CITY OF TONKA BAY
ITEM NO. 4A

MINUTES
TONKA BAY CITY COUNCIL
REGULAR MEETING
February 10, 2015

1. **CALL TO ORDER**
The regular semi-monthly meeting of the Tonka Bay City Council was called to order at 7:00 p.m.

2. **ROLL CALL**
Members present: Mayor De La Vega, Councilmembers Anderson, Ansari, Clapp and Grothe. Also present were City Administrator Kohlmann and City Attorney Penberthy.

3. **APPROVAL OF AGENDA**
Anderson moved to approve the agenda as submitted. Clapp seconded the motion. Ayes 5. Motion carried.

4. **CONSENT AGENDA**
Anderson moved to approve the consent agenda as presented approving:
A. Regular meeting minutes of January 27, 2015
Grothe seconded the motion. Ayes 5. Motion carried.

5. **MATTERS FROM THE FLOOR**
None

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARINGS**
A. 55 West Point Avenue
Kohlmann reviewed the public hearing process for the benefit of those in attendance.

Erin Perdu, City Planner gave a brief overview of the request. The property is zoned R-1A and is guided for single family residential use. She identified the location of the site on an aerial map. The existing garage will be removed and replaced with another detached garage that will sit further back from the West Point Avenue lot line. She discussed variances required for approval of the request. She reviewed a sketch of the existing

site. The garage will be removed and replaced with a garage which will meet the side setback requirement. She explained the requirement for a structure to be constructed on fill. We have worked with the applicant to meet this requirement. She stated the site is constrained by the width, area, and topography of the site. She noted the site has been minimized to meet the slope of the driveway.

Perdu stated the proposal is in harmony with the Comprehensive Plan, it is a reasonable use of the property, and the site is unique. She stated there are no additional impacts to sun, light, air, or neighboring properties. The request will not diminish property values, and staff is recommending approval of the request subject to conditions. An updated survey verifying the benchmark was presented this evening as a condition of approval.

Todd Offsthun, TCO Design discussed the slope of the garage and driveway grade.

Ansari asked Offsthun to comment on the building materials. Offsthun stated the garage materials will match the existing house's vertical siding and stucco features.

De La Vega stated he didn't see any mention of the existing variances for the house. Perdu stated they would have been reviewed if the garage was attached, and it is not.

De La Vega opened the hearing for public comments. There were none, and the hearing was closed.

Anderson moved to direct staff to prepare a resolution for 55 West Point Avenue subject to findings of fact and the conditions as listed in the staff report with the exception of condition one which has been satisfied tonight. Grothe seconded the motion. Ayes – Ansari, Anderson, Clapp, De La Vega and Grothe. Motion carried.

8. OLD BUSINESS

None

9. NEW BUSINESS

A. WeCan Request for CDBG Funding Support

Kohlmann stated this is an annual request from WeCan for CDBG funding support. A draft letter and statistics are provided.

Anderson moved to authorize the City Administrator to send a letter of support. Clapp seconded the motion. Ayes 5. Motion carried.

B. **IT Service Contract**

Kohlmann stated a new service contract from DTS has been provided for review reflecting a slight increase.

De La Vega stated he had asked if the tablets are a part of this contract, and they are not.

Clapp asked if DTS was asked if the tablets could be added. Kohlmann stated he has not as the decision has not been made if they are owned by the City or the individual City Councilmember.

Anderson moved to authorize the City Administrator to enter into the contract with DTS Services. Grothe seconded the motion. Ayes 5. Motion carried.

C. **Direct Deposit**

Kohlmann stated information has been provided to add direct deposit for City staff. He stated this may be part of a larger picture for financial software and possible upgrades in the future. Payroll, accounts payable, and utility billing could all be electronic at some point. He stated this would involve a series of upgrades.

Kohlmann stated as technology improves, it may make sense to do all of this at once.

De La Vega asked if we pay vendors electronically. Kohlmann stated we do not. He also stated some vendors are charging us to pay by check.

Staff was directed to come back up with a proposal for the bigger picture.

D. **Computer Device**

Kohlmann stated information has been provided by the League on public purchases which Penberthy will address.

Penberthy noted much of what has been seen deals with employees and does not apply to the City Council. He stated the City currently owns the devices. If they gave them to the members, the ownership would change.

The issue is whether it is a valid expenditure of public monies. He discussed the purpose and authority for doing so.

Penberthy discussed the State Constitution prohibitions and case law examples. He stated a general policy could be established whereby the tablet would only be used for City business.

Councilmembers discussed keeping the tablets when their terms are up or having the option to donate it back to the City. Penberthy stated it may be possible the tablet would become obsolete. He explained all the information on the tablets is subpoenaed in the case of a public data request.

De La Vega recommended we move ahead as recommended. Kohlmann stated staff will return with a policy.

10. MATTERS FROM THE FLOOR
None

11. REPORTS

A. Administrator – no report

B. Anderson - Finance, Fire Lanes and Public Access, Technology – no report

C. Ansari – EFD, Sanitation and Recycling, Southshore Community Center – Ansari stated EFD will hold a work session for a staff review. She also attended the LMC public engagement conference.

D. Grothe – Building Inspection, Municipal Buildings and Grounds, LMCC – no report

E. Clapp - Parks and Playgrounds, LMCD, Commercial Marinas, Municipal Docks – no report

F. Attorney's Report – no report

G. De La Vega - Public Works, SLMPD, Administration – De La Vega will ` be attending a SLMPD conference soon.

12. ADJOURNMENT
There being no further business, it was moved by Anderson to adjourn the meeting at 7:48 p.m. Clapp seconded the motion. Ayes 5. Motion carried.

Attest:

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Clerk