APPROVED MINUTES
TONKA BAY CITY COUNCIL
REGULAR MEETING
June 12, 2018

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 Ansari, LaBelle, and Jennings. Also present were City Administrator Tingley, Public Works Superintendent Bowman, City Attorney Biggerstaff and City Planner Perdu.

Member absent: Councilmember Anderson.

3. APPROVAL OF AGENDA

Ansari moved to approve the agenda as submitted. LaBelle seconded the motion. Ayes 4. Anderson was absent. Motion carried.

4. CONSENT AGENDA

LaBelle moved to approve the following consent agenda items:

A. Regular Meeting Minutes of May 22, 2018
B. Resolution 18-16 – Variance, 60 Wildhurst Road
C. Resolution 18-17 – Appointment of Election Judges and Establishing Absentee Ballot Board

Jennings seconded the motion. Ayes 4. Anderson was absent. Motion carried.

5. MATTERS FROM THE FLOOR

George Sherman, 315 Lakeview Avenue, was seeking guidance on how to remove or trim four ash trees which are in front of his house on the right-of-way.

De La Vega directed staff to research options to be discussed at the June 26 City Council meeting.

6. SPECIAL BUSINESS

A. Discussion of Proposed 2019 EFD Operating Budget and CIP

Jennings explained the proposed increase to the 2018 EFD Operating Budget, the need for the increase and the CIP.

Jennings commented that a budget work session has been scheduled for June 27.

Ansari, Jennings and De La Vega discussed staffing of the EFD.

De La Vega recognized that medical calls are greater than fire calls; therefore, the budget should reflect the change in the types of calls received.

LaBelle and Jennings discussed the funding for the sleep room.

7. PUBLIC HEARINGS

A. Continued Public Hearing for Conditional Use Permit Request – Beniek, 35 Mound Avenue.

Tingley remarked that at the May 22 Council Meeting, the public hearing was closed and that this topic was tabled to allow the residents to revise their plans; however, Council may receive public comment.

Perdu discussed the revised plans of 35 Mound Ave.

LaBelle sought clarification of not requiring an easement allowing City Staff to inspect the stormwater management retention areas because the retention areas are located at the rear of the property. Perdu responded she thinks that is correct and deferred to Biggerstaff. Biggerstaff stated that the CUP and resolution requires the homeowners to maintain the rain gardens but does not include an easement requirement. De La Vega, LaBelle and Biggerstaff discussed how the City could respond if it were observed that the rain gardens were not being maintained.

Dave Sturgeon, 40 West Point Avenue, described the disadvantages of rain gardens.

Doug MacGibbon, 25 Mound Avenue, and De La Vega discussed the stormwater runoff.

De La Vega asked the Council for comments. LaBelle remarked that he supports the CUP; this is an improvement because currently there is no stormwater management. Jennings and Ansari agreed. De La Vega stated that the Council attempts to mitigate stormwater issues when a variance or CUP request is submitted.

Jennings moved to approve Resolution 18-18 allowing a conditional use permit for impervious coverage of 37.3% for 35 Mound Avenue PID: 28-117-23-43-0044 with recommended conditions 1 through 6. Ansari seconded the

motion. Ayes – Ansari, Jennings, LaBelle and De La Vega. Anderson was absent. Motion carried.

8. OLD BUSINESS

A. Speed Humps – Birch Bluff & Pleasant Avenue

Tingley discussed the costs of purchasing or renting speed bumps, speed humps and signs.

De La Vega and Bowman discussed speed humps and the cost.

Jennings mentioned the spacing suggestions of speed humps recommended in Kristin Viger's, 45 Pleasant Avenue, email. De La Vega observed that Viger's suggestions require less speed humps; thus, the cost would decrease.

De La Vega summarized Viger's email. Additionally, it is his opinion that it is a good recommendation.

Jennings moved to allocate $10,000.00 for speed humps on Pleasant Avenue and Birch Bluff Road and to add Kristin Viger's email titled Birch Bluff/Pleasant Ave Speed Humps/Speed Bumps dated June 12, 2018 to the official record. Ansari seconded.

De La Vega asked for comments from the Council prior to voting.

LaBelle clarified that the Council chose speed humps. De La Vega concurred.

De La Vega, Jennings, Tingley and Bowman discussed the installation of the speed humps.

LaBelle directed staff to reconfigure the placement of the speed humps per Viger's suggestion.

De La Vega, Jennings and LaBelle reviewed the funding sources for speed humps.

Ayes 4. Anderson absent. Motion carried.

B. Utility Billing – Electronic Payment Study

Tingley recapped the current and proposed methods of accepting utility payments.

LaBelle inquired of the registration process for residents and businesses. Tingley explained the various options.

LaBelle requested more research into the matter; the approximate number of payments converting to credit card payments and the 2.75% fee.

De La Vega noted that Council previously examined this issue and could not justify implementing this due to a lack of sufficient cost savings. However, it is his opinion that the City should implement electronic payment with the fees passed on to those registered customers. In addition, electronic payment was not included in the 2018 budget and it could be included in the 2019 budget discussions. LaBelle agreed.

De La Vega remarked that the ACH option does not allow the customer to have control of the payment, that another entity has access to the bank account.

Jennings noted that the 2.75% fee was the transaction fee associated with credit card option.

LaBelle and Tingley discussed the options other City's offer to their residents and businesses.

Ansari questioned the speed of which payment would be deposited into the City's account. Tingley answered it would be faster than it is now; payments are processed by staff and then deposited in the bank.

