

**CITY OF MINNETONKA BEACH
CITY COUNCIL MEETING MINUTES
Monday January 7, 2013**

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

Staff Present: City Administrator Susanne Griffin, City Clerk Diane Tieg, and Public Works Director Ben Young.

Guests: Orono Police Sergeant Boris, Hennepin County Commissioner Jan Callison, Out-going Council Member Michelle Kroll, Out-going Planning Commissioner Dustin Boyd, Commissioner-appointee Dave McNichols.

- 1. The meeting was called to order by Mayor Anderson at 7:00 p.m.**
- 2. The Pledge of Allegiance was led by City Clerk Tieg.**
- 3. Approve Agenda**

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

3.1. Council Meeting Action Notes – No discussion.

- 4. Recognition of Outgoing Council Member Michelle Kroll and Planning Commissioner Dustin Boyd.**

Mayor Anderson recognized Dustin Boyd, Chair of the Planning Commission, for his years of service. Out-going Council Member Michelle Kroll was recognized by Mayor Anderson for her service as a Council Member and years as Council Liaison for the Planning Commission, Utilities Committee, and the Civic Committee.

- 5. Oath of Office for Newly Elected Officials – Mayor Joann Anderson; Council Members Jaci Lindstrom and Rick Skalla; Treasurer, Randy Gilster.**

City Clerk Tieg administered the oath of office to the newly elected officials.

- 6. Hennepin County Commission Update - Commissioner Jan Callison.**

Commissioner Callison presented a report to Council on the revenues for the 2013 Budget along with information regarding assistance and services provided to homeless families in Hennepin County.

- 7. Approve Minutes**

7.1. Regular Meeting of December 10, 2012

A motion was made by Council Member Bartel and seconded by Council Member Taylor to approve the Regular Council Meeting Minutes for December 10, 2012, with a change in verbiage. With all members voting in favor the motion carried.

8. Open Forum

Park Commissioner-appointee Dave McNichols introduced himself to the Council. Once appointed, he will be a new Commissioner for the City of Minnetonka Beach Park Commission. He thanked Chair Rezabek of the Parks Commission for the invitation to serve and is looking forward to his new appointment.

9. Police Report

9.1. Police Report – December

Orono Police Sergeant Boris presented the December 2012 Police Report and answered Council Member questions. A follow-up answer to the question of gun permits on the incident reports that were applied for during the month of November and whether the reporting has changed. The applications are listed on the November report and were the first permits applied for by Minnetonka Beach residents.

10. Treasurer's Report

10.1. Approve Checks

Council Member Skalla reviewed the expenditures with Council for the month of December 2012 and the first week of January 2013.

A motion was made by Council Member Taylor and seconded by Council Member Lindstrom to authorize check numbers 13726 through 13754 in the amount of \$ 28,285.19 for the month of December 2012. With all members voting in favor the motion carried.

A motion was made by Council Member Taylor and seconded by Council Member Lindstrom to authorize check numbers 13755 through 13767 in the amount of \$168,662.03 for the month of January 2013. With all members voting in favor the motion carried.

10.2. 2012 Final Budget Report

Council Member Skalla, out-going Treasurer, presented the year-end report to Council. Expenses for 2012 were slightly under the budgeted amount. The City is no longer using Ehlers for investment services due to the low interest rates and the cost to retain their services. Council Member Lindstrom asked if there were any specific areas monitored closely. Mayor Anderson stated the budgets for Planning and Zoning and Legal have been lowered so those accounts will be watched more closely. The Staff has taken on more responsibilities to aid in reducing the fees from Planning and Zoning Administrator Krier. Council Member Taylor requested more information regarding the \$60,000 surplus and how much of that is due to the bond reimbursement from the water project. Council Member Skalla and Treasurer Gilster will provide that information at the next meeting. Council Member Skalla stated that the current reserves will cover the first six months of expenses so the net funds will be approximately the 65% which was established as the standard by Council in 2012.

11. Consent Agenda

Fire Report – December

Resolution 2013 – 01 Appoint 1st National Bank of the Lakes as Official Depository for 2013

Resolution 2013 – 02 Designate the Pioneer as the Official Newspaper for 2013

Resolution 2013 – 03 Weight Restriction Exemptions

Resolution 2013 – 04 Approve Employee Floating Holiday

Resolution 2013 – 05 Appoint LMCC Representatives (Randy Gilster, Leonard MacKinnon)

Resolution 2013 – 06 Appoint LMCD Representative (Dennis Klohs)
Resolution 2013 – 07 Set 2013 Board of Review Date for April 8, 2013
Resolution 2013 – 08 Approve Extension of Electronic Proprietary Database Conditional Use Agreement
Resolution 2013 – 09 Park Commission Appointments – Dave McNichols

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

12. Planning and Zoning – No Report

13. New Business

13.1. Resolution 2013 – 10 Annual Appointments
Mayor Anderson reviewed the annual Council and Staff assignments for 2013.

