

**INVER GROVE HEIGHTS CITY COUNCIL SPECIAL MEETING
MONDAY, AUGUST 5, 2019 - 5:30 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in City Council Chambers for a Special Meeting on Monday, August 5, 2019. Mayor Tourville called the meeting to order at 5:30 p.m.

Roll Call: Present were Mayor Tourville; Council Members Bartholomew, Perry, Piekarski Krech, and Dietrich.

Staff: City Administrator/Deputy City Clerk Joe Lynch, Assistant City Attorney Bridget McCauley Nason, Police Commander Dennis Haugland, and Police Investigator Brandon Kelting.

1) Revocation Hearing-Massage Business License for USAI LLC, dba Herb Spa, located at 9086 Buchanan Trail.

Assistant City Attorney Bridget McCauley Nason stated this is regarding license revocation for the business license issued to USAI LLC operating a massage parlor called Herb Spa located at 9086 Buchanan Trail. This is a license revocation hearing, not a public hearing. She stated two motions would be sought from the Council. The first is to accept into the record information provided to the Council in the Special Meeting packet, two affidavits, and a revised memo. The second motion would be to consider the Resolution recommended by staff to revoke the massage business license.

She discussed the business license background stating that in 2017 a business license for USAI LLC and an individual massage therapist license application was received by the city for applicant Xueyan Wang. The application was approved in 2017 and renewed in 2018 and 2019. She stated an investigation was conducted and illegal conduct was found on the premises as well as other situations that constituted the potential for a license violation. City staff followed the City Code for revocation or suspension of a massage business license and provided notice to USAI LLC both in person and via mail that there would be a license revocation hearing taking place on August 5th, 2019.

Police Commander Dennis Haugland and Police Investigator Brandon Kelting introduced themselves. Commander Haugland stated the investigation began in December 2018 after investigators attended training in human trafficking. Investigators then looked at a website that gives reviews on massage parlors and discovered Herb Spa listed and that sexual acts were taking place at the business. Search warrants were written to include banking information, cell phone logs, and a GPS tracker for a vehicle. He stated surveillance was conducted and two people were stopped leaving the business on July 9th and July 15th. The two people stated that sexual acts had taken place while inside the business. He stated a search warrant was conducted on July 19th and two females that were not licensed with the city were inside the business giving massages. It was also noted that locks were on some of the doors and supplies that are not used in massage therapy were found. He stated the investigation is ongoing.

Assistant City Attorney McCauley Nason stated there was no representation of the license holder present at this meeting.

Motion by Piekarski Krech second by Bartholomew to accept into record the information provided in the Council packets, the affidavits, and the revised memo.

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville stated the city is working with Dakota County on the next steps to take. Assistant City Attorney McCauley Nason stated the criminal investigation is ongoing and that there is one criminal charge related to prostitution that has been filed by complaint. She noted that Ms. Wang is still in custody. She stated with regards to

the next steps to take, staff has been having conversations to revisit the city's massage therapist and massage business licensing Ordinance to see if any additional changes should be made.

Mayor Tourville asked if Dakota County and the city should do a press release with information about the investigation. Assistant City Attorney McCauley Nason responded the information is related to an ongoing criminal investigation and not public data. She stated if concerns are being raised the city could work on a communications response that relates to what is included in the criminal complaint. City Administrator Lynch stated because it is an ongoing investigation, the best thing would be to advise through social media platforms that we are unable to provide any information. Once the active investigation is complete then a message could be put out about what would be done going forward. He stated the Attorney has suggested changes in the massage therapy licensing Ordinance. The Police Department has one option they are looking into and would be brought to the City Council for consideration. He stated in speaking with the Police Chief, action may need to be taken at a future date on the individual license for this person. Because this is a business revocation hearing, his recommendation was to wait until the active investigation is complete before making statements.

Mayor Tourville stated the subject of trafficking was in the newspaper. He stated the city and County need to take this very seriously and will investigate this to the fullest. He agreed with the need to address the issue of the license holder. Councilmember Piekarski Krech stated the actions taken show that the city is dealing with this issue and that it is an active investigation. She commented that there are a lot of legitimate massage businesses in the community that help people.

