

## **AGENDA**

### **CITY OF LEXINGTON REGULAR PARK BOARD MEETING AGENDA 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
- 2. CITIZENS FORUM**
- 3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**
- 4. LETTERS AND COMMUNICATION**
  - A. None
- 5. APPROVAL OF PARK BOARD MINUTES**
  - A. February 1, 2016 pg. 1-2
- 6. ACTION ITEMS:**
  - A. Tot Park Plantings
    - a. Trees and Bushes – 1 to 2 of each
- 7. NOTE COUNCIL MINUTES:**
  - A. January 21, 2016
  - B. February 4, 2016
  - C. February 18, 2016 pg. 3-6  
pg. 7-10  
pg. 11-14
- 8. PARK BOARD INPUT**
- 9. ADJOURNMENT**

**CITY OF LEXINGTON  
REGULAR PARK BOARD MEETING MINUTES  
February 1, 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  
*Chairperson Mitlyng called to order the Regular Park Board Meeting of the City of Lexington of February 1, 2016. Commissioners Present: Ames, Koch and Harris. Excused: Hylton. Also Present: Finance Director Meyer 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 Ames, seconded by Commissioner Koch, to approve the agenda as presented. Motion carried. Passed unanimously.*

**4. LETTERS AND COMMUNICATION**

A. Signed Memorandum of Understanding with Centennial Lakes  
Little League

**5. APPROVAL OF PARK BOARD MINUTES**

A. January 4, 2016  
*Motion was made by Commissioner Koch, seconded by Commissioner Harris, to approve the Park Board Minutes of January 4, 2016. Motion carried. Passed unanimously.*

**6. ACTION ITEMS:**

A. Park Masterplan Updates  
Engineering Construction Documents  
*Finance Director Meyer presented a preliminary drawing from MSA showing the updates to DuWayne Park. Sarah McDonald, MSA, would like to get design elements verified before she begins on the Construction Documents for the park infrastructure.*

*It was noted that there was not a park light shown on the plan. Members asked if shelter lights could be added that would stay on permanently as a safety feature. Shelter lights instead of a standard pole light would ensure that the lighting would not interfere with the neighboring residents.*

*It was also requested that the drinking fountain be moved closer to the community gardens so it can also service the gardens.*

*Finance Director Meyer will contact the engineer with the Park Board requests.*

Grant Proposals

*Finance Director Meyer stated that without construction documents it was difficult to write grant proposals because the scope of work and cost has yet to be defined.*

Concession and Storage Facilities

*The concession and storage facilities at Memorial Park will not be addressed in 2016. The State High School softball tournament will take place for the first time and it is unknown how this event will impact the park. Once it has been determined how the tournament will work, coordination efforts for park improvements between Centennial Lakes Little League, Summer Fun Program, and State High School tournament can begin.*

B. Fire Station Planter

*Finance Director Meyer stated that she has been contacted by the Project Engineer for the Fire Station Renovations and the planting area will be corrected in the spring.*

7. NOTE COUNCIL MINUTES:

A. January 7, 2016

8. PARK BOARD INPUT

*None.*

9. ADJOURNMENT

*Motion was made by Commissioner Harris, seconded by Commissioner Koch, to adjourn the Regular Park Board Meeting of February 1, 2016. Motion carried. Passed unanimously.*

**CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
JANUARY 21, 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 January 21, 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; Steve Winter, City Engineer; Gary Grote, Fire Chief; Centennial High School Students; Lou Suski, Gaughan Realtor; Lori Knudson.*

**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 Plasch. Motion carried 5-0.*

**4. LETTERS AND COMMUNICATIONS:**

- A. North Metro TV – December 2015 Update
- B. Northern States Power Company (Xcel Energy) request to Minnesota Public Utilities Commission to increase rates for electric service in Minnesota
- C. Rice Creek Watershed District – Notice of Public Hearing
- D. Anoka County Parks and Community Services – Connection January Volume 23 Issue 1
- E. City of Lexington Regular Park Board Meeting Minutes – January 4, 2016

*No discussion on Letters and Communications*

**5. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – January 7, 2016
- B. Recommendation to Approve Claims and Bills:  
Check #'s 40346 through 40397  
Check #'s 10668 through 10702
  - Financial Reports



