



**SPECIAL PLAINVIEW CITY COUNCIL
MEETING / WORK SESSION
AGENDA**

Tuesday, September 25, 2018, 6:00 p.m.

(5:00 pm Public Meeting – Public Input Regarding the TAP Project)

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. UNFINISHED BUSINESS***
 - A. TAP Project Follow-up Discussion / Direction
 - B. Fire Hall Sprinkler System
- 4. NEW BUSINESS***
 - A. Library Change Order-Electrical
- 5. DISCUSSION**
 - A. Personnel Policies
 - B. Fire Relief Association
 - C. Kreofsky/Stoning Flooding/Alley Update
 - D. Plainview Community & Youth Center
 - E. Fall Clean Up
- 6. COUNCIL & STAFF UPDATES**
- 7. ADJOURN**

** While regular work sessions generally are for discussion only, issues may arise where council action is necessary or serves the best interest of the public.*



Executive Summary

City Council Regular Meeting: September 25, 2018

AGENDA ITEM: TAP Project	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 3.A.
ATTACHMENTS: TAP Project Estimates and Drawings	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion	

SUMMARY

The City has been progressing slowly in the decisions for the TAP Project. Due to the review process at the state and the time it will take Bolton & Menk to complete the plans, it is now time for final decisions to be made.

Staff suggest a follow-up discussion regarding comments from the public input session and direction be given to City Engineer Malm for the completion of the plans. Those plans will then need to be approved in their final form at a Council meeting.



Real People. Real Solutions.

TAP Project Update

Sidewalk, Bus Turnout, and Lighting Improvements

City of Plainview, MN

8/28/18

CITY OF
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The Heart of Greenwood Prairie

Project Background

- 2015 – City applied for a Transportation Alternatives Program (TAP) grant through MnDOT
- Project included Sidewalk, Bus Turnout, and Lighting Improvements

