

**CITY OF MINNETONKA BEACH
CITY COUNCIL MEETING MINUTES
April 14, 2014**

Roll Call: Mayor Joann Anderson, Council Members: Jill Bartel, Jaci Lindstrom, Rick Skalla, Mike Taylor, and Treasurer Randy Gilster

Staff Present: City Administrator Susanne Griffin; City Clerk Diane Tiegs; Public Works Director Ben Young, Engineer Darren Amundsen

Guests: Orono Police Sergeant Boris, Stantec Representatives Jim Engfer and Chad Schwartz, Civic Committee Co-Chair Jodi Schwendimann, Park Commission Co-Chairs Jody Sperduto and Amy Johnson, Park Commissioner Patty Rezabek

1. Mayor Anderson called the meeting to order at 7:45 p.m.

2. Pledge of Allegiance was led by City Clerk Tiegs.

3. Approve Agenda

A motion was made by Council Member Lindstrom and seconded by Council Member Taylor to approve the agenda. With all members voting in favor, the motion carried.

- 3.1. Council Meeting Action Notes – Council Member Lindstrom would like the Dakota Trail discussion tabled to assess current adjustments made on the trail last year and see if further action is required. Add the item Council referred to the Planning Commission for development of a vision and mission statement to the action notes.

4. Approve Minutes

- 4.1. Regular Meeting of February 10, 2014

A motion was made by Council Member Bartel and seconded by Council Member Skalla to approve the meeting minutes of February 10, 2014. With all members voting in favor, the motion carried.

5. Open Forum – None present to speak.

6. Police Report

- 6.1. Police Report – February and March
Sergeant Boris reported on the February and March Orono Police reports. The officers have been monitoring road restriction violators. The Council inquired about the theft on March 10, 2014. Sergeant Boris stated he would check into it and forward information onto Council.

7. Civic Committee Annual Report – Co-Chair Schwendimann reported to Council on the new Civic Committee activities that were held. The Broom Ball Evening Out at Ray Peters Park was successful as well as the street dance. The Newcomers Event was well attended and the Progressive Dinner is scheduled for May 3. Summer activities are scheduled with the Community Picnic having the highest attendance. Council Member Lindstrom inquired about raising the dues because the

events are rather costly. Co-Chair Schwendimann responded that a large portion of supplies are donated by the Civic Committee members, which helps to cover the cost of the events.

8. Park Commission Annual Report – Co-Chairs Jody Sperduto and Amy Johnson

Co-Chair Amy Johnson briefly introduced the gifting policy drafted by City Administrator Griffin along with the brochure designed by Co-Chair Johnson which will be acted upon later in the meeting. The Park Commission had a gifting policy drafted and brochure developed to have approved documentation in place. Council has final approval on whether to receive donations. Council Member Taylor inquired if donations were tax deductible. Co-Chair Johnson responded that a letter will be sent thanking the resident for their specific donation. It will be up to their tax accountant whether to handle the donation as a deduction.

Mayor Anderson stated that the Park Commission quarterly goal/activity meeting calendar was a very effective tool. Co-Chairs Johnson and Sperduto talked about the upcoming opening on the Park Commission. Currently resident Tom Seuntjens will fill the remainder of the open commissioner term. In August, a new Commissioner will need to be found.

Co-Chair Sperduto spoke to Council about the plan to treat trees for Emerald Ash Borer (EAB). She attended a two day symposium. It was very informative with scientists speaking from both the University of Minnesota and Michigan. Local municipalities shared information on how they are preparing for the onset of EAB. Co-Chair Sperduto stated that Minnetonka Beach is on track due to Council allocating funds in the CIP. This is very important since treatment and removal are the best ways to protect the ash trees in Minnetonka Beach. Bartlett Tree Company is currently evaluating trees to determine which trees need to be removed or trimmed at this present time.