Mayor Tourville asked the Assistant City Attorney if they should get in touch with the County to see whether or not further information should be made available. Councilmember Bartholomew stated that he agreed with the City Administrator's suggestion about how to get information out.

Councilmember Dietrich asked where Ms. Wang was incarcerated and if there was a release date or hearing. Police Commander Haugland responded that Ms. Wang is incarcerated in Dakota County, but is in the Ramsey County Workhouse. Her next scheduled court appearance is on August 15th.

City Administrator Lynch stated he would consult with the Police Chief, Communications Manager, City Attorney, and the Dakota County Attorney or Communications, and advise on what could be put out.

Mayor Tourville asked if anyone on the Council disagrees that action should not be taken on the license holder. Councilmember Bartholomew stated he would follow the recommendation given by the Police Chief and the City Attorney. He stated if action were dictated or suggested he would support the action.

Motion by Bartholomew second by Perry for Revocation Hearing-Massage Business License for USAI LLC, dba Herb Spa, located at 9086 Buchanan Trail.

City Attorney Lynch asked if the Councilmembers who made the motion and second approved the Resolution as submitted in the packets. Councilmembers Bartholomew and Perry agreed.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Bartholomew asked when the revocation takes place. Assistant City Attorney McCauley Nason responded the revocation is effective immediately upon adoption of the Resolution. Notice of the revocation would be provided to the license holder. She stated there is an appeal right to the Court.

Mayor Tourville stated there were others in attendance in the building when the manager was not there. He stated there cannot be any activity inside the building. City Administrator Lynch stated that the space is currently closed due to building code violations and because it is the site of an ongoing investigation.

Mayor Tourville asked if the city placed a lock on the door or if the business is told they cannot operate. City Administrator Lynch responded the Chief Building Official has the ability to place a red tag on the building. The owner/operator/leasee does not enter the premises because it is certified not for occupation or human habitation.

Mayor Tourville stated the space is leased and asked that the owner of the property and space be notified that the license was taken away and can no longer operate in the space. Assistant City Attorney McCauley Nason responded that the City Administrator can provide a copy of the Resolution that was adopted to the building owner if that is the Council's direction. The Council agreed that was their direction.

Councilmember Bartholomew asked if an occupancy permit has been revoked and if the landowner has been notified there is no occupancy permit. City Administrator Lynch responded he would check with the Chief Building Official about that as well as check to see if the landowner has been notified. If they have not, they would be.

B. ADJOURN

Motion by Bartholomew second by Dietrich to adjourn the Special Meeting at 5:55 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Sheri Yourczek

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, AUGUST 5, 2019 6:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in Work Session on Monday, August 5, 2019, in the Inver Grove Heights Council Chambers. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

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, IT Manager Marc Gade, Public Works Director Scott Thureen, Police Chief Melissa Chiodo, K9 Police Officer Ryan Rose and K9 Officer Kato.

Mayor Tourville stated thoughts and prayers go out to the victims and families of El Paso, Texas and Dayton, Ohio.

Police Chief Melissa Chiodo discussed the city's first K9 Officer named Kato and his handler, Police Officer Ryan Rose. Officer Rose shadowed other K9 Officers prior to becoming a K9 Officer himself. She stated both will be a benefit to the department assisting with crime fighting and community outreach within our community and surrounding communities.

K9 Police Officer Ryan Rose stated he completed Police Dog Certification Training with Kato on May 31st. This fall they will attend training in narcotics and receive certification once the course is completed. He stated K9 Officer Kato is currently certified in building searching, article searching, and apprehension handler protection. Kato has been a great tool for the department and has been deployed at least a dozen times within our city and other cities. He stated that he enjoys working with Kato and that it is a humbling position and huge commitment not only to him, but also to his family.

Mayor Tourville stated this is a valuable asset to the community. He asked if a vest was needed for Kato. Officer Rose responded that Kato's vest was made available by donors and should arrive shortly.

Councilmember Dietrich asked if Kato stays with Officer Rose when he is off duty. Officer Rose responded yes, there is a kennel and doghouse outside for him. He has been inside the house a few times but is not trained for indoors at this time. Police Chief Chiodo stated when Officer Rose is home with his K9 Partner one of the Sergeants visits to check on them and make sure they have what they need from the department.

