

**UNAPPROVED**

**CITY OF BLAINE  
ANOKA COUNTY, MINNESOTA  
CITY COUNCIL MEETING  
Thursday, February 7, 2019**

7:30 P.M.  
Council Chambers  
10801 Town Square Drive

**CALL TO ORDER BY MAYOR RYAN**

The meeting was called to order at 7:30 p.m. by Mayor Ryan followed by the Pledge of Allegiance and the Roll Call.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:** Mayor Tom Ryan, Councilmembers Wes Hovland, Julie Jeppson, Richard Paul, and Jess Robertson.

**ABSENT:** Councilmember Andy Garvais and Dick Swanson.

Quorum Present.

**ALSO PRESENT:** City Manager Clark Arneson; Planning and Community Development Director Bryan Schafer; Public Works Director Jon Haukaas; Police Chief/Safety Services Manager Brian Podany; Finance Director Joe Huss; Economic Development Coordinator Erik Thorvig; Public Services Manager/Assistant City Manager Bob Therres; City Attorney Patrick Sweeney; City Engineer Dan Schluender; Senior Engineering Technician Al Thorp; Water Resources Manager Rebecca Haug; Communications Technician Roark Haver; Communications Coordinator Ben Hayle; and City Clerk Catherine Sorensen.

**APPROVAL OF MINUTES**

Closed Workshop Meeting – January 10, 2019

Workshop Meeting – January 10, 2019

Workshop Meeting – January 17, 2019

Regular Meeting – January 17, 2019

Special City Council Meeting – January 24, 2019

Moved by Councilmember Jeppson, seconded by Councilmember Hovland, that the Minutes of Closed Workshop Meeting of January 10, 2019, the Minutes of Workshop Meeting of January 10, 2019, the Minutes of Workshop Meeting of January 17, 2019, the Minutes of the Regular Meeting of January 17, 2019, and the Minutes of the Special City Council Meeting of January 24, 2019 be approved.

Motion adopted unanimously.

## **AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS**

### **5.1 Accept Anonymous Donation for UTV**

Safety Services Manager/Police Chief Podany stated in the 2019 budget, there is a UTV budgeted for the Police Department. In late 2018 Chief Podany applied for a competitive grant from an anonymous donor against other law enforcement agencies in the area. The City of Blaine was selected as a grant recipient to receive \$15,000.

Mayor Ryan stated he really appreciated the donor assisting the City with this purchase.

Moved by Councilmember Jeppson, seconded by Councilmember Robertson, that the City Council accept the \$15,000 donation for a UTV.

Motion adopted unanimously.

## **COMMUNICATIONS**

Mayor Ryan thanked the volunteers at Hope Food Shelf for serving 28,000 people in 2018. He reported 1.5 million pounds of food was donated to this organization last year.

Mayor Ryan congratulated Kwik Trip on their recent grand opening.

## **OPEN FORUM FOR CITIZEN INPUT**

Mayor Ryan opened the Open Forum at 7:40 p.m.

There being no input, Mayor Ryan closed the Open Forum at 7:40 p.m.

## **ADOPTION OF AGENDA**

The agenda was adopted as presented.

## **APPROVAL OF CONSENT AGENDA:**

Councilmember Jeppson requested the removal of agenda item 9.2.

Councilmember Hovland requested the removal of agenda item 9.5 and item 9.7.

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, that the following be approved:

9.1 Motion 19-27, Schedule of Bills Paid.

~~9.2 Motion 19-28, Furniture Purchase Emergency Operations Center.~~

9.3 Motion 19-29, Authorize Distribution of Bicycles.

9.4 Motion 19-30, Approve a Temporary On-Sale Intoxicating Liquor License for Church of St. Timothy's Valentine's Dinner, 707-89<sup>th</sup> Avenue NE.

9.5 Motion 19-31, Authorize Change Order No. 1 in the Amount of \$9,225.07 for Dunkirk Street Improvements for Additional Work Performed, Improvement Project No. 16-15.

