Monday, February 11, 2019 7:00 PM
CITY OF MINNETONKA BEACH
CITY COUNCIL MEETING MINUTES

Roll Call: Mayor Jaci Lindstrom; Council Members: Tracey Breazeale, Susan Enlow, Steve Howarth, Andrew Myers and Treasurer Chris Zinn. Absent: none

Staff Present: City Administrator Susanne Griffin, City Clerk Heidi Honey, Public Works Superintendent Brian Berent, and City Engineer Darren Amundsen

Guests: Alexa McDowell – Akay Consulting, Joe Pagano - Park Commission Chair, Jillian Moriarty - Civic Committee President

1. **Mayor Lindstrom called the meeting to order at 7:03 p.m.**

2. **Clerk Honey led the Pledge of Allegiance.**

3. **Approve Agenda for the February 11, 2019 City Council Meeting.**

A motion was made by Council Member Enlow and seconded by Council Member Breazeale to approve the agenda. With all members voting in favor, the motion carried.

4. **Approve Minutes –**

4.1. Regular Meeting of January 14, 2019

Enlow noted a typo on page 2. Remove "they".

Howarth commented that he would like another letter sent to Arcola Lane residents regarding the process for the water improvements. Lindstrom will follow up with Howarth.

Mayor Lindstrom asked that Honey listen to the audio and insert the time frame she stated for her strategic plan (10 to 30 year plan).

A motion was made by Council Member Myers and seconded by Council Member Enlow to approve the January 14, 2019 Regular City Council meeting minutes as amended. With all members voting in favor, the motion carried.

5. **Police Report**

5.1. Police Report – January 2019

Sgt. Sonnek reviewed the January police report consisting of 13 calls for service including recovery of a stolen vehicle from Lafayette Bay, parking complaints, and a DWI arrest. The 2018 annual police activity report is in the packet. A more comprehensive report will be sent to Council in April.

6. **Open Forum**

No discussion.

7. **Guest Report**

7.1. Water Tower Nomination to National Register of Historic Places – Alexa McDowell
Administrator Griffin referred to her memo and the memo of Alexa McDowell in the packet which details the background and the nomination process. Ms. McDowell explained the nomination process and reviewed the nomination report in the packet. The water tower is eligible for registry on the National Historic Register. The next step in the designation process is review of the nomination report by the State Review Board in May followed by review by the National Park Service. The city could apply for another grant to conduct a conditions assessment but that is not necessary to move forward with the designation process. Listing on the National Register does not affect what the city can do with the water tower as long as it does not accept money from the federal government for rehabilitation of the tower. If the city completes the conditions assessment by a historic architect and applies for grant funds to make improvements, the city would then be committed to maintain the tower for specific periods of time depending on the grant amount.

Council discussed whether the nomination report should be forwarded to the State Review Board for consideration on the National Historic Register. They also discussed if residents would feel invested in this process and question if there is a decision to do something else with the tower in the future. Council agreed that it made sense to move forward with this process while they continue to assess the condition of the water tower.

A motion was made by Council Member Howarth and seconded by Council Member Breazeale to move forward with the nomination process of the Water Tower to the National Register of Historic Places. With all members voting in favor, the motion carried.

8. Commission/Committee Reports

8.1. Park Commission – Joe Pagano, Chair

Chair Pagano briefly discussed the Park Commission 2019 activity calendar, the commissioner responsibilities (Single Point of Contact – SPOC system), and the Five Year Plan to prioritize activities and calendarize actions. Pagano explained that the SPOC system is a streamlined approach where the SPOCs research issues, bring back findings for the commissioners to discuss, and, after commission approval, they then get the work completed. Pagano then reviewed the deliverables for 2019: treatment of invasives, beach cleaning, gardening, playground mulch, tree trimming and planting, Abdo garden refresh, and an educational outreach on invasive species. Berent is refurbishing picnic tables and the library is being updated. The commission will also be reviewing a policy for tree removal and stump grinding. They are also considering planting a tree in memory of Park Commission Vice Chair Gerry Boschwitz, assessing the warming house, and researching a potential barrier on CSAH 15 near the swim beach. Pagano then discussed the Five Year Plan which is currently being developed. They will identify and inspect all assets, determine work to be done, and prioritize and calendarize the projects.

Amundsen will forward the tree impacts for the infrastructure updates to Pagano. Griffin will attend the Park Commission meeting in March to get input on the path to the new median. There was discussion about the beach cleaning and there have been no resident complaints. Jillian Moriarty discussed beach closures from E.Coli testing. This can be caused by rain events and runoff.

