



CITY COUNCIL MEETING AGENDA
REGULAR MEETING
TUESDAY, JANUARY 2, 2018

CITY COUNCIL MEETING TIME: 6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. ****Consent Agenda****

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of the City Council minutes from the December 05, 2017 Truth in Taxation Meeting.
 - b. Approval of City Council minutes from the December 05, 2017 Regular City Council Meeting.
 - c. Approval of Accounts Payable; Checks Numbered 17621 & 17623-17674. Check # 17622 is a 2nd check to National League of Cities; the first one was voided due to LMC losing check.
 - d. Approve Mayor and Council Members to attend the LMC's Experienced Leaders Conference January 26-27, 2018.
 - e. Approval of Mayor's Attendance at the National League of Cities Congressional Cities Conference March 10-14, 2018.
 - f. Approval to not waive the monetary limits on Tort Liability established by MN Statutes, to the extent of the limits of liability coverage obtained from the LMCIT.
 - g. Approve date of Local Board of Appeal and Equalization Meeting for April 03, 2018 at 6:00 PM.
 - h. Approval of Planning Commission Appointments of Carl Phillips and Steve Thompson to New Three (3) Year Terms.
 - i. Approve Agriculture Preserve Enrollment Application for Gerald Fredin.
5. Set Agenda – Anyone Not On The Agenda Can Be Placed Under Open/Misc.

6. Reports of Boards and Committees by Council and Staff.
7. Sarah Bourcher from Orono School Board to update Council on Current School Initiatives.
8. Joe Baker, Krista Barta, Jim Kujawa, Brian Vlach to Present Current Pioneer Sarah Creek Watershed Management Commission Initiatives.
9. Consider Automated Pay Options:
 - a. Direct Withdrawal Sewer Payments
 - b. Credit Card Pay Options for Some City Fees
10. Annual City Council Appointments.
11. Open/Misc.
12. Adjourn.

MINUTES OF THE TRUTH IN TAXATION HEARING
A SPECIAL MEETING OF THE
INDEPENDENCE CITY COUNCIL
TUESDAY, DECEMBER 5, 2017 – 6:00 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a truth in taxation hearing of the Independence City Council was called to order by Mayor Johnson at 6:00 p.m.

Johnson explained this is a Public Hearing for the City's 2018 Budget.

2. ROLL CALL

PRESENT: Mayor Johnson, Councilmembers Betts, Spencer, Grotting, and McCoy
ABSENT: None
STAFF: City Administrator Kaltsas, Administrative Assistant Horner, Liz Lundrud (ABDO)
VISITORS: None

3. TRUTH IN TAXATION HEARING

Kaltsas outlined the general budget and noted the tax and levy numbers with an increase in revenues. He outlined the property taxes in relation to the general levy. Kaltsas said the information is identical to what was discussed at the preliminary hearing.

4. ADJOURNMENT

Motion made by McCoy, seconded by Spencer, to adjourn the meeting at 6:13 p.m. Ayes: Betts, Johnson, Spencer, Grotting and McCoy. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully submitted,

Trish Bemmels, Recording Secretary

MINUTES OF A REGULAR MEETING OF THE
INDEPENDENCE CITY COUNCIL
TUESDAY, DECEMBER 5, 2017 –6:30 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a regular meeting of the Independence City Council was called to order by Mayor Johnson at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE.

Mayor Johnson led the group in the Pledge of Allegiance.

3. ROLL CALL

PRESENT: Mayor Johnson, Councilors Grotting, Spencer, Betts and McCoy

ABSENT: None

STAFF: City Administrator Kaltsas, City Administrative Assistant Horner, Police Chief Gary Kroells,
City Attorney Vose, Liz Lundrud (ABDO)

VISITORS: Ruth Richter, Marilyn Hamilton, Don Hamilton, Paul Otto, Bobbi McCoy, Lynda Franklin

4. ****Consent Agenda****

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council minutes from the November 21, 2017 City Council Meeting.
- b. Approval of Accounts Payable; Checks Numbered 17592-17620.

Motion by Grotting, second by McCoy to approve the Consent Agenda items. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

5. SET AGENDA – ANYONE NOT ON THE AGENDA CAN BE PLACED UNDER OPEN/MISC.

- a) Gary Kroells- West Hennepin Public Safety

6. REPORTS OF BOARDS AND COMMITTEES BY COUNCIL AND STAFF

Spencer attended the following meetings:

- Planning Commission Meeting
- Delano Sportsmen's Club Meeting
- City Council Workshop

Grotting attended the following meetings:

- Planning Commission Meeting
- City Council Meeting

- Met with Kaltsas

McCoy attended the following meetings:

- City Council Workshop

Betts attended the following meetings:

- Police Commission Meeting
- City Council Workshop

Johnson attended the following meetings:

- Highway 12 Meeting with Engineers
- Delano School Board Meeting
- Hennepin County Truth in Taxation Meeting
- Police Commission Meeting
- Metropolitan Managers Association Dinner
- Metro Cities Workshop and Annual Conference
- City Council Workshop
- Senior Community Services Meeting
- Hennepin County Community Action Agencies Meeting
- Parks Commission Meeting

Horner attended the following meetings:

- City Council Workshop
- Planning Commission Meeting

Kaltsas attended the following meetings:

- Conversation with Met Council on I & I Grant Funding

7. **CERTIFICATION OF CITY HALL AS THE OFFICIAL 2018 POLLING PLACE.**

- a. **RESOLUTION 17-1205-01** – Certifying the Official Polling Place for 2018.

Motion by Betts, second by Grotting to approve RESOLUTION 17-1205-01 – Certifying the Official Polling Place for 2018. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

8. **CONSIDER ADOPTION OF THE FINAL 2018 TAX LEVY AND GENERAL FUND BUDGET**

- a. **RESOLUTION 17-1205-02** – Adopting the 2018 General Fund Budget.
- b. **RESOLUTION 17-1205-03** – Adopting the 2018 General Tax Levy.
- c. **RESOLUTION 17-1205-04** – Adopting the 2018 Pioneer Sarah Creek Watershed Management Commission Tax Levy.

Kaltsas said the City has been working on the preparation of the 2018 budget and tax levy since July of this year. The budget has gone through several iterations over that period. The preliminary budget and tax levy were adopted in September 2017. Since that time, the City has continued to work on the budget. Staff and

Council were working with a proposed rate of 40%. Overall, the City general fund levy increase is 7.43 percent, but the overall city-wide increase is \$179,427 or 6.67 percent. The additional revenue generated in this budget will be used to fund capital expenditures programed in the City's capital plan as well as to increase the City's cash reserve balance. City Council is being asked to consider approval of the 2018 General Fund Budget, General Tax Levy and Pioneer Sarah Creek Watershed Management Commission Levy.

Lundrud stated the preliminary budget was adopted on 9/19/17 and she noted the final budget has no changes. She outlined taxes and impact to homeowners noting an increase of about \$96 for homes in the median price range average of \$407,000. Lundrud noted the increased tax capacity overall. Johnson said Police is the largest line item but noted that includes anything that has to do with public safety such as fire, dogs, etc.

Lundrud said a key change is there will be a larger fund balance next year. Johnson said the goal of the Council is to end up with a larger fund balance.

Motion by Spencer, second by McCoy to approve RESOLUTION 17-1205-02 – Adopting the 2018 General Fund Budget. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Motion by Betts, second by Grotting to approve RESOLUTION 17-1205-03 – Adopting the 2018 General Tax Levy. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Motion by Spencer, second by McCoy to approve RESOLUTION 17-1205-04 – Adopting the 2018 Pioneer Sarah Creek Watershed Management Commission Tax Levy Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

9. CONSIDER APPROVAL OF GENERAL FUND TRANSFER.

a. RESOLUTION 17-1205-05 – Adopting a Transfer from the Park Fund to the Sewer Fund.