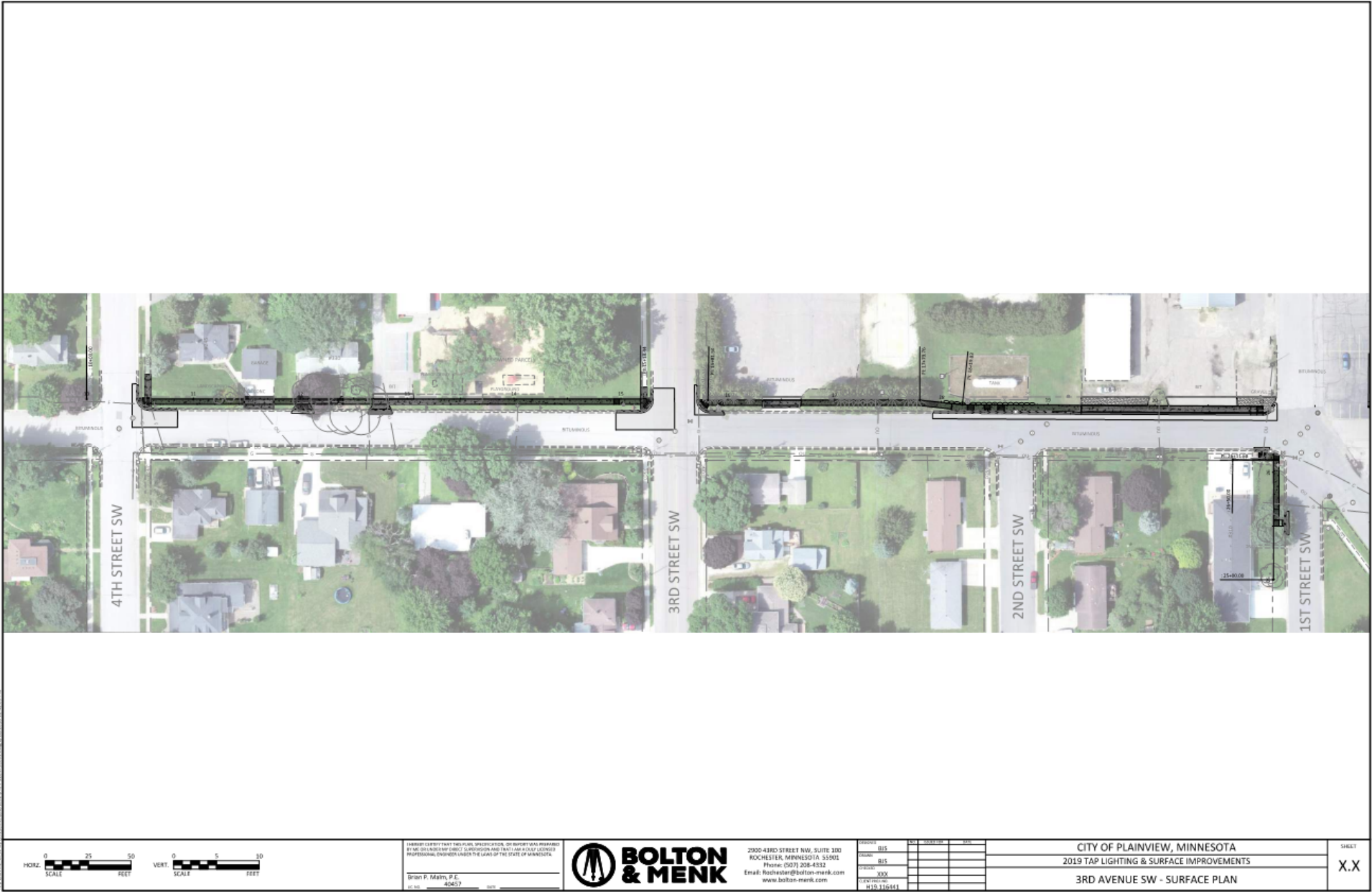


Project Background

- Project Costs Included in Application
 - Sidewalk - \$125,250
 - Bus Turnout - \$160,000
 - Street Lighting - \$300,000
 - Engineering, Legal, Contingency - \$187,000
 - Total - \$772,250
- Funding Awarded
 - TAP Grant (2019 Federal Funds)- \$424,100
 - Local Share - \$348,150
 - Total - \$772,250



Sidewalk Improvements

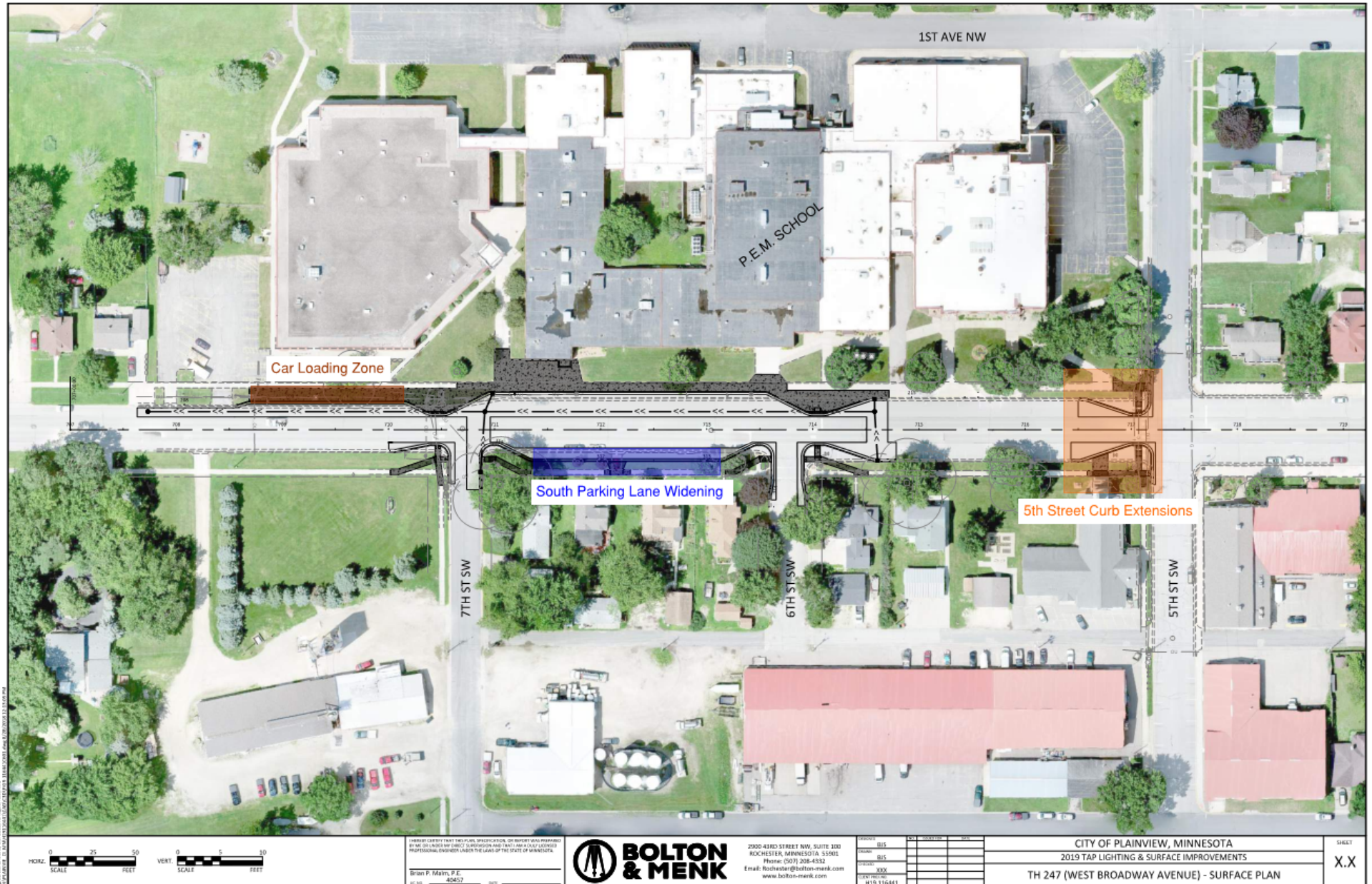


Sidewalk Improvements

- Estimated Cost in Application - \$125,250
- Current Estimated Cost - \$137,020



Bus Turnout Improvements



1. PREPARED BY: BOLT & MENK, INC. (B&M) FOR THE CITY OF PLAINVIEW, MINNESOTA. THIS PROJECT WAS PREPARED BY B&M FOR THE CITY OF PLAINVIEW, MINNESOTA. THE CITY OF PLAINVIEW, MINNESOTA, IS THE OWNER OF THIS PROJECT. THE CITY OF PLAINVIEW, MINNESOTA, IS THE OWNER OF THIS PROJECT. THE CITY OF PLAINVIEW, MINNESOTA, IS THE OWNER OF THIS PROJECT.



