

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
FEBRUARY 11, 2014, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The February 11th, 2014 Regular Meeting of the Park Rapids City Council was called to order at 6:00 p.m. by Mayor Pat Mikesh, and everyone present recited the Pledge of Allegiance.

2. ROLL CALL: Present: Mayor Pat Mikesh, Councilmembers Dave Konshok and Paul Utke. Absent: Councilmembers Rod Nordberg and Erika Randall. Staff Present: Administrator John McKinney, Public Works Superintendent Scott Burlingame, Liquor Store Manager Scott Olson, Police Chief Terry Eilers, Treasurer Angela Brumbaugh, Public Works Employee Dean Christofferson, and Clerk Margie Vik. Others Present: Apex Engineer Jon Olson, Dick Rutherford, and Nick Longworth from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Utke, seconded by Konshok, and unanimously carried to approve the agenda with the following changes: a new resolution was presented for Item #6.1. (and) add to the Consent Agenda, Item #6.22 Resolution Amending the Resignation of Full Time Rapids Spirits Liquor Store Clerk Cindy Horton.

4. APPROVAL OF MINUTES:

4.1. City Council Regular Meeting Minutes-January 28, 2014: A motion was made by Utke, seconded by Konshok, and unanimously carried to approve the January 28th, 2014 City Council Regular Meeting minutes as presented.

5. FINANCE:

5.1. Payables & Prepaids: A motion was made by Konshok, seconded by Utke, and unanimously carried to approve the payables in the amount of \$66,482.12, and the prepaids in the amount of \$131,309.81, for a total of \$197,791.93.

6. CONSENT AGENDA: Utke removed Item #6.8. from the consent agenda. A motion was made by Konshok, seconded by Utke, and unanimously carried to approve the following consent agenda items:

- 6.1. **Resolution #2014-26 Approving the Renewal of Liquor License for A Better Place, Eagles Club, West Forty Restaurant, American Legion, and the Good Life Cafe in the City of Park Rapids.**
- 6.2. **Resolution #2014-27 Approve Minnesota Lawful Gambling LG220 Application for Exempt Permit for United Foundation for Disabled Archers.**
- 6.3. **Approve Purchase in the Amount of \$6,272.00 from Genesis Lamp for Lighting Parts for the Municipal Airport Runway and Taxiway Lights.**
- 6.4. **Approve Purchase in the Amount of \$1,323.17 from Farstad Oil for Two (2) 55-Gallon Barrels of Hydraulic Fluid and Motor Oil.**
- 6.5. **Approve Emergency Repairs of the Library Elevator in the Amount of \$2,429.49 and the Low Quote of \$6,643.26 for Code Compliance Repairs to the Elevator.**
- 6.6. **Resolution #2014-28 Authorizing Proper City Officials to Execute the Master Professional Services Agreement By and Between Ulteig Engineers Inc. and the City of Park Rapids.**
- 6.7. **Resolution #2014-29 Authorizing Proper City Officials to Execute Work Order No. 13.01922 for the Red Bridge Trailhead Construction Project By and Between Ulteig Engineers Inc. and the City of Park Rapids.**
- 6.8. *Removed from the Consent Agenda.*
- 6.9. **Approve Backhoe Operator's License to Work in the City of Park Rapids in 2014 for Anderson Brothers Construction.**
- 6.10. **Approve Purchase of Five (5) Minitor 5 Pagers for the Park Rapids Fire Department Using Funds from the Itasca Mantrap Operation Roundup and Sharing Success Grants for the Approximate Cost of \$2,275.00.**
- 6.11. **Authorize Use of City Equipment, Front End Loader and Plow Truck, to Help Remove Snow in Preparation of the Heartland 106 Snowmobile Race on February 22nd and 23rd, 2014, if Assistance is Necessary.**
- 6.12. **Resolution #2014-30 Approving Wage Adjustment and Step Increase for Public Works Parks Employee Stephanie Paulson.**