8.2. Civic Commission – Jillian Moriarty, President

President Moriarty stated that Civic wants to bring all of the people of the city together. She is focusing on organization. They will be generating monthly and quarterly inventory reports. They are looking for a new treasurer. Civic hosts seven complimentary events: Skating Party, Monday

Fundays, Summer Picnic, Family Fun Run, National Night Out, Halloween Party, and Holiday Tea and Toddies. They also host the Newcomers Event and the Progressive Dinner. They are exploring a Civic Mission Statement to identify their purpose and focus their activity on that purpose. Civic hopes to have all residents participate in at least one event per year. National Night Out brings together all demographics. Civic is looking for feedback and ideas to increase participation. Dues have been stable over time and the goal is to increase the number of participants paying dues to increase their budget. Merchandise generated revenue this year. Progressive Dinner ticket sales cover part of the costs and the hosts spend additional personal funds so it does not generate revenue. Approximately 47% of households participate in paying dues.

9. Staff Reports

9.1. Public Works Superintendent Report – Brian Berent

9.1.1. Water Plant Improvements Update

Berent rebuilt picnic tables and is refurbishing benches for summer. The bid from Vessco for $1,343 in the packet is to run new chemical lines in the water plant which are needed due to the updates at the plant. This was in his budget for 2019. He then reviewed his report in the packet regarding work done during the extreme cold weather to keep the city running well. Mayor Lindstrom asked that some of his report is included in the Beachcomber. He expressed gratitude for whomever shoveled City Hall sidewalks early this morning.

9.2. 2019 Infrastructure Project Update – Darren Amundsen, City Engineer

Amundsen reviewed the 2019 Infrastructure project update memo in the packet. They have spent more time investigating the location of current systems so the schedule has been pushed back but that should not have a large impact on the project. The schedule can be pushed back to its original timing if needed but a flexible time frame gives the city more opportunities with contractors for getting bids. The city may need to call special meetings during the process. Meetings are scheduled this week with residents for easements. Amundsen introduced Eric Vidden from Stantec who is doing most of the design work.

10. New Business

10.1. DNR Grant Application for Access Paths – Staff Authorization

Administrator Griffin referred to her memo in the packet. She is looking for direction from Council on whether or not to pursue a DNR Local Trail Connection Grant because the grant requires a wider trail and different specifications than the grant previously applied for which was denied. Specifications for the path are included in the packet. The application would be presented to council for approval at the March 11 meeting. The application deadline is March 29 and recipients would be notified by July. This grant pays 75% and requires a 25% match. Howarth expressed concerns that people from the Dakota Trail would use the wider paths and he would like the Park Commission and citizens to weigh in prior to accepting grant funds. Council discussed costs and aesthetics of the paths and that they could apply but not accept the grant money if they determine they don't want to meet the required specifications. Paths need to be installed to get the striping from Hennepin County. Myers suggested including both phases of the path in the grant application. Phase two goes from the crossing to Hill Road to Woodbridge. Howarth stated that phase two was not reviewed by citizens and not approved by Council. Amundsen discussed using fill from the infrastructure project for the base of the trail which may save the city money.

A motion was made by Council Member Enlow and seconded by Council Member Myers to direct Griffin to prepare a grant application to fund 75% of phase one of the access path and authorize Engineer Amundsen to update the drawings.

Howarth asked that this go before the Park Commission and a public hearing be held. He also asked if trees would be removed from Arcola Woods. Amundsen said it would be revisited. Enlow, Myers and Breazeale expressed concerns of having a public hearing prior to knowing if they are awarded the grant and discussed getting input after they find out if it is awarded and before accepting the funds.

The motion was amended by Council Member Enlow as follows: to authorize Administrator Griffin to prepare the grant application which will potentially award 75% of the costs of the access paths to the safe crossing site and, prior to finalizing the grant application, Griffin seek input from Brian Berent and the Park Commission. The motion was seconded by Council Member Breazeale. With all members voting in favor, the motion carried.

