CITY OF TONKA BAY
ITEM NO. 4A

MINUTES
TONKA BAY CITY COUNCIL
REGULAR MEETING
February 24, 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, and Grothe. Councilmember Clapp was absent. Also present were City Administrator Kohlmann and City Attorney Penberthy.

3. **APPROVAL OF AGENDA**
Anderson moved to approve the agenda as submitted. Grothe seconded the motion. Ayes 4. Motion carried.

4. **CONSENT AGENDA**
Anderson moved to approve the consent agenda as presented approving:
A. Regular meeting minutes of February 10, 2015
B. Resolution 15-04 – 55 West Point Avenue
C. Financial Report
Grothe seconded the motion. Ayes 4. Motion carried. De La Vega asked that the Financial Report be turned around so they all face the same way.

5. **MATTERS FROM THE FLOOR**

A. **Dennis Richards, 5100 Manitou Road** – he stated he believed the boat dock at 10 Crabapple Lane has been extended over the years and now extends onto the Old Orchard Park property. He submitted aerial photographs showing the infraction. He stated he has talked to the property owner over the years who believes the property line has changed. Staff was directed to research the issue and report back to the City Council.

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARINGS**
None

8. OLD BUSINESS
None

9. NEW BUSINESS

A. Computer Use Policy – Resolution

Kohlmann stated a resolution has been prepared authorizing the purchase of the iPads as well as a policy for their use for City Councilmembers. He referred to a minor change in the resolution in item 6 changing serve and accomplish to the plural forms.

De La Vega stated it appeared that the City Attorney was going off the State Constitution or League of Minnesota Cities parameters. Penberthy stated the League memo did a very good job summarizing case law. He didn't repeat the language itself. They are now in sync.

De La Vega commented on the computer use policy which is marked Exhibit A. He asked if that is referenced in the resolution. Penberthy identified where Exhibit A is identified in the resolution.

De La Vega stated he had a couple questions with regard to the computer use policy. The following items were discussed and changes suggested:

General information, Page 1, 2nd paragraph, 2nd sentence where it refers to "for the purpose of enhanced electronic communication with the City and improved programming". De La Vega asked for clarification of what is meant by improved programming. Kohlmann stated it would be in reference to the franchise fees and production for our online viewing. Penberthy asked if that should be spelled out. De La Vega stated it was confusing to him. He didn't know what it was referring to. It didn't have a clear definition. He stated he thought it should state enhance electronic communication with the City Councilmembers. Anderson suggested a period after City.

General Information, Page 1, 2nd paragraph, 3rd sentence where it states "Councilmembers will be required to access City communications electronically". De La Vega suggested it be changed to read, "Councilmembers are being provided City communications electronically and will use tablets for this purpose".

Personal Use, Page 1, 1st sentence where it states "The City recognizes that some personal use of computers and related equipment has and will continue to occur". Change to read: ...related equipment will likely occur.

Personal Use, first bullet point. De La Vega asked for clarification. Kohlmann stated it refers to the staff computers and guest Wi-Fi. The tablets will be kept separate from the main network. De La Vega noted the tablets are not City-owned equipment.

Software – delete "new and different".

Kohlmann stated the revised policy will be brought back to the next meeting.

B. Adobe Software Upgrade

Kohlmann stated staff is considering an upgrade to Adobe software in order to bookmark the agenda items into one pdf file.

De La Vega asked for clarification of the two kinds of licenses. Kohlmann explained the difference between the different licenses.

Councilmembers discussed survey and blueprint submittals. Penberthy suggested the City Council still receive hard copies. He discussed instances where surveys have had errors on them. He suggested at the very least, members and the DRC Committee receive the to-scale copies. De La Vega stated he assumes that what he is provided is correct.

Anderson moved to approve the request for the Adobe software upgrade in the amount of $369 for a perpetual license. Grothe seconded the motion. Ayes 4. Motion carried.

Kohlmann was directed to bring the variance application form and provide recommendations when an assessment has been completed.

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 – no report

D. **Grothe – Building Inspection, Municipal Buildings and Grounds, LMCC** – no report
E. **Clapp - Parks and Playgrounds, LMCD, Commercial Marinas, Municipal Docks** – absent
F. **Attorney's Report** – no report
G. **De La Vega - Public Works, SLMPD, Administration** – no report

12. ADJOURNMENT

There being no further business, it was moved Anderson by to adjourn the meeting at 7:40 p.m. Ansari seconded the motion. Ayes 4. Motion carried.

Attest:

_____
Clerk