

Corrections and clarifications for February 9, 2016 agenda items

Corrections and additional information have been made to the following items:

| Item | Correction and status |
|-------------|--|
| 1. & 3. | Update on Investments & Fund Closures and Interfund Transfers <ul style="list-style-type: none">• See attached memo for responses to questions. |
| 5. | Rules of Business Discussion and Review <ul style="list-style-type: none">• League of Women Voters Proposal regarding training is attached. |



To: City Council

From: Melanie Lammers, Finance Director

Subject: Questions on items 1 & 3

1. Update on Investments:

What Guarantee is there on the funds being held for the City?

How much is under FDIC?

Are there other guarantees?

What guarantees exist so that we don't have another Rate Source (or whatever their name was) problem?

The above questions will be answered during the presentation at the work session.

3. Fund Closures and Interfund Transfers:

Fund 414, transfer \$101,000 into the debt service fund -What is the term of the bonds? Will this create lower Bond payments?

The 2013A Bonds are a 10 year term and will be paid off in 2024. To calculate the required levy, the fund balance is taken into account. So yes, transferring 101,000 to the fund balance will cause a lower amount to be levied for the bond payments over the next several years.

This is "normal" isn't it? Do we have a policy on lowering future payments if we "get ahead" or is that up to you? For example, the police station budget must have about a 2 year cushion. Haven't we kept the payments at the rental amount?

Yes this is normal and required by bond covenants. We do a debt study every few years and it is presented to Council for approval. That is where we calculate the levy amounts based upon the fund balances and necessary levy dollars. The Police building debt service fund is different than our other debt service funds. The dollars are held in-escrow at the bank. Staff can look at lowering the levy by requesting the escrow dollars if it is council's wish. Due to the fact the payments have a long life left; you will see a very minimal impact on the levy amounts.

Fund 461-close and move balance into a newly created multi modal fund – I disagree with this approach.

That is my recommendation you are welcome to amend the resolution when it comes before council.

As I have told you before, I do not like the idea of opening up a capital project, and then switching the money to another capital project that is not already in the CIP. Don't you think the accounting is better and cleaner if we don't commingle funds? This capital fund also suffers from a \$360,000.00 loss which is completely hidden in the numbers. In addition, we took money out of the TIF#4 funds, and we aren't repaying it - even though the city got NOTHING in return for those monies. To be fair, the multi-modal fund should start with what it has - a \$360,000.00 deficit.

I do feel the accounting is cleaner if we don't commingle funds, which is why I am proposing we open a new capital fund and not place the remaining funds into a pre-existing one. The TIF dollars have been spent on engineering fees and easement rights. Even though the project did not progress, the dollars were restricted, and thus spent first. I am not able to open a fund with a deficit balance. Nothing was hidden, there were corresponding expenses over several years the dollars were spent on.

Perhaps we could at least have a note that the Finance Subcommittee recommended splitting the money - \$200,000 to the lights on North Highway, and the rest to "multi-modal".

The finance subcommittee discussed and agreed on an allocation. (In the budget) –

The allocation is not in the budget because the council as a whole has not agreed on what to do with the dollars.

LWV[®] LEAGUE OF WOMEN VOTERS
NORTHFIELD – CANNON FALLS

February 8, 2016

To: Northfield City Council
Cc: CC Linstroth, Interim City Administrator
From: Mary L. Hahn, Board President, LWV Northfield-Cannon Falls
Re: Proposal to Northfield City Council – training in parliamentary procedure/Robert's Rules/Etc.

Dear Mayor Graham and Northfield City Council members:

I am writing in my role of Board President of the League of Women Voters Northfield-Cannon Falls. The Board recently received a clear directive from its membership, at the League's annual program planning meeting on January 31, 2016. The directive we received was as follows: make an offer of assistance to the Northfield City Council, in whatever form would be effective, efficient and welcome, to facilitate the conduct of city business at council meetings.

We reached out to the State League and have secured the name of a registered parliamentarian who provides training on parliamentary procedure, Robert's Rules of Order, and role playing. Her name is Patricia Reymann and she comes highly recommended. Ms. Reymann is a professional registered parliamentarian and a member of the National Association of Parliamentarians. I enclose a copy of her CV.