- Cash Balances
- Fund Summary – Budget to Actual

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

## 6. ACTION ITEMS:

- A. Memorandum of Understanding - FY 15 Assistance to Firefighter Grant matched at \$2,394.00

*Mayor Kurth explained that if this grant is awarded and the teleconferencing equipment is purchased for the fire station, members of the fire department would have the capabilities to receive and provide training from and to fire departments on a nationwide level. He explained that this would cut down on the need for firefighters to travel long distances to receive appropriate training. Discussion ensued.*

*A motion was made by Councilmember Devries to approve the Memorandum of Understanding – Assistance to firefighter grant matched at \$2,394.00. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

- B. Request to approve purchase of PermitWorks – Code Enforcement Module not to exceed \$9,000.00

*A motion was made by Councilmember Devries to approve the purchase of PermitWorks – Code Enforcement Module not to exceed \$9,000.00. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

- C. Recommendation to approve City Hall Roof Replacement, Maintenance Free Fascia and Soffit Installation bid to Royal Roofing not to exceed \$37,000.00

*Mayor Kurth questioned the bid comparison regarding the decking inspection and the cost to replace damaged decking at \$2.40 per sq. ft. Kurth believes that it would be a large added expense beyond the bid, and feels that price should be lower, possibly \$1.20 per sq. ft. Discussion ensued. Councilmember Hughes suggested approving the bid with a \$2.00 per sq. ft. price to replace decking.*

*A motion was made by Councilmember Hughes to approve the City Hall Roof Replacement, Maintenance Free Fascia and Soffit Installation bid to Royal Roofing in the amount of \$32,583.00 contingent upon Royal Roofing lowering the decking replacement rate of \$2.40/sq. ft. to \$2.00/sq. ft. The motion was seconded by Councilmember Devries. Motion carried 5-0.*

*Petracek asked the Council if Royal Roofing doesn't lower their rate, what would they want the staff to do. Mayor Kurth recommended bring all bids back to the Council for*

*discussion. The rest of the Council concurred. Petracek stated he would place an item on the next agenda if Royal Roofing does not accept this price.*

- D. Recommendation of Lexington Park Board to approve Centennial Lakes Little League request for use of ball fields at Lexington Memorial Park

*A motion was made by Councilmember Payment to approve Centennial Lakes Little League request for the use of the ball fields at Lexington Memorial Park for 2016. The motion was seconded by Councilmember Plasch. Motion carried 5-0.*

- E. Recommendation to approve Payment Request #4 for Fire Station Project in the amount of \$14,495.59

*A motion was made by Councilmember Devries to approve payment request #4 for fire station project in the amount of \$14,495.59. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

*Devries questioned the warranty on the new roof on the fire station. Steve Winters, City Engineer, stated it is a 10-15 year warranty. The Council discussed the punch list items from the final inspection.*

- F. Recommendation to approve Carbone's (Robert Karas) Liquor License Violation Fine

*Attorney Glaser asked the Council to table this item until next meeting. No action was taken.*

## 7. MAYOR AND COUNCIL INPUT

- Councilmember Plasch provided the Council an update on his health issues.*
- Mayor Kurth explained the ice skating rink in Memorial Park is open.*

## 8. ADMINISTRATOR INPUT

*Petracek stated that the Planning & Zoning Commission held a public hearing the previous night on a proposed amendment to the City's off-street parking regulations. He added there may be a possibility that Councilmember's would receive phone calls from property owner's lobbying against the proposed regulations. He added that they are still in the process of developing the proposed ordinance.*

## 9. ADJOURNMENT

*A motion was made by Councilmember Devries to adjourn the meeting at 7:21 p.m. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

*I hereby certify that the January 21, 2016, Regular City Council Minutes as presented, were approved by the Lexington City Council on February 4, 2016.*

*Bill Petracek*  
*City Administrator*  
/bp



CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
FEBRUARY 4, 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 February 4, 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; Mark Vanderbloomer, Assistant Fire Chief; Jerome Adams, MNDOT; Centennial School District Students.*

2. CITIZENS FORUM

*No citizens were present to address the Council.*

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

*Councilmember Payment made a motion to approve the agenda with an addition of item 8(E) on the agenda to discuss City Council schedule for the Parkview Hearing being held on February 19, 2016. The motion was seconded by Councilmember Devries. Motion carried 5-0.*