9.6 Motion 19-32, Approve 2019 Capital Equipment Purchases in the Amount of \$259,052.96.

9.7 Motion 19-33, Approve 2017 DNR Water Appropriation Permit.

9.8 Motion 19-34, Approve Purchase from Keltek Inc. for Semi-Rugged Laptop Computers and Vehicle Mounting Hardware.

Motion adopted unanimously.

9.2 Motion 19-28, Furniture Purchase – Emergency Operations Center.

Councilmember Jeppson confirmed that furniture purchased for the Emergency Operations Center would match the rest of the furniture within City Hall. Safety Services Manager/Police Chief Podany reported the same style of furniture would be purchased for the EOC.

Moved by Councilmember Jeppson, seconded by Mayor Ryan, that Motion 19-28, "Furniture Purchase – Emergency Operations Center," be approved.

Motion adopted unanimously.

9.5 Motion 19-31, Authorize Change Order No. 1 in the Amount of \$9,225.07 for Dunkirk Street Improvements for Additional Work Performed, Improvement Project No. 16-15.

Councilmember Hovland stated he did not recall seeing a Changer Order for this type of work in the past. He requested further information from staff as to why an additional \$10,000 was being requested for Improvement Project No. 16-15. City Engineer Schluender stated additional work was done on the project above and beyond the 10% contingency.

Councilmember Hovland questioned why the overage was not brought back to the Council for consideration prior to the work being done. Mr. Schluender explained the work remaining was very small and the contractor was onsite so staff directed the contractor to complete the work. He reported if staff had waited to receive Council approve the work would have been delayed to the spring of 2019.

Councilmember Hovland commented with most projects staff comes in at or under budget and asked how this estimate was different. Mr. Schluender stated a portion of curb and gutter had to be removed in order to address additional drainage concerns which increased the cost of the project.

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, that Motion 19-31, "Authorize Change Order No. 1 in the Amount of \$9,225.07 for Dunkirk Street Improvements for Additional Work Performed," be approved.

Motion adopted unanimously.

**9.7 Motion 19-33, Approve 2018 DNR Water Appropriation Permit.**

Councilmember Hovland commented he removed this item in order for staff to provide the public with more information on the DNR Water Appropriation Permit. Public Works Director Haukaas discussed the DNR Water Appropriation Permit in detail with the Council noting the City had to pay the DNR for the amount of water that they pump each year.

Moved by Mayor Ryan, seconded by Councilmember Hovland, that Motion 19-33, "Approve 2018 DNR Water Appropriation Permit," be approved.

Motion adopted unanimously.

**7:30 P.M. - PUBLIC HEARINGS AND ITEMS SET FOR A CERTAIN TIME****10.1 Motion 19-35, Approve a Private On-Sale and Sunday Liquor License for Kintaro 888, Inc., dba Kintaro Hibachi & Sushi located at 10340 Baltimore Street NE, Suite #100, Blaine, Minnesota.**

City Clerk Sorensen stated Yanfei Lin, owner and applicant for Kintaro 888, Inc., dba Kintaro Hibachi & Sushi, has submitted an application for a Private On-Sale and Sunday liquor license for the facility located at 10340 Baltimore Street NE, Suite #100, Blaine, Minnesota. The applicant has submitted a completed license application, the license fee of \$6,000, a \$500 background fee, the required certificate of insurance for liquor liability and all required forms and documents have been received and are on file in our office. The Police Department background investigation is currently in process on this individual. The license, if approved, would be valid until June 30, 2019 and eligible for renewal July 1, 2019.

Mayor Ryan opened the public hearing at 7:47 p.m.

There being no public input, Mayor Ryan closed the public hearing at 7:47 p.m.

Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Motion 19-35, "Approve a Private On-Sale and Sunday Liquor License for Kintaro 888, Inc., dba Kintaro Hibachi & Sushi located at 10340 Baltimore Street NE, Suite #100, Blaine, Minnesota," be approved.

Motion adopted unanimously.

