

PUBLIC WORKS / FINANCE / SAFETY COMMITTEE MEETING

Monday, December 3, 2018

Present: Mayor Caron and Council Members Albertsen, Buhler, Lalim, Solum, Thorson, Vilhauer & Weyh

Also Present: Heath VonEye, Colin Paulsen, Kristen Bobzien, Matt Roby, Mike Lantsberger & others

The meeting was called to order by Mayor Sarah Caron.

Approval of the Consent Agenda

Motion was made by Bruce Buhler and seconded by Josh Weyh to approve the following items on the Consent Agenda: minutes from the November 19, 2018 Public Works/Finance/Safety Committee meeting. All voted in favor and motion carried.

Public Comment

None

Approval of the Agenda

Mayor Caron proposes to remove item 7 from the agenda. Motion was made by Dan Albertsen and seconded by Josh Weyh to approve the agenda as amended; all voted in favor and motion carried.

Discussion on the proposed Certificate of Completion for Development Improvements for East Park Development (8th Ave SE and a portion of 26th St SE) and a Resolution of Acceptance for 8th Ave SE.

Mayor Caron introduced the topic by saying that these two items are on tonight's council agenda because they are procedures outlined in our ordinance for acceptance of infrastructure improvements. Staff is currently working on revising the development regulations, but until that is done, we will follow the current written ordinance. City Engineer Heath VonEye explained that the current subdivision regulations have a project closeout process, which includes the issuance of a Certificate of Completion, and the Certificate of Acceptance for public infrastructure improvements. The Certificate of Completion for 8th Avenue SE and a portion of 26th Street SE means that staff has conducted an inspection and that all work was completed according to the permitted plans and specs. After a Certificate of Completion has been approved, a one-year warranty period will begin. When the warranty ending date is approaching, city staff will conduct a warranty inspection to look for trench settlement, premature cracking of the pavement or other issues that would need to be addressed during the warranty period. The engineer then brings a Resolution of Acceptance to the council for the city to accept perpetual city ownership and maintenance. For 8th Avenue SE, the improvements have been in place for over a year, it has met all the inspection requirements, and it was recommended that the warranty period has effectively ended, and a Certificate of Acceptance be issued. The portion of 26th Street in question was just completed this year, so the warranty period will now begin, and the acceptance will take place a year from now. This was a discussion only and no formal action was taken.

Discussion on an alley paving request from Mike Lantsberger

Mike Lantsberger addressed the committee with a request to have the gravel alley from 1st to 2nd Streets West and between Kemp Avenue and 1st Avenue North paved by the city without assessment to the property owners, and that the overground utilities be put underground as part of the project. He requested that this alley be improved the same as other alleys in the downtown that the city has paved with concrete and put the utilities underground, with no assessment to the property owners. Mayor Caron pointed out that normal procedure for any public right-of-way to become improved is for the property owners to pay for the initial improvement and the city to take

over maintenance after that. The alleys recently improved downtown had previously been paved and paid for by the property owners. The difference is that the alley behind Mr. Lantsberger's property is currently a gravel alley and has never been improved by the property owners. Mr. Lantsberger feels certain that the city paid for the other downtown alleys to be initially improved without assessment. Mayor Caron added that recent discussions before the council have resulted in staff directed to make a list of all gravel streets in town, and prioritize them for improvement so that the council can decide whether or not the city should subsidize the costs of improvements. Those discussions did not include the paving of gravel alleys. A discussion ensued on possibly including alleys in the list of gravel surfaces to be prioritized for improvement, or possibly breaking out commercial districts alleys from residential alleys. Staff will research historical documents to see if there is record of who initially paid for the downtown alleys to be paved. No action was taken.

Discussion on the proposed Resolution to set aside the assessment for Lot 11, Endres Industrial Park 3rd Addition, (26th St SE assessment project)

City Attorney Matt Roby explained the need to set aside the assessment for Lot 11, Endres Industrial Park 3rd Addition for the 26th Street SE project. The owner of Lot 11 proposes to subdivide the lot, but they cannot file a plat with an assessment existing on it. State law allows an assessment to be set aside, which will enable the owner to file the plat, and once that is completed, the city can reassess. The subdivision will result in two lots abutting 26th Street, which will each be proportionally reassessed, and will go onto the 2020 tax roll. No formal action was taken.

Old Business

None

New Business

None

Executive Session

None held.

Motion made by Adam Lalim and seconded by Jon Solum to adjourn meeting at approximately 4:50 p.m.; all voted in favor and motion carried.

Respectfully submitted,
Lori Marscheider