

INVER GROVE HEIGHTS CITY COUNCIL SPECIAL MEETING MINUTES
MONDAY JULY 1, 2019 – 6:00 PM

- A. CALL TO ORDER:** The City Council of Inver Grove Heights met in City Council Chambers for a Special Meeting on Monday, July 1, 2019. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.
- B. ROLL CALL:** Present were Mayor Tourville; Council Members Bartholomew, Perry, Piekarski Krech, and Dietrich. Staff: City Administrator/Deputy City Clerk Joe Lynch, and City Attorney Tim Kuntz.
- 1. Consider Approval of the Third and Final Reading of a Proposed Amendment to Inver Grove Heights City Code Title 4, Chapter 12, Section 1 (4-12-1) to Permit Sampling of Cigars and Pipe Tobacco. Ordinance #1369**

City Attorney Tim Kuntz discussed the consideration of a third and final reading of proposed Amendment 4-12-1 that allows sampling of premium cigars and pipe tobacco in a tobacco products shop. The first reading took place June 10th, the second reading was on June 24th, 2019. He stated the Council needs to make a Motion to suspend the rules to allow the third reading at this Special Meeting and it would require unanimous approval to pass. If the Motion passes, Council would proceed to the third reading and final adoption. He stated a provision is included in the Ordinance that the effective date would be upon publication to expedite the process.

Motion by Bartholomew, seconded by Perry, to suspend the rules to have the third reading at a Special Meeting.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Bartholomew wanted clarification that there were no changes between the second and third readings.

City Attorney Kuntz responded that was correct.

Motion by Dietrich, seconded by Perry, to approve the Third and Final Reading of a Proposed Amendment to Inver Grove Heights City Code Title 4, Chapter 12, Section 1 (4-12-1) to Permit Sampling of Cigars and Pipe Tobacco. Ordinance #1369.

Ayes: 5

Nays: 0 Motion carried.

C. ADJOURN

The Special Meeting was adjourned at 6:04 p.m.



 Joe Lynch, City Administrator/Interim Deputy Clerk

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION MINUTES
MONDAY, JULY 1, 2019 at 6:00 PM**

- A. CALL TO ORDER:** The City Council of Inver Grove Heights met in Work Session on Monday, July 1, 2019, in the Inver Grove Heights Council Chambers. Mayor George Tourville called the meeting to order at 6:05 p.m. The Pledge of Allegiance was recited.
- B. ROLL CALL:** Present were Mayor Tourville; Council Members Bartholomew, Perry, Piekarski-Krech, and Dietrich. Staff: City Administrator/Interim Deputy Clerk Joe Lynch, Community Development Director Heather Rand, Assistant City Attorney Bridget McCauley Nason, City Planner Allan Hunting, Environmental Specialist Ally Hillstrom, Management Analyst Shelley Calvert, Police Chief Melissa Chiodo, and Public Works Director Scott Thureen.

1. Railroad Quiet Zone:

Community Development Director Rand discussed railroad quiet zones at Concord and 66th Street. The work needed is called a Constant Warning Time (CWT) system that consists of sensors on the tracks picking up train signals, speeds, and sounds. Union Pacific Railroad stated without CWT installation; they would not allow a quiet zone. CWT would cost approximately \$250,000 to \$325,000. Union Pacific expects the City to escrow up to \$25,000 toward the development of plans, specifications, and a cost estimate of the CWT. She stated MnDOT indicated they may have Grant financing, but it would not be 100%. MnDOT stated their funds have been awarded through the 2020 calendar year. MnDOT could have possible partial funding in 2021 unless another project cancels before then.

Director Rand asked the Council for direction. The City could set aside \$25,000 to compensate an architect and an engineering firm to develop plans, specifications, and a cost estimate for the CWT. She recommended moving forward and continue working with MnDOT to try to secure as much funding as possible over the next couple of years.

Mayor Tourville stated they hired SRF, consultant, for the up-front work, but Director Rand responded SRF was given incorrect information or there was a miscommunication from Union Pacific. Director Rand indicated Union Pacific could hire an architect/engineering firm but would like the City to front the cost.

City Administrator Joe Lynch stated the railroad has contracted with engineering firms and knows the design standards. The City is put in the position to pay for it because the City is requesting the quiet zone. He stated there have been miscommunications from a representative at Union Pacific. The City's engineering firm (SRF) thought all bases were covered and didn't proceed with the study because assurances were given. He stated \$1,500 was spent on the application to begin the process but engineering services were not completed. Funding could come from one-time sources such as the Closed Bond Fund, Host Community Fund, or the Central Equipment Fund, or this could wait and go through the Grant request process in 2021. He commented other Cities have been somewhat successful in lobbying the Legislature for money for improvements.