4. I 35 MN PASS UPDATE –

JEROME ADAMS (MNDOT)

*Jerome Adams from MNDOT provided a presentation updating the City Council on the I35W Mnpass lane process. Adams explained that the decision has been made to use concrete instead of asphalt. He explained that it is more expensive, but due to its durability and lower maintenance MNDOT felt it was better for the project. Discussion ensued.*

*Adams stated that MNDOT is planning to do some spot improvements along the I35W corridor with estimated costs upward of \$200 million. Discussion ensued.*

*Adams further explained the proposed noise walls that will affect Lexington citizens. He discussed the voting process and public meetings process for the noise wall proposals. Discussion ensued.*

*The consensus of the Council was to hold the public meetings for the noise wall proposals close to the residents affected by the noise walls at either Rasmussen College or Eagle Brook Church.*



**5. INFORMATIONAL REPORTS:**

- A. Airport (Councilmember Plasch) – *Councilmember Plasch explained the 2016 Aviation Days*
- B. Cable Commission (Councilmember Payment) *Councilmember Payment provided an update on the Cable Joint Powers Agreement (JPA) amendment and the bonding for the HD upgrades.*
- C. City Administrator (Bill Petracek) *Petracek explained that the staff had Active Shooter Training provided by Sergeant Bill Jacobson of the Centennial Lakes P.D. and asked the Council if they would be interested having the training at a workshop. Discussion ensued. The consensus was to have the training at a future workshop.*

*Petracek also asked the Council if they have any questions about the agenda or packet to contact him or Tina prior to the meeting in the event more research would need to be done to answer the question prior to the Council meeting.*

**6. LETTERS AND COMMUNICATIONS:**

- A. Council Workshop meeting minutes – January 21, 2016
- B. Royal Roofing – City Hall roofing contract
- C. MSA – List of Items to Be Corrected- Fire Station Project
- D. Planning & Zoning meeting minutes – January 20, 2016
- E. Anoka County Environmental Services – Non Profit Organizations –  
Temporary Food Licensing Fee

*Some discussion on items B and E.*

**7. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – January 21, 2016
- B. Recommendation to Approve Claims and Bills:  
Check #'s 13416 through 13416  
Check #'s 40398 through 40344  
Check #'s 10703 through 10721

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

## 8. ACTION ITEMS:

- A. Recommendation to approve Carbone's (Robert Karas) Liquor License Violation Fine

*Attorney Glaser asked the Council to table this item again. Glaser explained that the Karas' are retired and living in Las Vegas. He added that they are not trying to blow-off the City Council meeting; they just haven't been able to get here from Vegas for the appointment. They do intent to address the Lexington City Council regarding their liquor violation. Discussion ensued. No action taken.*

- B. Recommendation to approve ezTask as new website vendor for \$4990.00

*Mayor Kurth asked the Council to consider approving the bid from Govoffice due to the cost difference of webhosting per month between ezTask bid and Govoffice - \$1,300/month.*

*Tina Meyer, Finance Director, explained the reason she is recommending ezTask for our new website is due the ease of updating it over Govoffice, which is what Lexington currently has for their website. Discussion ensued. Meyer also explained that ongoing maintenance is difficult with the current website and ezTask is much easier for someone without an IT background to maintain.*

*Councilmember Hughes asked how much the cost of savings would be on labor to maintain the website with Eztask. Discussion ensued.*

*Councilmember Devries stated he feels it makes more sense to go with Eztask to cut back on the staff time and eliminate other software maintenance.*

*A motion was made by Councilmember Devries to approve ezTask as the new website vendor in the amount of \$4,990.00. The motion was seconded by Councilmember Hughes. The motion carried 5-0.*

- C. Recommendation to approve Installation of City Hall Cabling for \$3870.00.