Councilmember Piekarski Krech asked if it was standard to keep Kato in a kennel outside. Police Chief Chiodo responded it was dependent on the dog and the handler.

Mayor Tourville asked if donations could still be accepted for the K9 Officer. Police Chief Chiodo responded they are set up for donations through a nonprofit K9 Foundation. If people would like to donate to the program for costs, equipment, and training, they can make a donation to the Inver Grove Heights Police Department and it would be placed in the K9 Foundation. She stated they are thankful to the community members that have helped out so far.

K9 Officer Kato was introduced to the City Council by his handler, Officer Rose. Officer Rose stated that Kato is almost two years old and came from Budapest.

1) Background on the Dakota Broadband Board, I-Net, and C-Net (Administration I.T.):

City Administrator Lynch discussed the Joint Powers Agreement the Council approved to take part in along with other cities to try to provide a standardized service for governments in Dakota County. The city is dependent on a private 3rd party for internet service and some negotiations have not gone well with concerns about availability, cost, and access to internet. He stated to ensure ongoing service for city facilities there is a capital improvement plan in place beginning with the City Hall and then to the Water Treatment Plant.

IT Manager Marc Gade discussed the DBB (Dakota Broadband Board) that consists of Dakota County and the cities within it. The DBB was formed by a Joint Powers Agreement (JPA) in 2018. The Governing Board consists of elected Officials of DBB members. Mayor Tourville is the elected Official representing Inver Grove Heights and is the Chair of the Board. He discussed the DBB and stated it can be broken into two parts, I-Net fiber assets for government and C-Net. C-Net would not provide retail business services but would provide local infrastructure for private sector services. He stated the DBB will not sell any services to businesses, only private sector service providers who will identify their own customers. The DBB receives revenue from leasing the infrastructure from multi services to private service providers who will then provide services to their customers.

Councilmember Piekarski Krech asked about a rumor that if this goes through everyone's internet costs would go up. IT Manager Gade responded he had not heard that rumor, C-Net may provide competition to incumbents. He stated there are underserved areas in Inver Grove Heights and Dakota County that are not being currently serviced.

Councilmember Bartholomew stated that the primary function of the DBB is to provide a source of internet for government agencies. They would provide, if available, access to private enterprises that can use the line for resale. It would not be to direct individuals. He asked if they would have to limit where they would sell the product. He asked if they would put the fiber wherever they could put it. IT Manager Gade responded he was unsure if they would regulate where fiber would be placed. He commented in his opinion, they should put fiber wherever they can, and that it should be a requirement for developers to put fiber conduit in place as a part of infrastructure. He stated the DBB may not say yes or no to a fiber development. Councilmember Bartholomew commented this was a good project, makes sense, and agreed that fiber is like a natural resource and belongs wherever they can put it. He stated this is to promote and help government agencies. The misconception was if this would take over the private sector.

Mayor Tourville stated it would be for government and internally within this city. He commented competing residentially is not what broadband is for. All cities are members except for the City of Eagan. Discussions will take place with Eagan to be a part of the group.

Councilmember Piekarski Krech asked where things stand in Inver Grove as far as availability. IT Manager Gade responded the city does not have fiber maps of providers, but can see permit information when they come in. Inver Grove Heights doesn't have any fiber assets, they are utilizing the NDC4/Comcast fiber I-Net but are working on building that out. He stated the first priority is building it out, connecting to the DBB, and connecting our facilities.

City Administrator Lynch stated that they have been able to take advantage of their service with the Fire Station 2 project. Conduit was extended underneath Highway 52 to Fire Station 2. The fiber would be pulled by the DBB to the Fire Station. He stated they also extended it to the southern end of the property so it would be available to the County for their access. He stated the first plan is to figure out where systems should go and have redundancy built into it. For example, having two pathways to City Hall if one were to fail. He stated there is \$100,000 in the Capital Improvement Budget in Technology in 2019 to connect City Hall, then \$100,000 in 2020 to connect to the water treatment plant, which is the redundant server site.