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NO.	DESCRIPTION	DATE
001	DESIGN	01/15/2019
002	REVISION	01/15/2019
003	REVISION	01/15/2019
004	REVISION	01/15/2019
005	REVISION	01/15/2019

CITY OF PLAINVIEW, MINNESOTA
2019 TAP LIGHTING & SURFACE IMPROVEMENTS
TH 247 (WEST BROADWAY AVENUE) - SURFACE PLAN

SHEET
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Bus Turnout Improvements

- Estimated Cost in Application - \$160,000
- Current Estimated Cost - \$365,607
- Issues
 - ADA issues require additional sidewalk replacement
 - Bumpouts added to south side of road to shorten crossings
 - Curb bumpouts cause drainage issues, storm sewer needed, would drain to problem area, where it currently drains now



Bus Turnout Improvements

- Other requested items
 - Car Loading Zone - \$12,502
 - South Parking Lane Widening - \$35,310
 - 5th Street Curb Extensions - \$35,387
 - Total - \$83,199
- Total with Added Items- \$448,806
- Additional items are safety benefits
 - Bumpouts Slow Traffic
 - Shorter Crossing at 5th Street
 - Wider Parking Areas for Dropoff (Car Loading Zone and South Parking Lane Widening)



Lighting Improvements

- Estimated Cost in Application - \$300,000
- Language in TAP application appears to have focused on intersection lighting
- Community has expressed interest in decorative lighting additions downtown
- MnDOT has indicated they would not require “continuous lighting”. “Continuous lighting” is a specific design term requiring specific lighting levels. We interpret this to mean that they are not requiring specific lighting levels along the corridor. Will still need to submit preferred design for approval.

