

**AGENDA
CITY COUNCIL
WORK SESSION
CITY OF EAST GRAND FORKS
NOVEMBER 27, 2012 - 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Stop Sign at 11th Ave Se and Greenway Blvd SE – Marc DeMers**
- 2. Winter Internment Costs – Dave Aker**
- 3. Fire Dept Recruitment and Administration Recruitment – Chief Larson/Scott Huizenga**
- 4. City Planner – Scott Huizenga**
- 5. Senior Citizen Board Update – Henry Tweten**
- 6. Water and Light Department Budget – Dan Boyce**

ADJOURN

Upcoming Meetings

Budget Work Session – November 28, 2012 – Training Room – 5:00 PM
Regular Council Meeting – December 4, 2012 – Council Chambers – 7:00 PM
Work Session – December 11, 2012 – Training Room – 5:00 PM
Regular Council Meeting – December 18, 2012 – Council Chambers – 5:00 PM
Organizational Meeting – January 8, 2013 – Council Chambers – 5:00 PM

Request for Council Action

Date: November 21, 2012

To: East Grand Forks City Council, Mayor Lynn Stauss, Henry Tweten, Council Members: Marc Demers, Council President Craig Buckalew, Council Vice President Wayne Gregoire, Greg Leigh, Mike Pokrzywinski and Ron Vonasek.

Cc: File

From: Dave Aker

RE: Winter burial increase

Background:

Winter interments at the Resurrection Cemetery have become quite expensive for both Stennes Granite, who digs the grave, and Parks and Recreation for staking the grave and clearing snow off. The current cost for a winter interment is \$750.00 and the Cemetery Commission would like to raise it to \$1,250.00, which includes a \$250.00 deposit that would cover the cost of damages to other headstones and finding the lot. If there is no damage we would give their deposit back in the spring. The cost would not go into effect until there is two inches of snow on the ground. The commission would like to send out the increase by January 1, 2013.

Recommendation: Increase the winter interment and have a deposit for staking and snow removal. This would help pay for damages to other headstones if they are damaged by Stennes Granite or the Park and Recreation for clearing off snow.

Enclosures: None

Request for Council Action

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To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council members: Marc Demers, Ron Vonasek, Henry Tweten, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File, New Council Members: Mark Olstad, Clarence Vetter, Chad Grassel

From: Fire Chief Gary Larson

RE: Promotions, Hiring

Background and supporting documentation of request: As of July 1, 2012 the Fire Department has been down one employee. The Fire Chief position was filled on November 8, 2012. This leaves an Asst Chief position open which will be filled by an Engineer. This will leave an Engineer position open which will be filled by a Firefighter. This will leave a Firefighter position open which we should hire.

We are now under a safer grant which has paid for our last firefighter for two years. Under the Safer Grant we are to maintain our staffing at the level at which we received the Grant.

Recommendation: To post the promotion criteria, and to open up the hiring process for a fulltime Firefighter.

Request:

Enc.

Request for Council Action

Date: November 21, 2012

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: Administration Recruitment

The position of Executive Assistant has been vacant since August 10, 2012. Megan Nelson, Administration Assistant, has been filling the role exception since that time. Ms. Nelson completed her six-month probationary term as an Administrative Assistant in late October with superior ratings. The City conducted an internal recruitment for Executive Assistant this month for which the Civil Service Commission affirmed Ms. Nelson's qualification to the position.

By promoting the Administrative Assistant to Executive Assistant, Administration and Finance can recruit for a new Accounting Technician to assist the Finance Director in the daily activities including, but not limited to, journal entries, accounts payable, accounts receivable, bank reconciliations, quarterly tax returns, work orders, and financial research.

The overall office structure for Administration and Finance traditionally has included the City Administrator, Finance Director, Executive Assistant, HR Generalist, and Accounting Technician. A promotion to Executive Assistant and a recruitment for Accounting Technician would fully staff the office in with this structure.

Recommendation:

1. Approve the promotion of Megan Nelson to Executive Assistant.
2. Authorize the City Administrator to recruit and fill the vacant Accounting Technician for the Administration and Finance office.

Request for Council Action

Date: November 21, 2012

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: City Planner Position

The recommendation for the City Planner was on the previous work session agenda. The item was tabled pending further information from the City Administrator. I have attached a brief summary below of estimated expenses of a combined Community Development Department that would encompass City Planning and Building Inspections. The summary compares the costs for each scenario between a part-time or full-time City Planner and/or Building Official. The detail of each scenario is attached to this RCA. All costs are consistent across all scenarios except those that affect salaries or contractual services.

