

**CITY OF FARMINGTON
CITY COUNCIL MINUTES
WORK SESSION
FEBRUARY 13, 2017**

Mayor Larson called the work session to order at 6:30 p.m.

Roll Call

Present-Larson, Donnelly, Bartholomay, Craig, and Pitcher
Staff Present-Administrator McKnight, Police Chief Lindquist, Community Development Director Kienberger and Civil Engineer Schmeling

Agenda

Motion by Bartholomay, second by Pitcher, to approve the agenda. APIF, motion carried.

McGrath Consulting Group Police Department Study

Chief Lindquist and McGrath Consulting Group Project Manager/Senior Police Consultant Ron Moser presented the results of the staffing study for the police department.

Near the end of 2016 the city council approved the study that focused on four major areas related to staffing. The four areas included:

1. Is the current level of staffing appropriate?
2. Is additional administrative staff needed?
3. What are the future staffing concerns based on projections for population, business activity and other trends in the city?
4. A review of retention and turnover of employees of the police department.

Moser presented the findings of the report and answered questions on a variety of issues. The consultants included nine recommendations as a result of their work. These recommendations include:

1. Increase the current authorized number of patrol officers by two and place them in the patrol function.
2. Reduce the number of officers assigned to collateral duties with the Multi Agency Assistance Group (MAAG).
3. Expend department overtime codes to include, at a minimum, shift coverage and late calls to better understand and track overtime use.
4. Approve the position of captain.
5. Adopt one of the proposed revised organizational charts.

6. Direct the captain position to improve internal communication through regular operational meetings with Sergeants.
7. Direct the captain to create and implement a regular daily roll call briefing document for patrol.
8. Add four additional patrol officers to the department over the next two to three years; this includes the two recommended in number one. This should be phased in as residential and businesses growth occurs.
9. Prior to adding new officers to the department, prepare an updated field training program by sending officers to a field training officer course.

The city council asked a number of questions of Moser and Lindquist on all of the recommendations.

Lindquist updated the city council on the status of our current K-9 Bosco, potential future retirements and resignations and upcoming parental leaves in the department. Lindquist shared his desire would be to start the recruitment process immediately to create a list for potential patrol vacancies, hire a replacement this summer for a potential sergeant retirement later this year, hire a captain in early 2018 and an additional officer in mid-2018.

After much discussion the city council consensus was to move forward with a replacement K-9 dog and training for the dog and officer starting in March 2017. In addition, move forward on creating a hiring list for patrol that may be needed in mid-2018. The requests for additional positions will be discussed in the near future looking at all potential department requests.

Moser thanked the city council and police department for their work on the study.

2017 Drainage Improvement Projects Update

Civil Engineer Schmeling updated the city council on two drainage improvement projects the Engineering Department is ready to put out to bid.

In 2015/2016 residents of Embury Avenue notified staff of significant ice buildup occurring on the street. Staff investigated this issue and determined that the ice was being caused by a combination of discharge of upstream sump pumps and ground seepage coming out of the hill on the west side of Embury Avenue. The existing drain tile is damaged in many locations and not functioning.

City staff estimates that this project will cost about \$80,000 and will be funded through the Storm Water Utility Fund.

In 2016 Bible Baptist Church notified staff of significant water flow from Akin Road over and through the church parking lot contributing to erosion downstream. The church also notified staff of an erosion problem occurring where the swale adjacent to the road drains to a downstream storm basin. Staff investigated these concerns and found them to be valid.

To mitigate the issues an extension of curb on Akin Road on the east side is proposed along with a storm sewer system upgrade in the area. City staff will continue to work with the church on obtaining an easement to complete the Akin Road drainage improvements. City staff estimates this project will cost about \$160,000 and will be funded through the Storm Water Utility Fund.

The timeline for the two projects is tentatively set for bid in March 2017.

The consensus of the city council was to move forward on both projects.

Rambling River Center Plaza Discussion

Community Development Director Kienberger reviewed the Rambling River Center Plaza master plan issue. The Downtown Redevelopment Plan was completed in April 2016. One of the action items for the plan includes designing and building a Rambling River Center Plaza. Over the course of 2016 the city council discussed this issue and eventually decided to not approve a contract for services for master planning this project in November 2016.

The city council discussed a variety of issues related to the proposal including location, cost, neighboring business concerns, current condition of the parking lot and more.

The consensus of the city council was to move forward with the master planning process. Staff will inquire with the consultant on the cost of the work.

Building Inspector Position Classification Request

Community Development Director Kienberger discussed the current status of our building inspection staff. Currently the city has one full time building official, one full time building inspector and one part time building inspector.

Kienberger requested to make the part time building inspector full time to handle an increasing level of development activity in the city. Proactively changing the position to full time will allow for additional duties to be performed by the building official, shorter processing and inspection service times for both residential and commercial development projects, employee retention and ultimately department stability and succession.

It is estimated that this staffing increase would cost approximately \$30,000. These funds would be paid for through a combination of permit revenue, fund balance and other unspent General Fund dollars.

The consensus of the city council was to move forward with this request.

Heritage Preservation Commission City Code Discussion

This item was tabled until the March 2017 work session.

Adjourn

Motion by Bartholomay, second by Donnelly, to adjourn the meeting at 9:07 p.m.

Respectfully Submitted

David McKnight, City Administrator