11. Consent Agenda

11.1. Fire Report – January
11.2. **Resolution 2019 – 14** – Club and Sunday On-Sale Liquor License for Lafayette Club
11.3. **Resolution 2019 – 15 –** Park Commission Appointment: Harlan Lehman
11.4. **Resolution 2019 – 16 –** Amend Annual Appointments
11.5. Special Event Permit Application – Lake Minnetonka Half Marathon – May 5, 2019
11.6. Prosecuting Attorney Professional Services Agreement
11.7. Dock Minor Re-Configuration – Converting Docks 5-1 & 5-2 (jet ski slips) to One 12.5 x 28' Slip (5-2)
11.8. Updated Civic membership List and Treasurer's Report for 2018
11.9. Ordinance No. 121, 2nd Series – Amending Section 402 of the City Code, Solicitors, Peddlers and Transient Merchants, and Resolution 2019-17 Authorizing Summary Publication of Ordinance No. 121, 2nd Series
11.10. **Resolution 2019 – 19** – Gambling Exemption – Ducks Unlimited Event at Lafayette Club (4/17/19)

A motion was made by Council Member Myers and seconded by Council Member Howarth to approve the Consent Agenda. With all members voting in favor, the motion carried.

12. Treasurer's Report

12.1. Approve Checks: February 2019

A motion was made by Council Member Howarth and seconded by Council Member Myers to approve 37 checks numbered 17114 through 17150 in the amount of $41,200.38 for February 2019 expenses. With all members voting in favor, the motion carried.

12.2. YTD Budget to Actual Report and Prior Year Comparison

Zinn stated that the city has spent 12% of the budget to date and has collected a bit less than the same period last year. Griffin will be using a specific account code to track 2019 Infrastructure projects. Howarth confirmed that expenses to date and prefunded amounts for the project will be deducted from the actual expenses for the project.

12.3. Outstanding Accounts Receivable

13. Action Notes and Staff Reports

13.1. Council Meeting Action Notes

- Myers spoke with the Dock Committee chair about the Pottebaum dock request and the committee is meeting tomorrow. Myers will send an update after the meeting regarding options for council to consider and a legal review. The previous legal review will be in the council packet when they discuss the options.
- Enlow discussed the abatement for 2328 Lafayette Road. She suggested that the city wait on repairs to see if the house is sold so sale proceeds are not used for repairs. Work will not be done until spring. The house has not been listed but a realtor has contacted the city.
- Zinn reported that Ehlers is on track to have their analysis ready a week prior to the March 11 meeting for them to review. Ehlers, Zinn and Griffin will have a call regarding preliminary scenarios and Myers will sit in on the call to listen. Council recommended that the Finance Committee review the draft report followed by a joint meeting with Finance and Utilities later.

13.2. Clerk's Report

Clerk Honey sent out the 2019 Directory. She is working on sending the Civic Committee dues letter out, and updating the look of email blasts. Administrator Griffin updated the look of the city website.

13.3. Administrator's Report

The auditors will be at the March meeting. She has not received notice that the Comprehensive Plan draft she submitted to the Met Council is incomplete so she can assume it is complete unless she hears otherwise.

14. **Council Reports**

14.1. Mayor's Report:

Mayor Lindstrom has been working with Griffin and Amundsen on meeting with residents for obtaining easements for the infrastructure projects. More meetings are scheduled for this week.

14.2. Liaison Reports (if necessary):

- Breazeale and Myers had no updates to information discussed earlier. Howarth stated that the LMCC is meeting on February 14. They will be discussing sources of revenue because subscriptions are on a steady decline and how to serve member communities. Howarth will talk with the LMCC about videotaping council meetings. Utilities will meet in March.
- Enlow reported that the Planning Commission appointed John Naylor. They are working on green roofs, heights for detached garages, and revisiting the transportation study specific to parking requests. Other cities offer a stormwater credit instead of hardcover credit, green roofs are generally used in commercial areas and other lake cities do not offer hardcover credits for green roofs. Their recommendation was to eliminate hardcover credits for green roofs and to keep maintenance provisions. There will be a public hearing on garage heights and green roofs at the February Planning Commission meeting and then it will go to council. Enlow attended the Long Lake Fire advisory meeting. They will be updating contracts with other cities but that will not affect Minnetonka Beach's contract. They are looking for more day time responders.

15. Adjourn

A motion was made by Council Member Howarth and seconded by Council Member Myers to adjourn the meeting. With all members voting in favor, the motion carried.

The meeting adjourned at 9:38 pm.

PUBLIC IN ATTENDANCE – The following people signed the attendance sheet: Joe Pagano, Nell Mathews, Alexa McDowell, Eric Vidden (Stantec), Jillian Moriarty. Not signed in:

Respectfully submitted,

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Heidi Honey, City Clerk