2) Organizational Structure Review (Administration):

City Administrator Lynch displayed an overview of the current organizational structure and stated they would review a previous discussion that took place for oversight management of Administration and Finance. He discussed what was reviewed in March 2019 and the existing structures of the Administration and Finance Departments. After discussion Council directed to see a Finance Director position that included IT and HR. Finance staff was concerned about that direction and felt it may not provide enough oversight and management of financial issues and staff. Staff asked to discuss further and see if other options could be considered. He met with finance staff who stated they are in agreement with this proposal. The proposed structure is as follows:

- Director of Administrative Services would oversee the IT Manager, HR Manager, Communications Manager, and the newly created Finance Manager position.
- Oversees daily operations and management of the department.
- Keep the Finance Department at 7.6FTE.
- Senior Accountant position can offer promotional opportunities.
- Accountant position can offer promotional opportunities.

He stated there is currently an Interim Finance Director. That person may be interested in the Finance Manager role and would be capable.

Councilmember Perry stated the Communications Manager previously reported directly to the City Administrator. She commented that it currently shows they report to the new Administrative Services Director. City Administrator Lynch responded that was correct.

Councilmember Bartholomew asked who the City Clerk would report to. City Administrator Lynch responded that an Office Support position would be created, and both the City Clerk and the new position would report to the City Administrator. The Director of Administrative Services would oversee Finance, Communications, Technology, and Human Resources. He stated the new position is due to having only one full-time City Hall employee working on Elections, which is the City Clerk. There will be three Elections in 2020. During the 2018 Election the city relied heavily on two part time employees who are retirees. Those employees have indicated they want to spend more time being retired.

Councilmember Piekarski Krech stated that Elections are every other year. She asked how this benefits the city and what the cost was. She asked who would be responsible for the budget, who would present to the Council, and who would organize all of the budgets with each department. City Administrator Lynch responded everyone, all department heads meet and hear other presentations. The Finance Director gave the overall presentation. He stated by job description the City Administrator is responsible for the budget proposal. In the past they have relied heavily on the Finance Director, the Finance Manager position would connect with department heads and budget. He commented they may not do the presentation, as he has done the public portion of that for the time being. He stated that another change made is that department heads are now responsible for their own data entry except for personnel costs.

Councilmember Piekarski Krech asked if the City Administrator is responsible for the budget. She commented department heads do not know the finances for the entire city, they only know their own department needs. The finance department looks at the entire city. She asked how a Finance Manager fits with responsibilities and pay scale. City Administrator Lynch responded he doesn't see it that way, he sees it as being elevated because now it is a management position managing staff and budgets. He stated finance staff is still responsible for assisting the Finance Manager who would be assisting the Director of Administrative Services, who is assisting the City Administrator in the budget process.

Councilmember Bartholomew commented the Finance Manager would be the individual that carries line item questions and presents to the Council. He asked what the role of the Administrative Services Manager was in regard to the budget. City Administrator Lynch responded because they directly manage that position, they would make sure they know the numbers, the requests of department heads, and work with the Finance Manager on the budget presentation. The other function would be to comprehensively manage areas such as IT, HR, and communications. He stated when he took the position of City Administrator there were seven department heads. The Assistant City Administrator was the HR person, oversaw IT, building maintenance, and other items. This would bring them down from seven to six. It changes the Finance Director title to Administrative Services Director overseeing those four specific areas. Councilmember Bartholomew commented the person who would work closely with the Council and be the contact, would be the Administrative Service Director. City Administrator Lynch responded yes. The Finance Manager would know the process, once up to speed, that person would be most responsible for interface and public presentation. Councilmember Bartholomew asked if the Administrative Services Director position would be required to have that skillset. City Administrator responded yes.

Councilmember Perry asked if the Finance Manager would be at the same pay grade as other managers. City Administrator Lynch responded it would be at the same level or higher but would have to go through the compensation classification process. Councilmember Perry commented the Finance Manager would have double the reports the IT Director would have. City Administrator Lynch responded they use a proprietary system. He commented that he didn't believe there would be a lot of difference in supervising four versus eight. It comes down to confidentiality, supervision, and public relations. Those make a difference in compensation.

