



**PLAINVIEW CITY COUNCIL
WORK SESSION
AGENDA
Tuesday, May 28, 2019 at 6:00 p.m.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. DISCUSSION**
 - A. Downtown Master Plan / Corridor Study
 - B. Manufactured Home Issue 1 – Setbacks
 - C. Manufactured Home Issue 2 – Foundations
 - D. Valuations – Taxes – Budget
 - E. Personnel Policy Interpretation
- 4. UPDATES**
- 5. COUNCIL & STAFF UPDATES**
- 6. ADJOURN**

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: May 28, 2019

AGENDA ITEM:	Downtown Master Plan & Corridor Study	AGENDA SECTION:	Discussion
PREPARED BY:	Clarissa Hadler, City Administrator Judith Jordan, EDA Director Derek Olinger, Bolton & Menk	AGENDA NO.	3.A.
ATTACHMENTS:	Corridor Study Proposal, MN Design Team Info	APPROVED BY:	cgh
RECOMMENDED ACTION: Discussion/Direction			

SUMMARY

Due to the cost of hiring a planning firm to complete the entirety of the Downtown Master Plan, staff recommends that we entertain the idea of commencing a grassroots effort that utilizes our staff and community's vast talents.

The piece of the Downtown Master Plan (DMP) that is most technical and critical for large-scale grant opportunities, is answering the question "What should be done with Minnesota Highway 247 (West Broadway)?" To address this specific issue, staff recommends the utilization of a Corridor Study through Bolton & Menk. The corridor study will incorporate multiple facilitated community meetings that will specifically address West Broadway, and what the community would like to see in the future with regard to transportation and pedestrian flow. Derek Olinger, of Bolton & Menk, will be at the work session to present information regarding the proposed Corridor Study. The Corridor Study would become part of the overall Downtown Master Plan and be the supporting document for the TAP grant application.

The majority of the Downtown Master Plan (DMP) would be written using staff and community resources. In fact, Judith Jordan initiated a similar process in 2016. Our 2019 process would take it a few steps further and introduce solutions to common concerns, programming opportunities, economic development tools, etc. Utilizing model plans from around the country, EDA Director Judith Jordan and City Administrator Hadler have started an outline of the DMP to provide a roadmap to the end product (below).

Staff also suggests that we consider applying for a visit from the Minnesota Design Team. This visit could incorporate a continuation of Downtown planning process, but also address other areas of the City, such as parks/trails/cemetery, business districts, community activities, innovative housing, etc. The cost of the visit is \$5000, as well as such things as food and staff time. The visit would include about 20 volunteer planning and design professionals from around

the state coming to the community for a weekend in the spring and staying with host families. We would host two separate community meetings for the team; one for them to gather information and one to present their findings. A portion of these findings would then be incorporated into the Downtown Master Plan final document. Other findings could be utilized in the future planning processes.

Staff invites Council feedback on this issue.

Potential Downtown Master Plan Outline

Plan Overview & Summary

- Introduction & Background
- Planning Process
 - Process
 - Stakeholder Input
 - Community Meetings
 - Surveys
 - School District
 - Plan Priorities
- Master Plan
 - Downtown Assessment (SWOT Analysis)
 - Spatial Framework
- Key Elements
 - Outline an Action Plan

Initiatives for Action

- Business Vitality
- Promotion & Image Building
- Design
 - Corridor Study Findings
 - Public Spaces

Organizing for Action

- Organizational Structure
 - What community resources are used to accomplish this plan?
- Initiatives
 - What do we want to accomplish and when?
- Funding
 - How do we pay for it?

Appendices

- Corridor Study – Complete Document
- Minnesota Design Team Presentation
- Surveys & Results
- Resource Lists
- Idea Box



**BOLTON
& MENK**

Real People. Real Solutions.

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Rochester, MN 55901

Ph: (507) 208-4332
Fax: (507) 208-4155
Bolton-Menk.com

May 8, 2019

Clarissa Hadler
City Administrator

RE: West Broadway Corridor Study Proposal
City of Plainview, MN

Ms. Hadler:

This letter transmits a summary of the work and estimated engineering fees required to complete a road corridor study within West Broadway / Trunk Highway (TH) 247, between 5th Street NW and Wabasha Street (TH 42). The City is planning on submitting a grant funding application to MnDOT for the upcoming Transportation Alternatives program solicitation. Previous discussions with MnDOT staff have indicated that a corridor study would be a necessary element of the funding application packet.

