

Maple Grove City Council Work Session

Meeting Minutes

August 2, 2021

Call to Order

Pursuant to call and notice thereof, a City Council Work Session was held at 5:30 p.m. on Monday, August 2, 2021 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota. Present was Mayor Steffenson and Councilmembers Karen Jaeger, Judy Hanson and Kristy Barnett. Absent was Councilmember Phil Leith. Present also was City Administrator Heidi Nelson, Chief of Police Eric Werner, Director of Parks and Recreation Chuck Stifter, Public Works Director/City Engineer Ken Ashfeld, Finance Director Greg Sticha, Community and Economic Director Joe Hogeboom, Building Official Ann Jacklitch, and HR Director Denise Thul.

Mayor Steffenson called the meeting to order at 5:30 p.m.

Discussion with Rapp Strategies Regarding Local Option Sales Tax Communications Plan Proposal

City Administrator Nelson explained that staff has solicited a proposal from Rapp Strategies, Inc. for communications services for the local option sales tax referendum. Ms. Nelson then introduced Todd Rapp, CEO of Rapp Strategies, Inc. Mr. Rapp reviewed their proposal for communications services as well as reviewed similar work that Rapp Strategies, Inc. has done for other cities and school districts in the past. The proposal will be brought forward to a future council meeting for consideration.

2022 Budget Discussion

Finance Director Greg Sticha provided an overview of a series of topics that either have a budgetary impact on the 2022 preliminary budget discussion or have an impact on upcoming spending and the outcome of the 2021 budget and fiscal performance.

Implementation of Storm Water Fee

Public Works Director/City Engineer Ken Ashfeld reviewed the implementation of a storm water utility for fiscal year 2022, beginning January 2022. Mr. Ashfeld discussed the proposed fee structure and the management of the city's storm water system that would be covered by the new utility. Council consensus was to move forward with the implementation of the new storm water utility.

Prosecution Services

Chief of Police Eric Werner reviewed options to considering a change to prosecution services for the city, to include in-house prosecution, seeking RFP's for prosecution services or no change to the current contracted service. Staff will seek direction on this item at the August 16th budget worksession.

FTE Reorganizations and New Requests for Budget Year 2022

Administration reviewed the request for the existing Executive Assistant to the City Administrator/Communications Coordinator position to be split into two separate positions due to an increased workload in the area of communications and the need for dedicated administrative support to the City Administrator, the department, and City Council.

Engineering staff reviewed a proposed reorganization of its staff, resulting in a net reduction of .25 FTE.

Human Resources reviewed the request to add an HR Technician position to support the workload of the HR Department.

Building Inspections staff reviewed the request to create an Assistant Building Official position for efficiency and succession planning purposes. This is not an increase to FTE as it would be an internal promotion with no backfill.

Police staff reviewed the request for the addition of a police officer in support of the newly created Traffic Unit.

Public Works staff reviewed the request for an additional Light Equipment Operator in support of streets and utility operations. This position is funded via the water, sewer and street light enterprise funds.

Parks and Recreation/Community Center staff reviewed the layoffs and retirements experienced during the pandemic and its request to modify/replace three positions to address current service and facility needs. Budget impacts of the proposed changes include \$50,000 in salary savings in Recreation and a \$60,000 increase in the Community Center budget. Fee adjustments are included in the budget proposal to help offset the increased salary as well as increased line items in the Community Center budget.

Council consensus expressed support for the requested positions and reorganizations.

Compensation Study

Staff reviewed the request to update the city's current compensation and classification plan which was created in 1999. Given the age of the plan as well as known market issues for city staff positions, staff is recommending a compensation and classification study be conducted. The estimated cost of the study is approximately \$50,000. The results of the study could have an impact on compensation adjustments in 2022. As such, staff has included contingency funding in the 2022 budget for the implementation of a new compensation and classification plan. Council consensus was to move forward with updating the city's compensation and classification plan.

PT and Seasonal Wage Concerns

Staff reviewed the recruitment and retention challenges experienced for the past several years in part-time, seasonal and temporary positions. This has led to maintenance and service positions remaining unstaffed or understaffed, most notably in summer months and most especially at the Community Center. Staff has currently included \$50,000 in contingency for the 2022 budget to address some of these compensation issues next year. Council consensus supported making adjustments to seasonal and temporary wages to respond to recruitment and retention challenges.

Further discussion of the 2022 budget will be held at the August 16th worksession.

Adjournment

The meeting was adjourned by Mayor Steffenson at 7:18 p.m.

Respectfully submitted,

Heidi Nelson
City Administrator