

OFFICIAL PROCEEDINGS OF THE CITY COUNCIL

ADJ. REGULAR SESSION

SHAKOPEE, MINNESOTA

JULY 26, 2011

Mayor Schmitt called the meeting to order at 7:00 p.m. with Council members Matt Lehman, Steve Clay, Pam Punt and Pat Heitzman present. Also present were Mark McNeill, City Administrator; Kris Wilson, Assistant City Administrator; Judith S. Cox, City Clerk; Julie Linnihan, Finance Director; R. Michael Leek, Community Development Director; Jamie Polley, Park, Recreation & Natural Resources Director; and Rick Coleman, Fire Chief.

Also present at the meeting was Rose Menke, Clerk and Supervisors Chris Brinkhaus, Paul Westveer and Tom Weckman representing Jackson Township Board. Representing Louisville Township were Supervisors John Weckman and Robert Pieper.

Mayor Schmitt asked if there were any changes to the agenda. Mr. McNeill had no changes.

Clay/Lehman moved to approve the agenda. Motion carried 5-0.

Rick Coleman, Fire Chief presented the Council with the 2012 Fire Department budget.

Chief Coleman gave an overview of the purpose of the fire department as well the areas it covers, staffing, and equipment they maintain.

Chief Coleman said the total budget request for 2012 is \$1,831,574. This number is 6% less than 2011. The factor for the budget reduction is due to the fire pension having a good investment year. Chief Coleman also said the Fire Inspector position is completely funded by the Fire Department for 2012.

Chief Coleman also discussed the concept of a rotational schedule for three to five firefighters on three hour shifts from 6:00 a.m. to 6:00 p.m. to be on hand to respond to fire calls during a regular work week called a Duty Team. He said some employers do not allow their employees to leave their jobs and respond to fire calls. He said if an employee, who is a firefighter, had a regularly scheduled day/time they were present for the fire department, employers might be more receptive to allowing firefighters to leave during their scheduled shift.

Chief Coleman discussed a pay enhancement for paid-on-call firefighters. He said staff is seeking funding to change the structure and increase the amount paid to the City's 46 paid-on-call firefighters. As it stands firefighters currently get a flat rate of \$10 per hour for a call out. The last increase was in 2004. Chief Coleman said an option would be to increase the rate by \$2.00/hr. and continue with a single wage for all. Another option is to create a pay for performance system.

Chief Coleman discussed the need to look at adding firefighters and staffing for the planned fire station in Southbridge in 2014. Chief Coleman said that once the department has 70 on-call firefighters, there will also be a need for a full-time training officer.

Julie Linnihan, Finance Director discussed the need to review of the Township Fire Service Agreements. Ms. Linnihan said that the current agreements were drafted and signed in 1994.

Jamie Polley, Parks, Recreation and Natural Resources Director presented Council and Township members the budgets for her department.

Ms. Polley discussed the Park and Recreation mission statement and staffing. The 2012 revenue budget will increase by 2% and expenditures will increase by 1% for a total of \$1.3 million. Ms. Polley discussed future one-time expenditures such as the teen center carpet replacement, pool vacuum, pool repairs, electrical run to the pool shelter, etc. She also talked about a 5% increase in recreation fees that was suggested by their consultant.

Ms. Polley discussed future recreation facilities which include maintenance, new facilities and replacement facilities. She discussed the radiant heating replacement over bleacher area, flooring replacement in ice arena, resurfacing the Community Center Walking Track, replacement of gym dividing curtain, and a 2nd floor to the fitness area.

Clay/Lehman moved for a five minute recess. Motion carried 5-0.

Mayor Schmitt reconvened the meeting at 8:56 p.m.

Ms. Polley discussed the Natural Resources budget. Ms. Polley said that for the past three years she has been acting as the Natural Resources Coordinator. Ms. Polley said this has proven to be difficult since the last coordinator resigned. She noted that the City has not been able to be proactive due to this vacancy. Ms. Polley asked for the Natural Resources Coordinator position to be reinstated as part of her budget request. Ms. Polley also said that the Environmental Advisory Committee (EAC) has not been utilized to its optimum since the Natural Resources Coordinator position has been vacant.

