

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, AUGUST 6, 2018 6:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER:

The City Council of Inver Grove Heights met in a Work Session on Monday, August 6, 2018, 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; Councilmembers Bartholomew, Perry, Piekarski Krech, and Hark. Staff: City Administrator Joe Lynch, Community Development Director Tom Link, Incoming Community Development Director Janice Gundlach, City Attorney Tim Kuntz, Public Works Director Scott Thureen, Finance Director Kristi Smith, Fire Chief Judy Thill, Police Chief Paul Schnell, City Engineer Tom Kaldunski, Assistant City Engineer Steve Dodge, and City Clerk Michelle Tesser.

Absent: Recording Clerk Sheri Yourczek

1) 2019 BUDGET AND 5 YEAR STRATEGIC PLAN

Kristi Smith, Finance Director, introduced the item stating that budget document, Exhibit A shows the Calendar for the remainder of 2018 as follows:

- September 4: Budget Work Session with information regarding Cash Balances, Fund Balances and Reserves, Debt Service Handouts - Base Budget Benefited Positions by Department, Base Budget FTE Benefited Positions, and Base Budget Hours and FTE Non-Benefited Position.
- September 10: City Council meeting where Preliminary Budgets and Tax Levies are set.
- September 28: Final Date to Certify Proposed Tax Levies & Budgets to Dakota County.
- October 1: Budget Work Session with information brought forward on Recreation, the Community Center, Golf, ADA, EDA, and TIF Fund.
- November 5: Budget Work Session with information on Water, Sewer, Storm Water, Internal Service Funds, Central Equipment Replacement, and CIP.
- Between November 10 and November 24: Dakota County sends out Parcel Specific Notices for Budget Meeting.
- December 3: Budget Work Session for Final review of 2019 Budget and Tax Levy.
- December 10: City Council Truth-in-Taxation Public Hearing Adopt Pay 2019 Final Budgets & Tax Levies.
- December 28: Final Date to Certify Final Tax Levies and Budgets to Dakota County.

She stated that Exhibit B shows the Market Value Comparison versus the Net Tax Capacity and that one of the questions posed at a previous meeting was regarding the significant decline in Commercial. She stated that Dakota County said it was due to a combination of the classification of properties with Commercial having a decrease of 10.6%, with Industrial up 42.3%.

Exhibit C shows the Proposed Tax Levies and the Actual Adopted Tax Levies for 2016, 2017 and 2018, as well as the Base Levies including the Debt Service.

Exhibit D shows information for 2016, 2017 and 2018 estimates. The increase was limited to 2% of the tax rate which allowed the collection of over \$1.8 million dollars in taxes due to valuation changes.

She stated that Exhibit E was missing from the packet and was to include the tax comparison from 2018 to 2019 for the 2%. She commented that she would email that information out tomorrow.

Exhibit F & G includes the impact to tax parcels for the base budget only and the base budget plus all additions proposed.

She stated that the next item for discussion is the General Fund Budget Summary which offers a quick glimpse for each of the departments. Individual summary pages follow, as well as EDA, storm water, water/sewer and all related funds.

She also spoke about the 2019 General Fund Department requested editions, which is everything that the Budget Committee has heard requests from other departments as they relate to the General Fund budget.

Finance Director Smith stated that she would leave the General Fund budget page summary up for any questions.

Councilmember Bartholomew asked about the amount of \$1,219,000.00 is in wage increases and if that was wages only or if it included medical.

She responded that it was wages and all related benefits.

Fire Chief Judy Thill stated that the highest priority for 2019 was to hire four full-time personnel that consists of one full-time Inspector and three full-time Shift Captains. She stated that when she began, the Fire Marshall had been the only prevention employee for the past 33 years. The present Fire Marshall deals with plan reviews, inspections of new construction, fire investigations, public education, juvenile counseling, complaint follow-ups, liquor license inspections, and hood inspections. Due to this they have no time for existing construction and a large majority of them have not been inspected in several years.

She stated that they do not have a backup when the Fire Marshall is out of town. The Fire Marshall notifies all contractors that he is gone prior to leaving so that things are cleared up before he goes. When problems arise, he has had to be called while away, or people are made to wait until his return. She stated that they have also tried to take away the time burden on the Fire Marshall with ideas such as having a County-wide Fire Investigation team, but after a few years that team folded. They also tried a company inspection program, but those numbers also declined.