Kaltsas noted the City Council has previously directed the transfer of funds from the Park Fund to the Sewer Fund to pay for the City's former septic mound site on Lindgren Lane. The City had previously vacated the septic mound following the completion of the sanitary sewer installation to the surrounding Lindgren Lane properties. The City directed a total repayment of \$80,000 from parks to sewer. This transfer has been built in to the City's recent sewer rate study and is anticipated to offset expenditures incurred in the sewer fund. The current park fund has a balance of approximately \$60,266. The City can make a \$60,000 transfer this year and then look to complete the remaining \$20,000 balance as funds allow in the future. The total fund transfer will be \$60,000 in 2017

Motion by Spencer, second by Grotting to approve RESOLUTION 17-1205-05 – Adopting a Transfer from the Park Fund to the Sewer Fund. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

10. GARY KROELLS – WEST HENNEPIN PUBLIC SAFETY

Kroells said an email sent from Sheriff Stanek outlined the takeover of the Hennepin County Crime Lab from the Hennepin Sheriff's department to the Hennepin County Administrator. Kroells stated he was not notified of this change nor were other Hennepin County Chiefs until last Friday. He said it is an extremely important service and instrumental in WHPS operations concerning minor crimes. Kroells stated he does not agree with

this change and feels it would be detrimental to WHPS. He noted there was a lack of communication about this effort. Johnson said he is concerned about the process and feels they need Public Hearings noting that this happened extremely fast. Kroells said this could increase county taxes if these changes are made and more due diligence needs to be done. Kroells stated Jeff Johnson (Commissioner) does not agree with this change either. Johnson said the Council could make a motion and Kroells could take the comments with him to the next meeting. McCoy said the Hennepin County Sheriff's Office Crime Lab Services have provided excellent service through the years and it is certainly appreciated.

Motion by McCoy, second by Betts to prepare a letter for Kroells to bring to the meeting on December 6, 2017. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

11. MARILYN HAMILTON (APPLICANT) AND HAMILTON BROS. (OWNERS) REQUEST THAT THE CITY CONSIDER THE FOLLOWING ACTION FOR THE PROPERTIES LOCATED AT/ADJACENT TO 385 COUNTY ROAD 110 N (PID NO.S 35-118-24-41-0001 AND 35-118-24-41-20002) IN INDEPENDENCE, MN:

- a. Concept plan review for the proposed subdivision of the subject properties.

Kaltsas said the applicant is asking the City to consider a concept plan for the proposed subdivision of the subject properties. A concept plan allows the City the opportunity to initially review the proposed subdivision and provide feedback and comments to the applicant prior to the formal submittal of a preliminary plat. This property will ultimately require rezoning, conditional use permit, comprehensive plan amendment and a preliminary and final plat the applicant is proposing to develop the property as Cluster Development. Cluster Developments are permitted as a conditional use in the Rural Residential zoning district. The City has specific criteria relating to Cluster Developments which must be considered and adhered to by the development. Comprehensive Plan/Rezoning Rezoning this property from AG-Agriculture to RR-Rural Residential is consistent with the City's 2030 Comprehensive Plan. The City's plan indicates the portion of the City that is guided for Rural Residential zoning. The subject property is located within that area guided for Rural Residential with the Agriculture Preserve overlay.

Proposed Subdivision Concept Plan.

The applicant has prepared a concept plan for review by the City. The City has preliminarily reviewed this plan and provided some comments to the applicant. The applicant will likely seek final approval of the subdivision in several phases which have not been finalized at this time. As noted, the applicant is proposing to utilize the Cluster Development provisions rather than the standard subdivision criteria. The City allows Rural Residential property to subdivide based on the following table in the City's zoning ordinance. Subd. 3. Density. Lots of record in the rural residential district may be divided or subdivided into the following maximum number of lots, said maximum number to include the lot for any existing dwelling unit or other principal use: (Amended, Ord. 2010-01)

Area of Lot Maximum Number of Record of Lots Permitted

7.5 acres or less One
7.6 through 12.5 acres Two
12.6 through 17.5 acres Three
17.6 through 22.5 acres Four
22.6 through 27.5 acres Five

27.6 through 32.5 acres Six
32.6 through 37.5 acres Seven
37.6 through 42.5 acres Eight
42.6 through 47.5 acres Nine, plus one addn. lot for every five addn. acres of land.

Based on a traditional subdivision, this property could potentially yield a total of 39 lots (199 acres total, the first 47.5 acres yields 9 lots; the remaining 151.5 acres divided by 5 equals and additional 30 lots). In order for the City to consider approving a Cluster Development, the established criteria will need to be satisfied. Cluster developments can assist in preserving the rural character of the community by keeping large areas of open space undeveloped and protecting natural site features and amenities. Lots in a Cluster Development are typically smaller than lots in a standard subdivision and grouped in a manner that maximizes the preservation of open space within a development. Based on the information provided by the applicant, the proposed development appears to meet the minimum criteria established for considering a Cluster Development on this property. The City has approved Cluster Developments in the past (i.e. Providence, Serenity Hills).

Kaltsas said the City has several additional requirements which should be considered in addition to the Cluster Development criteria. Verification must be provided to the City that all proposed lots can accommodate a primary and secondary septic location. The applicant will have to provide this information to the City at the time of preliminary plat application. The applicant is in the process of completing a wetland delineation for the property. This information will be incorporated into any future application and may minimally impact lot configuration. The applicant will also need to verify that all lots can accommodate a building pad that will allow all applicable building setbacks to be met. There are no minimum road frontage standards defined in the Cluster Development standards with the exception of at least 50 feet of frontage on a cul-de-sac bulb. The lots proposed appear to meet all applicable criteria relating to the subdivision and zoning standards. The City has initially reviewed the concept site plan. In addition, the City has discussed the concept plan with Hennepin County. Hennepin County provided preliminary review comments relating to the development. Kaltsas said the initial review of the subdivision contemplates a high-level review only of the proposed development. A detailed review of the storm water, grading and infrastructure details will be completed prior to consideration of the preliminary plat by the City. The City does not formally approve or deny a concept plan. The review will provide direction and comments to the applicant for their use during the preparation of a preliminary plat application.

Kaltsas said the following comments should be considered by the City:

1. The applicant is proposing to essentially develop two different cul-de-sacs. One that would provide access to the north property and one that would provide access to the south property. The City and County have both commented that the connection of the two cul-de-sacs would be preferred. A single access development with potentially 20 lots (south cul-de-sac) is not ideal and raises concerns relating to public safety (emergency vehicle access if the road is blocked). The City asked the applicant to look at opportunities to connect the two sides of the development. In reviewing a possible connection, the applicant has noted that a connecting road would inflict considerable damage to the natural resources that they are seeking to protect through the cluster development provisions. The applicants engineer prepared an exhibit that shows the grading limits of a connecting road. The extent of the grading is extensive due to the steep slopes. The grading would cause a significant loss of the existing Maple/Basswood forest located on the west side of the property. In addition, there is a wetland (extents of which have not been finalized) that would have to be mitigated in order to make the road connection. The City has not engaged the watershed district at this time, but would need to understand whether

or not the substantial mitigation of the wetland would be considered. In addition to looking at the possibility of connecting the properties to the west, staff discussed the possibility of making the connection further to the east. This would have to be a future connection as the applicant does not have control of the properties in-between the two subject parcels. This connection may be possible, but would significantly impact the existing homes located on those properties. The City has also asked the applicant to consider a second connection that would go to the south and could possibly provide a secondary point of access (see below). The applicant has revised the initial plans to include a stub to the south and west which would provide a second point of access to the south lots in the future. The north cul-de-sac could connect to the property to the south and ultimately connect back to CSAH 110 in the future. The applicant has provided the City with a conceptual “ghost plat” of the properties in-between the subject parcels. Planning Commissioners reviewed the recommended that the road to the north allow a future connection to the adjacent property.

