

**MINUTES**  
**COMMITTEE-OF-THE-WHOLE WORK SESSION**  
**October 6, 2014**  
**City Hall Conference Room**

**PRESENT:** Mayor Thomas Stiehm, Council Members Roger Boughton, Steve King, Jeremy Carolan, Michael Jordal, Judy Enright, Jeff Austin and Council Member-at-Large Janet Anderson

**ABSENT:**

**STAFF PRESENT:** Director of Administrative Services Tom Dankert, Fire Chief Jim McCoy, Director of Public Works Steven Lang, Planning and Zoning Administrator Holly Wallace and City Clerk Ann Kasel

**ALSO PRESENT:** Austin Daily Herald, Public, Steve Kime

Mayor Stiehm opened the meeting at 6:40 p.m.

**Item No. 1 – Fire Tanker Truck Replacement**

Fire Chief Jim McCoy requested the Council enter into an agreement for the purchase of the tanker truck scheduled to be replaced in 2015 before October 31, 2014 to avoid a cost increase of \$8,400. The manufacturer expects a significant increase in the purchase price beginning November 1, 2014 due to increased material costs. The manufacturer will allow no money down at the time of purchase.

Council Member Enright thanked Chief McCoy for helping to save the City money.

Moved by Council Member King, seconded by Council Member Austin, to enter into a contract for the purchase of a fire truck budgeted for 2015 prior to October 31, 2014 to utilize cost savings for the City. Carried.

The item will be placed on the October 20, 2014 Council meeting.

**Item No. 2 – Sidewalk Removal Request**

Public Works Director Steven Lang presented a request from residents at 1402, 1404 and 1406 19<sup>th</sup> Avenue SW for their sidewalk to be removed. The sidewalk is a standalone section located on the North side of 19<sup>th</sup> Avenue SW. There is a complete sidewalk located on the South side of 19<sup>th</sup> Avenue SW which is a designated section on the Safe Routes to School map. Mr. Lang reviewed an aerial map and photographs of the area with the Council.

Mr. Lang recommended removing the sidewalk if the residents are responsible for all costs associated with removal and shall be completed with a licensed contractor or with the 19<sup>th</sup> Avenue SW construction project scheduled for 2015. The cost could be assessed to the property owners along with the street project.

Council Member Jordal asked how this would fit in with the City's complete streets policy. He requested sidewalk be installed to complete the block. He added that he didn't think it is fair to require certain residents to have sidewalk and other residents not to have it.

Mr. Lang stated that there is a complete sidewalk on the south side of the road. If the City installed additional sidewalk to complete the block it would be at the City's initial expense then up to the property owners to upkeep.

Council Member King noted that adding sidewalk has been very controversial in the last few years.

After additional discussion, moved by Council Member King, seconded by Council Member Boughton, granting a sidewalk removal request for 1402, 1404 and 1406 19<sup>th</sup> Avenue SW subject to the residents responsible for all costs associated with the removal and the removal being completed by a licensed contractor. Carried with Council Member Jordal voting nay.

The item will be placed on the October 20, 2014 Council meeting.

### **Item No. 3 – Vision 2020 Bike/Walk Committee Request**

Public Works Director Steven Lang presented a request from the Vision 2020 Bike/Walk Committee for a bike repair station located at the old Eagles site and additional bike racks to be located where the existing downtown kiosks, which are scheduled to be removed in 2015, are located. The bike repair station would be approximately \$1,500 with City crews doing some of the work and the bike racks have an estimated total cost of \$1,200.

Council Member Boughton questioned if there is a need for a bike repair station.

Steve Kime, the Chair of the Vision 2020 Bike/Walk Committee, stated a lot of people are capable of doing repair work on their bikes and it would be beneficial to have equipment available along the bike trail.

Mr. Lang noted it would be placed near a trail head or parking lot where a lot of people access the trails.

Council Member Boughton asked if funding would be from contingency for the requests.

Director of Administrative Services Tom Dankert stated there is \$10,000 allocated in the 2014 budget for miscellaneous trail and program improvements.

Mr. Lang stated the City will work with business owners for placement of the bike racks downtown.

