

**MINUTES
CITY OF ISANTI
CITY COUNCIL
DECEMBER 4, 2012
ISANTI CITY HALL**

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Councilors Jim Kennedy, Sue Larson, Steve Lundeen and Michael Streiff

Members Absent: None

Staff Present: City Administrator/City Clerk Don Lorsung, City Attorney Clark Joslin, Finance Director Sarah Cotton, Human Resources/Deputy City Clerk Karissa Henning, Lieutenant Gene Hill, Economic Development Director Sean Sullivan, Planning and Parks Director Lisa Wilson and City Engineer Brad DeWolf

D. Adopt Agenda

Motion by Larson, second by Lundeen to approve the agenda as presented. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

Motion by Larson, second by Kennedy to approve the minutes of the November 20, 2012 regular meeting of the City Council. Motion carried unanimously.

G. Citizens Input

None.

H. Announcements

Announcements were read.

I. Council Committee Reports

Councilor Larson reported on:

- **Arena Board**
 - Potential fund raising ideas
- **GPS 45:93**
 - Business numbers
 - Rain Fund meeting - January 23, 2013
- **Northern Lights Express (NLX)**

- Approved budget and meeting dates
- **Fire District**
 - Approved budget and meeting dates
 - Dry hydrants

J. Public Hearings

None.

K. Business Items

1. Citizen Concern

James Harris, 459 3rd Avenue NW, provided a letter to the City Council regarding a complaint against the City Administrator, Chief of Police and City Attorney. Harris read pieces of the letter that was provided. Harris shared his opinions of a felony stop regarding him and his lady friend. Harris informed the Council about supporting documents and materials that could be reviewed pertaining to the felony stop incident, along with communications to him from the Police Chief after the incident.

Mayor Wimmer noted that the issues Mr. Harris brought before the Council has already been investigated and that City staff was found not to be at fault.

Mayor Wimmer asked if the Council had any questions. There were none.

2. Isanti Community Center Task Force Report and Recommendations

John Bettendorf presented the Community Center Task Force report and recommendations to the Mayor and City Council as follows:

Proposed Management and Strategy Changes

- Establish City Committee to oversee operation of the Community Center
- Conduct a needs assessment with groups using the facility

Mayor Wimmer inquired who Bettendorf envisioned overseeing the operation of the Community Center. Bettendorf stated groups such as the Isanti Lions and Senior Dining, along with other groups that use the Community Center.

Larson and Bettendorf further discussed the importance of the proposed City Committee. Larson explained the oversight of the Community Center and the importance of having everyone involved so that there is a constant flow of communication about the Community Center; what is going on and what the needs are.

Priority Capital Improvements

- Sprinkler system
- Parking lot

Proposed Revenue Enhancements

- Usage fees for those groups using the Community Center
- Membership programs for non-profit groups

- Establish a sponsorship program
- Proposed annual fundraising events

Mayor Wimmer noted that the City Council would have to approve any changes or fees as the City owns the Community Center.

Proposed Marketing Activities

- Branding the Community Center
 - Logo, tagline etc.
- Web presence
- Signage
- Brochure

Proposed Minor Enhancements

- Replacing the curtains
- Updating mismatched face plates and electrical receptacles
- Replacing the clock
- Repairing vinyl baseboard
- Wrapping center posts with a finished wood look
- Paint trim around doorways
- Paint interior walls
 - All minor enhancements would be solely dependent upon donations

Facility Usage

- Estimate of 53% City residents and 47% non-residents

Mayor Wimmer thanked Bettendorf and discussed the outcome of the (failed) Community Center ballot question (only a small percentage voted in favor of) and the marketing for it. Mayor Wimmer stated that more marketing might have helped the ballot question.

Mayor Wimmer talked about the upcoming Council's decision towards supporting the Community Center. Mayor Wimmer touched on the large capital expense of the Community Center and the hurdle the Council would face if they were to support the Community Center when a majority of the tax payers voted down the Community Center ballot question.