Part-Time Building Inspector, Full-Time City Planner: \$211,334 (proposed scenario)
Full-Time Building Inspector, Part-Time City Planner: \$231,803 (preliminary budget)
Full-Time Building Inspector, Full-Time City Planner: \$261,537
Part-Time Building Inspector, Part-Time City Planner: \$212,800

For reasons previously listed, a full-time City Planner enhances City services in the form of a “one-stop shop” for community development very little investment. The City Planner can perform a variety of functions in addition to planning such as Transit, Facility Maintenance, Property Code Enforcement, ADA coordination, sustainability planning, and limited building official duties, whereas the Building Official generally is limited to Inspections. Generally, the City can save at least \$20,000 placing a full-time City Planner relative to the previous scenario of a Full-Time Building Official and a part-time City Planner.

The City Council can choose to fill the Building Official position even if the City Planner position is approved. If both positions became full-time, the additional cost to the City would be approximately \$30,000 while still providing a much higher level of service than in the past.

Recommendation:

Authorize the recruitment and hiring of City Planner, subject to Civil Service Commission approval of job description and pay grade.

Attachments:

November 13 Request for Council Action
 Community Development Department scenario detail

Request for Council Action

Date: 11-8-12

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Wayne Gregoire, Council members: Marc DeMers, Ron Vonasek, Henry Tweten, Greg Leigh and Mike Pokrzywinski

Cc: File

From: Scott Huizenga, City Administrator

RE: City Planner

The City Council has discussed a proposal to hire a full-time City Planner to manage and coordinate the related development activities of planning and zoning and building inspections. Currently, the City has an agreement with the Metropolitan Planning Organization (MPO) for part-time planning services. MPO also administers the city transit program.

A full-time City Planner would manage, at minimum, the following functions.

- Community Development (combined zoning and building inspections)
- Transit
- Facility Management (City-owned buildings)
- Property Code and Nuisance Enforcement
- ADA compliance
- Sustainability coordination (e.g. GreenStep Cities; energy efficiency)

The City currently invests \$40,000-50,000 annually in city planning and transit administration. I anticipate a Grade 15 (\$56,382-\$74,186) or a Grade 16 (\$60,047-79,009) for the City Planner position. The City's Human Resources consultant will draft a job description. And, the Civil Service Commission will consider for approval the draft the job description.

The City Council and staff has discussed the advantages of "one-stop shop" for development activity. The City also can have a dedicated facility management (city buildings), nuisance enforcement program with little added investment. Further, the City still can choose separately whether or not to hire a full-time Building Official or to continue under the recently-approved inspections consultant agreement. And, the City Planner will be expected to obtain at least a Limited Building Official certification to provide a secondary option for building inspections.

Recommendation:

Authorize the recruitment and hiring of City Planner, subject to Civil Service Commission approval of job description and pay grade.

**Community Development Department
2013 Estimated Budget
Part-Time Building Official, Full-Time City Planner**

Estimated 2013 Revenues

Account Number	Description	2010 Actual	2011 Actual	2012 Budget	2013 Budget
101-32-000-32210	Building Permits	57,591	40,491	50,000	50,000
101-32-000-32220	Excavation Permits	2,295	1,395	2,000	2,000
101-32-000-32230	Plumbing Permits	1,430	544	1,400	1,000
101-34-000-34103	Plan Checking Fees	1,530	9,972	2,000	2,000
		\$ 62,846	\$ 52,402	\$ 55,400	\$ 55,000

Estimated 2013 Expenses

Building Inspections

101-42-400-41010	Salaries & Wages	106,761	105,684	107,274	42,979
101-42-400-41020	Salaries & Wages - Overtime	1	-	-	-
101-42-400-41210	PERA Contributions	7,267	7,550	7,777	3,116
101-42-400-41220	FICA Contributions	7,424	7,185	8,206	3,288
101-42-400-41290	Sick Leave Contributions	-	3,203	3,000	1,500
101-42-400-41300	Insurance Contributions	16,394	17,399	18,027	5,717
101-42-400-42000	General Supplies	1,110	637	1,000	1,000
101-42-400-42120	Fuels & Lubricants	527	603	700	-
101-42-400-42400	Small Tools & Equipment	-	-	500	500
101-42-400-43080	Educational/Training Fees	85	60	500	500
101-42-400-43190	Professional Services	428	117	700	28,500
101-42-400-43200	Communications	756	903	1,000	1,000
101-42-400-43300	Travel Expenses	416	346	1,000	500
101-42-400-44000	Repairs & Maintenance	396	736	1,000	-
101-42-400-44300	Miscellaneous	471	180	1,000	1,000
		\$ 142,035	\$ 144,604	\$ 151,685	\$ 89,600