2. Lot 3, Block 1 (north side) would have access to the newly proposed local road. The access is similar to that of a flag lot. The City will need to review this access and determine if it meets the requirements and or intent of the City’s ordinances. It may be possible to realign all of the lots on the north side of the proposed local road to eliminate the flag lot while still maintaining the same number of lots.
3. Lot 12, Block 1 has frontage on the public right of way, but is not a traditionally configured lot. The applicant has noted that this lot is a highly desirable lot due to the proximity to the woods on the west side of the property. The City initially commented on the configuration of this lot and it has since been updated.
4. The applicant is showing how several of the larger lots in the development could be subdivided into smaller lots in the future and still meet all applicable requirements of the initial subdivision requirements. The City will need to further consider how this could occur in the future.
5. The applicant is showing a unique configuration of outlots on the proposed concept plan. The applicant would like to preserve the ownership and long-term maintenance of the out lots by having them owned by individual lot owners. The City will need to further review whether or not this ownership and organization is acceptable. In addition, further information detailing the intended management of the area will need to be provided by the applicant. The City’s ordinance requires that all out lots are owed and maintained by an association. The intent of the ordinance is to ensure the preservation of the open space and usability of the out lots. Staff is seeking more discussion and direction relating to this issue.
6. Hennepin County has offered the following comments pertaining to the development:
 - a. For any new access point along CSAH 110 we would require turn lanes (both southbound right, and northbound left).
 - b. Optimal sight distance will need to be demonstrated to county staff for permitting (this will dictate specific location of access, particularly at the southerly development).
 - c. We very much would like to see internal pedestrian connection (sidewalks or trail) connecting both developments with the Luce Line Trail. This will be highly desired by the residents, and it is unclear if/when a safe pedestrian connection will be provided along CSAH 110 in the future.

- d. We appreciate the internal street connection demonstrated in the future phase concept. While we recognize challenges with the terrain, ideally, this or another internal roadway should also connect to the southerly development as part of a broader, long-range internal street network.
- e. We would like to see access easements provided between these and adjacent properties to the west/southwest to ensure potential opportunities to connect internally in the future. Access to the county roadways (CSAH 110, CSAH 6) will be limited so we want to provide reliever circulation where possible.
- f. We request the 27 foot right-of-way dedication proposed along the southerly development to be dedicated for the entire frontage of CSAH 110. Additionally, we request a 10 foot drainage, utility and trail easement beyond the ROW.
- g. We would also like to see access easements provided to ensure the out lots (A-H) do not get landlocked at any point should any portion of them develop in the future.
- h. Please provide a slope easement to cover the particularly steep terrain along CSAH 110 towards Moline Road in the southerly section of the development. We want to avoid any potential need for a retaining wall along the county road.

Park Dedication

The proposed subdivision is subject to the City's park dedication requirements. The applicant has noted that they would be interested in possibly dedicating land to the City for the purpose of a park. In addition, Hennepin County noted that they would like the City to consider requiring a trail easement along CSAH 110 N. Given the number of lots and the proximity to the Luce Line Trail, it may also be desirable for the City to consider requiring a trail that would connect both the north and south developments to the Luce Line Trail. Staff is seeking further discussion from the City relating to trails within this development, noting that there could be a gap in the trail along 110 N. if there is not adequate room for a trail in the existing right of way. The City will need to further discuss the possibility of park dedication within this development. The standard park dedication requirement of \$3,500 per lot would otherwise be applicable.

Recommendation:

Staff is seeking discussion and feedback from the City Council relating to the concept plan review. No formal action is taken by the City Council on the concept plan. Based on the comments and discussion, the applicant can choose to bring back a formal application for preliminary plat of the proposed subdivision.

Johnson said he wondered if there were any concerns with "areas in common" in other concepts around the City such as Providence by the Lake. Kaltsas noted that would be a question for Kroells who had left the meeting. Kroells thought hunting could be a possible concern.

Johnson asked if Kaltsas knew where the 33' requirement ends if they rebuild County Road 110. Johnson said it would be interested to see how wide the road is going up to Hanover (County Road 19). Kaltsas said he would look into it.

Johnson noted Lot 11 would have to consider the major tile line in consideration to lot lines.

Betts asked if taxes were the same on the out lots. Kaltsas said as long as they are not city owned. There would have to be something in the deed restriction as an undevelopable out lot. Vose said a deed restriction would have to outline that it be preserved indefinitely.

Spencer asked if the trail connection to the Luce Line would be in lieu of the park dedication. He also asked if the access would be within the natural area or County Road. Kaltsas noted that needed to be determined by the City.

Otto said they would do a title search that would clear up easements and road right of ways, etc. He noted if the trail was put on 110 it would benefit the properties to the south and east. Otto said as far as open lots he would suggest the out lots be locked up for that.

Johnson asked if there was a map of tiles. Hamilton's answered they did not know of any. Grotting noted the design is sort of challenging. Otto noted they were not at maximum capacity for the development as they are not even touching the wooded areas. He noted the south lots are nicer than the first design model.

Vose said the two issues that need to be addressed are whether or not the trail is recognized as park dedication or not and also the City Code dealing with open space owned in common. He also noted it would have to be determined if there was a mechanism that prevented further subdivision down the road of that open space.

Don Hamilton noted that the lot next to number 7 which is open space is owned by him and two sisters. He said they are contiguous to his lots and contain virgin woods and unusable wetland. Grotting noted there would be taxation questions relating to who controlled the out lots. Betts said people would like to be able to use those out lots for open space to play and enjoy nature.

12. CANCELLATION OF THE DECEMBER 19TH CITY COUNCIL MEETING.

Motion by Betts, second by Grotting to approve cancellation of the December 19th City Council Meeting. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

13. Open/Misc.

14. Adjourn.

Motion by McCoy, second by Grotting to adjourn at 8:15 p.m. Ayes: Spencer, Johnson, Grotting, McCoy and Betts. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Respectfully Submitted,

Trish Bemmels/ Recording Secretary

January 2, 2018

RECEIVED
City of Independence

DEC 18 2017

Independence City Staff & Council

1920 County Road 90
Independence, MN 55359


Reference: National League of Cities Congressional Cities Conference

I would like your approval again to represent our City and the League of Minnesota Cities at the National League of Cities Congressional Cities Conference in Washington D. C., March 10 – 14, 2018. I will have opportunities to meet with our Senators, Congressional Delegates and/or staff while in D. C.

Besides the regular conference, I was again reappointed to serve on the Energy, Environment and Natural Resources Steering Committee and will be serving as Chairperson for the Small Cities Council of NLC. I will have two meetings for both the steering committee and the Council at the Conference. As I have mentioned before, by attending the National Conferences the League of Minnesota Cities covers my expenses for the three mid-year meetings for the NLC Committees. Dates for the EENR midyear committee meetings have not been set yet but I/we will be hosting the Small Cities Council here in late July of 2018.

I would appreciate the continued assistance from the City to cover the expenses. Major costs are Registration \$495.00 Hotel four nights at approximately \$155.00 daily, plus tax and air fare approximately \$380.00.

I pre-registered early for the reduced convention rate. I do not stay at a convention hotel and use convenient public transportation which reduces costs considerably.