If awarded, the grant funds would be used for various improvements to the West Broadway street and sidewalk system. This study will include a preliminary analysis of the proposed improvements to ensure general compliance with trunk highway design standards. MnDOT would also like to see that any potential revisions to the road corridor have been discussed with adjacent property owners and other interested citizens.

At this time, we understand that the project may include a 4- to 3-lane conversion of the roadway, curb bump outs (similar to those proposed near the school), sidewalk widening, and other aesthetic improvements; however, layouts will not be fully understood until after the corridor study is underway.

Public and Agency Involvement

The study will include two (2) public meetings to present and discuss the proposed improvements. Adjacent property owners as well as the general public will be invited to the public meetings. Bolton & Menk will prepare a meeting notices and forward them to the City for sending mailings and/or notifications to the public.

Once a preliminary layout for the potential project is completed, we will forward this information to MnDOT for review. One (1) to two (2) meetings with MnDOT planning staff are anticipated.

Corridor Study Report

Following completion of the MnDOT review and public meetings, Bolton & Menk will prepare a report to summarize the study. The following contains a basic outline anticipated for this report:

1. Introduction/Background
 - a. Purpose & Approach
 - b. Project Area
2. Current Conditions
 - a. Land Use
 - b. Infrastructure Analysis
 - i. Vehicle Transportation/Parking

- ii. Pedestrian/Bike Transportation
- c. Utilities/Drainage
- 3. Broadway Master Plan
 - a. Proposed Layout Alternative
 - b. Streetscape/Landscape Options
 - c. Agency Coordination
- 4. Implementation
 - a. Alternative Selection (if applicable)
 - b. Phasing/Timeline
 - c. Costs & Financing

In addition to the report, Bolton & Menk will prepare various figures to illustrate the existing conditions and proposed improvements. A preliminary cost estimate for the proposed project will also be included. Please note that we have estimated the project budget based on the production of up to (2) corridor layouts. Requesting additional layouts during this process may result in additional engineering fees.

Schedule

The following schedule is based on completion of the corridor study prior to the TA funding application submittal dates.

Tentative Schedule -

Item	Date
Data Collection	May-Jun. 2019
MnDOT Coordination Meeting	Early Jun, 2019
Public Open House Meeting/Discussion #1	Mid Jun. 2019
Draft Broadway Improvement Layouts Complete	Early Jul. 2019
Public Open House Presentation/Discussion #2	Mid Jul. 2019
Draft Plan Complete	Mid Aug. 2019
Final Plan Complete	Mid Sep. 2019
TAP Letter of Intent (LOI)*	End Oct. 2019
TAP Application Due*	Early Jan 2020

*Note: Proposal does not include preparation of LOI or application packet

Engineering Fees

Based on the work scope described above, we are estimating engineering fees to total \$10,000 to \$12,000. Work will be billed on an hourly, not to exceed basis. If approved, we will start work within a few weeks.

Thank you for the opportunity to assist the City with this process.