City Administrator Lynch discussed the proposed structure in comparison to other departments as follows:

- Parks and Recreation has four divisions overseen by three Superintendents and a Guest Service Supervisor.
- Public Works has three divisions overseen by two Superintendents and the City Engineer.
- Community Development has four divisions overseen by the City Planner, Chief Building Official and Director – Housing and Economic Development.
- Police has three divisions overseen by a Deputy Chief and two Commanders.
- Fire has two divisions overseen by an Assistant Fire Chief and a Fire Marshal.
- Administration would have four divisions overseen by Managers for Communications, Human Resources, Finance, and Information Technology.
- City Administrator would manage six department heads, City Clerk, and the support position.

Councilmember Piekarski Krech asked for clarification on the numbers for Parks and Recreation. City Administrator Lynch responded the golf course, parks, recreation, and the VMCC/Guest Services Supervisor.

City Administrator Lynch discussed complete structure changes as follows:

- Change Administrative Services Coordinator to Human Resources Generalist.
- Create Office Support – Administration position. Support City Administrator and provide Elections support.
- Eliminate Management Analyst position.
- Write and review new or revise current job descriptions.
- Scale and determine compensation levels.
- Job descriptions, scale, and compensation are brought back to the City Council for approval.

He stated there are over 650 full time/seasonal/part time employees. There are over 20 hire processes in 2019 and 152 people in the system. 149 of those are through medical insurance and have ongoing training and education.

Councilmember Piekarski Krech asked when they created the Management Analyst position. City Administrator Lynch responded two years ago. It was a position labeled "Intern". As a result of a landfill agreement that was signed, we got an Environmental Specialist position and changed the Intern position to an analyst position. Councilmember Piekarski Krech recalled the landfill agreement but doesn't recall changing Intern and calling it something else. City Administrator Lynch stated there has not been an Intern for two years. He stated he would get that information to the Council.

Councilmember Dietrich asked what the job description was for the Management Analyst position. City Administrator Lynch responded it was to assist the City Administrator in projects. That includes the recent City Survey, doing some City Clerk duties, and working with the IT department on cell phone cost and use. Councilmember Dietrich asked what a lateral move would be for a person with those skillsets. City Administrator Lynch responded it would be an Assistant to the City Administrator, but there is no such position.

Councilmember Bartholomew asked what the FT was on the Management Analyst. City Administrator Lynch responded it was .8 and non-benefitted.

City Administrator Lynch discussed the timeline as follows:

- City Council approval August 12th. Change in structure, draft/change job descriptions.
- Send to Bjorkland Compensation Consulting for review from 8/13 to 8/20.

- Return to City Council for final approval on 8/26.
- Advertise and seek Applicants. Various time frames between 8/30 to 9/20.
- Interviews take place 9/25 to 10/4.
- Contingent offers 10/7.
- City Council Approval on 10/14 or 10/28.

Accounting Technician Jenny Blackbird stated the proposal was reviewed by those in the finance department and agree with the concerns. She stated there is a need for someone who oversees the finance department, knows how the budget works, and knows what the employees do every day. She stated she believes the Finance Manager position answers that.

Councilmember Piekarski Krech asked how much this adds to the budget, what the benefits are, and where this improves the lives of the citizens of Inver Grove Heights. She commented that it seems we are lowering finance to be equal with other departments and finance is a department in and of itself. Accounting Technician Senior Teri O'Connor responded she didn't feel finance was being lowered with this proposal. It gives a Supervisor/Manager overseeing the finance department so they can do their jobs properly. She stated they should be able to receive the CAFR Award every year based on this proposal.

Councilmember Piekarski Krech wanted to know where the benefit of all the changes are, why it will benefit the residents, and what the cost is. She commented that some departments may be requesting employees over the next few years and she doesn't want the budget expended and unable to accommodate those types of requests.

Councilmember Bartholomew asked what the budget effect was, where the increase of productivity would be, and what we are gaining. He asked what the net budget effect is. City Administrator Lynch responded he hasn't done the exact calculation, but the cost impact could be approximately \$35,000. The addition of Administrative Services Director and not replacing the Finance Director would be a wash. Adding the Finance Manager position would be an additional cost to the city.