9. Treasurer's Report

9.1. Consider Motion to Approve March Checks

A motion was made by Council Member Lindstrom to approve the March checks numbered 14340 through 14383 in the amount of \$ 71,629.62; the motion was seconded by Council Member Bartel. With all members voting in favor, the motion carried.

9.2. Consider Motion to Approve April Checks

A motion was made by Council Member Bartel to approve the April checks numbered 14384 through 14431 in the amount of \$ 55,011.51; the motion was seconded by Council Member Taylor. With all members voting in favor, the motion carried.

9.3. YTD Budget Report

9.4. Previous Year Comparison Report

Treasurer Gilster reviewed the year-to-date budget report and the comparison report. The current budget is in line with projected expenditures.

10. Consent Agenda

10.1. Fire Report – February and March

10.2. **Resolution 2014-15** Appointment of Tom Seuntjens to Park Commission

10.3. **Resolution 2014-16** Consider Dock Applications for 2014 City Dock Permits

10.4. **Resolution 2014-17** Consider Dock Variances

10.5. Consider approval of Safe Assure Contract Renewal

- 10.6. Consider Adopting Wellhead Protection Plan Part 2
- 10.7. Wells Fargo Half Marathon, Sunday, May 4th, 2014
- 10.8. St. Martin's Church Special Event Permit Application – swimming Beach – August 10, 2014
(Aug. 17 rain date)

A motion was made by Council Member Taylor and seconded by Council Member Bartel to approve the Consent Agenda. With all members voting in favor the motion carried.

Presentation by Stantec on Infraseek Software

Engineer Darren Amundsen addressed Council explaining the Infraseek Planning software and the benefits for the City of Minnetonka Beach. This is a GIS based data management program for the City's infrastructure. The developer of the software, Jim Engfer along with his colleague Chad Schwartz presented information to Council. This tool is based on GIS mapping concept allowing the entire infrastructure to be placed on a City map along with notes of what is located in a certain area. Examples would be the sewer lines, water mains, water shut-offs, manholes, etc. Public Works Director Young has a wealth of knowledge, especially the location of infrastructure that is not kept on record. This tool would be valuable to his successors for years to come. Due to technical difficulties Stantec will return to complete their presentation. Council will review the information and give further consideration at a future date.

11. New Business

- 11.1. **Scenic Byway Resolution 2014-18** Council Member Bartel attended a meeting at the city of Wayzata regarding exploration of the scenic byway designation along CSAH 15. The Minnesota Department of Transportation, Three Rivers Park District, and Hennepin County, and some lake area cities decided to explore the potential of a Lake Minnetonka area state scenic byway. The Council agreed that the area does not need the extra traffic. After discussion Council unanimously decided not to support further exploration of a Scenic Byway designation for Minnetonka Beach. City Administrator Griffin and Council Member Bartel will draft a letter stating the Minnetonka Beach's position.

A motion was made by Council Member Lindstrom and seconded by Council Member Skalla to draft a letter to Minnesota Department of Transportation stating that Minnetonka Beach is not interested in supporting the scenic byway program. With all members voting in favor the motion carried.

- 11.2. **Consider City Policy on Donations** Council Members reviewed the draft donation/gifting policy and brochure from the Park Commission. Park Commission Co-Chair Amy Johnson answered questions from Council and stated it would be good to have a policy in place in the event a resident would like to make a donation for park improvements. Council Member Skalla does not like the verbiage that donations would be accepted from corporations, non-profit organizations, and civic groups. He stated donations should be from residents. Council would like to have City Attorney Hilke review the policy and then Council will vote on whether to implement the gifting program.

A motion was made by Council Member Bartel and seconded by Council Member Lindstrom to have the draft donation policy reviewed by City Attorney Hilke and return to Council at the next meeting. With all members voting in favor the motion carried.

