

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY NOVEMBER 6, 2017, 6:00 PM – 8150 BARBARA AVENUE**

A. CALL TO ORDER/ROLL CALL: The City Council of Inver Grove Heights met in work session on Monday, November 6, 2017, in the Inver Grove Heights Council Chambers. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. Roll call: Present were Mayor Tourville, Councilmembers Bartholomew, Hark, Perry, and Piekarski Krech. Staff; City Administrator Joe Lynch, City Attorney Tim Kunz, Community Development Director Tom Link, Public Works Director, Scott Thureen, City Engineer Tom Kaldunski, Finance Director Kristin Smith, Interim Police Chief Sean Folmar, and Fire Chief Judy Thill.

1. REVIEW OF CLASSIFICATION AND COMPENSATION STUDY

Mr. Lynch introduced Bob Bjorklund of Bjorklund Compensation Consulting who was hired to conduct a compensation and classification system study.

Mr. Bjorklund gave an overview of the study with a PowerPoint presentation –

Mr. Bjorklund listed his objectives that were outlined by the city:

- Facilitate city participation with involvement of management and employees
- Study jobs
- Update job descriptions
- Review FLSA status of jobs
- Install a new job evaluation system and evaluate all positions
- Conduct a market study
- Recommend pay structure and estimate costs to implement
- Design an updated performance appraisal
- Recommend policies and procedures to maintain the classification and compensation study.

Mr. Bjorklund stated to facilitate city participation and employee involvement we utilized a project committee, (City Administrator, HR Manager, Director of Public Works, and Director of Parks and Recreation) conducted employee orientation meetings, gathered employee position data through questionnaires to outline their duties and responsibilities, conducted employee interviews, and at the end of the study we are going to implement an employee appeal process.

Mr. Bjorklund stated to kick off the current classification and compensation study, he met with the project committee to discuss some of the strengths and weaknesses of the current system and use as a guide for the study. Some of the issues brought up early on were: current compensation was competitive in the market place, the city is able to attract and retain employees, however, pressure was being put on the classification system for a number of reasons. He stated one is there is a five-step plan that means in a relatively short period of time employees get to the maximum of the pay scale and are “stuck” there over a period of time with only cost of living increases. That puts pressure on the classification system and employee motivation. Employees felt there is pay compression issue between supervisory positions and non-supervisory positions. There were some other issues that would require a review of policies and procedures to ensure the ongoing monitoring of the classification system and monitoring jobs was done in a more systematic and fair manner.

He stated to study the jobs, we 1) collected information through the employee questionnaires and reviewed the PDQ's 2) interviewed employees 3) drafted an updated job description 4) reviewed them with management for comments/corrections and 5) finalized the job descriptions with revisions when appropriate.

Another major part of the study he stated was to evaluate and assess the responsibility level of one job in comparison to another in the city. That is a requirement of the city pay equity act. The jobs were examined on four factors: 1) knowledge and occupation skill, 2) supervisory responsibility and authority, 3) public relations and 4) working conditions. I reviewed this for all jobs and shared the rating outcomes with the City Administrator and HR Manager.

Mr. Bjorklund stated each of the jobs were evaluated on those four criteria, a point score was assigned, depending on the point score, this then became a source to assign jobs to a salary range based on the job rating. That resulted in 1 to 32 possible salary ranges. He showed a chart of the job ratings.

Mayor Tourville asked if anything stood out with this study compared to other cities in the salary grade? Mr. Bjorklund responded that the major problem he had with this study was the supervisory responsibility and authority. He usually does not give credit for the supervisory overseeing of contracted, seasonal or temporary staff but so many of the employees seem to have some responsibility for seasonal or temporary staff. This was a little bit of a struggle on my part to get through those issues. A lot of people could not tell me the full-time equivalency because they did not know it because it varied so much from person to person and department to department. That did not impact the outcome too much.

Councilmember Piekarski Krech asked about the grade determination and the points between minimums and maximums, they have a broad range, and the first one only has 16 points. Mr. Bjorklund responded it is eight percent between each of the grades. You have fewer points at eight percent as it goes up it gets larger. This is fairly typical and standard.

He also looked at the FLSA status and agreed with a majority of the designations. There are four changes that are recommended for change. (They were the position of Accountant, Sr. change to exempt, Administrative Coordinator change to non-exempt, Asst. Golf Course Supt. change to non-exempt and Sergeant change to exempt) This was assessed by the three major criteria set out by FLSA - executive, administrative, and professional which determines whether a job is exempt or non-exempt.

Mr. Bjorklund stated a market study was also done. He stated he worked with the project committee to select jobs to survey and what organization to survey to collect market data from. An email questionnaire was put together to identify participants. The responses came back and he summarized the collected data and analyzed the results. There was a 74% participation rate. A chart was shown of the cities that participated and did not participate. Mr. Lynch commented that the list comprised of cities in Dakota County and similar size cities out of Dakota County. A list of jobs was shown on a chart of the jobs that were surveyed.