Sincerely,

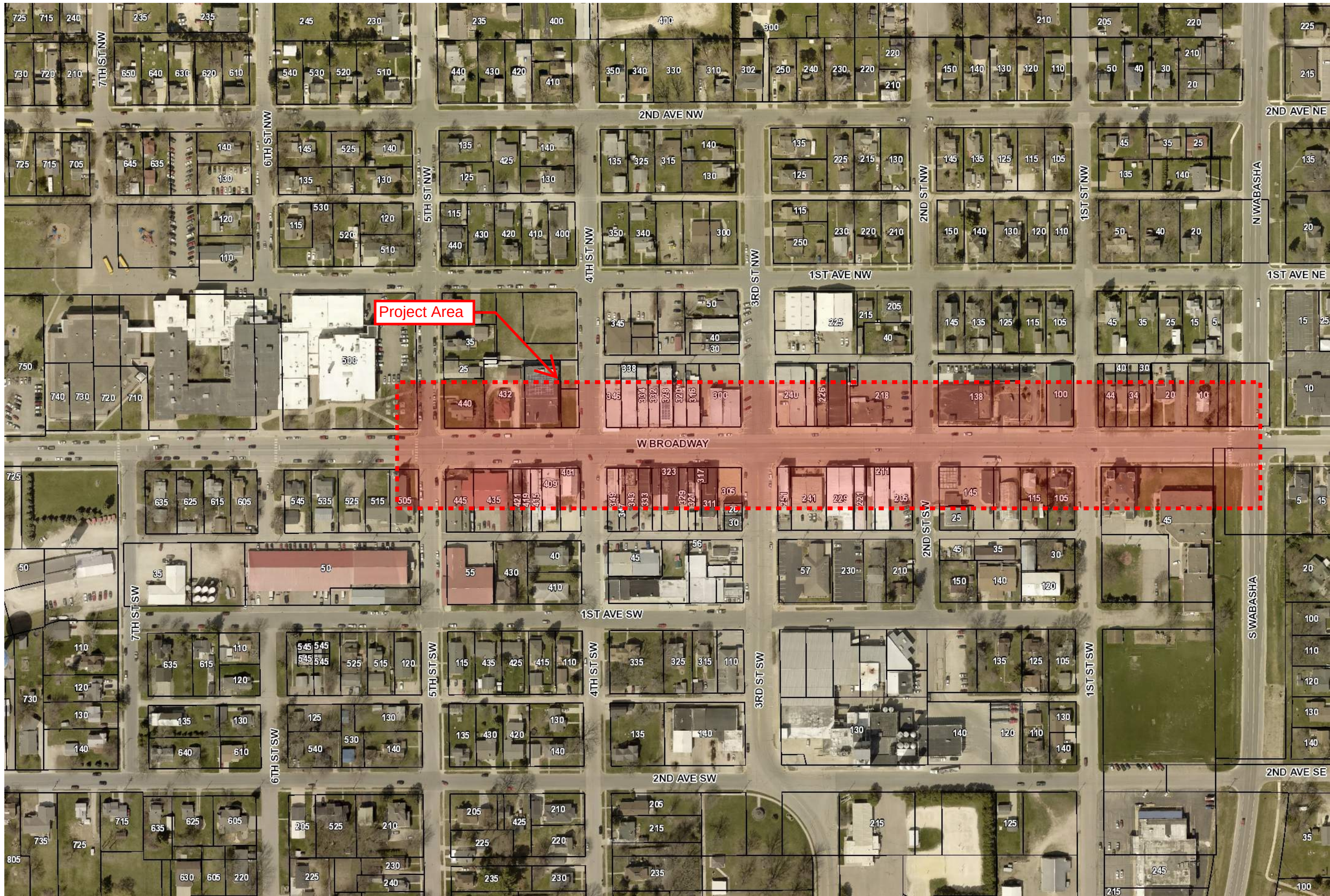
Bolton & Menk, Inc.



Derek Olinger, P.E.

Project Manager

Cc: Brian Malm, City Engineer (Bolton & Menk)



Legend

- City Limits
- Parcels (4/1/2019)
- Protected Waters - Watercours

West Broadway
Corridor Study:
Project Limits



Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Plainview is not responsible for any inaccuracies herein contained.

WORK ORDER

Project: West Broadway Corridor Study Plainview, Minnesota

This Work Order is entered into this 14th day of May, 2019 by and between the CITY OF PLAINVIEW, Minnesota, 241 West Broadway, Plainview, MN 55964 (the "City") and BOLTON & MENK, INC., 2900 43rd Street NW, Suite 100, Rochester, MN 55901 (the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into a Professional Services Agreement on the 13th day of March, 2018, including Amendment No 1 on the 1st day of May, 2018; and

WHEREAS, the Professional Services Agreement provides that project specific professional services would be authorized and documented by separate Work Orders; and

WHEREAS, this Work Order outlines the services to be performed by the Consultant; the approved compensation for the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

ARTICLE ONE SERVICES TO BE PERFORMED BY THE CONSULTANT

The City hereby retains Consultant for the services described on Exhibit A attached hereto and made a part hereof.

