



**MINUTES
CITY COUNCIL WORK SESSION
December 1, 2015**

CALL TO ORDER

The work session meeting was called to order at 5:04 pm.

Present: Mayor: Donny Chillstrom; Council: Jahn Dyvik, Marty Schneider, Kurt Kaminski and Liz Olson

Staff Present: City Administrator: Scott Weske

Absent: None

APPROVE AGENDA

A motion was made by Dyvik, seconded by Olson, to approve the agenda as presented. Ayes: all.

BUSINESS ITEMS

Update Regarding Investments (Jack Fahey, Ehlers & Associates)

Jack Fay from Ehlers updated the council explaining that there is 3-5 CDs coming due in the near future. With the federal government deciding to higher rates it wouldn't be a good idea to get locked in at the current rates with the cash coming due.

It was advised to hold it in a cash account until more is known around the first of the year.

Job Share Opportunity with Maple Plain - Part Time Administrative Assistant

The City of Maple Plain approached staff about the possibility of having a part time office assistant that would be shared between both cities. With limited amount of staff and the amount of work that needs to be done it was an option staff could work with.

Council felt that the money spent wouldn't be able to be tracked with value and the benefit wouldn't be there. There could be an option in the future of a person with different duties but not at this time.

Discuss Public Works Director Position Announcement

Staff presented a first draft to the council of the public works director position and they felt it was good. They directed staff to post the ad as soon as possible and have the closing date January 15.

Discuss Water and Sewer Rates (Adoption at December 15 Meeting)

Staff presented a proposal outlining and updated fee schedule for the water and sewer rates. In 2009 a report was conducted by a company showing what the rates needed to be set at for a 5 year period to maintain current funds. Over the last 5 years rates weren't changed to follow the report and still at the 2010 rate.

Council didn't feel like there was enough information to make a decision to change rates at this time.

Continue Discussion on Technology Upgrades – Chambers AV Quotes (LMCC), Internet Change at City Hall, Exploring Integrated VOIP Phone System for City Buildings
Staff updated the council explaining the new AV equipment will be HD. Also staff presented quotes for a new VOIP phone system and it would be a cost neutral change for current outdate system.

OTHER BUSINESS

ADJOURN

Hearing no objection, Mayor Chillstrom adjourned the work session at 6:34 by general consent.

Respectfully submitted,

Scott Weske, City Administrator