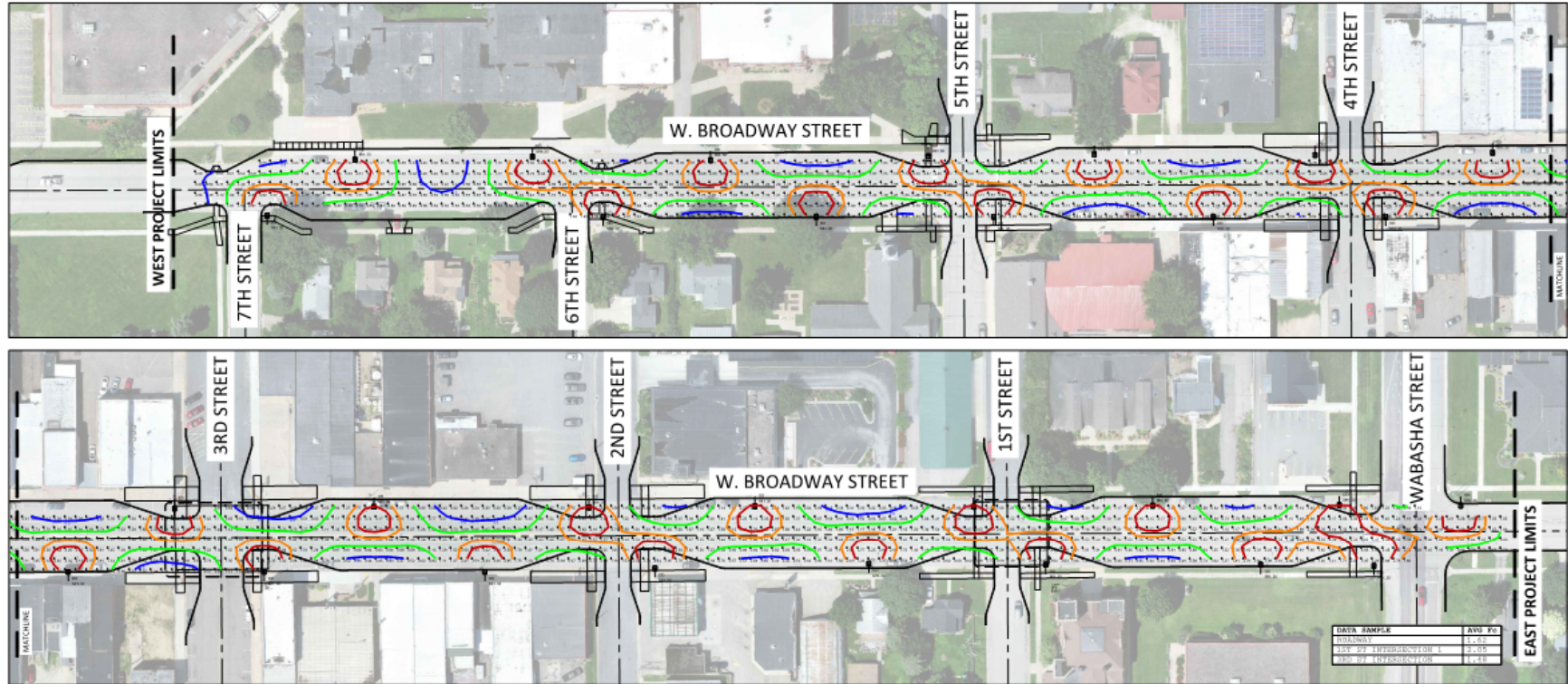


Lighting Improvements

- Option 1 – Roadway Fixture Replacement
 - “Cobra Head” Fixtures, Same Spacing as Current
- Option 2 – Limited Decorative Lighting
 - All Intersections
 - Decorative ~28’ Fixtures
 - Between 2nd and 4th Street, “Downtown”
 - Decorative ~15’ Fixtures Mid-Block
- Option 2B – Limited Decorative Lighting
 - Same as Option 2 except “Cobra Head” fixtures outside of downtown
- Option 3 – All Decorative
 - Decorative Intersection and Mid-Block Fixtures Everywhere



Lighting Improvements – Option 1



ROADWAY LIGHTING REPLACEMENT (DD):
NXT Series with black pole and luminaire by LED Roadway Lighting

OPTION 1: Replace existing lighting
Preliminary Construction Cost Opinion: \$340,000



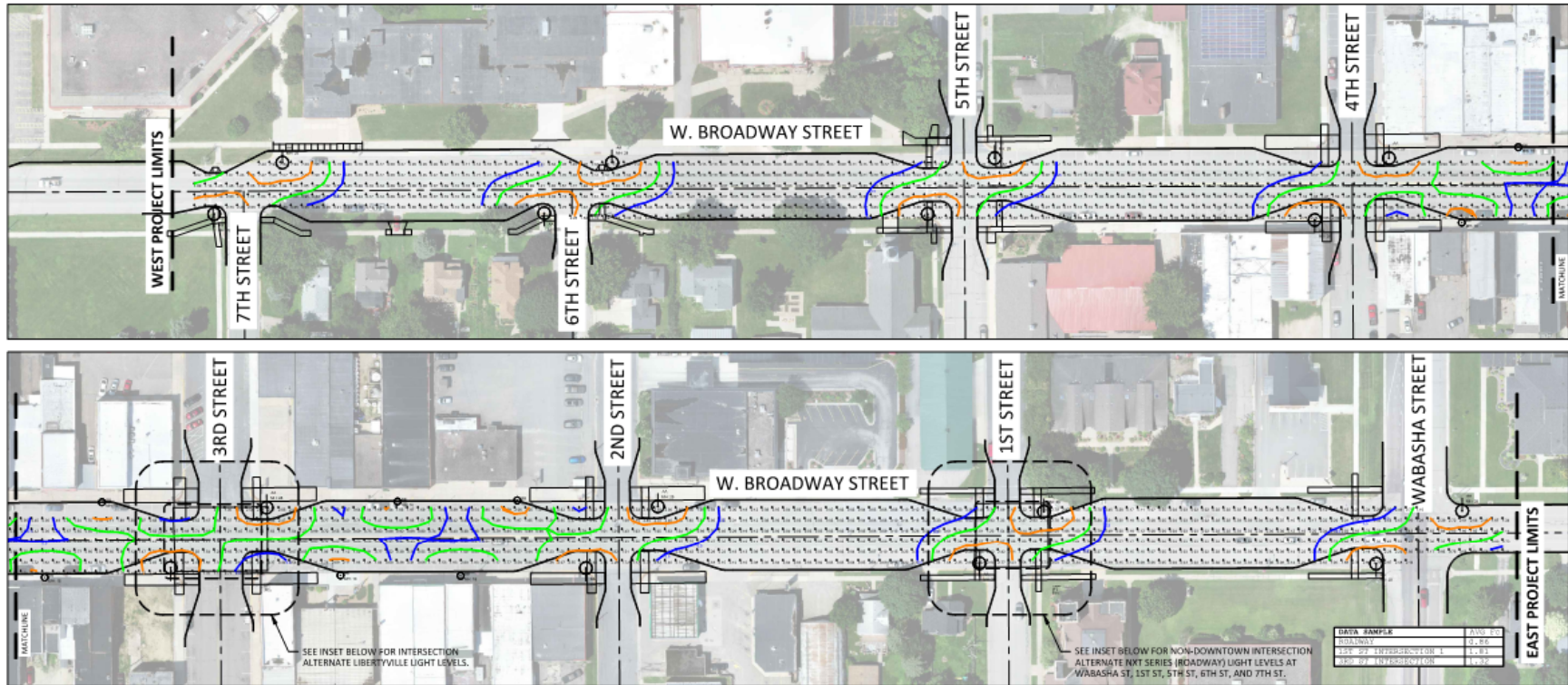
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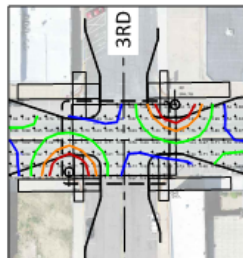
CITY OF PLAINVIEW, MINNESOTA
TAP LIGHTING AND SURFACE IMPROVEMENTS
OPTION 1 - ROADWAY FIXTURE REPLACEMENT