He listed the following items relating to productivity:

- Continue to achieve the CAFR Award. To do that they would have to have a finance department overseen by a Finance Manager.
- Achievement of the Budget Award.
- With three Elections coming up in 2020, the need to support the City Clerk position with a full-time staff person.
- The City Administrator had seven direct reports. At one time he had 15 and currently has 11 direct reports. Getting the number of direct reports back to seven could allow him to utilize his time in a different manner than it's currently being used which could be a benefit to the organization.
- There would be an alignment of Managers in administration.
- The Administrative Services Manager would have a meeting with those four manager positions to discuss how to proceed in city priorities, what the department is doing to work on city priorities on a regular basis and if they are understood, and what was done about them.

Councilmember Bartholomew commented about the software purchased from Ehlers for budgeting and projections in the amount of about \$10,000. He asked if it is currently being used, effective, and if it would be continually used. City Administrator Lynch responded what was purchased was Ehlers work on setting up spreadsheets, software was not purchased. He stated that has not been instituted because they have not come to a conclusion on a comprehensive financial management plan. He stated that Ehlers has put out the comprehensive capital improvement plan that lays out the general fund, projects, costs, and revenue expected. The financial management planning tool has not been utilized yet. He stated further discussion is needed so that it is more understandable. Councilmember Bartholomew stated he was concerned they would not use it.

Councilmember Bartholomew stated if the Office Support Administrator position that reports to the City Administrator is needed because of the Elections, he asked what their duties would be, the need, responsibilities, and if there

would be enough work for the position on a non-Election year. City Administrator Lynch responded that position would support both the City Administrator and the Director of Administrative Services in whatever regards necessary. He listed possible responsibilities such as correspondence, calendar, scheduling, setting up meetings, specialty projects, and social events. He stated there are other support staff that help out with Elections.

Councilmember Perry asked if they would get rid of the Management Analyst position and if the Government Intern position would not be filled. City Administrator Lynch responded correct. She asked who would absorb the Management Analyst position. He responded some of the work of the Management Analyst would go to the support staff position.

Councilmember Piekarski Krech asked to see the budget breakdown and preliminary job duties for each.

Councilmember Dietrich commented that it seemed like a highly paid position for the type of skillset. She asked to see the language of the job description. City Administrator Lynch responded it would be paid less than the Administrative Support staff coordinator that was doing some of those items. This would be an entry level office support position. She asked what the need for replacing the Finance Director position as it is on the organization chart and what the search would look for the Office Support Admin position. City Administrator Lynch responded the position is vacant and an opportunity to see if business should be done as is or look into something different. He stated there is concern that the finance pool is not very deep. The position would be advertised either by posting the entire range of the position or posting the first three steps of the position. He stated staff is designated to be a part of an interview committee with a second round of interviews that include the HR Manager and himself.

Councilmember Dietrich asked if the number of direct reports to the City Administrator could be lowered at his discretion and if department heads could have the freedom to schedule on their own. City Administrator Lynch responded he has 11 currently. There are meetings inside and outside of the city, assistance with calendar management would be helpful.

Councilmember Bartholomew stated he would like to see a price breakdown on the positions, the gains and efficiencies. He stated the job descriptions are very important especially for the Administrative Services Director and wanted to make sure that the duties for that position are clear.

Mayor Tourville stated the previous Finance Director didn't intend to take on the IT Department and HR. He stated a need for additional information on the budget, product delivery, what is being added and taken away, the effectiveness and how it makes it better or not, and to take a look at going back to a Finance Director position to replace the previous Finance Director. He stated he was uncertain with the Administrative Services Director and the four departments they would oversee. He commented that he checked into ads from the League of Minnesota Cities and did not notice an ad with those four departments put together except for a City Administrator or a City Manager. He suggested looking into the possibilities that go with replacing the former Finance Director position with a pure job description of Finance Director. He stated due to people leaving, they should look at the Communications Manager, IT Technology, and Human Resources, it's not called an Administrative Services Director, and look at the budget.