De La Vega directed staff to include this in the proposed 2019 budget.

C. Direct Deposit Option for Payroll

Tingley described the option for direct deposit of payroll checks and stated that this is recommended by staff.

The Council discussed funding and directed staff to prepare a formal proposal to include funding options to be discussed at the June 26 Council meeting.

9. NEW BUSINESS

A. Hiring of Public Works Maintenance Worker

Tingley summarized the hiring of the Public Works Maintenance Worker and the recommendation of hiring Jake Bjorklund.

Jennings moved to approve the employment of Jake Bjorklund at the City of Tonka Bay effective June 13, 2018. LaBelle seconded the motion. Ayes 4. Anderson absent. Motion carried.

B. Wekota Park Playground Equipment Replacement

Tingley discussed the playground equipment at Wekota Park and the submitted quotes.

De La Vega commented on the funding for the replacement playground equipment including applying for a grant. In addition, he would like to defer replacing playground equipment until the 2019 budget had been discussed. Jennings agreed.

Jennings inquired why Landscape Designs was not contacted for a quote. Bowman responded that the City has not previously worked with Landscape Designs and that all the playground equipment in the City is from Minnesota Wisconsin Playground.

Jennings, Bowman and Tingley discussed the surface material for under the playground equipment.

C. Wekota Park Tennis Court Resurfacing

Tingley discussed the resurfacing of the tennis court at Wekota Park, the submitted quotes and the possible addition of lines for pickleball.

Bowman discussed the line and net differences between tennis and pickleball.

LaBelle asked De La Vega his opinion regarding resurfacing the tennis courts. De La Vega shared that the courts need to be resurfaced because of the cracks and uneven nature of the surface. Furthermore, he is hesitant to include the basketball court because of the lack of funds budgeted this year. De La Vega noted that the net, hoop and backboard need to be replaced; that these items should be placed on the 2019 Budget.

De La Vega questioned the resurfacing time frame of which the tennis courts. Bowman replied it would take approximately two days and stated several caveats.

De La Vega instructed staff to obtain quotes to include pickleball and funding options for the June 26 Council meeting.

Ansari commented that she has observed many people using the basketball court.

De La Vega mentioned that he has witnessed people skateboarding in the tennis courts. If anyone sees this to please call the police and comment immediately to the offenders that skateboarding is not a permitted use on the tennis courts.

D. 2018 Street Seal Coating
Tingley discussed the seal coating quotes.

Ansari moved to approve the quote from Allied Blacktop in the amount of $28,913.05 for 2018 Street Seal Coating project, leaving the City with $19,628.95 for seal coat chips. Jennings seconded the motion. Ayes 4. Anderson absent. Motion carried.

E. 2018 Seal Coat Rock Purchase
Tingley discussed the seal coat rock quotes.

LaBelle moved to approve the quote from Dresser Trap Rock, Inc. in the amount of $11,837.50 for 250 tons of seal coat chips. Jennings seconded the motion. Ayes 4. Anderson absent. Motion carried.

F. Financial Management Plan Draft
Tingley explained the need for a financial management plan and discussed the financial management plan draft.

De La Vega directed Council to consider implementing a financial management plan.

LaBelle noted that the City already practices many of the items specified in the draft and asked who would analyze the items detailed in the draft to determine what applies to Tonka Bay. Tingley stated Carol Spoerner, Financial Coordinator/Utility Billing Clerk, read the draft and commented that there was nothing out of the ordinary.

De La Vega directed staff to have the document completed prior to 2019 Budget discussions.

LaBelle supports the implementation of this document.

10. MATTERS FROM THE FLOOR

None.

11. REPORTS

A. Administrator's Report – Tingley described that letters were sent to 435, 455 and 465 Lakeview Avenue regarding docks impeding into the fire lane. The LMCD indicated that they sent a letter to 435 Lakeview Avenue.

Tingley stated that the contract between the City and Southwest Assessing will expire at the end of August. He continued that staff is seeking guidance as to whether Council would like to renew the contract or search for and retain the services of another assessor. The Council agreed to continue with Southwest Assessing for one more year. LaBelle asked if it would be cost effective to enter into a longer-term contract. Tingley responded that it is negotiable. LaBelle directed staff to obtain a quote for a one-year contract and a two-year contract.

Tingley proposed Budget Work Session Meeting dates of July 24, August 15 and August 28. De La Vega stated all dates should be scheduled and canceled if not needed.

Tingley would like guidance from the Council in selecting a financial advisor for bonding.

De La Vega asked when the City Hall sign will be built. Tingley stated probably June 25.

Tingley updated the Council on short-term rentals.

Jennings asked about the Municipal Dock dredging. Tingley answered that the information he found will be presented at the June 26 Council Meeting.

B. Jeff Anderson – Finance, Fire Lanes and Public Access, Technology – Absent.

C. Elli Ansari – Parks and Playgrounds, LMCD, Sanitation and Recycling – No report.

D. Adam Jennings – EFD, Commercial Marinas, Municipal Docks – Jennings informed the Council that he will be absent for the Council meeting June 26 and the EFD work session on June 27.

E. Bill LaBelle – Building Inspection, Municipal Buildings and Grounds – No report.

F. Attorney's Report – No report.

G. Gerry De La Vega –SLMPD, Administration, Public Works – No report.

12. ADJOURNMENT

There being no further business, it was moved by LaBelle to adjourn the meeting at 8:33 p.m. Jennings seconded the motion. Ayes 4. Anderson absent. Motion carried.

Attest:

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Clerk