*Finance Director Meyer explained this cabling is needed for the new phone system that will be installed in 2016. Discussion ensued.*

*Councilmember Hughes made a motion to approve the installation of City Hall cabling by Popp Communications in the amount of \$3,870.00. The motion was seconded by Councilmember Payment. Motion carried 5-0.*

D. Request for Cost Analysis for Benefit Level Change for Firefighters

*Mayor Kurth provided an explanation for the request to study the need to increase the retirement benefit levels for our firefighters. He explained that there would be no cost to the City if the study would show that benefits could be raised without increasing the amount the City contributes. Discussion ensued.*

*Assistant Fire Chief Mark Vanderbloomer explained that the pension benefits haven't been increased in 6-12 years. Discussion ensued.*

*Mayor Kurth asked Attorney Glaser if he should abstain from the vote, as he may benefit financially from the study being conducted. Discussion ensued.*

*A motion was made by Councilmember Devries to approve conducting a cost analysis for benefit level change for Lexington Firefighters. The motion was seconded by Councilmember Hughes. Motion carried 3-0. Mayor Kurth and Councilmember Payment abstained from the vote.*

E. Discuss City Council Schedule for Parkview Hearing on February 19, 2016

*Attorney Glaser asked the Council about the availability of the members to attend the Parkview hearing on February 19, 2016. He explained there are two options: 1. The entire Council can attend, or 2. The Council can empower a subset of the Council to make decisions at the hearing. Discussion ensued.*

*Councilmember Hughes asked Attorney Glaser if he thought there would be more influence if the entire City Council attended. Discussion ensued. Glaser suggested making a decision at this meeting.*

*A motion was made by Councilmember Hughes to appoint Mayor Kurth to make decisions at the Parkview Hearing on behalf of the Lexington City Council. The motion was seconded by Councilmember Devries. Motion carried 5-0.*

9. MAYOR AND COUNCIL INPUT

*Councilmember Devries asked Finance Director Meyer if the Park Board issues had been addressed. Meyer stated they had.*

*Councilmember Plash updated everyone on his health issues.*

10. ADJOURNMENT

*A motion was made by Councilmember Devries to adjourn the meeting at 8:11 p.m. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*



**CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
FEBRUARY 18, 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 February 18, 2016 at 7:00 p.m. Councilmember's present: Devries, Hughes, and Payment. Excused absence: Councilmember Plasch. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Tina Meyer, Finance Director; Sergeant Chris Carlson, Centennial Lakes P.D.; Bob & Teresa Karas, former Carbone's owner; Heidi Nelson, executive director, Northmetro TV; Nick Anhut, Ehler's & Associates.*

**2. CITIZENS FORUM**

*Sergeant Chris Carlson presented the preliminary 2015 police report for the City of Lexington. He stated that they weren't the final numbers, but he feels they are accurate enough to provide the City Council an update. Discussion ensued.*

**3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**

*Councilmember Payment 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. Park Board meeting minutes – February 1, 2016  
B. Public Notice – Closed Executive Session - February 18, 2016  
C. MSA – Proposed 2016 Fees

*No discussion or comments on Letters and Communications.*

**5. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – February 4, 2016  
B. Recommendation to Approve Claims and Bills:  
Check #'s 40444 through 40487  
Check #'s 10722 through 10745  
C. Financial Reports



- Cash Balances
- Fund Summary – Budget to Actual

D. Anoka County 2016 Residential Recycling Agreements

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

6. ACTION ITEMS:

A. Carbone's Liquor License Violation.

*City Attorney Glaser provided an overview of the 'sting' that was conducted by the police department where a Carbone's Restaurant server sold alcohol to an underage drinker, which is considered a liquor license violation.*

*Bob and Teresa Karas were present to address the Council regarding this liquor license violation. Discussion ensued. Bob Karas explained that the server was terminated within minutes following their notification of the violation. Discussion ensued.*

*Attorney Glaser explained the liquor license ordinance and what the City Council can do to issue punishment for the liquor violation on the former owners of Carbone's. Discussion ensued.*

*Mayor Kurth made a motion to issue a \$1,000 administrative penalty for the Carbone's liquor license violation. The motion was seconded by Councilmember Devries. Motion carried 4-0.*

B. Recommendation to approve Resolution NO. 16-05 A Resolution Regarding Amendment Of The Amended Joint And Cooperative Agreement For The Administration Of A Cable Communications System To Amend The Commission's Authority To Issue Bonds, Obligations And Other Forms Of Indebtedness And To Modify The Member Cities' Use Of Certain Franchise Fees.