SHEET
1

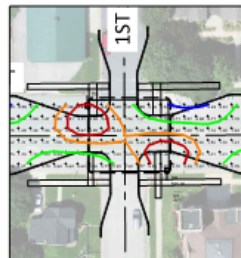
Lighting Improvements – Options 2&2B



- 3 fc
- 2 fc
- 1 fc
- 0.5 fc



Intersection Alternate Libertyville Fixture



Intersection Alternate NXT Series (Roadway) Fixture

DECORATIVE INTERSECTION LIGHT OPTIONS - 28' POLES



DECORATIVE MID-BLOCK LIGHT OPTIONS - 15' POLES



OPTION 2: Decorative/roadway combination

Preliminary Construction Cost Opinion: \$348,000-\$390,000



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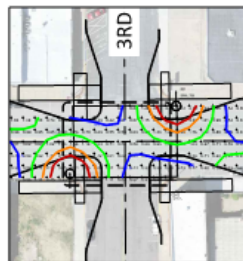
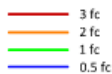
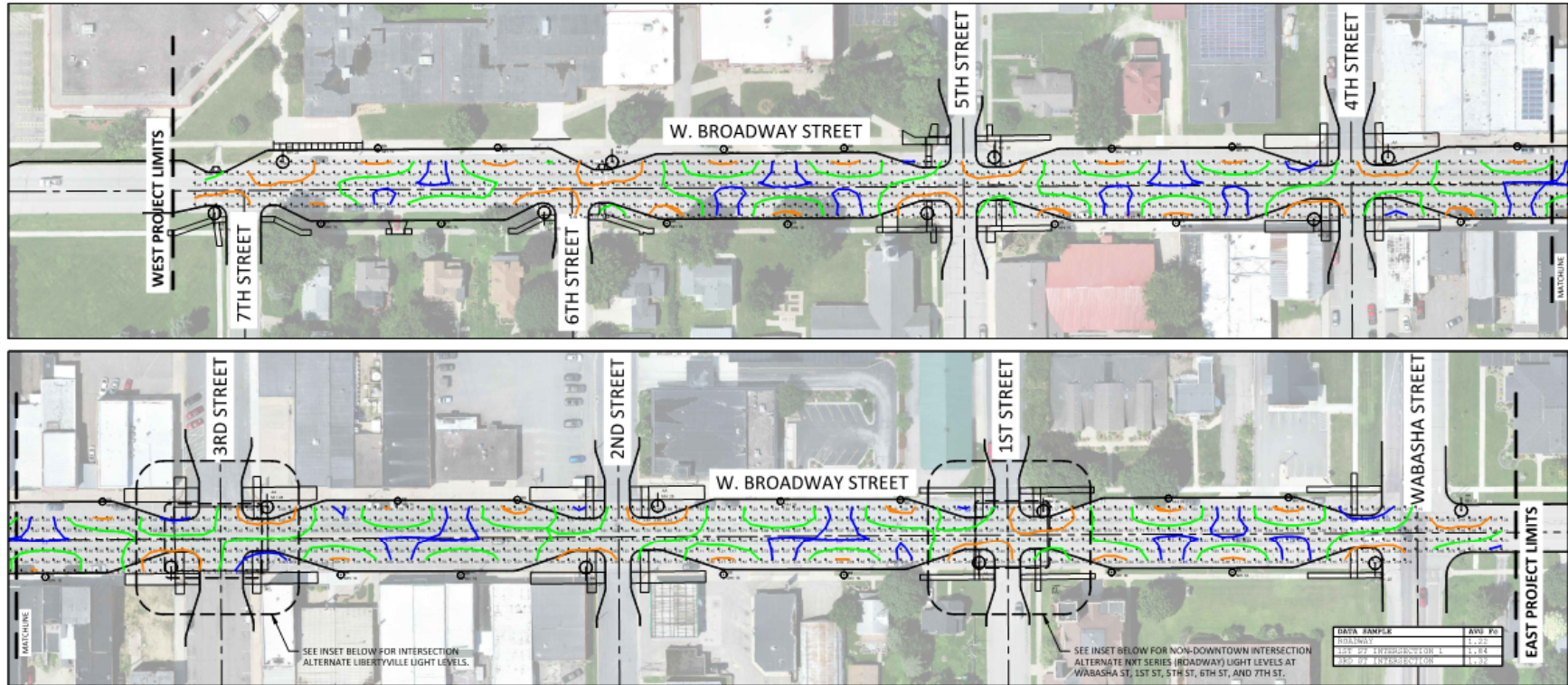
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APP: JMW
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CITY OF PLAINVIEW, MINNESOTA
TAP LIGHTING AND SURFACE IMPROVEMENTS
OPTION 2 - NEW DECORATIVE LIMITED

