

**MINUTES
CITY OF ISANTI
CITY COUNCIL
September 15, 2015
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 Paul Bergley, Adam Johnson, and Dan Collison

Members Absent: Steve Lundeen

Staff Present: City Administrator/City Clerk Don Lorsung, City Attorney Clark Joslin, Human Resources/ Deputy City Clerk Karissa Henning, Police Chief Gene Hill, and City Engineer Brad DeWolf

D. Adopt Agenda

Add New K.7 Resolution Setting a Public Hearing on an Easement Vacation

Add New K.8 East Central Franchise Agreement and Franchise Fee

- a. Ordinance Granting East Central Energy Permission to Construct, Operate, Repair and Maintain an Electric Distribution System and Transmission Lines**
- b. Ordinance Implementing an Electric Franchise Fee on East Central Energy**

Motion by Johnson second by Collison to approve the agenda with addendum as presented. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

1. Arrival of AED Equipment from the Shakopee Mdewakanton Sioux Community through the Life Saver Grant Award

The Mayor gave recognition and thanks to the Shakopee Mdewakanton Sioux Community and Life Saver Grant Award. Through this award, the City was able to obtain AED Equipment. Mayor Wimmer noted that pursuing grants for needed equipment is something that the Police Department does very well.

2. Proclamation for Minnesota Manufacturers Week, October 1 - 10, 2015

Mayor Wimmer proclaimed that the week of October 1 to 10, 2015 shall be observed as Minnesota Manufacturers Week in the City of Isanti. The Mayor noted that during this week each year City staff tour City businesses - particularly manufacturing businesses.

F. Approve City Council Minutes

1. September 1, 2015 - Regular Meeting of the City Council

Motion by Bergley second by Collison to approve the City Council Minutes of September 1, 2015 as presented. Motion carried unanimously.

G. Citizens Input

None.

H. Announcements

Announcements were read.

Mayor Wimmer also made reference to the October 3rd, Two Cities, One Community Event that will be happening in the Cities of Isanti and Cambridge. The event will begin with a 5k Run/Walk which will start in Cambridge at 8:30 a.m. and come down to Isanti's Bluebird Park. There will be medals/awards given to the top three of each designated category for the event. This will be followed by a Family Bike Ride, in which Mayor Wimmer will be participating, that starts at 9:00 a.m. at the Park and Ride in Cambridge and continuing down to Isanti. At 10:30 a.m., Cambridge Mayor Marlys Palmer will be joining Mayor Wimmer for a Welcome in Bluebird Park. There will be many Wellness and Kid's Fair type activities and events going on in the morning. Afterward the focus will switch to Cambridge where they will be having a free concert and ice cream social from 1:00 p.m. to 3:00 p.m. at Cambridge City Park. Mayor Wimmer will arrive at 2:00 p.m. with Mayor Palmer as the City of Cambridge opens their new Amphitheater. The Cities hope to turn this into an annual event to help stress all the commonalities shared by the two cities.

I. Council Committee Reports

Bergley stated that he attended the Icicle meeting on Monday, October 14th at the Isanti Government Center where it was decided that on Wednesday, October 21st, most likely from 7:00 p.m. to 8:30 p.m. (however, 6:30 p.m. to 8:30 p.m. was also discussed), there will be an informational session on Understanding Taxes and Levies. There will be a video presentation followed by a verbal address which will then break out to small group discussions at tables. At the tables, attendees can ask questions regarding where City taxes come from, property taxes, etc. Each City will have a table there for City specific questions. All elected representatives are encouraged to attend. The Mayor confirmed that he will be attending and working the Isanti City table. Bergley noted he would be attending as well; other Council members also noted they plan to be in attendance. Staff was directed to post notice of a potential quorum at the Understanding Taxes and Levies event.

J. Public Hearings

None Scheduled.