- 6.13. Approve the Purchase Order in the Amount of \$3,648.71 to Electric Pump for Repairs to the North Pump at Lift #2.
- 6.14. Approve Pay Request in the Amount of \$16,873.02 to Ulteig Engineers for Professional Services Associated with the Heartland Trailhead and the Water Treatment Facility Projects.
- 6.15. Approve Covering Volunteers on the City's League of Minnesota Cities Insurance Trust Policy at the Cost of \$204.00 for Year 2014.
- 6.16. Approve Pay Request in the Amount of \$24,245.91 to TKDA for Professional Services Pertaining to the Runway 18-36 Project.
- 6.17. Approve Pay Request #7 in the Amount of \$424,776.64 to Di-Mar Construction for Services Pertaining to the Water Treatment Facility Project.
- 6.18. Resolution #2014-31 Appointing Jake Ossowski to the Position of Volunteer Firefighter for the City of Park Rapids.
- 6.19. Resolution #2014-32 Approving a Wine and Strong Beer License for Bella Caffe in the City of Park Rapids.
- 6.20. Approve Classification for PID #32.45.51000 to "Non-Conservation" and Sale of Said Parcel and Authorize the Execution of "Certificate of County Board of Classification of Forfeited Land as Provided by Minnesota Statutes".
- 6.21. Resolution #2014-33 Appointing Judy Mentzer-Peterson to Serve on the Library Board for the City of Park Rapids.
- 6.22. Resolution #2013-34 Amending the Resignation of Full Time Rapids Spirits Liquor Store Clerk Cindy Horton.

END OF CONSENT AGENDA

6.8. Resolution Authorizing Proper City Officials to Execute Aquatic Invasive Species Inspection Agreement By and Between the Hubbard County Soil and Water Conservation District and the City of Park Rapids:

Utke stated my understanding was that we did this last year, but that it was a onetime payment. I didn't believe it would be an ongoing commitment.

McKinney stated that may well be what you did that year. They came to us in the fall. The treasurer says it wasn't in the budget. They did come to me to talk about it. I told them I would put it in the budget for your discussion. Apparently that didn't happen. I recommend that you table it and let these people come and make their presentation

because I did indicated to them that it was tentatively approved. You don't have to do that, but I think it would be the courteous thing because I mislead them into thinking that it had been discussed as part of last year's discussion, but it's a new discussion.

Mikesh stated I do remember we did say we were going to do it one time and not every year. **A motion was made by Utke, seconded by Mikesh, and unanimously carried to table the Resolution Authorizing Proper City Officials to Execute Aquatic Invasive Species Inspection Agreement By and Between the Hubbard County Soil and Water Conservation District and the City of Park Rapids, and to authorize city staff to make arrangements for a presentation.**

7. COMMENTS FROM CITIZENS: There were no comments.

8. GENERAL BUSINESS:

8.1. Riverside Area-Phase One Street and Utility Reconstruction

Project: Jon Olson, from Apex Engineering Group, stated I'm here to present the preliminary engineering report for the Riverside Area-Phase One Project. You have received a draft report, which is included in your packet. I'll walk you through the report. We've been looking at this area for a long time. It's been on the city's capital improvement plan (CIP) for at least five years. The primary reason for that is the condition of the sanitary sewer. This was reviewed about three year ago when a report was prepared and a public hearing was held. At that time it was delayed due to financial reasons. The city had done a lot of work at that time and the Council felt that it was appropriate to delay it a couple of years. Since then we've taken more of a phased approach into two separate phases. The higher priority areas are the ones that we consider that have larger flows, a service area beyond just the adjacent properties. That's the northern portion of the Riverside Area, that is phase one. Phase two is really the same condition, very old infrastructure, however the structure just services those properties that are adjacent. The area of impact is less. That's why they are prioritized the way they are.