She stated that she looked into questions previously posed by Councilmembers. One question asked about using a questionnaire to get things moving along on the inspection process. She responded that the process would require a person to look at those forms when they come back and make sure they were completed. Filling out forms requires an honor system, which does not always work.

She stated that they also looked into having a contract company do the inspections. This option had several concerns, the first being that they would need to look at having one or two specific Inspectors from the contract company to get consistency and quality Inspectors. There was also a chance the contracted company would change the Inspectors year after year so there would be no repertoire build-up.

She stated that they are looking for three full-time Shift Captains. They have received two resignations this month and are at a deficit that is hard to recover from. Since 2007 they have lost four to five Firefighters per year. In 2017, they lost nine and out of 45 applicants they were able to hire three. She stated that they have lost seven Firefighters this year and that there are several more planning to retire in the next 6-12 months. She stated that they have made conditional job offers but won't have the final numbers until they make it through the process.

She stated that the Duty Crew is made up of 65 Firefighters and having 55 or fewer means there is not enough to fill the shifts. They have 47 who can fill the shifts as regular Firefighters. She stated that there are open shifts and not enough trained personnel to fill the Driver/Engineer and Officer positions. Several

Firefighters that have left filled those positions. It takes new Recruits a minimum of two years to get up to their basic training, an Engineer takes three to four years and Officers take four to five years.

She stated that vacations for full-time Captains are covered with paid on-call Officers. They would reduce the total paid on-call Firefighters from 65 to 60. There are also looking to eliminate the present paid on-call Captains and keep paid on-call Lieutenants.

She stated that she also requested in 2019 there be a .50 cent increase for all paid on-call Firefighters taking them from \$13.00 per hour to \$13.50. Recruits have not had a raise in over five years so an increase of \$1.00 per hour would take them from \$11.50 to \$12.50 per hour. Additional fund requests are in the packets.

Budget items were covered between Councilmembers, Finance Director Smith, and Chief Thill.

Councilmember Bartholomew asked for the methodology in arriving at those numbers.

Councilmember Piekarski Krech asked if they have considered expanding the area beyond ten minutes. She asked if it could be percentage based.

Fire Chief Thill responded that once they start going out further and further you start losing out on the people that are closer in. She commented that other Cities are having similar issues with staffing. She responded about the percentage-based option stating that they do not know what percentage would be able to show up at any given time. She commented that she would be willing to write down her thoughts on the matter if that would be helpful.

Councilmember Hark asked how much of the turnover could be tied to the hourly wage for Recruits and how \$11.50 an hour compared to other departments.

He asked if it was possible to prioritize the backlog with inspections. He commented that some are more important than others and asked if they could bring in some temporary outside help to deal with those that are most important.

Chief Thill responded that the wage for Recruits has been \$11.50 for five years and that most Fire Departments use that wage as a standard. She commented that she didn't think the turnover was tied to the hourly wage and that paid on-call Firefighters don't do this for the money.

She responded to the inspections portion stating that she didn't want to hire people to get the backlog out of the way. She wanted quality people coming in. A full-time Inspector would start with those higher priorities and over time, build a repertoire with the business owners.

Mayor Tourville asked if they were going to adjust the job description in reference to a Fire Marshall versus a Fire Inspector. He commented that it sounded like they are doing okay with new construction, but doing nothing with existing businesses.

Chief Thill responded that they would go to a Supervisor level employee. She stated that the Fire Marshall has an overtime budget and utilizes that by September, the rest is used as comp time.

Mayor Tourville commented that it would be helpful to get her thoughts on paper for them to look over. He commented on the budget additions and that he doesn't see how they could approve \$1.5 million.

City Administrator Joe Lynch stated that he asked the department heads to give their number one priority for each of their departments. He commented that at the end of this discussion you can give them direction on

the items you want to examine further and items you are not going to consider. He stated that it would be helpful to know the items you are most likely to continue with so that they can keep them in the budget and apart of the discussion.

Police Chief Paul Schnell stated that they have one position that is 19 hours per week and is assigned to records. Their goal would be to add an FTE Property Evidence Technician. The property room is managed by one of the Investigators and having a separation of control of people who are using evidence in criminal cases is best practice. He stated that the secondary consideration for the position would also be the management of the video evidence.

