

**CITY OF MINNETONKA BEACH  
CITY COUNCIL MEETING MINUTES  
November 12, 2013**

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

**Absent:** Treasurer, Randy Gilster

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

**Guests:** Jan Callison, Hennepin County Commissioner, Orono Police Sgt. Cornick Jr.

- 1. Mayor Anderson called the meeting to order at 7:05 p.m.**
- 2. The 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 agenda as amended. With all members voting in favor, the motion carried.**

- 3.1. Council Meeting Action Notes  
Council reviewed the Action Notes.

- 4. Approve Minutes**  
**A motion was made by Council Member Lindstrom and seconded by Council Member Bartel to approve the Regular City Council meeting minutes of October 15, 2013, with amended language. With all members voting in favor, the motion carried.**
- 5. Open Forum – None Present**

- 6. Hennepin County Commissioner Jan Callison**  
Hennepin County Commissioner Callison reviewed the 2014 Hennepin County Budget. She also relayed that the Hennepin County Service Centers no longer process passport applications due to stricter Federal procedures. The Hennepin County Libraries are increasing their hours at some locations. There will be four schedules of operation to make the library hours more consistent.

Commissioner Callison addressed questions previously sent by from the Minnetonka Beach staff. In regards to the pedestrian plan, she does not have the Hennepin County Pedestrian Plan at this time but knows the plan will not have details identifying specific intersections or crossing areas. Minnetonka Beach must contact the County so they are aware of Minnetonka Beach's specific crossing issues. Minnetonka Beach could possibly work with Hennepin County for cost sharing.

Hennepin County has no opinion regarding the push for developing the Scenic Byway.

Hennepin County currently does not have a treatment plan for Emerald Ash Borer (EAB). Council Member Taylor inquired about all the ash trees in Minnetonka Beach that are located on Hennepin

County property. Commissioner Callison suggested we contact someone at Hennepin County that is working on EAB prevention.

Commissioner Callison was asked by Council Member Taylor to review current and future projects in downtown Minneapolis that could affect County property. The new Vikings stadium will not affect Hennepin County property but the developing streetcar plan is proposed to run on a Hennepin County road.

There will be a Town Hall meeting on disability services November 14<sup>th</sup> at the Hopkins Performing Arts Center. The topic will address current disability services that are available and what services need to be developed.

Mayor Anderson relayed to Commissioner Callison that a meeting on the revised County and Regional bike trail plan is being held at the Gray Freshwater building in the Community of Navarre at 7 pm November 20<sup>th</sup>. Mayor Anderson will attend because this could have an impact on the portion of the Dakota Trail located in Minnetonka Beach.

#### **7. Police Report – Sergeant Cornick, Jr.**

Sergeant Cornick Jr. stated that there were mostly traffic citations and overall it was a quiet month in Minnetonka Beach. Council Member Taylor inquired about an incident on the report regarding liquor consumption under age 18, isn't the drinking age 21? Sergeant Cornick said that was a mistake on the report.

#### **8. Consent Agenda**

- 8.1. Fire Report – October
- 8.2. **Resolution 2013 – 37** – Consider Hennepin County Sports Equipment Grant Application
- 8.3. **Resolution 2013 – 38** – Consider EAID Grant Application for Accessibility Improvements
- 8.4. **Resolution 2013 – 39** – Certify Special Assessment of Unpaid Utility Bills to Property Taxes
- 8.5. **Resolution 2013 – 40** – Annual Tornado Siren Maintenance Contract
- 8.6. Authorize Mayor and Staff to fill vacant Postal Clerk/Utility Billing Clerk position

Mayor Anderson complimented City Clerk Tiegs for her work to complete and submit a grant application for Federal funds to repair the handicapped accessible ramp to City Hall. The grants will be awarded in January of 2014.

Council Member Taylor asked City Administrator Griffin about the vacant position for Postal Clerk/Utility Billing Clerk. Council Member Skalla inquired about bringing the position back to 20 hours rather than remaining at 15 hours per week and what will the City Clerk do with the extra time. City Administrator Griffin responded that since the position was adjusted for the current employee other projects have been placed on hold. Permanent record scanning has been put on hold due to lack of available time.

Council Member Skalla asked how the Planning and Zoning process change is going. City Administrator Griffin stated that it is still a work in progress. The original checklist was revised to make the process more efficient. Council Member Skalla has received some critical comments and concerns from residents regarding Dick Krier, the City's Planning and Zoning Administrator and the manner of which the process is working. All Council Members would like to review the process and the revised checklist at the December Council meeting. Staff will provide the updated checklist for Council review.

**A 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.**

**9. Treasurer’s Report**

9.1. Consider Motion to Approve Checks

City Administrator Griffin answered Council questions regarding the monthly expenditures.

