

**APPROVED MINUTES
CITY COUNCIL
WORK SESSION
CITY OF WYOMING, MINNESOTA
JUNE 13, 2018
6:00PM**

Wyoming City Council were present: Councilmembers Lisa Iverson, Linda Nanko/Yeager, Joe Zerwas, Don Waller, and Claire Luger

ABSENT: None

Also Present: Robb Linwood, City Administrator, Fred Weck, Building Official, Paul Hoppe, Public Safety, Marty Powers, Public Works Superintendent, Diane Krinkie, Deputy Clerk, Liz Lindrud, AEM and Nancy Spangler, Bruce Spangler

DETERMINATION OF A QUORUM:

Mayor Iverson determined a Quorum was present.

1. Short Term Factors influencing the 2019 Budget and Long Term Considerations – Wyoming Department Heads and 5 Year Capital Improvement Plan

Administrator Linwood explained that as the council works through the 2019 Budget Calendar tonight's meeting has been identified as the City Council holds visioning sessions with City Administrator, Department heads to look at long-term plan and mission statement, and adopt short-term strategies and budget objectives. It was determined at the last meeting that a budget Mission Statement was something the council wanted to review.

After some discussion, the mayor requested the Budget Mission Statement be placed on the next meeting agenda.

Administrator Linwood explained that staff presented a 5 year CIP for councils review. The Council will have the opportunity to review and ask questions. The 5 Year CIP Plan identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing plans. Staff has put together a 5 year equipment plan based on life cycles of existing vehicles and trying to remove volatility to the CIP over the duration of the years indicated 2019-2023. Mr. Linwood stated he would like to review the plan with council and discuss some different strategies moving forward for paying for these items. Secondly, staff has been working on equipment replacement policy that he would like to review with the council at an upcoming work session potentially in July. The combination of the equipment replacement policy and the CIP Equipment Plan seem to go hand in hand. Once completed it would allow for more strategic financial planning for the cities future purchases.

Councilmember Waller asked if the equipment replacement is based on the number of years the city has had the equipment.

Administrator Linwood explained when evaluating the purchases for public safety, Chief Hoppe has been using a squad replacement plan.

Public Safety Director Hoppe explained that the replacement for emergency vehicles is based on 10 years or 100,000 miles whichever comes first. He reviewed the replacement of the squads, tankers, grass truck and other public safety equipment under the 5 Year CIP. He explained that the fire engines and some of the support vehicles are either 20, 25 or 30 years and are not based off 100,000 miles rather it is based on technology changes, replacement parts availability, cost of repair maintenance etc.. He reviewed the replacement of public safety Civil Defense Siren and Radios.

Plow Truck #917 - Marty Powers, Public Works Superintendent explained that Plow truck #917 which is a 2000 truck has been pulled from most of the snow events this past season. It continues to have mechanical and electrical repairs to keep the vehicle running. Replacing the vehicle with a reliable truck will save many hours of plowing snow and ice from streets and make our roadways safe for travel. Public Works has identified a tandem axle Plow Truck to replace Plow Truck #917. The tandem axle will allow Public Works to haul fill, sweep streets, gravel, snow and black dirt more efficiently. The estimated cost of the Tandem axle plow truck is \$225,000. MnDOT recommends replacing plow vehicles every 10 to 15 years. I have identified the use of a purchase lease from the state contract, the item would be paid off over 5 years as indicated on the CIP schedule.

Mr. Powers reviewed additional budgeted items under Public Works including Crack Filling/Seal Coating and Skid Steer.

Administrator Linwood stated he would like the council and staff to have additional conversation regarding the plowing/snow blowing of Wyoming Trail. He believes the council and staff need to evaluate this prior to the next snow season. He stated there were successes on the Thurnbeck portion of the trail however, the feedback from residents on Wyoming Trail was not so positive. With the huge amount of snowfall this past season, public works was positioning snow on resident's property and embankments were so high people could not see out their windows and could not see traffic when pulling out of their driveways. This was impart to the County plowing the Wyoming Trail and no place to put the snow.

Water Tower - Administrator Linwood explained depending on the outcome of the Utility Study this item may change, but as of now the city will levy for the \$150,000 for rehabilitation of Water Tower #2. We levied \$150,000 in 2018 and would plan to levy \$150,000 in both 2019 and 2020 to complete the estimated \$450,000 needed for the rehab of Water Tower #2. At the next meeting staff will provide an equipment replacement policy. Once staff and council identify the equipment replacement we will be able to strategically plan more in the future and will make the process more simplistic in the future.

The county has infrastructure on top of the tower, recently they were given notice it would be coming down in the very near future. The County will be doing tests with the paging system on Thursday to see how much of the county will be effected. The County may look upon us and the other cities for cost share to move the infrastructure to the new tower.