Marvin D. Johnson, Mayor

City of Independence

League of Minnesota Cities Insurance Trust Tort Liability Waiver

To: City Council
From: Mark Kaltsas, City Administrator
Meeting Date: January 2, 2018

Discussion:

Each year the City is required to decide whether to waive the monetary limits on Tort Liability established by MN Statutes, to the extent of the limits of liability coverage obtained from the LMCIT. The City has historically made the determination to not waive the monetary limits based on discussion with the Counsel.

Requested Action:

It is recommended that the City Council not waive the monetary limits on Tort Liability established by MN Statutes, to the extent of the limits of liability coverage obtained from the LMCIT.

ATTACHMENTS: LMCIT Waiver Form



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name

Check one:

- ☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____

City of Independence

Set Date for Annual Board of Appeals and Equalization

To: City Council
From: Mark Kaltsas, City Administrator
Meeting Date: January 2, 2018

Discussion:

Each year the City is required to set the date for the annual Board of Appeals and Equalization Meeting. The City Council has the ability to hold the annual meeting in lieu of Hennepin County holding the meeting. The City is required to have at least one Council Member that has completed the training for Board of Appeals and Equalization Training. Mayor Johnson and Council Member Brad Spencer are certified by the County.

Requested Action:

It is recommended that the City Council set the date for the Board of Appeals and Equalization Meeting for Tuesday, April 3rd 2018 at 6:00 PM.

ATTACHMENTS: Board of Appeals and Equalization Meeting Date Form (Hennepin County)

HENNEPIN COUNTY

MINNESOTA

To: Independence City Clerk/City Administrator
From: Kim Jensen, Senior Appraiser
Date: November 30, 2017
Re: 2018 Local Board of Appeal and Equalization Meeting

Tuesday, April 3, 2018
Date

6:00 PM
Time

Minnesota Statute 274.01, Subdivision 1, requires that the County Assessor set the date and time for your local board of appeal and equalization meeting. We are proposing the date and time referenced above based upon last year's meeting date.

Please confirm the date and time above, or if you wish to change the date, call us with an alternative by January 26. In addition to the date, please complete the form (please print) with the name of the Mayor and Council Members. This will allow for Notices of Valuation and Classification to be prepared timely. If you have any questions, please call me at (612) 348-6106 or send me an e-mail at kimberly.jensen@hennepin.us.

Please return the confirmation to Kim Jensen, A-2103 Government Center, Minneapolis, MN, 55487, or email to AO.Admin@hennepin.us.

CONFIRMATION

City: _____ Mayor: _____
Date: _____ Council: _____
Time: _____ Council: _____
Place: _____ Council: _____
Council: _____
Council: _____
City Clerk/City Administrator Signature: _____

City of Independence

Consideration of Reappointment of Planning Commissioners

To: City Council
From: Mark Kaltsas, City Administrator
Meeting Date: January 2, 2018

Discussion:

Planning Commissioner Carl Phillips and Steve Thompsons terms expire at the end of 2017. Both Commissioners have expressed interest in continuing to serve on the Commission. Commissioners are typically appointed to three (3) year terms. A detailed breakdown of the Planning Commissioners terms is attached to this report for Council information.

Requested Action:

The Council is asked to consider reappointing Carl Phillips and Steve Thompson to the Planning Commission for three (3) year terms.

ATTACHMENTS: Planning Commission Member Term Table

Planning Commissioners - Office Terms

(3 Years)

Name	Expiration Year
Carl Phillips (Chair)	2017
Steve Thompson	2017
Robert Gardner	2018
Tom Palmquist	2019
Leith Dumas	2019

City of Independence
Agriculture Preserve Application Request

To: City Council
From: Mark Kaltsas, Administrator
Meeting Date: January 02, 2018

Request:

The City has received a request from Gerald Fredin, to renew the placement of land located at 7850 Turner Road into the Agriculture Preserve Program, and to also initiate expiration:

- PID No. 28-118-24-23-0001

Recommendation:

It is recommended that the City Council consider approval of this request.

City of Independence

Automated Payment Options

To: City Council
From: Mark Kaltsas, City Administrator
Meeting Date: January 2, 2018

Discussion:

Council has been previously presented with information relating to accepting and or providing automated payment options. There are essentially two distinct areas where the residents/constituents and the City could benefit from accepting automated payment options. The first is for quarterly sewer payments and the second is for various fees (including building permits) that the City has established. There are many different options that have been explored by the City which would offer automated payments in both areas. Of all the options explored, two companies were selected for further consideration based on their specialization in City payment processing; PCN Solutions and Municipay.

- a. Sewer Payments: The City has approximately 225 sewer customers. The City currently accepts and takes in checks for payments on a quarterly basis. The City opens the checks and then manually enters the information into the financial software. In order to offset the time and error potential of manual entry, the City could offer residents the ability to pay using direct withdrawal and or a credit card. Both options would automatically integrate with the City's new financial software. The City would incur minimal one-time fees from either company to initiate the automated payment options. The cost to the residents would vary based upon the option chosen. From the comparative analysis taken from surrounding cities, it appears that most cities offer a direct withdrawal option for utility billing. Credit card payments are not commonly accepted for utility payments. The fees for each option break down as follows:

- | | | |
|----------------------------------|-------------|-------------------------------------|
| i. Direct Withdrawal: | PCN - | \$1.00 per transaction (4 per year) |
| | MuniciPay - | \$1.50 per transaction (4 per year) |
| ii. Credit Card Payments: | PCN – | 2.75% (+ 50 cents if under \$100) |
| | MuniciPay - | 2.65% or (\$3.00 minimum) |

The estimated costs to customers for the direct withdrawal would be approximately \$4-6 per year while the estimated cost for credit card payments would be approximately \$20.00 per year. Based on the fees associated with the credit card processing, staff is not recommending that the City consider this option. Customers would have the option of enrolling or not enrolling in the direct withdrawal service and the charge would be added directly to their total withdrawal.

- b. General Credit Card Payments: The City does not currently accept any form of payment

other than cash or check. The City has many different constituents ask about the possibility of paying for permits and other similar fees using a credit card. It was found that the City could offer this option for a fee that represents approximately 2.65%-2.75% of the total cost

- i. **Credit Card Payments:** PCN – 2.75% (+ 50 cents if under \$100)
MuniciPay - 2.65% or (\$3.00 minimum)

There are several considerations that would need to be made by the City for it to consider accepting credit card payments.

- What types of payments should be allowed to be made with credit cards. The City currently has a fee schedule for various charges.
 - Options to Consider:
 1. Accept credit card payments for all City fees, including building permits but not including planning and escrow/deposit fees.
 2. Accept credit card payments for all City fees with the exception of new construction building permits and planning and escrow/deposit fees.
- Should the City raise the fee schedule so that the general cost of credit card processing is absorbed directly into the fee or should the City attach a fee onto payments made with credit cards (essentially have two fee schedules).
 - Options to Consider:
 1. Raise the fee schedule (with the exception of planning and escrow/deposit fees) by 2.75% to absorb the cost of credit card fees. This option would reduce the administration time associated with processing payments, but would increase fees.
 2. Establish a parallel fee schedule for credit card payments which would allow customers to make the determination of which form of payment to use.

Based on previous discussions with Council, staff reached out to neighboring cities to understand how they handled automated payment options. A summary of several surrounding cities is attached for information. It appears that there is not a completely “standard” way of handling automated payments. Generally, surrounding cities do not offer credit card payment processing for utility billing. Direct withdrawal is typically offered for utility billing. Credit card payment options for building permits and other

city fees varied from city to city.