Planning & Zoning

101-42-400-41010	Salaries & Wages*				46,316
101-42-400-41210	PERA Contributions				3,358
101-42-400-41220	FICA Contributions				3,543
101-42-400-41300	Insurance Contributions				5,717
101-41-900-42000	General Supplies	118	-	200	1,000
101-41-900-43190	Professional Services	73,277	95,428	75,000	45,000
101-41-900-43200	Communications	444	461	500	500
101-41-900-44300	Miscellaneous	491	121	300	300
		\$ 74,329	96,010	\$ 76,000	\$ 105,734

Transit

210-49-804-43100	Administration	13,968	8,204	16,000	16,000
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Total Revenues		\$ 62,846	\$ 52,402	\$ 55,400	\$ 55,000
Total Expenses		\$ 230,333	\$ 248,818	\$ 243,685	\$ 211,334

* Under this scenario, a portion of the City Planner's time is charged to Transit, which is grant-funded.

**Community Development Department
2013 Estimated Budget
Full-Time Building Official, Part-Time City Planner**

Estimated 2013 Revenues

Account Number	Description	2010 Actual	2011 Actual	2012 Budget	2013 Budget
101-32-000-32210	Building Permits	57,591	40,491	50,000	50,000
101-32-000-32220	Excavation Permits	2,295	1,395	2,000	2,000
101-32-000-32230	Plumbing Permits	1,430	544	1,400	1,000
101-34-000-34103	Plan Checking Fees	1,530	9,972	2,000	2,000
		\$ 62,846	\$ 52,402	\$ 55,400	\$ 55,000

Estimated 2013 Expenses

Building Inspections

101-42-400-41010	Salaries & Wages	106,761	105,684	107,274	96,307
101-42-400-41020	Salaries & Wages - Overtime	1	-	-	-
101-42-400-41210	PERA Contributions	7,267	7,550	7,777	6,982
101-42-400-41220	FICA Contributions	7,424	7,185	8,206	7,367
101-42-400-41290	Sick Leave Contributions	-	3,203	3,000	3,000
101-42-400-41300	Insurance Contributions	16,394	17,399	18,027	18,746
101-42-400-42000	General Supplies	1,110	637	1,000	1,000
101-42-400-42120	Fuels & Lubricants	527	603	700	700
101-42-400-42400	Small Tools & Equipment	-	-	500	500
101-42-400-43080	Educational/Training Fees	85	60	500	500
101-42-400-43190	Professional Services	428	117	700	700
101-42-400-43200	Communications	756	903	1,000	1,000
101-42-400-43300	Travel Expenses	416	346	1,000	1,000
101-42-400-44000	Repairs & Maintenance	396	736	1,000	1,000
101-42-400-44300	Miscellaneous	471	180	1,000	1,000
		\$ 142,035	\$ 144,604	\$ 151,685	\$ 139,803

Planning & Zoning

101-41-900-42000	General Supplies	118	-	200	200
101-41-900-43190	Professional Services	73,277	95,428	75,000	75,000
101-41-900-43200	Communications	444	461	500	500
101-41-900-44300	Miscellaneous	491	121	300	300
		\$ 74,329	96,010	\$ 76,000	\$ 76,000

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Total Revenues		\$ 62,846	\$ 52,402	\$ 55,400	\$ 55,000
Total Expenses		\$ 230,333	\$ 248,818	\$ 243,685	\$ 231,803

**Community Development Department
2013 Estimated Budget
Full-Time Building Official, Full-Time City Planner**

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Total Revenues

\$ 62,846 \$ 52,402 \$ 55,400 \$ 55,000

Total Expenses

\$ 230,333 \$ 248,818 \$ 243,685 \$ 261,537

**Community Development Department
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Part-Time Building Official, Part-Time City Planner**

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Planning & Zoning

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