Olson stated the areas marked in red on the map located in the report are the areas that we are looking at. It's mostly infrastructure within that region. We talked about Forest Avenue, from Sixth to Eighth Streets, as an optional addition to this report. That is scheduled with the phase two improvement. However, there is a developer that has expressed interest in developing an area south and east of Forest Avenue. In order to accommodate that development we'd need to deepen the mains along Forest Avenue. Myself, Burlingame, and Walker, had an opportunity to meet with the developer last month. We learned that the developer did not have any immediate plans for development so we thought it would be okay to keep those with phase two. That was good news from the city's perspective. These improvements fit much better with the phase two improvements and we'll be disrupting those properties one less time. Additionally, there's a fair amount of costs associated with those improvements to deepen those mains and to oversize them to accommodate that development. We are recommending that that area continue to be included with phase two. Therefore we didn't include it in this report.

Olson stated the main driver for this project is the original vitrified clay pipe. We don't know the exact date which it was installed. It was likely prior to the 1940s. The structure is in the seventy-plus range. It ranges in size from our standard eight inch all the way up to fifteen inches. These mains were televised in August of 2013. From those televising reports, it shows that the pipes are in very, very poor condition. A wide range of failures were observed. Without regular maintenance these mains would struggle to operate. A good, new pipe should resemble the inside of a gun barrel, real straight and clean and you can see the flow is nice and smooth at the bottom. The image of a section of the actual pipe shows heavy root intrusion at the joints which are every ten feet apart. Without frequent cleaning those will collect debris and cause a blockage. This condition is very common throughout the project area.

Olson stated the watermain is a mixture from the late 70s and 80s. On Riverside and Fifth Street the watermain was updated to PVC. On Washington and Third Street those are the original cast iron pipe mains. Those are likely sixty-plus years old. Second Street, one block over, doesn't have any water at this time. The cast iron pipe mains are beyond their intended life span. Prior to any street improvements, I would recommend that those be replaced. The PVC mains are tougher to determine where they are at in their life cycle. PVC is a newer construction to pipe and it has not gone through its whole life span. We don't know exactly what the intended life span is. Most researches are anticipating that the pipe is going to outlast cast iron pipe by a significant amount, possibly a one-hundred year life span is to be expected. At this time we don't have solid justification for replacing that. The services on the other hand are likely of construction that we would consider replacement. The saddles are of the narrow type, the fittings are flared, and at this age they are certainly leaking.

Konshok questioned do we know where that water line ran roughly on top of the sewer line? Olson stated typically they are spaced ten feet apart. Konshok questioned laterally? Olson answered yes. Burlingame stated the water line on Riverside runs on the west side of the road and the sewer is in the middle. Olson stated that's pretty common that the sewers are centered and the watermain be off to one side. Konshok stated so potentially you could get at the sewer without disrupting the water? Olson answered yes.

Olson stated the storm sewer within this segment, down the old Great Northern Railroad right of way, a trunk line was installed in that area. That was televised in August of 2013. Overall it was found to be in pretty good condition. One segment within the area on Washington Avenue is a little older construction and that was found to be in pretty poor condition, very similar to the sanitary sewer.

Olson stated generally speaking the street and sidewalk within the area is in fair condition. Most of it is pretty useable. The sidewalk is predominately in fair condition. There's some segments within the sidewalk that are continuous, and there are some gaps here and there. The overall street structure ranges from thirteen to fourteen feet, gravel in the alleys all the way up to sixty feet urban based road width and concrete curb and gutter on both sides. It's a very wide range of existing street surface improvements.