He stated that the market rate study found that market minimums are 5% lower than Inver Grove Heights' starting rates. The market median average rates are 4.5% lower than Inver Grove Heights' average salaries. The market median maximums are 3.8% lower than Inver Grove Heights' maximum salaries. Of the 36 benchmark jobs selected 74% of your current job average pay rates were above the average market rate of pay.

The trend line approach was also used to examine pay equity compliance. A pay line was generated that plots a “best line of fit” using the job ratings and the market pay data or your pay data. This is used to predict the market rate based on the market data collected and the job ratings. It blends the job ratings and market pay rates to help us design pay ranges of internal and external pay equity. A chart was shown of minimum and maximum pay lines. Inver Grove Heights is slightly above market in all of its jobs in general. Looking at minimum rates of pay there is a divergence from the market pay. The difference is the market has more pay steps. The trend approach shows the market minimum rates are on average lower than Inver Grove Heights starting rates by 5.7%. Market median average rates are on average lower than Inver Grove Heights by 4.5%. Market maximum rates are on average lower than Inver Grove Heights by 3.8%. It is fairly consistent with a job by job comparison.

Mr. Bjorklund stated a proposed salary structure for pay ranges was created for 2018. Since labor agreements were already settled for 2018, it was submitted under separate cover to administration. It is intended to be a template for negotiations for 2019. He stated he used what employees will be making in 2018, using the pay lines that were generated from the market data he added the 3% to make the market salary for 2018 then I examined the employees current rate of pay for 2018 and slotted them in the new pay structure for 2018. If they were below the minimum he moved them to the minimum, if they were between steps in my proposal he moved them to the step closest to but higher, and if they were over the range he held them at their current rate of pay and help them supposedly stay constant. This was to get everyone in the proposed schedule and estimate costs. This would increase the number of steps from six to 11. This expanded the salary range spread from 25% to 30%.

The estimated cost of base pay is 1.07% with an estimated annual implementation cost to payroll of \$102,423.00. Of the 137 employees covered the plan calls for some adjustment to 127 employees. The cost estimate does not include any cost of living increases or additional step increases for 2019.

The new performance and appraisal tool (currently evaluates employees on meets expectations or needs improvement basis). He met with the project committee and we talked about: goals vs performance dimensions, weight factors differently or the same, complexity vs ease of implementing the new system, degrees of risk to build into system, whether or not linking performance ratings to pay, and other performance issues.

The group decided that job evaluation would be based on job performance dimensions only and not goals. Those goals would be treated equally weighted. The performance document would not be linked to pay. In conducting performance appraisals, the manager would be required to cite specific behavioral or “critical incidents” (why they were rated at meets expectations or needs improvement) which is related to the dimensions to support rates on a dimension.

The rating scale is: exceeds expectations, meets expectations, needs improvement, does not meet expectations, and not applicable. Definitions were shown for each of the criteria.

We changed to the performance dimensions: Job knowledge/skills and quality of work, quality customer service and relations, fiscal management skills, human relations and supervisory skills, creativity and innovation skills, communications skills, team work, organizational/planning/project management skills, flexibility and willingness to accept change, and time management skills. The criteria and definitions were written and shown on the slides. They are fairly broad to be used for everyone.

A performance manual was put together to use as a tool to assist in the implementation and maintenance of the appraisal process.

He stated the appeal process has not been performed yet. We will work with administration to determine the timing, steps and process by which the appeal process will work if the Council accepts the study. The process would be where we would distribute to employees their job description and rating, if they chose to appeal, the process would involve having them submit in writing their specific reasons for the appeal (perhaps something was overlooked on the job description and may have impacted the rating). He stated he would then do a paper review for audit on their comments against the evaluation criteria and, if necessary, make any recommended changes.

He stated the manuals and documentation that was submitted were a classification and compensation manual. A performance appraisal manual which included recommended policies and procedures for maintaining the system. Providing city forms, spreadsheets, and other documentation created during the study to maintain the system over time.

Councilmember Piekarski Krech asked if the study changed any current classifications or where they fit? Mr. Bjorklund responded there was a high correlation between my ratings in pay. He could not recall the current number of ratings currently administered. He substantially increased the number of salary ranges that would be administered versus before. This would help address the issue of pay compression. The relationship between where a job falls out to another there will be some changes but the relationship will remain pretty similar. Changes should be expected.

Councilmember Hark asked when was the last time the city did a study like this? Mr. Lynch responded in 2007. Councilmember Hark asked if Mr. Bjorklund expected a lot of appeals. Mr. Bjorklund responded he is reluctant to guess and can't anticipate what the reaction will be. The appeal process does involve the employees in the process. He is not anticipating a lot of changes to come out of the appeal process.

