

CITY COUNCIL MEETING MINUTES / FEBRUARY 21, 2017

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 21, 2017

WORKSHOP: SECURITY SYSTEM – ED CHISHOLM/TWIN CITY HARDWARE  
5:30 p.m. 5:55 to p.m.

REGULAR CITY COUNCIL MEETING

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

STAFF PRESENT: City Attorney Dave Snyder, City Treasurer Tom Niedzwiecki

STAFF ABSENT: City Administrator/Clerk Sandie Thone

OTHERS PRESENT: Deputy Tanner Van Sommeran (Sheriff's Department)

1. CALL TO ORDER by Mayor Richard Glasgow at 6:00 p.m.
2. PLEDGE OF ALLEGIENCE was recited.
3. ADOPT AGENDA
4. CONSENT AGENDA
  - A. Approval of January 17, 2017 City Council Meeting Minutes
  - B. Extend Recycling Contract for one (1) year to Expire May 1, 2018
  - C. 2017 Humane Society Contract
  - D. Resolution 2017-09 Lower St. Croix Valley Fire Relief Association Benefit Increase
  - E. Resolution 2017-10 Updating 2017 City Appointments to Include Gateway Corridor
  - F. Monthly List of Claims
  - G. City Treasurer's Report

**Motion: Council Member Stanton / Second: Council Member Fahey to adopt Consent Agenda (A-G), pulled items 4E for discussion. Ratified March 21, 2017; All Ayes (5-0).**

**Motion carried.**

**Time Stamp 2:08**

Mayor Glasgow stated a clerical error in the City Appointments listed Council Member Stanton as the "Public Works Director" needs to be corrected to read as "Public Works Commissioner".

**Motion: Council Member Paiement / Second: Council Member Orning to approve Consent Agenda (A-G), with clerical correction of city appointment of Council Member Stanton to "Public Works Commissioner". Ratified March 21, 2017; All Ayes (5-0). Motion carried.**

**Time Stamp 3:08**

5. AGENCY REPORTS

A. Law Enforcement Report

Deputy Tanner Van Sommeran reported no significant ICRs occurred in the past month to note.

B. Fire Department Report

Council Member Stanton noted the Fire Department finalized 2016 finances which showed an unusual \$36,000 surplus. The plan is to utilize the surplus towards vehicles and related equipment. The 2018 finance budget is being worked on. The Fire Chief will be retiring this year, so the department will be looking to hire a full-time Fire Chief come June or July.

C. Government Affairs Report

Mayor Glasgow referred to report in the packet, noting Mark Nagel does a nice job of keeping the city informed of important issues. He further stated the city will receive about \$10,000 for assistance in preparing the Comprehensive Plan.

D. Animal Control Report

Mayor Glasgow reported he had a lost dog brought to him, who had been on the run for two days. The information was posted on a couple of different websites to help return the dog home.

E. Building Permit Report

Report was in packet. No questions.

F. Engineer Report

Council Member Stanton read the update provided by City Engineer, Dave Simons of SEH.

**Time Stamp 9:21**

6. OPEN FORUM (Public comments, presentations and petitions)

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

Yellow Flashing Lights County Rd 18 & Interstate 94: David Zanmiller

David Zanmiller, 154 Quinlan Avenue South in Lakeland Shores presented to discuss the wait-time and cycling issue regarding left-hand turns onto Interstate 94 off of County Road 18. He reported that federal law states any of these stoplights replaced are required to be updated to a flashing yellow light. His efforts have directed him back to the city to make a request of the state to upgrade the lights, and proposed if all of the neighboring cities were to be in agreement the cost could be shared. Mayor Glasgow asked for David to schedule a meeting with him to further discuss and to work on moving forward the issue.

Tim Wirth, 16160 4<sup>th</sup> Street North reminded the community that our city was victimized by arson and there is a \$10,000 reward still available.

