

**MINUTES
CITY OF ISANTI
CITY COUNCIL
September 2, 2014
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 Sue Larson, Adam Johnson, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator/City Clerk Don Lorsung, City Attorney Clark Joslin, Finance Director/Assistant City Administrator Sarah Cotton, Human Resources/Deputy City Clerk Karissa Henning, Police Chief Gene Hill, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, and Assistant City Engineer Jason Cook

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Awards

1. Mayor's August Great Yard Awards

The winners of the Great Yard Awards were:

- 1st Place – Robert Austin – 903 11th Avenue SW
- 2nd Place – Sarah Hilden – 510 Dogwood St SW
- 3rd Place – Charles Krantz – 1112 Flintwood St SW

The following are the prize providers of the awards:

- 1st place sponsor - \$100 – Alan Duff - Duff Consulting and Wintergreens
- 2nd place sponsor - \$50 – Startac Construction
- 3rd place sponsor – \$25 – My Geeky Guy, Inc

Mayor Wimmer thanked the great yard award sponsors.

F. Approve City Council Minutes

Motion by Johnson, second by Lundeen to approve the minutes of the August 15, 2014 canvass board meeting and August 19, 2014 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**
 - Year end audit
 - Summer ice
- **East Central Regional Development Commission**
 - Promoting businesses and job growth
 - Revolving loan fund committee has money to give out to businesses
- **League of MN Cities Policy Boards**
 - Emerald Ash Borer
 - Shallow Wells and Wetlands
 - Workers' Compensation
 - Improving Local Economies
- **Rail Crossing on Main Street**
 - Look at crossing with freight rail system coordinator due to two incidents where a horse and wheelchair had been stuck on the crossing.
- **Fire District**
 - Work Sessions
 - Athens and Isanti Township would follow suit with City of Isanti
 - 15 month notice

K. Business Items

1. Fire District Discussion

Mayor Wimmer introduced the Fire District study and stated that the Council also needs to keep in mind the four options. Those options are listed below:

- Do nothing
- City of Isanti creates its own department
- Create new fire district
- Existing fire district reform

Mayor Wimmer also noted that there are two outstanding items that the Council needs to keep moving forward with as well, those are the rent of Isanti fire hall and water usage.

Jim Harris, 459 3rd Avenue N, asked the Mayor if there was going to be a citizen input section for the City Council meeting. Mayor Wimmer informed Harris that the citizens input section had already passed and that he missed it.

Sharon Klumpp and Patrick Simpson, from Springsted Inc., were present and reviewed the Fire District Study and findings.

Klumpp reported that study focused on two questions:

1. What is required to establish a municipal fire department based upon the City's current needs and projected growth?
2. What models are available for integrating a municipal fire department into the broader City organization?

Klumpp reported the study approach:

- Reviewed information provided by the Isanti Fire Protection District ("District")
- Discussed current and future needs with City officials
- Toured the City to identify occupancy hazards
- Met the Assistant Fire Chief, viewed apparatus and toured stations
- Met with the Fire Chief to discuss fire operations

Simpson reported the current services provided by the Fire District:

- Three stations; Station 1 is in the City
- 28 personnel (one career and 27 paid on call)
- 19 pieces of equipment
- District calls for service (five-year annual average)
 - 47 suppression
 - 437 EMS
 - 162 other

The City of Isanti call volume is:

- City of Isanti generates an average of 325 call annually or 47% of all District calls
- EMS makes up 73% of all calls

Simpson stated that through the station location analysis it was found that drive time to most areas of the City can be reached within five minutes.

The major steps to developing a municipal fire department are:

- Adopt an organizational concept
- Develop estimated operating and capital budgets
- Develop a job description for a fire services manager
- Recruit and hire a full-time fire services manager
- Establish human resource policies and processes
- Identify District personnel who will transfer to the municipal department
- Develop and implement a recruitment and retention plan
- Train new personnel
- Develop and implement an apparatus plan
- Develop standard operating guidelines (SOGs)
- Reach out to neighboring jurisdictions to explore mutual aid

Klumpp reviewed staffing and equipment needs along with organizational structures.