**DEVELOPMENT BUSINESS****11.1 Resolution No. 19-10, Granting Final Plat Approval for 50 Single Family Lots and Seven Outlots to be known as Oakwood Ponds Second Addition located at 125<sup>th</sup> Avenue and Quito Street. TEGL/AREP Oakwood, LP (Excelsior Group). (Case File No. 19-0004/SLK).**

Moved by Councilmember Hovland, seconded by Mayor Ryan, that Resolution No. 19-10, "Granting Final Plat Approval for 50 Single Family Lots and Seven Outlots to be known as Oakwood Ponds Second Addition located at 125<sup>th</sup> Avenue and Quito Street," be approved.

Planning and Community Development Director Schafer stated the final plat consists of subdividing approximately 62 acres into a subdivision with a total of 50 new single-family lots and 7 (seven) outlots for ponds, drainage, wetlands, and future development. In summary, Oakwood Ponds 2nd Addition is proposed to contain 31 - 65-foot single family lots, and 19 - detached townhomes (villa homes).

Motion adopted unanimously.

Mr. Schafer requested the Council also approve a land surveyor's certificate of plat correction for Oakwood Ponds Outlot D as there was one dimension stated incorrectly on the certificate and needed to be corrected.

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, to approve land surveyor's certificate of plat correction for Oakwood Ponds Outlot D.

Motion adopted unanimously.

11.2 First Reading – Ordinance No. 19-2423, Granting a Rezoning from FR (Farm Residential) to R-1A (Single Family) for a .86 Acre Parcel (Lot 2) at 11943 Lever Street NE. Sunset Ponds 3<sup>rd</sup> Addition. (Case File No. 18-0067/SLK).

Mr. Schafer stated the applicant owns a 46.02-acre parcel located on 11943 Lever Court NE in eastern Blaine. This area is part of the Northeast Planning Area and is located inside the Metropolitan Urban Service Area (MUSA). The preliminary plat and rezoning requests are intended to meet the intent and future design standards of the City of Blaine's Northeast Area Plan Amendment.

Declared by Mayor Ryan that Ordinance No. 19-2423, "Granting a Rezoning from FR (Farm Residential) to R-1A (Single Family) for a .86 Acre Parcel (Lot 2) at 11943 Lever Street NE," be introduced and placed on file for second reading at the February 21, 2019 Council meeting.

## **ADMINISTRATION**

12.1 Motion 19-36, Authorize the Mayor and City Manager to Enter into a Professional Services Contract with Intuitive Municipal Solutions (IMS) to Replace the Existing Permitting Software System in the Amount of \$99,918.

Moved by Councilmember Hovland, seconded by Councilmember Paul, that Motion 19-36, "Authorize the Mayor and City Manager to Enter into a Professional Services Contract with Intuitive Municipal Solutions (IMS) to Replace the Existing Permitting Software System in the Amount of \$99,918," be approved.

Mr. Schafer stated the City has been using an early, and now outdated web-based version of TRAKiT to process and manage all permits within Building and Community Standards since 2006. The company that originally developed and sold TRAKiT systems has been sold multiple times and the customer service has eroded to the point where our current system is no longer supported. Over the past 6 months a user group of staff from IT, GIS, Community Standards (Fire), Planning, Building Inspections and the City Clerk's office have been working on finding a solution to replace our TRAKiT software.

Mr. Schafer explained four vendors were contacted and their products, both on-site and cloud-based were reviewed. After many hours of software demos, proposal evaluations and reference checks, staff believes that the proposal from Intuitive Municipal Solutions (IMS) is the best solution for the City. A decision matrix spreadsheet was created with IMS scoring highest on meeting the City's needs. IMS was also the least expensive proposal. Vendor bids ranged from \$100,000 (IMS) to over \$600,000. The State of Minnesota Construction Codes and Licensing Division has also dropped TRAKiT and has switched to IMS. It is recommended that the City Council approve the permit tracking software replacement request and enter into a contract with IMS in the amount of \$99,918.00. The new system would be installed and brought up to

speed sometime late summer/early fall. The 2020 support and maintenance cost for IMS would be just over \$33,000.

