

MINUTES OF A REGULAR MEETING OF THE
INDEPENDENCE CITY COUNCIL
TUESDAY, DECEMBER 8, 2015 –7:30 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a regular meeting of the Independence City Council was called to order by Mayor Johnson at 7:30 p.m.

2. PLEDGE OF ALLEGIANCE.

Mayor Johnson led the group in the Pledge of Allegiance.

3. ROLL CALL

PRESENT: Mayor Johnson, Councilors Betts, Fisher, Wenck and Spencer

ABSENT: None

STAFF: City Planner & Interim City Administrator Mark Kaltsas, City Administrative Assistant Horner, City Attorney Vose, Public Works Director Ende

VISITORS: Lynda Franklin, Steve Grotting, Karen Danielson, Dawn Mooney

4. CONSENT AGENDA

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council minutes from the November 17, 2015 Regular City Council Meeting
- b. Approval of City Council minutes from the November 10, 2015 Council Workshop
- c. Approval of Accounts Payable; Checks Numbered 15604-15639
- d. Approval of Council Member/New Council Member Attendance at the League of Minnesota Cities Elected Officials Conference in January.

**Motion by Betts, second by Wenck to approve the Consent Agenda. Nays: None. Absent: None.
MOTION DECLARED CARRIED.**

5. SET AGENDA – ANYONE NOT ON THE AGENDA CAN BE PLACED UNDER OPEN/MISC.

Johnson added a discussion about staff work schedule for the upcoming holidays.

6. REPORTS OF BOARDS & COMMITTEES BY COUNCIL AND STAFF

Spencer attended the following meetings:

- Public Works Budget Meeting
- Budget and Sewer Fund Meeting
- WHPS Reserve View Santa Event
- Maple Plain Tree Lighting
- Truth in Taxation Meeting

Fischer attended the following meetings:

- Budget and Sewer Meeting
- Truth in Taxation Meeting

Wenck attended the following meetings:

- Budget and Sewer Meeting
- Truth in Taxation Meeting
- 12 for 12 Highway Coalition Meeting

Betts attended the following meetings:

- Regional Metro Cities Luncheon
- 12 for 12 Highway Coalition Meeting
- 12 for 12 Highway Coalition Press Conference
- Budget and Sewer Meeting
- Truth in Taxation Meeting
- WHCC Potluck
- Maple Plain Fire Department Meeting
- Maple Plain Fire Department Dinner

Johnson attended the following meetings:

- Regional Metro Cities Annual Meeting
- Regional Metro Cities Luncheon
- LUAC Meeting for Met Council
- Community Action Partnership Suburban Hennepin County Board Meeting
- Senior Services Board Meeting
- Panel Member for the State Farm Bureau Convention
- Eagle Court of Honor Celebration for Derek Spencer
- Hugh Schmidt funeral
- 12 for 12 Highway Coalition Press Conference
- Maple Plain Fire Department Dinner
- Hennepin County Truth in Taxation Hearing
- Orono Healthy Youth Funding Distribution Meeting
- Highway 12 Coalition Meeting
- North Hennepin Technical College Public Safety Class Guest Teacher
- Steve Mattson funeral
- Truth in Taxation Meeting

Horner attended the following meetings:

- Budget and Sewer Meeting
- Maple Plain Newsletter Meeting
- Truth in Taxation Meeting

Kaltsas attended the following meetings:

- Multiple meetings with Chief Kroells and MnDOT on the Highway 12 movement
- Truth in Taxation
- Budget and Sewer Meeting

7. Loren Kjersten (Applicant) Requests that the City Consider the Following Actions for the Property Located at 1160 County Road 19 N., Independence, MN (PID No. 25-118-24-42-0001):
 - a. **RESOLUTION 15-1208-01** – Adopting Extension of Preliminary Plat to Allow Completion of the Minnehaha Creek Watershed District Review Process.

Motion by Wenck, second by Fisher to approve RESOLUTION NO. 15-1208-01. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

8. Consider Adoption of the Final 2016 Tax Levy and General Fund Budget.
 - a. **RESOLUTION 15-1208-02** – Adopting the 2016 General Fund Budget
 - b. **RESOLUTION 15-1208-03** – Adopting the 2016 Tax Levy

Motion by Wenck, second by Spencer to approve Resolution No. 15-1208-02. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Motion by Fisher, second by Spencer to approve Resolution No. 15-1208-03. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

9. Consider Approval of General Fund Transfer
 - a. **RESOLUTION 15-1208-04** – Adopting a Transfer from the General Fund to the Public Works Equipment Fund
 - b. Consider Purchase of Generator for City Hall

Johnson had Kaltsas address the audience and Council on the reason for the fund transfer. Kaltsas stated the City Council has discussed strategies for funding capital expenditures for the Public Works Department. The City expended significant funds for road maintenance and road improvements in 2015. The City received funding in 2015 from the state and county to help offset costs associated with road maintenance and road improvements. In order to capture the offset revenues, the City has determined that it can transfer funds from the General Fund to the Public Works Capital Fund for the purpose of funding capital expenditures. The initial fund transfer will be \$100,000. The funds will be earmarked for the purchase of a new tractor and a generator for City Hall.

Kaltsas stated the City will wait until the 2015 budget has been reconciled to consider establishment of the Public Works Road contingency fund. This will be reviewed in the beginning of 2016.

