

CITY COUNCIL MEETING
Tuesday, February 18, 2014

CITY COUNCIL PRESENT: Asia Bednar, Amy Williams, Richard Glasgow

STAFF PRESENT: Chris Wallberg, Matt Kline, Steve Iverson, Tom Niedzwiecki, Jon Parotti, Josh Brekken

OTHERS PRESENT: Chris White, Sally Arneson, Mike Isensee, Sharon Lee, Jeri Ryan, Brad Lahr

1. **CALL TO ORDER** by Acting Mayor Williams at 6:03 p.m.
2. **PLEDGE OF ALLEGIENCE** *was recited.*
- 2a. **APPROVE AGENDA – M/S/P(Glasgow/Bednar) to approve the Agenda as presented for the February 18, 2014 Lakeland City Council Meeting.**
3. **CONSENT AGENDA – M/S/P(Glasgow/Bednar) to approve the Consent Agenda.**
 - A. Minutes of the January 21, 2014 Regular City Council meeting
 - B. Treasurer's Report
 - C. Bill to be Approved
 - D. Resolution approving appointment of Treasurer
 - E. Increase for Gail Billington, Administrative Clerk
4. **LAW ENFORCEMENT REPORT –** Williams yielded the report to Deputy Sullivan. Deputy Sullivan introduced Deputy Stiffarm as the new Lower St. Croix Valley Relief Deputy. Deputy Sullivan estimated there were around 50 ICR's in the previous month. He stated there were two robberies reported. One of the robberies originated in Stillwater and one of the suspects was encountered at the Bungalow. The other robbery took place on Quality Avenue involving some young individuals. He added neither were major incidents and do not pose a threat to the community.
5. **PETITIONS TO THE COUNCIL -** None.
6. **WASHINGTON CONSERVATION DISTRICT / WMO – Quixote Avenue North Drainage and Water Quality Feasibility Study –** Mike Isensee, of the Middle St. Croix Watershed Management Organization, provided an update on the feasibility report for the Quixote Avenue drainage project. He distributed a preliminary Storm Water Management Plan illustrating his proposal[Documents on file with the City Clerk]. He stated he attended the Lakeland City Council meeting in November and informed the Council that a grant was received to proceed with examining hydrological design work. At that time two major goals were identified, which included eliminating erosion from the bluff on the north end of Quixote and reducing phosphorus entering the St. Croix River. He stated one of the goals of the proposed Management Plan was to increase water retention in the landscape at 641 Quixote Avenue. This is to be achieved by designing and installing an infiltration basin and lowering the grade of the right of way by 1 foot. The Management Plan suggested proceeding with the same mitigation techniques at 681 Quixote Avenue. He stated a majority of the Management Plan project would take place at the north end of Quixote. The first step at the north end of Quixote includes the removal of asphalt, followed by re-sloping of the road to the west so water is directed away from the bluff. After completion of the re-sloping, two catch basins would be placed at the end of Quixote and a directionally bored 12-inch storm pipe would drain the basins to the bottom of bluff. The project would also include the installation of an iron enhanced sand filter on west side of Quixote Avenue to prevent pollution. The final part of the proposal would include slope restoration in places where damage has already taken place due to erosion. He stated the probable cost of the project is \$77,855.22 as illustrated in the Management Plan materials. He stated a more concrete estimate would be available after reaching the final design stage. He added that if the project came in exactly at the \$77,855.22 projection, the City's portion would be \$22,388.75. This expense would be subject to change based on the overall cost of the project, but he anticipated Lakeland's cost would be near \$25,000. Bednar questioned if the catch basins located at 641 Quixote and 681 Quixote are a necessity. Isensee explained the catch basins would significantly reduce the amount of storm water runoff that ends up at the north end of Quixote. He added the two basins would help satisfy the need for pollutant reduction as required by the grant. Bednar pointed out the proposed catch basin is located directly next to an existing rain garden and questioned if the rain garden is ineffective. Isensee stated the rain garden is effective but installing the basins would offer greater storm water storage and pollutant load reduction. Glasgow questioned if the WMO is moving away from the use of rain gardens. Isensee stated the WMO still recommends rain gardens but there is larger need to direct water in this instance due to

