

**Lake City Common Council
Regular Meeting
Monday, November 10, 2014 6:00 p.m.
City Hall Council Chambers**

Members Present: Mayor Joel Beckman, Andru Peters, Mary Lou Waltman, Gene Durand, Randy Klipfel, Phil Gartner, Mark Spence

Members Absent: None

Staff Present: City Administrator Alan Lanning, City Attorney Sarah Sonsalla, Planning and Community Development Director Rob Keehn, City Clerk Kari Schreck, Public Works Director Scott Jensen, Finance Director Barb Pratt

Mayor Beckman called the meeting to order at approximately 6:00 p.m. in the Council chambers of city hall with a quorum present.

Pledge of Allegiance

Mayor Beckman led the Pledge of Allegiance.

Introductions

Introductions were made.

Adopt Resolution 14-102 accepting the 2014 Goodhue and Wabasha County abstract of election
The Mayor and council members excluding Klipfel read the oath aloud. Klipfel was excused as he was a candidate on the 2014 ballot.

Motion Waltman, second Peters to adopt resolution 14-102 accepting the 2014 Goodhue and Wabasha County abstract of election. All ayes 6-0-0. Klipfel abstained

Review and adopt/amend agenda

Waltman pulled item 8q. approve hiring Ryan Tagge for EMT administrative Assistant position.

Motion Spence second Peters to approve the agenda as amended. All ayes 7-0-0.

Proclamation observing: **National Hospice Palliative Care Month- November 2014**

Public Forum

None

Authorize R.A. Morton to issue construction documents for re-bid, receive and evaluate bids and make recommendation to City regarding bids received.

At the June 23, 2014 City Council meeting, Staff recommended that Council reject all bids related the Library renovation and re-bid early 2015. MSR, R.A. Morton, Planning Director Keehn and Library Administrator Bross went through the plans and made some cost saving provisions. The bid packet has been updated and is ready to send out to re-bid.

Motion Gartner, second Waltman to authorize R A Morton to issue the construction documents for re-bid, receive and evaluate bids, and make a recommendation to the City regarding the bids received. All ayes 7-0-0.

Approve the hire of 4 full time EMTs

The Ambulance Commission is requesting that the City Council consider hiring 4 full time EMTs to supplement the schedule to assure minimum coverage. The Council was presented with 3 scheduling options for the Ambulance which was discussed briefly at a council meeting. The Ambulance Commission reviewed the options and felt that option B or hiring the 4 full time EMTs would be the best option for the City Council to consider. Getting volunteers to give their time is fading very quickly with the changing economic times.

The pay study for the EMT position has not been returned yet so an estimated amount was used based on the EMT Administrative Assistants wage at the time with benefits. The estimated additional amount of \$250,000 is needed to fund this option.

This item was discussed at a workshop meeting prior to the council meeting. There was discussion by those at the workshop centered on the funding of the new positions, as well as the specific need for such personnel. Were there other ways to accomplish the staffing shortfalls? It was agreed that more discussion is needed before any action would be considered by council.

Motion Peters, second Durand to table the request from the Ambulance Department to hire 4 full- time EMT's to supplement the schedule. All ayes 7-0-0.

Approve cleaning service agreement with ServiceMaster Commercial Solutions LLC for City buildings

Staff is recommending the contract for cleaning services for the City Hall, Public Safety Building, and the public Library. ServiceMaster has serviced these buildings for the past 10 years and staff is recommending approval of the contract.

Motion Gartner, second Spence to approve the cleaning services agreement with ServiceMaster Commercial Solutions LLC to provide cleaning services for City Hall, Public Safety Building, and the public Library. All ayes 7-0-0.

Initiate process of determining if the former Big Bear building is a hazardous property.

The EDA Board unanimously approved, during the EDA's October 13th meeting, a motion to request council action to address the vacant Big Bear Get-N-Go property and determine if the building is a hazardous property. If the property is found to be hazardous, the repair and demolish process could be initiated by the City. In order to determine if the structure is hazardous, the City would have to hire its building official to inspect the building and report on its condition.

Motion Gartner, second Peters to initiate the process of determining if the structure at 211 N Lakeshore Drive is a hazardous property. All ayes 7-0-0.

