

LAKELAND CITY COUNCIL MEETING MINUTES 2017

CITY COUNCIL MEETING MINUTES / APRIL 18, 2017

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING TUESDAY, APRIL 18, 2017

WORKSHOP – Simple Recycling / Paul Gardner from 5:10 p.m. to 5:27 p.m.
People Services, Incorporated / Paul Christensen from 5:27 p.m. to 6:12 p.m.

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

OTHERS PRESENT: Paul Christensen (People Services, Incorporated), Paul Gardner (Simple Recycling), Deputy Tanner Van Sommeran (Sheriff's Department)

1. CALL TO ORDER by Mayor Glasgow at 6:20 p.m.

2. PLEDGE OF ALLEGIENCE was recited.

3. ADOPT AGENDA:

Motion/Second: Stanton/Fahey. To Adopt the Agenda of the April 18, 2017 Regular City Council Meeting as presented. Motion carried 4-0.

Time Stamp 01:41

4. CONSENT AGENDA: Council Member Paiement asked that Consent Agenda Item C be pulled.

Motion/Second: Stanton/Fahey. To approve Consent Agenda Items A, B, D, E, F, and G as presented. Motion carried 4-0.

Time Stamp 02:24

- A. Approve March 21, 2017 City Council Meeting Minutes
- B. Approve April 11, 2017 Special City Council Meeting Minutes
- D. Approve Public Works Commissioner Agreement (amended 4/11/17)
- E. Approve Amended Government Affairs Agreement
- F. Monthly List of Claims
- G. City Treasurer's Report

Consent Agenda Item C

Council Member Paiement reviewed Salary Adjustment/Correction for City Clerk and wanted to verify what the adjustment was from. Treasurer Tom Niedzwiecki noted there were two adjustments that were made: (1) effective date of increased wage was March 3, 2017, the date City Clerk duties began, and (2) a technical correction in the amount of \$.08/hour was made; City Clerk salary determined in private at an hourly rate, not based on what the previous City Clerk was being compensated.

Motion/Second: Paiement/Glasgow. To approve Consent Agenda Item C to approve salary adjustment/correction for City Clerk as presented. Consent Agenda Item C Approved 4-0.

Time Stamp 05:21

5. AGENCY REPORTS

A. LAW ENFORCEMENT REPORT

Deputy Tanner Van Sommeren reported 62 ICRs for the month of March 2017, and 10 Citations issued; looked over ICRs for past month and wanted to comment on burglary report of 3/23/17 on Quant Avenue – no threat, just misunderstanding involving a neighbor's son. Council Member Stanton notified the Deputy that keys have been made for the 2nd Water Tower. Deputy requested 4 keys to get through the gate, one for each contract car.

B. FIRE DEPARTMENT REPORT/LSCVFD PROTECTION DISTRICT 2017 BUDGET

Council Member Stanton reported they are finalizing the 2018 Fire District Budget and working on security system for the fire department.

C. GOVERNMENT AFFAIRS REPORT – [reviewed at Special City Council meeting; see entire report on file at City Hall]

It was reported much of time this month was spent on mentoring and assisting the new City Clerk and that focus will be on the 2040 Comp Plan Process in April.

D. ANIMAL CONTROL REPORT –

City Clerk Hutchins Farrell reported during the month of March, 3 dogs were lost and 1 found; warning letters were sent for a dog barking on Quality Lane.

E. BUILDING PERMIT REPORT – City Clerk Hutchins Farrell addressed MNSPECT report for March 2017; all open maintenance permits.

F. ENGINEERING REPORT – In the month of March 2017, SEH –

- Continued to provide Contract Water Operator services;
- Reviewed a cost share agreement with Washington County on the reconstruction of the St. Croix Valley Trail;
- Responded to some follow-up questions on a 2015 Quixote Avenue drainage project;
- Provided an update to the City on ditch drainage concerns in some roadway ditch areas;
- Responded to a resident question on water service at 457 Queenan Avenue South;
- Responded to a lot line question on 661 Quixote Avenue;
- Reviewed a street vacation application for 1145 Quentin Avenue South.

Would like to plan workshop to discuss 2018 Streets Project next month.

6. OPEN FORUM

Chris White, 311 Queenan Avenue South. Would like discussion regarding the dollar figure provided from the League of Minnesota Cities as decision on check must be done within 60 days; wants to know if RFPs have gone out. [City Attorney will provide update during his report]

Tim Wirth, 16160 4th Street South. Since 1991, it has been a tradition the weekend before Memorial Day that a clean-up at the Lakeland Beach is held; volunteers are needed for this community function and he will supply hotdogs. City Treasurer Tom Niedzwiecki pointed out need for volunteers under City direction so that event covered by liability and workman's compensation. Mr. Wirth also asked about who opens the security gate. Mayor Glasgow stated for the last couple of years, the gate has not been locked; City has asked Washington County to check beach while on their rounds in the area.

7. CITY BUSINESS

A. **Simple Recycling Free Curbside Soft Textiles Program**

City Clerk Hutchins Farrell reported City Staff had met with Paul Gardner, Director of Regional and Municipal Partnerships of Waste Zero to discuss Simple Recycling's Free Curbside Textile Recycling Collection Program; implementing the free Program was added as one of the City's Recycling Grant Project initiatives for the 2017-2018 grant cycle; City Attorney will review.