the drainage area being land locked. Williams questioned if concerns regarding septic systems were factored into the proposed design. Isensee stated he was in communication with Kline and Parotti to consider the septic systems during the design. He added the proposed design would not affect any septic systems that are currently present. There was discussion regarding the level of input from the residents of Quixote. Williams clarified that Isensee was asking for Lakeland's commitment to move forward with the project. Bednar questioned if lack of cooperation at 641 Quixote Avenue or 681 Quixote Avenue would affect the ability to move forward with the project. Isensee stated it would be ideal for the proposed work at 681 Quixote Avenue to take place but would not be necessary to complete the project. Isensee stated he had obtained permission to complete work from the homeowners at the north end of Quixote Avenue, as well as the homeowners at 641 Quixote Avenue. He stated he has not yet obtained permission from the homeowners at 681 Quixote Avenue. **M/S/P(Bednar/Glasgow) to approve Lakeland's financial commitment of \$25,000 for the Quixote Avenue North Drainage and Water Quality Feasibility Study.** Brad Lahr, 681 Quixote Avenue, stated he has been present for a lot of the discussion regarding this project but at no point was his land mentioned. He added he has not approved any work to be completed on his land and would like time to review the proposal before making any decisions. Sharon Lee, 730 Quixote Avenue, stated she also has been present for a majority of the conversations regarding this project and was not informed of this particular plan. Williams requested that Kline inform the proper residents when new information becomes available. Kline stated he would inform residents and added his intention was to hold a stakeholder meeting after the plan had moved past the preliminary stage. Bednar stated she was hesitant to provide authorization because all residents have not yet approved work related to the project taking place on their property. Sally Arneson, 745 Quixote Avenue, thanked everyone for participating in the project. John Parotti clarified that the money used for the design phase has already been obtained from a grant. He added that the \$25,000 Lakeland would be contributing would begin being spent once the project has reached its final design stage and bids have been received. The approval of \$25,000 is essentially a budget and approval for the actual expenditure would take place after bids are received. The \$25,000 would be used for construction and construction related oversight. Isensee gave a further explanation regarding how catch basins work and the type of vegetation that would be placed in the lowered right of way. Brad Lahr stated he would like the WMO to present him with all of the potential options for drainage on his property. **Passed Unanimously.**

7. **2014 STREET IMPROVEMENT PROJECT – Authorize advertisement for bids for 2014 Street Sealcoat and Crack Seal** – Kline stated the Council authorized SEH to prepare bid documents at the previous meeting. The draft bid documents were completed and are available at City Hall. He requested action to authorize the bidding of the project with an estimated cost of \$148,920.48. **M/S/P(Glasgow/Bednar) to authorize advertisement for bids in the amount of \$148,920.48 for the 2014 Street Improvement Project, with bid opening to take place April 9, 2014 at Lakeland City Hall.** Kline stated the Lakeland Street Improvement Project would be done in conjunction with Bayport as they are also completing sealcoating and crack sealing. He provided additional specifics regarding the schedule for when seal coating and crack sealing will take place. **Passed Unanimously.**
8. **ONLINE PAYMENTS OF WATER BILLS – Consideration of Approval** – Kline indicated that after discussion at the Workshop, it was agreed that more time would be necessary to review options. He suggested tabling the item until next month. Williams agreed that tabling would be the best option as several Councilmembers were not present at the workshop. Kline gave a brief overview of the material presented at the workshop. **M/S/P(Glasgow/Bednar) to table Online Payment of Water Bills until the March City Council meeting. Glasgow & Williams voted aye, Bednar voted nay. Motion passed 2-1.**
9. **FEE SCHEDULE ORDINANCE – Adopt Updated Fee Schedule** – Wallberg stated Master Fee Schedule changes were presented to the Council in the form of an ordinance on an annual basis. She continued to describe the items that were changed, and added to the Master Fee Schedule for 2014. Wallberg stated the Master Fee Schedule ordinance being presented would replace the current ordinance. She stated a public hearing was not necessary because the Master Fee schedule is not part of the Zoning Code and staff is requesting Council adopt the amended Master Fee Schedule. There was discussion regarding the adult use ordinance and adult use fees. Bednar stated that Park Usage fees were amended to reflect a fee of \$10 per use at Crocker and \$7 per use at Cully. **M/S/P(Glasgow/Bednar) to adopt ordinance number 7542, adopting an updated Master Fee Schedule for the City of Lakeland. Passed Unanimously.**
10. **RECYCLING COMMITTEE – SINGLE-STREAM UPDATE – Authorize Committee to pursue purchase of new carts** – Wallberg stated the Recycling Committee participated in multiple meetings and the findings were outlined in the memo included in the meeting materials. She stated switching to single stream recycling, as the Committee had discussed, will require new containers. Mike Maroney presented three options for obtaining the new carts, all of which