Olson stated the proposed improvements marked in green are the sanitary sewer replacements. Anywhere in the project area that we are doing work, the sanitary sewer would be replaced. We'd be upgrading the mains to PVC and the services to the property lines. The main truck line on Washington starts off at ten inch, it comes down to Fifth Street where we'd put in a twelve to fifteen inch main. At Fifth Street, then we'd be looking

at a fifteen to eighteen inch main down Riverside Avenue and then over to lift station two. That's the main truck line that we are looking at. Another ten inch trunk line takes flow from Main Avenue and the downtown area. That ties into the Fifth Street trunk line. There's a little segment there that was upgraded to PVC. In the televised reports it appears to be good, clean pipe. There's no issues with that segment. The watermain is far less extensive compared to the sanitary sewer. We have replacement on Washington, the first block between Highway 34 and Second Street. Replacement between Fourth and Fifth, and then replacement on Third all the way from Highway 71 to Riverside Avenue. Those are the areas where the existing infrastructure is aged and replacement is recommended. We're also recommending that a portion of Second Street, that's the area that there isn't any existing watermain, recommended prior to street improvements, looping those, making those a solid connection. In addition to those replacements, the services within the area with PVC, the saddles and the fittings are definitely prone to leaking, it would be good practice from here on out to replace those services prior to any street improvements. That is a new recommendation within this report at this time.

Olson stated the existing storm sewer within the railroad right of way, we would protect that. It is operating nicely and is in good condition. Anytime we cross that the goal would be to protect that. The segment on Washington is in poor condition and we'd recommend replacement on that. When we upgrade the street on Riverside and add curb and gutter, we'd need to do some storm sewer improvements along that corridor.

Konshok questioned there's nothing on Riverside at this point? Olson stated there's a few inlets, but by and large that area is not collected. It's simply just drained by overland and road.

Olson stated the street and sidewalk improvements vary for every segment. The goal would be to protect the sidewalk and curb and gutter to the extent that is possible. The condition is good and the underground utilities don't require replacement, the goal would be to protect those. We've identified the areas where we are hoping to save the curb and gutter. Throughout the entire corridor the surface is likely going to require replacement. If there are locations where the existing surfaces are nice and the underground work doesn't require, we will try to save the surface if possible, with likely an overlay.

Konshok questioned your proposal is to piecemeal the sidewalk, curb, and gutter? Olson stated that's one way to put it. On Second Street there would be a full reconstruct of curb and gutter on both sides, and new sidewalk. Washington would be new street working around the existing sidewalks, the alley by the old school would be a full reconstruct. On Third we'd be looking at reconstructing the full north side, preserving the existing sidewalk and curb and gutter on the south, with the exception of the east end. Riverside would be a full reconstruct of the street. The intent would be to preserve the sidewalk to the extent possible on the east side and connect the areas where there aren't existing sidewalks. There is no sidewalk on one side so that would be new. The surface improvements on Fifth Street are in really good condition. The goal there would be to preserve that north curb line and the sidewalk and reconstruct the south and the driving surface. The segment of Washington between Fourth and Fifth, that would be full reconstruction. It's basically residential on both sides, so it would be a thirty-six foot face to face urban street. We talked about the surface improvements on Sixth Street. We thought that we would restore it to it's existing condition, which is rural. The intent would be at a later date, if there ever

was street improvement within that area, then upgrade it. Then the alley would be bituminous.

Burlingame stated part of the sidewalk preservation that we're talking about was brought up when we originally went through this plan. It was talked about saving the sidewalk that is in good condition to try to cut costs. Olson stated if we get into design and there is very little structure that is going to be saved, we would recommend at that time that it should be replaced if it's going to look piecemeal. Konshok stated I think we should take a close look at that because some of that on Riverside Avenue, I wouldn't call it in good condition. I walk it all the time. You'd hate to every block or two be going from 2014 back to 1982, to 1960. I appreciate trying to save on costs, but you'll want to look close at that. Olson stated the report is in draft form. I'll revise that segment prior to finalizing it to include a little more discussion on the preservation and beef that up. Konshok stated at this point you're looking at adding sidewalk on Riverside for example, on the south end. I think that's key.