Councilmember Bartholomew asked the shelf life of an Administrative/Engineering study. City Administrator Lynch responded they would check with SRF and Union Pacific to see if there is a shelf life.

Councilmember Bartholomew asked if there was money for this in the Contingency Fund. Administrator Lynch responded the City budgeted \$100,000 to \$150,000 for unanticipated needs. He stated this was not included in the 2019 budget, but funds could be located from other sources. Councilmember Bartholomew commented that he thought there were funds available in the Contingency Fund. Administrator Lynch responded he was not aware of any but would check.

Councilmember Piekarski-Krech wanted reassurance that something would come of the study. She stated the total amount should come from outside funding. She wanted to know from the railroad, what the shelf life is of the study, how long it would take, and is there a guarantee. She asked to check with other Cities.

Councilmember Bartholomew asked if the City could wait until they are sure they have funding and then do the Administrative/Engineering work. Bartholomew asked if the City needed a study to convince the railroad that the City is serious. Director Rand responded she could contact Union Pacific and share the results with Council.

Councilmember Bartholomew commented if funds can be isolated that are closer to reality, then order the study. Director Rand responded she was willing to work with SRF and Union Pacific to see if an Administrative/Engineering study is needed to get in the queue, or can the City wait until funding sources are identified.

Councilmember Piekarski-Krech suggested they reach out to Rosemount to see how their process went.

City Administrator Lynch clarified what the Council was asking for as follows:

- Contingency Fund – Do we have one, and if so, can it be used for this purpose.
- Check if the study has a shelf life.
- Is an Administrative/Engineering study required, to be put in the queue by the railroad.
- Are all crossings up to standards.
- Are there any surprises at any other crossings in the City so the City doesn't have the same situation.

He stated that Director Rand's proposal to come back with answers at the August Study Meeting would help the Council make a better decision.

2. Housing Committee Expansion:

Administrator Lynch stated that Council expressed interest in potentially expanding the Housing Committee at the Commission appointment process.

City Planner Allan Hunting stated the Housing Committee was formed in 2010 with five members. There were more residents who wanted to be on groups than there were openings. Last year by

resolution, the number was increased from five members to seven. He stated the Housing Committee was supportive of an increase up to nine. If brought to nine, the group would like to meet in Council Chambers on the fourth Tuesday of the month and would like the meetings to be televised or taped. He stated he would check with the cable company's availability. Hunting said he would work with the Committee to have their meetings become more polished and formalized. They would meet in the Mayor's Conference room for informal discussion. The Committee will not meet in July or August but would meet in September with the transition taking place at the beginning of the year. Increasing the members to nine is done by resolution and brought back as a consent item. If Council is supportive of a venue change, they would work toward having the group meet in the Council Chambers.

Councilmember Piekarski-Krech agreed with the change stating there are nine members on the other Commissions; it made sense to have nine on this one. She stated she had no problem with them meeting in Council Chambers. Mayor Tourville agreed and asked Hunting to work with cable television. Hunting stated he would keep the Council informed and a resolution to increase the Housing Committee to nine members could be brought forward at a meeting in July.

Councilmember Perry asked requested that formal minutes be written for the Housing Committee. Hunting said that formal minutes would be taken.

3. Sustainability Initiatives:

Environmental Specialist Ally Hillstrom discussed the following two sustainability initiatives:

- Dakota County Community Funding Grant – “Recycling Grant”. This is a Grant program in partnership with Dakota County that supports the solid waste management efforts at City facilities and community wide.
 - The MPCA and Metropolitan Counties guide solid waste management plans. Dakota County passed their Master Plan last September, updates will be coming forward. These are driven by Statewide goals. By 2030, 75% of our trash should be recycled; currently Dakota County is at a 50% recycling rate. Additional funding will go to communities for education and implementing recycling opportunities for the public.

She discussed global market changes in the recyclables market stating changes with China resulted in an oversupply of recyclables. The Twin Cities metro area is insulated from a lot of this as we were not exporting recyclables to China, they are exported to local end markets. Nothing is landfilled. She stated anything in a recycling cart is being sold and made into new products. It is a State Law in Minnesota that any hauler that collects recycling cannot trash that into a landfill. She stated the State has made a task force on market development for recyclables, Dakota County is a part of this to help create local markets for recyclable products.

Hillstrom stated Dakota County has begun a recycling campaign the City would help promote such as recycling right and placing only good quality clean material into recycling carts. More information about this will be available at the Farmer's Market, Food Truck Events, on the City website, in residential newsletters, and on social media outlets.

