



**PLAINVIEW CITY COUNCIL
WORK SESSION
AGENDA**

Tuesday, April 24, 2018, immediately following the Special Meeting

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. DISCUSSION**
 - A. Ken Flies – Peace Corps Monument / Park Concept
 - B. Cash Receipting / Credit Cards / Counter Security
 - C. Policy Review – Snow Plowing Policy
 - D. Personnel Policies
 - E. City Buildings
- 4. VERBAL UPDATES**
 - A. Chlorination
 - B. Gold Cross Agreement
 - C. Comprehensive Plan
- 5. ADJOURN**



Executive Summary

City Council Work Session: April 24, 2018

AGENDA ITEM:	Peace Corps Monument / Park Concept	AGENDA SECTION:	Discussion
PREPARED BY:	Clarissa Hadler, City Administrator	AGENDA NO.	3.A.
ATTACHMENTS:		APPROVED BY:	cgh
RECOMMENDED ACTION: Discussion and staff direction.			

SUMMARY

Staff met with Ken Flies last week regarding a proposal for additional monument hardscapes and trails at the Trailhead Park. Ken will be on hand at the Council meeting on Tuesday to present an overview of his idea. In short, the Retired Peace Corps group is looking at creating a destination monument that celebrates participants in the Peace Corps. They would do this by selling pavers to their members in Minnesota and beyond. In addition to the pavers, they are looking at including sculptures that celebrate the ideals of the Peace Corps.

Staff requests direction from Council whether to pursue this project. If Council decides to pursue the project, staff will work with Ken and his organization to develop a contract for the project, which may include the formation of a separate non-profit entity, wherein a City representative would have a seat on the Board of Directors.



Executive Summary

City Council Work Session: April 24, 2018

AGENDA ITEM: Cash Receipt, CC Pymts, Counter	AGENDA SECTION: Discussion
PREPARED BY: Vicki Axley, Finance Director	AGENDA NO. 3.B.
ATTACHMENTS: Cost estimates	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion regarding the upgrade of the financial software system and adding the cash receipting module as well as adding an online payment system and the ability to accept credit card payments. Discussion also includes remodeling the front counter in the admin office to improve security in the office.	

SUMMARY

The City has been through a lot of changes in the past year and we are looking for ways to improve the efficiency of our financial processes and provide additional services to our customers. We would like to make some changes that I believe will help us become more efficient and spend less time doing manual, time-consuming work, which in turn will eventually allow us more time to address some of the projects and financial planning that we currently don't have the time to do.

We would like to purchase the software update of our financial system to the newest version, add the cash receipting module and purchase a program for accepting credit card payments and online payments and add an additional work station at the front counter for taking payments.

Our current financial system has a cash receipting module that we don't currently use which would allow us to easily enter and track all the payments the City receives. Using this system eliminates the need to write manual receipts, look up general ledger account numbers and manually enter everything, which greatly reduces the room for error on entries as well as reduces the amount of time staff spends manually tracking payments. I have used this cash receipting system previously and it is very functional and easy to use.

In addition, we would like to add an online payment system that will allow our customers to make any payment they normally would make to the City online. This includes utility payments, licenses, permits, fees, etc. We would also add the option to accept credit card payments online and in our office. Again, this provides an additional service to our customers and makes things more efficient in the office by reducing the amount of cash and checks that we are handling on a daily basis. The online system will directly import payments into our financial system, and we will be able to run reports and track those payments. I have researched both online payment systems that integrate

with our financial system and have talked to two cities that use these systems to make sure we are choosing the system that will work best for us and be the easiest transition to a new system.

I would like to present two options for discussion on moving forward.

- Upgrade financial software to the newest version, add the cash receipting module, add additional user license, add the online payment system and credit card payments.
 - Upgrade financial system/add cash receipting - \$14,620
(This price includes a total discount of \$27,880 because we are a current customer.).
 - Additional annual support - \$1,940
 - Add Xpress Pay Online Payment System - \$2575 plus monthly transaction fees and credit card fees
 - Additional work station (computer at the front counter) - \$750
 - **Total Investment = \$19,885 (payment of software can be split over two years)**
- 2. Add the cash receipting module, add the online payment system and credit card payments and do the upgrade to the financial software at a future time (future price would be higher than current due to discounts above).
 - Cash Receipting Module - \$8,440
 - Additional annual support - \$1,440
 - Additional user license - \$2,000
 - Add Xpress Pay Online Payment System - \$2,575 plus monthly transaction fees and credit card fees
 - Additional work station (computer at the front counter) - \$750
 - **Total Investment = \$15,205 (due at time of purchase)**

I have attached a breakdown of the monthly credit card fees.

I would also like to discuss remodeling the front counter to provide additional security for the employees and to provide better financial controls by ensuring that customers are not freely walking around our office. We are looking to redesign the front counter and put a swinging door in to block the traffic flow from our office. I would like to move forward with getting estimates on the project with the hopes that we could find a reasonably cost-effective solution to making our office more secure, while keeping in mind that we are in discussions for a future building project.

RECOMMENDATION

I would like to bring a proposal to the May 8th council meeting for approval.