Councilmember Hovland asked if the new program would have to be updated on an annual basis. Mr. Schafer commented the City would be charged annual service and maintenance costs, which included upgrades. He reported the City issued over 24,000 permits in 2018 and explained the City had to have a program that could support this high level of development.

Councilmember Jeppson supported the City purchasing this new program and was pleased the new system would have the ability to communicate between departments.

Motion adopted unanimously.

#### 12.2 Motion 19-37, Accept Quote for 2019 City Newsletter and Recreation Connection Printing.

Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Motion 19-37, "Accept Quote for 2019 City Newsletter and Recreation Connection Printing," be approved.

Communications Coordinator Hayle stated as part of the City's upgraded communications program the City newsletter, the Blaine City Connect, has been reformatted into a more modern newspaper style print piece. The City solicited quotes for the printing of the newsletter as well as the parks and recreation programming guide, the Recreation Connection, for 2019. In an effort to increase communication regarding parks and recreation programming, staff solicited quotes to print and mail all three issues of the Recreation Connection in 2019. Since 2013 only the summer issue has been printed and mailed while other issues have been available online and printed in house by request. Funding for the city newsletter comes from cable franchise fees received by the City, which are dedicated to communication purposes, and not from the City's general fund. Staff reviewed the quotes and reported Nystrom Printing provided the low bid.

Councilmember Hovland asked about other possible funding for the newsletter and the potential for expanding the number of issues each year. Mr. Hayle reported all City newsletter expenses for printing and postage were funded by Cable Funds and that the City currently prints eight issues per year.

Motion adopted unanimously.

#### 12.3 Resolution 19-11, Amend 2019 Charitable Gambling Fund Budget.

Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Resolution 19-11, "Amend 2019 Charitable Gambling Fund Budget," be approved.

Finance Director Huss stated at the January 10, 2019 Workshop, the Civil Air Patrol (CAP) presented a request for a Charitable Gambling Fund donation. Council consensus was to award the CAP a \$2,500 donation from the Charitable Gambling Fund and directed staff to bring forward an amended 2019 Charitable Gambling Fund Budget for consideration at a future Council Meeting.

Motion adopted unanimously.

#### 12.4 Resolution 19-12, Amend 2019 Capital Equipment Budget.

Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Resolution 19-12, "Amend 2019 Capital Equipment Budget," be approved.

Mr. Huss stated on December 6, 2018, the City Council adopted the 2019 Capital Budget which totaled \$2,714,780. Since that date, adjustments have been made to reduce the total to be appropriated by \$70,120 to \$2,644,660. Amendments to the budget adopted on December 6<sup>th</sup> were reviewed with the Council and staff recommended approval of the budget amendments.

Motion adopted unanimously.

12.5 Motion 19-38, Authorize Agreement with SGR to Conduct Executive Search for the Position of City Manager.

Moved by Councilmember Jeppson, seconded by Councilmember Paul, that Motion 19-38, "Authorize Agreement with SGR to Conduct Executive Search for the Position of City Manager," be approved.

Mr. Huss stated in January, Council requested staff to seek proposals to conduct an executive search process for the City Manager position. Staff received proposals from seven (7) firms and after thorough analysis is recommending that the City Council authorize the Mayor and City Manager to sign an agreement with Strategic Government Resources (SGR) to conduct the search at a cost not to exceed \$26,500. With the goal to have a new City Manager named by mid-year, staff feels that SGR best meets the needs of the City to achieve that goal.

Motion adopted unanimously.

12.6 Resolution 19-13, Receive Feasibility Report and Order Public Hearing for the Lever Street Area Reconstruction, Improvement Project No. 18-16.

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, that Resolution 19-13, "Receive Feasibility Report and Order Public Hearing for the Lever Street Area Reconstruction, Improvement Project No. 18-16," be approved.

