

North Branch City Council

Work Session

Date of Meeting: March 17, 2016

Present: Theresa Furman, Kathy Blomquist, Joyce Borchardt, Robert Canada, and Kirsten Hagen-Kennedy.

Also Present: Administrator Konrad, City Engineer Gustafson, Public Works Director Williams, Finance Director Hill, Community Development Director Vita

I. Call to Order

The meeting was called to order at 6:30 p.m.

II. Road Micro Surface Project

Public Works Director Williams provided an overview of the proposed road micro surface project. Canada asked if staff has experience with this firm. Williams indicated that staff is familiar with their work. Blomquist asked about budget. Williams explained the budget for micro surface project. This will be added to a future agenda for approval

III. Commission Attendance Policy

Blomquist indicated that there have been some attendance concerns with some commissioners. The policy is currently 30% or three consecutive meetings then you are considered to have resigned. Blomquist asked if 30% is okay or if 40% would be better. Blomquist suggested adding a leave of absence policy to accommodate commissioners who may have family matters or health issues and allow them to continue service when they have resolved the matter. Hagen-Kennedy said she likes the idea to allow for a leave and she also would like 40%. Furman asked how many times in the last five years there was no quorum at a committee meeting. Konrad indicated that is not tracked. Konrad noted that staff has started tracking attendance, but not reason for absences, just present or absent. No consensus for changes.

IV. Northwest Old Town Project

Council and Staff reviewed the 2006 feasibility study for Northwest Old Town. City Engineer Gustafson indicated that if a project is going to be done the water main should be done at the same time. He noted the large assessments and the need for additional funding sources to lower the assessments to make the project feasible. Hagen-Kennedy asked for advice from staff on suggestions to fund this project. Hill indicated that there are cities that have franchise fees. Furman expressed concern that franchise fees are not paid by everyone because there are residents on propane and not natural gas. Blomquist would like to begin planning and staging for this project. Blomquist would like to designate the area as state aid. Furman is willing to explore the possibility but she is not sure it is something that she could support. Hagen-Kennedy would like staff to get information on how other cities are handling franchise fees.

V. Utility Extension

Konrad outlined possible Flink Avenue utility extension to bring utilities from the Shopko area across the river. Vita provided information on development concerns without having water available. She noted that having water available allows for fire suppression. Gustafson explained the trunk fees component of a water project and reviewed cost estimates extending the utilities from the north. Finance Director Hill provided an overview of how a project would be structured to ensure cash flow. Furman asked if the figures presented were for a full build out. Hill indicated that it was 55% build out over a 25-year period. Furman said that there was a lot of estimation and speculation with the ESSBY business park and that did not play out. Furman said that if the estimates do not work out

City Council Work Session

March 17, 2016

Page 2

then this Council would repeat the same mistakes that were made with the ESSBY Park. Hill indicated that the city has tens of millions of dollars in industrial park land and there is a need to get that developed. Borchardt said crossing the river can be very costly. Borchardt suggested going across at 8th Avenue and then come to the industrial park. Borchardt would like to know if there is a less expensive alternative. Gustafson indicated that going underneath the river is not all that expensive. This has been done over in Minnetonka a number of times and it is easy to do. Council agreed to look at this further and to consider next steps.

VI. EDA Vacant Seat/City Code & Enabling Resolution

Konrad noted that the City Code and Enabling Resolution language on the Council representatives to the EDA are not the same. One of the documents needs to be changes so they are consistent. Furman would be concerned about going back to whoever was on the EDA before because there was a member that was taken off that did not work with the Resolution that was in place. Konrad indicated that the City Attorney addressed this issue at the Council meeting where this was discussed and because a subsequent appointment had been made by the Council that appointment stands. Hagen-Kennedy indicated any change would be for the future not going back. A majority would like to follow precedence for what has been done during Konrad's tenure and to change the enabling resolution to reflect one year appointments. She will schedule the required public hearing for an upcoming meeting.

Adjourned at 8:15 p.m.

Respectfully submitted,

Bridgitte Konrad, City Administrator
jrl/TOSS