

**CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 3, 2016 – 7:00 P.M.
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: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Attorney Clark Joslin, City Administrator Don Lorsung, Administrative Data Clerk Janice Lutterman, Interim Finance Director Gayle Bauman, Economic Development Director Sean Sullivan, Chief Gene Hill and City Engineer Brad DeWolf

D. Adopt Agenda

Motion by Lundeen, second by Collison to approve the agenda. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

1. 2016 Jubilee Parade Mayor's Choice Trophy and Best 18 and Under Award

The Youth Hockey Association was selected for both awards. Mayor Wimmer presented the youth with pins.

F. Approve City Council Minutes

1. July 19, 2016 – Regular Meeting of the City Council
2. July 19, 2016 – Budget Work Session Meeting of the City Council

Motion by Lorinser, second by Lundeen to approve the regular City Council Meeting Minutes of July 19, 2016 and the Budget Work Session Meeting Minutes of July 19, 2016 as presented.

Motion carried unanimously.

G. Citizens Input

After a misunderstanding, an individual was re-directed to provide a request to be an Agenda Item at the next City Council Meeting as this portion of the meeting was not intended for the issue brought forward.

H. Announcements

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| 1. Planning Commission Meeting | Wednesday, August 10, 2016 at 7:00 p.m. |
| 2. City Council Meeting | Tuesday, August 16, 2016 at 7:00 p.m. |
| 3. Parks, Recreation, & Culture Meeting | Tuesday, August 23, 2016 at 6:00 p.m. |

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

1. **Resolution 2016-231** Regarding City Advertising in Official City Newspaper
The Mayor requested to streamline all advertising through the Official City Newspaper and if there is something that staff wants to advertise elsewhere, it will need to come through the council for prior approval.

Motion by Lorinser, second by Collison. Motion carried unanimously.

2. **Resolution 2016-232** to Approve a Special Event Request for City Center Market Outdoor Music Event

Gayle Cupit, of the City Center Market/The Green Table, will be hosting a special event Friday, September 9th in The Green Table parking lot. A large tent will be covering the band which will play from 6 -10 pm. They have requested to serve beer and wine (which The Green Table currently holds a license for) and will enclose the parking area and patio area and have designated a person to monitor that activity. It is estimated to have 150 in attendance. Mayor added that events in that area have done well. Collison raised the question of who will be checking ID's. Cupit stated Jason Simonel will be checking ID's and it was suggested to get advice from Chief Hill on identifying fake cards.

Motion by Lundeen, second by Collison. Motion carried unanimously.

3. **Resolution 2016-233** Special Event Permit Application for Car Show Finale Craft Show (*JerriAnne Twingstrom*)

Motion by Lundeen, second by Bergley. Motion carried unanimously.

City Administrator Don Lorsung

4. **Resolution 2016-234** Approving Modifications to the Building Appearance of Coborn's
Mayor reported that Coborn's is currently making improvements to the sides of the building. He stated the front of the building is beautiful and the planned improvements will match very well. The improvements will now meet everything the City has requested the appearance to meet.

Chris Rice of Rice Companies is the Architect and General Contractor for the new grocery store, Coborn's. Mr. Rice gave a progress report. The South side (entrance side) is all brick. The North, East and West Side are texture core panel, which is currently being painted. With weather permitting, the plan is to have the North, East and West sides completed by Friday or early next week. The tentative planned grand opening for Coborn's is August 17.

Councilmember Lorinser questioned why the construction was built differently from the original site plan that was submitted and approved. Lorinser's concern was that he did not want this situation to set precedent, or a standard of building plan changes deviating from the approved site plans. The Mayor explained usually with a project like this, the City would talk with the contractors who are actually constructing the building. In this particular case, for whatever reason, the City did not speak with Rice Companies until a few weeks ago. It was also noted that past work history of Rice Companies is top notch. This time around, Coborn's decided to manage the process differently, and unfortunately that was not successful for them. The Mayor confirmed the materials are different than the original approved site plan materials, however the high standard appearance that the City is desiring will be met. Mayor also indicated that if the site plan were to have been originally presented this way, it would comply with all codes, and aesthetically has the look the City wants. Lundeen added that residents had brought it to his attention that the building had looked bland; and now with the changes it has improved the appearance 100%. Lorinser reiterated that he wanted to make sure the City has all the processes in place for the future so that this similar situation does not become the 'fall back' plan of others in building projects. The Mayor stated in this situation the City made it very clear that the appearance of Coborn's as is, was not going to be acceptable. The City had vigorous conversations to get the building back to meet City standards, and now the issue has been resolved.

The Mayor added that an overlay district for Highway 65 will be coming through Council to make sure the standards that we want are in black and white and of the highest quality. The focus is to protect everyone's investment. The Mayor said that we have achieved a good solution.

Motion by Lundeen, second by Collison. Motion carried unanimously.

5. **Resolution 2016-235** Approving the Use of Securities in Lieu of Retainage for the 2016 Wastewater Treatment Facility Improvements

Motion by Lorinser, second by Collison. Motion carried unanimously.