Burlingame stated another thing staff is proposing, if you look at that map, it gives you an idea of all of the freezing services that are happening right now. Consider insulating service lines, from the main to the property line. It would be around \$600.00 a service per property. It would be money well spent.

Olson stated regarding sidewalk, curb, gutter we'll save what makes sense. McKinney stated the urban standard is to have curb and gutter. Olson stated correct. That goes throughout with exception of Sixth Street and the alleys. That would be in line with what the city's been doing with the last few reconstructs.

Olson stated the estimated project costs are broken down by each major item. The estimated cost for this project is \$2.55 million that includes construction and engineering. The project costs will be based on the actual bids received. We're recommending that the improvements be assessed in accordance with the city's assessment policy. The policy states the standard size six inch watermain and eight inch sanitary sewer would be assessed 100%, storm sewer replacement at 90%, sidewalk in developed areas at 50%, and street at 60% for the standard size. There are many different classifications for street assessments.

Olson stated we had a discussion at staff level on oversizing. Right now the report assumes that the oversizing for the storm sewer is the city's share. The policy doesn't specifically state that. However the report is viewing the storm sewer similar to that of the watermain and sanitary sewer. If the Council feels any differently on that I'd want to get that revised. It would be a precedence setting policy revision. We haven't got into a situation on past projects where we're getting into assessing or replacing trunk line storm sewer. It's a new replacement for the city.

Olson stated when you apply those percentages you come up with a 50/50 split of the costs. This is non-typical. Typically you have more assessable versus city share. The reason for that on this project is the oversizing that we have throughout the project area. There are many different assessment rates that could apply to the project. You have alley reconstruction all the way to a forty-four foot urban street, with many different street classifications. When this was reviewed most of these rates compared fairly closely, with a slight increase, which is to be expected. The storm sewer is a little higher than normal. There so many different varying improvements with different rates, I have given three very generalized estimated assessments for a one-hundred foot lot. For a residential lot on

Riverside Avenue the estimated assessment would be \$17,100.00, on Washington Avenue it would be \$20,900.00, and for a commercial property on Third Street it would be \$24,000.00. There are a few parcels within this area that are quite large. There are a few that take up an entire city block. They would be experiencing a larger assessment. There are several parcels on Fifth Street and Riverside Avenue that would likely get a prorated water service. For the services that were replaced they would receive a credit. The lifespan of watermain is stated in the policy as forty years so there would be a pro-rated credit to those properties. These assessment rates are slightly higher than what was looked at in 2010 and 2011, on average about 10% to 15% higher. With exception of Riverside and Fifth, that's a little higher with the recommendation of those water services being replaced.

Olson stated the project has a few standard permits required. At this time it appears the existing easements and right of ways are sufficient. However we won't really know that until we get into the design. Alleys are typically a little challenging and they can be congested so it's not uncommon to need a temporary easement in those locations. They will be reviewed in greater depth in the design phase. Typically we have great soils in this area, real sandy. However, it's not uncommon when you pull off that existing surface to find some pockets of topsoil and other unsuitable soils. It's nice to get those identified in the design stages if you can so we are recommending soil borings.

Olson stated regarding the project schedule, the report is being presented this evening. If you're comfortable with it, we'd recommend setting a public hearing for March 11th, 2014. Following that would be if weather conditions allow, getting into the design. The goal would be to have the project in July, with a late season construction start. At this time, we're likely looking at a two season project given the size of the project and date which we are at in the year. The actual construction phasing would be worked out in the design phase, but it's likely a two season construction.

Konshok questioned what is the performance period for construction? Olson stated the goal would be August through October. Konshok questioned ninety or one-hundred and twenty days? Olson stated three months in the fall, and then six to eight weeks in the spring is what we think this project would take. One-hundred and fifty days total. That's real rough. Once we get a better handle on the project itself, then we'll finalize that. McKinney questioned would they be able to travel on the street in the winter? Olson stated we would recommend that all surfaces be restored to bituminous prior to winter freeze up. Konshok questioned how are you splitting construction? Olson stated we would have to work through that. Utke stated in the Southwest Area it was brought up to the first layer. Olson stated we always have bituminous work with the following spring, so we would work through the areas where we need to get the underground restored and replaced and rebuilt. Then we'll leave the following segments, if they can be left off until the following spring.

