

AGENDA

CITY OF LEXINGTON REGULAR PARK BOARD MEETING April 4, 2016 – 6:30 P.M. 9180 Lexington Avenue Lexington, MN 55014

- 1. CALL TO ORDER**
 - A. Roll Call: Chairperson Mitlyng, Commissioners Ames, Hylton, Koch, Harris
- 2. CITIZENS FORUM**
- 3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**
- 4. LETTERS AND COMMUNICATION**
 - A. None
- 5. APPROVAL OF PARK BOARD MINUTES**
 - A. March 7, 2016

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- 6. ACTION ITEMS:**
 - A. Tot Park Plantings
 - a. Trees and Bushes – 1 to 2 of each
 - B. Discuss the other planting areas and plan clean up times.
- 7. NOTE COUNCIL MINUTES:**
 - A. March 3, 2016
 - B. March 17, 2016

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- 8. PARK BOARD INPUT**
- 9. ADJOURNMENT**

**CITY OF LEXINGTON
REGULAR PARK BOARD MEETING MINUTES
March 7, 2016 – 6:30 P.M.
9180 Lexington Avenue
Lexington, MN 55014**

1. CALL TO ORDER

A. Roll Call: Chairperson Mitlyng, Commissioners Ames, Hylton, Koch, Harris
Vice Chairperson Hylton called to order the Regular Park Board Meeting of the City of Lexington of March 7, 2016. Commissioners Present: Ames, Koch and Harris. Excused: Mitlyng. Also Present: Finance Director Meyer, Administrative Assistant McNamara and Councilmember Liaison DeVries.

2. CITIZENS FORUM

No one wished to address the park board.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

Motion was made by Commissioner Koch, seconded by Commissioner Harris, to approve the agenda as presented. Motion carried. Passed unanimously.

4. LETTERS AND COMMUNICATION

A. None

5. APPROVAL OF PARK BOARD MINUTES

A. February 1, 2016

Motion was made by Commissioner Ames, seconded by Commissioner Koch, to approve the Park Board Minutes of February 1, 2016. Motion carried. Passed unanimously.

6. ACTION ITEMS:

A. Tot Park Plantings

a. Trees and Bushes – 1 to 2 of each

It was requested that a tree count and location of existing trees/bushes be done so the group can further discuss the topic at the next Park Board meeting.

7. NOTE COUNCIL MINUTES:

A. January 21, 2016

B. February 4, 2016

C. February 18, 2016

8. PARK BOARD INPUT

Park Board members inquired about the status of grant applications for the Parks Masterplan with the announcement of the resignation of Finance Director Meyer. Finance Director Meyer stated that all grant research would be put on hold until the new Finance Director is hired.

Park Board members inquired about the City's dog licensing regulations, start date of the Farmer's Market, and when and where the public meetings for I-35W expansion will take place.

9. ADJOURNMENT

Motion was made by Commissioner Hylton, seconded by Commissioner Ames, to adjourn the Regular Park Board Meeting of March 7, 2016. Motion carried. Passed unanimously.

CITY OF LEXINGTON
REGULAR COUNCIL MEETING
MARCH 3, 2016 – 7:00 P.M.
9180 LEXINGTON AVENUE

1. CALL TO ORDER: – Mayor Kurth

- A. Roll Call - Council Members: DeVries, Hughes, Payment, Plasch

Mayor Kurth called to order the Regular City Council meeting for March 3, 2016 at 7:00 p.m. Councilmember's present: Devries, Hughes, Payment, and Plasch. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Tina Meyer, Finance Director; Gary Grote, Fire Chief; Chris Diebold and Larry Ranallo from Cowboy's Saloon; Ron Wasmund and Scott Jensen from Inspectron Inc.; Sara Moore, Quad Press.

2. CITIZENS FORUM

No citizens were present to address the Council.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

Petracek explained that item C of the Consent Agenda needs to be removed. Discussion ensued.

Councilmember Devries made a motion to approve the agenda with the removal of item C of the Consent Agenda. The motion was seconded by Councilmember Payment. Motion carried 5-0.

4. INFORMATIONAL REPORTS:

- A. Airport (Councilmember Plasch) – *Councilmember Plasch had nothing to report*
- B. Cable Commission (Councilmember Payment) – *Councilmember Payment had nothing to report*
- C. City Administrator (Bill Petracek) – *Petracek explained that Tina Meyer has given her notice of resignation effective April 4, 2016. Discussion ensued. Petracek also provided an update on the brochure being developed by the Quad Press that will be distributed to promote the Section 4AAA Girl's Fastpitch tournament in May. Discussion ensued.*
- D. Building Official (Ron Wasmund)
- Ron Wasmund, Building Official, introduced Scott Jensen, Building Inspector, to the Council. Wasmund stated he wanted Mr. Jensen to provide the report to the Council, since he is the person doing the work.*
- Scott Jensen explained how the rental housing inspection, building inspection, and property maintenance inspection process has been going. Discussion ensued. Hughes asked when the rental housing inspection process would be completed.*

Jensen explained that he feels it should be completed in June or July of next year. Discussion ensued.