He stated that he is proposing the creation of a Police Cadet Program that includes a vehicle and salary cost. This would entail the hiring of five-16 hour per week Cadets, who would be Law Enforcement students that would not exceed employment of up to three years. They would assist with animal control, rental registration/compliance, parking enforcement and increase patrol compacity. They could also handle the transporting of arrests, allow an increase in the recruitment of women and candidates of color and improve the connection with the Law Enforcement Program at Inver Hills Community College.

Councilmember Piekarski Krech asked how the Cadet Program works with the Union.

Chief Schnell responded that they would be subject to Union Membership. The three-year term was something that the Union has agreed to as well as the limitations they have set.

Councilmember Bartholomew asked if the amount of \$141,500 was for all candidates.

Chief Schnell responded that is for five Cadets working 16-hours a week which equals 80 hours of coverage Monday through Friday.

Chief Schnell stated that hiring for these positions has been a growing issue and will become more difficult. Several Cities are planning to implement viral hiring programs, which pulls good people from other smaller Communities into larger ones. They feel that will have an impact on a City like this. He stated that the number of people entering Law Enforcement programs is way down and that the Cadet Program would allow them to connect with them before they get out of school.

Police Chief Schnell stated that another funding issue would be telematics. One of the reasons they believe that telematics will have a return on their investment would be because this would be an opportunity for them to reduce their idle cost. There are things they can do for this from a management standpoint such as looking at how vehicles are stored, etc. A reduction in idle costs could save about \$4,000 to \$5,000 a month.

Councilmember Piekarski Krech asked if they could use the GreenSteps program for that.

Chief Schnell responded that GreenSteps could be used in obtaining some of the data, but that there could be a challenge in getting beneficial data such as how it is being operated. The total goal is improving safety and reducing costs.

City Administrator Lynch stated that there are four items on their budget request as follows:

1. Organizational Review. This would be an opportunity to determine the right alignment and number of direct reports to the City Administrator position and how to reduce the reports. Based on conversations with three companies, the amount would be less than the \$40,000 estimate.
2. Outsourcing of the Minutes. With the Election taking place in 2020, beginning in March it would be beneficial and helpful for the City Clerk to have an individual do the minutes. This goes along

with a Community Development request that we have an individual who is doing the service and may be interested in expanding their roles of taking minutes within the City.

3. The Personnel Policy Update has not been reviewed for some time. This could be reviewed and revised to make sure and eliminate language that is out of date and out of practice.

4. The Wellness Committee. The City is trying to help our employees reduce the potential for illness and injuries. They would work on ways to benefit them and reduce our workers comp costs.

Mayor Tourville commented that we could spend money to have someone take a look at what is going on, but that there needed to be a lot more input from the group. He stated that he wasn't against it, but if there wasn't a mindset to do as they are suggesting you've wasted the money thinking you are going to reorganize. He felt that there needs to be more discussion with this group to see what their thoughts are.

Councilmember Piekarski Krech stated that she has asked what the organizational structure is and if there were any areas where departments can cross over. She commented that it was one of the detriments that came out of a study that was done years ago.

Public Works Director Scott Thureen stated the following items for consideration:

1. Personnel. Hiring of a third street helper as a temporary employee to assist with street and storm maintenance during the warm weather season.

2. Purchase Services and Supplies for Streets. The need for additional contract assistance for street sweeping. Primarily within the first two weeks in the spring and the last two weeks in the fall.

He stated that while it's not a part of the General Fund budget but related to streets, the Council will be seeing a request for a new plow truck. He stated that they currently have eight routes but need to transition to nine routes.

Councilmember Piekarski Krech asked about confined space entry equipment.

Public Works Director Thureen responded that it was equipment that would be used, for example, if you are going to enter a manhole. It is a tripod with a harness and a wench system. It also includes a battery-operated blower that sends fresh air down the manhole. This request would allow Engineering to have one.

Councilmember Bartholomew asked what the outside budget was for street sweeping. He commented that it would be helpful to know the total they spend on contracted street sweeping.

Public Works Director Thureen responded that contracted services would be between approximately \$130,000 to \$140,000. They fund approximately \$60,000 out of storm water for street sweeping.

Barry Underdahl, Public Works Superintendent stated that the total contracted out was in the amount of \$188,000 and that it was not just for street sweeping.