ARTICLE TWO CONSULTANT'S COMPENSATION

The City agrees to compensate the Consultant for services furnished according to Exhibit B attached hereto and made a part hereof.

ARTICLE THREE SCHEDULE OF PERFORMANCE

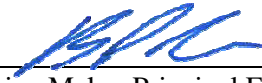
The Consultant shall perform the services for the Project on a schedule that is mutually agreeable to the City and Consultant. It is anticipated that work will begin in May 2019, and the plan will be completed in September 2019.

Subject to the terms and conditions of this Work Order, all of the terms and conditions of the Professional Services Agreement dated the 13th day of March, 2018, and amended the 1st day of May 2019 will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first above written.

BOLTON & MENK, INC.

CITY OF PLAINVIEW

By: 
Brian Malm, Principal Engineer

By: _____
Roger Ziebell, Mayor

Date 05/14/19

By: _____
Clarissa Hadler, City Administrator

Date _____

EXHIBIT A

SERVICES TO BE PERFORMED BY CONSULTANT

See attached letter titled “West Broadway Corridor Study Proposal”, dated May 8, 2019.

EXHIBIT B

CONSULTANT'S COMPENSATION FOR PROJECT

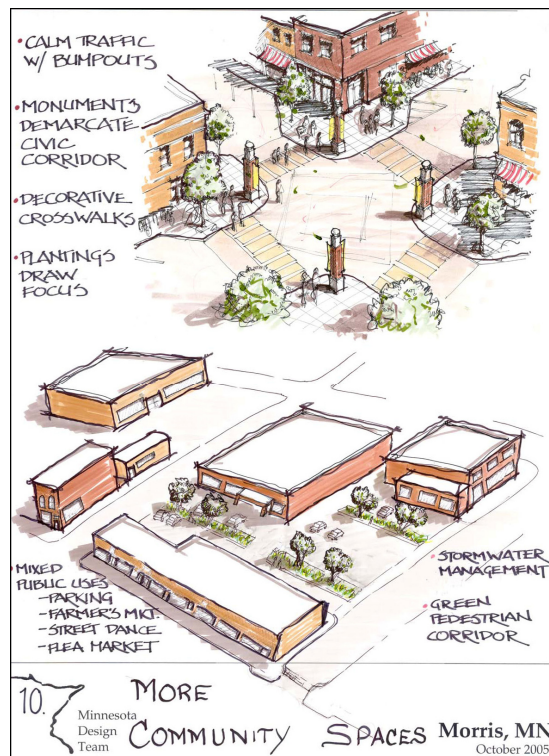
DESCRIPTION	Total Cost (Range)
Comprehensive Planning Services	\$10,000-\$12,000

Fee basis shall be Hourly Not-to-Exceed, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Consultant.

The MDT Team

The typical MDT team consists of two experienced leaders and 12-15 volunteer members. The team will have a balance of members with MDT experience as well as professional experience. A larger team may also include 2-3 students as well. Team Leaders will recruit team members based on the specific needs of the community.

MDT team members volunteer their time for several reasons. Their reasons may include an obligation to improve rural communities, an opportunity to work in a team atmosphere with other like minded professionals, or maybe they or their family members are from the community itself.



Example board from the Glenwood visit in 2006.

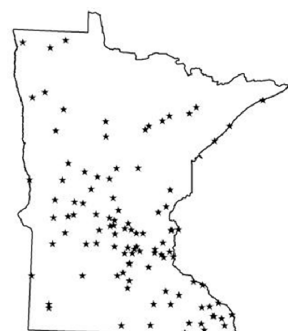
Example board from the Morris visit in 2005.

The Final Product

MDT will provide an oral and visual presentation on Saturday night. The visual presentation typically consists of a PowerPoint slide show of about 20 poster sized drawings and diagrams produced by the MDT team during Saturday's work session. The MDT team leaders will bring the presentation posters back with them to be laminated and photocopied into 8.5" X 11" handouts (PDF and jpeg). The laminated posters and 20 CD's with the handouts will be returned to the community within about 4-6 weeks after the weekend visit.