5. LETTERS AND COMMUNICATIONS:

- A. Public Notice – Closed Executive Session – March 3, 2016
- B. Public Notice – March 17, 2016 Council Workshop meeting rescheduled to March 3, 2016
- C. Council Workshop meeting minutes – February 18, 2016
- D. Planning & Zoning meeting minutes – February 9, 2016
- E. Circle Pines Mayor Dave Bartholomay – Patriot Ride – July 9, 2016
- F. North Metro TV – January 2016 Update
- G. Forest Lake Area Chamber of Commerce – Lunch with Congressman Tom Emmer, Friday April 1, 2016

No discussion on Letters and Communications.

6. CONSENT ITEMS:

- A. Recommendation to Approve Council Minutes:
Council Meeting – February 18, 2016
- B. Recommendation to Approve Claims and Bills:
Check #'s 13417 through 13417
Check #'s 40488 through 40529

A motion was made by Councilmember Hughes to approve the consent agenda items. The motion was seconded by Councilmember Payment. Motion carried 5-0.

7. ACTION ITEMS:

- A. Recommendation to approve Liquor License application for
Mr. Arthur's, Inc. DBA Cowboy's Saloon pending successful background
check conducted by CL.

A motion was made by Councilmember Devries to approve the liquor license application for Mr. Arthur's Inc. DBA Cowboy's Saloon pending successful background check conducted by the police department. The motion was seconded by Councilmember Plasch. Motion carried 5-0.

Chris Diebold from Cowboy's introduced Larry Ranallo, the new owner of Cowboy's Saloon. He provided the Council an explanation for the sale of Cowboy's Saloon. Mr. Ranallo provided the Council his background in the hospitality industry. He stated

that his family has been running bars and restaurants for many years. Discussion ensued.

- B. Recommendation to approve hiring of Firefighter Scott Parenteau
to the Lexington Fire Department

Councilmember Payment asked the Chief Grote since we are not paying for the fire training, how long will it take to get this recruit through the academy. Chief Grote replied by saying we want to bring Mr. Parenteau onto the department and work with him a while before we invest a lot of money in him by sending him through the academy and purchasing gear for him. Discussion ensued.

A motion was made by Councilmember Devries to approve the hiring of Firefighter Scott Parenteau to the Lexington Fire Department. The motion was seconded by Councilmember Hughes. Motion carried 5-0.

8. MAYOR AND COUNCIL INPUT

No input from the Mayor or Council

9. ADMINISTRATOR INPUT

No Input from the City Administrator

10. CONVENE FOR CLOSED EXECUTIVE SESSION - ATTORNEY CLIENT PRIVILEGES MATTERS

A motion was made by Councilmember Hughes to convene for closed executive session – attorney client privileges matters at 7:25 p.m. The motion was seconded by councilmember payment. motion carried 5-0.

11. RECONVENE FROM CLOSED SESSION

The Council reconvened into open session at 7:52 p.m. Attorney Glaser stated we were in closed session to discuss Parkview litigation.

12. ADJOURNMENT

A motion was made by Councilmember Devries to adjourn the meeting at 7:53 p.m. The motion was seconded by Councilmember Payment. Motion carried 5-0.

I hereby certify that the March 3, 2016, Regular City Council Minutes as presented, were approved by the Lexington City Council on March 17, 2016.

Bill Petracek
City Administrator

/bp

Unapproved
CITY OF LEXINGTON
REGULAR COUNCIL MEETING
MARCH 17, 2016 – 7:00 P.M.
9180 LEXINGTON AVENUE

1. CALL TO ORDER: – Mayor Kurth

- A. Roll Call - Council Members: DeVries, Hughes, Payment, Plasch

Vice Mayor Payment called to order the Regular City Council meeting for March 17, 2016 at 7:00 p.m. Councilmember's present: Devries, Hughes, and Plasch. Excused absence: Mayor Kurth. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Tina Meyer, Finance Director; Mark Vanderbloomer, Assistant Fire Chief.

2. CITIZENS FORUM

No citizens were present to address the Council.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

Councilmember Devries made a motion to approve the agenda as typewritten. The motion was seconded by Councilmember Hughes. Motion carried 4-0.