Mr. Schluender reviewed the streets that were included in the Lever Street Area Reconstruction project. He stated the Lever Street improvements will include reclaiming of existing bituminous pavement, storm sewer improvements, spot curb and gutter replacement and spot sidewalk replacement. Ball Road will include reclaiming existing bituminous pavement and adding ribbon curb. The estimated cost of improvements is \$5,082,071 with \$1,387,818 proposed to be assessed over a fifteen-year period. Replacement of existing sanitary sewer castings/rings at a cost of \$27,918 is proposed to be paid for by the City Sanitary Sewer Utility Fund and the storm sewer trunk line at an estimated cost of \$222,414 is proposed to be paid for by City Storm Sewer Utility Funds. The remaining portion of \$3,443,921 is proposed to be paid from the City's Pavement Management Program Fund and City Municipal State Aid Funds. He noted staff would be meeting with the school to discuss sidewalk additions to the project.

Motion adopted unanimously.

12.7 Resolution 19-14, Receive Feasibility Report and Order Public Hearing for the 2019 Street Reconstructions, Improvement Project 19-07.

Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Resolution 19-14, "Receive Feasibility Report and Order Public Hearing for the 2019 Street Reconstructions," be approved.

Mr. Schluender reviewed the streets included in the 2019 Street Reconstruction project. He explained the proposed improvements include repair/replacement of concrete curb and gutter and sidewalk, pedestrian ramp improvements, storm sewer and structure improvements, full depth reclamation, new sanitary castings and rings, and appurtenant construction. The estimated cost of improvements is \$6,782,800 with \$1,704,700 proposed to be assessed over a fifteen-year period. Replacement of existing sanitary sewer castings/rings along with storm sewer castings/rings/pipe replacement at an estimated cost of \$358,300 and is proposed to be paid for by City Public Utility Funds. The remaining portion of \$4,719,800 is proposed to be paid from the City's Pavement Management Program Fund and City Municipal State Aid Funds. The project is necessary, cost-effective, and feasible and will result in a benefit to the properties proposed to be assessed.

Councilmember Jeppson asked if the map presented this evening was for the 2019 improvement project. Mr. Schluender clarified a portion would be completed in 2019 and the remainder would be completed in 2020.

Councilmember Robertson clarified the assessment period for this improvement project would be 15 years and not 10 years. Mr. Haukaas reported this was a typo and would be corrected.

Motion adopted unanimously.

12.8 Motion 19-39, Authorize Mayor and City Manager to Enter into Contract with WSB & Associates, Inc. in the Amount of \$330,434 for Engineering Design and Construction Services for Lever Street Area Street Reconstructions, Improvement Project No. 18-16.

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, that Motion 19-39, "Authorize Mayor and City Manager to Enter into Contract with WSB & Associates, Inc. in the Amount of \$330,434 for Engineering Design and Construction Services for Lever Street Area Street Reconstructions," be approved.

Mr. Schluender stated on August 2, 2018 Council initiated four street projects for the 2019 Pavement Management Program. The Engineering Department then requested proposals from four local engineering firms for preliminary design and the preparation of feasibility reports for each of the four 2019 street projects. After review of all proposals, WSB & Associates, Inc. was awarded a contract for preliminary design and preparation of a feasibility report for the Lever Street Area Street Reconstructions at the October 18, 2018 Council meeting. The Engineering Department recently requested and received a proposal for engineering design and construction services for the Lever Street Area Street Reconstructions from WSB & Associates, Inc. in the amount of \$330,434. Staff has reviewed this proposal and determined that the fees are justified and reasonable. City Council is also asked to approve a 10% contingency to bring the total project budget to \$363,480. This project will be funded through proposed project assessments, Pavement Management Program funds, State Aid Funds and Sanitary Sewer and Stormwater Utility funds.

Motion adopted unanimously.

12.9 Motion 19-40, Authorize Mayor and City Manager to Enter into Contract with Sambatek, Inc. in the Amount of \$604,700 for Engineering Design and Construction Services for the 2019 Street Reconstructions, Improvement Project No. 19-07.



Moved by Councilmember Hovland, seconded by Mayor Ryan, that Motion 19-40, “Authorize Mayor and City Manager to Enter into Contract with Sambatek, Inc. in the Amount of \$604,700 for Engineering Design and Construction Services for the 2019 Street Reconstructions,” be approved.

