

City of Bigfork

Work Session & Regular City Council Meeting

March 11, 2014

5:30 p.m.

Members Present: Mayor Amy Pifher, Dave Evensen, Peter Johnson, Krista Lane

Members Absent: Randy Nei

Also Present: Terry Snyder, Becky Passeri, Aaron Gould

Mayor Amy Pifher called the work session to order at 5:30 p.m. Terry Snyder, Itasca County Commissioner District 2, was present to discuss the canister site land issue. He assured the Council that the County is willing to take part in the responsibility for any future environmental issues that may arise. The County would be willing to purchase the land from the City. Evensen expressed his desire to split up the property and Snyder agreed that the County would only want to purchase enough land to continue operations at the existing canister site as usual. He indicated that the County surveyor, in cooperation with the City's attorney and the County attorney, could draw up the legal description on whatever piece of land is agreed upon. Snyder will relay the discussion to County staff and they will contact the City Clerk with the next steps. Snyder shared an update on a new grant application that Rural Community Coordinator Tim Johnson will be submitting to the Minnesota DNR for the River Walk Trail project. Snyder shared copies of the Itasca County 5-Year plan for highway improvements and noted projects to be completed in the Bigfork area. Snyder was thanked for his time and exited the meeting.

Public Works employee Aaron Gould discussed the status of several water and sewer service lines that were frozen. They were able to get all but one of them opened up. The Council discussed a memo from SEH regarding their invoice number 274529.

Pifher called the regular meeting to order at 6:00 p.m.

Also Present for Regular Meeting: Warren Welch

The Pledge of Allegiance was recited and the public forum opened. As no one wished to address the Council, the public forum was closed.

Motion by Lane to approve the agenda, seconded by Johnson, motion carried unanimously (MCU).

Consent Agenda: Johnson noted one correction to the minutes of the February 11, 2014 regular meeting. He and Evensen were listed as abstaining on the motion regarding the fire department land donation but it was actually Johnson and Nei that abstained.

Motion by Evensen, seconded by Lane and carried unanimously to approve the consent agenda including:

- 1. minutes of the February 11 regular (with change as noted) and February 25 special City Council meetings,*
- 2. City Clerk's office report for February 2014,*

3. *Financial report for February 2014,*
4. *Public Works Department report for February 2014,*
5. *payroll and timecards for February 14 and 28 in the amount of \$5,642.47,*
6. *claims paid in the amount of \$5,283.87 and claims for payment in the amount of \$62,144.15*

UNFINISHED BUSINESS

SEH Invoice 274529: A memo was received from Jeff Ledin of Short, Elliott, Hendrickson, Inc regarding their invoice for services that the Council has denied payment on. The Council felt that, though SEH had sent an itemized invoice, the work performed was not due to the extra time period of the project and was work that should have been included in the original contract amount. *Motion by Lane to request another detailed invoice from SEH, seconded by Johnson, MCU.*

Canister Site Property: As was discussed with Snyder during the work session, the City and County will work together to define that portion of the property that the County will purchase. Operations at the canister site will continue as usual.

Personnel Policy Update: Since approval of an updated policy at the February Council meeting, the City has received additional input from the League of Minnesota Cities on policy content. Storlie provided a draft of the policy that incorporates this input. *Motion to approve the policy as amended by Evensen, seconded by Johnson, MCU.*

NEW BUSINESS

2014/2015 Plowing/Grading Contract: Information on costs for 2014/2015 plowing and grading was received from Itasca County and compared to the current rates being paid to T&T Excavating. Evensen felt T&T has done an excellent job, especially with grading. It was the general consensus of the Council to stay with the current contracts and have Storlie notify Itasca County of this.

Utility Bill Credit for e-invoicing: *Motion to offer a one-time, \$10 credit for water customers who sign up for e-billing by Lane, seconded by Evensen, MCU.*

PL&Z Commission Recommendations

Utility Bill Credits for Freeze Prevention Use: The Planning & Zoning Commission recommends that the City offer credits to water customers for excess water used to prevent freezing. It was recommended that the City cover the entire cost of the excess usage (to be determined by the customer's average usage from February-April of 2013) if the City has requested that the customer run water. If the customer chooses to run water on their own, they must notify the City and the City will split the cost of the excess usage with them. Lane did not feel the City should split the cost with customers as individual service lines are the customer's responsibility and not the City's. Evensen felt this was a good compromise solution for the remainder of this winter but that the water ordinance should be amended before next winter to address the issue. *Motion by Evensen to accept the recommendation of the Planning & Zoning Commission regarding credits, effective through the end of April 2014, and to refer the issue back to PL&Z for an ordinance update, seconded by Lane, motion carried with Johnson abstaining.*

Vacation of Portions of Elm, Spruce and Lime Streets: The Planning & Zoning Commission's second recommendation for the Council is regarding the vacation of portions of Elm, Spruce and Lime Streets. This is being proposed to alleviate problems with buildings being located in the road right-of-way. The proposal is to vacate the following:

Everything other than 17' from the centerline of the existing:

Elm Street between Ash Street and Spruce Street

Spruce Street between Main Avenue and the Doug Campbell property

Lime Street between Spruce Street and Salmi Blvd

Motion by Evensen, to have City Attorney John Licke draw up the legal description for the proposed vacation, seconded by Lane, MCU.

Administrative Policy Updates: Proposed amendments to the City's administrative policies include cleaning up references to committees that no longer exist, updating the section on budget process to reflect how it is actually performed, and the addition of a social media policy. ***Motion by Lane to approve the policy amendments as presented, seconded by Johnson, MCU.***

Training Request: Aaron Gould is requesting permission to attend the 2014 Spring Northeast District Water Operator's School May 14-16. ***Motion by Johnson to provide for Gould's attendance, seconded by Evensen, MCU.***

OTHER:

Pifher opened the public forum again. No one wished to speak.

Pifher closed the meeting at 6:38 p.m. for the purpose of conducting employee performance reviews.

The meeting was reopened at 7:10 p.m.

Motion to adjourn at 7:10 p.m. by Johnson seconded by Evensen, MCU.

Angela L. Storlie
City Clerk/Treasurer

Approved at the regular meeting held on the
8th day of April, 2014

Mayor