**A motion was made by Council Member Lindstrom to approve the November checks numbered 14170 through 14212 in the amount of \$48,781.35, and seconded by Council Member Skalla. With all members voting in favor the motion carried.**

9.2. YTD Budget Report and Previous Year Comparison Report

City Administrator Griffin reviewed the year to date budget report and answered Council Members questions. Council Member Taylor inquired about the water pumped versus sold because it seems that revenues are down. City Clerk Tiegs will provide a quarterly water report at the December meeting. The pumps are set to be recalibrated this November for accuracy.

**10. Old Business**

10.1. Storm Drainage Study – Darren Amundsen, Stantec

The goals of the study are to provide a greater understanding of the Minnetonka Beach storm sewer system, develop preliminary cost estimates for improvements, and provide information for the City to make policy decisions.

City Engineer Darren Amundsen of Stantec presented the preliminary findings of the storm water drainage study with a written report and PowerPoint presentation. Storm sewer design is based on the ability to drain certain storm events. Storm events typically are categorized by their probability of producing a statistical amount of rainfall over 24 hours. Typical design storms and their corresponding rainfall amounts over 24 hours are:

<b>Event Frequency</b>	<b>Rainfall</b>	<b>% probability of annual occurrence</b>
2-year	2.75 inches	50%
5-year	3.25 inches	20%
10-year	4.10 inches	10%
100-year	5.90 inches	1%
Approximately 90% of the storms produce less than 1 inch of rain		

City Engineer Amundsen reviewed a map of areas that have identified drainage issues listed below:

<b>Map ID No</b>	<b>Address/Location</b>	<b>Summary</b>
1	2416 Lafayette Rd	Drainage issues between homes
2	2438, 2442 Lafayette Rd	No overland EOF (Emergency Over Flow)
3	2324 Huntington Pt Rd W	No overland EOF
4	2522 Lafayette Rd	No overland EOF
4	2528 Lafayette Rd	No overland EOF
4	2417 Woodbridge Rd	No overland EOF
5	2312, 2313 Old Beach Rd	Proximity to lake level
6	3120 Brooks Ln	Local street flooding

7	3130 Brooks Ln	No overland EOF
8	3103 Brooks Ln	Local street flooding/drainage
9	3115 Brooks Ln	Drainage issues between homes/Local street flooding
10	3034 Northview Rd	Local street flooding
11	Lafayette Park	Park acts as large storm sewer "pond"
12	3017 Brooks Lane	Local street flooding/No overland EOF
13	2950 Northview Rd	Local street flooding – EOF between homes

Currently 86% of the existing pipe network in Minnetonka Beach is 12” or smaller with 43% of the existing pipes at 8” or smaller. This is an indication that pipes have been installed as a reaction to ponding in low spots, not as part of an overall storm water management plan. The current storm sewer pipe system does not prevent short-term localized ponding, but only acts to eliminate long-term ponding conditions. The length of ponding time is determined by the size, slope and condition of the outlet pipes. Some properties are solely drained to the lake and others depend on the storm sewer.

City Engineer Amundsen recommends that the information in this study be used to develop a storm water policy that includes design and service standards. The policy will also need to consider funding sources for future storm water improvement projects. Once policies are determined, the City should consider prioritization of the individual projects.

Council reviewed the itemized cost estimate for the identified areas. The costs are based on planning level costs to give Council an idea of the magnitude of the projects. The costs will be impacted by the City policy and the level of service the City provides to residents. Some areas will require easements which will be fairly easy to obtain, however, some easements from residents may not impact their property but rather someone else which could make obtaining an easement more difficult. The 2013 season was a good test to storm water drainage due to the high volume of rain that fell in a short period of time.

General cost estimates are being provided for resolving the identified issues for planning and discussion purposes. The final cost of solutions to storm water issues are driven by policy decisions, obtaining additional information, and detailed engineering design.

<b>Map ID No</b>	<b>Address/Location</b>	<b>Preliminary Solution</b>	<b>Preliminary Cost Estimate</b>	<b>Notes</b>
1	2416 Lafayette Rd	Residential Grading Project - already completed by owner	\$0	
2	2438, 2442 Lafayette Rd	Storm sewer structure and larger pipe to lake	\$60,000	
3	2324 Huntington Pt Rd W	Storm sewer structure and pipe to lake*	\$30,000	
4	2522 Lafayette Rd	Overland EOF to Lake - joint project*	\$80,000	
4	2528 Lafayette Rd	Overland EOF to Lake - joint project*	\$0	included above
4	2417 Woodbridge Rd	Overland EOF to Lake - joint project*	\$0	included above

5	2312, 2313 Old Beach Rd	Not corrected with storm sewer improvements	\$0	
6	3120 Brooks Ln	Part of Brooks Lane storm sewer project	\$170,000	
7	3130 Brooks Ln	Part of Brooks Lane storm sewer project, and overland EOF*	\$30,000	Additional for EOF
8	3103 Brooks Ln	Part of Brooks Lane storm sewer project	\$0	included above
9	3115 Brooks Ln	Part of Brooks Lane storm sewer project, does not inc. lot grading	\$0	included above
10	3034 Northview Rd	Additional structure and pipe in Northview	\$30,000	
11	Lafayette Park	Park acts as large storm sewer "pond"	\$0	Not recommended
12	3017 Brooks Lane	Part of Brooks Lane storm sewer project	\$0	included above
13	2950 Northview Rd	Storm sewer recon/EOF grading	\$35,000	

Total \$435,000

**\*easement costs could be significant and are not included**

The question was asked if there were residents identified in the report that had not previously been identified as having water drainage issues. City Engineer Amundsen stated yes the residents at 2950 Northview Road and 2904 Northview Road. The drainage model is based on land contours, resident information, and percentage of hardcover.