Mr. Lynch stated that during the study, Mr. Bjorklund met with a lot more employees (conducted over a week with 10 to 12 interviews a day) what was done in the 2007 study, so he could understand the job descriptions and answer any employee questions. We are hoping this will cut down on the number of appeals.

Mayor Tourville stated the city is obligated to go through this process and asked what are the next steps? Mr. Lynch responded the city is obligated to have a pay plan that is compliant with state law. The 2007 plan may no longer be in compliance. Mr. Bjorklund stated, Ms. Shefchik, and himself need to meet to discuss: implementation of the plan in 2019, employee meetings to show them the pay classifications, and talk about the appeal process. It would also be brought back to City Council for your consideration and adoption of the pay classification system and job descriptions. Mr. Bjorklund suggested if the appeal process was going to be used that should be started within the next couple of weeks. Hopefully that would be done some time in December.

Mayor Tourville said he didn't think Council would be against the appeal process.

Councilmember Piekarski Krech asked if the current document was aligned with the current pay schedule. Mr. Bjorklund responded that under separate cover he submitted the proposed salary

ranges and steps. It has yet to be negotiated. Mr. Lynch responded that the \$100,000 increase has been discussed for implementation in the 2018 budget.

Mayor Tourville summarized the next steps – implementation of the appeals process with more to come, and adoption of the classification compensation study.

Councilmember Bartholomew asked if the Council had the manuals and documentation for their review? Mr. Bjorklund responded that the manuals that were prepared are primarily for the human resources benefit in terms of administering the pay plan once it is administered. In general, he does not permit those manuals to be distributed because it contains a proprietary methodology to evaluate the jobs. It is for them to implement. The Council information is for the final cost impact and proposed salaries. Councilmember Bartholomew then asked if Council could not look at the policies and procedures? Mr. Bjorklund said Council could look at them but they could not be copied and distributed. Councilmember Bartholomew said he would like to look at them. Mr. Lynch suggested setting up a time with Ms. Shefchik and they could go into her office and review them. Mayor Tourville said if they were on an agenda they would become public information.

2. 2018 BUDGET

K. Smith, Finance Director, stated that the full 2018 Budget packet was provided in paper form to the Council with updates that included changes for health insurance (anticipated 9% increase and it was less), police and fire PERA (increased rate was anticipated and that did not happen), changes to police personnel (one extra position removed) changes to longevity and education payments were changed. Then General Fund Transfer Out was reduced \$9,200 for Emerald Ash Borer. The capital outlay for the VMCC is included and central equipment. The JPA costs for broadband was adjusted +2,400.00. The General Fund additions page was also updated and placed in front of Council tonight. The tax rate for the General Fund additions is 0.51130, the 2017 tax rate is 0.51644.

S. Thureen, Public Works Director, presented the following budget items.

Water

An increase of \$13,400 which is 15% of the proposed cost for the staff engineer position. There is also an increase in overtime hours of about \$9,500. That would be for qualified utility staff to come into the water treatment plant on weekends to check the systems out and make sure they are working properly. This is to reduce problems that other cities had in lost water pressure on weekends caused by software failure. The City of Inver Grove Heights uses a different version of the software. The procedures for checking the systems, how it works, and what happened in Blaine and Hastings was discussed. Dan Helling, Utilities Superintendent, explained how the checks would be done by trained utility personnel and what is being looked at during the checks. If everything is lost there is no alert that everything is lost. Personnel would go in on a Saturday and Sunday morning for two hours to check the systems and numbers.

Councilmember Hark asked if this is being done in response to the problem in Blaine? Mr. Helling explained yes and his other counterparts in other cities are doing the checks.

S. Thureen stated under professional and technical services overall there is a \$10,000 reduction with less time for consultants because of not as many projects lined up. We are proposing introducing a three-year program for inspections in larger facilities to look for cross connections

in the system (where there could be contamination) and would need to be addressed, if found. A lot of cities are doing this work. There is a little over \$15,000 proposed for this program for next year and over the next two years to complete this work.

Under purchased, services and equipment, we have a passthrough of utility charges for portions of the city that are serviced by other cities for water connections and with their rate increases we have to bill for those increases and move it forward. Eagan has a 5% increase proposed for water, and South Saint Paul has a 3% increase, and between the two cities that is about a \$9,400 increase for those connections on their systems. The 5-million-gallon ground water reservoir needs to be rehabbed by patching cracks and repainting the exterior and is about \$185,000, this is work that is past due. Also, there is a large vault box (that has had problems with corrosion and condensation) that needs to be painted on the interior to seal and address the problems.

There is a reduction of about \$55,000 in the repair and maintenance of equipment. There are three different projects that are proposed. The video surveillance system at the water treatment plant is aging and needs replacement with an estimated cost of \$30,000. The AV system in the training room is about 10 years old and the proposed changes would be about \$20,000. Our chlorine gas monitor is due for replacement and the cost is estimated to be \$3,000.