Ms. Polley said that the Natural Resources budget request for 2012 is \$45,247 which is down 29%, eliminating an intern in 2012. She asked Council to consider hiring a Natural Resources Coordinator or a Forester position. She also stated that if Council doesn't plan on moving forward with the hiring of a Natural Resources Coordinator or Forester, they need to discuss what to do with the EAC. Council members did not support filling the Natural Resources position and directed staff to bring back for discussion at the end of the year the future of the EAC.

Ms. Polley discussed the Park Capital Improvement Program (CIP). She discussed the current projects that are taking place in 2011. She also discussed possible park projects to consider for 2012 for a total expenditure of \$917,000.

Michael Leek, Community Development Director, presented the Community Development budgets which include the divisions of Planning, Building/Inspections, Economic Development Authority (EDA) and Transit.

The total budget for Transit is \$1.24 million proposed for 2012, which is up \$51,665. Mr. Leek said that the recent transportation funding signed into law reduces revenue available to suburban transit providers which may include a \$66,000 reduction for 2012 and 2013. This could result in a shortfall between revenues and expenditures for 2012 of approximately \$250,000. Mr. Leek said that based on the projected shortfalls, the City of Shakopee will consider the impacts on both existing and planned future service.

Mr. Leek presented the EDA budget. Mr. Leek said there is an increase to the expenditures because of the addition of the Downtown Façade Improvement program being added for 2012. The total proposed fund balance for 2012 is \$438,211.

The next budget Mr. Leek presented was the Building/Inspections budget. The significant difference in the budget is the elimination of the Fire Inspector's salary which was moved to the Fire Department budget. The total proposed budget for 2012 is \$723,210. Mr. Leek said that there has been an increase in applications other than for new construction. Revenues are down and will have to be addressed.

The Planning budget for 2012 is \$452,697 which is a reduction of \$26,763 from the 2011 budget. Mr. Leek said there are no staffing changes to this budget. The supply of lots is below a one year supply.

Mark McNeill, City Administrator, presented Council with the Mayor & Council budget. Mr. McNeill said there is a slight reduction of 3.2% resulting in \$205,707 for the 2012 budget.

Judy Cox, City Clerk, presented the City Clerk budget. She said the budget for 2012 is an increase of \$34,403 and is mostly due to upcoming primary and presidential elections that year. The total budget for 2012 is \$361,583.

Julie Linnihan, Finance Director, presented Council with the Finance budget. Ms. Linnihan said there is an increase to the budget due to the Sr. Accounting Clerks' position being raised from 80% to 100% due to a pending retirement. Ms. Linnihan said it would be difficult to find a person of that skill level to fill the position if it's not a full-time position. The total 2012 budget is \$855,696.

Kris Wilson, Assistant City Administrator, presented the Administration Department budget. Ms. Wilson said there is an increase of 1% for the 2012 budget. Ms. Wilson is requesting that there be an increase in hours for the Communication Coordinator's position. The second item Ms. Wilson is requesting is for \$2,500 to improve the employee recognition efforts. The total 2012 budget is \$1,009,553.

Ms. Wilson discussed several policy issues which are out-of-state training budget, compensation study for pay equity compliance, public access equipment check-out service and restructuring the position of the Telecommunication's Coordinator to be half time in the IT department and half time in the Telecommunications department.

Ms. Wilson also discussed the budget request for 2012 to include a consultant to update the Pay Plan at an estimated on time cost of \$20,000.

Ms. Wilson also talked about the Information Technology Internal Service Fund. She said that in 2012 there is a need to upgrade the Storage Area Network (SAN) at a cost of approximately \$133,828. She also discussed the number of network accounts within the City and the cost increase per account which will be approximately \$275,500 for 2012.

Ms. Wilson presented Council with the Facility Maintenance budget. The total requested budget for 2012 is \$462,000 which is down 7.7% from 2011. She also provided Council an overview of the Building Maintenance projects for the next several years.

Lehman/Lehman offered Resolution No. 7111, a Resolution of Appreciation to Therese Scherer Romsdahl, and moved its adoption. Motion carried 5-0.

Punt/Clay moved to adjourn to Monday, August 1, 2011, at 7:00 p.m. Motion carried 5-0. The meeting adjourned at 10:58 p.m.

Judith S. Cox
City Clerk

Kim Weckman
Recording Secretary