SHEET

2

Lighting Improvements – Option 3



Intersection Alternate Libertyville Fixture

DECORATIVE INTERSECTION LIGHT OPTIONS - 28' POLES



DECORATIVE MID-BLOCK LIGHT OPTIONS - 15' POLES



OPTION 3: Decorative lighting throughout
Preliminary Construction Cost Opinion: \$500,000



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CITY OF PLAINVIEW, MINNESOTA
TAP LIGHTING AND SURFACE IMPROVEMENTS
OPTION 3 - NEW DECORATIVE THROUGHOUT

SHEET

3

Lighting Improvements



Existing Conditions at 3rd Street Looking Westward

Proposed Decorative Lighting at 3rd Street



DECORATIVE LIGHTING RENDERING
Omega Intersection, Acorn Mid-block



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PROJECT	CITY OF PLAINVIEW, MINNESOTA	SHEET 4
DESCRIPTION	TAP LIGHTING AND SURFACE IMPROVEMENTS	
DATE	DECORATIVE LIGHTING RENDERING	

Lighting Improvements-Summary

- Existing Condition
 - Mid-Block Avg Fc = 1.08
 - 1st Street Int. Avg Fc = 1.32
 - 3rd Street Int. Avg Fc = 0.96
- Option 1
 - Cost - \$340,000
 - Mid-Block Avg Fc = 1.62
 - 1st Street Int. Avg Fc = 2.05
 - 3rd Street Int. Avg Fc = 1.18
- Option 2/2B
 - Cost - \$348,000-\$390,000
 - Mid-Block Avg Fc = 0.86
 - 1st Street Int. Avg Fc = 1.81
 - 3rd Street Int. Avg Fc = 1.32
- Option 3
 - Cost - \$500,000
 - Mid-Block Avg Fc = 1.22
 - 1st Street Int. Avg Fc = 1.84
 - 3rd Street Int. Avg Fc = 1.32



Total Project Summary

- Tap Application Total Project Estimate - \$772,250
 - TAP Grant - \$424,100
 - City Share - \$348,150
- Lowest Cost Combination
 - Sidewalk - \$137,020
 - Bus Turnout, Minimal No Additions - \$365,607*
 - Street Lighting, Option 1 or 2B - \$348,000
- Total Construction Cost – \$850,627
- Engineering, Legal, Contingency - \$187,000
- Total Project Cost - \$1,037,627

- TAP Grant - \$424,100

*Bus Turnout Area Additions – Add \$83,200

- City Share - \$613,527 (+\$265,377 from application)



Next Steps

- Need Direction On
 - Bus Turnout Layout and Possible Additions
 - Lighting Option
 - General Preference on Lighting Fixtures
 - Federal Aid Funds require “free and open competition” which limits selection of specific manufacturer’s fixture.
 - Can specify general style and performance





Questions?

City of Plainview, MN

8/28/18

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Executive Summary

City Council Regular Meeting: September 25, 2018

AGENDA ITEM: Fire sprinkler system in the fire hall	AGENDA SECTION:
PREPARED BY: Michael L. Burgdorf, PW Director Ed Jacobs, Fire Chief	AGENDA NO. 3.B.
ATTACHMENTS: Fires in fire halls	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve the 2018 sprinkler system in the fire hall.	

BACKGROUND

The addition of sprinklers in the fire hall was postponed from the September 11th, 2018 city council meeting.

Smoke detectors was mentioned as an alternative. Smoke detectors are for inside protection of persons in the building at the time of fire. It doesn't suppress fire that has started. Firemen cannot get in to get the trucks and equipment out and fight the fire. Mutual aid at a minimum is at least 10-15 minutes away. Damage to the trucks and equipment could be catastrophic.

The fact that the equipment is insured was also mentioned. Truck replacement is 1.5-2 years to replace. Information received from the League of Minnesota Insurance Trust is that there would be a saving of \$675.00 per year with the sprinkler system installed.

In checking with Olympic Fire they can still meet the November 30th to install the sprinkler system if approved on Tuesday September 25th. \$40,000.00 was set aside for this project. The quote was \$32,490.00 to complete this project.

Other information is included in in packet on the number of fire halls that have had fires. Coming Monday is information on the dollar amount of trucks and equipment in the fire hall. (Mark @ Greenwood Agency is on vacation). If you have questions feel free to get in touch with me.