Klumpp stated the preliminary cost analysis for 2014- 2016 projected expenditures are:

2014 - total start-up costs \$15,525

2015 - total operating \$108,353

2015 - total start-up \$298,975

2015 - total capital \$20,000

2016- total operating \$335,227

2016 - total capital \$191,952

Mayor Wimmer stressed the numbers provided are for the worst case scenario option, where the City would be starting-up everything on its own.

Mayor Wimmer noted in 2005 when the Fire Department with in-house under the City there was around \$195,000 dollars in revenue coming in, so revenues and other things would be offsetting the costs of the fire department.

Klumpp noted there are transition considerations needed:

- Hiring a full-time fire services manager to lay department framework
- Consulting allowance to provide assistance where need or expertise is needed by the City
- Start-up financial and administrative requirements for City Hall

Klumpp reviewed a preliminary timeline for moving a fire department in-house for the City of Isanti.

Klumpp and Simpson concluded the Fire Department study and findings review.

Mayor Wimmer noted that with the timeline, the later something starts, the further the timeline gets pushed back.

Mayor Wimmer and Larson touched base on the required 15 month window in order for the City to withdraw from the fire district.

Mayor Wimmer noted the City could leave the fire district completely, or the City could leave one parcel in so the City still has rights with the fire district.

Mayor Wimmer touched base on the outstanding issues of rental fees for the fire station and water usage. Mayor Wimmer reported the City does not receive an exemption from the state for water usage. The City pays for the water usage.

Larson stated the City needs to start having meetings with Athens and Isanti Township and noted that there is a separation within the district.

Larson noted that the firefighters in the fire district are so important to the City of Isanti and all residents. They put their lives on the line for us and they are excellent at what they do.

Mayor Wimmer asked if he could have action from the Council to appoint him and Larson to meet with Athens and Isanti Township to have discussion on a potential joint fire department or district.

Motion by Larson, second by Johnson to appoint Mayor Wimmer and Larson as representatives to meet with Athens and Isanti Township to have discussion on a potential joint fire department or district.

2. Resolution 2014-200 Approving a Special Event Request for Cindy Kuznia on Behalf of the Minnesota Owls to Allow for a Tailgate Party Prior to the MN Owls Home Opener Game

Motion by Lundeen, second by Johnson to approve Resolution 2014-200. Motion carried unanimously.

3. Competitive Negotiated Sale of General Obligation Bonds

Mayor Wimmer stated Fifield helped the City save around \$180,000 because of lower bond interest rates.

Rusty Fifield from Northland Securities Inc. was present and stated Northland took bid for two bond series 2014A and 2014B and they found lower interest rates. True interest costs were lower than the projected.

Standard and Poor confirmed the City's AA- rating and that the City is in a good financial position and has some good financial strength.

a. **Resolution 2014-201 Accepting Offer on the Sale of \$2,610,000 General Obligation Tax Abatement Bonds, Series 2014A, Providing for Their Issuance and Pledging Tax Abatements and Levying a Tax for the Security and Payment Thereof**

Motion by Larson, second by Johnson to approve Resolution 2014-201. Motion carried unanimously.

b. **Resolution 2014-202 Providing for the Issuance and Sale of \$1,420,000 General Obligation Bonds, Series 2014B, Pledging for the Security Thereof Net Revenues and Levying a Tax for the payment Thereof**

Motion by Lundeen, second by Collison to approve Resolution 2014-202. Motion carried unanimously.

4. Utility Base Fees Discussion

Mayor Wimmer stated this was talked about at the last Council meeting and that the Finance Committee reviewed this matter. The committee believes the fairest thing to do, for those who have access but are not hooked up to the system, would be to have those residents pay 50% of the access charge base fee. This would be a policy change and it would be back dated to January 2014.

Motion by Larson, second by Johnson to approve a policy change to address those residents who have access, but are not hooked up to the system to pay only 50% of the access charge base fee, and for the charges to be back dated to January 2014. Motion carried unanimously.

5. Water, Sewer, and Storm Water Charges

Larson noted it is important for all Councilmembers to know what the base rates are for water, sewer, and storm water, and why it is being charged. She has received many questions on this and feels everyone should be aware of the charges, and why they are being charged, so they can help explain this to citizens when they have questions.