4. LETTERS AND COMMUNICATIONS:

- A. Public Notice - Fire Department Awards
- B. Council Workshop meeting minutes – March 3, 2016
- C. Planning and Zoning meeting minutes – March 8, 2016
- D. North Metro TV February 2016 Update
- E. Allina Health EMS Community Report 2015
- F. Public Notice – Closed Executive Session March 17, 2016
- G. Park Board meeting minutes – March 7, 2016

No discussion on Letters and Communications

5. CONSENT ITEMS:

- A. Recommendation to Approve Council Minutes:
Council Meeting – March 3, 2016
- B. Recommendation to Approve Claims and Bills:
Check #'s 13418 through 13418

Check #'s 10746 through 10770
Check #'s 10771 through 10789

VOID #10758

A motion was made by Councilmember Plasch to approve the consent agenda items. The motion was seconded by Councilmember Hughes. Motion carried 4-0.

6. ACTION ITEMS:

A. Recommendation to appoint Gary Groan for Interim Finance Director

Petracek explained that Gary Groan has agreed to be the interim finance director and to help us train the new person. He stated that he would be here approximately 8 hours/week until the new person is hired, and then would spend more time training the person. Hughes asked if 8 hours/week is enough. Petracek stated that we have temporarily delegated some of the finance director's responsibilities to Mary and Peggy like payroll and accounts payable and Groan would take care of the rest.

Meyer explained that city hall staff has been cross trained on payroll and accounts payable. She added that her final date may be April 5th or 6th so that the utility billing can be completed. Discussion ensued.

Councilmember Hughes made a motion to approve Gary Groan as the interim finance director. The motion was seconded by Devries. Motion carried 4-0.

**B. Recommendation to approve salary range of \$55,000.00 to \$65,000.00
for Finance Director Recruitment process.**

Petracek discussed the salary range and recruitment process to fill the finance director position. Discussion ensued.

A motion was made by Councilmember Devries to approve the salary range of \$55,000 to \$65,000 for the finance director recruitment process. The motion was seconded by Hughes. Motion carried 4-0.

C. Recommendation to approve Citizen Survey

Finance Director Meyer explained the recommended citizen survey that was developed through the League of Minnesota's website to evaluate our public safety services – police, fire, and building inspections. She explained that the process is free and once the survey is completed, LMC will send us the results. Discussion ensued.

Attorney Glaser asked if the questions were the League's questions or were they customized questions. Meyer responded by saying the questions were from a pool of LMC's questions. Discussion ensued.

Glaser questioned if the survey will be adequate and maybe consider hiring a consultant to help us with the survey. Councilmember Devries stated that we should start with the survey conducted by LMC because it is free, and if the results are inadequate, we would move to hiring a consultant. Discussion ensued.

A motion was made by Councilmember Devries to approve the citizen's survey to evaluate the public safety services in Lexington. The motion was seconded by Plash. Motion carried 4-0.

D. Recommendation to approve Resolution NO. 16-07 A Resolution Increasing
The Pension Plan For The Lexington Firemen's Relief Association

Devries questioned if the money to increase the fireman's pension was in our account. Discussion ensued. Assistant Fire Chief Vanderbloomer provided the Council some history on the State fireman's pension fund and how it operates. Discussion ensued.

Hughes asked if by increasing the pension for fireman would increase the contribution the city would need to make to the fund. Finance Director Meyer explained that the city budgeted \$7,000 in 2016, and would need to budget \$10,000 in 2017. Discussion ensued.

Councilmember Devries made a motion to approve Resolution No. 16-07 – a resolution increasing the pension plan for the Lexington Fireman's Relief Association. The motion was seconded by Councilmember Plash. Motion carried 4-0.

E. Recommendation to approve City Phone System

Meyer explained the memo with the amended quotes, which shows a decrease to the quote provided by Marco, which would make them the lower bid amount than what was recommended. Discussion ensued.

A motion was made by Councilmember Devries to approve the low quote from Marco in the amount of \$8,071.06, not to exceed \$13,000. The motion was seconded by Councilmember Hughes. Motion seconded by Councilmember Hughes. Motion carried 4-0.

7. MAYOR AND COUNCIL INPUT

No input from the Vice Mayor or Council

8. ADMINISTRATOR INPUT

Petracek discussed the draft graphics of the new website.

9. CONVENE FOR CLOSED EXECUTIVE SESSION - ATTORNEY
CLIENT PRIVILEGED MATTERS

Attorney Glaser stated he had nothing to report in Closed session and recommended not going into closed session.

10. RECONVENE FROM CLOSED SESSION

11. ADJOURNMENT

A motion was made by Councilmember Devries to adjourn the meeting at 7:24 p.m. The motion was seconded by Councilmember Payment. Motion carried 4-0.