Mikesh questioned are we going to have to have a survey done and pay for all that again? Olson stated as we mentioned in December the survey does need to be done. We do need to do it. That would be on my dime. It's pretty clear in the task order.

Konshok stated clarify what you mean when you say two season project. Is the whole place going to be torn up? Olson stated by no means. We would not allow that to be an option. Any of the structure removed in 2014 would need to be rebuilt to bituminous base in 2014. We would make that very clear in the construction documents. McKinney stated so there would be additional work done in the spring in the areas that hadn't been

done. Olson stated correct. If they had not gotten to certain segments, that would be opened up in 2015 and completed in 2015. Burlingame stated in just about every project we do we take it back to the base coat. We like to go through the winter like that so if problems show up we can fix them in the spring. Olson stated those issues really arise in late season construction. Konshok stated especially given this winter. I'm a little gun shy about taking a chance. Olson stated that is why I wanted to bring that to your attention at this stage. We don't want to take a chance opening up too much and then get a product that we're not happy with. They will only open up what they can get back together.

Dick Rutherford questioned you talked about insulating the water and the sewer to the property line? Olson stated I would say the best answer would be depending on the depth, and we would determine at what depth do we want to state that insulation would be required. We'll have to talk about that. Utke stated some of the sewer would be pretty deep. Olson stated absolutely, and in some cases the water lines are sufficiently deep. We would want to work through that on a case by case basis. Dean Christofferson stated the frost is more than eight feet deep right now. Olson stated we started looking at plans in the city. Watermain depth was not uncommon to be seven feet. You can see they must have had a year like this, then it went to eight feet. Then it went to eight-five, Now nine-six is the standard depth.

Mikesh questioned are we going to insulate the pipe to their curb stop, and the city picks up that? Burlingame stated that's how we construct. We go from the main to the property line. Utke stated if the property owner was digging it up for some reason that would be their option, but that would get us to the curb stop which is our responsibility. Burlingame stated typically your problems are going to be under the street where the frost is deepest. McKinney questioned is it likely that the service lines will need to be replaced in most instances for the water so the owner would have that expense? Olson stated we're recommending that the services be replaced. From the property line to the building, that's something that once we get into the project we do bring it to the property owners attention. But that is not part of the city's project. McKinney questioned sometimes as a practical matter it has to be relocated or not? Olson stated it's pretty uncommon on a project like this. One instance that I can think of where we have some challenges on water is where the homes are tied together laterally. We've run into that a few times. Typically they aren't required to do any improvements on their side if their service is in adequate condition. Every service that we open up we touch base with the property owner to let them know the condition of their service and as to whether or not we think it warrants replacement. Any replacement on that side is the property owner's responsibility to coordinate and pay for. McKinney questioned if there is a curb stop in place, we would expect that we would do our construct up to that curb stop? If they're hooked up to the curb stop, so they don't have to do anything. Olson answered correct. Rutherford questioned who pays for the new curb stop? Olson stated that's within the project costs and curb stops would be assessed back to the property.

A. Resolution Receiving Engineering Report and Calling for Public Hearing for the Riverside Area-Phase One Street and Utility Reconstruction Project in the City of Park Rapids:

McKinney stated Apex has presented a time schedule. Should you wish to set the date three votes are required. If we were at the hearing and wanted to move forward it would take four. **A motion was made by Mikesh,**

seconded by Utke, and unanimously carried to approve Resolution #2014-35 Receiving Engineering Report and Calling for Public Hearing for the Riverside Area-Phase One Street and Utility Reconstruction Project in the City of Park Rapids.