Adopt Resolution 14-096 Amending 2014 Police Budget

In order to pay overtime expense for the TZD (Toward Zero Death) shifts, it is necessary to move TZD Grant monies from the Police General Fund to Overtime in the amount of \$9,126.19. The transfer of funds from the overtime line item to the operating supplies line item is for payment of the Southeastern Minnesota Drug and Gang Task Force, and will also cover other

items that may be needed to be purchased by the end of the year. This amendment creates no increase in overall budget.

Motion Spence, second Gartner to adopt Resolution 14-096 Amending 2014 Police Budget. All ayes 7-0-0.

Approve hiring Ryan Tagge for EMT Administrative Assistant position

Waltman requested that this be pulled for discussion. This position has been vacant since early this spring. He was an EMT in Michigan for a few years while attaining his Paramedic certification. Ryan also has bachelors in Communication. He is detail orientated and also has experience as an administrative assistant. This position will primarily be used to fill open shifts on the schedule with administrative work secondary. It is appearing that the volunteers are volunteering less with changing social and economic times, this position is critical to maintaining minimum staffing. The position is budgeted per job description current Pay grade 8 step A.

Motion Spence, second Klipfel to approve hiring Ryan Tagge for EMT Administrative Assistant position. Roll call Beckman aye, Durand aye, Gartner aye, Peters nay, Spence aye, Waltman aye, Klipfel aye. Motion carried 6-1-0.

Gartner requests council consider that a consultant be hired to advise the council on the cities ambulance service. Beckman stated that the City Administrator could bring names of such to the December 2014 meeting along with associated costs for council consideration.

By consensus, the council directed City Administrator Lanning to do so.

Hearing and Adoption of Resolution 14-088 a resolution adopting a special assessment relating to the removal of hazardous conditions on the property located at: 600 West Lyon Avenue, Lake City, Minnesota

State statute (Minnesota Statutes Chapter 463) requires the City to follow the process under Minnesota Statutes Chapter 429 for assessment of the costs for abatement. At the October 13, 2014 Council meeting Resolution No. 14-078 was adopted calling a hearing on the proposed assessment. The notices were published in the October 15th edition of the *Lake City Graphic* and mailed to the property owner on October 14, 2014. If the costs incurred by the City are not assessed to the property's taxes, the City will not be able to recoup money spent on code enforcement.

Motion Waltman, second Gartner to open the public hearing regarding the proposed special assessment relating to the removal of hazardous conditions on the property located at 600 West Lyon Ave Lake City, Minnesota. All ayes 7-0-0.

Planning and Community Development Director Rob Keehn read an email from Mike Kopman that had been received by city staff. Due to inclement weather conditions, Mr. Kopman stated that he was unable to attend. Each council member was provided a copy of the email.

Following the discussion, the City Attorney and Keehn, stated that the city followed proper processes with regard to the property at 600 West Lyon Avenue.

Motion Gartner, second Durand to close the public hearing regarding the proposed special assessment relating to the removal of hazardous conditions on the property located at 600 West Lyon Ave Lake City, Minnesota. All ayes 7-0-0.

Motion Durand, second Gartner to adopt Resolution 14-088 a resolution adopting a special assessment relating to the removal of hazardous conditions on the property located at: 600 West Lyon Avenue, Lake City, Minnesota. All ayes 7-0-0.

Approve Resolution 14-101 authorizing payment of membership dues to the Lake City Chamber of Commerce

The City of Lake City Council at its October 13, 2014 meeting directed staff to prepare a resolution that authorizes payment of membership dues to the Lake City Chamber of Commerce that includes findings of fact that support that the Chamber of Commerce is an “association of civil, educational, or governmental nature which has as its purpose, the betterment and improvement of municipal operation.” The Council also directed staff to purchase one membership to the Chamber of Commerce for the City as a whole instead of several memberships for various City departments (Hok-Si-La, Library, Public Works, Marina).

Motion Gartner, second Spence to adopt Resolution 14-101 establishing the policy and finding of fact regarding the City of Lake City’s membership in the Lake City Chamber of Commerce. All ayes 7-0-0.

Approve the Legal Services Agreement with Wabasha County, beginning January 12, 2015.

As previously approved by Council, the City has provided its required 90 day notice to Karen England regarding her contract with the City for prosecution services. Approved in the same motion from last month’s meeting was direction to bring to Council a Legal Services Agreement for those same prosecution services with Wabasha County.

The proposed and executed (Signed by Board Chair and County Administrator) Legal Services Agreement with a term beginning January 12, 2015 and ending on January 12, 2016 is presented. With the expiration of the new Legal Services Agreement, a formal assessment of the service will be provided to Council and further recommendation for prosecution services for Lake City. Funds are budgeted for 2015 and the term of the contract, with anticipated savings of \$15,000.

Motion Waltman, second Durand to approve the Legal Services Agreement for prosecution services with Wabasha County, with the term of the Agreement beginning January 12, 2015 and ending January 12, 2016. All ayes 7-0-0.

Consent Agenda:

- a. Approve the October 13, 2014 council minutes
- b. Approve expense claims 10.09.14-11.04.14
- c. Change the library hours on Christmas Eve (12/24/2014) from 12:00pm-4:00pm to 12:00pm-2:00pm.
- d. Authorize the City to enter into a Historic Preservation Consulting Services Agreement with Greg Gaut for \$9,500
- e. Adopt Resolution 14-089 certifying special assessments to County Auditor of Wabasha County for nuisance abatement - \$94.34 Weeds & \$94.43 Abatement during the 2014 summer season
- f. Adopt Resolution 14-090 accepting donation of \$1,000 from Goodhue County Electric to Lake City Ambulance and amending 2014 Ambulance budget
- g. Adopt Resolution 14-091 accepting donation of \$1,050.00 for Fire Prevention supply’s
- h. Adopt Resolution 14-092 confirming new board and commission appointment(s)

- i. Adopt Resolution 14-093 accepting library donations for the month of October
- j. Adopt Resolution 14-094 approving charitable gambling permit for Frontenac Sportsman's Club
- k. Adopt Resolution 14-095 accepting in-kind donation to the Lake City Public Library from Rather Bee Quilting
- l. Adopt Resolution 14-097 approving 2014-2015 state route snow removal equipment rates
- m. Adopt Resolution 14-098 approving assessment of water service line replacement at 411 N. Garden St. (PIN 220052700) for \$5,589.46
- n. Adopt Resolution 14-099 amending 2014 Public Works budgets
- o. Adopt Resolution 14-100 accepting donation for the purchase of tables & annual movie license for Library
- p. Authorize Administrator Bross to hire temporary part-time help for a 60 to 90 day period if necessary.
- q. ~~Approve hiring Ryan Tagge for EMT Administrative Assistant position~~
- r. Approve changing the Bookkeeper position from part-time to full time and change the position title from Bookkeeper to Accountant I in 2015
- s. Approve tuition reimbursement to Amanda Jacob according to the Employee Policy Handbook.
- t. Approve sale of 2001 Water/Wastewater service truck for \$3,250 to Scot Meyer

Motion Durand, second Spence to adopt the consent agenda as presented. All ayes 7-0-0.

Communication Updates:

2015 proposed council meeting dates were presented for consideration.

Library fundraising summary for October was presented.

Library Director Bross stated that over 500 volunteer hours were logged in moving the Library to its new temporary location. Thank you to all!

Twin Cities to Milwaukee high speed rail corridor to Chicago technical advisory committee minutes were included in the packet. Council member Peters is a member.

EDA director Pflipsen reported that EDA has accepted the property located at 303 South Lakeshore Dr. There is still testing declarations needed from the MPCA.

Miscellaneous Discussion

The Holiday train will not be stopping in Lake City this year.

Clerk Schreck reported that 2014 is the first year that the Clerk's office has administered absentee ballots. Staff issued 54 ballots for the general election. With no excuse absentee voting, staff sees this number increasing in the future.

Informational reports:

As presented.

Future Meeting dates:

As presented.

City Administrator is requested a workshop meeting for Council and its new elect members for December 3rd, from 5:30-7:30 p.m.

Charter Commission is requesting a joint meeting with Council. Beckman proposes the date of December 8th at 5:30 before the next council meeting. The council meeting will immediately follow the joint meeting no later than 7:00 p.m.

Motion Gartner second Spence to adjourn at 7:25 p.m. All ayes 7-0-0.

Joel T. Beckman, Mayor

ATTEST:

Kari Schreck, City Clerk