Motion by Spencer, second by Wenck to approve RESOLUTION NO. 15-1208-04. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Kaltsas stated the City Council has discussed the purchase of a backup generator for City Hall. The generator would create a power backup for City Hall and WHPS. Currently the City has a “floating” backup generator which is also use to maintain power at sewer lift stations around the City. The movable generator is often needed for sewer related issues and not available for City Hall. City Hall is also the emergency command center for the WHPS, Independence and Maple Plain. With the adoption of the 2016 budget, the City has

identified the ability to establish a capital fund for Public Works which would support the acquisition of the generator.

The City had received three quotes in July of 2015 for the purchase of a new generator. It was found during that process that the City could purchase a used generator for a substantial savings in cost. The used generator, including installation, electrical work, and concrete pad would have a total cost of \$33,950. This number represents a 30% savings over the cost of purchasing a new generator. The City contacted the company that had quoted the used generator to ask if the used option was still available. It was determined that the used generator was still available and could be installed over the next month. Installation of the generator prior to the spring severe weather time frame would ensure that the City is prepared for emergency situations.

The generators quoted are 10 kW natural gas generators. Natural gas is considered to be more reliable and less maintenance intensive than comparable diesel generators. The generator would be installed to the northeast of City Hall on a newly poured concrete pad. The proposed used generator would have a two year warranty.

Kaltsas stated Staff is seeking direction from the Council to consider taking advantage of the availability of the used generator and upcoming mild weather to have the generator installed now. The purchase and installation of the generator would have a total cost of \$33,950.

Generator Quotes:

Power House Systems, INC. - Used	\$33,950.00
Power House Systems, INC. - New	\$48,350.00
Ziegler Power Systems – New	\$72,315.00
R.C. Electric, INC. – New	\$49,250.00

Motion by Betts, second by Wenck to approve the purchase of a generator for City Hall. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

10. Consider the Following Requests by Knife River for the 2015 Street Overlay Project.

- a. Partial Payment Request #1 for Work Completed Through November, 30 2015.
- b. Change Order #1 Allowing Knife River to Complete the Project in Spring of 2016.

Motion by Spencer, second by Fisher to approve the partial payment request #1 for work completed through November 30, 2015. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

Motion by Wenck, second by Betts to approve the change order #1 allowing Knife River to complete the project in the Spring of 2016. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

11. Consider Awarding Contract for Auditing Services (Following RFP Process).

Kaltsas stated Council directed Staff to prepare and send out a request for proposals (RFP) for auditing services for the years ending 2015, 2016 and 2017. The City received two proposals for auditing services. Clifton, Larson, Allen (the City's current auditor) and Bergan KDV provided proposals to the City for

consideration. The proposal from Clifton, Larson, Allen was the most competitive based on the service requirements established by the City and the fee for providing those services. Based on the proposals received, it is recommended that the City accept the proposal made by Clifton, Larson, Allen for auditing services for the years ending 2015, 2016 and 2017.

Motion by Wenck, second by Spencer to approve the contract with Clifton, Larson, Allen for auditing services for 2015, 2016 and 2017. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

12. Review and Accept 2015 Sewer Rate Study.

Wenck stated he like the Sewer Availability (SA) accounts being examined and brought current. Johnson noted that Staff will also be educating residents on why there has to be rate increases and what that will entail.

Motion by Wenck, second by Spencer to approve the 2015 Sewer Rate Study. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

13. Consider Amendment to Snow Plowing, Snow Removal and Ice Control Policy Pertaining to Mailbox Replacement.

a. **RESOLUTION 15-1208-05** – Adopting an Amendment to the Policy

Kaltsas stated the City has an adopted policy relating to snow plowing, removal and ice control. As a part of the policy, the City has noted that it will replace mailboxes damaged by the City as a result of plowing snow. Mailboxes are required to withstand typical ice and snow plowing practices; however, there are occurrences when the City may damage a mailbox during routine snow plowing activities. In order to further expound on the City's willingness to replace or reimburse residents for damage to a mailbox, the City would like to establish, by policy, a maximum dollar amount that would be reimbursed to a property owner or used to purchase a replacement mailbox. The maximum dollar amount is recommended to be \$125.00. Establishing a maximum dollar amount will remove any question or inconsistency relating to mailbox replacement and reimbursement.

Motion by Fisher, second by Betts to approve Resolution 15-1208-05. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

7. OPEN/MISC.

Johnson stated Council needs to approve schedule for Christmas and New Years. Wenck stated he would be for closing the four dates.

Motion by Wenck, second by Fisher to approve the staff having Christmas Eve (24th) and New Years Eve (31st) off in addition to the Christmas (25th) and News Years Day (1) already scheduled. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.

7. ADJOURN

Johnson noted Wenck and Fisher will be missed and the Council and Staff would like to have a send-off for them before the swearing in of the new members in January.

Fisher stated he would like to truly thank the Mayor for all his years of service. Fisher stated he learned so much from the Mayor and really respected all he has done for the City and Council. Wenck seconded the positive sentiments.

Motion by Wenck, second by Fisher to adjourn at 8:15 p.m. Ayes: Johnson, Betts, Fisher, Wenck and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED

Respectfully Submitted,

Trish Bemmels
Recording Secretary

DRAFT