Under repair and maintenance for utilities, we are in the process of replacing all the compound meters on the commercial accounts because they don't give accurate readings under low flows so "we are giving away water". We are proposing to switch out the system and we are asking for an extra \$5,000 to accelerate the program. A pressure reducing vault on 65th Street is having infiltration problems and we have tried different means to correct the problem. We would like to get someone on board to resolve this issue. For telephone we are budgeting for the actual billing which is about \$800 additional and asking for that adjustment. There is about a \$20,000 increase from the current budget to 2018.

Sewer

Under personnel 15% is for the proposed staff engineer tech position. Under purchased, services and equipment, we are again dealing with the rates from other cities for our services hooked into their utilities. The Met Council rate is also included. It is a total of \$64,500. South Saint Paul is raising their rates by 6%, Eagan is raising their rates to 3.15% and our rate to Met Council is just over 1% which totals about \$59,000.

At the Pine Bend lift station, the internal components need to be replaced at \$13,700.

There is a reduction of \$24,600 because we are proposing reducing the amount of the pipe lining in the sanitary sewer system.

When we do our sanitary sewer cleaning a new permit is required to be obtained from the Met Council with a minor fee and is included in the budget.

Storm Water

A memo was done in September to propose an increase to the storm water utility fee. It has not been increased since its inception. It had covered half of our annual costs that are storm water related (about \$300,000 in revenue a year). We are building a system that is getting larger and needs to be maintained. Our current revenue is about \$367,000 a year in 2017. On top of that

we have \$20,500 that we acquire to pay other cities (a pass through) where our system is connected to their system. With our proposal for 2018, our fees would generate \$488,000 in revenues and the pass through is \$21,900. There are 45 different rates. He gave examples of some of the different class increases.

If the proposed increase passes, some of the proposed items in the budget are a shared maintenance position between street (with a focus on storm water maintenance, and park maintenance.) The cost of that would be 50% from the storm water fund at \$38,800.

We would fund our power costs for the College Trail storm water lift station, right now it is coming out of streets or utility which is about \$13,800 a year. The cost varies on the amount of rainfall received and how often it needs to operate.

Eagan charges us \$1,300 and their increase this year is 1.74%. Last year they bumped their fee 66%, because of major long-term projects, they were funding. South Saint Paul is raising their fee 4% this year.

Under maintenance, it is about \$158,400 with many different factors. We would move one half our annual street sweeping budget into the utility budget which is about \$61,300 annually. There is \$9,100 for pond maintenance. There are raingarden modifications for \$15,000. There is \$12,000 for raingarden maintenance. There is general work (work on catch basins, doing work on pipes and culvert repairs) for about \$51,000.

There is an increase of \$1,800 for our dues to the Lower Mississippi River Watershed Management Organization.

There is a reduction of \$8,500 for funds that we are escrowing for things that are coming up. We are escrowing for some projects such as regional basin maintenance in the Northwest Area. A wetlands management plan will need to be done eventually. Two parts of the city have been done but the rest of the City needs to be completed. Our annual requirements and costs for documenting and reporting for the federal storm water permit and our water resources management plan.

Councilmember Bartholomew asked about the request for the increase of \$38,800 in personnel if it is for the shared position and said he did not see it in the addition page. K. Smith responded the additions page for tonight was strictly for the General Fund. 50% of the funds is from the Parks Budget and 50% is from the Storm Water Budget.

K. Smith said there are several other internal funds for water, sanitary sewer and storm water for auditing and capital purposes and are consolidated. These funds are debt related and the principal and interest payments can be seen in the budget. Revenues on most of them are from transfers from some of the other funds coming in and out that are ultimately removed for CAFR purposes.

Councilmember Hark asked about the 50% of street sweeping costs is contained in this part of the budget and asked if most cities share the costs with the streets department? S. Thureen said it would be a question about our staffing needs and we have not had any maintenance hires for many years. When we looked at our maintenance needs, we saw the need here as the city develops, for a storm water position that will ultimately be a full-time maintenance position. A hire would be for a person with knowledge and skills in storm water maintenance. Mr. Lynch said it varies from city to city on how they cost allocate.

Councilmember Piekarski Krech asked if the proposed storm water fee increases are based on a percentage? S. Thureen said it was based on a 45% percent increase across all categories. K. Smith said there was a memo dated September 7th in the Friday update regarding the fee increase.

K. Smith presented the Internal Service Funds and stated a summary was handed out in early September which gave a background on the Internal Service Funds –

Risk Management is all insurance except personnel related insurances and is from the LMICT. The Central Equipment is basically vehicle maintenance and replacement. Central Stores is copy machines and general office supplies. City Facilities is for the operation of city hall with a few other things included.

