

## LAKELAND CITY COUNCIL MEETING MINUTES

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#### OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING TUESDAY, AUGUST 15, 2017

WORKSHOP: 5:05 p.m. - 6:05 p.m.

CITY COUNCIL PRESENT: Mayor Richard Glasgow, Council Member James Stanton, Council Member Tami Fahey / CITY COUNCIL ABSENT: Council Member Joe Paiement and Council Member Shayne Orning / STAFF PRESENT: City Clerk Jennifer Hutchins Farrell, City Engineer Dave Simons, City Treasurer Tom Niedzwiecki / OTHERS PRESENT: Government Affairs Consultant Mark Nagel, Hamline Grad Students; Priscilla A. Roberts, Gabriel Exman and Kyle Mestad, SEH; John Thom.

**Hamline Graduate Student Presentations on the "Comprehensive Plan"**: Government Affairs Consultant Mark Nagel noted Lakeland had received funds from Met Council in the amount of \$10,000 to complete their Comprehensive Plan. He also, shared that SEH will be completing the Water Supply Plan portion of the plan. Mayor Glasgow inquired specifically about Task 9.4 "Water Supply" and if any funds from the water utility department could be used towards the WSP cost. Government Affairs Consultant Mark Nagel said it was a possibility, but would need to research more before he a conclusion could be made on where the funds could be expensed from. Presentations were given on Community Background and Possible Economic Development Options for the Northwest Corner. Council Member Stanton inquired whether or not expanding water utility services to the 173 acres where Aggregate Industries currently operates would be possible. City Engineer Dave Simons stated that such a project could be done much easier than similarly used areas, as the water lines were previously installed.

**Water Department and Streets Projects Discussion**: Public Works Commissioner Stanton provided an overview of where things are currently at with the water utility department and where they are headed. The upgraded SCADA system is in process and approaching completion and drainage was corrected. On the to-do-list includes pulling the city's wells within the next two years and recommended annual inspections. City Engineer spoke briefly on upcoming streets projects for the city which will primarily be focused on improving drainage specifically as related to Quality Avenue.

CITY COUNCIL PRESENT: Mayor Richard Glasgow, Council Member James Stanton, Council Member Tami Fahey, Council Member Joe Paiement

CITY COUNCIL ABSENT: Council Member Shayne Orning

STAFF PRESENT: City Attorney Dave Snyder, City Treasurer Tom Niedzwiecki, City Clerk Jennifer Hutchins Farrell

1. **CALL TO ORDER** by Mayor Glasgow at 6:10 p.m.
2. **PLEDGE OF ALLEGIENCE** was recited.
3. **ADOPT AGENDA**
4. **CONSENT AGENDA**
  - A. Approve July 18, 2017 City Council Meeting Minutes
  - B. Approve June 20, 2017 Workshop Addendum
  - C. Approve SEH Work Plan for Comprehensive Planning Assistance
  - D. Approve Resolution 2017-27: To Accept Grant Funds from the CenterPoint Energy Community Partnership to Install Safety Traffic Control Equipment (to form)
  - E. Monthly List of Claims
  - F. City Treasurer's Report

**Motion: Council Member Stanton / Second: Council Member Fahey to approve Consent Agenda Items A-F as presented. All Ayes (4-0). Motion carried. Time Stamp 01:06**

5. **AGENCY REPORTS**
  - A. **LAW ENFORCEMENT REPORT**

Report in packet indicated 181 ICRs for the month of July, with 16 citations issued.

**B. FIRE DEPARTMENT REPORT**

Council Member Stanton reported on the new Fire Chief James Stanley; he is the first full time fire chief for the Lower St. Croix Fire District and has been on the department for 40 years making the transition easy; Fire District budget increase for Lakeland was minimal for 2018.

**C. GOVERNMENT AFFAIRS REPORT – Report in packet.**

**D. ANIMAL CONTROL REPORT –** City Clerk Hutchins Farrell reported 2 dogs and 2 cats lost and 3 were found in the month of July. Also, noted a revised animal control fee schedule with a small increase.