MDT Communities

As noted before, MDT has assisted over 100 communities since 1983. On some occasions, MDT has conducted return visits, 10-20 years after the first visit.



Minnesota Design Team

Helping Minnesota communities plan their futures with grassroots involvement, volunteerism and quality design.

Minnesota Design Team

c/o Judith Van Dyne
275 Market Street, Suite 54
Minneapolis, MN 55405

Phone: (612) 338-6763

Email: vandyne@aia-mn.org

Web Site: www.minnesotadesignteam.org

The Minnesota Design Team (MDT) assists communities develop a shared vision for a healthy future. To accomplish this, MDT has three objectives:

- An awareness of the role of design in the development of communities.
- Preservation of a community's identity by constructing a sustainable vision with existing assets.
- A commitment to community participation and grassroots initiative.

This handout is a summary of the Minnesota Design Team Workbook. The Workbook discusses MDT's process in great depth and should be read thoroughly prior to the community applying for an MDT visit. The Workbook can be viewed online at www.minnesotadesignteam.org or by contacting Judith Van Dyne at (612) 338-6763.

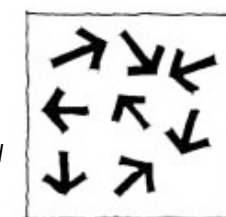
The Minnesota Design Team was established in 1983 as "The Governor's Design Team" as part of the Minnesota Planning Agency, and later the Department of Trade and Economic Development. In 1992, state funding for the Governor's Design Team was eliminated. The organization's name was changed to the Minnesota Design Team and became a committee within the Minnesota Chapter of the American Institute of Architects (AIA-MN). Since 1983, MDT has assisted over 100 communities with establishing a community vision.

The Minnesota Design Team consists of over 300 volunteers primarily consisting of architects, landscape architects, planners, and related professionals. MDT is led by a six member Executive Committee and guided by a Membership Committee open to all MDT volunteers.

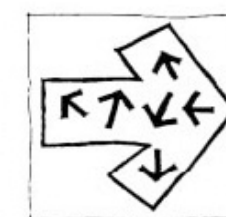
The Minnesota Design Team typically assists two communities in the spring and two in the fall. Communities often choose to request an MDT weekend visit when their community is updating its Comprehensive Plan, or a major change is anticipated such as a highway realignment, or the community is suffering from stagnated growth and desires an outsider's opinion to help the community recognize its strengths and opportunities.

MDT Mission

To use design and community development principles to help Minnesota communities, particularly those in rural areas, develop and act upon a shared vision of their future.



No Vision



Imposed Vision



Shared Vision

STEP 1 A community's first step is to contact MDT. The Workbook will be mailed to the community explaining in great depth about the organization, the application process, preparation for the visit, a sample weekend visit itinerary, and suggestions on how to implement plans after the visit is over.

STEP 2 Next, the community should submit a complete application. A complete application includes the application form, letters of support, photographs and maps of the community. If the application is not submitted by the local government, a letter of support by a local official should accompany the application. An application form is included in the Workbook.

STEP 3 A two or three member Application Review Committee will be formed to review the application for completeness and may decide to conduct a Screening Visit with community leaders (i.e. Coordinating Committee). This provides an opportunity for MDT to discuss how a weekend visit works, and for the community to discuss if an MDT weekend visit is appropriate at this time.

STEP 4 The Application Review Committee will make a recommendation to the MDT Membership Committee to; (1) accept the application; (2) accept the application with conditions; or (3) not accept the application. The Membership Committee will make the final decision. An application accepted with conditions may mean that portions of the application are incomplete or that more support is needed representing the larger community. Within about 60 days after the date the application is received, the MDT Executive Committee will contact the community regarding the acceptance of the application.

STEP 5 After the application has been accepted, MDT will mail a contract to the community outlining MDT's and the community's obligations for a successful visit. The community will sign the contract and submit half of the visit fee to MDT. The MDT Executive Committee will assign 2-3 Team Leaders who will serve as the community's primary contact in preparation for the weekend visit and who will lead the visit. The Team Leaders will meet and communicate with community leaders in preparation for the visit.