Staffing Levels – Administrator Linwood explained during an earlier discussion with council, staff would like to make an addition of a Full Time Utility Billing Clerk/Administrative Assistant. The position would take some of the workload in the office of more complex utility billing questions and the continued replacement of water meters that our public works department has as an ongoing activity for the coming years. This position would perform administrative duties and provide telephone and customer service counter support for the administration department. The tasks would include building permits, accounts payable, cash receipting, council and planning commission packet assembly, website management and communications.

Public Safety

Public Safety Director Hoppe explained that Chisago County was proposing an increase in their annual user subscription fees and capital replacement in 2019 from \$605/radio to \$1,520 to replace our current radios in 2018. This would have been an annual increase from \$35,695 to \$89,680 which is an annual increase of \$53,985. After meeting with the County an alternative negotiated option was for the city to assume possession of the radios and self-fund the Capital replacement. He believes the radio life expectancy of the city's current radios could be extended 5-7 more years, and extending the life of the radios along with self-funding the replacement would

be more cost effective for the city. This would reduce the annual subscription fee from \$605 to \$575/radio reducing our annual fee by \$1,770. The City of Wyoming Public Safety is working with other providers in the county to seek out a cooperative grant to reduce the total cost of replacement. Effective January 1, 2019 the 800 MHz radios will be conveyed to the city. We will begin budgeting funds each year for future radio replacement. Currently we have 59 radios in our public safety operations and replacement of the capital will become the responsibility of the city. I anticipated replacement of the radios in 7 years and allocated \$20,000 in CIP each year to fund the future replacement.

Because the county owned the radios and they were not a fire department they did not qualify as easily for fire grants to replace the capital. With the city holding the radios individually it will allow us to do a joint fire grant with all of the other fire department in the county to try and have the radios replaced or partially replaced on a grant system.

We are currently in negotiations with Chisago County on a similar increase in RMS fees from \$22,525 annually to \$65,450 an annual increase of \$42,925. Our current budget proposal includes the full amount of \$65,450 however, I anticipate the amount to come down after negotiations.

Changes in the Public Safety CIP for 2019 include 2 squads for a total of \$75,000 radios for \$20,000 and a reduction of \$75,000 for SCBA funding. We have no additional staffing requests for 2019.

Public Works

SWAMP Software - Public Works Superintendent Powers explained the city became an MS4 city last year. The MS4 program requires 10% of our storm water system to be inspected annually. Public Works has begun tracking and inspecting the storm water system. Currently we are manually documenting this information. The use of the Storm water Asset Management Program (SWAMP) software would streamline the documentation process and organize the information for reports. Purchasing this software now would eliminate the manual input of past manual documentation and we are hopeful to begin utilizing this software in 2019. The cost of the software is \$10,600 and then an annual maintenance agreement of \$1,400.

Staffing – The city parks are not always receiving the attention they need in a timely manner due to higher priority projects throughout the city. Weeds are growing in the playgrounds and play equipment areas need attention. The additional of a seasonal staff member would allow us to maintain the parks on a timely to improve the appearance, functionality and safety for our residents. Ball fields need dragging, fencing needs repair, playground borders, wooden benches tables and pavilions all need attention and maintenance. The seasonal employee would cost approximately \$7,000 and should not have any considerable effect or increase from 1028 in the parks wages budget.

Mr. Powers will contact the mowing contractor and request pricing to include Goldfinch to the current mowing contract. Once the pricing is received staff will bring to council.

Sewer – Many lift station control panels have been neglected or in poor shape. They are rusted with holes, electric controls are failing and SCADA warning systems are needed to proactively minimize backups in residential homes. Upgrading 6 panels are necessary over the next five years. Public Works will budget approximately \$60,000 for the replacement of one panel in the Sewer CIP for 2019.

Building Department

Staffing – Fred Weck, Building Official stated the building department has continued an influx of new building in 2018 and permit inflows outpacing 2017 levels. With the Paxmar Subdivision and the potential of other commercial projects and new subdivisions an addition of a building inspector

in 2019 would offer support with the current inspection load, perform code enforcement in the city and fire inspections of local businesses. The city continues to see an uptick in complaints on nuisance properties that are not in compliance with city codes. The individual would directly deal with complaints and provide a level of proactive enforcement as well. With the addition of the building inspector I would take back my duties of review of Zoning Applications that are currently being performed by the city's engineer consultant WSB.

Member Waller asked what the wage would be for the additional building inspector.

Mr. Weck stated the wages would be based on qualifications and the current wage rate approximately \$70,000 - \$90,000.

Mayor Iverson asked council if they had any additional questions for staff.

Administrator Linwood stated will present council with a first draft budget in July.

Adjourned at 7:31pm