Councilmember Hark had a question under personnel related costs for the street helper in the amount of \$11,900. He asked if that would be used across the entire 12 months or just seasonal?

Finance Director Smith responded that it would be wages plus benefits but would not have health insurance benefits.

Finance Director Smith stated that she has three requests under Finance this year as follows:

1. The Financial Management Plan. \$30,000 for the first year with additional dollars needed in the second year to get that completed. This provides a more comprehensive tool to see decisions and the impact City-wide.

2. Senior Accountant Shannon Battles, getting CPFO (Certified Public Finance Officer) Certification, which is more specific to the tasks and duties related to local Government. This would be for testing and materials to take the exam.
3. Accounting Technician Jenny Blackbird, for education reimbursement for classes to continue to pursue her Bachelor's Degree.

Mayor Tourville asked if there was a policy on education and where we think it is appropriate to reimburse. He asked if they also had to guarantee that they would continue to work for a given period of time. Finance Director Smith responded that there is a policy on education reimbursement, but that this would not be a degree she could receive from a College or University. She commented that they do some licensing for utility workers in order to get Class licenses but that she wasn't aware of any specific policies in regards to licensing.

City Administrator Lynch stated that there is a policy in place for traditional education reimbursement for seeking a Masters or Bachelor's Degree. He stated that there are several criteria that has to be met, one of which is that the money has to be in the budget.

He stated that licensing is not the same path, but that one would be furthering their skillset in a particular area. The criteria there is that it has to be in the budget. The Supervisor needs to determine whether it is directly related to the work they do.

Councilmember Hark stated that in the financial management plan, it lists a price of \$30,000, and then there are additional costs after that. He asked what the end product would be and what would be involved a year from now.

Financial Director Smith stated that at the end of this they would not only have a report, but would also have a comprehensive Excel tool that she could go into and see what the impacts are. She commented that right now she has to go back to Ehlers to see the information, but with this tool, she could do it internally.

She responded that it is a little bit of fine tuning, but also because of the number of funds they have going forward they will break them up over two years. The remainder of the funds will be incorporated into this in the second year.

She responded from a staff perspective it probably would not save time, but that it would give them a better tool to work with the Council and related departments to understand all requests. The Senior Accountant and herself would primarily be using it as a tool.

City Administrator Lynch stated that it would be taking what you currently see in your CIP and including things you do not see in there, such as cash balances, the Host Community Fund and the debt. They would be using it as a decision-making tool to get that information to the City Council. It could also be used from a management perspective to see five-year implications. He commented that this was in alignment to achieve financial planning and budgeting so that we have a proactive document. It would be used by many departments and that the City Council would use it to review to aid with giving direction to Staff. It would be used as a budget and decision-making tool going forward.

Mayor Tourville stated that the system has the capability, but we need to add software. He asked if it was the Ehlers training that we needed to put into these other functions.

Finance Director Smith stated that to her it would be a very comprehensive and detailed Excel Spreadsheet that contains multiple spreadsheets that are all linked together. There are no licensing or maintenance agreements.

City Administrator Lynch stated that they would essentially build the template and turn it over to us to manage and that it becomes our document. It is basically a Consultant building a template.

Mayor Tourville commented that this needed to be negotiated a little bit better especially since they will be working with them for more than a year. He can't see paying that much to make things only a little bit better.

Parks and Recreation Director Eric Carlson stated there are two requests for the Parks Department as follows:

1. \$45,000 for the Parks Capital Replacement Fund. \$30,000 would be used for existing park amenities currently in the system today that are underfunded by \$30,000 annually. The other \$15,000 would be for Heritage Village Park and the off-leash dog park that they will be building shortly. These items will be a part of the Capital Replacement Fund when they are completed in November.
2. \$20,000 for contracted mowing. They would hire a contractor to do about 10 to 15 acres of grass cutting in the City during the mowing season to avoid additional Staff and equipment to keep up with the workload.

Councilmember Piekarski Krech commented that the dog park should do its own operations and maintenance.

Parks and Recreation Director Carlson responded that this wasn't an operations and maintenance request, this was for long- term capital replacement.

Councilmember Piekarski Krech commented that they need to include that as well. She commented that she voted for it, but that the rest of the money would need to come from fees.

Parks and Recreation Director Carlson stated that when he presented the numbers to the City Council when the construction was approved, he estimated that they would be short on operating. That did not include capital replacement costs.

