

**City of Columbus
Regular City Council Meeting
December 14, 2016**

The December 14, 2016 meeting of the City of Columbus City Council was called to order at 7:00 p.m. by Mayor Dave Povolny at the City Hall. Present were Council Members Denny Peterson, Mark Daly, Jeff Duraine and Bill Krebs; City Administrator Elizabeth Mursko, Attorney Bill Griffith, Engineer Dennis Postler, Public Works Superintendent Jim Windingstad and Deputy Treasurer Lynette Olinger.

Also in attendance were: Cub Scouts Pack 414, Diane Rueb, Jerry Auge, and Jen Auge.

A. CITY COUNCIL REGULAR MEETING

1. Call To Order - Regular Meeting – 7:00 P.M.
2. Pledge of Allegiance

B. CONSENT AGENDA

3. Motion – Approval of the City Council Meeting Minutes 11/21/16
4. Motion – Approval of the Furman Street Neighborhood Meeting Minutes 12/01/2016
5. Motion – Approval of the 141st Ave. Neighborhood Meeting Minutes 12/01/2016
6. Motion – Agenda Approval with Additions
7. Motion – Pay Bills as Posted
8. Motion – LMC Insurance Liability Coverage – Waiver Form
9. Motion – Approve 2017 City Schedule of Regular Meetings Notice
10. Motion – Approve 2017-2018 Park Lawn Mowing Contract
11. Motion – Approve 2017-2018 Park Maintenance Contract

**Motion by Krebs to approve the consent agenda items 3-11. Seconded by Daly.
Motion carried unanimously.**

C. PRESENTATIONS

12. Columbus 2017 Levy & Budget

City Administrator Elizabeth Mursko presented the 2016 Levy and 2017 Budget to the City Council for consideration. Councilmember Jeff Duraine expressed interest in decreasing the budget by cutting a few items. The first item mentioned was the cleaning services fee for the Fire Station and Public Works building. Deputy Treasurer Lynette Olinger reported that the cleaning services for the Public Works building is \$150/month, and there is not a cost for cleaning the fire hall.

Motion by Duraine to cut Public Works Building cleaning services from the budget. No second. Motion does not move forward.

The second item raised by Duraine was the blacktop maintenance fund, which has increased considerably in the past few years. Duraine expressed concern for how the money in this fund is

being spent. One example he cited was the tire roller that the Public Works Department purchased; Duraine spoke to a handful of other cities in Minnesota and found that the majority of them do not use tire rollers, and that Columbus may not have the need for this piece of equipment. After this consideration, Duraine suggested decreasing the blacktop maintenance budget by 10% in 2017.

Motion by Duraine to decrease blacktop maintenance budget by 10%. No second. Motion does not move forward.

The last item raised by Duraine was the contract with RVS Turf & Snow, Inc. for lawn mowing and maintenance of Columbus' parks. He suggested that City staff maintain the parks themselves instead as a way to save money. Mayor Dave Povolny stated that Columbus had tried this before, but found that the Public Works staff does not have the time to commit to maintaining the parks. Povolny also suggested that the idea to have City Staff maintain Columbus' parks should be brought to the Park Board to be considered for next year. Povolny also stated that he is not interested in passing any budget cuts at this time because he would prefer City Department heads research details surrounding potential cuts and report those to the Council for consideration first.

At this time Mayor Povolny asked the audience (the public) if anyone wanted to speak to the Council about the 2017 levy and budget, and no one stepped forward.

Motion by Krebs to approve Resolution 16-22 City of Columbus Final 2016 Levy. Seconded by Peterson. Motion carried unanimously.

Motion by Daly to approve Resolution 16-23 City of Columbus Final 2017 Budget. Seconded by Krebs. Krebs – aye; Duraine – nay; Povolny – aye; Daly – aye; Peterson – aye. Motion carried.

13. Presentation – Conduit Bonding (Julie Eddington)

City Administrator Elizabeth Mursko explained that originally at this time there was going to be a presentation from Julie Eddington (Columbus' Bonding Attorney) about a Housing Program for a multifamily housing development to be located in another community. However, because of a recent spike in interest rates, the proposal had to be withdrawn. Therefore, the presentation was cancelled.

14. Planning Commission Report

At this time Garth Sternberg presented the planning commission report.