K. Business Items

1. Discussion on Finance Director Salary Range

The Mayor stated that staff had gone through the applications received for this position. The Committee did not find any strong candidates within the submitted applications; the Personnel Committee did not move any of the applicants forward onto interviews. The Mayor went on to state that, as previously discussed, the Personnel Committee is making a recommendation to change the pay range for the Finance Director position. The Mayor did note that changing the pay range for this position will necessitate looking at all the positions at the City which is something that will be discussed at the next goal setting session.

The Mayor indicated that there are a couple of directions the City can take moving forward with the Finance Director position and asked for guidance from the Council. The pay scale can be changed to try to attract more qualified candidates, or the position can remain open with the current pay range and see what applicants come forward. The City also has the option of bringing in someone who may be fairly green and try to train them up, or look internally to see if the City has that option as well. This would require some significant contracting out of services for that period of time while an employee is training in though.

The Mayor stated that right now staff is doing a really good job in this interim period. He noted that Ms. Cotton has been doing a great job for the City as well. She has moved off to her new position; however, she is fulfilling her interim consultant role for the City very well by undertaking some of the high level work, answering questions for staff, etc.

The Mayor noted that the City will continue to feel wage pressure on positions due to its location and the surrounding communities having higher wages. The Mayor suggested that the Council does need to seriously consider increasing wages across the board for department head positions in order to attract and retain quality staff. The Mayor gave the scenario of increasing department head wages \$5,000 each, at eight department heads including the City Administrator, this would amount to a \$40,000 increase. The Mayor noted that he wanted the Council to understand that if it is to increase pay in one position, there will be pressure to do so for other positions, and the impact of doing so. The Mayor stressed the importance of having qualified staff and the importance of the Finance Director position.

Johnson noted that he is agreeable to looking at increasing wages. Johnson mentioned the City of Isanti has very knowledgeable workers, who wear many hats, and do a lot more than similar positions in larger Cities.

Bergley agreed that the Finance Director position is very important and that City finances need to be kept in-line.

There was discussion on how the Finance Director position has become more complicated over time. This is due to the additional controls put in place and the additional departments that have been brought in. The Council agreed that they do not want to progress backwards in City finances.

Collison questioned how many applications were received, Mayor Wimmer and Henning noted either five or six. The Mayor also responded that some individuals did have finance background, but did not have the qualifications for running a finance department.

Mr. James Harris (citizen) interrupted the discussion to comment. Mayor Wimmer reminded him that Citizen Input had been called previously and that he had specifically looked at Mr. Harris expecting comment, but Mr. Harris did not respond. Mr. Harris left the council chambers.

a. Resolution 2015-218 Approving Finance Director Salary Range

Motion by Johnson second by Bergley to approve Resolution 2015-218 as presented. Motion carried unanimously.

2. Resolution 2015-219 Approving a Conditional Use Permit (CUP) for a Motor Vehicle Body Shop in the Building Located at 444 East Dual Boulevard NE

Motion by Bergley second by Johnson to approve Resolution 2015-219 as presented. Motion carried unanimously.

3. Resolution 2015-220 Approving the Minor Subdivision of the Property Legally Described as Outlot A, Isanti Centennial Complex 4th Rearrangement, Isanti County Minnesota

Motion by Bergley second by Collison to approve Resolution 2015-220 as presented. Motion carried unanimously.

4. Ordinance 623 Amending Ordinance No. 445 Zoning; Section 15, Fencing, Screening and Landscaping

Motion by Bergley second by Collison to approve Ordinance 623 as presented. Motion carried unanimously.

5. Mutual Aid Agreements for the Sharing of Equipment and Personnel Resources

- a. **Resolution 2015-221 Approving a Mutual Aid Agreement Between the City of Isanti and City of North Branch**
- b. **Resolution 2015-222 Approving a Mutual Aid Agreement Between the City of Isanti and Independent School District 911**

Motion by Johnson second by Collison to approve Resolutions 2015-221 and 222 as presented. Motion carried unanimously.