He stated to summarize, he is looking for information about what has been proposed, the budget, the effectiveness, the abilities, hiring of a Finance Director, and the budget and concerns. He asked how this makes us better. He suggested looking into the position of City Administrator and the hiring of an Assistant City Administrator with that underneath being communications, technology, and human resources. That makes 9-11 people taken off the City Administrative overview. He stated there is a need to do a much better job with annual or quarterly reviews for every full-time employee.

Councilmember Bartholomew stated he liked the proposal but wanted to know how to get there and what the outcome would be. Mayor Tourville stated that it may be difficult to find someone who would be able to do finance,

communications, technology, and HR. Councilmember Bartholomew disagreed and stated it happens in the private sector frequently.

Councilmember Perry asked if going with the route shown, how that potentially impacts the budget needed to go forward with the top three items requested by staff.

City Administrator Lynch summarized the information being requested by the City Council as follows:

- Do an informational memo that describes the impact and efficiencies, or the effectiveness achieved by the proposed structure change.
- Draft job descriptions of the proposed jobs.
- Price. What the net change is to the city.

The second part consists of information about:

- The budget of the proposed structure.
- The budget of the traditional.
- The budget of an Assistant City Administrator position that would oversee IT, communications, and HR.

He asked if he was pursuing both, or just one. Mayor Tourville responded once the job descriptions and dollar amount individual wise come in, other items could also be looked into. He stated if going with the Administrative Services Director position and the salary and job responsibilities, there may not be anyone to fill it. Councilmember Bartholomew commented this was very doable, if nothing can be found for the position, things would stay where they are at.

Cora Bauer, Finance Department, commented this was discussed in March and is a complex idea. Staff is short staffed, and this has been pushed back month after month. She stated some positions in the proposal are not being questioned, those would be nice to move forward with and make the complexity easier. Mayor Tourville responded that if it's a replacement position they can proceed but cannot with new positions that are not in the budget.

Councilmember Dietrich commended Shannon Battles on the job she has been doing in Finance.

Mayor Tourville asked for updates when the information becomes available. Information can be added to the Friday updates to the Council. City Administrator Lynch asked when this should be readdressed. Councilmember Perry asked if time could be added to the strategic planning meetings that are currently set. City Administrator Lynch responded notices would need to be posted in order for them to meet. Councilmember Bartholomew stated he is unavailable for all of the strategic planning meetings. Mayor Tourville stated those meetings will have to be changed and rescheduled. Councilmember Dietrich stated there may not be a time that works for all, it may have to be majority. Councilmember Bartholomew stated it was not critical that he attend, he does not expect others to change their calendars on his behalf. City Administrator Lynch stated he takes responsibility and misunderstood the email Councilmember Bartholomew sent to him. He stated it can be rescheduled, or those meetings could be added onto.

Mayor Tourville asked City Administrator Lynch if he would have the information ready for the September Work Session. City Administrator Lynch responded he could have that information ready. Mayor Tourville stated the Work Session takes place September 3rd. He stated that they would need some dates that would work for all five Council Members for the strategic planning meetings.

3) Pavement Management Program Update (Public Works):

Public Works Director Scott Thureen discussed pavement management stating that a contract was approved to do an analysis of 135 miles of the street system. Coring is done to see what types of deterioration is occurring, and borings are done to look at the material underneath. Once the information is compiled, proposals are put together with what the needs are and will help with prioritizing. He stated cross sections are provided for strategies or treatments. A full life cycle would be 50 to 60 years in that street which also includes a couple mill and overlays in the life cycle. When looking at total cost that is the least costly to the city with a 10% to 15% savings over the life of the street and why the model was initially proposed.

He discussed the 2020 to 2024 Pavement Management CIP stating one project on 50th Street was pulled and proposed in 2020 based on comments from the city survey and neighborhoods. The following streets were added in its place for 2020: 64th Street neighborhood off of Blaine, the neighborhood of 60th/Bacon/62nd which was a 2016 project but the neighborhood didn't want anything done at that time, they have now come back with a petition to have the street reconstructed, and Cahill between Concord and Inver Grove Trail, that includes Carter Path/Carter Court.