It typically takes a community six months to prepare for a weekend visit. During this time the community's committee is organized into workgroups to; (1) recruit Host Families to house MDT volunteers; (2) publicize the visit; (3) fundraise for needed expenses; (4) organize community presentations to MDT members; (5) organize a community tour for MDT members; and (6) reserve facilities to be used during the weekend visit. At the same time, MDT Team Leaders will recruit team members, create base maps of the community, and assist community leaders with preparing for the weekend visit as needed.

STEP 6 Minnesota Design Team Weekend Visit is conducted (see next page).

STEP 7 One to two years Following the MDT weekend visit, MDT will conduct a follow-up visit. The purpose of this visit is for MDT to review the community's progress and provide guidance and advice. This is usually conducted on a weeknight or Saturday, and takes 3-4 hours. The follow-up visit will be conducted by the community's Coordinating Committee, MDT Team Leaders, and a small number of MDT team members who participated on the weekend visit.

The Weekend Visit

A typical MDT weekend itinerary is as follows:

Thursday	7:00 pm - 9:00 pm	MDT team arrives at reception, meets host families.
Friday	8:00 am - 8:30 am	Light breakfast provided (i.e. juice, rolls, fruit).
	8:30 am - 11:30 am	Community presentations to the MDT team meant to orientate team members with the community. Typical topics include city governance & relationship with surrounding communities, schools, community and religious organizations, housing types, local businesses, economic development, environmental issues, transportation issues, etc.
	12:00 pm - 1:30 pm	MDT team members are pre-assigned in groups to have lunch with a community member at different local establishments.
	1:30 pm - 3:00 pm	MDT team is led on tour of the community. May include walking, bus, and/or boat.
	3:00 pm - 5:00 pm	MDT team meeting.
	5:00 pm - 6:30 pm	Community potluck dinner.
	6:30 pm - 8:00 pm	Community meeting facilitated by MDT. The purpose is to engage with community members to prioritize the community’s needs.
Saturday	8:00 pm - 9:00 pm	MDT team meeting.
	8:00 am - 8:30 am	Light breakfast provided to MDT (i.e. juice, rolls, fruit).
	8:30 am - 6:00 pm	MDT team work session. Lunch and dinner provided to team members as they find time.
	6:30 pm - 8:00 pm	MDT team members present their work to community members at an open community meeting. Often as many as 100 community members or more are present at this meeting.
Sunday	8:00 pm - 8:30 pm	Community Q & A with MDT team members following the presentation.
	8:30 pm - 9:00 pm	MDT team meeting
	8:30 am - 9:30 am	Optional breakfast with Coordinating Committee and MDT team members.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: May 28, 2019

AGENDA ITEM: Mobile Home Issue 1 - Setbacks	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator Mike Flaherty, City Attorney	AGENDA NO. 3.B.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Update / Discussion	

SUMMARY

It was brought to our attention that a recent mobile home installation at Edgewood Acres infringes on the required setback. The home in question was installed at 429 8th Ave. NE.

Below are a few quick facts. Mike Flaherty will be on hand for the meeting to discuss and answer questions.

- There is no record of the mobile home park being approved by Council in our review of the minutes from the 1960's and early 1970's. Anecdotal testimony from a former owner of the park and the former city clerk (a relative of the original owner) indicates it may have been started in 1969.
- The statutory setback for mobile homes since 1951 is 3'. This setback would only apply in the absence of a stricter municipal zoning setback.
- The current setback for mobile homes from adjacent property is 20'. This setback was adopted in 1971.
- The majority of Edgewood Park was installed with approximately a 10' setback.
- An aerial image from 1975 shows what appears to be about 11 homes installed on the south side of the property.
- The City did inadvertently issue a permit for the new home with a 10' setback shown on the plans. The contractor installed the home at 9 ft. 2 in. from the property line.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: May 28, 2019

AGENDA ITEM:	Manufactured Home Issue 2 - Foundations	AGENDA SECTION:	Discussion
PREPARED BY:	Clarissa Hadler, City Administrator	AGENDA NO.	3.C.
ATTACHMENTS:	Images, City Code,	APPROVED BY:	cgh
RECOMMENDED ACTION: Update/Discussion			

SUMMARY

It was brought to my attention that a couple of manufactured homes have been installed on 5th Street NE, adjacent to, but outside of Edgewood Acres. There was concern that “mobile homes” would start popping up all over town.