Mayor Tourville commented that if they needed to move forward with the dog park they need to treat them the same as they treat other activities and programming. He commented that they should have further discussion about replacement, licensing, and uses.

Councilmember Bartholomew asked about the request for \$20,000 for mowing, and the \$35,000 for recreation.

Parks and Recreation Director Carlson responded that \$45,000 is for the Parks Capital Replacement Fund. \$30,000 of that is for existing amenities in the parks system and \$15,000 of that is for the new amenities that will be at the dog park once completed. There is \$20,000 for contracted mowing. \$35,000 for the Recreation Master Plan will be brought forward at a future Council meeting.

Community Development Director Tom Link stated that his only priority was for \$4,100 for the position of Recording Secretary. The Recording Secretary would do the minutes for the Planning Commission meetings to relieve some of the workload for Kim Fox, whose workload has increased and this item would make her more available for other tasks. The Recording Secretary would be similar to what is done with the Parks and Recreation Commission currently.

Mayor Tourville asked if there would be a possibility of bundling the position.

City Administrator Lynch responded that it could be a possibility and that they would need to contact the individual to see about their availability.

City Administrator Lynch stated that back in April there was a discussion with the department heads about their priorities. He stated that they put the costs behind those items to give the City Council a glimpse of what those decision points may look like along with their five-year impacts.

The General Fund budget was displayed for the Council to view. He stated that within each category there are other budgetary implications. For example, in Technology, there will be a request for consideration of a Network Administrator position.

He stated that they are pulling together, by department, the five-year figures from 2019 to 2023. He displayed a graph representation of the departments by color so they can see the changes over the years.

Councilmember Bartholomew asked for copies of the documents shown.

City Administrator Lynch responded that they can get them copies. He stated that they would need decision points from the Council this evening as those have an impact on the numbers in this report.

Councilmember Bartholomew stated that he would like to have some of these numbers in front of him to make a better decision. He commented that he appreciated the graph model charts that shows how everything fits into the entire levy. He didn't feel they could decide on budget additions tonight.

Councilmember Hark asked about the graph they are looking at and if it was the kind of tool that Ehlers would be putting out.

Finance Director Smith responded that it would be a starting point in getting to that document.

City Administrator Lynch stated that they will be meeting with department heads this week to talk about funding priorities and the reduction of \$1.5 million dollars. He stated that they would be moving it back toward the number the City Council directed in May which was \$1.8 million and what that would mean in the changes that they would need to make to their budget.

Councilmember Bartholomew stated that his priority is with Fire and Police, and then Public Works.

Councilmember Piekarski Krech asked if the \$1.3 million-dollar amount was through current staff and salaries going into 2019 or if that included some of the additions.

Finance Director Smith responded that was the General Fund impact to personnel costs. For example, the Systems Administrator gets factored into the base. It is not for any other purpose than for convenience on her side. The \$1.3 number is just current staff and next year's budget numbers. The Fire and Cadet program are not included in that number but that it does include the IT items.

Mayor Tourville stated that it starts out at \$1.3 million and the new additions to personnel would be about \$600,000 of that. He wasn't sure if that was affordable. He asked that Staff does a little bit more vetting and looking at how we get to that point.

3) DAWN WAY/CONCORD BUS ROUTES

Community Development Director Link stated that Scott Thompson is here from Met Council Transit and will be discussing possible modifications and requesting your feedback. He stated that we have been talking about getting transit down on Concord for both the existing neighborhood and for future redevelopment. The existing development could include the manufactured home park. The information before you will impact service to the College, Walmart, and Dawn Way, as well as service to the apartment complex on 50th Street and Ashley.

Scott Thompson stated that he is a Senior Transit Planner and Service Development at Metro Transit. They do the day to day service planning and plan from today out two to three years. He is here to speak about service changes to Route 71 as well as other service changes.

He displayed a map of color coded stops and stated that the service in Inver Grove Heights, called the Gold Route/Route 68, operates seven days a week and has three terminals located at Arbor Pointe, Inver Hills College, and at 80th and Concord. The Route 75/Red Route, runs weekdays from St. Paul by Robert Street, Ashley Lane, 50th Street, and Babcock Trail, by the Lake Cove Apartments. He stated that there are numbers listed on the map that show ridership which is counted through their automated passenger counters. Each bus stop is Geo-coded and has location information so that they are able to determine the riders on and off at each bus stop.