would require a three-year contract with the City. The Committee agreed on option number three in which Maroney's would be responsible for obtaining and delivering the new recycling carts. Wallberg asked the Council to provide direction on how to proceed. Glasgow stated he would like to see an option to renew the contract after 3 years. Wallberg stated that revenue sharing through Eureka would continue with single sort; Lakeland would continue to receive the Washington County Recycling grant as well; no changes were expected in revenue sharing or grant income in the near future. Bednar questioned if each household would receive a new recycling cart even in the event they did not desire to receive one. Wallberg stated each address would receive one but could potentially have the option to return it to the City. She added that action is currently being requested so a start date of May 1 could be achieved. If the new containers were delivered by May 1, the old containers could be disposed of at the Spring Cleanup for a small fee. There was further examination regarding the cost of the proposal, as well as the expected income from revenue sharing and grants. There was discussion regarding the number of residents currently participating in the recycling program. Wallberg offered that changing to single-sort recycling would also bring Lakeland into compatibility with neighboring communities, which may offer benefit in the future. The consensus of Council was move forward with option three as presented by the Recycling Committee.

11. STAFF REPORT

Attorney – None.

City Clerk – Wallberg stated the work on the spring cleanup has begun. Jeff Heimann is again volunteering his services to organize the spring cleanup. The DNR will be present for a workshop on February 25 at 6:00 pm that will address collaboration between the City and the DNR regarding river properties.

City Engineer – None.

Government Affairs Consultant - None.

Public Works Director – Kline reported there are currently 30 frozen water lines in Lake St. Croix Beach. He stated the homeowners are responsible for pipes running from water meter to the water main. He stated the Water Department has been attempting to assist homeowners by recommending and scheduling welders to thaw water lines. There have been no frozen water lines in Lakeland. He directed residents having issues with freezing water lines to contact him.

Treasurer – Niedzwiecki stated he considered the year-end 2013 financial report to be final. Lakeland received approximately \$11,000 in November/December property tax collection. He stated an adjustment was made to the Budget Contingency fund, which was reduced by \$2,800 due to the reclassification of an item associated with the Space variance application. The year ended with a managed number of \$472 positive. The 2013 property tax collections came in at 98.7%. Property tax delinquencies for 2013 and all prior years is at \$18,425, most of which is from 2013. He stated the General Fund balance \$503,110, which is 50.5% of the levy. He stated Lakeland is in good standing from a cash flow perspective, and has not traditionally relied on other funds to cover cash flow. He gave an overview of the Debt Service Funds and explained why the balance goes negative at the beginning of the year. Niedzwiecki classifies Lakeland's financials as very strong. Wallberg provided a reminder that the Local Board of Appeal and Equalization will take place on April 8.

Zoning – None.

12. **COUNCIL MEMBER REPORT/** Bednar reported she is working on putting together a workshop regarding the parks.
13. **COUNCIL MEMBER REPORT/** Glasgow reported he attended a Cable Commission meeting and that a franchise agreement is close. He stated Lakeland received a buy down check for \$10,852.51 from the Cable Commission. He reported the Fire Department received 43 calls, 5 of which were in Lakeland. He stated the annual All City Fire Board meeting would take place on February 27 at 7:00 p.m.
14. **COUNCIL MEMBER REPORT/** Williams reported she attended the Washington County Sheriff's Citizen Academy, which included an explanation on how crime is prosecuted, a tour of the jail and shoot/do not shoot training. She reported she attended the League of Minnesota Cities presentation for newly elected officials and found it very informative and enlightening. She provided an update on current events associated with the Gateway Corridor Commission.

15. **COUNCIL MEMBER REPORT/** Paiement was not present to report.
16. **MAYOR'S REPORT/** Livingston was not present to report.
17. **ADJOURN – M/S/P(Bednar/Glasgow) to adjourn the meeting at 7:15 p.m. Passed unanimously.**

Amy Williams, Acting Mayor

Steve Iverson, Deputy Clerk/Recorder