Consensus of City Council to approve the Simple Recycling's Free Curbside Textile Recycling Collection Program.

Time Stamp 17:22

B. **Discuss and take possible action regarding Total Control Systems, Inc. services for the water control and SCADA system**

At the recent Special City Council Meeting on April 11, 2017, cost of updating the water control and SCADA system were discussed; TCS would install, modify, program, startup, and test equipment to verify operation of the filter and SCADA control system components; PLC programming will include all backwash functions for filter control and all alarms associated with RTU equipment; a new filter PLC will be networked into the existing SCADA system; the SCADA PC would be upgraded to the latest Allen Bradley FactoryTalk software; cost of updating Pump House 1 and 2 and Tower 1 and 2 approximately \$40,786. Chris White asked if other vendors had submitted proposals. Council Member Stanton answered three vendors have consulted with the City and were included in the bidding process, SEH, People Services, Inc., and Total Control Systems; receiving many alarm calls due to faulty equipment; would like to move forward as about 2 weeks to install. Council Member Paiement concerned about extensive equipment, and once this is in, what assessments might be; need sense of total cost.

Motion/Second: Glasgow/Fahey. To approve a cost of \$40,786 to purchase equipment and services for water control and SCADA system from Total Control Systems, Inc. Motion passed 4-0.

Time Stamp 30:12

C. **Discuss and take possible action on Contracting with People Services, Inc.**

Council Member Stanton reviewed People Services, Inc. as SEH recommended and has proper licensing for MN health standards; presently they are making sure the system is running correctly contracting with Tri County for hydrant flushing and installing and repairs; planning to hire ½ time personnel for water billing, answering questions/phones, processing payments; SEH initially did overall design and they will retain long range oversight; looking to use Andy Erickson as part time water personnel and part time deputy clerk.

City Treasurer Tom Niedzwiecki advised that Andy Erickson is a subcontractor; billed at \$30/hour, he is paid \$20; will be processing Water Department checks and automatic payments – working ½ for Water Department and ½ time City office. Tom will be back-up.

Council Member Paiement questioned costs of operating the Water Department. Council Member Stanton confirmed SEH has been paid \$5,900 in time frame since Matt Klein left, and he himself has been paid for his time. Paiement trying to understand if they don't adopt a contract tonight what to expect. Stanton advised John Thom paid \$170/hour, on call at \$50/hour. Tom Niedzwiecki looked at payments from January through April and estimated total cost of \$58,000; doesn't include SEH as he received bill today and it will be part of next month's bills; they have purchased 2 machines for locating utilities, operating supplies, chemicals, quarterly license fee from the Department of Health, and annual fee for water billing system – approximately \$20,000/month average – total annual budget about \$245,000; 2016 total expenditures at \$206,000 and anticipates 2017 will exceed 2016; \$504,000 in bank; capital expenditures about \$110,000 over the last six years. Further discussion on capital expenditures held.

Paul Christensen, People Services, Inc. Advised system works now off a DOS system that is antiquated; moving forward they will enhance everything; will optimize system in new SCATA; has worked with particular vendor before with remote tie in and change program; charge for 1st year \$3,998 to run system; contract due mid-May; can have system up and running in a couple of weeks; will limit travel time 1 hour from the Water Plant.

Motion/Second/Amended: Glasgow/Fahey. To approve the contract with People Services, Inc., to provide monitoring, samples, analyzing, and reports as required by the regulatory agency related to the City Water Department, with flexibility adding an amendment for a 6 month termination notice and review by City Attorney. Motion passed 4-0.

Time Stamp 1:01:15

D. Security System: City Hall

Mayor Glasgow noted the fire department has signed their contract and have their security system going in; feels it imperative they have security for Plant 1 and Plant 2; neither has any security cameras at present; all locks have been currently changed and the City Clerk will manage all fobs and will oversee logging in and out; will discuss with Personnel Committee who will have access to cameras and video; access through Internet and can be saved for number of days; two bids were received and Innovative Services was the low bid.

Proposal

Pump House 1 software, lock work, labor, and access cable	\$4,732.67
Pump House 1 cameras	\$3,798.93
Pump House 2 software, lock work, labor, and access cable	\$3,086.71
Pump House 2 cameras	\$6,737.67 (3 pads)

Tim Wirth, 16160 4th Street North. Asked if other cities were contacted for comparison to security systems they use.

Motion/Second: Glasgow/Stanton. To approve security proposals for software, lock work, labor, access cable, and cameras for Pump House 1 and Pump House 2 from Innovative Services in St. Paul for a total of \$18,355.98. Motion passed 4-0.

Time Stamp 1:16:35

E. Youth Service Bureau Agreement

City Clerk Hutchins Farrell advised contract with Youth Service expired the end of March 2017 and they are now proposing a new contract for the period of April 1, 2017 to March 30, 2018 at an annual cost of \$5,350. Consensus by Council to approve an amount of \$2,500 for services this year based on additional budgetary expenses. Mayor Glasgow asked amount in gambling fund and City Treasurer Tom Niedzwiecki noted special parks account has \$13,000.