**E. BUILDING PERMIT REPORT – No report.**

**F. ENGINEERING REPORT – Report in packet.**

**G. PERSONNEL COMMITTEE REPORT**

Council Member Fahey reported the Personnel Committee had a few meetings; they finalized the Personnel Committee procedures that are on the agenda for council discussion and possible approval, as well as the City Clerk's position description. They also, will be looking for council direction regarding a deputy clerk position, as it seems additional help may be needed in the office.

**Time Stamp 06:57**

**6. OPEN FORUM**

[see meeting video recording on the Lakeland website for individual comments].  
No comments.

**Time Stamp 07:21**

**7. PUBLIC HEARING**

[see meeting video recording on the Lakeland website for individual comments].

Conditional Use Permit Amendment: 280 Saint Croix Trail

**Motion: Council Member Fahey / Second: Council Member Stanton to open the Public Hearing at 6:17 p.m. All Ayes (4-0). Motion carried.**

**Time Stamp 07:55**

City Clerk Hutchins Farrell reported application includes a request to amend the existing Conditional Use Permit for 280 St. Croix Trail to allow for the logo on the property's sign to be changed from 'Freedom Value Center' to 'BP.' *Public comments*; Dave Albright of Albrecht Sign, 7775 Main St. NE in Fridley presented on behalf of the requesting party. City Clerk reported no written comments were received.

**Motion: Council Member Paiement / Second: Council Member Stanton to close the Public Hearing at 6:18 p.m. All Ayes (4-0). Motion carried.**

**Time Stamp 09:57**

**8. CITY BUSINESS**

Resolution 2017-26: Conditional Use Permit Amendment for 280 St. Croix Trail

Discussion ensued on existing and new changes for sign – having same square footage, but City Code on signs is not clear on definition of internally lit or illuminated [Mayor Glasgow, City Attorney Snyder, Council Member Stanton]. City Planner Kurt Beringer reviewed ordinance for potential text change that would provide a clearer definition of opaque

**Motion: Mayor Glasgow / Second: Council Member Fahey to adopt Resolution 2017-26, a resolution approving a conditional use permit amendment for the property located at 280 St. Croix Trail South for a logo change from Freedom Valu Center to BP with conditions as noted. All Ayes (4-0). Resolution 2017-26 adopted.**

**Time Stamp 22:33**

B. Discussion and Possible Action on Securing an Arborist

Council Member Stanton asked for council to consider contracting with an arborist who would be on-call for city use and resident referrals. Discussion ensued [Council Members Paiement and Stanton]. Staff confirmed they would like to build a relationship and communication ties with someone who could be referred to if questions arise and would be paid on on-call basis so that these type of questions could be handled more efficiently. Council consensus was for Council Member Stanton and City Clerk Hutchins Farrell to work on securing an arborist for the City.

**Time Stamp 25:27**

C. Discussion and possible Approval of the Personnel Committee Procedures

City Clerk Hutchins Farrell indicated this item requires review, discussion, and a motion from council to approve the Personnel Committee Rules of Procedure. Council Member Fahey added the policy was updated from the last city council meeting.

**Motion: Mayor Glasgow / Second: Council Member Stanton to approve the Personnel Committee Rules of Procedure as presented. All Ayes (4-0). Motion passed.**

**Time Stamp 27:22**

D. Bids for Remodeling of the Old City Hall

Council Member Stanton referred to bids received for remodeling the Clerk's office at the old City Hall which include configuring office space and making ADA compliant with a layout that would work for city staff as presented at last month's meeting. Comparable bids were provided from Allphase Companies, Inc. (includes sheetrock/taping/painting, does not include trim work) and Antonsen Construction, Inc. (includes electrical allowance addition) and one proposal from Lakeland Heating & Air Conditioning for a new ductless air system for office. Discussion ensued [Council Members Paiement and Stanton, Mayor Glasgow]. Public comments; Chris White, 311 Queenan Avenue South. Council Member Stanton indicated plans for next year include waterproofing, landscaping, another furnace, flooring, and paint for an additional \$150,000; mold issue was due to a leaking water heater in basement has been remedied and he will inquire if a sprinkler system is needed (typically only required in major remodel); also plans on certifying through the Minnesota Health Department when remodeling of office space complete.

