

**CITY OF MINNETONKA BEACH
CITY COUNCIL MEETING MINUTES
February 3, 2014**

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

Absent: Treasurer Randy Gilster

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

Guests: Orono Police Chief Correy Farniok

- 1. Mayor Anderson called the meeting to order at 7:02 p.m.**
- 2. Pledge of Allegiance was led by City Clerk Tiegs.**
- 3. Approve Agenda**

A motion was made by Council Member Bartel and seconded by Council Member Lindstrom to approve the amended agenda adding item 7.4 Resolution 2014-13 in support of the continuation of CDBG funding for Western Communities Action Network. With all members voting in favor, the motion carried.

3.1. Council Meeting Action Notes – Items on the action notes already contain items that will be reviewed by Matt Vos of Abdo, Eick, and Meyers. A storm water policy work session will be scheduled for the week of April 7th with April 10th the preferred date. Council Member Lindstrom will contact the Lafayette Club for available meeting rooms.

4. Approve Minutes

4.1. Regular Meeting of January 6, 2014

A motion was made by Council Member Lindstrom and seconded by Council Member Bartel to approve the meeting minutes of January 6, 2014. With all members voting in favor, the motion carried.

5. Open Forum

5.1. Introduction of New City Staff Member Heidi Honey

Mayor Anderson introduced Heidi Honey the newly hired postal clerk/clerical assistant. Ms. Honey addressed Council and stated she is looking forward to serving the residents of Minnetonka Beach.

6. Police Report

6.1. Police Report – January

6.2. Administrative Citations - Chief Farniok

Orono Police Chief Farniok reviewed the monthly incident report which indicates that police calls have been down, due in part to the cold weather. Snowmobile thefts have been reported. This is a reminder for residents to be aware and help keep an eye on your neighbors. Please report any unusual activity to **911**.

A preliminary year-end summary provided information on traffic related incidents, investigations, officer involved shooting, thefts, assaults, medical, alarms, lockouts. There were 26,133 calls during 2013.

A new crime mapping tool is available on the Orono City website. The information will show information within a few hours of a reported incident.

In December the City of Orono approved the administrative citation ordinance. Administrative citations are issued by and paid to the City for violations such as seasonal weight restrictions, unsafe driving, over-night parking. If the fine is not paid for a citation it will escalate to the County. The Orono Police Department will enforce and process the citations.

7. Consent Agenda

- 7.1. Fire Report – January
- 7.2. **Resolution 2014 – 12** - Club and Sunday On-Sale Liquor License for Lafayette Club
- 7.3. Consider Approval of 2014 Pay Equity Report
- 7.4. **Resolution 2014-13** in support of continuation of CDEBG funding for Western Communities Action Network

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

8. Treasurer's Report

- 8.1. 2013 Financial Audit – Matt Vos from Abdo, Eick and Meyers

Matt Vos of Abdo, Eick, and Meyers reported to Council the findings for the 2013 annual audit. As in prior years, the auditors were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit. The most effective controls lie in management's knowledge of the City's financial operation.

A review of the utility billing process indicates the need to have a formal adjustment policy implemented regarding usage and late fee charges.

The City's fund balance policy identifies a targeted level of an amount not less than 65% of the next year's General Fund budgeted disbursements. The City's ending fund decreased \$11,197 but is still above the target level. The overall 2013 operations of the general government function spent \$32,567 less than budgeted. A review of the water utility fund prompted a recommendation to Council to have a cash flow projection created to determine if rates and tax levies are sufficient to cover operating costs, debt payments, repairs, and future replacement/expansion. The sewer utility fund continues to have a good cash balance relative to operations. This is the second year of operation for the storm water fund. Revenues were comparable to amounts anticipated in the budget. Cash decreased from the prior year due to expenses for a drainage study.

Council Member Taylor stated a correction in the audit publication that Council Member Bartel was not listed as an official. Mayor Anderson thanked Mr. Vos for his time and the report presented to Council on the 2013 Annual Audit.

- 8.2. Approve Checks

A motion was made by Council Member Taylor to approve the January checks paid after January 6, 2014, numbered 14295 through 14298 in the amount of \$ 3,630.15, and the February checks numbered 14299 through 14339 in the amount of \$ 49,541.89, the motion was

seconded by Council Member Lindstrom. With all members voting in favor the motion carried.

A motion was made by Council Member Bartel to approve invoice payments after February 3, 2014 through March 2014 due to the cancellation of the March 10, 2014 Council meeting and seconded by Council Member Skalla. With all members voting in favor the motion carried.

8.3. Budget Report

YTD and previous year comparison reports were reviewed by City Administrator Griffin and she answered Council questions.

9. Old Business

9.1. Public Works Director Salary

Council Member Taylor presented a recommendation to recognize Director of Public Works Young's performance during the 2012 water project. The original bonus of \$4,000 cannot be given according to State Statute. The recommendation is to give a \$1,800 step increase for 2014 and additional increases/steps through 2018; with the additional funds to PERA and COLA increase this will equal the \$4,000.00 recommended bonus.

A motion was made by Council Member Taylor and seconded by Council Member Lindstrom to approve the additional \$1800.00 step increase for 2014 and additional steps as shown on the chart dated February 3, 2014. With all members voting in favor the motion carried.

10. New Business

10.1. Special Event Permit – Red Ribbon Ride, Sunday, July 20, 2014

Council Members discussed the Special Event Permit request for bicyclists to use the trail for the Red Ribbon Ride on July 20th. Concerns were raised regarding trail use, bikers heeding the trail use rules, the number of bikers on the trail, and the time period bikers are expected on the trail. Council Member Bartel stated that this could set a precedent for future applications. Council Member Lindstrom said she was ambivalent and could vote either way. Council Member Skalla said that considering the residents of Minnetonka Beach and the history of how the residents want the trail used he is not in favor of approving the permit request. Council Member Taylor agreed that residents have voiced concerns about using the trail for large events.

Motion made by Council Member Taylor and seconded by Council Member Skalla to deny the Special Event Permit for the July 20, 2014, Red Ribbon Ride through Minnetonka Beach on the streets or trail. With all members voting in favor, the motion carried.

11. Staff Reports

- 11.1. Director of Public Works Young reported on the continuing snow removal. The plow truck clutch had to be repaired and is now operational.
- 11.2. City Clerk Tiegs gave a summary on home sales for 2013.
- 11.3. City Administrator Griffin reported on the Stantec long range planning tool for infrastructure replacement. She will contact Stantec to present a demonstration at the April Council meeting. The City of Orono mailed an update to their Comprehensive Plan and asked for a signature verifying receipt of the report. City Administrator Griffin will send the receipt to Orono.

12. Council Reports

- 12.1. Mayor Anderson stated that the business for March is very light and if there is no change the City Council meeting scheduled for March 10, 2014, is cancelled.

12.2. Liaison Reports

Council Member Lindstrom attended the First Quarter Parks Commission meeting. The Parks Commission submitted their quarterly meeting schedule along with their plan of action and goals for each quarter. Co-Chair Sperduto will attend the April meeting to update Council.

Council Member Bartel attended the Mound Fire Department meeting. Noteworthy was the discussion at the meeting on pooling resources to create a fire district to increase efficiencies and response time.

13. Adjournment 9:27 p.m.

Diane Tiegs, City Clerk