Excavation and Mining Ordinance

The first topic presented by the Planning Commission was an excavation and mining ordinance that the City of Columbus has been working on. The recommendation from the Planning Commission is to approve the ordinance. Mayor Povolny had a question about the hours of

operation for excavation projects. Currently the ordinance states that excavation, grading, and filling must be done between 7:00 am and 5:30 pm Monday through Friday. Povolny suggested that the hours be changed to 7:00 am – 7:00 pm Monday through Saturday, in order for non-commercial excavation, grading, and filling to be completed outside of normal work hours.

Motion by Povolny to change the hours of operation for excavation, grading, and filling in Ordinance 16-12 from 7:00am – 5:30pm Monday through Friday, to 7:00am – 7:00pm Monday through Saturday. Seconded by Daly. Motion carried unanimously.

Motion by Peterson to accept City Planner’s report dated 12.09.16. Seconded by Duraine. Motion carried unanimously.

Motion by Peterson to adopt Ordinance 16-12, an Ordinance amending Chapters 7A – General Zoning Regulations and Chapter 9 – Excavation, Mining and Filling, and approve summary publication. Seconded by Krebs. Krebs – aye; Duraine – aye; Povolny – aye; Daly – aye; Peterson – aye. Motion carried unanimously.

Motion by Daly to lift moratorium Ordinance 16-07, an ordinance establishing a moratorium on the establishment of excavation, mining and filling uses within the City of Columbus, after publication of Ordinance 16-12, an Ordinance amending Chapters 7A – General Zoning Regulations and Chapter 9 – Excavation, Mining and Filling. Seconded by Krebs. Motion carried unanimously.

Thurnbeck Preserve Final Plat

The next point regarding the Final Plat was concern over drainage. City Engineer Dennis Postler reported that since the last meeting more consideration had been done on drainage plans and drain tiles. Mayor Povolny asked if Postler would recommend going forward after such consideration, and both Postler and City Attorney Bill Griffith stated that they would, and noted that special conditions have also been prepared that satisfy their concerns. Elizabeth Mursko also noted that the City will also be requiring As Builts for the homes in the Development. This is not typically required, however, since Piezometers have been used for determining elevation, City Staff concluded that As Builts should be required. Lastly, Mayor Povolny commented that next year that City Council needs to address drain tiles that are installed using Piezometer readings.

Motion by Daly to approve Thurnbeck Preserve Final Plat, subject to Conditions 1-5 as stated in the City Planner’s memo dated 12.09.16. Seconded by Peterson. Motion carried unanimously.

Sherco Construction (Thurnbeck Family Limited Partnership) Final Plat Conditions:

1. Detailed recommendations of the City Engineer.
2. Title review and recommendations of the City Attorney.
3. Requirements of the Anoka County Transportation Division.
4. Requirements of the Anoka County Surveyor.

5. An executed subdivision development agreement.

Thurnbeck Preserve Developer's Agreement

The Planning Commission has recommended that the City Council approve the Thurnbeck Preserve Final Plat and Developer Agreement. City Attorney Bill Griffith began the discussion by stating that he is recommending an amendment to section 16 of the Developer's Agreement. This section states that a Developer cannot pull building permits for homes that are located on an inner street in a development. Section 16 discusses Lots that are exempt from this policy, and currently only Lot 7 is listed. City Attorney Bill Griffith is recommending the addition of Lots 6, 8 and 9 as they are located off of Broadway Ave (which is not an inner street in a development).

Motion by Daly to approve Thurnbeck Preserve Developer's Agreement as amended by the City Attorney. Seconded by Peterson. Motion carried unanimously.

15. Public Open Forum

No report.

16. Forest Lake Cable Commission 2017 Budget

The 2017 Budget for the Forest Lake Cable Commission was presented for consideration. Mursko noted that this is a draft that the Forest Lake City Council made some changes to. The main notes were: Forest Lake would like to be reimbursed for any A/V equipment purchases, large purchases need to go before both City Council's to be approved, and until Scandia leaves the Commission capital purchases should be kept at a minimum.

Mayor Povolny asked for clarification on the details behind the budget. Mursko responded that the bulk of costs come from two things: First, Forest Lake recently made updates to their chambers and want to be reimbursed through the Cable Commission, second, the Commission has set aside \$25,000 for updating the A/V Equipment in the Columbus Chambers. Povolny asked if anyone had further information regarding the details of the type of A/V Equipment to be installed, and the Council responded no, they did not. Overall there was some confusion over the desire to keep capital purchases at a minimum, but also spend \$25,000 updating the A/V Equipment in the Columbus Chambers.