Hillstrom discussed Organics, which was implemented at City Hall and funded and required by the recycling Grant. She stated that the County studied the waste at City Hall and discovered 40% of the trash was organic material. Currently there are several locations for Organics throughout City Hall and include the following items:

- All food
- Soiled paper such as napkins, paper towels, and coffee filters
- Certified compostable products
- Houseplants/Flowers

All items are sent to Empire Township in Rosemount and made into soil that any community member can purchase. The Grant helps fund implementation of recycling opportunities in all City facilities with new labeled bins and works with the community to increase recycling opportunities. Items such as mattresses, carpet, and furniture are now accepted and can be broken down and separated.

Environmental Specialist Hillstrom discussed the next initiative:

- Minnesota GreenStep Cities Program – This program helps Cities meet sustainability goals. Funded and coordinated by the Minnesota Pollution Control Agency and other organizations. In 2016 the City Council adopted a Resolution to join this program.
 - The program develops 29 Best Practices including over 170 actions Cities can choose to complete or have been completing. As of this month 17 of 29 Best Practices have been completed and the City was awarded for reaching Step 3. Five categories of the program include: (1) Building and Lighting, (2) Land Use, (3) Transportation, (4) Environmental Management, (5) Economic and Community Development

She discussed benefits of the program stating it provides a continuous pathway and will save City staff time and money by identifying operational inefficiencies.

She discussed how to proceed and stated the City will be working on four Best Practices to get to the next step and make sure the City is focusing on sustainability. The four steps are as follows:

- Best Practice No. 13: Efficient City Fleets
- Best Practice No. 15: Sustainable Purchasing
- Best Practice No. 24: Tracking – Program Progress & Community Engagement. The Community Development Department wants to begin coordinating an interdepartmental team, such as a green team, to get all departments on board.
- Best Practice No. 25: Green Business Development

To get to Step Four they need to begin collecting metrics in the following required categories: (1) City Buildings and Lighting, (2) City Fleets, (3) Transportation Modes and Miles, (4) Open Space, parks and Trees, (5) Stormwater, (6) Renewable Energy

Councilmember Piekarski-Krech asked what happens to recyclables that are not placed in recycling. Environmental Specialist Hillstrom responded they are put into landfills. Having a recycling container next to a trash can encourages recycling efforts which helps meet Best

Practices. Councilmember Dietrich commented that during food truck days it was nice to have a person there who was explaining and helping sort where everything goes. That information is taken back out into the community. Specialist Hillstrom responded that is an example of the volunteers that come from Dakota County. They go through 30 hours of training to be able to help.

Mayor Tourville stated a lot of people are still confused about the choices they have with recycling. He suggested letting the County know that we need to do a better job with the public. Specialist Hillstrom responded there is a "back to basics" program the County is beginning which would focus on recycling bottles, cans, and papers.

Mayor Tourville stated he attended the conference and noticed the City is farther ahead in terms of Solar and suggested promoting it further. He stated he applauds the City of Inver Grove Heights for their use of solar energy.

Councilmember Piekarski-Krech asked where Dakota County is at with Organics. Hillstrom responded there are two County drop sites, one in Thompson Park, the other in Lebanon Hills Park, both are funded and operated by the County. There are opportunities for Cities to partner with the County, via Joint Powers Agreement. Councilmember Piekarski-Krech asked where our organics are sent. Specialist Hillstrom responded there are no residential opportunities to dispose of organics unless participating in the drop sites. Councilmember Piekarski-Krech asked where City Hall organics go. Specialist Hillstrom responded haulers collect organics commercially in Dakota County; they do not collect for residents. Councilmember Piekarski-Krech stated that Ramsey County sent residents pails for organics. Hillstrom stated the County Board are working on commercial haulers for organics. Mayor Tourville stated recycling organics is mandatory at schools and restaurants of a certain size. Councilmember Piekarski-Krech commented they are not reaching out to residents as much as they could be. She stated Ramsey County encourages residents to recycle by being at the Farmer's Markets. Specialist Hillstrom responded the concern was emissions and increased transportation on roads with organic haulers. Some Cities have co-collection where residents can collect organics in the trash cart by placing items in a compostable bag. She stated the County has been studying the best way to collect residential organics. Councilmember Piekarski-Krech stated without a hauling system, the City should be educating residents on organics and the drop-off locations. Hillstrom stated that is an opportunity they can investigate and implement a drop-off site in Inver Grove Heights. Once the internal green team is developed and looks at priorities, that could be one of the priorities going forward. She stated they could reach out to residents and find out what they would like most. A yard waste site was one suggestion she has heard from residents.

Councilmember Piekarski-Krech stated the County worked on compost bins a few years ago, with Eagan doing it last year. She asked if the County or City was responsible. Hillstrom responded the County runs it as it runs the Lebanon Hills site in Eagan. She stated if the City did it, the City would have to purchase the bins, people would then purchase the bins from the City. The Grant or our own funds could be used to subsidize the bins. Mayor Tourville stated having household organics in urban areas is not as easy and can cause problems with smells and animals.

