

City of Excelsior
Hennepin County, Minnesota

MINUTES
EXCELSIOR WORK SESSION MINUTES

August 1, 2016

1. CALL TO ORDER/ROLL CALL

Mayor Gaylord called the meeting to order at 6:08 p.m.

Present: Councilmembers Beattie, Miller and Mayor Gaylord

Absent: Councilmembers Carlson and Caron

Also Present: City Manager Luger, Public Works Superintendent Amundsen,
Finance Officer Malecha and City Clerk Orlofsky

2. AGENDA APPROVAL

Beattie moved, Miller seconded, to approve the agenda. Motion carried 3/0.

3. REVIEW 2017 PRELIMINARY GENERAL FUND BUDGET

Luger presented the 2017 Preliminary Levy Increase and explained that it reflects a 4.47% increase in the City's levy. Luger asked the Council to consider the following large budget items as they set the 2017 preliminary levy: Proactive Code Enforcement, Laserfiche Software, New Public Works Position, City Council Wages, and Staff Wages.

Code Enforcement

Beattie asked if the City ordinances are strong enough to deal with delapidated properties. Luger added that the \$10,000 was mainly set aside for litigation on code enforcement of properties.

Beattie felt that the City should continue to be proactive with code enforcement but asked that staff look to use some other tools to enforce it.

Miller and Gaylord felt that the \$10,000 set aside for code enforcement could be dropped from the budget.

Laserfiche

Luger explained the benefits of implementing Laserfiche, a document imaging program. The cost would be around \$14,000 and it would allow all the City's documents to be scanned into the laserfiche software as Tif documents. Allowing the documents to be electronic would make them more accessible to staff and it would also help the City be more transparent with the residents.

Gaylord would like staff to research other laserfiche options and to explore if it is something that could be shared between other surrounding communities.

Laserfiche- Continued

City Council would like to move in this direction but would like staff to gather more research.

Public Works Position

Luger discussed the new Public Works position, she explained that it became pretty obvious in the hiring process for a Public Works Superintendent that another full-time employee is needed.

Luger described the Supervisor position and then explained that the Public Works Superintendent has recently indicated that the public works employees are possibly interested in creating a full-time Maintenance Worker position.

Beattie explained that he thought the Supervisor position was going to come from within. He would like to see staff continue to pursue that so that we are training someone from within.

He thought that we should try to recruit for seasonal/part-time positions as well. Luger explained the difficulty in recruiting for seasonal/part-time positions and explained that many communities around were experiencing the same struggle.

Council explained that they understand that staff is really thin.

City Council Wages

Luger explained that the Mayor asked to see the breakdown of other cities for council wages. Gaylord explained that the Council puts a lot of time into the position, and felt that it might help attract more people if the position was better compensated.

Beattie did not think it was necessary to raise the City Council wages.

Staff Wages

Luger explained that every year a wage analysis is completed to ensure that Excelsior's wages are competitive with other cities in the metro area with a population of 8,000 and below. Luger included a copy of the complete survey in the packet for the Council to review.

Beattie asked if the City Council could have a discussion on staff wages when those that were not directly affected by it were not present. Luger explained that they could have another Work Session on it with City Manager Luger present.

Miller stated that he had a lot of trust in the City Manager's decision when it came to staff wages.

3. REVIEW 2017 PRELIMINARY GENERAL FUND BUDGET - CONTINUED

The Council recommended that staff try to reduce the levy increase to 1.75%.

4. ADJOURNMENT

Beattie moved, Miller seconded, to adjourn at 6:58 p.m. Motion carried 3/0.

Respectfully submitted,

Ann Orlofsky
City Clerk