheri Johnson  
City Clerk