Motion by Duraine to approve Forest Lake Cable Commission 2017 Budget. Seconded by Peterson. Motion carried unanimously.

17. 2017 Fee Ordinance and Summary Publication

The City of Columbus prescribes fees sufficient to defray costs incurred through administration, permit reviews, and other expenditures. At this time the City Council considered Ordinance 12-13, the proposed 2017 Fee Schedule.

Councilmember Duraine asked about the number of Firework Display permits the City approved in 2016. Mursko responded that one was given out. Duraine then suggested that the City decrease the fee for a Fireworks display permit from \$200 to \$100.

Motion by Duraine to change Fireworks permit fee from \$200 to \$100. Seconded by Povolny. Motion carried unanimously.

Secondly, City Engineer Dennis Postler submitted a report suggesting two changes to the Fee Schedule, in an effort to keep up with current costs and inflation. The first change is to the Local Sewer Availability Charge, from \$412.00 to \$426.00 per Sewer Availability Charge (SAC) unit. The second change would be to the Water Availability Charge (WAC) going from \$1,472.00 to \$1,523.00 per Equivalent Residential Unit (ERU). The Council agreed that these changes should be made.

Motion by Daly to accept City Engineer's recommended changes to the 2017 Fee Schedule, changing the Local Sewer Availability Charge from \$412.00 to \$426.00 and the Water Availability Charge from \$1,472.00 to \$1,523.00. Seconded by Krebs. Motion carried unanimously.

Motion by Daly to approve Summary Publication and adopt Ordinance 16-13, and ordinance relating to and regulating the 2017 Fee Schedule for the City of Columbus. Seconded by Peterson. Motion carried unanimously.

D. STAFF AND CONSULTANT REPORTS

18. ENGINEER REPORT

141st Ave Shape and Pave Neighborhood Meeting Results

City Engineer Dennis Postler reported that the City held a neighborhood meeting on December 1st, 2016, regarding the 141st Ave NE paving project. As a result of the meeting, Postler has a few questions to help provide direction for the project. Currently, 141st Ave NE turns into a private driveway on the west end, with a handful of houses coming off of that private drive. These lots were originally going to be assessed as indirectly benefitting lots, as their properties don't technically abut 141st Ave NE. However a number of residents on 141st Ave NE expressed concern with this at the neighborhood meeting because those on the private drive have to use 141st Ave NE to leave the neighborhood. Postler is wondering whether the City Council would like to designate the properties off the private drive as directly or indirectly benefitting. After a short amount of discussion the Council agreed that those lots should be considered directly benefitting, as their private driveway is off of 141st Ave NE, just like the other directly benefitting lots.

The second point has to do with a 20 acre lot off of 141st Ave NE, which could be given two assessments based on its size. Postler explained that after considering the amount of wetlands on the lot, he is unsure whether it should be given two assessments. The City Council agreed that by giving this lot only one assessment, it could set a dangerous precedent for the City moving

forward; and therefore the Council's direction is to give the property two assessments.

Also, Postler is looking for direction on a lot that is situated on the private drive on the west end of 141st Ave NE, but does not have access to the private drive (to get access to the property, one must use Jodrell Street NE). Postler explained that this person has been specifically told they cannot use the private drive to get access to their property. Postler was unaware of this situation, and had originally included the property as an indirectly benefitting lot. The City Council came to the agreement that if this person cannot get access to their property off of the private drive, they should not be assessed at all.

Lastly, Postler is curious about the type of turnaround the City Council would like to see at the end of 141st Ave NE. The type of turnaround chosen will depend on whether or not the City Council would eventually like to pave 141st Ave NE all the way through to Jodrell Street NE (which would include acquiring the private drive inbetween). The Council responded that yes, they would like to see this paved eventually; thus the turnaround at the end of 141st Ave NE should be a temporary hammerhead, put in place until the City paves 141st Ave NE all the way to Jodrell Street NE.

In light of the direction provided by the Council, City Engineer Dennis Postler agreed to make these updates to the project and bring them to a City Council meeting in January.