Roger Nelson, 16650 Upper 5<sup>th</sup> Street North expressed concern over communication ties via the city newsletter being ceased. He further proposed the idea of expanding the newsletter to better inform residents. Mayor Glasgow clarified the proposal would include having hard copies available throughout local businesses and mailed to those who opt-in. Further, the newsletter would remain available online. Roger shared he would like to see the city move towards electronically storing documents and to better maintain facilities, noting the mold in the basement of the old city hall.

**Time Stamp 20:56**

7. CITY BUSINESS

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

Security System: City Hall

Ed Chisholm with Twin City Hardware proposed ICT Protégé WX access control web-based system to connect to the network via internet for the water utility building and the old city hall. The system would hold up to 10,000 users and up to 50,000 events and audit trail. A person would need to be designated to control and monitor the system. Ed Chisholm referred to Midwest Representative, John Thinge who provided a brief demonstration on how the control system would work, noting the design was created for an end-user.

Discussion ensued (Mayor Glasgow, Council Member Fahey). Mayor Glasgow inquired of the City Attorney Dave Snyder whether or not under a certain dollar amount a project can avoid the bidding process. City Attorney Dave Snyder noted other considerations to include; whether or not a service contract is in place (i.e. monitoring, maintenance). Ed Chisholm responded there is a one-year warranty which would be free of charge maintenance calls and after the warranty \$80.00 an hour. Training is also, provided which is included for the camera and access control units. John Thinge further noted the only ongoing cost would be

between the city and the central monitoring station. Discussion ensued (Council Member Stanton, Treasurer Tom Niedzwiecki, Mayor Glasgow). Public comments; Chris White, 311 Queenlan Avenue South. Council Member Paiement inquired about delaying the security installation until the city staff has relocated back to the old city hall location. Discussion ensued (Mayor Glasgow, Council Member Paiement, Treasurer Tom Niedzwiecki). Consensus was to return next month for a final decision with more information regarding costs, as well as to afford some members of council the opportunity to tour a site.

**Time Stamp 41:37**

#### Water Utility Class C License Contract

Council Member Stanton summarized the contract proposed by Short Elliott Hendrickson (SEH) to provide water services with the required class c water operator license for a minimum of 16-hours on-site, in addition to 24-hour/7-days a week remote monitoring. The contract is short-term, which allows for termination with no penalties. The other part of this contract would mean terminating the current full-time water operator position, as SEH has their own water operators to carry-out the services. A local licensed plumber would be utilized for all repairs, maintenance and related for water meter installations. Discussion ensued (Council Member Paiement, Mayor Glasgow, Council Member Stanton). City Attorney Dave Snyder suggested a workshop meeting with SEH be scheduled at the earliest possible time to further discuss and have questions answered on the issue. The contract could certainly be accepted on an interim basis pending further council evaluation to meet any time deadlines. Discussion ensued (Council Member Stanton, Mayor Glasgow, City Attorney Dave Snyder). Public comments; Brian Zeller, 55 Lakeland Shores Drive and Mayor of Lakeland Shores reported the Minnesota Department of Public Health allows a 90-day window to replace the class c licensed water operator. Discussion ensued (Mayor Glasgow, Council Member Paiement, Public Works Water Operator Joshua Conroy). Public comments; Chris White, 311 Queenlan Avenue South. Discussion ensued (City Attorney Dave Snyder, Mayor Glasgow, Treasurer Tom Niedzwiecki). Council Member Stanton stated a workshop and special city council meeting could be scheduled for the following Tuesday, February 28<sup>th</sup>, 2017 sometime in the morning. He said he would contact the other cities who receive water services from the city of Lakeland of the upcoming special city council meeting.