There are not too many changes to Risk Management. Central Equipment – the biggest request was for ventilation and roof for the about \$177,000. Central Stores really did not have any changes. City Facilities has the inclusion of \$60,000 and other professional services for contracting facility management. Technology was mentioned earlier and it includes the operation and replacement of technology and the biggest change is for the broadband JPA and includes the operation piece only.

A handout earlier shows the comparison from 2017 to 2018 so Council could see the changes and how they the allocations are spread out. There were some fluctuations of the allocations.

Central Equipment Replacement

S. Thureen presented the item with memos included in the packet with spreadsheets for costs trade-ins, and any other costs associated with the purchases. The total cost for all requested acquisitions is about \$870,000 for the 19 pieces of equipment. There was a total of 36 pieces of equipment on the list. It was reduced to four in streets, two in utilities, five in parks, one in inspections, five in police and two in fire.

Councilmember Piekarski Krech said most of them are older and do not have a lot of miles. What is the rational? Can some of the vehicles be repurposed to other departments where they are not used as much? The crack sealing piece of equipment seemed relatively new - is it being replaced to improve the work or is it not working?

Barry Underdahl, Street Superintendent, said there have been problems with the crack sealing equipment at various times which can cause liability issues. A few of the trucks are having issues that we are concerned about from a mechanical standpoint. Some of them have major engine issues that could get costly to repair. One truck in parks will be going to the golf course, their truck will be traded in for a new parks truck.

Councilmember Piekarski Krech asked why the police are getting a civilian vehicle instead of maintaining the existing vehicle. I know there are issues with the Explorers. Sean Folmar, Interim Police Chief, responded that the civilian sedan is being replaced with a SUV to be used by investigations. It would be used for easier storage of crime scene equipment and for a quicker response to crime scenes. Councilmember Piekarski Krech asked if it would be easier to use a police vehicle so it could be rotated. Folmar responded that the vehicles are being rotated through in different ways. Administrative vehicles are used for the drug task force.

2018-2022 Capital Improvement Plan (CIP)

K. Smith, Finance Director presented this item saying the report is in the same format as in past years. There is about \$80 million in potential projects over the next five years. The report breaks it down by amount and year. It is also broken down by fund and amount. Later in the report they are broken down by year, project and cost. The net debt levy as a percentage of the total General Fund Expenditures was a big concern. The net target for 2018 was 10%. It does go up to 17% in 2021 and 2022. This year we did a refunding of \$5.7 million. We are looking to issue debt for two projects that occurred this year and last year in order to maintain funding thresholds and to stay bank qualified. In 2018, we are looking at issuing debt for under \$10 million for the fire station. If we don't remain bank qualified the interest would go up. There are some assumptions that were used such as 2% annual increases in non-property tax revenues. Operating expenses increased by 5% per year. 4% inflation increased on capital costs.

She stated page 4 illustrates the effects of operating cost increases, capital improvement projects and the related debt levy on the tax rate given the assumptions, and the median residential market value for the next five years.

Some of the pages in the report give a narrative on the funds. A graph was shown of the tax rate impact over the five years. Policy considerations showed a chart of the expenditure level, increase to taxes and additional tax rate at different expenditure levels. Other exhibits included a General Fund summary and 2018 preliminary budget figures were used. One exhibit showed the General Fund Operating Tax Levy and the impact to the tax rates for the next five years. Exhibits B – M go through the specific funds for the next five years. The debt percentage of General Fund Expenditures needs to be considered to keep it limited because we are issuing too much debt. For 2017 to 2021, we set a limit of 10% and limited the potential project list for the fire station and public works facility at about \$6.6 million each. The plan now shows about \$10.4 million for the fire station and the public works facility is \$9.6 million in 2022.

Mayor Tourville asked if the \$10.4 million was an estimate for the building and the equipment. Mr. Lynch responded yes.

Councilmember Piekarski Krech asked about exhibit K, the Community Center Special Revenue Fund, and noticed the ending fund balance was all in red. K. Smith said that was in from a fund balance and not a cash balance perspective. Monies would be transferred in from primarily central equipment to help cover the costs upfront and it would need be paid over time.

Councilmember Piekarski Krech asked what the \$10,000 was for streetscapes throughout the budget. E. Carlson, Parks and Recreation Director, responded that this year Cahill streetscapes were upgraded as part of that, \$10,000 was needed to be added annually for future replacement and maintenance of the improvements.

2017 to 2021 Capital Improvement Plan (CIP)

K. Smith stated this CIP was prepared specifically to allow the city to potentially issue debt related to the fire station. The document as prepared to authorize for bonding up to \$12.5 million. The intent is to stay under \$10 million to stay state qualified. We could issue debt over multiple years if needed for unseen expenses. The public hearing was called on October 23rd and the public hearing will occur on December 11th. There is a petition deadline of January 10th for the public to file. Where it would be required to go to vote. If no petition is filed, we could

issue the debt at any time and issue it closer to the fire station construction. This plan prepared by Ehlers is consistent with the plan that was issued in 2008 for the expansion and remodel of city hall.