Council Recommendation:

Staff is seeking general discussion and direction pertaining to the automated payment options presented above. Should the Council provide direction relating to the options presented, staff would recommend that the City work with PCN Solutions. Both PCN Solutions and MuniciPay offer similar solutions and fees; however, PCN Solutions offers better integration with the City's new financial software. This feature would provide a more efficient interface between the payment processing and the City's software. Based on the direction provided, staff would also revise the fee schedule for annual adoption at the next City Council Meeting.

Attachments:

Credit Card Fee Summary
Credit Card/Direct Fee Proposals
Surrounding City Payment Options Summary

Costs to the City

		PSN	Municipalpay
Service Implementation Fee	One time Fee	\$ 149.00	
Data Sharing/Integration	One time Fee	Waived	
Website Customization (optional upgrade)	One time Fee	\$ 200.00	
Support/Maintenance Fee	Monthly Fee	Waived	
eBill Fee (optional upgrade)	Monthly Fee	\$ 39.95	
Credit Card Terminal Maintenance Fee	Monthly Fee	\$ 4.95	
PCI Security Compliance Fee	Annual Fee	\$ 89.00	
Equipment Cost	One Time Cost	\$ 219.00	\$ 85.00

Fees to Residents

Payment Channel	Checking/Savings Account	Credit/Debit Card	Fee based off Avg Utility Bill \$181
Online, Mobile, Virtual, Automated Phone, PSN			
Call Center	\$ 1.00	2.75% (+ 50 cents if under \$100)	\$ 4.98
Swipe Terminal		2.75% (+ 50 cents if under \$100)	\$ 4.98

Municipalpay

Payment Channel	Checking/Savings Account	Credit/Debit Card	Fee based off Avg Utility Bill \$181
Online, Mobile, Virtual, Automated Phone, PSN			
Call Center	\$ 1.50	2.65% or (\$3.00 minimum)	\$ 4.80
Swipe Terminal		2.65% or (\$3.00 minimum)	\$ 4.80

Revenue

	Amount	PSN	Municipalpay
Building Permit Budgeted 2017 Revenue	137,860.00	\$ 3,791.15	\$ 3,653.29
2016 Utility Revenue	158,421.00	\$ 4,356.58	\$ 4,198.16
		\$ 8,147.73	\$ 7,851.45

CREDIT CARD PAYMENTS

Minnetrista	<ul style="list-style-type: none">*PSN (payment Services Network*Credit card, check card, savings card*Can view bills & payment history on-line*Auto-pay*Over phone/in-person*Charge 2.75% fee (+.50 transactions less than \$100*Check over phone-charge \$1*No credit card through mail or fax.
Delano	<ul style="list-style-type: none">*E-check services-no fee*Credit card-\$4.95 per transaction for utilities but doing away with fee in Dec.*Building permits through DMV credit card-2.45% up charge per transaction.
Long Lake	No credit card options
Medina	No credit card options
Rockford	<ul style="list-style-type: none">*Revtrak portal*No charge to residents-City absorbs cost.*Takes credit card over phone or fax*Not offered for new construction
Orono	<ul style="list-style-type: none">*Utility bills on-line-PSN*Building permits-
Watertown	<ul style="list-style-type: none">*No credit card reader on-site*PSN-need to go on that web-site*Charge 2.75% fee to user



Executive Summary

Nationwide Payment Solutions (NPS) was founded in 2002 and has quickly become a recognized leader in the electronic payment processing industry. NPS is an authorized Merchant Services Provider (MSP) employing over 65 individuals at our corporate headquarters. NPS has partnered with over 200 Independent Sales Offices throughout the country. We currently process almost \$4 billion in electronic payment transactions annually for more than 20,000 locations across the United States, including municipalities, schools and other government offices. NPS is a registered Third Party Processor (TPP) of government Convenience/Service Fees, and is Level 1 PCI DSS Certified. NPS is dedicated to creating and leveraging technology to remain a leader in the constantly evolving electronic payments industry.

NPS is endorsed by many banks, associations, and trade groups across the country to provide services to these organization's members. We were recently listed on the **INC 500/5000** list among some of the fastest growing companies in the country. Additionally, NPS has assisted in the integration of special proprietary payment solutions for software vendors across the country.

NPS manages all aspects of electronic payment processing today. Our staff is diligent, ethical, professional and committed to addressing even the most challenging needs. We pride ourselves in providing superior technology, reporting, training and support to our merchants so they can focus on what is most important to them, running their business. Our company succeeds by continuously listening to and meeting the needs of our partners.

About MuniciPAY

MuniciPAY is a customizable electronic payment processing solution supported by Nationwide Payment Solutions and designed specifically for the government, education and utility industries. By utilizing Convenience/Service Fee programs, **MuniciPAY** allows government entities to offer their citizens the convenience of making payment via credit/debit cards while preventing the municipality from paying the processing fees associated with card acceptance. Today more than 1,600 municipalities utilize **MuniciPAY**.

MuniciPAY automatically calculates the Convenience/Service Fee amount, captures the total amount due in one card swipe/entry, and then aggregates the municipality funds and the Convenience/Service Fee for authorization and settlement within multiple departments. The Town of Waldoboro, Maine will be completely insulated from the Convenience/Service Fee collection. **MuniciPAY** can also be configured to incorporate transactions which do not require a Convenience/Service Fee at the City's discretion.

We are also able to offer traditional credit card acceptance models for municipalities who do not wish to utilize a Convenience/Service Fee program.



Commonly Asked Questions:

Provide a general overview of your Merchant Services solution.

NPS is an authorized Third Party Processor (TPP) of government Convenience Fees. NPS designed a custom government payment solution called MuniciPAY in early 2008 which allows government entities to accept credit cards and utilize an optional Convenience Fee program as offered by Visa, MasterCard, Discover, and American Express. MuniciPAY offers many advantages over other solutions on the market today including the ability to fully integrate with multiple sites, departments and locations for the acceptance of credit cards either via over the counter or e-commerce. MuniciPAY offers the ability to add multiple payment items for multiple departments similar to that of an internet shopping cart. The City can customize which items and which departments each user will have access to. This allows citizens to make payments for multiple items simultaneously through a single card swipe or entry while automating the calculation and disclosure of Convenience Fees. This makes it easy for citizens to understand why a Convenience Fee is charged and by whom, therefore isolating the City from the collection of Convenience Fees. The cardholder is also given the option to opt out and use another form of payment if they so choose. MuniciPAY processes the Convenience Fee as a separate transaction so that it is clearly identified at the time of sale. This also allows for simple reconciliation of City funds via MuniciPAY's native, real-time reporting tools. NPS is continually working to improve and add new features to the MuniciPAY solution. As improvements and enhancements are added, MuniciPAY will be automatically upgraded with no additional costs.

What is your company's:

- **Average daily transaction volume?**
NPS currently processes in excess of 140,000 transactions a day.
- **Daily transaction capacity with current equipment and staffing?**
Both our settlement system and MuniciPAY gateway were engineered to be totally scalable with an unlimited capacity for growth. As transaction and settlement activity is increased, additional resources are committed to providing additional capacity. Today as it stands, our system could comfortably handle four times its current capacity with minimal modifications to operations.
- **Average daily gross dollar volume?**
NPS currently settles more than \$10 Million per day (almost \$4 Billion per year).

Is there a termination/cancellation fee or time commitment?

There is no termination/cancellation fee or time commitment when using MuniciPAY.

Does the service provide on-going, live, technical support for City staff and customers? What are the hours of availability?

MuniciPAY support staff is available to assist the City every step of the way from completing the NPS application through configuration, setup, and implementation, as well as initial/ongoing training and support. The City has access to our staff dedicated exclusively to the support of MuniciPAY during business hours as well as 365, 24/7 technical support via our Technical Help Desk. Our staff is diligent, ethical, professional and committed to addressing even the most challenging needs.