**Motion: Council Member Paiement / Second: Council Member Fahey to approve an amount not to exceed \$45,000 to remodel the Clerk's office at the old City Hall to include a new ductless air system. All Ayes (4-0). Motion passed.**

**Time Stamp 40:17**

E. Bids for a Generator

Council Member Stanton referred to a proposal from Ziegler Power Systems for a used portable diesel generator noting he was unable to obtain three comparison bids as such is not available for the purchase of used equipment. He has rented a generator from them for one month that can be applied towards the cost of purchasing. All new generators cost around \$80,000 and what he was looking for was a generator for standby/backup for Pump House 1 that is on wheels and in the future can be used for anything that needs to be done in the City. He highly recommended having a generator for both Pump Houses--as in the case of disaster, would most likely be unable to locate a rental unit. Discussion ensued [Mayor Glasgow, Council Member Stanton].

**Motion: Mayor Glasgow / Second: Council Member Paiement to purchase a used Generator from Ziegler Power Systems in the total amount of \$19,500. All Ayes (4-0). Motion passed**

**Time Stamp 45:29**

F. Employee Handbook: Section 3.7 Keys and Security

City Clerk Hutchins Farrell reported that the new security system was completed in June along with the rekeying of most city buildings. At the July meeting, council directed the City Clerk to update Section 3.7 Keys & Security of the Employee Handbook to reflect the new security system in place. Clerk Hutchins Farrell noted that two members of council currently have unrestricted access to security camera footage which presents a Data Practices issue, specifically when handling official complaints. City Attorney Snyder noted the larger issue is that the City is compliant implementing a process and procedure system; question what gets on tape and affirmative what they do regarding protocol on/off to anyone; notion access to video to one channel and what they are doing on a periodic basis to monitor. Discussion ensued [City Clerk Hutchins Farrell, Council Member Stanton, Mayor Glasgow]. Mayor Glasgow inquired whether or not security camera footage of the water plants could be monitored separate from the city offices. Council consensus was for city staff to work with the city attorney to present back on the issue again, in September.

**Time Stamp 1:01:10**

G. Discussion on Resolution 2017-22 Approving Temporary Event Parking Changes

City Clerk Hutchins Farrell noted that council tabled this item last month for further discussion; city staff received inquiries questioning validity of allowing parking at the old City Hall over the 4<sup>th</sup> of July weekend. After further review, as per Lakeland City Code 159 "Zoning Regulations" both Beanie's and the City would need to amend their Conditional Use Permits to allow for temporary parking, in addition to a possible text or zoning amendment. Mayor Glasgow supported temporary event parking

at the old city hall, as Beanie's has given up 9 spots for their business parking to allow for their customer rigging on 7<sup>th</sup> Street. Public comments; Dottie Mau, 16777 North 7<sup>th</sup> Street. City Attorney Snyder offered a distinction that the City Council allowed for the public parking; question of redirecting parking happens in many cities but Council has to be mindful of neighbors concern in expanding public parking; he can look at the Code and see if minor text change needed but suggested obtaining input from neighbors in the area; could be easily accommodated by permit process/special event. City council consensus was for the City Clerk and City Attorney to work together in amending the old city hall's conditional use permit to include allowing for temporary event parking and other future changes [i.e. relocating city offices, community room]. **Time Stamp 1:13:34**

#### H. Discussion and Action on a Joint Powers Agreement for Recycling Services

City Clerk Hutchins Farrell noted Lakeland City Code Chapter 50: Garbage and Solid Waste was amended in May as part of a multi-step process working towards a potential joint powers agreement for recycling services. The next step includes posting a request for proposals and to select a city representative for the proposed Joint Powers Agreement for recycling services; staff has continued to collaborate with neighboring cities and Washington County in drafting a joint request for proposal; the next collaborative meeting is scheduled for August 17, 2017, at 4:00 p.m. City Clerk Hutchins Farrell confirmed that the city is not committing to a Joint Powers Agreement at this time. Discussion ensued [City Clerk Hutchins Farrell, Mayor Glasgow, Council Member Stanton].