Date	Time	City	Property Use	Property Loss	Content Loss	Fire Origin	Type Of Material	Cause of Ignition	Equipment Involved
1/12/2004	23:15		Fire station	\$ 5,000,000		Vehicle storage area; garage, carport	Undetermined	Cause undetermined after investigation	Undetermined
3/22/2004	19:28		Fire station	\$ 1,500		Engine area, running gear, wheel area	Plastic	Cause undetermined after investigation	
9/29/2004	11:24	Becker	Fire station			Cargo/trunk area—all vehicles		Unintentional	
5/14/2005	11:08	Eden Prairie	Fire station			Engine area, running gear, wheel area		Failure of equipment or heat source	
7/21/2005	9:27	BROOKLYN CENTER	Fire station			Cargo/trunk area—all vehicles		Cause undetermined after investigation	
10/31/2005	16:26	Scandia	Fire station			Cargo/trunk area—all vehicles		Cause undetermined after investigation	
11/29/2005	9:25	COON RAPIDS	Fire station	\$ 10,000	\$ 5,000	Cooking area, kitchen	Multiple types of material	Failure of equipment or heat source	Toaster, toaster oven, countertop broiler
11/30/2005	10:08	Finland	Fire station			Open area, outside; included are farmland, field	Undetermined	Cause, other (System generated code only, not used for data entry)	Electrical distribution, power transfer, other
3/30/2006	15:48	Rochester	Fire station	\$ 5,000		Engine area, running gear, wheel area	Flammable or combustible liquid, other	Failure of equipment or heat source	
5/4/2006	17:56	Edina	Fire station			Courtyard, patio, terrace	Natural gas	Failure of equipment or heat source	Grill, hibachi, barbecue
9/19/2006	12:22	MINNEAPOLIS	Fire station						
11/15/2006	14:32	SHERBURN	Fire station	\$ 4,000	\$ 15,000	Engine area, running gear, wheel area	Flammable gas, other	Unintentional	
2/23/2007	13:10		Fire station	\$ 10,000		Other area of fire origin	Plastic	Failure of equipment or heat source	Electrical distribution, power transfer, other
6/28/2007	10:15	BLOOMINGTON	Fire station	\$ -	\$ -				
8/3/2007	18:23	Andover	Fire station			Open area, outside; included are farmland, field	Natural product, other	Cause undetermined after investigation	
11/9/2007	19:02	BROOKLYN PARK	Fire station			Engine area, running gear, wheel area	Undetermined	Unintentional	
1/25/2008	8:30	SAINT PAUL	Fire station	\$ 1,000		Exterior, exposed surface		Unintentional	
4/8/2008	16:13	Oak Grove	Fire station			Engine area, running gear, wheel area		Failure of equipment or heat source	
10/29/2010	5:59	ST CLOUD	Fire station	\$ 600,000	\$ 600,000	Operator/passenger area of transportation equipment		Cause under investigation	
4/26/2011	11:30	Minneapolis	Fire station	\$ 200		Engine area, running gear, wheel area	Type of material first ignited, other	Cause under investigation	
9/5/2011	10:00	BROOKLYN PARK	Fire station	\$ 4,000	\$ 1	Operator/passenger area of transportation equipment	Fabric, fiber, cotton, blends, rayon, wool	Intentional	

11/1/2011	22:00	Scandia	Fire station			Outside area, other		Unintentional	
11/17/2011	18:30	Sauk Rapids	Fire station			Operator/passenger area of transportation equipment		Failure of equipment or heat source	
7/9/2013	15:43	Clear Lake	Fire station	\$ 1,500		Other area of fire origin		Unintentional	Air conditioner
2/19/2014	13:31	CRYSTAL	Fire station	\$ 6,000	\$ 1,500	Operator/passenger area of transportation equipment	Undetermined	Failure of equipment or heat source	
4/22/2014	11:00	HAM LAKE	Fire station	\$ -	\$ -				
5/30/2014	4:15	SAINT PAUL	Fire station	\$ -	\$ 500	Egress/exit, other	Multiple types of material	Intentional	
7/4/2014	5:15	Tower	Fire station	\$ 166,790	\$ 30,770	Vehicle area, other	Undetermined	Cause under investigation	Undetermined
9/26/2014	16:58	Bayport	Fire station						
1/18/2016	15:19	ROGERS	Fire station	\$ 1,000	\$ -	Engine area, running gear, wheel area	Type of material first ignited, other	Unintentional	
5/8/2016	13:39	Hendricks	Fire station	\$ 100	\$ -	Open area, outside; included are farmland, field		Unintentional	
8/22/2016	9:36	LAKEVILLE	Fire station	\$ -	\$ -	Chute/container - trash, rubbish, waste		Unintentional	
10/4/2017	15:23	Andover	Fire station	\$ -	\$ -				



Executive Summary

City Council Workshop: September 26, 2018

AGENDA ITEM: Electrical Work for Library	AGENDA SECTION:
PREPARED BY: Alice Henderson, Library Director	AGENDA NO. 4.A.
ATTACHMENTS:	APPROVED BY:
RECOMMENDED ACTION: Approve Revised Electrical Plan	

SUMMARY

When the bid documents were created, they did not include the exterior lighting plan that had been requested. Post bid process, Shane Loftus and I met with the electrician to discuss our options. The following lists the costs associated with changing to what was requested as well as some recommendations from the electrician:

\$4915	Soffit Lights	The electrical spec sheet called for the following lights to be installed in the soffit: 7 on the north side, 1 each on the east and west sides, with 1 sconce on the south side by the book drop. Our request had been to provide continuous lighting all around the building. This makes the space safer, and allows for better video surveillance which is in our long term goals per our 2017 SWOT analysis. If we were to pursue this option, there would be 8 recessed LED lights on the north side, 5 on the east and west sides, and 6 on the south side, and the book drop sconce would be eliminated.
\$1026	Entry Lights	The architect opted to eliminate the sconce lighting on either side of the entry door. This lighting acts as an “open sign” for us. Due to the dark nature of the windows in the entry, it is difficult to tell from the parking lot if the library is open and this is our way of letting patrons know without them having to leave their car to try the door. If we were to pursue this option, the 2 sconces that we currently have would be replaced with LED fixtures.