Describe the Authorization and Settlement Process.

Authorization

When card information is entered at the point-of-sale it is transmitted directly to the MuniciPAY server where it is encrypted then passed through the processing network to the customer's card-issuing institution. The card-issuer returns a response indicating whether the transaction is approved or declined and this response is then sent through the same channels back to the point-of-sale where MuniciPAY will indicate to the clerk whether the transaction is approved. If approved, an authorization code is issued for the transaction indicating that the card-issuer has placed those funds on hold for the City, to be paid out following settlement. This entire process occurs within just a few seconds, enabling the City to know immediately whether they will receive the funds or should request another form of payment. Note that, if utilizing a Convenience Fee model, the sale is split into separate transactions for the City fees and NPS' Convenience Fee; each fee receives its own authorization and settlement so that the City collects its fees and NPS collects the Convenience Fee. This not only frees the City from handling the Convenience Fee in any way, but is in line with MasterCard's Best Practice Recommendations for Convenience Fee processing.

Settlement

Single, bulk deposits are made for each day via ACH into each pre-designated City deposit account(s) and are available in 48 hours/2 business days from the day the transaction occurred and are appropriately labeled to reflect that it is a deposit from NPS. Settlement occurs automatically each day without the need for clerks to initiate batch closure. Because the City and NPS' fees are authorized and settled separately, the customer's billing statement shows each as a separate charge with the City information associated with City fees and NPS' information associated with the Convenience Fee. This further illustrates to the customer that NPS, and not the City, is charging the fee and the customer can contact NPS directly should they have questions about the charge.

Does the system have the ability to deposit funds for all payment types? Is this with one deposit or multiple deposits by card type?

Visa, MasterCard, and Discover will deposit together in 2 business days. American Express transactions are settled separately from other funds because American Express settles and pays their own transactions. This settlement period is also 2 business days.

In the case of credit card transactions, describe how your firm will address and handle chargeback's.

MuniciPAY support staff handles all chargeback's/retrieval requests for the City. Once notified of the contested charge, our support team contacts the appropriate City staff to request a copy of the receipt in order to answer the chargeback.



Describe in detail how your system allows for reversal of payments in cases of incorrect payment.

MuniciPAY provides City staff the ability to void a same day sale as well as refund previous days' sales. A void cancels the authorization hold on the customer's funds prior to the money leaving the account while returns function as a reverse sale, returning already-received funds from the City back to the customer's card. Voids and returns are both processed within a few seconds, just as sales, and transmitted to our network. Card-issuing institutions, however, usually exercise a delay in returning funds to the customer's account; typical time frames are 24-48 hours for voids and 3-7 days for returns, though these time frames can vary significantly between different financial institutions.

Does the service provide live, up to the minute reports of daily transaction activity?

Yes, MuniciPAY offers native, real-time reporting for both the current day (Today's Activity) and previous day's (Historical Activity) as follows (See pages 12-20 for reporting examples):

By Batch-Enables the City to view activity separated by the deposit accounts that the City has designated specific funds be directed to.

By Dept/Item-Enables the City to view activity separated both by department as well as individual payment item within each department.

By User-Enables the City to view activity separated by the individual clerks that processed the transactions within each department.

Search Transactions-Enables the City to generate custom reports over specific time frames utilizing a variety of different search criteria.

Is the customer notified of the Convenience Fee at the time of payment and are they given the opportunity to opt out of the sale?

Yes, the customer is notified of the Convenience Fee prior to processing the payment. The cardholder is also given the option to opt out and use another form of payment if they so choose. MuniciPAY complies with MasterCard's "best practice" recommendations by processing the Convenience Fee as a separate transaction so that it is clearly identified at the time of sale.



What security procedures are used to protect access to customer data (hardware/software, physical)? Is the system Level 1 Payment Card Industry (PCI-DSS) compliant?

MuniciPAY is a secure internet browser-based solution that only requires the use of PCs connected to the internet. No cardholder data is stored, transmitted or processed on the City PCs or network servers. Also there is no software installed locally. Each PC will have a shortcut to a secure web address. When this shortcut is open, the MuniciPAY gateway opens in a secure browser session handled by the MuniciPAY servers located in our Scarborough, Maine facility. We use the most advanced technologies available today using SSL encryption and advanced authentication procedures to validate both the transaction and connection. The authorization request is not actually transmitted on the City servers but rather encrypted the moment it is entered and captured at our secure facility in Scarborough, Maine via the MuniciPAY secure gateway. The actual transmission of the cardholder data is then handled via our internal transaction servers at our secure facility needing to only respond to the MuniciPAY gateway with the necessary information to complete the transaction, an authorization code and truncated receipt information.

Nationwide Payment Solutions is a certified Level 1 PCI DSS Direct Payment Processor. Our facility meets or exceeds all the necessary requirements for PCI-DSS and undergoes an on-site valuation every year. In addition, we use secondary user authentication methods which meet or exceed PCI-DSS requirements to further secure the data at our facility. NPS and the MuniciPAY solution have never experienced any type of data breach.

Briefly describe the company's disaster recovery plan. Is there a "hot" back-up processing site? How quickly can the site be implemented in the event of an emergency?

NPS employs redundant servers and connectivity, data backups, and backup power generation at its HQ in Scarborough, Maine. In addition, NPS' processing network is stored offsite and all transactions are immediately captured on this host-capture system as they are processed so that authorization data is preserved in the event of an unforeseen natural disaster/catastrophic failure.

NPS maintains 2 data centers. The first is located in our corporate headquarters in Scarborough, Maine and handles the following services:

- Authorization Switch for the MuniciPAY Payment Gateway
- Transaction Reconciliation and Settlement data housing for real-time use of NPS' "Transaction Manager" reconciliation and reporting system.
- Download/POS terminal configuration files (for Point-Of-Sale use)

The second location is in our New Jersey front-end authorization center, which the majority of our merchants utilize for authorization and settlement services. This is a \$2 million secure data center which is connected directly to the Card Associations' network authorization databases to provide real-time cardholder authorization and settlement of funds. All transactions authorized at this location include real-time uploads of truncated data into NPS' "Transaction Manager" data center in Scarborough, Maine. This allows NPS to provide a single source of reporting to our merchants for transaction reconciliation and billing. Both locations include redundant hardware and offsite disaster recovery. In addition both sites include secondary ISP vendors to insure minimal downtime in the event data connectivity is disrupted.



Pricing/Equipment Costs

Describe any and all hardware if any, which is required at City facilities that are necessary for accepting payments on-site? Please describe all lease/purchase options.

MuniciPAY utilizes existing internet-connected PCs at the City offices to process payments. Credit card terminals are not required. NPS provides MagTek USB card readers which enable clerks to swipe cards at their PCs for face-to-face payments. These card readers are \$85.00 a piece and not required. MuniciPAY receipts can be printed on either a standard 8.5"x11" paper or 3" receipt printer paper. Though not required, NPS does offer 3" USB thermal receipt printers for purchase by the City at a cost of \$230 per unit should the City wish to reduce paper/ink consumption. Departments that choose to utilize a traditional processing method can still do so via MuniciPAY. NPS can also reprogram any existing, compliant countertop credit card terminals.

Describe any and all fees charged to the City when using MuniciPAY.

There are no fees charged to the City when using MuniciPAY. A flat 2.65% (or \$3.00 minimum) is charged to the cardholder at the time of transaction. Electronic Check Payments are also available. The convenience fee for electronic check payments are a flat \$1.50.




Reporting Examples – Batch Report

Reports are available for *Today's Activity* and *Historical Activity* in four different preconfigured formats and all update in real-time. The *By Batch* report details the lump sum deposited to each deposit account of the {City/County/City etc}. Selecting an individual deposit account allows the viewer to see individual transactions processed for that day.

Demo - Demo County QA

LOG OUT

DEMO COUNTY



Today's Open Batches

RUN TRANSACTIONS

TODAY'S ACTIVITY

BY BATCH

BY DEPARTMENT

BY ITEM

BY USER

NPS CHECK ADVANTAGE

HISTORICAL ACTIVITY

ACCOUNT SETTINGS

REFERENCE GUIDE

PRINT

EXCEL DOWNLOAD

BACK

DETAILS

Date

10/11/12

Payee Name	# of TRX	Total	NPS Settled	AMEX Settled	Cash	Check
Demo County - General Fund	3	\$3743.01	\$3743.01	-	-	-
Totals	3	\$3743.01	\$3743.01	-	-	-




Reporting Examples – By Department

The *By Department* report shows a list of the total transactions by Department.

Demo - Demo County QA

LOG OUT

DEMO COUNTY



Item - Monthly Totals by Department

RUN TRANSACTIONS

TODAY'S ACTIVITY

HISTORICAL ACTIVITY

BY BATCH (SETTLED)

BY DEPARTMENT (SETTLED)

BY ITEM (SETTLED)

BY USER (SETTLED)

SEARCH TRANSACTIONS

NPS CHECK ADVANTAGE

ACCOUNT SETTINGS

REFERENCE GUIDE

October - 2012

SELECT MONTH

PRINT

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Department	# Of TRX	Total
Demo - Demo County Sheriffs Dept	2	\$300.00
Demo - Demo County Treasurer	1	\$100.00
Demo - Demo County Park & Recreation	11	\$7041.01
Totals	14	\$7441.01



Reporting Examples – By Department

The *By Department* report also shows a complete list of customer names, items purchased, and all account numbers for easy reconciliation.

🏠 Demo - Demo County QA
🔒 LOG OUT



DEMO COUNTY

Item - Daily Totals By Department

RUN TRANSACTIONS

TODAY'S ACTIVITY

HISTORICAL ACTIVITY

BY BATCH (SETTLED)

BY DEPARTMENT (SETTLED)

BY ITEM (SETTLED)

BY USER (SETTLED)

SEARCH TRANSACTIONS

NPS CHECK ADVANTAGE

ACCOUNT SETTINGS

REFERENCE GUIDE

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📄 EXCEL DOWNLOAD
↩️ BACK

DETAILS

Date	Department Name
10/11/12	Demo - Demo County Treasurer

CREDIT (OVER THE COUNTER/PHONE)

Customer Name	Payment Item Name	Reference Number	Timestamp	Amount	Details
Client Name	Attorney Fee	9999999 / Speeding	10/11/12	\$57.00	view
Client Name	Tax Payment	99-999999	10/11/12	\$2345.67	view
Client Name	Court Fee	7XCD1211	10/11/12	\$50.00	view
Client Name	Attorney Fee	7XCD1211	10/11/12	\$23.00	view
Client Name	Deed Registration	12345	10/11/12	\$100.00	view
Client Name	Attorney Fee	999888	10/11/12	\$56.00	view
Client Name	Tax Payment	1204B	10/11/12	\$2012.00	view
Client Name	Tax Payment	123	10/11/12	\$1000.00	view
Client Name	Court Fee	12-3523432	10/11/12	\$350.00	view
Client Name	Attorney Fee	9839393	10/11/12	\$947.34	view
Client Name	Deed Registration	347-21i	10/11/12	\$100.00	view
Total				\$7041.01	




Reporting Examples – By Department (OTC vs. E-Commerce)

The 'By Department' report breaks out your transactions to show, your online transactions separated from your over-the-counter transactions.

🏠 Demo - Demo County Sheriffs Dept

🔒 LOG OUT

DEMO COUNTY



RUN TRANSACTIONS

TODAY'S ACTIVITY

BY BATCH

BY DEPARTMENT

BY ITEM

BY USER

NPS CHECK ADVANTAGE

HISTORICAL ACTIVITY

ACCOUNT SETTINGS

REFERENCE GUIDE

PRINT

EXCEL DOWNLOAD

BACK

DETAILS

Date	Department Name
10/12/12	Demo - Demo County Sheriffs Dept

CREDIT (ECOMMERCE)

Customer Name	Payment Item Name	Reference Number	Timestamp	Amount	Details
Client Name	Speeding Ticket	23211B09T	10/12/12	\$85.00	view
Client Name	Fine - Noise	123	10/12/12	\$103.40	view
Total				\$188.40	

CREDIT (OVER THE COUNTER/PHONE)

Customer Name	Payment Item Name	Reference Number	Timestamp	Amount	Details
Client Name	Speeding Ticket	2020348B	10/12/12	\$150.00	view
Client Name	Permit - Fishing	25.00	10/12/12	\$25.00	view
Total				\$175.00	

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Reporting Examples – Single Transaction Detail

Users have the ability to drill down to a single transaction within any level of reporting. This feature will show the receipt; enabling it to be reprinted at any time should the need arise.

Demo - Demo County QA

LOG OUT

DEMO COUNTY



Payment Detail

RUN TRANSACTIONS

TODAY'S ACTIVITY

BY BATCH

BY DEPARTMENT

BY ITEM

BY USER

NPS CHECK ADVANTAGE

HISTORICAL ACTIVITY

ACCOUNT SETTINGS

REFERENCE GUIDE

E-Mail Receipt

PRINT

EXCEL DOWNLOAD

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CREDIT CARD SALE

Date	User	Customer Name	Credit card	Total	Transaction Number
10/11/12	Steven Chavez - Demo Cnty QA	Client Name	5*****6781	\$350.00	73196
Phone Number					

Item	Payee	Reference ID	Total
Court Fee	Demo County - General Fund	12-3523432	\$350.00
Convenience Fee	Demo County Conv Fee		\$8.58

View Receipt

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Reporting Examples – By Item

The *By Item* report displays transaction totals by department. Selecting a specific department will then show activity by payment item.

Demo - Demo County QA
LOG OUT

DEMO COUNTY

Item - Daily Totals

RUN TRANSACTIONS
TODAY'S ACTIVITY
BY BATCH
BY DEPARTMENT
BY ITEM
BY USER
NPS CHECK ADVANTAGE
HISTORICAL ACTIVITY
ACCOUNT SETTINGS
REFERENCE GUIDE

PRINT
EXCEL DOWNLOAD
BACK

DETAILS

Date	Department
10/11/12	Demo - Demo County Treasurer

Payment Item	# of Items	Total
Court Fee	1	\$350.00
Tax Payment	1	\$2345.67
Attorney Fee	1	\$947.34
Deed Registration	1	\$100.00
Totals	4	\$3743.01



Reporting Examples – By User

The *By User* reporting option displays the list of Departments that the User viewing has access to see (a single department in the example below). Selecting a department will display a list of users assigned to that department.

Demo - Demo County Treasurer

LOG OUT

DEMO COUNTY

User - Daily Totals By Department

RUN TRANSACTIONS ↓

TODAY'S ACTIVITY ↑

BY BATCH

BY DEPARTMENT

BY ITEM

BY USER

NPS CHECK ADVANTAGE

HISTORICAL ACTIVITY ↓

ACCOUNT SETTINGS ↓

REFERENCE GUIDE

DETAILS

Date

10/11/12

Department Name

Demo - Demo County Treasurer

PRINT

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Reporting Examples – By User Continued

Click on a department and a list of users who have processed transactions within the selected department will be displayed. Selecting a specific User will then display all individual transactions that User has processed.