He stated that the first change they are planning for August 20th would be the elimination of Route 71 service from Inver Hills College down to Arbor Pointe. They would keep Route 68 there.

He stated that Route 71 on Concord, and in seeing the redevelopment plans, they thought they could talk about the ridership information on Dawn Avenue and the idea that if they could reroute Route 71 to serve the developments, and what the impact would be on existing customers. The question to present would be if it would make sense to change the route knowing it would impact some riders.

Mr. Thompson stated that Route 75 has a couple of operating concerns. Service into Lake Cove Apartments was established in the late 70's. There has been a difficult issue in that buses don't go back there in the winter as the driveways are too narrow and not designed for busses. More recently, there is another way through Babcock through a new development which would solve that operating issue.

He stated that another item involves operation along Ashley Lane. With the heavy car park on both sides of the street, sometimes busses have difficulty getting through, especially in the winter. One proposal would be to stay out on 50th Street and not go through Ashley Lane. There are two existing bus stops just a little further down from the west and south.

Mayor Tourville stated that it seems like the schedules are already printed. He commented that the Route 71 decision has already been made, but that the rest of them have not.

He commented that an express bus route would work in Inver Grove Heights for people that want to get to St. Paul and Minneapolis.

Mr. Thompson stated that there is a study that the County is conducting called the East Dakota County Transit Service Study and an express route is one of the issues that they will be discussing. He responded that they have to make decisions based on ridership, which is what they are doing with Route 71.

Councilmember Piekarski Krech commented that the Lake Cove area had a lot of passengers.

Mr. Thompson responded that there were about 10-12 passengers there. The issue was that the access from Lake Cove today may not be good enough to have people walk farther out.

Mayor Tourville asked if they give riders information on what may take place and then allow them to provide feedback.

Mr. Thompson responded that they do in the event that they would make a decision to eliminate a route. In that case, they would post the bus stop, ask people what they think, and then ask for their input before they change it.

Councilmember Hark commented that he heard there is a shortage of drivers and wanted to know how that would fit into this plan.

Mr. Thompson responded that this change wasn't related to the driver shortage, but that a shortage does result in taking out trips. He said they usually try to inform the customers of how they will be dealing with those types of issues in the short term, and that they hope to get more drivers in the long term.

Mayor Tourville stated that the piece on Concord Street would probably require doing some collaborative work along with some studies so they can come to a conclusion.

Mayor Tourville stated that he has heard that people at the Skyline Mobile Home Park were looking for morning and afternoon trips around their work and jobs, not a quick trip type service.

Mr. Thompson stated that Route 71 is rush hour inbound and rush hour outbound.

2) STORM WATER CIP

Public Works Director Thureen stated that Staff has been assembling field data to develop a list of storm water management system improvement, replacement, and maintenance needs. They use the information the following four ways:

1. For a 10-year implementation plan.
2. To meet the requirements for Federal storm water permit.
3. To enhance eligibility for outside funding opportunities.
4. To help develop an overall long-range strategic plan for management of the City's entire infrastructure to include all underground utilities, street lights, etc.

He stated that they are close enough that they are able to put together the proposed 10-year plan, and that there will be an overview of the work effort.

City Engineer Tom Kaldunski stated that he is here this evening along with Assistant City Engineer Steve Dodge, to present the Storm Water Capital Improvement Plan. He stated that the 4th Generation Water Resources Management Plan (WRMP), is part of the City's Comprehensive Plan update and that Staff has developed a storm water Capital Improvement Plan (CIP) as a part of the WRMP update. This allows them the ability to search for Grants. He stated that the focus is mainly on the facilities we have and how we are going to improve them, with drainage issues being identified by maintenance staff and residents. The MS4 Program inspections help identify major maintenance. He stated that the project priority list is where they have been more successful at getting their Grants. They have gone through their entire system and have televised the existing system.

Assistant City Engineer Steve Dodge displayed a color-coded map of the different projects throughout the City and explained the meanings as they are listed.