12. Staff Reports

- 12.1. Director of Public Works Director Young reported that brush pick-up will begin again each Monday starting April 21st. He was summoned to jury duty the weeks of April 7th and 14th. Due to cases settling out of court and no new cases he was excused on April 10th. Council Member Skalla inquired about the Builders Forum to be held on the 28th of April. Council Member Lindstrom liaison to Planning may need someone to attend the forum because she will be out of town. Council Member Taylor said he would be able to attend as liaison. Council Member Skalla was concerned if too many Council Members attended the forum would that go against the open meeting law. City Administrator Griffin stated, the meeting has been properly noticed as an open information meeting.
- 12.2. City Clerk Tieg updated Council of the upcoming election dates and election judge recruiting. She will also present a proposal to raise the pay for election judges from \$8 to \$8.50 and the head judges from \$8.50 to \$9 per hour. There are enough funds in the current election fund to cover the increase. City Clerk Tieg asked if the Council would be interested in information for utility billing electronic payments. Council is interested and she will gather information from several sources for review and consideration.
- 12.3. City Administrator Griffin updated Council on the current lawsuit against the City. She also reported on commissioner vacancies for the Planning and Park Commissions.

13. Council Reports

- 13.1. Mayor Anderson attended the quarterly Orono Police meeting. Currently the Orono Police Department consists of 27 full time, four part time, and 24 reserve officers. There was discussion regarding the social host ordinance and the issuing of administrative tickets. Minnetonka Beach will observe how effective the ordinances are before consideration is given to implementing. Drug awareness is a priority and informational forums are being held. The Wells Fargo Half Marathon race will be May 4th in Minnetonka Beach.

Mayor Anderson was made aware of a group that communicates events such as the seminars on drugs presented by the Orono Police Department. The group is called Our Lake Community and the website is OurLakeCommunity.org. All the communities on the lake are represented with the exception of Minnetonka Beach. Council Member Skalla stated he would be the representative. Mayor McMillan of Orono is the contact person for the group and Mayor Anderson will forward Council Member Skalla's name on as our City representative.

13.2. Liaison Reports

Council Member Lindstrom liaison to the Planning Commission presented an update on building permits issued for March and April. The Planning Commission is working on the City's vision and mission statement. The Builders Forum is set for April 28th. Currently there are four builders confirmed to attend.

Council Member Bartel liaison to the Park Commission relayed to Council that they are not going to act on the item Council referred to the Commission. A bench had been approved by Council at the February meeting for placement along the Dakota Trail. Resident Mike Bloom attended the Park Commission meeting and stated that he was part of the Trail Task Force. At the time the trail was approved he stated there was a user agreement with Three Rivers Park District stating there would be no amenities on the trail per Minnetonka Beach resident's

request. Therefore, there should not be a bench placed on the trail. The request from Council was for the Park Commission to decide on bench placement somewhere between City Hall and the Lafayette Club. The Park Commission decided not to recommend placement if there is a user agreement and asked Council for clarification of the user agreement.

Council Member Skalla stated that there should be a process followed when the City receives special requests from one person. It is important to treat requests in a consistent manner. After further discussion and because the bench was already approved by Council, a recommendation to place the bench by the Margaret Dahl Library was discussed.

A motion was by Council Member Taylor and seconded by Council Member Lindstrom to place the park bench by the Margaret Dahl Library. With all members voting in favor, the motion carried.

Council Member Bartel also relayed that the Park Commission has scheduled a Brush clean-up day for May 17th from 10 am to 12 p.m. Volunteers are to meet at the Ray Peters Park warming house. There is a trash clean-up day scheduled for May 24th from 10 am to 11:30 am. Meeting places will be at the Ray Peters Park warming house or City Hall. The Park Commission will be hiring a part-time summer helper for the Beach to do weed clean-up during the summer months.

The Park Commission is also looking for donations of teen books less than three years old for the Margaret Dahl Library. Donations can be dropped off at City Hall.

14. A motion was made by Council Member Taylor and seconded by Council Member Bartel to adjourn the meeting at 10:25 p.m. With all members voting in favor the motion carried.

Respectfully Submitted,

Diane Tiegs, City Clerk