**Motion: Council Member Stanton / Second: Council Member Paiement to post a Request for Proposals on a Joint Powers Agreement for Recycling Services and to appoint Utility Billing and Office Clerk Andy Erickson to represent Lakeland at the upcoming meeting. All Ayes (4-0). Motion passed.** **Time Stamp 1:21:08**

#### I. Discussion on Lakeland City Code Chapter 71: Parking Regulations

Council Member Stanton recommended the council look to revising parking regulations as many roads within the city are extremely narrow and are limited to 48-hour parking on city streets. Mayor Glasgow noted he agreed with such revisions as the time limit is not fully enforceable. Discussion ensued [Council Member Stanton, Mayor Glasgow] Mayor Glasgow proposed no parking on city streets from 1:00 a.m. to 6:00 a.m. that would allow the City to enforce. Public comments; Bradley Lahr, 681 Quixote Avenue North. City Attorney Snyder indicated council could explore a code amendment to clean up language, but any change to the ordinance would require a public hearing. Council consensus was for city staff to work with the city attorney in drafting a text amendment to Lakeland City Code Chapter 71: Parking Regulations. **Time Stamp 1:35:08**

#### J. Discussion and Possible Action on Updating Water Utility Billing Software Program

City Staff researched and reviewed proposals from Caselle Connect, Banyondata, and UBmax; each proposal included software updates, conversion of utility data bases, and the option for on-site or off-site training. Caselle Connect software was recommended for a total cost of \$7,775 contingent upon the City Attorney's review. Staff also, requested the City Council review the proposal from Payment Service Network in the amount of \$1,199 one-time payment and \$568.40 annual contract contingent upon the City Attorney's review. Discussion ensued [City Treasurer Tom Niedzwiecki, City Clerk Hutchins Farrell, Council Member Stanton].

**Motion: Council Member Stanton / Second: Mayor Glasgow to approve the proposal from Payment Service Network in the amount of \$1,199 one-time payment and \$568.40 annual payment contract contingent upon the City Attorney's review. All Ayes (4-0). Motion passed.** **Time Stamp 1:45:50**

**Motion: Council Member Stanton / Second: Mayor Glasgow to approve the proposal from Caselle Connect for Utility Billing Software in the total cost of \$7,775, contingent upon the City Attorney's review. All Ayes (4-0). Motion passed.** **Time Stamp 1:46:08**

#### K. Discussion and Possible Action on Conveyance of Tax Forfeited Land

City Clerk Hutchins Farrell noted that correspondence from Washington County was received regarding tax forfeited land. She posed some possible uses the property could be considered for use in providing public parking, a dog park or affordable living which would be options free of charge to the city. The city has 60-days to respond. Council Member Stanton suggested to explore the city's options further and to discuss further at the city council meeting in September. City Attorney Snyder suggested city staff confirm the response time period prior to. **Time Stamp 1:51:56**

L. Discussion and Possible Action on a Security Video System for the old City Hall

Mayor Glasgow indicated part of the remodeling of the old City Hall would include a security system installed; estimate for proposed work was not received in time for council review. Wiring has been completed in the old City Hall. Discussion ensued [Council Member Stanton, Mayor Glasgow, City Clerk Hutchins Farrell, City Attorney Snyder].

**Motion: Mayor Glasgow / Second: Council Member Stanton to approve a security system for the City Hall from Innovative Security Systems, Incorporated for a total cost not to exceed \$12,000 pursuant to having a contract that follows the form of previous contracts approved.**

**All Ayes (4-0). Motion passed.**

**Time Stamp 1:56:33**

M. Discussion and Possible Approval on the Position Description for the City Clerk

Council Member Fahey indicated that she and Chris White of the Personnel Committee met with City Clerk Hutchins Farrell the day prior to review the position description.

**Motion: Council Member Stanton / Second: Mayor Glasgow to approve the position description for the City Clerk as presented. All Ayes (4-0). Motion passed.**

**Time Stamp 1:57:52**

N. Discussion and Possible Action on Posting a Reward Related to the Humphries Park Vandalism

Mayor Glasgow reported vandalism that occurred on August 9, 2017 at Humphries Park. ICR was reported. City Clerk said that Deputy Manis also provided a template to post; if Council approves a reward that can be added to posting.