He presented the ten-year plan which is broken up into two five-year segments that Staff has prioritized. This covers rain garden modifications, MS4 major maintenance inspections, Grant eligible projects, and the storm water system improvements budget. For the first five-years they have decided to use the funding for H2 Pond area as that was a priority in working with an interested developer to finish up a development. He stated that the second five-years were the same and amount to a total cost of \$1.8 million for each five-year segment. He stated that of those five years they will get some developer and Grant money to help out, which would leave them with \$1.25 million for City costs for each five-year segment which amounts to \$250,000 a year in funding to get those projects completed.

City Engineer Kaldunski displayed a sheet depicting the Storm Water Comprehensive Capital Improvement Plan with an overall total cost of \$17,440,250, developer costs of \$87,120, and Grant Funding of \$2,742,600. He stated that while the dollar amount is large, it will take at least 30 to 40 years to complete these projects. He stated that this doesn't include the Pond Water/Pond Inspections, of which there are 873 of them. He stated that they are hoping that the number of inspections for those will be reduced. He displayed a photo of one of their more recent projects on 78th and Concord where they have used 80% of Funds. He also displayed photos of projects that need to be worked on due to various failures in the pipes and erosion.

He listed the following Funding Sources:

- Storm Water Utility
- PSIG Grants (PPL)
- Agency Grants: BWSR, MPCA, SWCD and WMO
- Bonding/General Fund
- Storm Water Assessments/Taxing Districts

Mayor Tourville asked about the issues they have had with software programming and billing and asked if that was back to functioning at 100%.

Public Works Director Thureen responded that yes it has been corrected.

4) BODY CAMERA

Police Chief Schnell stated that the City has been putting money away for the past several years as a part of a replacement plan for the squad cameras. All squads have mounted patrol cameras that photograph and/or video outside of the front windshield and the backseat passenger compartment that also includes body microphones which are worn for sound. That system is at end of life, as they are having trouble getting replacement parts. He stated that the videos help prosecute cases and require a lot of storage. As a part of budget planning, \$75,000 has been put aside. In the 2018 budget they were planning on purchasing a \$60,000 replacement and upgrade server for the management of squad camera data. They are at \$135,000 total. He stated that when looking into the replacement of the squad camera system and the body microphones, they realized that they may need to look into body cameras in another year or two anyway, so this item could replace the body microphones.

He stated that the City also has the opportunity to replace not only the squad cameras, but also the interview room cameras. The dollars are available to implement both the body worn cameras at the same time they launch the squad camera program. They would be able to fund that, purchase the hardware, and buy storage through 2019. The implications with moving forward creates a base level budget item of approximately \$70,000 annually for the year 2020 and beyond. This includes the Cloud storage of a massive amount of data and licensing that goes along with the system to manage it. Benefits include access for the City Attorney and the County Attorney.

He stated that there are statutory requirements related to policy for which they have been giving attention to internally. They have sent Policy drafts to all members of the Police Department, the Unions, the Dakota County Attorney's office, and the City's Attorney's office for feedback. He stated that they can publish a draft model Policy for the City of Inver Grove Heights related to body cameras later this month or during the month of September. That policy would be published on the Website. In October they would hold a public input session before the City Council, and then at the following meeting they would bring back a final Policy Draft. This would be implemented of November 2018. The current squad system included payment of \$5,800 per squad for that camera system. He commented that these days it's not just the cameras anymore, it's also about the storage and data management.

Councilmember Hark asked if the City would be locked into a particular vendor.

Police Chief Schnell responded that they spoke to their current provider, Panasonic, and another provider, Axon, which is the one provider that has a majority of contracts throughout the Nation. Axon came in slightly lower. He stated that they are connected to a provider for a period of five years. The data belongs to us, but then at the end of five years, they would have to find a place for the massive amount of data.

Councilmember Hark asked if you were to switch vendors, if the new vendor would take the existing data.

Police Chief Schnell responded that the new vendor would take the data from one vendor to another.

Mayor Tourville asked if they should schedule this item an upcoming Council meeting because one of the requirements state that they need to have the discussion at a Council meeting.

Police Chief Schnell stated that they need to get public input and have it published.

City Administrator Lynch asked if this needed to be a standalone meeting or if it could be a part of a regular Council Meeting.

Police Chief Schnell responded that it could be a part of a regular meeting, but that it would need to be open to public input.

Councilmember Piekarski Krech responded that a regular Council meeting would be better than a special meeting and that they could put information out about it during Inver Grove Heights Days. She asked if you could have a body camera available for those to be able to see how it works, what it looks like, etc., for public education.