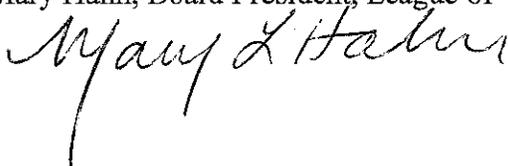
We offer the following to you: the League will bring Ms. Reymann to Northfield to provide a training session to the council, on a date and time that works for you. The proposed training session would last about 2 hours. The League will fund the cost of the training, which will be \$500.00. Ms. Reymann has prepared a tentative agenda, enclosed. Ms. Reymann can and will modify this agenda in any way you see fit. We want to make this offer easy for you to accept, with no impediments.

We are mindful that you have received training in Robert's Rules in the past. We are mindful that we are asking you to give up your time, should you accept this offer. We hope this training will be different, more to the point and useful. We intend that this training would provide more than just a summary review of Robert's Rules. We want this training to be worth your time.

Please let me know if you would like more information from me, or if I may proceed to work with Ms. Linstroth to schedule this training. I am happy to answer any questions you may have.

Sincerely,

Mary Hahn, Board President, League of Women Voters Northfield-Cannon Falls



Patricia Reymann
Professional Registered Parliamentarian
526 Chapel Lane
St. Paul MN 55121
patreymann@comcast.net
(651) 454-4702

Professional Background

Parliamentarian since 1996

Designation of Registered Parliamentarian earned in 2000

Designation of Professional Registered Parliamentarian since 2002

Active member of the National Association of Parliamentarians, the
Minnesota State Association of Parliamentarians and the St. Paul
Unit (parliamentary study group)

Coordinator of religious education (25 years)

Teacher of piano (32 years)

Teacher of secondary mathematics (1.5 years)

Parliamentary Experience

Parliamentarian for board meetings and conventions of the Archdiocesan
Council of Catholic Women since 2002

Parliamentarian for board meetings and conventions of the National
Council of Catholic Women (2002-2010)

Parliamentarian for eight annual meetings of the Girl Scouts, Minnesota
and Wisconsin Lakes and Pines Council

Parliamentarian for three annual meetings of the Girl Scouts, Minnesota
River Valleys Council

Parliamentarian for additional annual meetings including: the National
Alliance for the Mentally Ill, Women of Reformed Judaism, Minnesota
Parent and Teachers Association, Minnesota Registered Interpreters
for the Deaf, Minnesota League of Women Voters, Chi Eta Phi,
Minnesota Dental Hygienists Association, Havanese Dog Club,
National American Indian Housing Council, Daughters of Isabella and
Minnesota Health Information Management Association

Workshop Presenter for the National Association of Parliamentarians,
Minnesota State Association of Parliamentarians, National Council of
Catholic Women, Archdiocesan Council of Catholic Women, National
Society of the Colonial Dames of America and others

Bylaws Consultant for various organizations

Education Chair for the St. Paul Unit (parliamentary study group) for three years

Past President of several organizations including the Minnesota State Association of Parliamentarians, Archdiocesan Council of Catholic Women, St. Peter's Council of Catholic Women and the St. Paul Unit

Author of parliamentary articles for the Minnesota State Association of Parliamentarians, the National Council of Catholic Women, and the Archdiocesan Council of Catholic Women

Contest Judge for youth Parliamentary Procedure Teams

Vice Chair of the Membership and Registration Examiners Committee for the National Association of Parliamentarians

Formal Education

Bachelor of Arts degree from Carleton College, Northfield MN; majors in psychology and math; minors in secondary education and French

Patricia Reymann, PRP

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Tentative Proposal
to League of Women Voters
on behalf of Northfield City Council

2 - hour workshop

\$450 + \$50 for mileage = **\$500 fee**

Patricia Reymann: Professional Registered Parliamentarian; Leadership Trainer for National Council of Catholic Women; participant in Stephen Covey course based on The 7 Habits of Highly Effective People

Role of City Council Members

- Be a person of good will
- Sacred trust to put interests of city first
- Attend meetings
- Be aware of rules, issues
- Strive to solve problems amicably
- Follow Protocol and Proper Decorum
 - Listen to other person rather than planning your response
 - Listen in order to understand (Covey)
 - Think Win/Win (Covey)

Basics of Parliamentary Procedure (if needed)

- Those who show up make the decisions
- One person, one vote
- Protect the rights of minority
- Majority rules

Doing business Using Robert's (as needed)

- Basics of making and processing motions
- Use of specialized motions for certain situations
- Rules of debate and decorum
 - Formality
 - Taking turns
 - Mutual respect
- Methods of voting
- Consent calendar
- Role playing

Q&A opportunities throughout