Furman Street Shape and Pave Neighborhood Meeting Results

City Engineer Dennis Postler reported that the City held a neighborhood meeting on December 1st, 2016 regarding the Furman Street NE paving project. This project was initiated by a Developer (Sherco Construction), and on Sherco Construction's website there are plans for two additional developments to go on Furman Street NE, south of where the current project is. This yielded one question posed to the City Council. The residents were wondering if the costs for paving the rest of Furman Street NE (due to the additional developments) could be addressed now, and perhaps be included in the assessments for paving first 1/3 of Furman Street NE. The City Council agreed that they don't want to assess residents for developments that are not yet concrete, and therefore will not consider including the next two phases of the development.

Update – County Road 54 Project (Pond Location)

At the previous City Council meeting, the Council had requested City Engineer Dennis Postler discuss moving the location of a pond that will be part of the CSAH 54 update with Anoka County. Postler is reporting back that the County said that the new road is taking up one-third of the parcel that the pond is located in, which doesn't leave a lot of room to work with. In addition, there are wetlands and sanitary sewer locations in the parcel that complicate things. Overall, Anoka County believes this is the most cost effective solution. The City Council agreed that this parcel would be great for commercial property, and it is a shame it won't be used as such. The Council also agreed that they would like Postler to ask the County if it would be possible to split the pond either in half or into a few separate ponds. Postler agreed to bring this proposal back to the County and report back to the Council afterwards.

City Park Parking Lot – Paving Design Update

Postler had put together a plan for paving the parking lots outside the City Offices. There was an original quote put together for the project of \$57,000 to level and pave what is there. However, after a survey was done of the area, it became clear that further work would be required. Because the parking lot is a flat surface, there is no slope for water to drain off. Thus in order for the parking lot drain correctly, the driveway would have to be slanted slightly which would require some excavation. In addition, the City would have to get approval from the Rice Creek Watershed District for the project. All in all, this would increase the cost of the project to \$90,000 - \$95,000. Postler is wondering if the City Council would like to still go ahead with the plan. All Councilmembers agreed not to go forward with the project because it is too expensive and there are enough projects happening already.

Draft Water Supply Plan for Submittal to DNR

Postler presented a draft Water Supply Plan that is to be submitted to the DNR. This plan is required for all municipalities within the Northeast Groundwater Management Area. After review by the Council, a final version will be drafted and submitted. Council members Mark Daly and Bill Krebs asked how often this report has to be done, and how much it costs. Postler reported that the plan needs to be done every 10 years, and the Council set a budget of \$15,000 to complete it. Councilmembers agreed that the plan looks good and can be submitted.

19. ATTORNEY REPORT

2016 Tax Forfeit Land in Anoka County

At this time, City Attorney Bill Griffith presented a report from Anoka County which contains a number of tax-forfeited properties that lie within the City's jurisdiction. The City has the choice to either acquire the properties or hand them over to the County for public sale. The Council considered the properties, and after noting that the majority are dense with wetlands, decided to pass on the opportunity to acquire them.

Motion by Peterson to approve the Anoka County's Classification List and the sale of forfeited parcels that are within the City of Columbus. Seconded by Duraine. Motion carried unanimously.

Neighborhood Meeting and Heidelberg Street Maintenance Agreement

Based on the 11.21.16 City Council meeting, residents of Heidelberg Street met with City Administrator Elizabeth Mursko to discuss a maintenance agreement for the road. During the meeting all neighbors came to the consensus that Wayne Gillitzer will plow the road, and if for some reason he is unable to, the City has agreed to provide services until 04.30.17. There will be a follow up meeting in May to discuss the final determination for Heidelberg Street, whether it shall become a City road or remain a private drive.

Motion by Krebs to approve the Snow Plow Agreement for Heidelberg Street until

04.30.17. Seconded by Daly. Motion carried unanimously.

20. MAYOR AND CITY COUNCIL MEMBER'S REPORT

Council Member Krebs

Council Member Bill Krebs wanted to express thanks to City Staff, Public Works, City Council, and Planning Commission for a very successful year in Columbus.

Council Member Duraine

No report.

Council Member Daly

No report.

Council Member Peterson

No report.

Mayor Povolny

No report.

21. PUBLIC WORKS REPORT

No report.

22. CITY ADMINISTRATOR'S REPORT

Personnel Committee Report

The City of Columbus' Personnel Committee is considering health benefits for Columbus' employees. Because premiums have increased in cost, the Personnel Committee is recommending an increase in the 2017 Medical Health Benefit from \$724 to \$753 per eligible employee prorated if employee works more than 30 and less than 40 hours per week. This would be effective January 01, 2017.