Councilmember Hark asked if the fire station exceeded the \$10.4 million if the debt could be issued in subsequent years up to \$12.5. K. Smith said yes. The \$12.5 million allows for some wiggle room and if \$10.4 million was used and more funding was needed the whole process would have to be redone. It can be issued over multiple years.

K. Smith gave a recap and stated the December 4, 2017, Budget Work Session would be the final review of the 2018 Budget and tax levy. At the December 11, 2017, meeting, Council will be asked to adopt the 2018 final Budget and tax levies (a public hearing will be held that night) and it would be certified to the county on December 28, 2017.

3. DISCUSS BABCOCK TRAIL FEASIBILITY STUDY

E. Carlson presented the item. In 2011, a trail gap study was done and the study identified a number of “gaps” in the city’s trails and sidewalks. Staff has been working to close those gaps. There is a Babcock Trail gap between north of Upper 55th and Interstate 494. A feasibility study was done and a Statewide Health Improvement Partnership (SHIP) grant was provided for \$20,000. Dakota County provided \$5,000 and the city provided \$6,000 to do the feasibility study.

A couple of neighborhood meetings were held. WSB developed a 30% plan set. Plan review has been done by Dakota County, City staff, CHS Inc., and the Parks and Recreation Commission. Estimated costs for what is being recommend are a trail north of Upper 55th on the east side (\$306,000), pedestrian actuated signal at Greystone Drive (\$20,000), concrete sidewalks north of Upper 55th on the west side (\$190,000) and Babcock Trail improvements south of Upper 55th on Babcock Trail (\$882,000) for a total of \$1,4 million.

We are not considering all the improvements at once and are recommending constructing a bituminous trail north of Upper 55th on the east side in 2019. We would work with CHS on right-of-way acquisition and work with Dakota County on funding. Installing the pedestrian-actuated signal at Greystone Drive still needs to be determined. We are looking at a concrete sidewalk north of Upper 55th on the west side associated with Upper 55th reconstruction and the date needs to be determined. Staff will work with Dakota County and ISD 199 on “safe routes to school” grants for improvements south of Upper 55th Street in the future.

Councilmember Piekarski asked how the city would fund the trail project? E. Carlson responded Dakota County could fund half of the cost and the other half of the cost would come from the Parks Acquisition Fund. She also asked if the apartments were heard from regarding the project. E. Carlson said there are a lot of pedestrians in the area and people in the area would appreciate a safe route to the school. The improvements would be well received from the feedback that was received.

It will be put on the next Council agenda for acceptance and staff will working with Dakota County and CHS for a 2019 project, if it is the desire of the City Council.

Mayor Tourville said some safety measures were adopted for the safety of dropping off kids by the school that will be looked at throughout the year. Salem Hills did look at safety concerns that were costly.

4. SUMMARY OF STAFF REVIEW OF “NO PARKING” ON CUL-DE-SACS

S. Folmar, introduced the item saying the item is being revisited because of the reconstruction and resigning of 59th Street and showed a short video of an Inver Grove Heights ladder truck attempting to turn around in a 96' cul-de-sac with cones simulating parked cars around the perimeter. It took three attempts to make the turn to exit the cul-de-sac. He then showed a PowerPoint. Fire apparatus roads must be provided from the fire station to every facility, building or portion of a building within the city per the Minnesota State Fire Code (MSFC). Fire apparatus access roads in excess of 150' in length must be provided an approved turn around according to MSFC.

A fire apparatus access road is defined as a road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term inclusive of all other terms such as *fire lane*, public street, private street, parking lot lane and access roadway. (MSFC 202).

Public and private streets are the means to provide fire apparatus access roads and to deliver public safety services (Police, Fire, and Streets (snow plowing) and obstructing those streets, including cu-de-sacs, with on street parking diminishes both the speed and safety of that delivery.

Currently the standard cul-de-sac is 96 feet, however many in the NW area are being built at 110 feet but with rain gardens in the middle. There are some oddities at 70 feet, but they are exceptions rather than the standard

In order to allow parking on the side of a cul-de-sac, they would need to be at least 110 feet (without a rain garden) in order to allow large fire trucks, the ability to turn around without having to back up.

Currently there are some means to restrict parking in the city - City ordinances, Minnesota State Fire Codes and Minnesota state laws.

MSFC- fire apparatus roads shall not be obstructed in any manner. The minimum widths and clearances must be maintained at all times

MSFC – access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders

City Ordinance – winter parking (November 1 through April 1)

City Ordinance – may not park for more than 20 consecutive hours

City Ordinance – no angle parking

City Ordinance – fire lane ordinance

State Statue – cannot block driveways

State Statue – must be 10' on either side of a fire hydrant

State Statue – must be 30' back from a stop sign

A 96' cul-de-sac map was shown showing the number of curb feet. A diagram was shown of cul-de-sac parking. Public roads are posted with standard no parking signs and private roads are posted with no parking fire lane signs. The Council is authorized to designate parking zones and restrict the length of time parking shall be permitted (6-3-2). Staff is looking for direction going forward.