Demo - Demo County Treasurer

LOG OUT

DEMO COUNTY

User - Daily Totals

RUN TRANSACTIONS

TODAY'S ACTIVITY

BY BATCH

BY DEPARTMENT

BY ITEM

BY USER

NPS CHECK ADVANTAGE

HISTORICAL ACTIVITY

ACCOUNT SETTINGS

REFERENCE GUIDE

PRINT

EXCEL DOWNLOAD

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DETAILS


Date	Department
10/11/12	Demo - Demo County Treasurer

User Name	# of TRX	Total
Demo - Demo Cnty: Test User	3	\$230.00
Demo - Demo Cnty: Treasurer	1	\$2068.00
Totals	4	\$2298.00

Reporting Examples – Search Transactions

Historical Activity contains the same types of reports available under *Today's Activity* for previous days, viewable by month. Also included in this section is a *Search Transactions* option, enabling the user to search for transaction info based on any combination of search variables. This feature will search both historical and current day data based upon the date range selected by the user.

Demo - Demo County Treasurer
LOG OUT



DEMO COUNTY

Search Transactions

RUN TRANSACTIONS

TODAY'S ACTIVITY

HISTORICAL ACTIVITY

BY BATCH (SETTLED)

BY DEPARTMENT (SETTLED)

BY ITEM (SETTLED)

BY USER (SETTLED)

SEARCH TRANSACTIONS

NPS CHECK ADVANTAGE

ACCOUNT SETTINGS

REFERENCE GUIDE

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SEARCH OPTIONS

First Name	Last Name	Reference Number
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Transaction ID	Card Number (Last 4 Digits)	Total
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
From Date:	To Date:	
<input style="width: 90%;" type="text"/> 04 Oct 2012	<input style="width: 90%;" type="text"/> 11 Oct 2012	

SEARCH

No Results

ePayments ■ eBills ■ eCommunications



ONLINE



MOBILE APP



IVR



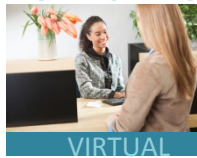
CALL CENTER



SWIPES-EMV



MOBILE SWIPES



VIRTUAL



BANK-ISSUED



PAPER CHECKS



KIOSKS



CASH SITES



Payment Service Network (PSN) offers you the widest suite of electronic payment, billing and communication services. PSN solutions are so easy to implement, manage and use. Yet they are so sophisticated that you can let your customers pay any way they want, while fully adhering to your business policies and applicable regulations. No matter how your customers pay, all payments will be consolidated into the PSN system with automatic posting to your software. Add to that your ability to reduce the cost of printing and mailing bills with eBills and broadening your customer communications to include everything “e” and you have a complete solution that is unbelievably inexpensive—in fact, your ROI is nearly immediate. What’s most excellent is that you can select only the services that are best for your organization and your customers today and easily change them as your needs change.

Keep customers happy!
Let them pay any way
they want—or can!

- ✓ Online
- ✓ Smart Phones & Tablets
- ✓ Automated Phone (Spanish/English)
- ✓ PSN Call Center (Spanish/English)
- ✓ Entered by Your Staff (in the field and at counter)
- ✓ Mailed Paper Checks
- ✓ Bank-issued Check Payments
- ✓ Cash Payment Locations
- ✓ Credit Card Swipes

All of these payments can flow into the PSN system and then automatically post to your software.

**Make billing simple
for you and
your customers!**

- ✓ eBill resembles paper bill
- ✓ Online archive (up to 24 months)
- ✓ Current amount due always available
- ✓ Ability to opt out of paper bills
- ✓ Ability to print any bill
- ✓ Ability to make a service request
- ✓ Attach notices just like in paper bills
- ✓ Accessible to your staff
- ✓ Automated notices to customers that their bills are ready to view

With a simple file upload, PSN generates and posts the bills online. A customer file uploaded daily updates the current amount due.

**Assure you get paid
by accepting a wide range
of payment methods!**

- ✓ VISA
- ✓ MasterCard
- ✓ Discover
- ✓ American Express
- ✓ eChecks and eSavings
- ✓ Cash
- ✓ Money Orders
- ✓ Paper Checks
- ✓ Bank-issued Checks (Bank bill pay systems)

Select which payment methods you want to allow your customers to use, and PSN “turns them on.”

**Simplify your
business day...
Let PSN work for you!**

- ✓ Data sharing payments to your software and posts amounts due online
- ✓ All payments flow into one system for one deposit, one reconciliation
- ✓ No PSN hardware or software costs
- ✓ Eliminate data entry errors, bank-issued paper checks, cost of printing/mailling bills
- ✓ Easily reconcile payments and deposits
- ✓ Have online access to all payment, billing and communications information

These are just a few of the many, many benefits you can realize with implementing PSN ePayment, eBill and eCommunication solutions.

Contact us for more information or a live online demonstration of our solutions.

2901 International Lane ■ Madison WI 53704 ■ 866.917.7368 VOICE ■ www.PaymentServiceNetwork.com



City of Independence

Consideration of Annual City Appointments

To: City Council
From: Mark Kaltsas, City Administrator
Meeting Date: January 2, 2018

Discussion:

Each year the City selects Council Members, consultants and staff to serve the City and fill roles supporting boards and commissions. The Council has the discretion to make appointments as necessary. The various positions are identified on the attached schedule. Council appointments that have typically changed on an annual basis are highlighted in yellow. Staff is seeking Council direction relating to all official City Council appointments.

Requested Action:

It is recommended that the City Council discuss and approve the official 2018 appointments.

ATTACHMENTS: Appointment Schedule

City of Independence Appointments for 2018

Acting Mayor	Councilor Spencer
Assessor	Hennepin County, David Thomsen
Weed Inspector	PW Director Larry Ende
Assn. of Metro Municipalities	Mayor Johnson
Attorney, Civil	Kennedy & Graven
Attorney, Criminal	Carson, Clelland & Schreder
Auditor	Clifton Larson Allen
Civil Defense Director	WHPS Director Gary Kroells
Dog Pound	Crossroads Animal Shelter
Engineer	MSA Professional Services, Brian Miller/Steve Winter
Fire Department Advisory Boards - Maple Plain FD	Mayor Johnson, Councilor Betts, City Admin Kaltsas
- Delano FD	Mayor Johnson, City Admin Kaltsas
- Loretto FD	Mayor Johnson, City Admin Kaltsas
Fire Marshall	Building Official Bruce Satek
Hennepin County Recycling Comm	Admin Asst Beth Horner
Highway 55 Coalition	Mayor Johnson
Highway 12 Coalition	Mayor Johnson, Councilor Members
HRA	Mayor Johnson, Councilors Betts, Spencer, McCoy and Grotting
Lake Minnetonka Cable Commission	Councilor Grotting, Jim Lundberg
Minnehaha Watershed	Mayor Johnson
Newspaper	Crow River News, Pioneer, and Delano Herald
Northwest Hennepin League	Mayor Johnson, Councilors Betts, Spencer, McCoy, Grotting and City Admin Kaltsas
Official Depository	Bank of Maple Plain, Northland Securities, Ehlers & Assoc., League of MN Cities
Pioneer Sarah Watershed	Joe Baker, Alt. Brad Spencer
Planner	Terramark - Mark Kaltsas
Planning Commission Liaison	Councilor Spencer
Public Works Road Liasion	Councilor Spencer
Water Resource Staff	Hakanson/Anderson – Kaci Fisher, Shane Nelson and Craig Jochum
West Hennepin Police Commission	Mayor Johnson, Councilor Betts

If a Councilmember is unable to attend a meeting another Councilmember can go in their place as the representative.