6. **Resolution 2016-236** Consider Repayment Agreement for Lot 2, Block 3, Villages on the Rum CIC Number 6

Motion by Lundeen, second by Collison. Motion carried unanimously.

7. **Resolution 2016-237** Approving Authorization of Retaining Services from David Drown Associates, Inc. for Finance Director Recruitment Process

Mayor Wimmer explained that the City has been trying to recruit a Finance Director for quite a while now, and has not had any success attracting the type of talent needed for this position. The Mayor further went on to explain that David Drown Associates is a Company whose goal is to recruit candidates who may not be actively looking at the City of Isanti for employment. Currently, Interim Finance Director Gayle Bauman is here through a contracted service. She is currently working a day and a half a week, and although she is doing an outstanding job, we are paying that company more than what we would be paying a full time Finance Director. So using that service permanently is not a solution. City Administrator Lorsung added that Abdo, Eick and Meyers LLP (AEM) is providing a great service to us, but it is at a cost. The cost is about \$11,750 per month. If you look at that over time, and if you look at hiring professional recruitment, it is money well spent. Staff looked at four vendors. Last week, HR/City Clerk, Lindsey McInnis and City Administrator Lorsung met with Gary Weiers of David Drown. After the meeting, Lorsung feels confident that Weiers can assist us with this search process. Weiers has helped other cities such as Lake City find a Finance Director. Lorsung's recommendation would be for staff to proceed with this. The Mayor did point out that this is the first time the City will have used a recruiting firm for a search process, however, staff has also noticed other finance positions within the area, some paying at a higher level, have also been posted for quite some time. He indicated that we need to get some new eyes on this, and take action to get the position filled. Council member Lorinser added one of the things brought up in Finance Committee was the unemployment rate for Finance professionals is basically nothing. He also stated that there are more jobs than people. When Finance Committee reviewed bids, the bids we had for services were all over the board, there were many bids that came in much higher than the cost of Weiers. Lorinser also stated that we haven't had any qualified applicants. The Mayor added that this is not just an Accounting Clerk type position, that there is a whole litany of things a Finance Director needs to be able to do.

Sean Sullivan, Economic Development Director, shared that tax increment financing is one of the major tools that the City has and he works very closely with the Finance Director on that. Other crucial items are the four revolving loan funds which are checked on a monthly basis. Most importantly, the Finance Director can assist with projections and debt and general analysis when staff may need help with the finance piece and it is big part of the process. The City is more efficient by having someone in the office every day.

Council member Bergley questioned if the Mayor was happy with the track record of David Drown Associates. The Mayor stated they have managed to be pretty successful, however, there is no guarantee. Administrator Lorsung reiterated that there is no

guarantee and that this is probably the most difficult position to fill of all the City positions. Lorsung also stated Mr. Weiers felt confident that he can bring a pool of candidates for us to consider that the City will feel are acceptable to our standards. The Mayor referenced the next resolution to be discussed has the goal of growing the talent pool internally, so that the person who moves into the newly created position will be able to naturally move up. Mayor Wimmer also indicated that it is not just government finance that is having a hard time obtaining talent, that auditing firms and other places are also struggling.

Motion by Lundeen, second by Lorinser. Motion carried unanimously.

8. **Resolution 2016-238** Approving the Restructuring of the Assistant Finance Director, Utility Billing/Accounting Clerk and Receptionist/Utility Billing Clerk Positions (Revised Job Descriptions, Points and Salary Ranges)

Motion by Lorinser, second by Bergley. Motion carried unanimously.

9. **Resolution 2016-239** Offering the Position of Assistant Finance Director to Ms. Shayna Forster

The Mayor stated that we will plan to backfill Ms. Forster's current position. He mentioned that our current Accounting Clerk, JoAnn Welcome has provided her resignation notice, but has given the City a nice window of time to assist in training someone to take over. This allows for us to try and create as seamless of a transition as possible.

Motion by Lorinser second by Bergley. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$327,629.86 and Payroll in the amount of \$88,790.04
2. Final Meeting Minutes for the May 24, 2016 Parks, Recreation and Culture Meeting
3. **Resolution 2016-240** to Approve a Temporary One-Day On-Sale Liquor License for St. Elizabeth Ann Seton Catholic Church
4. **Resolution 2016-241** to Approve an Exempt Gambling Permit for St. Elizabeth Ann Seton Catholic Church
5. **Resolution 2016-242** to Authorize an Increase in the Minnco Credit Card Limit
6. **Resolution 2016-243** Approving Request for Proposals for Development Legal Services
7. **Resolution 2016-244** Approving Request for Proposals for Municipal Auditing and Financial Services
8. **Resolution 2016-245** Accepting the Resignation of Accounting Clerk JoAnn Welcome

Motion by Bergley, second by Lundeen. Motion carried unanimously.

M. Other Communications

1. Draft Meeting Minutes for the July 26, 2016 Parks, Recreation and Culture Board Meeting

Adjournment

Motion by Bergley, second by Lundeen. Motion carried unanimously. Meeting adjourned at 7:23pm.

Respectfully Submitted,

Janice Lutterman
Administrative Data Clerk