Motion by Duraine to increase the Medical Health Benefit from \$724 to \$753 per eligible employee prorated if employee works more than 30 and less than 40 hours per week, effective January 01, 2017. Seconded by Krebs. Motion carried unanimously.

The second point of consideration from the Personnel Committee has to do with employee compensation. The recommendation from the Committee is for the City Council to delegate

administration of 2017 step increases to the Personnel Committee and/or City Administrator based on employee performance and eligibility. Mayor Povolny noted that usually the determination of step increases is done by the City Council. Councilmember Jeff Duraine stated that he believes responsibility for delegating step increases should stay with the City Council, and not be given to the Personnel Committee and/or City Administrator.

Because two employees are eligible for step increases January 1st, the City Council needed to make a decision about those increases at this meeting. City Administrator Elizabeth Mursko recommended a one-half step increase for Public Works employee Bill Karth, and a one and one-half step increase for Public Works employee Tim Sawatzky. Councilmembers commented that they believe both men are doing a great job and deserve the step increase. Lastly, Mursko clarified that these step increases are already built into the 2017 budget.

Motion by Duraine to approve a one-half step increase for Bill Karth and a one and one-half step increase for Tim Sawatzky. Seconded by Daly. Motion carried unanimously.

Lastly, the Personnel Committee is recommending an increase in hours for the Building Official and Public Communications Coordinator Positions. The Building Official's hours have been set 14-30 hours a week. However, the current Building Official has been working 24-26 hours a week for the past 5 years. The City is expecting a lot of development to be happening in the next year, and would like to increase the Building Official's hours to 14-32.5 hours a week.

Secondly, the Public Information Coordinator position is at 25 hours per week. The goal for the Public Information Coordinator position was to help take some of the workload off of the City Administrator's position. In order to do this effectively, the Personnel Committee is recommending that the Public Information Coordinator position's hours be increased to 25-32.5 hours per week. The Council agreed that these changes in hours sound reasonable and should be enacted.

The final topic of conversation had to do with the City Administrator's wage. At this time the City Administrator's wage is at the top of the scale, however the pay scale has not been reclassified in the past 5 years. The City Council agreed that the pay scale should be reclassified in such a way that the City Administrator is able to make more money without affecting the rest of the city's wages. In addition, the City Administrator's job description should be rewritten to reflect the changing job description. Councilmember Duraine asked to get access to the League of Minnesota Cities website, in order to compare similar city's City Administrator wages. Mursko stated that Duraine should work with Deputy Treasurer Lynette Olinger to compile that information.

Motion by Peterson to approve increase in hours for Building Official to 14 – 32.5 hours per week and Public Information Coordinator to 25 – 32.5 hours per week effective 01.01.17. Seconded by Krebs. Motion carried unanimously.

Anoka County Solid Waste Management Master Plan

The City received notice that Anoka County will be updating its Solid Waste Management

Master Plan, and in order to assist in its development will be creating an advisory committee. The County is looking for volunteers from Cities on the advisory committee to ensure the Master Plan is effective and manageable. Mursko asked if any of the Councilmembers would like to volunteer, and at this time no one was interested.

Fund Transfers Effective 12/30/2016

While working on the end of the year finances, 3 funds were identified that have a negative balance. City Administrator Mursko is recommending fund transfers to make the year end positive. Mayor Povolny asked how this would affect the City's outlook when the it is audited next year. Mursko responded that the City levied the additional funds for that reason, so the fund transfer is appropriate.

Motion by Krebs to approve the transfer of \$300,000 from Fund 100 General Fund to Bond Fund 371, and the transfer of \$60,000 from Fund 100 General Fund to Bond Fund 350, and \$20,000 from Fund 100 General Fund to Fund 480, and the transfer of \$21,355 from Fund 240 EDA Debt Service to Bond Fund 350 Crossover Refunded Bonds, effective 12.30.16. Seconded by Peterson. Motion carried unanimously.

Treasurer's Report

Receipts:	\$	86,572.15
Disbursements:	\$	102,215.92
Balance:	\$	2,785,802.13

E. ANNOUNCEMENTS & REMINDERS

Planning Commission Meeting 01/04/2017
Calendar of Meetings

F. ADJOURNMENT

Motion by Krebs to adjourn. Seconded by Duraine. Motion carried unanimously. Meeting adjourned at 9:29 pm.

Respectfully Submitted:

Jessica Hughes, Public Communications Coordinator