Councilmember Dietrich asked if the city knows a road needs to be done and residents don't want it to be done, if they can say no and the city skips the project. Public Works Director Thureen responded recommendations for roads to be done can be made, but the City Council approves it. If assessing and residents object and appeal, the city goes through a process individually, which has costs associated with it.

Councilmember Piekarski Krech commented about Dawn Way and stated those streets were in worse shape than some of the others. Public Works Director Thureen responded that others are worse than Dawn Way.

Public Works Director Thureen stated they worked with Ehlers on inputting the proposed changes for the 2020-2024 CIP, what the capital outlay need would be, and an assumed 5% inflation each year. Based off that, two scenarios were requested. The first was to continue to increase funding to pavement management by an additional \$500,000 per year. Councilmember Bartholomew suggested thinking about adding a project in the \$2 million-dollar range, so it ends with a fund balance in 2024 of \$3 million. Mayor Tourville agreed because of the demand.

Councilmember Bartholomew asked if there would be an increase in the franchise fee. City Administrator Lynch responded it would not be enough to make up the difference. He stated they could increase the rate.

Public Works Director Thureen stated in 2015 the Council approved the street reconstruction overlay plan, which was a five-year plan. The five-year plan expires at the end of this year. He stated there is a proposal to renew that for another five years. This requires a public hearing that needs to have a unanimous vote of all Council Members who are present to approve. He stated with the current plan, they only bonded once for a joint project with the County.

Mayor Tourville asked what happens if they are not in the bonding cycle and 117th comes in within a year or two. He commented that Courthouse Boulevard is also in rough shape. He stated he would like to keep it at the \$2-\$2.5 million amount. Public Works Director Thureen responded that Courthouse Boulevard would be looked into. He stated the overlay plan would be brought before the City Council. The current plan has 117th Street included and for continuing the realignment for Argenta Trail.

Public Works Director Thureen stated that at the next meeting he would like to get authorization for feasibility studies for the three projects he mentioned were added in 2020 for the CIP.

4) Metro Highway Noise Abatement Program Update (Public Works):

Public Works Director Thureen stated there were inquiries from two different neighborhoods this year. There has been a change in MnDOT's program and how it is handled. In 2016 they went through sites in the metro area and ranked them and had to meet various criteria and fiscal requirements. He stated it is currently a solicitation process where cities submit an application form, they run the numbers and tell them if it meets the financial threshold, then it's up to the city if they want to advance. The one change in the program is a 10% cost share by the host city where the sound wall would go in. He asked about the two neighborhoods they heard from and if the Council wants to direct staff to make application for one or two of those sites to see what happens. Councilmember Piekarski Krech asked if that is assessed or the city pays. Public Works Director Thureen responded it is State Aid eligible, but they could possibly assess a portion if that is desired. He stated once selected they go into the State's transportation improvement program which is scheduled four to five years out. Mayor Tourville asked if it is 10% of construction and 8% of engineering. Director Thureen responded that was correct. Out of the seven locations, there was one in 122 and someone from 169. He stated that in conversation with a representative from MnDOT who used 122 as an

example, the rough estimate could be approximately \$1.7 million dollars. It's nearly a half mile of sound wall. He stated 116 and 122 might have a chance to be eligible if applications were put in for them.

Councilmember Bartholomew commented about 122 and stated the estimate for the city would be roughly \$34,000. Mayor Tourville suggested applying for 116 and 122. Councilmember Piekarski Krech asked if those were the neighborhoods that requested it. Public Works Director Thureen responded it was 122 and 169. Councilmember Bartholomew suggested applications for 116 and 122. Public Works Director Thureen stated they could send a letter out to the area in advance to see the response.

City Administrator Lynch asked Public Works Director Thureen what the annual MSA allocation was. Public Works Director Thureen responded the construction allocation is currently about \$1.2 million. He stated with the solicitation process there is no vote from the neighborhood anymore, it's up to the City Council to decide. He stated if he sends letters out to the neighborhood listed at 116 and they don't want it, then it's done. He commented that this can be applied for every year from September 1st through the end of December.

B. ADJOURN:

Motion by Piekarski Krech second by Perry to adjourn the meeting at 8:23 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.