Mayor Wimmer noted he felt the task force has two different windows of time where the Council will review support for the Community Center further, in February and June. Mayor Wimmer stated that the task force needs to work together to be able to show the Council during those two windows that there is a large support and want for the Community Center. This could be seen through monies raised, donations and volunteers.

Streiff inquired if the task force had looked into grant opportunities. Bettendorf stated grants were looked into, but one has not been found where it would be of much benefit to Community Center.

Mayor Wimmer asked if the task force had talked to the Chamber of Commerce. Bettendorf stated there has been discussion between task force members and the Chamber but nothing formal has come out of those discussions at this time in regards to the Community Center.

3. County Road 5 Addressing Discussion

Mayor Wimmer reported that the decision to change the addressing issue in the database system would only work for landlines. Mayor Wimmer stressed that it would be best to sit down with the County Board and Townships; as the issue of County Road 5's addressing should not be rushed through.

Larson stated most citizens are going away from landlines and that the proposed option of changing the addresses within the database is not a good option.

Larson highlighted the importance of resident safety.

Mayor Wimmer stated he would like to send a letter to the County Board requesting they all sit down to discuss the issue. Larson noted she would like to see Randy Polzin brought into the meeting with the County Board and Townships.

Mayor Wimmer and Streiff discussed that it would have been best if the City was involved and notified of this issue once it was starting to be reviewed at the County level over a year ago.

4. Establishing a Date for the City Council Goal Setting Meeting

Mayor Wimmer asked the Council and new Council elects (sitting in the audience) if the last Monday in January would work for the goal setting meeting. There was consensus that Monday, January 28, 2013 would work. The goal setting meeting will start at 8:30 a.m. There was discussion on how long the meeting would last. Larson emphasized the importance of the meeting. Mayor Wimmer suggested with the new members sitting on Council it might be a good idea to reserve the whole day. It was decided that the whole day is to be reserved for the goal setting meeting.

5. 2013 Final Budget and Levy Presentation

Cotton reported that there are no changes to the 2013 budget from what was presented at the September 4th meeting.

Cotton provided a chart to show how budgeted expenditures have changed from 2007 actual expenditures to proposed 2013 expenditures. Budgeted expenditures for 2013 are less than actual expenditures for 2007.

Cotton stated total expenditures as proposed for 2013 are \$3,035,546. This is a slight increase over the 2012 budget of \$2,920,066.

Public safety, which includes police, code enforcement, civil defense, and fire protection, at 38% is the largest area of expenditures. General government, representing Mayor and Council, elections, finance/administration, municipal building, animal control, community center, planning and zoning, building inspections, and economic development is 26% of total

expenditures. Public works, which includes general city maintenance, streets, street lights, and sanitation combined for 14% of expenses. Debt service is at 14%, park & recreation is 6% and transfers/miscellaneous expenditures is 2% of the total budget.

The major revenue sources are property taxes at 59% and intergovernmental revenues, such as municipal state aid for streets and police state aid at 5%. The General Fund Balance accounts for another 20% of revenues, which is primarily attributed to the LGA Flip.

The remaining revenues are expected from sources such as licenses & permits, fines & forfeitures, charges for services, and interest and transfers.

If the budget is adopted for pay 2013 taxes as presented, the property tax levy would be \$1,792,884 which is a slight increase of \$50,181 compared to the 2012 levy of \$1,742,703. This increase is attributable to the 2011 Improvement Bonds. There is no increase in the General Operating Fund Levy.

Mayor Wimmer noted the City is running into issues with uncontrolled expenses and stated the 2013 union negotiations could make a big impact on the budget as well.