Councilmember Piekarski-Krech asked about the rain barrel program. Hillstrom responded the County provides rain barrels at a subsidized rate. She stated those are outside of the recycling Grant program and the funding could not be used.

Councilmember Perry asked what is being done to get the community involved. Hillstrom responded she would like to get some questions on the City survey. This could be the type of conversations the internal green team could discuss.

Mayor Tourville stated the MPCA wanted him to thank Environmental Specialist Hillstrom as she has been in touch with them about programs and ideas and are happy, she is on board.

City Administrator Joe Lynch stated when Allied requested a change in Host Community and land use, the City leveraged that to get funding. From an environmental standpoint there is access to resources. He stated that Ally Hillstrom is also the staff person for the Environmental Commission and he has received a lot of positive feedback from Commission members stating that she is doing a great job. He commented this is another resource within the community for involvement, engagement, and communication.

4. City Survey Review:

Management Analyst Shelley Calvert discussed the results of the community survey with the following background:

- April 2018. Customer Service Policy was adopted.
- June 2018. City Council passed a Resolution to participate in a State sanctioned Performance Measurement Program. One requirement includes gauging resident satisfaction with City-provided services.
- September 2018. The Resident/Visitors Survey took place. Another requirement was releasing the ratings and comments to the public.
- November 1, 2018. All ratings and comments were released to the public.
- January 2019. The City began quarterly survey updates and changed the name to Community Survey.
- February through March 2019. Demographics and other questions were added.
- April 2019. Community Survey was conducted in various ways. Paper version was the least used.
- July 1, 2019. Ratings and comments were released.

Calvert stated demographics were used to see who is responding, asked for age, education, and how long they have lived in the City. This provides the opportunity to discover possible gaps in service coverage. Survey results allow a comparison to Census information and allows the City to understand why residents have different wants and needs.

410 Residents took the Survey. Results are as follows:

- 95% of respondents were Inver Grove Heights residents. Other Cities were also listed such as Apple Valley, Bloomington, Eagan, and Hastings.

- 27% lived here up to 7 years, 35% have lived here 8-24 years, 30% have lived here for more than 25 years.
- Gender: 9% didn't answer the question, 30% were male, 61% were female.
- Age Group: 9% declined to answer, 25% under age 40, 37% between the ages of 40-59, 27% between the ages of 60-79, and 2% over age 80.
- Race: 11.3% declined to answer, 84% white or Caucasian, 2.5% were of two or more races.
- Level of Education: 8.8% gave no response, 23% are not college graduates, 46.5% are college graduates, 21.7% have advanced degrees.
- How many live in the household: 8.3% declined to answer. The largest percentage of households had two people in them, four people were next, and then three people.
- Relationship between household members: 11.1% gave no response. The largest percentage had children living in the household, 28% were couples, 2.5% were roommates.

Councilmember Bartholomew asked what value was received from the demographics. Management Analyst Calvert responded that is something they need to think about and discuss. Information collected represents the population of Inver Grove Heights, the Metropolitan Council shows a slightly different version. She stated it may mean not everyone is being reached, or the Met Council's information is dated. She stated the question she would put back to the City Council is if the Council would want that to be investigated further.

Mayor Tourville stated numbers from 2018 and 2019 can be compared. The different categories will show if the City is growing or not. Councilmember Bartholomew stated his concern in all demographics was the 8% to 11% decline/gave no response, due to that, he questions the value. Councilmember Piekarski-Krech stated women over 40 are the biggest group and that doesn't reflect the population. She asked if this gives a true meaning of community wants.

Analyst Calvert discussed ratings as follows:

- Police: 49.1% declined to respond or had no recent interactions with Police. 44.5% rated excellent or good, 6.4% rated fair or poor.
- Fire: 59.9% declined to respond or did not have an interaction. 38.5% rated excellent or good, 1.6% rated fair or poor.
- Public Works:
 - Streets: 13.6% declined to respond or had no opinion. 29.5% rated excellent or good, 57% rated fair or poor.
 - Snow Plowing: 14% declined to respond or had no opinion. 73.5% rated excellent or good, 12% rated fair or poor.
 - City Water Services: 32% declined to respond or had no opinion. 47.9% rated excellent or good, 20% rated fair or poor.
 - City Sewer Services: 40.8% declined to respond or had no opinion. 57% rated excellent or good, 2.5% rated fair or poor.

