6A

BIG LAKE CITY COUNCIL
WORKSHOP MINUTES

NOVEMBER 9, 2016

1. CALL TO ORDER

Mayor Danielowski called the meeting to order at 5:00 p.m.

2. ROLL CALL

Council Members present: Raeanne Danielowski, Seth Hansen, Duane Langsdorf, Scott Marotz, and Mike Wallen. Also present: City Administrator Clay Wilfahrt, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Liquor Store Manager Jan Muehlbauer, Police Chief Joel Scharf, City Planner Michael Healy, and Assistant City Engineer Jared Voge from Bolton and Menk, Inc.

3. PROPOSED AGENDA

Council Member Wallen motioned to adopt the proposed Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

4. BUSINESS

4A. Sherburne County IT Agreement Update

Clay Wilfahrt discussed the draft IT Agreement with Sherburne County. Wilfahrt noted that the County Board recently reviewed this Agreement and directed to allow their staff to pursue this endeavor. Wilfahrt reviewed the City's current IT consulting services. The City has worked with DataSuccess for a number of years, has had a great working relationship with them and will continue to contract services on an as-needed basis. The decision to change services was based solely on the potential for cost savings. Staff is anticipating an annual cost savings of approximately $10,000 to $15,000. Council directed staff to proceed with finalizing the Agreement for Council consideration. Discussion was held on whether the City will migrate to the County's network. The Police Department will migrate over but general City functions will remain under the City server. Wilfahrt reiterated the good working relationship the City has had with DataSuccess and that this change is based solely on cost savings.

4B. Police Department Staff Structure Discussion

Joel Scharf reviewed proposed staff structure changes within the police department. Scharf discussed changing the Lieutenants position to a Captain position and changing two Patrol Officer positions to Sergeants to provide a resource for officer after hours, and to provide an

added benefit of additional supervisory duties during hours when the Chief and Captain are not on duty. Scharf reviewed salary savings from recent retirements within the department. The savings will be utilized towards the Canine Program, IT Services from Sherburne County and the requested Sergeant position. Scharf noted that the Personnel Committee has reviewed the requested restructure and was in agreement with the proposed changes. Council Member Hansen noted that this staff structure change will help with Chain of Command and address emergency management when needed.

4C. City Engineer Position Discussion

Clay Wilfahrt discussed the upcoming hiring of a City Engineer. Wilfahrt reviewed past costs of engineer services and duties that can be done by an in-house Engineer versus a consultant engineering firm. Discussion was held on various ways to structure the new position and setting the new position at a Grade 20 of the City's compensation pay scale. Council discussed the need to consider our Public Works Director position and succession planning in the Public Works Department when structuring the new Engineer position. Council also discussed that we may need to adjust and adapt the position in the future depending on the structure of the department. Discussion was held that costs related to the new Engineer position have been built into the 2017 budget already.

4D. Personnel Policy Discussion

Clay Wilfahrt reviewed possible changes to the City Personnel Policy including clarifying step increase processes, changing floating holidays to vacation time, and allowing for a 40 hour vacation payout option for the City Administrator and Police Chief positions due to the responsibilities these two positions have to speak on behalf of the City even if they are on scheduled time off. Wilfahrt also noted that core hours at City Hall will be changed to 8:00 a.m. to 5:00 p.m. at no additional staff time costs by staggering the two front desk personnel. Council directed staff to proceed with bringing the Personnel Policy amendments to the next Council meeting for consideration.

4E. 2017 Fee Schedule Review

Deb Wegeleben reviewed proposed changes to the 2017 Fee Schedule and discussed that sewer and water changes and variance escrows will be discussed by the fee committee in early 2017. Wegeleben also noted that changes have been discussed with the Fee Committee as well as department directors.

4F. Utility Billing Format Discussion

Deb Wegeleben discussed changing the paper format for sending out utility bills. Discussion was held on the cost impact of changing from a post card format to a full size piece of paper which is expected to be approximately an additional .19 per mailing which will equate to approximately $7,000 more annually. Council directed that the City continue with sending utility billings on a postcard format and that the topic can be revisited in the future if needed.

4G. Farmer's Market Coordinator Position Discussion - Item was tabled due to time constraints.

4H. Public Demonstrations Policy Discussion - Item was tabled due to time constraints.

4I. Dog Licensing Discussion - Item was tabled due to time constraints.

5. OTHER - No other.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:50 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

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City Clerk Date Approved By Council