Council Member Taylor asked City Engineer Amundsen if he has other city policies to use as a reference or starting point. He said there are some policies that could be used as starting points but Minnetonka Beach is unique because most areas are not more than 1,100 feet from the lake. Most communities have large designated drainage ponds. Minnetonka Beach has many small watersheds. The challenge is determining who pays for improvements.

Mayor Anderson referred to City Administrator Griffin's Memo to Council recommending referral of the Storm Drainage Study Report to the Utility Committee, Finance Committee, and Planning Commission for review and recommendations. City Administrator Griffin addressed Council about the next steps to develop a policy and to get input from the committees. Mayor Anderson stated all the committees could work together as a task force on developing a policy. Council Member Skalla posed the question to Council should policy be set up before going to all committees. Council felt the philosophy should be developed and that philosophy will be forwarded to the Planning Commission as a basis to develop City Policy.

Council Member Skalla suggested hiring a consultant that specializes in developing philosophy and policy. City Engineer Amundsen stated that Stantec has very qualified people to help facilitate the discussion. Council Member Skalla shared concerns that there could be a conflict of interest if projects went out for bid. Mayor Anderson stated concerns and Council discussed the conflict of interest. City Engineer Amundsen will consult with the people at Stantec to assure that there will be no conflict of interest in the future if they facilitate the study session.

Council discussion yielded the following plan:

- City philosophy on services to residents will be discussed at a public study session the first quarter of 2014. Stantec would facilitate the discussion. Staff will provide copies of other community policy regarding storm drainage to provide a basis for Council to work from in developing Minnetonka Beach's policy.
- Once Council has developed a philosophy it will be forwarded onto the Planning and Zoning Commission to develop a City policy.
- The completed policy will be reviewed by the Utility Committee and a plan for implementing policy will be developed.
- Finance Committee will review the new policy and make recommendations to Council on how to fund projects.

**A motion was made by Council Member Taylor and seconded by Council Member Bartel to receive the Storm Drainage Utility Study prepared by Stantec along with the recommendation to have a work study session to develop the City's philosophy on services to residents. The study session will be facilitated by Stantec consultants during the first quarter of 2014. Stantec Consultants will assure there will be no conflict of interest in the event we choose to move forward with a storm drainage project. With all members voting in favor the motion carried.**

Further discussion by Council Member Taylor regarding the work study session was that Stantec should provide a proposal, consultant qualifications, and scope of work.

**A motion was made by Council Member Taylor and seconded by Council Member Lindstrom to amend the previous motion to include from Stantec a proposal for the work study session including the facilitator qualifications, a meeting agenda, scope of work, and assure no conflict of interest to be considered at the December 9, 2013, Council Meeting. With all members voting in favor the motion carried.**

City Engineer Amundsen will not be available for the December Council Meeting but will provide the proposal for Council review before the December meeting.

## **11. Staff Reports**

### **11.1. Director of Public Works Report**

Public Works Director Young reported that leaf pick-up will continue as weather permits. The leaf truck needed repair so a rental truck was used to do leaf pick-up. Mayor Anderson stated that a resident inquired about the post to be installed at the fire lane entrance off Lafayette for the winter months. Public Works Director Young stated the post will be installed on or before November 25<sup>th</sup>.

### **Clerk's Report**

City Clerk Tiegs gave an update on home sales in Minnetonka Beach.

### **11.2. Administrator's Report**

City Administrator Griffin relayed that a representative from Minnetonka Beach for the committee exploring the development of the Scenic Byway along Lake Minnetonka is being sought. Council Member Taylor may be available to attend that meeting. City Administrator Griffin will forward the meeting information onto him.

## **12. Council Reports**

### **12.1. Mayor's Report**

Mayor Anderson and Council Member Bartel will attend 7 p.m. November 20<sup>th</sup> meeting at the Gray Freshwater on the County and Regional bike trail plan. She asked Council Members to review the article reprinted which addressed the responsibilities of a Mayor and also applies to Council Members.

12.2. Liaison Reports - None.

- 13. A motion was made by Council Member Taylor and seconded by Council Member Bartel to adjourn the meeting at 9:46 p.m. With all members voting in favor, the motion carried.**

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**Respectfully submitted,  
Diane Tiegs, City Clerk**