



CITY COUNCIL

Special Meeting
November 13, 2007
Tuesday, 6:00 P.M.

CALL TO ORDER: Mayor Asay called the special meeting to order at 6:00 P.M. and led the Pledge of Allegiance.

ROLL CALL: Present were Councilmembers Beaudry, Borek, Drotz, Heddlesten, Neal and Whalen. Councilmember Sirack asked to be excused.

STAFF PRESENT: Finance Director Pierce, Planning & Community Development Director Terrell, Fire Chief Jaques and Deputy City Clerk Marcelia.

STUDY ITEMS:

AB07-101A Vacation Buy Out Policy:

Council was asked to discuss changing the vacation buy back policy in order to reduce the City's liability for future payments. Mayor Asay stated that she would specifically like to discuss the 40-hour buy back that the Police Department has utilized in the past.

Councilmembers asked clarifying questions of Director Pierce. Director Pierce stated that there are two separate issues: the 40-hour buy back per year, and employees reaching the maximum allowable accrued vacation and not taking it.

Council continued to discuss the issue and share their concerns with the buy back policy. Mayor Asay asked if Council was willing to continue the practice of paying up to 40 hours of vacation buy out if an employee is not at the top of their accruals.

Councilmember Heddlesten moved to formulate a City policy to allow the buy back of 40 hours per year for any employee who has a minimum of 80 hours accrued vacation time. Councilmember Borek seconded.

Councilmember Heddlesten asked for a friendly amendment, stating that employees should be required to take one week of vacation per calendar year.

Councilmember Borek asked if every employee takes at least one week a year.

Mayor Asay asked Acting Chief/Sergeant Hamry to share how this policy will affect him and the rest of the Police Department.

Director Pierce stated that it was brought to her attention that there is no official City policy. The State Auditor's office requires an official policy, adopted by Council.

Council continued to discuss the policy.

Hearing no further discussion, Mayor Asay called for the vote. Motion carried 7-0.

AB07-127 2008 Budget Workshop:

Councilmember Drotz asked why the format of the budget has changed. Mayor Asay stated that year-to-date figures get skewed. Councilmember Drotz said that, without the year-to-date figures showing, she would've appreciated seeing some narrative. Director Pierce provided Council with the year-to-date figures as of November.

Director Terrell shared detailed information regarding the 2008 Budget for the Planning and Community Development Department – numbers 38 and 42. She explained how the FTE's are budgeted for. She touched on the current permit activity and the levels of activity anticipated for 2008.

Chief Jaques stated that the 2008 budget for the Fire Department is very similar to the 2007 budget. There are no new projects. He shared that he is working with Director Pierce to include the EMS Levy. He also shared information about his volunteer staff.

Director Pierce provided an overview of the budget document. She provided council with a revised page 81 – Capital Projects Revenue-General Government Projects.

Councilmembers discussed the various funds, shared comments and concerns, and asked for clarification from Director Pierce. Councilmembers shared their ideas regarding the projected revenues.

Mayor Asay agreed with Councilmember Whalen – that the City needs to be proactive, to be doing something to replace lost revenue.

Councilmember Heddlesten requested a list of current business licenses issued in the City for 2005 – 2007. He shared that it might be beneficial to contact businesses who have left the City and ask them why they left. He wants to make sure that all the businesses that are operating in the City are licensed.

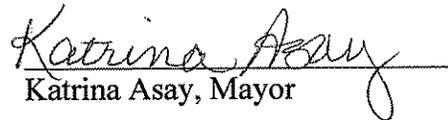
Director Pierce stated that she has brought this issue up to Springbrook and stressed the importance of being able to run a report that runs a list of business license holders for individual years as opposed to a year-to-date list. She stated that, if Council is interested, it would be approximately \$2,500 to obtain the report and \$100 per year to maintain and service it. When brought up at the user groups, no other cities have shown an interest. Business licenses are self policing and don't generate enough revenue to actually have a person who analyzes them and goes around, collecting the revenue.

Councilmembers proceeded to conduct a discussion on the enforcement of business licenses.

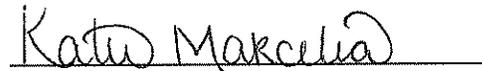
Councilmember Drotz state that the Economic Development Board has information regarding what businesses are currently licensed and operating within the City limits.

ADJOURNMENT:

The meeting was adjourned at 9:20 P.M.


Katrina Asay, Mayor

ATTEST:


Katie Marcelia, Deputy City Clerk