\$783	Replace Solar Tubes	The architect called for 3 8” LED lights that would provide comparable light output to our 3 solar tubes. The electrician does not believe that such an option exists and recommended that we instead replace the recessed lighting that we already have with LED fixtures. This puts the light where it is needed most, and has the added benefit of being a cool fixture which eliminates concerns about generating heat in the roof’s cold space.
\$312	Occupancy Sensors in Restrooms	The library’s restroom fans are tied to the light switches. Because they are so well lit by the windows, people often leave the light off when they enter which means that the fan does not run. The reverse is also true. If the light is turned on, it could potentially be on all day. I recommend that we add occupancy sensors so that the fan runs a bit after restroom use and lights turn off when the restroom is no longer occupied. Earlier in the year, I obtained a quote to have this done as a separate project and the difference in price is negligible.
\$7036	Total Cost For All Electrical Projects	

Below is the cost of the project to date. Adding any of the proposed changes would increase the total project cost.

Project Cost to Date:

\$293,761	Original Bid
2,425	Move freezeless water spigot to the east wall
3,870	Color change on window receptors
(1,239)	Restroom handles varied from bid documents - refund
<u>17,538</u>	Copper roof and snow bars
\$316,355	Total Project Cost to Date
<u>7,036</u>	Electrical Plan
\$323,391	Total Project Cost if Full Electrical Plan is Approved

RECOMMENDATION

I recommend the approval of the full revised electrical plan in the amount of \$7,036.



Executive Summary

City Council Work Session: September 25, 2018

AGENDA ITEM: Personnel Policies	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 5.A.
ATTACHMENTS: Personnel Policies Excerpts	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion	

SUMMARY

As discussed at prior work session and meetings, staff would like to continue the review of the current personnel policies. The policies were implemented in March; however, there were a number of issues that were not able to be discussed with Council prior to implementation. As part of the continuing review of these policies, I would suggest that we address the following items at tonight's work session;

Section 7.5 Exempt (Non-Overtime-Eligible) Employees	Staff is requesting Council's interpretation and clarification of the existing policy regarding "flexing" hours. City Administrator Hadler feels a strict interpretation of the policy would require that time off would be allowed during the same week or following week and only during "unique circumstances"; unique being occasional, as in not regular. However, the times that Department Heads work excess hours are often in long stretches of time that don't allow for use of this policy, such as during Corn on the Cob Days for PD and Liquor. A more flexible interpretation or edit may allow for time off during the same or following <u>pay period</u> and allow for an expansion of the term "unique" to include "occasional" or place a limit on the number of times this may occur in any given time period. Council member O'Connor had earlier requested the addition of language from the LMC model policy stating that exempt employees shall use PTO for any absence of 4 hours or more, but does not need to use PTO for less than 4 hours. This is also an option, though it may not fully address the issue as a manager may not have the ability to make time to be away in short bursts of time.
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Section 13.1 Separation Pay	Councilmember O'Connor has requested the addition of language that states explicitly that employees who are released for cause do not receive any pay for unused accrued PTO.
Section 10.1.4 (proposed) PTO Gifting	The existing policy includes an option to gift PTO. "Employees may choose to grant a portion of their PTO to another employee to assist with medical treatment and/or recovery. Such donation must be approved by the City Council." I don't believe it should be necessary to have Council approve. First, that would have to be done confidentially so as not to disclose an employee's medical issue. We could add language about how much could be gifted at one time, required amount of PTO the gifting employee must retain, etc.
Section 3.5.1 Gifts Prohibited	Staff requests clarification regarding the ability of supervisors to give employees gifts or free lunch. Councilmember O'Connor has suggested that all items should be tracked and or turned over to the city. Staff believes this would create an unnecessary amount of documentation.



Executive Summary

City Council Regular Meeting: September 25, 2018

AGENDA ITEM: Fire Relief Association	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 5.B.
ATTACHMENTS: Organizational Outline (Draft)	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion	

SUMMARY

There are a couple of issues that have arisen lately with regard to the Fire Relief Association;

- This City has 2 seats on the Fire Relief Board that have not been filled in recent years. Staff suggests that Finance Director Axley fill one seat and a Council member volunteer for the other.
- The Association has requested an increase in their retirement benefit to \$13,200. This is the first increase in at least 5 years.
- City Administrator Hadler has been drafting an Organizational Outline of the Fire Department and Fire Relief Association that may help answer some of the recent questions regarding those organizations.