9. CITY ADMINISTRATOR UPDATE: McKinney stated two Councilmembers and two department heads are at the Blandin training this month. We're pleased that they all got to go. We have two job openings. One temporary and one permanent for which the advertising is on process right now. We'll be to Council with recommendations for both of those in the future.

McKinney stated we've had a lot of company at city hall this week regarding frozen lines. The best resolution we've had so far is to encourage people, when appropriate, to run their water. We will be in a position to evaluate what that extra burden has been and come back to you with some suggestions on how we might credit or help share in that extra cost. There is benefit to the city as well as the property owner. We'll come back to you with more information. All of a sudden everybody had the same problem at the same time. We are advertising in the newspaper and on their website, and it's on the local radio station. We're hoping that people will be encouraged to contact us. There is a form available at city hall that needs to be filled out to assure themselves of being in a position to receive that credit. Unfortunately it doesn't help people that are already frozen. If they get it thawed out we hope this will help them not have to do it again. That's been our principle activity over the past few days. Konshok questioned do we know how many properties are affected at this point? Burlingame stated its thirty at this point. Konshok questioned is it all over the city? Christofferson answered yes. Burlingame stated it's everywhere. There are properties affected that have frozen before, and there are quite a few that have never frozen. Utke stated the way the cold has gone on and on, this is not surprising. Burlingame stated there are fifteen water towers statewide that have frozen, and water lines all the way to the south in Des Moines that have frozen. McKinney questioned how long does this process take to reverse itself? Christofferson stated it will get worse before it gets better. As it warms up, it has a tendency to push the frost down. It could be a couple of weeks before it starts moving back up once it warms up. The long range forecast looks like it will be in the 30s. That will push it down. It will be after that before it starts coming back up. Utke stated the big message is that people have to sign up for the credit so they don't come in six to eight weeks from now wanting the same deal as those that did sign up. McKinney stated this remedy is offered for the first quarter of 2014 only. If for some reason we decide that we want to extend it, we'll come back to you to talk about it. This is for the bill that comes out for the first three months of the year.

Dick Rutherford questioned is the city responsible up to the curb stop, and then the curb stop into the house? How does that work? Burlingame stated the property owner is responsible from their house to the main, wherever the main lies. Rutherford questioned to the main through the curb stop? Burlingame stated from the property to the main, the curb stop is in the middle. The whole service line is the responsibility of the property owner. McKinney stated the service line is defined as from the main, wherever it goes, but once it leaves the main, it's the service line.

10. DEPARTMENT HEAD UPDATES: Scott Olson stated surprisingly as cold as it's been in January the store was up 2.1% for the month of January in 2014, which is even nicer because 2013 was up 10.2% over 2012.

11. MINUTES/REPORTS/INFORMATION: There were no comments.

12. COMMENTS FROM COUNCIL: Utke stated we all got an email from the snowmobile club about trails through the city. It would be nice if staff would bring in the chamber and the downtown businesses to have a conversation as they have in the past. There are certain areas that the snowmobilers have access to, and there are other parts of the city where it's really tough. If they all got their heads together and worked on a plan to make it more friendly to the snowmobiles, especially coming up from the south. It's a challenge to get around the town. I'd like to pass that on to planning to see if they had any ideas. Eilers stated we're already meeting with the snowmobile club, the chamber, the county commissioners. There's a whole group. They want to put a plan together. They're meeting individually at this point. We did have one group meeting. Utke stated perfect. Get something that's workable for everybody. McKinney stated get the word back to us when it's appropriate.

Mikesh thanked the public works department for all the work they're doing, and all the hours that they've had to run around working on this freezing water problem.

13. ADJOURNMENT: A motion was made by Utke, seconded by Konshok, and unanimously carried to adjourn the meeting at 6:55 p.m.

[seal]

Mayor Pat Mikesh

ATTEST:

Margie M. Vik
City Clerk