**Motion: Council Member Stanton / Second: Council Member Paiement to accept the contract as presented from SEH on an interim basis with a special city council meeting to follow on February 28<sup>th</sup>, 2017 in the a.m. notifying all parties involved in all three cities. Discussion ensued (Mayor Glasgow, Council Members Paiement and Stanton). All Ayes (5-0). Motion carried.**

**Time Stamp 1:08:30**

#### New City Hall Project Update: Arson, Insurance, Clean-Up

City Attorney Dave Snyder reported to have been working with the League of Minnesota Cities in determining the reimbursement for costs related to the structure. The LMC submitted a proposal with an estimate of damages last month. The city responded with a background of resources provided by the City Finance Director, as well as others which suggested a higher level of reimbursement. The LMC is consulting with an appraiser, John Schmick of Shenehon Associates informally to provide background on the value of the structure standing at the time prior to the arson. The plan is to come back at next month's city council meeting with at least an update on the project, but possibly a preliminary estimate.

**Time Stamp 1:10:46**

Simple Recycling Free Curbside Soft Textiles Program

Mayor Glasgow noted he has many questions regarding the program. Council consensus was to invite Simple Recycling to deliver a presentation at an upcoming workshop.

**Time Stamp 1:12:16**

Newsletter Update

Mayor Glasgow shared his comments on his plans for the newsletter changes to be to reduce costs, update the mailing list and to better inform the residents. He noted he would like to include free advertising in the newsletter for local businesses.

**Time Stamp 1:14:44**

## 8. CITY STAFF REPORTS

**Treasurer Tom Niedzwiecki**

Shared the total costs of the newsletter and the offset from the newsletter sponsors. Financials for 2016 have been finalized and showed a positive \$2,000 more than estimated last month. Police services were slightly more than expected. The year ended with a negative variance of \$5,953 which can be absorbed in the general fund balance. Any positive variance in the snow and ice line item automatically rolls over into the next year. In 2016, only about half of this budget was used due to the milder weather, with a positive variance of approximately \$20,000. This difference could be put towards other projects per the city council's discretion. The Water Utility is a not a zero fund account, meaning that it requires a balance for needed infrastructure and equipment related repairs and maintenance. Council Member Stanton shared he would like to reduce the levy with some of any transferrable favorable variances.

**City Attorney Dave Snyder**

No report.

## 9. CITY COUNCIL AND MAYOR REPORTS

**Council Member Shayne Orning**

No report.

**Council Member Tami Fahey**

No report.

**Council Member James Stanton**

Noted himself and Council Members Fahey and Orning attended a two-day training seminar for newly elected officials through the League of Minnesota Cities. He reported the seminar to be highly informative and beneficial.

**Council Member Joe Paiement**

WMO met last week, there was no new information to report concerning Lakeland.

**Mayor Glasgow**

Regarding the cable, PEG channels were down for 24-hours and received a total of one call that the PEG channels were not working. He reported to have met with Comcast, as well to include a scrolling message on contacting him to keep the PEG channels. He was informed Central Valley has to okay the message, but after numerous attempts he has been unsuccessful in contacting them. The consensus from four of the five cities was to not renew the contract, however Lakeland is the only city who has officially made a decision not to renew the cable contract.

LAKELAND CITY COUNCIL MEETING MINUTES 2017

10. CLOSED EXECUTIVE SESSION: ATTORNEY-CLIENT PRIVILEGE MN STATUTE 13D.05 SUBD 3B

**Motion: Mayor Glasgow / Second: Council Member Paiement to go into a closed executive session. All Ayes (5-0). Motion carried. Time Stamp 1:33:50**  
**Ratified March 21, 2017; Motion: Council Member Stanton / Second: Council Member Paiement to re-adjourn and open the regular city council meeting. No discussion. All Ayes (5-0). Time Stamp 2:42:56**

11. ADJOURN

**Ratified March 21, 2017; Motion: Council Member Stanton / Second: Council Member Paiement to Adjourn the Regular City Council Meeting. All Ayes (5-0). Meeting adjourned at 8:43 p.m.**

Respectfully submitted by Jennifer Hutchins Farrell

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Richard Glasgow, Mayor

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Jennifer Hutchins Farrell, Deputy Clerk