Chris White, 311 Queenan Avenue South. Noted it is worth considering a per-youth cost and compare with other cities; report indicates 41 youth serviced from Lakeland that adds up to just \$129/person.

Tim Wirth: Suggested they keep the amount the same as what they did last year.

Mayor Glasgow called the question.

Motion/Second: Glasgow/Paiement. To approve a Service Contract between the City of Lakeland and Youth Service Bureau, Inc. in Stillwater for an amount of \$2,500 for the period from April 1, 2017 to March 30, 2018. Motion passed 4-0.

Time Stamp 1:27:37

Clerk Hutchins Farrell will convey amount approved to the Youth Service Bureau and will send to the City Attorney for review.

F. Washington Conservation District Agreement – Best Practices Management

The letter of agreement noting work to be provided by the Washington Conservation District [WCD] to the City of Lakeland to perform maintenance of Best Management Practices (BMPs) has been reviewed by the City Attorney and includes seasonal maintenance and rain gardens.

Motion/Second: Glasgow/Stanton. To approve the 2017 Washington Conservation District Technical Services Agreement as presented. Motion passed 4-0.

Time Stamp: 1:29:25

G. Washington Conservation District Agreement – Quixote Avenue Drainage Improvement Project

The Agreement between the Washington Conservation District and the City of Lakeland establishing maintenance for the Quixote Avenue Drainage Improvement Project expires June 30, 2017, and funds need to be used by June.

Motion/Second: Glasgow/Fahey. To approve the Agreement Between the Washington Conservation District and the City of Lakeland to perform maintenance of Best Management Practices for the Quixote Avenue Drainage Improvement Project for a term of April 1, 2017 to June 30, 2017. Motion passed 4-0.

Time Stamp: 1:31:47

8. CITY STAFF REPORTS

City Attorney

Has been handling routine matters; in regard to League of Minnesota insurance settlement in the amount of \$100,000 with a 60 day endorsement, League appraisal number originally was lower than \$100,000 at \$85,000; suggestion was to meet with an appraiser to determine what value was and decide whether to accept the League proposal; doesn't feel the 60 day limitation will be a hindrance; mediation to be held next Wednesday on dangerous dog declaration; owner of dog questioned 'dangerous' and has a right to appeal because a dog is considered personal property of the owner; City has 15 days to hold a hearing on the matter; notice of mediation will only go to complainant and owner of animal.

City Clerk

- Received a letter from CenterPoint Energy regarding community partnership grants offered by CenterPoint; up to \$2,500 is available in grant funds – applications due May 5, 2017; suggested flashing crossing lights by roundabouts. Tom Niedzwiecki confirmed Marine on the St. Croix is a community with lights at their roundabouts. Mayor Glasgow suggested the City Clerk contact Cory Slagle with Washington county to inquire if conduits in place to facilitate lights. Council Member Stanton noted there could be other eligible projects [for Fire Department].
- The Annual Spring Clean-Up day will be held on Saturday, May 6, 2017, from 8 a.m. to noon.
- Received correspondence regarding parking ordinance and desire to repeal; initially no parking signs placed on cul-de-sacs on 4th Street N., 5th Street N., and 6th Street N. Plans to ask residents for their input via May 2017 newsletter and also send letter to residents affected by ordinance for their comments.

Ron Hager, 16211 5th Street North. Spoke in favor of rescinding ordinance; all residents around cul-de-sac agree they would like parking open; initial complaint was filed by resident who doesn't live around the cul-de-sac.

City Treasurer

No additional comments.

9. CITY COUNCIL AND MAYOR REPORTS

Council Member Tami Fahey

Attended Gateway Corridor meeting; subject of service from the Union Depot to Manning Avenue in Afton discussed

Council Member Joe Paiement

Attended WMO last Thursday; nothing on agenda pertaining to Lakeland; but phosphorus discussed.

Council Member James Stanton

- Public Works has completed street cleaning and filled potholes;
- 3 trash cans and recycling carts from Maroney's have been placed in the public parks – recycling will be picked up every other week and trash every week.
- Annual placement of 4 outhouses has been placed at each park.
- Remodeling of the City Hall is planned in two parts – phase one will be cosmetic with new carpet, LED lights and painting; phase two will focus on downstairs, the front entry, and exterior.

Mayor Glasgow

- Reminder to bring brush to Aggregate Industries that will be open on Saturday, May 6, 2017
- Facilitated a tour of Water Plant 2 for Council Member Fahey and City Clerk Hutchins Farrell
- Thanked both Jennifer Hutchins Farrell and Jim Stanton for all their help and support during the transition
- Would like to change city logo and showed card with drawing of City Hall by John Sweeney's wife; City Hall building a historic aspect of the City and is one of the few structures left; he feels it would be an appropriate logo.

10. ADJOURN

Motion/Second: Fahey/Stanton. To adjourn the March 21, 2017 City Council at 8:15 p.m. Motion Carried 4-0.

Time Stamp 1:41:31

Respectfully submitted by Kate Piscitello