After additional discussion, moved by Council Member Boughton, seconded by Council Member Austin, authorizing funding for a bike repair station and bike racks from the 2014 budgeted Vision 2020 funds. Carried.

The item will be placed on the October 20, 2014 Council meeting.

#### **Item No. 4 – Zoning/Building Inspector & Water Quality Specialist Discussion**

Public Works Director Steven Lang and Zoning and Building Administrator Holly Wallace provided an update for the zoning/building inspector position and water quality specialist position.

The zoning/building inspector position job description and pay scale have been finalized and applications will be accepted in October. The interviewing and hiring will begin in December. Along with the new employee, the rental housing ordinance is expected to be adopted in December.

The water quality specialist will follow the same timeline and the new stormwater ordinance will also be adopted.

Both of the positions are fully funded in the 2015 budget. If the positions begin in December, funds for the stormwater employee would come from the stormwater fund and funds for the zoning employee would come from the previously vacant inspection position savings.

Moved by Council Member Austin, seconded by Council Member Enright, authorizing the hiring process for the zoning/building inspector position and the water quality specialist. Carried.

The item will be placed on the October 20, 2014 Council agenda.

#### **Item No. 5 – Community Development Fund 24000 Transfer**

Director of Administrative Services Tom Dankert requested the Council authorize the transfer of Community Development Fund 24000 in the approximate amount of \$360,000 to the Building Fund to help cover some of the costs in the upcoming capital improvement program. The Community Development Fund has little activity due to the Local Option Sales Tax and the City would be able to use the funds in the account.

Moved by Council Member Austin, seconded by Council Member King, to authorize the transfer of \$350,000 from the Community Development Fund 24000 into Building Fund 48000 by budget amendment # 5. Carried.

The item will be placed on the October 20, 2014 Council agenda.

#### **Item No. 6a- Administrative Report- 2014 Council Goals**

Director of Administrative Services Tom Dankert provided an update of the 2014 Council goals.

The city administrator position was offered to Craig Clark and the City is currently working on negotiating a contract. If an agreement is reached, the contract will be on the October 20<sup>th</sup> Council meeting for approval.

The zoning/building inspector and water quality specialist are expected to be hired in December along with the adoption of the rental housing ordinance.

North Main Street is anticipated to be open in November with the new flood wall being constructed.

**Item No. 7a – Open Discussion – Clerk Position**

Council Member Boughton stated he would like to increase clerk's position on the step scale (currently at 88%) to the top of the step scale at 100%.

Mr. Dankert noted the clerk position is not covered by a labor agreement so the Council has the ability to adjust the scale. He also stated he was in support of the motion.

Moved by Council Member Boughton, seconded by Council Member Austin, to increase the clerk's position to the top of the step scale thereby eliminating any intermediary steps for the position effective immediately. Carried.

The item will be placed on the October 20, 2014 Council meeting.

**Item No. 7b – Open Discussion – Charter Communications**

Director of Administrative Services provided the Council an update on the recent changes proposed by Charter Communications. Charter recently sent out letters stating each television set would need to have a cable box in order to receive programming and that there would be a fee per box. Brian Grogan, the City's attorney for negotiations with Charter, has had many complaints from cities across Minnesota regarding this practice. Mr. Grogan believes that the proposed change is allowed under federal law and Charter would be able to modify their fees.

Council Member Boughton would like to have Charter come to the City and explain the changes.

Mr. Dankert stated he would look into if Charter would be willing to do that. He stated he would provide any additional information he obtains to Council.

For informational purposes only, no Council action needed at this time.

**Item No. 7b – Open Discussion - Recycling**

The County is considering adopting a single sort recycling system. This would eliminate the need for residents to sort the different types of materials into separate bins. The County is currently under a contract for approximately another two years. This may be a topic for the next City-County joint meeting.

For informational purposes only, no Council action needed at this time.

Moved by Council Member Austin, seconded by Council Member King, adjourning the meeting at 7:24 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Ann M. Kasel". The signature is written in dark ink and is positioned above a horizontal line.

Ann M. Kasel  
City Clerk