City of Plainview

Vicki Mack
241 W Broadway, Plainview, MN 55964

Prepared By: Jared Swinford

Date: February 8, 2018

Recurring Monthly Fees

<u>Qty</u>	<u>Description</u>	<u>Rate</u>
1	Gateway Services Processing Fees	
	Credit/Debit Card (per transaction)*	\$0.35
	EFT or eCheck Payment (per transaction)	\$0.45
	Online Banking Consolidation (per transaction)	\$0.25
	<i>*Merchant service fees from card processors will be billed directly from the respective provider.</i>	
	Phone Payment Processing Fees	
	800 Interactive Voice Response (IVR) Phone Payment (per transaction)	\$0.95
	800 Live Operator Assisted Phone Payment (per transaction)	\$0.95
	EFT Returned Items (if applicable):	
	Invalid account or unable to locate account (per return)	\$5.00
	NSF, Account closed, or Account frozen (per return)	\$10.00
	Customer stop payment (per return)	\$25.00
1	Support, Maintenance and Hosting Fee	\$50.00
	Price includes: all end user and administration support via the Xpress Bill Pay toll-free 800 number, upgrades, hosting, and maintenance.	
1	Monthly Service Fee	\$19.00
TOTAL:		Based upon activity

Setup Charges

<u>Qty</u>	<u>Description</u>	<u>Price</u>
1	Initial Setup, Configuration, and Development* Price includes: Online Payment, Auto Pay, and Card Swipe Modules. You will have the ability to accept the following payments: credit/debit cards, electronic funds transfers (EFTs), and bank bill pays. <i>*Your organization will be responsible for verifying that you have all the Caselle software modules necessary from Civic Systems for importing online transaction data.</i>	\$2,000.00
1	On-site Training (One Time Payment) Price includes: one 8 hour day of training. <i>NOTE: You shall reimburse roundtrip airfare and hotel stay. Typically only one 8 hour day of training is necessary.</i>	\$500.00 + airfare / hotel
TOTAL:		\$2,500.00 + airfare / hotel

Additional Services Available

Integrated Remote Deposit

Lock Box

Online Utility Service Signup Form

Online Business License Renewal Display/Payment

Online Court Citation Display/Payment

Online AR Statements Display/Payment

Online Custom Payment Forms

Additional Equipment Available

Credit Card Swipe Terminals (per unit)

\$75.00

Receipt Printers

Remote Deposit Scanners

**If you are interested in any of our additional services or equipment, please contact us for pricing.*



Executive Summary

City Council Work Session: April 24, 2018

AGENDA ITEM: Snow Plowing Policy	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 3.C.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion and staff direction.	

SUMMARY

Mayor Ziebell has requested that staff pursue a policy review of the way we plow during snow events. Staff requests feedback on this direction and feedback of specific concerns regarding the current practice.

Using this information staff will research current practices in other communities and budgetary impacts of changing our current practice and bring back to Council the results of that study and any proposed changes to the policy.



Executive Summary

City Council Work Session: April 24, 2018

AGENDA ITEM: Personnel Policies	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 3.D.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion.	

SUMMARY

As discussed at prior work session and meetings, staff would like to continue the review of the current personnel policies. The policies were implemented in March; however, there were a number of issues that were not able to be discussed with Council prior to implementation. As part of the continuing review of these policies, I would suggest that we address the following items at tonight's work session;

- Adding a uniform allowance to the following positions;
 - Public Works Director
 - Chief of Police
 - Liquor Store Manager
- Funeral Leave; does the City Administrator have the authority to allow for leave in addition to 3 days in certain circumstances, such as the death of a child or spouse? The current language states the following;

10.3 Bereavement Leave

Full-time employees, who have been employed with the City at least ninety (90) days, will be permitted to use up to three (3) working days within a two week period, with pay, as bereavement leave upon the impending death or death of an immediate family member defined as: spouse, child, parents, parent-in-law, brothers, sisters, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparent-in-law and grandchildren of the employee and the employee's spouse. This paid leave will not be deducted from the employee's PTO balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances, such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.

Staff will continue to bring items for review as we have time to address.



Executive Summary

City Council Work Session: April 24, 2018

AGENDA ITEM: City Buildings	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 3.E.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion.	

SUMMARY

The City has had an ongoing discussion regarding City buildings that may need repair or replacement in the near future. Some of the issues include the following

City Hall / Police Department

- Leaking roof
- Separation of brick from neighboring buildings
- Tuckpointing
- Police Department does not have sufficient space.
- Flooring is worn and needs replacement.
- Office spaces are inefficient and not easily rearranged due to concrete block walls.
- Lighting needs to be updated because the T-12 fixtures are no longer manufactured.

Liquor Store

- Will need a new roof within next few years.
- Extremely outdated. Appears dark and dirty, especially restrooms.
- Worn flooring needs replacement.
- Small space minimizes ability to host more customers / meet demand.

I would like feedback from Council and staff about what their thoughts are on the building needs of the city. What timeframe are new buildings necessary? Where is the desired location for these buildings? How would we like to pay for these buildings? What sort of public input process should we have? Should we create a Building Committee consisting of Council and staff to address the issue? Much like the Goal Setting session, this discussion is meant to bring me up to speed on your expectations and do just a bit of brainstorming on the issue.