6. Resolution 2015-223 Approving an Amendment to the City of Isanti Personnel Policy, Section 6, Compensation, Overtime/ Compensatory Time, Exempt Employees and Removal of Compensatory Time for Exempt Employees

Mayor Wimmer stated that what this resolution would do is trim down and move the City off of compensatory time (comp. time) for department heads/ exempt employees. Bergley asked for specifics as to what would be changing. Lorsung responded to Bergley with the clarification that currently exempt employees are able to accrue hour per hour comp. time for additional work beyond 40 hours a week. What this resolution does is closes the comp. time bank starting at a pay period in mid-October. After that, exempt employees won't accrue comp. time any more. They will have through the end 2016 to expend the comp. time hours previously accrued. Beginning January 1, 2016, exempt employees will have an administrative leave bank of 48 hours. Exempt employees will also have the ability to take up to two hours during the work day for appointments without having to record it on their time sheet. This will simplify the system a lot. The administrative leave bank is a use it or lose it situation; at the end of the year it goes back to zero.

Mayor Wimmer noted that currently when comp. time builds up it is an unfunded liability. There are many City employees who build up a lot of comp. time because they have to work 60-70 hours at times. Those employees are then are unable to use it - and lose it - which is not a good situation. From an administrative standpoint, most organizations with exempt employees don't track comp. time in this manner. Currently, every 15 minute increment is being tracked and recorded and there are staff managing this information. This is a system that evolved over time and in its present state is not positive. This resolution makes the system more efficient, it lowers the City's liability and costs, as well as gives exempt employees more flexibility within their work schedules.

Motion by Johnson second by Bergley to approve Resolution 2015-223 as presented. Motion carried unanimously.

7. Resolution 2015-224 Setting a Public Hearing on an Easement Vacation

Mayor Wimmer noted that this is part of the East 65 project that should have been part of the original, but was missed. It is something the City routinely does and if it's not addressed now it will cost significantly more in the future.

Motion by Bergley second by Collison to approve Resolutions 2015-224 as presented. Motion carried unanimously.

8. Ordinances for Franchise Agreement & Franchise Fee Agreement with East Central Energy

- a. **Ordinance 624 An Ordinance Granting to East Central Energy, A Minnesota Cooperative Corporation, Its Successors and Assigns, Permission to Construct, Operate, Repair and Maintain in the City of Isanti, Lines, Including Necessary Poles, Lines, Fixtures and Appurtenances, for the Furnishing of Electric Energy to the City, Its Inhabitants, and Others, and to Use the Public Grounds and Public Ways of the City for Such Purposes**

b. Ordinance 625 An Ordinance Implementing an Electric Franchise Fee on East Central Energy for Providing Electric Service Within The City of Isanti

Motion by Collison second by Johnson to approve Ordinances 624 and 625 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$539,015.62 and Payroll in the Amount of \$92,327.04
2. Pay Request No. 3 - Final - Unity Lift Station Improvements in the Amount of \$21,076.30
3. Pay Request No. 1 - 2015 Pavement Management Project in the Amount of \$171,356.01
4. Pay Request No. 1 - 2015 Parking Improvements in the Amount of \$198,033.20
5. Final Minutes of the August 11, 2015 Planning Commission Meeting
6. Final Minutes of the August 5, 2015 Economic Development Authority Meeting
7. **Resolution 2015-225** Approving Application for an Exempt Gambling Permit for North Branch Area Education Foundation
8. **Resolution 2015-226** Approving a Local Gambling Permit to the Military Order of Cooties Auxiliary
9. **Resolution 2015-227** Authorizing the Sale of Lot 6, Block 1, Isanti Centennial Complex 1st Rearrangement and Lot 1, Block 1, Isanti Centennial Complex 6th Rearrangement
10. Donation Request - MMBA Food Drive - Promotion in Store

Motion by Johnson second by Collison to approve the Consent Agenda as presented. Motion carried unanimously.

Adjournment

Motion by Johnson second by Bergley to Adjourn. Motion carried unanimously. Meeting adjourned at 7:25 p.m.

Respectfully Submitted,

Carla Scharber
Administrative Data Clerk