*Heidi Nelson from North Metro Television (NMTV), and Nick Anhut from Ehler's & Associates were present to provide an overview of Resolution No. 16-05 and Resolution No. 16-06.*

*Nelson explained that in order for NMTV to improve their technology to HDTV, all member cities of the joint powers agreement (JPA) must approve the bond resolutions. Nelson provided an explanation for upgrading to HDTV technology. She stated that by approving the resolutions will allow the City of Circle Pines to bond for the equipment upgrades on behalf of NMTV. Nelson also stated that by adopting the resolutions will provide the Cable Commission two authorities through the Joint Powers Agreement*

*(JPA) to bond with less restriction; it also changes how member cities are allowed to spend their franchise fees. Discussion ensued.*

*Nick Anhut, Ehler's & Associates explained the process of issuing the debt on behalf of the Cable Commission. He further explained the process involving the City of Circle Pines and the reason they would be issuing the debt on behalf of the Cable Commission for the HDTV upgrades. Discussion ensued.*

*Councilmember Hughes made a motion to approve Resolution NO. 16-05 A Resolution regarding amendment of the amended joint and cooperative agreement for the administration of a cable communications system to amend the commission's authority to issue bonds, obligations and other forms of indebtedness and to modify the member cities' use of certain franchise fees. The motion was seconded by Councilmember Payment. Motion carried 4-0.*

C. Memo – Nick Anhut, Ehlers & Associates regarding Proposed G.O. Financing for Capital Equipment.

*A motion was made by Councilmember Devries to acknowledge a memo from Nick Anhut, Ehlers & Associates regarding the proposed G.O. Financing for capital equipment. The motion was seconded by Councilmember Payment. Motion carried 4-0.*

D. Recommendation to approve Resolution NO. 16-06 A Resolution Concurring The Issuance Of The \$ \_\_\_\_\_ General Obligation Capitol Notes, Series 2016A By The City Of Circle Pines, Minnesota, And Authorizing Execution Of A \$ \_\_\_\_\_ General Obligation Capital Note, Series 2016A And Levying A Tax For The Payment Thereof.

*A motion was made by Councilmember Devries to approve Resolution NO. 16-06 A Resolution concurring the issuance of the amount not to exceed \$265,000 General Obligation Capitol Notes, Series 2016A By The City Of Circle Pines, Minnesota, and authorizing execution of an amount not to exceed \$37,105 General Obligation Capital Note, Series 2016A and levying a tax for the payment thereof. The motion was seconded by Councilmember Hughes. Motion carried 4-0.*

E. Recommendation to approve Position Description –

- Public Works Maintenance Worker Part-Time, Seasonal

*Tina Northcutt, Finance Director, provided an overview of the public works maintenance part-time, seasonal employee job description. Discussion ensued. Councilmember Devries asked if the City does pre-employment drug and alcohol screening. Northcutt explained that the City does not do alcohol and drug-testing. Petracek stated that this would be something that would need to be negotiated with the CBA for union employees. Discussion ensued.*

*Petracek stated they would bring something forward regarding an alcohol and drug testing policy for the City of Lexington.*

*A motion was made by Councilmember Devries to approve the position description for the public works maintenance worker, part-time, seasonal. The motion was seconded by Councilmember Hughes. Motion carried 4-0.*

#### **7. MAYOR AND COUNCIL INPUT**

*Devries asked why there was no flag on the flagpole at the fire station. Discussion ensued.*

*No further discussion.*

#### **8. ADMINISTRATOR INPUT**

*No input from the city administrator.*

#### **9. CONVENE FOR CLOSED EXECUTIVE SESSION - ATTORNEY CLIENT PRIVILEGES MATTERS**

*A motion was made by Councilmember Devries to convene into closed session at 7:59 pm to discuss attorney client privileged matters. The motion was seconded by Councilmember Hughes. Motion carried 4-0.*

#### **10. RECONVENE FROM CLOSED SESSION**

*The City Council reconvened from closed session at 8:31 pm.*

#### **11. ADJOURNMENT**

*A motion was made by Councilmember Devries to adjourn the meeting at 8:32 p.m. The motion was seconded by Councilmember Payment. Motion carried 4-0.*