Mayor Tourville asked if these questions were answered if they did not have City water. Analyst Calvert responded they were given the option to select "I have no opinion", or "I don't have City water or sewer". Mayor Tourville stated there was an issue the year before with those that had opinions but had a well. He stated it would be nice to track which ones have City water or sewer. Analyst Calvert

responded the options were “no opinion”, “I have a private well”, or “I have no opinion” or “I am not on the City sewer”. Mayor Tourville suggested tracking it better next year and if they mark down “I do not have City water or City sewer”, they move on. Councilmember Perry stated they could select they have a well, that should be the answer for that question.

- Questions relating to Parks and Recreation:
 - What parks, trails, and facilities are used: 13% had no opinion, or did not use.
 - Facilities: 32.8%
 - Parks: 36.1%
 - Trails: 17.9%
 - Believe that parks and recreation services, programs, and facilities add value to the community:
 - 26% declined to respond or had no opinion. 69% responded yes, 45% responded no.
 - How they would rate the parks and recreation services, programs, and facilities:
 - 30% declined to answer, 58.7% rated excellent or good, 11.5% rated fair or poor.
- Questions pertaining to Communications:
 - What has been your main source of information regarding activities in the City:
 - 23.3% declined to respond or had no opinion.
 - Electronic: 41% (website, notify me, social media, Town Square TV)
 - Direct Communications/Paper: 32.1% (mailings, Insights, local newspaper, word of mouth).
 - Other: 3.9%
 - What is your preferred source of information:
 - 24% declined to respond or had no opinion.
 - Electronic: 37.9%
 - Direct Communications/Paper: 35%
 - Other: 3.2%

Responses show that residents access information from many different sources. She stated they are open to suggestions.

Councilmember Dietrich asked when analyzing the preferred source of information, for example, Insights, is it correct that people also prefer to receive it that way. Analyst Calvert responded they were hoping to find out whether or not having Insights delivered to the home is their main source of information. Insights is the most expensive form of communication for the City. She stated the question was directed so people could only choose one option. That received a lot of feedback as people wanted to select more than one option. Mayor Tourville stated Insights may be the most expensive but was consistent with the website and newsletter. Calvert stated one of the options not included on the survey was that the newsletter is available on the website and is that method preferred.

Councilmember Bartholomew asked what examples were given under the “other” category. Calvert said she could go back to look for that information. Councilmember Perry asked when people choose “other” if a box opens up to put a comment in. Calvert responded yes.

Calvert stated this would be a good project for the new Communications Manager. Mayor Tourville asked for a Social Media breakout asking if people received information from Facebook, Twitter, or Snapchat.

Mayor Tourville commented he was surprised with the 2% result on Cable. The site shows several thousand hits at times. Councilmember Bartholomew stated the takeaway is the cost center being the mail newsletter, the strategy would be how to get more people to read it. He commented that there could be ways to entice people to read it either in newsletter format or online; for example, they could get 2% off their next visit at the Grove. Mayor Tourville asked if people answered "opt out" to getting Insights mailed to them. Calvert responded that may have been about the Parks and Recreation Brochure. Mayor Tourville asked if they could get, for example, 100 people to opt out and save the City money. Councilmember Piekarski-Krech responded she didn't think you could as bulk goes to all addresses. She suggested one way to get people to read it would be to hide a picture of something within the newsletter and have people call or write with the location. That encourages people to read it all the way through.

Management Analyst Calvert discussed Customer Service with the following questions:

- How did we treat you: 46.8 opted not to answer, 43.8 rated excellent or good, 9.4 rated fair or poor.

Councilmember Piekarski-Krech stated it would be good to know what City staff and what departments. Analyst Calvert responded if specific comments were made, those were shared with the proper department heads. Councilmember Piekarski-Krech asked if those comments were broken down to positive or negative comments. Calvert responded they did not break them down. Councilmember Piekarski-Krech stated that would be something to do in future surveys. It could be defined by area so they would know if some areas have more negative comments and why. Calvert responded that was done last year and was labor intensive; there were some that had several departments listed in a comment.

- If City Council has appropriately approved funding to address the top five topics from the previous survey: 59% declined to respond or had no opinion, 20.3% said yes, 20.7% said no.

Calvert stated not everyone had the time or knowledge to dive into the budget. This question was if they believe the Council is listening to what his happening, and if they would try to make efforts to fix them. The goal is to get more residents engaged. Councilmember Piekarski-Krech suggested asking if people felt the City Council has improved streets over the last year. She suggested breaking the five topics down. She commented that most don't know what is going on in the City unless it is happening in their own back yard. Mayor Tourville stated a large portion of the 20% that said no about streets, may have been talking about their own street.

- Which Department should receive priority funding: 35% declined to answer. Community Development came out on top with 29.1%.