Mayor Wimmer stated he believes the Council is familiar with everything; he asked the Council if they had any questions or were not aware of anything. All members were in consensus that they were aware of the charges, what they are for, and why it is charged.

Mayor Wimmer noted there will be another rate study coming up again.

There was no further action or discussion on this item.

6. ~~Resolution~~ Approving Funding and Installation of a Fence along a Portion of Whisper Ridge Park

There is no longer a resolution for this item.

Mayor Wimmer stated the Park and Recreation Board recommends putting in a fence along a portion of the Whisper Ridge Park. There is a fence up, however a section of the fence is missing and there seems to be a well-used path to the park where the missing part of the fence is. With the opening, this provides a terrible risk of vandalism on personal property and individuals going over the railroad tracks. Mayor Wimmer stated it is recommended to have Public Works do a small fix to the fence and add in the portion of the fence that's missing. This fix would come out of the maintenance budget.

Motion by Lundeen, second by Larson to have Public Works to install/repair the missing part of the fence along Whisper Ridge Park; expenses are not to exceed \$1,500. Motion carried unanimously.

7. Police Investigator Position

Mayor Wimmer stated the position is in the 2015 budget. If the City waits until January 1, 2015 to start the process, in the best case scenario an Investigator might not be hired on until March 2015. Mayor Wimmer asked the Council to consider allowing staff to start the process now to fill the Police Investigator position by January 2015.

Lundeen noted this position will help the City Officers out a lot.

Motion by Lundeen, second by Johnson to approve staff to proceed with working towards filling the Police Lieutenant position in January 2015. Motion carried unanimously.

8. Adoption of Budget and Preliminary Levy

a. Resolution 2014-203 Setting the 2015 Final Budget and Levy Meeting

Motion by Larson, second by Johnson to approve Resolution 2014-203. Motion carried unanimously.

b. Resolution 2014-204 Approving the 2015 Preliminary Budget for the City of Isanti

Motion by Larson, second by Johnson to approve Resolution 2014-204. Motion carried unanimously.

c. Resolution 2014-205 Adopting the Proposed 2014 Tax Levy Collectible in 2015 For the City of Isanti

Motion by Johnson, second by Lundeen to approve Resolution 2014-205. Motion carried unanimously.

9. Ordinance 581 Amending the City Code, Chapter 270, Regulating Special Vehicles Within the City of Isanti Minnesota

Motion by Johnson, second by Lundeen to approve Ordinance 581. Motion carried unanimously.

10. Resolution 2014-206 Authorizing Part-Time Police Officers to be Added to the City's Pay Schedule and to Allow Step Increases for Part-Time Officers

Motion by Johnson, second by Larson to approve Resolution 2014-206. Motion carried unanimously.

11. Heritage Boulevard Trail Repair - Invoice Payment

Motion by Lundeen, second by Larson to approve the invoice payment for Heritage Boulevard Trail Repair in the amount of \$5,704.00. Motion carried unanimously.

12. Resolution 2014-207 Accepting a Towing Proposal

Chief Hill explained that the City received three proposals. A majority of the City's towing expenses that are incurred are for forfeited vehicles. In looking at the specific quotes and line items, Leaf is the cheapest for towing forfeiture vehicles. Based on cost alone, overall Leaf's Towing will be the least expensive for City departments.

Motion by Collison, second by Johnson to approve Resolution 2014-207 accepting Leaf's Towing proposal. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of \$134,014.61 and Payroll in the Amount of \$76,694.97
2. Final Minutes of the July 22, 2014 Parks, Recreation, and Culture Board Meeting
3. **Resolution 2014-208** Offering the Position of Utility Billing Clerk to Ms. Shayna Forster
4. **Resolution 2014-209** Offering the Position of Police Lieutenant to Mr. Travis Muyres
5. **Resolution 2014-210** to Approve an Exempt Gambling Permit for St. Elizabeth Catholic Church
6. Authorization for HR/Deputy Clerk to Attend the Anoka-Ramsey Management Academy

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

Adjournment

Motion by Lundeen, second by Johnson to adjourn. Motion passed unanimously. Meeting adjourned at 8:06 p.m.

Respectfully Submitted,

Karissa Henning
Human Resources/Deputy City Clerk