



City of Moorhead
Advisory Budget Work Group
Meeting Minutes
May 31, 2017 at 3:30 PM
City Hall – Boardroom (1st Floor)

Pursuant to due call and notice thereof, a regular meeting of the Advisory Budget Work Group (ABWG) was held in the City Hall Boardroom, on May 31, 2017, at 3:30 PM.

Attendees:

Council Member: Mari Dailey
Council Member: Melissa Fabian
Council Member: Joel Paulsen
Staff: Chris Volkers, City Manager
Wanda Wagner, Finance Director
Amy Wohlwend, Accountant

1. Debt Detail Discussion

- a. Wanda Wagner, Finance Director gave a detailed explanation of the City's debt level. She explained the way the bonds cash flow, the special assessments collected, how we estimate the tax levy that will be needed to cover bond payments, what happens if there is excess cash at the end of the bond, and how often we monitor the bonds' cash flows.
- b. Council Member Paulsen mentioned that we should look into what we can do to collect more deferred and escrowed special assessments. He mentioned that maybe it is something that Engineering Department and Economic Development work together on.
- c. Council Member Paulsen asked what the percentage of tax levy vs special assessments is on rehab projects the City currently does. Wanda Wagner stated it is currently 20% special assessments and 80% tax levy. Paulsen commented that he has typically seen this ratio 30%/70% or even 50%/50% in other cities he has dealt with.
- d. The members of the ABWG requested Wanda find out what the best practices are for debt level for a City of Moorhead's size. The City does have a lot of debt, but a majority of it is special assessment debt and is collected through special assessments.
- e. Wanda Wagner noted that the City will be consolidating all of our debt funds and investing them in the near future to get a return on those funds.

2. Other Items Discussed

- a. With the discussion of debt, the discussion of special assessments arose.
- b. The transfer that Storm Water has been paying over to the Golf Course was discussed. In the past, there has always been a transfer to help pay the Golf Course bonds. There has been some discussion as to whether this transfer can continue since the Golf Course bonds were paid off now. Wanda is going to look into this issue and determine whether the transfer was just to cover the bonds or if it was more for water retention. She will get back to the members on this issue.
- c. The lease that the City has with Usher's was briefly discussed.

3. Next steps

- a. Tuesday, June 20th, at 3:30 PM, City Hall Boardroom (1st Floor)
 - i. 2018 Budget Process
 - ii. Sports Center – ISD #152 and Moorhead Youth Hockey Association (MYHA)
 - iii. Usher's Lease Agreement

- iv. Trollwood and Fargo Public Schools
- v. City Facilities Operational Cost
- vi. Questions from previous meetings
 - 1. Printing costs
 - 2. Telephone services
 - 3. Credit card processing fees
 - 4. Uniforms

4. Future Meeting Schedule

- a. Tuesday, July 25th, at 3:30 PM, City Hall Boardroom (1st Floor)
- b. Tuesday, August 1st, at 1:00 PM, City Hall Boardroom (1st Floor)
- c. Tuesday, August 15th, at 3:30 PM, City Hall Boardroom (1st Floor)
- d. Tuesday, September 19th, at 3:30 PM, City Hall Boardroom (1st Floor)