Calvert took that to mean there is a need to invest, get in more businesses, more rooftops, and more tax dollars, which would get streets fixed. City Administrator Lynch commented about the need to be

Careful and deliberate in continuing with this program. He stated this is done on a limited budget with limited staff. Staff may be unable to get to some of the questions being asked by Council. He stated if the Council wanted to go deeper, they would probably have to do what was done in 2010 with a larger survey. That survey consisted of 160 questions and was done by telephone. Councilmember Piekarski-Krech stated this is an online survey. City Administrator Lynch responded that each of the drop downs is another question. He stated getting back to people who requested contact in a timely fashion is labor intensive. He stated if that is what Council wants, it would need to be funded, and then broader comparisons can be done. This is a preprogrammed State program the City is participating in to get information. Calvert stated this survey was not considered scientific but provides good information and demographics. Mayor Tourville stated the Census would have different demographics. The biggest takeaway was doing a follow up to the survey. He stated some bonding money isn't available to cities that have not done surveys.

- Respondents were asked to provide an overall rating of the services provided by the City: 36.4% declined to answer, 38.7% rated excellent or good, 29.4% rated fair or poor.

Councilmember Dietrich asked how to get more people to take the survey. Calvert responded that the Communications Manager would be helpful with lots of experience in engaging people. Mayor Tourville asked if the website for the survey was placed in the water bills. City Administrator Lynch responded it was not because a quarter of the community is done at a time. He stated they would try. He stated they had discussed other hard copy locations such as the library, retail, and business locations. Mayor Tourville asked to have it placed in the bills and in Insights. Councilmember Dietrich commented if hard copies were at the library where there are also computers. She suggested placing a sign there. Calvert responded this was promoted to the library. She stated there was an option to make the survey so you could take it on your phone, but that was not explored further.

Management Analyst Calvert recapped the following items the Council was requesting action on:

- If the Council still wanted to continue with demographics.
Councilmember Piekarski-Krech stated yes, so it's known who answers. Councilmember Bartholomew commented with 8-11% declining, he doesn't see the value, but if the information is collected, he would like to see a way to get more respondents.
- City Council requested adding an option under Public Works for sewer and water to choose as an option "I have a private well" or "I have private septic" and then the person taking the survey could move on.
- City Council would like to find out what was included in "other" under Communications.
- If the Council wanted to aggregate the positive and negative comments.

Councilmember Piekarski-Krech asked if there were a lot of comments. City Administrator Lynch responded they received a lot of comments. They were not aggregated by positive or negatives. Calvert responded she would look into options and let the Council know. Councilmember Dietrich suggested options that have no costs associated with them.

City Council wanted more focus on specific items. Councilmember Piekarski-Krech stated when clicking on "other" in a lot of surveys, you have to fill something in.

Calvert asked the Council if they wanted to continue to ask the question if residents think this is a valid way for the City to weigh their opinions. Councilmember Piekarski-Krech asked if there was a different way to ask that question. For example, asking, "Do you feel the City budget reflects the needs of the community".

5. 2020 Budget:

City Administrator Joe Lynch stated the following three items pertaining to the budget:

1. The senior management team met per Council direction and brought forward three priorities for consideration for the 2020 budget. Discussion is needed to see if expectations were met.
2. Talk about the parameters the Council set during the 2019 budget discussion for consideration for use in the 2020 budget. Discuss if that has met expectations and what it means going forward.
3. Are there changes the Council would like to make to the levy rate, or both, and provide direction.

He discussed the following from the 2019 budget process for 2020:

- Put a 4% cap on expenditures. General Fund expenditures include: Police, Fire, Public Works, Engineering, Administration, and Finance.
- Use the 2019 Tax Capacity without any growth. Looking at the levy dollar value, use the 2019 tax capacity. (This is a worst-case scenario).
- Include \$500,000 from taxes to pavement management.
- Need to increase the debt service levy \$280,000 because of the change in financing for the fire station.

Overall cost increase to debt service would be \$308,000. \$620,000 was levied in 2019. Will need to levy \$900,000 in 2020 and for the next 20 years thereafter to pay off the debt for that building.

City Administrator Lynch stated in the past there has been a sheet identifying individual department requests. Last year Council directed staff to work out a response that demonstrated cooperation. That approach was taken this year. The first order was to gather department heads and discuss individual departments in the following five categories: (1) Personnel, (2) Professional, Technical Services, (3) Purchase Services, (4) Other Purchase Services, (5) Supplies.

He stated they discussed what each department head thought were the priorities for the City to bring forward in 2020 as follows:

1. Technology. A consultant had done a report and review of the IT services, staff, software, and programs and did a comparison with other communities. The following two recommendations are to be considered in the 2020 Budget.:
 - Infrastructure Technician. Currently not a position. Part of the challenge was the Manager is doing planning, leading, and budgeting. This position would be addressing networks, switches, and a little more of the physical work.