**Motion: Mayor Glasgow / Second: Council Member Stanton to approve and offer a \$500 reward for information leading to an arrest and conviction in the recent vandalism at Humphries Park.**

**All Ayes (4-0). Motion passed.**

**Time Stamp 2:01:17**

9. **CITY STAFF REPORTS**

City Attorney Dave Snyder

Continue to work on enforcement issues, i.e. exceeding occupancy, exterior storage, no building permit; reluctant to use litigation and working on resident volunteering compliance. Confirmed that the city is willing to provide additional time and assistance to remedy violations with action taken only for extreme cases with no response or action. Will provide a written update at the September meeting.

City Treasurer/Tom Niedzwiecki

- Full year estimate shows favorable variance at year-end of \$10,600; savings on Administration and Finance \$24,000 favorable.
- Water Utility Fund continues major upgrades and down \$106,000 to \$460,000 at the end of July; estimating year-end at \$370,000; based on discussion tonight with SEH and 10 year plan, proposing an increase in flat base water fee from \$8 to \$12 and increasing the usage fee as well; could present in October with approval in November for effective date of January 2018.
- 2018 Budget and Levy – had workshop with Council Members Stanton, Fahey, and Mayor Glasgow; went into detail on budget – key discussion at next meeting; General Fund is standing on its own; subsidies from budget reserve - good budget reserve (LGA), helping streets also is small City assistance ½ received this year and ½ again in 2018; targeting 10% decrease in levy budget reserve with \$150,000 to streets and decrease in tax rate at 36.76%; certification due to County in September 2017.

City Clerk Hutchins Farrell

Referred to report provided in packet which included updates on the CenterPoint Community Partnership Grant, complaints, Certificate of Compliance for Afton Candle Company, Printer/Scanner/Fax lease now back in negotiations and purchase, MNSPECT Zoning services and Lakeland Beach use.

**Time Stamp 2:21:44**

10. **CITY COUNCIL AND MAYOR REPORTS**

Council Member Tami Fahey

No report.

Council Member Joe Paiement

Updated on dispute with insurance carrier for new city hall; met with City Attorney Snyder and now at the point of getting another appraisal; in answer to Council Member Stanton's question about cost, he has contacted an appraiser who will provide estimate after getting additional information on the League's appraisal; he will bring it back to the City Council once received.

Council Member James Stanton

- Thanked all Council Members for helping him get going on building renovations for the old City Hall; thinks they will have an office they will be proud of.
- After discussing with the City Clerk, he suggested having City issued I-pads for all Council Members at monthly meetings to alleviate paper copies; would also save office time; some funds could come from our recycling grant if added as another project. Will move forward estimating cost.
- Medians have been de-cluttered; his wife was a paid volunteer, and has ideas for ongoing maintenance.
- Spoke with Dave Simons (SEH) about street work on Quality and 3<sup>rd</sup> Street; Simons will be researching using Cully Park as a ponding area; would decrease infrastructure cost but would delay until 2019 that would provide additional time for obtaining resident input in 2018; would like to schedule a workshop in September with SEH for the Quality/3<sup>rd</sup> Street Project and determine how to get residents involved.
- Secured getting the city out of their garage rental lease as of 10/1/2017 [set to expire June 2018] with a cost savings of \$20,000.
- Sold everything but a metal desk that was placed on auction.

Mayor Glasgow

Praised the Council and thinks they are really getting things done; City very fortunate to have Council Member Stanton and someone with his knowledge working in the water department; City Clerk Hutchins Farrell did great work in assisting in processing the Certificate of Compliance application for Afton Candle Company; the City is getting roads fixed and updating functions and essential applications; pleased with what they have done and are doing. **Time Stamp 2:30:59**

11. ADJOURN

**Motion: Council Member Fahey / Second: Council Member Stanton to adjourn the August 2017 City Council Meeting at 8:41 p.m. All Ayes (4-0). Motion Passed. Time Stamp 2:31:11**

Respectfully Submitted by Kate Piscitello

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Richard Glasgow, Mayor

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Jennifer Hutchins Farrell, City Clerk