The following Plainview City Codes outline the controls utilized to make sure narrow, poorly constructed, manufactured homes on wheels are not allowed to be utilized as homes outside mobile home parks.

609.15 Dwelling, Single Family. A detached residential dwelling unit designed for and occupied by one family only shall meet the following specifications:

- A) At least 24 feet wide at its narrowest point measured from the face of the exterior walls;
- C) Is placed on a permanent foundation which complies with all standards and specifications of the Uniform Building Code as adopted in Minnesota. Said foundations shall be solid foundations extending the entire length and width of the dwelling;
- F) Has such architectural design, color, roof, and exterior material which are not so inconsistent with surrounding buildings and areas as to constitute a blight or devalue surrounding property, or otherwise impair the health, safety, and welfare of the community.

Unfortunately, it seems there were at least two building permits that were approved that do not meet the foundation requirement. However, these homes look very much like the neighboring properties, including an attached garage.

Staff will be reviewing and developing our building permit review process to ensure we consistently apply the standards set forth in the City Code.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: May 28, 2019

AGENDA ITEM: Valuations – Taxes - Budgets	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator Vicki Axley, Finance Director	AGENDA NO. 6.X.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion/Direction	

SUMMARY

Staff wanted to take time and invite discussion around the topics of valuations, taxes and budgets. We've been hearing a lot of aggressive messages from Council and even misinformation from the community and want to make sure we're all on the same page and moving forward as a team.

In the interest of having a more valuable and fact-based conversation, please submit any requests for financial information prior by 9 am on Tuesday morning to Vicki and Clarissa.

PLAINVIEW CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: May 28, 2019

AGENDA ITEM: Personnel Policy Interpretation	AGENDA SECTION: Discussion
PREPARED BY: Vicki Axley, Finance Director	AGENDA NO. 6.X.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion/Direction	

SUMMARY

I am looking for clarification on the personnel policy regarding employees who opt-out of the City's health insurance plan.

Section 8.1 of the current personnel policy states:

"The City will contribute a monthly amount toward group health and life insurance benefits for each eligible employee and his/her dependents.

In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with the health care reform law while avoiding penalties, part-time employees will be scheduled according to business needs and in a manner that ensures positions retain part-time status as intended. Benefit amounts for full-time employees shall be as follows; 100% of Employer Plan premium OR \$300/month if opting out of Employer Plan, plus \$125 per month for dependent coverage via the Employer Plan or \$125/month if opting out of Employer Plan.

For more information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator."

This is also addressed in the LELS Labor Agreement which states:

"The Employer will pay one-hundred percent (100%) of the cost for individual health coverage for the employee. In addition to the cost of the individual coverage, the Employer will pay an additional one hundred twenty-five dollars (\$125.00) or the amount paid other employees if more than \$125.00 per month, toward elected dependent health coverage. Any premium costs exceeding the Employer contributions shall be paid by the Employee through payroll deduction. Employees are allowed to opt out of the Employer's health plan and if an Employee chooses to do so, the Employee will be paid three hundred dollars (\$300.00) per month and the one hundred twenty-five dollars (\$125.00) or the amount paid other employees if more than \$125.00 per month, toward elected dependent health coverage if the Employee would qualify for such coverage."

Past practice has been that the employee gets paid \$125.00/month if they choose to participate in the Employer's Health Insurance plan, but their dependents opt out. Since the personnel policy does not address this issue specifically, I am looking for direction from council as to how to this policy should be interpreted and implemented.

If the employee participates in the Employer's Health Plan, but their dependent(s) choose to opt out, do they still receive the monthly stipend of \$125.00 for dependent coverage? Or do the stipends only get paid if the employee opts out of the Employer's Health Plan completely?

RECOMMENDATION

Staff requests a clarification of this policy