Mr. Schluender stated on August 2, 2018 Council initiated four street projects for the 2019 Pavement Management Program. The Engineering Department then requested proposals from four local engineering firms for preliminary design and the preparation of feasibility reports for each of the four 2019 street projects. After review of all proposals, Sambatek, Inc. was awarded a contract for preliminary design and preparation of a feasibility report for the 2019 Street Reconstructions at the October 18, 2018 Council meeting. The Engineering Department recently requested and received a proposal for engineering design and construction services for the 2019 Street Reconstructions from Sambatek, Inc. in the amount of \$604,700. Staff has reviewed this proposal and determined that the fees are justified and reasonable. City Council is also asked to approve a 10% contingency to bring the total project budget to \$665,170. This project will be funded through proposed project assessments, Pavement Management Program funds, State Aid Funds and City Utility Funds.

Motion adopted unanimously.

12.10 Motion 19-42, Petition to the Coon Creek Watershed District to Impound Anoka County Ditch 59-8 and 59-9 in Pioneer Park as Part of the Proposed Wetland Banking Project in Pioneer Park.

Moved by Councilmember Hovland, seconded by Mayor Ryan, that Motion 19-42, “Petition to the Coon Creek Watershed District to Impound Anoka County Ditch 59-8 and 59-9 in Pioneer Park as Part of the Proposed Wetland Banking Project in Pioneer Park,” be approved.

Mr. Schluender stated at the August 2, 2018 City Council meeting, staff presented the concept of creating a wetland bank at Pioneer Park in conjunction with the wetland bank planned for the adjacent property to the west owned by Jason Husveth, Critical Connections Ecological Services, Inc. (CCES). The Council supported the project and completing the first phase of the formal application. The Council also approved entering into an agreement with the Coon Creek Watershed District to complete hydrologic monitoring. One of the steps to complete the hydrologic monitoring is to petition Coon Creek Watershed District to impound Anoka County Ditch 59-8 and 59-9. The petition would allow for the investigation process to begin by Coon Creek Watershed District to determine the effect of the proposed installation and impoundment and to make a report of the findings to determine if construction of a flow control device in both laterals at an elevation determined by Coon Creek Watershed District will provide the needed hydrology for a successful wetland bank. The installation of a flow control device will not impair the ability of the drainage system or deprive the affected landowners of the drainage benefit. The device will only be installed if the wetland bank project is approved by all regulatory agencies and the City Council chooses to move forward with the project. The Natural Resource Conservation Board recommended approval at their January 15, 2019 meeting.

Motion adopted unanimously.

12.11 Resolution 19-16, Accept Bid from JL Theis, Inc. in the Amount of \$122,136 for the Sanctuary Preserve Park Improvements, Improvement Project No. 18-08.

Moved by Councilmember Hovland, seconded by Councilmember Paul, that Resolution 19-16, “Accept Bid from JL Theis, Inc. in the Amount of \$122,136 for the Sanctuary Preserve Park Improvements,” be approved.

Mr. Schluender stated Bids were received at 10:00 AM, January 22, 2019 for Project No. 18-08. A total of nine (9) bids were received ranging from \$122,136 to \$189,602.10. The Engineer's estimate for construction and the three lowest bidders were reviewed with the Council. Bids have been checked and tabulated, and it has been determined that JL Theis, Inc. of Jordan, Minnesota is the lowest bidder. City staff has not worked with JL Theis, Inc. and has checked references. Staff recommends the low bid be accepted and a contract entered into with JL Theis, Inc. City Council is also asked to approve a 10% contingency to bring the total project budget to \$134,340. The funding source for this project is the Park Fund, and there are sufficient funds to cover these costs.

Motion adopted unanimously.

12.12 Resolution 19-17, Approve Appropriation of \$170,000 in the 2019 General Fund Budget for Median Improvements to 109<sup>th</sup> Avenue and Radisson Road.

Moved by Mayor Ryan, seconded by Councilmember Robertson, that Resolution 19-17, "Approve Appropriation of \$170,000 in the 2019 General Fund Budget for Median Improvements to 109<sup>th</sup> Avenue and Radisson Road," be approved.