2013 Annual Council and Staff Assignments

Mayor: Joann Anderson

City employees, administration, City finances, police, emergency preparedness, prosecuting and consulting attorneys, tax assessor, zoning administrator, Long Range Planning Commission, Met Council, Hennepin County, Lafayette Club, St. Martin's church, Weed Inspector, Civic Committee liaison

Council Member Jill Bartel (Recorder Pro Tem)

Liaison to Finance Committee, Department of Agriculture, animal control, sanitation, streets, voter services, community health

Council Member Jaci Lindstrom (Treasurer Pro Tem)

Liaison to Planning Commission, consulting engineers, water, building inspections, safety compliance, Fire Commission alternate, Police Commission alternate

Council Member Rick Skalla (Recorder)

City insurance, minutes, recording, resolutions, ordinances, Minnehaha Creek Watershed District, Liaison to Long Range Planning Committee, Liaison to Parks Commission

Council Member Mike Taylor (Mayor Pro Tem)

Liaison to Utilities Committee, DNR, Fire Commission, Liaison to LMCD, Liaison to Dock Committee

Treasurer – Randy Gilster

Financial reports-monthly and annually, banking, investing, budget, audit, Liaison and Co-Chair of Finance Committee, Liaison to Lake Minnetonka Communications Commission (LMCC)

Public Works Director – Ben Young

Assistant Weed Inspector, Utilities Committee

City Administrator – Susanne Griffin

Responsible Authority, Data Practices Compliance Official, Deputy Clerk in City Clerk's
Absence

City Clerk – Diane Tiegs

Elections

Planning and Zoning Administrator – Dick Krier

Variance requests, land use issues, Planning Commission

Motion was made by Council Member Taylor and seconded by Council Member Bartel to approve Resolution 2013-10 Annual Appointments. With all members voting in favor the motion carried.

- 13.2. Motion to authorize reassignment of job duties and reduction of hours for part-time Postal Clerk/Utility Billing Clerk.

City Administrator Griffin presented the recommendation regarding reassignment of job duties and reduction of hours for part-time Postal /Utility Billing Clerk. The part-time Postal/Utility Billing Clerk would reduce her hours and the City Clerk will take over the responsibility of the quarterly utility bills. City Administrator Griffin is also requesting a step increase for the City Clerk in July 2013. The reduced hours and the requested step increase would still be a savings to the City of \$2,800. Council Member Lindstrom asked if the current software is adequate for the City of Minnetonka Beach. City Administrator Griffin responded that the software Banyon is used by about 90 percent of the smaller cities and meets the current needs of the City. Treasurer Gilster inquired about a records management program. City Administrator Griffin responded that due to the expense of software programs it is hard to justify the expenditure for upgraded software for utility billing and records management when the current programs provide the needed service. The Postal/Utility Billing Clerk expressed frustration and acknowledged having some difficulty earlier in the year. Council Member Skalla expressed concern that this issue was not brought to the Council's attention during the 2013 budget process. City Administrator Griffin responded that the Postal/Utility Billing Clerk just recently asked for the change in duties.

Motion was made by Council Member Taylor and seconded by Council Member Skalla to authorize reassignment of job duties and reduction of hours for part-time Postal Clerk/Utility Billing Clerk as proposed in recommendation option one. With all members voting in favor the motion carried.

- 13.3 Resolution 2013 – 11 Approve 2013 Staff Wages (as approved in 2013 budget)

Motion was made by Council Member Lindstrom and Council Member Taylor as outlined in the 2013 budget. With all members voting in favor, the motion carried.

14. Old Business

Offer from a resident for City to purchase a portion of property at 2105 Lake Road.

Mayor Anderson closed the meeting for Council discussion at 8:38 p.m. to discuss the 2105 Lake Road property in Minnetonka Beach.

Mayor Anderson re-opened the regular meeting 8:54.

Motion was made by Council Bartel and seconded by Council member Taylor that the City of Minnetonka Beach is not interested in purchasing a portion of the property at 2105 Lake Road.

City Administrator Griffin will notify Mr. Crear of the Council's decision.

15. Staff Reports

Director of Public Works Young reported the skating rink opened on Christmas Eve. K-bid sold the old City pick-up truck and the net profit was \$3,200. Mayor Anderson asked if the funds will be deposited in the Capital Improvement Reserve fund. City Administrator Griffin responded the funds would be credited to the Capital Improvement Reserved fund. Public Works Director Young also reported a service break on Cottage Lane was repaired and the expense is the responsibility of the homeowner.

City Clerk Tiegs presented a year-end report on home sales for 2012 in the City of Minnetonka Beach.

City Administrator Griffin updated Council about the proposed Arcola dock area improvements. Resident David Boschwitz, Boe Carlson of Three Rivers Park District (TRPD), Jessica Galatz of Hennepin County Regional Rail Authority (HCRRA), and City Administrator Griffin met to discuss first steps to obtain the proper permits to begin the Arcola project. Mr. Boschwitz is in the process of earning his Eagle Scout Award and his project is safety improvements to the Arcola dock area. Assistant Superintendent Carlson (TRPD) will help with equipment for the project. Grants will be applied for to obtain the needed funding for the project. David Boschwitz stated that HCRRA Representative Galatz informed him the permits will be applied for through the City. Mr. Boschwitz plans to begin the project in the spring of 2013.

City Administrator Griffin also reported that Council Member Lindstrom and Treasurer Gilster are registered for the newly elected leadership conference sponsored by the League of Minnesota Cities on February 1 and 2 in Brooklyn Center. City Administrator Griffin will have a handbook for the new Council Members. A Planning and Zoning workshop will be attended by Council Member Lindstrom, City Administrator Griffin, City Clerk Tiegs, and Planning Commissioner Mirela Van Dyke on Saturday, January 12.

16. Council Reports

16.2. Mayor Anderson reported on the Orono Police meeting along with a handout that was provided and reviewed by Council. The merging of the Mound and Orono Police Departments has created five patrols on duty 20 hours per day in the area.

16.3. Liaison Reports: No Reports.

17. Adjourn

Motion was made by Council Member Taylor and seconded by Council Member Bartel to adjourn the meeting at 9:15 p.m. With all members voting in favor the motion carried.

Respectfully submitted,

Diane Tiegs, City Clerk