- **Managed Vendor Services.** An employee or a contract for service. Deals with emergency IT services, the past plan was to contact the IT Manager and hope he could address the issue.

The estimated cost is \$110,000. He stated we have recently hired a new IT Manager who has great ideas. He stated that he would be meeting with him to discuss the positions in more detail. Councilmember Piekarski-Krech asked if the IT Manager had input. Administrator Lynch responded the IT Manager was not on board when this was discussed but is aware this is being brought forward. Councilmember Piekarski-Krech stated she would rather have the IT Manager involved and know what they are thinking before discussing what is needed. Administrator Lynch responded the IT Manager has read the report and agrees with the merits to examine one or the other and how to address it differently. He stated the IT Manager knows of a vendor we may be able to contract with for weekend/weeknight emergency service. A position may not necessarily be needed, but something needs to be done about the infrastructure. Costs will be negotiated. Mayor Tourville suggested getting the IT Manager up to speed as soon as possible. Councilmember Piekarski-Krech stated she doesn't want to make decisions until the person in charge is aware. City Administrator Lynch responded that is understood. This is a placeholder so that he can have those options. He stated there is a cost associated and the IT Manager agrees with that.

2. **Police.** Establishing or re-establishing a Cadet Program. City Administrator Lynch stated this is a career program to get succession planning into the Police Department, recruit non-traditional candidates, and attempt to diversify our Police Department. Three positions could be filled in 2020 and would be hourly, non-benefited. Total cost \$115,000. He noted that the question was asked if a new vehicle is needed. They found that they could probably use one that is coming out of service in another area and save \$33,000. Councilmember Bartholomew asked if the cost savings were included in the estimate. City Administrator Lynch responded no.
3. **Stormwater/Park and Recreation split position.** He stated this type of position was also done in 2018. 50% funded by stormwater fund and 50% funded by the Parks Department. This would give a full-time position in stormwater and a full-time position in Parks and Recreation. It would be an \$86,000 estimated cost with 50% out of stormwater. Parks and Recreation have said they can reduce their cost coverage by \$43,000 for their 50% contribution.

Councilmember Piekarski-Krech asked for further clarification on the positions. City Administrator Lynch responded one position currently exists that is a 50/50 split. This is another 50/50 split position resulting in two staff, one funded by stormwater, the other by Parks and Recreation making a full-time staff position in each department. She asked why they are not full-time staff positions in each department and what the 50/50 split gets them. City Administrator Lynch responded instead of relying on the general fund for a tax levy, it is funded out of non-tax revenue.

Councilmember Piekarski-Krech asked if stormwater could be done out of Environmental and if the Environmental Specialist could do some of these things. Lynch responded the agreement with Allied creates funding that goes to the Host Community Fund. It is a discretionary fund the Council can direct. Councilmember Piekarski-Krech asked if that was dedicated to a staff position. Lynch

responded no, it all goes into the Host Community Fund and then a transfer is made to pay personnel costs. He stated it is not dedicated in the agreement; funding helps provide an offset to the cost. Councilmember Piekarski-Krech stated she had a different idea when that budget was discussed. Lynch responded Council did not want to directly fund a position because it shouldn't be perceived that they were directing the activities of that position. She commented they are given that money because we have that position. He responded that was correct. Mayor Tourville suggested looking into this. Councilmember Piekarski-Krech agreed. Lynch responded they could.

City Administrator Lynch stated the total of all three is \$192,000. No funding out of the General Fund for the 50/50 split position, \$82,000 in Police with saving the vehicle cost, and \$110,000 in technology. Councilmember Bartholomew asked what this took out of stormwater. Lynch responded \$43,000 comes out of stormwater, and the Parks and Recreation cost coverage is reduced by the \$43,000.

Councilmember Perry asked about the car that would be coming from another area for the Police Department and if the area would be charged for a newer vehicle. Lynch responded that would be planned for in the Capital Equipment Replacement. They would have a ten-year-old vehicle needing replacement and the same hand me down replacement. Councilmember Piekarski-Krech asked if the cost included extra equipment. Police Chief Melissa Chiodo responded it includes the cost for uniforms. She stated there are spare radios that can be used, uniform costs are significantly less and figured into the amount.

He discussed the five-year average for tax capacity stating there has been a 5.8% increase. The new tax capacity for 2020 would be approximately \$40,422,000. Using the new debt levy, the City-wide tax levy considers the General Fund and debt with an 8.3% increase in that levy and a 3.9% in the levy rate. Mayor Tourville asked when finalization was needed. Lynch responded the preliminary levy needs to be set by the last week in September. He stated we can go down from the final but not up.