Mayor Tourville stated that he wasn't sure they had enough information to be able to talk about it during Inver Grove Heights Days. He wasn't sure you could take a body camera and use it in that manner for others to see. He agreed that it should be a part of a regular meeting.

Councilmember Hark also agreed that it should be a part of a regular meeting. He commented that the City does a good job of putting Policy out there. He wanted to make sure people are aware of this.

Councilmember Bartholomew asked how long they need to retain the information they collect.

Police Chief Schnell responded that most of the video is held in accordance with a retention schedule as established by the City, which in most cases is seven years. Some are permanent, and some incidences are kept for about a year. He stated that all video across the board is kept for one year which is in accordance with the Minnesota Department of Human Rights Policy. If there was no action or report, that would be held for up to a year. Sexual assault, and homicide are stored forever.

5) LARGE ASSEMBLY PERMIT AND NOISE ORDINANCE CONCEPT DISCUSSION

Police Chief Schnell stated that there was an event that was held in the City on private property that occurred in July. It was not within guidelines for which the property is zoned, which prompted options for us to explore an Ordinance for large assemblies. He stated that they looked into other Cities that have event or Permit Ordinances and have come up with a framework for an Ordinance. An Ordinance would define a large assembly on public and private properties excluding commercial properties operating within their scope of authority. It would be based on size, type of event, and location. There would be exemptions for certain events at certain locations. Two examples of exempted events would be Inver Grove Heights Days or a High School Graduation. He stated that this addresses the rental of private non-commercial property used for event rental and identifies a range of abatement mechanisms. All effected departments were sent the information and as a result, they have received a lot of feedback. He stated an event would be of 50 or more, and that the permit would apply in cases of 200 or more.

He stated that for example, the Corporate event that had taken place on private property in July, that event, if they were to come back and hold it again, would need to request a Permit Application. Because it would be held on private property, that permit would come to the Police Department. From there, the information would be sent to the affected departments within the City to become a part of the review process.

Police Chief Schnell stated that for short term rentals, such as an Airbnb, some of the rentals that were occurring were used to create event purposes. Properties such as these could be used for weddings, which could have implications for neighbors. This would be an event that the City could control and address the issues you have had with these rentals in the past.

Councilmember Hark asked if they would see this item before it was sent to City Attorney Kuntz for review. He commented that it could get difficult with commercial and private, and that you could have a private celebration that impacts parking and are serving alcohol. He felt this would take a lot of effort to get the language right.

Police Chief Schnell responded that they would see it, add to it, and make changes before it was sent to City Attorney Kuntz.

Mayor Tourville stated that the noise portion is an interesting piece because they do not currently have a Noise Ordinance.

Councilmember Piekarski Krech stated that they need to consider how much of a disruption this could be for the neighborhood.

Police Chief Schnell stated in response to noise, it has to deal with events like this, or those people that are sitting around a bonfire having alcohol. They want to be able to have something that addresses the range of those issues.

Janice Gundlach, Incoming Community Development Director, stated that her role was to look at the Noise Ordinance portion. The attempt at an Amendment would be to more clearly define noise, as there is not a Noise Ordinance. They currently lump noise in with fumes and odors and it currently says that they should not “exceed the MN Pollution control limit”. They do not count minor incidences that become a public nuisance. They explain what constitutes a nuisance and the standards would be enforceable. They are looking at noise that is above conversational speech at a distance of about 50 feet. They would also look at

applying hours of operations to domestic power equipment, or to wrap hours of operation around construction and demolition activities. This Ordinance would have a lengthy list of items that would be exempt from it such as snowplowing equipment or construction activities that other departments may need to exempt.

She commented that an Officer could be aware of one code but may not be aware of another code, they will make sure those various code sections reference one another.

City Administrator Lynch stated that this is a coordinated effort by multiple departments within the City.

Councilmember Piekarski Krech stated that some large events could go into their zoning regulations. There are other places that have events in rural areas.

Councilmember Hark asked if these items would be coming back together or separately. He asked if they have thought about a timeframe.

Police Chief Schnell stated that they would bring these items back later this fall.

B. ADJOURN

Motion by Piekarski Krech second by Bartholomew to adjourn.

The meeting was adjourned by a unanimous vote at 9:06 pm.