Options:

1) Retain those previously posted and sign only new construction 2) Sign new construction and reconstruction as part of a city project 3) Sign every cul-de-sac in the city or 4) Sign nothing.

Mayor Tourville asked what trucks leaves the fire station first for a structure fire? Fire Chief Thill responded that if it was a single family dwelling it would an engine out first or ladder 13. Mayor Tourville does not want every cul-de-sac signed. There seems to be no problem putting up signs in the 70' cul-de-sacs. Ms. Thill said there are currently some 96' cul-de-sacs that are posted as no parking. Mayor Tourville said it will need to be decided whether to keep those no parking signs posted.

Councilmember Piekarski Krech asked how often the no parking on cul-de-sacs is enforced. S. Folmar said it is complaint based.

Councilmember Piekarski Krech asked if all newly built cul-de-sacs are being signed? S. Thureen responded in recent years yes. It was lax for a couple of years and not uniformly followed. To sign all existing cul-de-sacs properly would cost in excess of \$30,000. There are currently between 200 – 300 cul-de-sacs.

Councilmember Hark asked if the new cul-de-sacs tend to be larger? S. Folmar said they are starting to put in raingardens and are then restricting the full access around the cul-de-sac. So, they are larger in circumference but you are losing the access for vehicles. Councilmember Hark said this is not an issue November through April. S. Folmar said it would not be a problem overnight. This is difficult, because we can't treat one cul-de-sac different than another.

Councilmember Hark asked about the city liability if certain cul-de-sacs were signed and another one was not signed because of inconsistency? Attorney Kuntz did not have an answer tonight. S. Folmar responded he did not know but it is probably less than more, fewer of them are signed.

Councilmember Perry asked about enforcing signage and complaints. S. Folmar suggested to start now and continue going forward with new construction and reconstruction. He stated that would help stay consistent.

Mayor Tourville state that any reconstruction of a 96' of cul-de-sac resulting in no parking signs may not like or want the signage posted as no parking after reconstruction.

Councilmember Piekarski Krech asked if the width was a problem or is it a problem because it is a cul-de-sac? Jeff Shadegg, Fire Marshal, said the issue is size because it takes a certain radius to turn large vehicles around. In regard to liability, the way the fire code is worded "fire lanes shall be provided in accordance with the codes that are adopted by the State of Minnesota and the City for new construction buildings built here after and buildings moved into the city." He stated, I started in 1984 and there were many existing cul-de-sacs. It was never the intention to go back and resign those until something would happen with reconstruction. Since, then in my comments - if a cul-de-sac in a construction process - anything more than 28 feet would be signed with no parking on one side and anything less than that would be signed on both sides and all would be posted three quarters of the way (into the cul-de-sac and all the way around to the end of the cul-de-sac and does not carry down from the stem). We have been posting them for the most part since the beginning of the Rottlund projects.

J. Lynch commented on the practical application and direction from administration to engineering is all new construction will be signed and enforced and staff would like to do all new reconstruction which would be signed and then enforced. It is a practical approach. The challenge with the 59th Street neighborhood was inconsistency of the message that the street was going to be signed and the cul-de-sac was going to be signed. We were also inconsistent with the number of signs that were installed on the street and the number of signs that were replaced. We need to do a better job of telling the neighborhood upfront, on what is going to happen. When there are complaints the answer should be it is the City's policy.

Mayor Tourville said there will be reconstruction in areas that have the larger cul-de-sacs and we will address them at the public hearings with the neighborhoods. J. Shadegg some of the neighborhoods may have larger cul-de-sacs that don't need to be posted for no parking. One hundred and ten feet will usually work. It would be for cul-de-sacs less than 110 feet. Councilmember Piekarski Krech suggested making that a policy statement that any cul-de-sacs under 110 feet be signed upon reconstruction. That would make it consistent as reconstruction happens. J. Shadegg stated that the 110-foot cul-de-sacs would have to be ones without raingardens.

Mayor Tourville suggested writing something up with the comments made tonight – new construction, reconstruction and if they are less than 110 feet and bring it back to Council. J. Shadegg asked if the signs already posted can remain posted. Mayor Tourville said yes.