Mr. Haukaas stated the City Council desires to improve the appearance of the medians along 109th Avenue NE and Radisson Road and so directed staff to have conceptual layouts and cost estimates prepared for this work. For 2019, \$45,000 was approved for this project and there was discussion to take action for appropriating additional funds once the conceptual design and cost estimating was completed. WSB & Associates was hired to develop a plan for this project based on their recent similar work on the 105th Avenue Improvement Project. This contract included conceptual layouts, cost estimating, final design, construction documents, and construction support at a cost of \$16,714.

Mr. Haukaas explained the project would include three large median sections on 109th Avenue ranging in length from 210 feet to 340 feet. Seventeen short segments of 50-70 feet along Radisson Road have also been identified as the initial project. Based on that conceptual layout and cost estimates it was determined that a significant amount of this work can be accomplished for approximately \$215,000, including the previously approved engineering services. In order to move forward with this project, a total funding amount and source must be approved. Staff is recommending an additional \$170,000 be appropriated from the General Fund reserves for this purpose to supplement the existing \$45,000 approved in the 2019 budget. The project will be advertised and come back to the City Council for award of the construction project at an upcoming meeting.

Mayor Ryan asked if long-term maintenance had been considered by staff. Mr. Haukaas reported the plan was very low-maintenance. He explained staff would have to weed and clear trash from the medians in 2019 and would have to come up with a long-term maintenance plan.

Motion adopted unanimously.

12.13 Resolution 19-18, Authorize the Mayor and City Manager to Enter into a Professional Services Contract with Automatic Systems, Co. for Phase 2 SCADA Software Integration Services.

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, that Resolution 19-18, "Authorize the Mayor and City Manager to Enter into a Professional Services Contract with Automatic Systems, Co. for Phase 2 SCADA Software Integration Services," be approved.

Mr. Haukaas stated the City initiated a Request for Proposals process for utility Supervisory Control and Data Acquisition (SCADA) system software integration. Through that process the City Council awarded a Phase 1 contract to Automatic Systems Co. (ASC) of Roseville, MN for that work. The Phase 1 work is complete and a brief summary report of that work is included with this item. Phase 1 was primarily focused on evaluating our existing system, restoring proper communications between the numerous sites in our system, trouble shooting and correcting existing programming issues that resulted in false alarms, and designing a new system based on our future needs. This action awards a contract with Automatic Systems Co. (ASC) to move on to the next phase of this work. Services to be completed in this phase were discussed with the Council. In addition to the programming work, the City needs a server system for storage and retrieval of SCADA specific data. This Data Historian system will remain separate from the general network systems of the City to maintain data integrity and cyber security. This hardware, software and licensing will be purchased and installed by ASC as part of the Phase 2 work. Staff provided further comment on the phasing of this project.

Motion adopted unanimously.

12.14 Second Reading – Ordinance 18-2422, Article II. -City Council Sec. 2-33. -Rules of Order and Procedure.

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, that Ordinance 18-2422, “Article II. -City Council Sec. 2-33. -Rules of Order and Procedure,” be approved.

Ms. Sorensen stated with new Councilmembers taking office in January, Council meeting days and times were discussed at several workshops in the event any changes were desired. After discussion on January 10, Council consensus was to begin workshops at 6:00 p.m., retain the 7:30 p.m. start time for regular Council meetings to allow more time for workshop discussions, and change the meeting day to Mondays.

Motion adopted unanimously.

**OTHER BUSINESS**

Ms. Sorensen reported Commission/Board interviews will be held on Monday, February 11<sup>th</sup> and Tuesday, February 12<sup>th</sup> at 5:30 p.m.

Ms. Sorensen reported the Special Board of Review would be meeting on Thursday, April 11<sup>th</sup> at 5:45 p.m.

**ADJOURNMENT**

Moved by Councilmember Hovland, seconded by Councilmember Robertson, to adjourn the meeting at 8:42 p.m.

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Tom Ryan, Mayor

ATTEST:

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Catherine Sorensen, CMC, City Clerk  
*Submitted by TimeSaver Off Site Secretarial, Inc.*