

**Rochester City Council Workshop  
February 19, 2019  
Council Chambers**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hutchinson  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Walker  
Deputy Mayor Varney  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Terence O'Rourke, City Attorney  
Julian Long, Economic Development

**COUNCILORS EXCUSED/ABSENT**

Councilor Hamann

**Minutes**

**1. Call to Order**

Mayor McCarley called the City Council Workshop Meeting to order at 7:25 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present except for Councilor Hamann, who was absent.

**2. Public Input**

Mayor McCarley invited members of the public to come forward and address the Council.

Paul Martin, resident, addressed the Council regarding the Technical Review Group (TRG) meeting process. Mr. Martin also spoke to Council about the Tri-City Mayors' Task Force on Homelessness and warming shelters.

**3. Communications from the City Manager**

No Discussion.

**4. Communications from the Mayor**

No Discussion.

## **5. Update from the Poet Laureate**

Mayor McCarley welcomed Katie O'Connor, Poet Laureate for the City of Rochester, to address the Council and give an update on the work she has been doing in the community during her tenure.

Ms. O'Connor spoke about her service as a member of the Arts & Culture Commission and outlined the various projects to which she had contributed and the readings which she had given during her 2-year term.

Ms. O'Connor stated that her community project for 2018 was the Rochester Poetry Wall. This project consists of 6-foot tall magnetic panels with word tiles. It is an interactive project where people can create poems with the magnetic tiles and others can build and expand upon their work. There was a hash tag created for sharing the works on Instagram as well as a Facebook page.

Ms. O'Connor indicated that if she was reappointed as Poet Laureate, she would like to continue with the Poetry Wall as a permanent installation in the Rochester Community Center. Tiles would be switched out throughout the year for different themes. Ms. O'Connor spoke about establishing more of a social media presence for these poems to document them and have more of a permanent record.

Ms. O'Connor also spoke about establishing Rochester as an official Book Crossing Zone ([bookcrossing.com](http://bookcrossing.com)) and summarized how the program works.

## **6. FY2018 Annual Audit Presentation**

Patrick Mohan, Manager with Accounting Firm Melanson Heath, gave a presentation to Council on the Annual Audit Process and the financial highlights found within the audit.

Mr. Mohan started by outlining the items contained within the Management Letter. Mr. Mohan stated there was one new comment this year, which is informational only and not a statement of an issue found on audit.

Mr. Mohan stated that there will be two new standards which will impact the City in 2020; the first standard is working on the fiduciary funds which primarily relates to student activity funds and how they'll be presented in financial statements. The other standard will ask the City to report their operating leases in financial statements and on the ballot sheet. Mr. Mohan summarized how this change would work and the reasoning behind the change.

Mr. Mohan discussed a comment in the management letter which had been there from a previous year regarding Capital Projects and how they are recorded in MUNIS, the City's financial management software. The comment recommended organizing projects within Munis in such a way to be able to more easily determine which projects had received funding.

Mayor McCarley asked for clarification on an item Mr. Mohan had discussed stating the work done on the school activities funds as well as the fact that this was going to be a change in terms of the next fiscal year. Mayor McCarley asked if this was going to entail additional work or if there would be a different type of change in the new fiscal year. Mr. Mohan answered that the student activity funds are always looked at as a high risk area due to the number of people involved and the fact that the funding is typically cash, in small amounts, being moved around. Mr. Mohan stated the new statement which will be coming out still looks at student activity funds as fiduciary funds, although there had been the opinion that perhaps these funds should be reported as a special revenue fund with a budget. Mr. Mohan discussed some other potential changes.

Councilor Keans asked how the money was accounted for which came from the Bailey Trust, which she believed was approximately \$25,000 in Scholarships going to the School Department. Mr. Mohan answered that he was not familiar with this particular Trust, but he would look into it. He stated that Trusts are handled by Trustees of the Trust Fund and are reported to the State. They are part of the audit process and are reported under the "Private Purpose Trust Funds." These funds are not listed individually, but are represented in the cash investment. He further explained how these funds are accounted for within the audit process.

## **7. Department Reports**

Councilor Varney indicated that the upgrade on the police firing range had been completed and inquired about the upkeep and maintenance on the filters in the range to prevent the same damage from occurring to the ventilation system.

City Manager Cox stated that it was Public Buildings Department who would be charged with maintaining the firing range.

Councilor Varney inquired about the Economic Development Report which mentioned potentially changing the zoning of the Granite Ridge TIF District. Councilor Varney indicated he was not opposed to residential developments in this area, but his understanding was that the residential units would be behind the commercial developments, not in front. Based on the information given in the report it seems like the proposed residential development would be in front of the

commercial units. Councilor Varney suggested that this issue come before Council prior to any further discussion or decisions.

## **8. Other**

Councilor Varney suggested that anyone who does not understand the codification project or the proposed changes in Schedule A should watch the Codes and Ordinances Committee meeting from February 7, 2019 where it was covered in great detail. Councilor Varney stated that a lot of thought had been put into the codification of the Ordinances and said that there were no hidden changes.

## **9. Non-Public/Non-Meeting**

There was no non-public session held this evening.

## **10. Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the workshop meeting at 8:16 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk