

**Lake City Common Council
Regular Meeting
Monday, August 10, 2015 6:00 p.m.
City Hall Council Chambers**

Members Present: Mayor Joel Beckman, Andru Peters, Mary Lou Waltman, Randy Klipfel, Greg Schreck, Mark Spence, Russell Boe

Members Absent: None

Staff Present: City Clerk Kari Schreck, City Attorney Sarah Sonsalla, Public Works Director Scott Jensen, Planning and Community Development Director Rob Keehn

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.

Review & adopt or amend the agenda as presented

Motion Peters, second Waltman to adopt the agenda as presented. All ayes 7-0-0.

Public Forum

Tony Bigelow and Phil St. Martin spoke on their vision for the Eaglewood Estates land acquisition.

Approve sale of Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, Block 3, Eaglewood Estates Fifth Addition, Wabasha County, Minnesota Joel Bigelow on behalf of Bigelow Homes, LLC. and Phil St. Martin

The sale of Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, Block 3, Eaglewood Estates Fifth Addition, Wabasha County, Minnesota to Joel Bigelow on behalf of Bigelow Homes, LLC. and Phil St. Martin, a single person for the amount of one thousand dollars per lot for a total amount of fourteen thousand dollars. The lots are to be released from the program as they receive the respective certificate of occupancy. The price point for the homes is in the range of \$180,000-\$210,000.00 according to the builder. If the lots are not developed within 24 months, the lots would revert back to the city according to the development contract.

Motion Spence, second Waltman to approve the sale Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, Block 3, Eaglewood Estates Fifth Addition, Wabasha County, Minnesota to Joel Bigelow on behalf of Bigelow Homes, LLC. and Phil St. Martin, a single person for the amount of one thousand dollars per lot for a total amount of fourteen thousand dollars. All ayes 7-0-0.

Approve design of sleeping cabins for Hok Si La Park

At the July Street/Parks Commission meeting Phil Gartner addressed the commission on behalf of the Casey Albert T. O'Neil Foundation. The following terms and conditions are a part of the grant:

- The Foundation reserves the right to name the three cabins, using former paddleboat names (with the exception of the Sea Wing), subject to council approval
- Grantee will provide the Foundation with copies of building contract(s) and plans
- Grantee will report in writing to Foundation how the funds have been used by May 1, 2016.

The Foundation would also like to see all cabins be ADA compliant and to see construction begin yet this year. The commission was greatly appreciative of the Foundation's generosity and Mr. Gartner expressed that it was pleased to work with the commission and city on this exciting project for Hok Si La Park. Grant funds of \$77,000 have been received from the Foundation and approximately \$4,500 has been collected in donations over the past several years.

The city council expressed deep appreciation to the Casey T. O Neil Foundation for the generous donation.

Motion Spence, second Schreck to approve design of sleeping cabins for Hok Si La Park. All ayes 7-0-0.

Appoint one community representative and one non EDA Board council member to the Revolving Loan Committee

The Revolving Loan Committee meets on an as needed basis to review loan applications and make recommendations to the Council regarding loan approval. The committee is a subcommittee of the City. It is not a subcommittee of the EDA Board. The Lake City Revolving Loan Fund Program Guidelines detail the membership of the committee as: two Council members (may include the Mayor), two Economic Development Authority members, one community representative, City of Lake City Finance Director (Advisory) and the Economic Development Executive Director (Advisory). The current committee membership is two Council members who are on the EDA Board and two EDA Board members. As a result, there are four members of the EDA Board on the Revolving Loan Committee which constitutes a quorum of the EDA Board. The Revolving Loan Committee is asking to replace one of the Council Members with a non-EDA appointed Board member. In addition, the Revolving Loan Committee is asking to appoint Wade Carlson, Commercial Loan Officer at Alliance Bank in Lake City, as the Community Representative to the Revolving Loan Committee.

Motion Spence, second Boe to appoint Council Member Waltman and Wade Carlson as the Community Representative to serve on the Revolving Loan Committee. All ayes 7-0-0.

Adopt Resolution 15-070 decertification of Tax Increment Financing District no. 1 of the City Lake City

On October 29, 1997, TIF #1 Riverside Town Homes was created. All obligations of the district have been paid in full. The TIF district requires a resolution to decertify the district and a confirmation of decertification is required to be filed with the appropriate county.

Motion Peters, second Spence to adopt Resolution 15-070 the decertification of Tax Increment Financing District no. 1 of the City of Lake City. All ayes 7-0-0.

Approve City Administrator executive search proposal

City Administrator Lanning and the City Council agreed to a separation agreement at the July 13, 2015 council meeting. The Personnel Committee met on July 21st and reviewed proposals to conduct a search for a new city administrator. Proposals were received from David Drown & Associates and Springsted Inc.

Motion Spence, second Waltman to approve the proposal from David Drown Associates to conduct a search process for City Administrator. All ayes 7-0-0.

Adopt Resolution 15-066 approving Street budget amendment of \$30,000 over 5 years and pursue sale of current salt shed site

The Street/Parks commission discussed the fact that the salt shed item had been in the CIP for the past 5 to 6 years, with the original \$60,000 being moved forward each year. With its approval in the 2015 budget year, staff looked again at the construction styles proposed; either concrete walls up to 10' with standard stick construction and steel walls and roof above that, or a clear span structure that is typical of similar MnDOT facilities. Street/Parks Commission recommended approval at its July 21, 2015 regular meeting. A sale value of the existing site in order to offset a large portion of the overall cost will be considered forwarded to council for consideration.

Motion Waltman, second Klipfel to adopt Resolution 15-066 approving Street budget amendment of \$6,000 and pursue sale of current salt shed site. All ayes 7-0-0.

Award contract to repair the Public Safety Building roof

The roof on the Public Safety Building (PSB) has reached the end of its effective life, with the last major repairs completed in 1998. Over the past several months the roof on the PSB has begun leaking during almost every rain event and the water is running from the roof, down through the walls, and ending up in the basement. A plumber has verified that this is not a plumbing issue. It was determined that due to the roofs age, the rubber membrane is shrinking and thus pulling the flashing away from the walls allowing for water to work its way under the flashing and down through the walls. Staff received three quotes to replace the roof, two of which include removing asbestos that was identified in the ambulance portion of the structure. The quotes are as follows:

Schwickerts Tecta America, LLC	\$57,784
Central Roofing Company	\$62,250
Winona Heating & Ventilating	\$66,000

Staff budgeted \$45,000 to repair the roof in the FY 2015 budget based on an estimate that did not factor in the required asbestos abatement, which is why the quotes are higher than originally planned.

Motion Peters, second Waltman to award a contract to Schwickerts Tecta America in the sum of \$57784.00 to replace the entire roof on the public safety building provided that Keehn have the roof inspected by a building inspector to verify the necessity of the repairs. All ayes 7-0-0.

The contract can be executed for the entire amount it is deemed necessary to replace the entire roof or it may be repaired.

Adopt Resolution 15-067 approving a budget adjustment to the building maintenance fund in the amount of \$17250.00

Council tabled any action at this time on Resolution 15-067 until the roof determination from the building inspector has been determined.

Adopt Resolution 15-068 releasing an agreement to grant a trail easement with respect to Eaglewood Estates Fifth Addition

In 2005, the City of Lake City and The Residences of the Jewell, LLC, entered into a trail easement agreement that outlined a conceptual location of what would later become the City's Terrace Trail. This trail alignment was recorded with Wabasha County, and appears on the title of what is now became Eaglewood Estate Fifth Addition. During the planning process for Eaglewood Estates Fifth Addition, the City worked with Oakridge Development to further determine the exact location of the trail. This location was determined, and is located in the North 10th Street right of way, and along a 30 foot wide City parcel of owned property, Outlot E. The trail has been installed and is maintained by the City; there is no longer the need for the trail easement to encumber individual lots within the Eaglewood Fifth Subdivision.

Adoption of Resolution 15-068 will not impact the trail, and the City will retain ownership and assume maintenance of the trail.

Motion Peters, second Klipfel to adopt Resolution 15-068, releasing a trail easement agreement between the City and The Residences at the Jewel, LLC., with respect to certain lots within Eaglewood Estates Fifth addition, finding that the conditions of the easement agreement have been fulfilled. All ayes 7-0-0.

Waive the second reading and adopt Ordinance 550 - An Ordinance Amending Title VII, Chapter 77 of the Lake City Municipal Code Relating to Golf Carts

The amendment that is being proposed requires a placard or a sticker to be displayed on the golf cart that shows that a driver has a valid golf cart permit from the City.

The second change is that all golf cart permits will expire on December 31st of the year of their issuance instead of one year from the date of their issuance.

Motion Spence, second Peters to waive the second reading Ordinance No. 550 - An Ordinance Amending Title VII, Chapter 77 of the Lake City Municipal Code Relating to Golf Carts. All ayes 7-0-0.

Motion Spence, second Boe to adopt Ordinance No. 550 - An Ordinance Amending Title VII, Chapter 77 of the Lake City Municipal Code Relating to Golf Carts. All ayes 7-0-0.

Waive the second reading and adopt Ordinance 551, an ordinance outlining a process for the vacation of streets, alleys, and easements.

This Ordinance outlines the legal considerations for processing the requests, and establishes criteria for approving or denying petitions to vacate. Also included in the draft language is information on who is allowed to petition, how the city can make its recommendation, and who the land reverts to after a vacation is adopted. It also specifies that vacations can be approved with Council action by resolution or ordinance. Street and alley vacations must be approved by ordinance; easement vacations can be approved by adoption of a resolution.

Motion Waltman, second Spence to waive the second reading of Ordinance 551, an Ordinance outlining a process for the vacation of public streets, alleys, and easements. All ayes 7-0-0.

Motion Boe, second Spence to adopt Ordinance 551, an Ordinance outlining a process for the vacation of public streets, alleys, and easements. All ayes 7-0-0.

Consent Agenda

- a. Council budget retreat meeting minutes 6.22.15
- b. Council special meeting minutes 7.13.15
- c. Council regular meeting minutes 7.13.15
- d. Council budget retreat meeting minutes 7.15.15
- e. Approve expense claims 7.6.15-8.5.15
- f. Affirm the 2014 audit
- g. Approve 1-4 day Temporary On-Sale Liquor License for Lake City Chamber of Commerce for Junk Crush event September 12-13, 2015
- h. Approve closing 100 to 300 blocks South Washington Street and 100 and 200 blocks East Center Street for Junk Crush event September 12 and 13, 2015.
- i. Approve promotion of Brandon Herzig from Street Maintenance Worker to Street/Parks Foreman.
- j. Adopt Resolution 15-061, accepting a grant of \$29,250 from the Department of Public Safety-Office of Traffic Safety.
- k. Adopt Resolution 15-062 accepting donation for the purchase of Crosswalk Flags

- l. Adopt Resolution 15-063 accepting donations totaling \$6,645.00 for the renovation/addition of the Lake City Public Library
- m. Adopt Resolution 15-064 accepting donation of \$1,000.00 for firefighting hose
- n. Adopt Resolution 15-065 approving Pool and Electric budget amendments
- o. Adopt Resolution 15-069, releasing property within the Eaglewood Estates Fifth Addition from certain recorded documents
- p. Adopt Resolution 15-071 accepting donations for Hok Si La Park sleeping cabins
- q. Adopt Resolution 15-072 accepting \$120.00 donation from St. Mary's of the Lake Catholic Church
- r. Adopt Resolution 15-073 accepting Casey Albert T. O'Neil Foundation grant for \$77,000 for Hok Si La Park sleeping cabins

Motion Schreck, second Waltman to approve the consent agenda as presented. All ayes 7-0-0.

Communication Updates

Library fundraising summary June 30, 2015

Pledges in July	<u>\$6670.00</u>
Monies received in July	<u>\$6645.00</u>
Total pledges to date:	<u>\$273438.00</u>
Total receipts to date:	<u>\$258093.00</u>

Summer recreation employee information update.

Miscellaneous Discussion

Waltman noted that Mr. Lanning requested that his performance review be closed, not the city council.

Boe asked the Personnel Committee about the interim city administrator position discussion.

Schreck asked if council would consider a workshop date for the Public Safety building.

The Mayor and council directed the City Clerk to work with the city I.T. company to locate the Public Safety board report that Mr. Lanning was working on for council.

Schreck asked about the hold harmless agreement.

Approve the hold harmless and indemnification agreement with the Lake City Chamber of Commerce for the Junk Crush event scheduled for September 12, and 13 2015

Motion Klipfel, second Waltman to approve the hold harmless and indemnification agreement with the Lake City Chamber of Commerce for the Junk Crush event scheduled for September 12, and 13 2015. All ayes 7-0-0.

Informational Reports

As presented

Motion Waltman, second Schreck to adjourn at 8.10 p.m. All ayes 7-0-0.

ATTEST:

Kari Schreck, City Clerk

Joel T. Beckman, Mayor