City Administrator Lynch stated in a five-year lookback from 2015-2019, the average tax levy rate increase has been 3.46%, the average tax levy has been \$1,433,000 or an 8.9% per year increase. He stated they are looking for feedback and direction on the following:

- Questions, comments, or feedback on the priorities listed.
- If the Council was in agreement with using the 4.5% increase in tax capacity rather than a no growth scenario.
- Any other changes or items the Council would like addressed in the general fund.

He stated in August through November budgets are discussed for debt service, utilities, enterprise funds, and risk management. Each would be discussed at a separate work session. The one that gets the most communication would be the General Fund.

Councilmember Bartholomew asked for clarity on some of the numbers. He listed round dollars and asked for clarification if incorrect on the increases proposed. With a base of \$1,786,000, he stated there was a lot of wiggle room in his opinion between that number and \$1,425,000. He

requested discussing this further offline. City Administrator Lynch agreed there was wiggle room and discussed the numbers further.

Councilmember Piekarski-Krech asked when they would know the tax capacity from the County for next year and cost of living and if that included contractual or Union agreements. She asked if there were agreements or if they would be negotiating agreements through this year. City Administrator Lynch responded they have two-year agreements for 2019 and 2020, that is 2.75% this year and 3% next year.

Mayor Tourville asked what the percent increase would be under this scenario that would be sent to the County. City Administrator Lynch responded that doesn't have to be set today, but it would be an 8.3% increase. The rate would be .55565 which is a 3.9% increase in the levy rate. He stated this would have to be certified by September 30th. Mayor Tourville stated the September 23rd meeting would be the latest this could be discussed. City Administrator Lynch stated it is proposed at the first meeting and if there are changes the second meeting would deal with those.

Councilmember Dietrich asked about the top three and asked what the priorities were of those departments, what their goals were, and what they want those departments to look like. She stated she is trying to figure out if these things all happen, how we would gauge the return on investment. She asked if those positions were filled, how we could look back and see if those were effective. She asked Public Works Director Scott Thureen for more information on what the \$500,000 would do for the Pavement Management Program. She commented that the information could be highlighted on a map, include the needs of pavement management, and how much it would look like in reality. Public Works Director Thureen responded he would get that information.

Mayor Tourville stated the City tends to do an average of 2 projects a year. Some would like to see if we could do 3 or 3.5, or even 4, and what would be needed to get to that. He suggested listing the projects that the City would potentially be looking at in 2020 so people don't take another survey in January and not know if their street would be in the mix. He stated that the City has some growth and may see some tax capacity growth.

City Administrator Lynch summarized what the Council was requesting as follows:

- Come back in August.
- The IT Manager will weigh in and give a priority and recommendation on funds.
- Lease program will continue forward with the option of using vehicles from capital equipment.
- Look at the 50/50 split position.
- 978260 will be where the focus is, giving cost of living adjustment, contractual obligations, and given these new obligations.
- Where further cuts may be made.
- Instead of 4%, something less than that.

Councilmember Bartholomew agreed and stated he had other questions he would send to the City Administrator via email. City Administrator Lynch stated they would forward the answers asked of the Public Works Director to all Council members so all have the information.

City Administrator Lynch stated that a couple of weeks ago an email was sent out about considering dates for strategic planning. He asked if there was anything needed such as a set of expectations. He commented that one meeting could be spent talking about one item, with another meeting for the other, or split it 50/50. He stated he is looking for direction and feedback. He stated meetings could be held on Mondays, with dates July 15th, July 29th, August 19th, September 16th and September 30th. One outcome would be to establish a strategic plan for 2020 and beyond, that could be for one year, two years, or even five years. He stated that could be used for budget or items that come into the City and see if it fits with the strategic plan.

Councilmember Dietrich asked how long the meeting would be and if a concise outline would be provided to the Council beforehand. City Administrator Lynch stated he proposed 1.5 hours. The meeting would take place from 6:00-7:30 with an Agenda for consideration. Councilmember Dietrich stated she would be available both of those days. Councilmember Piekarski-Krech was also available. Councilmember Perry stated July 15th would not work for her, but the rest of the dates would. Mayor Tourville stated he could not attend on July 29th but is available the rest of the dates. City Administrator Lynch stated that August 19th seems to work, with September 16th and the 30th. He stated he could put those items on Monday's Consent Agenda.

Mayor Tourville stated he has received phone calls about the Army National Guard because they are putting up a solar garden. He stated this would be discussed at tomorrow's Planning Commission meeting. He stated the roof was inspected and structurally it would have to be changed to accommodate solar. The roof is in a three- to five-year plan to be replaced and the building is on a ten-year plan for possible expansion.

C. ADJOURN:

Motion by Perry, seconded by Dietrich, to adjourn the meeting at 9:04 p.m.

Ayes: 5

Nays: 0

Motion carried.



Joe Lynch, City Administrator/Interim Deputy Clerk