



City of Moorhead
Advisory Budget Work Group
Meeting Minutes
March 16, 2016 at 4:00 PM
City Hall - South 1st Conference Room

Pursuant to due call and notice thereof, a regular meeting of the Advisory Budget Work Group was held in the City Hall - South 1st Conference Room, on March 16, 2016, at 4:00 PM.

Attendees:

Council Member: Jim Haney
Council Member: Mari Dailey
Council Member: Chuck Hendrickson
Staff: Wanda Wagner, Amy Wohlwend, Holly Heitkamp

1. Golf Course Operations

- a. Holly Heitkamp, Parks and Recreation Director, provided a detailed description of golf course operations and highlighted various differences between the Village Green Golf Course and the Meadows Golf Course. In addition, she gave a brief overview of the regional golf market.
- b. Heitkamp also identified areas currently being reviewed for potential cost savings and revenue enhancements, as well as, items which are evaluated annually during the budget process.
- c. The Executive Summary from a 2012 Eide Bailly Consulting Report regarding a review of certain aspects of golf course operations for the City of Moorhead was provided as a handout.
- d. Budget to actual revenue and expense reports were also provided comparing the two courses including both golf course maintenance and clubhouse operations.

2. 5-Year CIP and Capital Budget

- a. Wanda Wagner, Finance Director, provided handouts detailing the proposed 5-Year Capital Improvement Plan (CIP) for engineering, including the estimated tax levy impact.
- b. Wagner emphasized the fact that if the current method of funding street improvement projects remains the same, an annual tax levy increase of no less than \$250,000 can be expected for the next 5 years.

3. Special Assessment Debt

- a. Wagner provided updated cash flow spreadsheets for outstanding special assessment bonds. She noted that delinquent special assessments have been significantly reduced due to the sale and development of tax forfeit lots.
- b. Wagner also pointed out that the anticipated tax levy requirement for the bonds has not been updated in this handout for new projects; however, this will be evaluated and updated prior to the next meeting. There may be some opportunities to reduce the tax levy based on increase special assessment collections and cash balance forecasts.

4. Next Meeting & Proposed Agenda

- a. Wednesday, April 27 at 4 pm, City Hall – Boardroom (1st Floor)
 - i. IT Project Requests and Cashflow
 - ii. Departmental Presentation Format