5. DICKMAN TRAIL 96-INCH DIAMETER CMP STORM WATER OUTFALL

T. Kaldunski, City Engineer, introduced the item and said the 96-inch culvert being discussed is large. He showed the location on a map. It is located between 71st Street and 77th Street that carries runoff under Dickman Trail and the Union Pacific Railroad. It is 330 feet long. Water goes down Dickman Trail into a ravine. There has been settlement and erosion above the culvert on the west shoulder of Dickman Trail. Real erosion is occurring down the center of the pipe and showed a picture. Barr Engineering did a study on the condition of the culvert. Water on the downstream side of the pipe does not come out – if falls through the pipe. Some of the pipe has moved. It does have some serious problems. It was probably replaced in 1965 or 1969. The real age could not be found. Barr Engineering is not sure if the culvert should be repaired or replaced. If a repair was to be done testing would need to be done which would be cheaper than repairing the culvert. To replace the pipe the estimate is \$330,000.

Councilmember Piekarski Krech asked if the pipe could be lined? T. Kaldunski said that would be part of the repair. That is why the potential for a head wall is being discussed and that would cause some ponding upstream and a ponding easement would be needed. This is in one of the locations where a grant opportunity through the Minnesota Pollution Control Agency may be possible. More study needs to be done. We are giving the Council the report and showing you what the pipe looks like. There are some issues for the City and for the Union Pacific Railroad. We want City Council to accept the report then we would present it to the Union Pacific Railroad to tell them what we found. We want to work with them as partners to come up with the ultimate solution. We would believe there would be cost sharing and not sure of the percentage that would be paid for by the city and/or by the railroad. The first settling occurred in 2015 and since then we have been watching it closely. The report is part of the packet. The watershed drains from the South Grove Basin watershed and carries a lot of stormwater. There have been a lot of stormwater assessments in the past and we could go that route, or could go through a special taxing district, and those are things to keep in mind to take care of this very important pipe.

Mayor Tourville asked if there was enough information to present to the Union Pacific Railroad and could a 96" pipe be lined? Mr. Kaldunski said there are techniques that could be done. Most of the repairs would be done to the bottom of the pipe. There is enough information for discussion with the railroad and detailed cost estimates. This is a starting point for discussions.

Councilmember Hark asked if the patching was done how long would it last? The pipe above is in relatively good condition but would be tested and estimated it would last maybe another 20 years or longer. Councilmember Hark asked if someone walked the whole length of the pipe? Mr. Kaldunski said they did. The profile was measured and showed where it has shifted.

Mayor Tourville said it needs to be done and should continue to be monitored

6. REVIEW RESULTS OF ADDITIONAL B-LINE TRUNK SANITARY SEWER FLOW MONITORING AND MODELING

Mr. Kaldunski introduced the item. He reported a series of studies have been done in the Northwest Area (NWA) for sanitary sewer. The start of the program is our current comprehensive sanitary sewer plan. This is what we have had as a comprehensive sewer plan since 2006. He showed a map of the area. It is in the area of South Robert and 70th Street (northeast quadrant of the NWA). The original concept follows the alignment that is in the City's CSSP. Additional studies were done by Bolton and Menk and showed a map showing their recommendation for the sanitary sewer. Another option was to look at the B line and a map was shown. The report shows the flow monitoring on that sewer from 2016 and 2017. The Alternate #2 Study map was shown and staff was interested in this option as it would allow for a savings of \$2.9 to \$3.1 million because of the depths. The study being presented tonight shows there is adequate capacity in the B-line sewer lift station to discharge. A map was shown of how the sewer would flow. We are asking City Council to accept this modeling, accept the report and recognize that it does have capacity for option 2 from the March study. At that point, if City Council has accepted the report and wants to move forward with option 2, we would favor it in our comprehensive plan update for 2040. Staff would say this is the sewer option we would recommend and look forward to it at this point. You would then accept the report on the South Robert District, accept the report on the B-line sewer, and now and between 2040 this is where staff thinks the sewer should go when development occurs. That is the general concept staff is talking about. We are confident we have the capacity to go this route. We will bring this to a Council meeting.

Councilmember Bartholomew asked if there was any input or objections from any existing property owners? One owner would love to see a portion of the line to go in now. At the informational meeting, we invited everyone in the sewer district north of 70th Street and about 30 people attended (good attendance). Generally, everyone was comfortable with the utilities.

Mr. Kuntz asked if they hooked up to the B-line what would be the cost? Mr. Kaldunski responded they would pay the northwest area fees as set by City Council from time to time. They will pay a fee at the time of development based on capacity or number of units, and pay at the time the building permit is issued. Mr. Thureen said some parcels have already been assessed for their B-line trunk charges. A credit would be given against the current fees for what they already paid.

Mayor Tourville that this will be on the next Council agenda. Mr. Kaldunski said yes.

Mr. Lynch reminded Council that all day Wednesday was set up for police chief interviews starting at 8:30 am and ending with a meet and greet. Thursday is a special meeting at 6:00 pm. Saturday is the Veteran's Day celebration breakfast at 8:30 am with a program at 10:00 am.

B. ADJOURN

Councilmember Piekarski Krech made a motion to adjourn, seconded by Councilmember Perry, and unanimously carried. The workshop adjourned at approximately 9:56 p.m.