Mayor Wimmer noted there is no tax increase for 2013 and that the City should have the fund balance for two more years.

a. Resolution 2012-261 Adopting the Final Budget for Year 2013

Motion by Kennedy, second by Larson to approve Resolution No. 2012-261 as presented.
Motion carried unanimously.

b. Resolution 2012-262 Adopting the Final 2012 Tax Levy, Collectible in 2013

Motion by Kennedy, second by Streiff to approve Resolution No. 2012-262 as presented.
Motion carried unanimously.

c. Resolution 2012-263 Adopting the Final Budget for the Enterprise Funds for Year 2013

Motion by Kennedy, second by Larson to approve Resolution No. 2012-263 as presented.
Motion carried unanimously.

6. Resolution 2012-264 Adopting 2013 Comprehensive Economic Development Strategy (CEDS) Survey

Motion by Kennedy, second by Larson to approve Resolution No. 2012-264 as presented.
Motion carried unanimously.

7. Resolution 2012-265 Setting a Public Hearing on an Easement Vacation

Motion by Kennedy, second by Lundeen to approve Resolution No. 2012-265 as presented.
Motion carried unanimously.

8. Request to Explore a Grant Opportunity

Motion by Kennedy, second by Lundeen to authorize Police Lieutenant Hill to look into exploring a grant opportunity for computerized license plate recognition systems. Motion carried unanimously.

9. Resolution 2012-266 Approving the BlueCross BlueShield 120 Renewal Plan for the City of Isanti and Authorization for City Staff to Enter into an Agreement with Compensation Consultants, Ltd. for Health Reimbursement Arrangement Administrative Services

Motion by Kennedy, second by Larson to approve Resolution No. 2012-266 as presented. Motion carried unanimously.

**10. Request for Proposals - Professional Engineering Services
(Resolution 2012-267 Authorizing Approval to Enter into an Agreement for Professional Engineering Services)**

Mayor Wimmer noted Bolton and Menk offered a \$7,500.00 credit if the City renews Bolton and Menk's services for an additional five years.

Motion by Kennedy, second by Larson to renew professional engineering services with Bolton and Menk for an additional five years (Resolution No. 2012-267). Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$144,353.40 and Payroll in the Amount of \$69,201.33
2. Final Minutes of the September 25, 2012 Park and Recreation Board Meeting
3. Final Minutes of the October 23, 2012 EDA Meeting
4. **Resolution 2012-268** Acknowledging Completion of Probationary Period and Appointing Finance Director Sarah Cotton to Permanent Full-Time Employee Status
5. **Resolution 2012-269** Amending the Liquor Store Policy Manual, In Store Tastings
6. **Resolution 2012-270** Approving Local Gambling Permit to Isanti County Sportsman Club
7. **Resolution 2012-271** Accepting Donation for the Isanti Community Center

Motion by Kennedy, second by Larson to approve the Consent Agenda as presented. Motion carried unanimously.

N. Closed Session

The City Council will resume in open session following each of the Closed Session matters. After reopening the meeting the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

N. Closed Session

At 8:08 p.m. Mayor Wimmer announced that the Council would go into a brief recess to clear out the Chambers. Mayor Wimmer stated that the City Council would then go into closed session for City Administrator Lorsung's performance review.

At 8:13 p.m. the City Council went into closed session.

1. City Administrator Performance Review

At 8:42 p.m. Council came out of closed session. Mayor Wimmer requested City Attorney Joslin provide a summary of the closed session.

Joslin reported that during the closed session Lorsung's annual performance review was held and each Council member was given an opportunity to provide feedback to Lorsung regarding his performance for the past year. There was discussion regarding the City's goals and Lorsung's perceptions of how things are going in the City, what he sees as upcoming needs for attention and how in general the City is functioning. The outcome of the review was that the Council unanimously felt that Lorsung was doing a good job as City Administrator.

Adjournment

Motion by Lundeen, second by Larson to adjourn. Motion passed unanimously. Meeting adjourned at 8:44 p.m.

Respectfully Submitted,

Karissa Henning
Human Resources/Deputy City Clerk