**Cambridge City Council Meeting Minutes**

**Monday, October 2, 2017**

A regular meeting of the Cambridge City Council was held on Monday, October 2, 2017, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members, Kersten Conley, Lisa Iverson, Joe Morin, and Jim Godfrey. All present, no absences.

Staff Present: City Administrator Woulfe, Economic Development Director Gustafson, Public Works/Utility Director Schwab, City Engineer Blank, and Airport Manager Milz

Others Present: Senator Mark Koran

**Call to Order & Pledge of Allegiance**

Palmer called the meeting to order at 3:02 pm and led the public in the Pledge of Allegiance.

**Approval of the Agenda**

Palmer added 7C “Downtown Trees”. Godfrey added 9A “Old Ben Franklin Building”. Morin moved, seconded by Iverson, to approve the agenda as amended. Motion carried unanimously.

**Consent Agenda**

Iverson moved, seconded by Godfrey, to approve consent agenda items A-D:

A. Regular and Summary City Council Meeting Minutes for September 18, 2017 and Special Meeting Minutes for August 21, 2017

B. Draft August 2017 Financial Statements

C. Resolution R17-068 Accepting restricted donation for the Fire Department

D. Recommendation from Sister City Commission for Decline of Offer for 4th Sister City

Upon roll call Morin, Conley, Palmer, Iverson and Godfrey voted aye. Motion carried unanimously.

**Work Session**

***Presentation on Solar Panels for City Hall – City Center Mall***

Blank and Bruce McNeil from SEH presented Council with costs associated with installing solar panels on the roof of City Hall. Blank and McNeil reviewed what the process would be and noted it would be a very challenging project with a 15 to 20 year payback. Blank informed Council there are no rebates or incentives that would be available from East Central Energy since they are a cooperative and cooperatives generally do not participate in those types of programs. McNeil commented because of the square feet of the roof, the City would only be able to recover approximately 45% of the cost of energy. Woulfe noted there are currently no grant programs for this type of construction.

After considerable discussion, Council determined they would like to revisit the roof to see if this project is feasible within in the next 4 to 5 years since the roof will be replaced in 2021 or 2022. Council also directed staff to explore other ways to bring down the cost of energy including installing solar panels at Northbound, ice rinks, waste water treatment plant, and street lights. Woulfe noted she will be getting a couple other opinions from free resources in the meantime on the City Hall/City Center solar panel project.

***Proclamation for Manufacturers Week October 1 – 7, 2017***

Mayor Palmer proclaimed the week of October 1 – 7, 2017 as Manufacturers Week. Palmer introduced Senator Mark Koran who assisted in the reading of the proclamation.

**Unfinished Business**

There was no unfinished business.

**New Business**

***Sidewalk Clearing Policy***

Schwab reviewed the current sidewalk clearing policy and what typically transpires for a snowfall of three inches or more. Schwab also reviewed the current staffing levels and equipment used to remove the snow from sidewalks. Schwab stated staff is looking for guidance on what level of service the Council wishes to provide.

Conley commented she would prefer consistency in clearing. Palmer expressed concern since Cambridge has a large aging population and they do not have the means to clear their sidewalks. Morin felt it is a luxury for the City to clear sidewalks and Council is looking for ways to trim the budget and lower the tax levy. Morin added in all the communities he has lived in, none of them have cleared residential sidewalks.

Woulfe pointed out Council in the past has determined that sidewalks are a part of the transportation system in the City and the argument has been if they are part of the transportation system it is the City’s responsibility to clear them like they do the streets.

Iverson asked why the ice rinks are started at 7:30 am instead of at a later time. Milz explained in order to clear all three rinks it will take a staff member a full 8 hours of work and the public is usually at the rinks early to skate. Milz stated staff has had to put up signs to keep people off the ice until the resurfacing is finished.

Godfrey stated he would not feel comfortable making any decisions until he has the complete cost comparison between the options.

After considerable discussion, Council directed staff to bring back three options and the costs associated with those options. Option 1 to continue the current policy. Option 2 would be to no longer clear sidewalks except for the downtown ring road. Option 3 would be to clear all sidewalks which would require hiring a seasonal winter employee.

***Recommendations from Airport Board***

Milz stated they have been in the process of updating language and the lease rates for hangars at the airport. On July 1, 2017 the FAA’s Policy on the Non-Aeronautical Use of Airport Hangars went into effect and part of this policy limits what can be stored in hangars at airports. Milz stated staff felt it was necessary at this time to update the language in the leases to be more consistent with the language in the FAA’s Policy.

Milz stated they also felt it was time to update the lease fee schedule for hangar owners but cautioned a large increase as it may hinder future hangar construction.

Milz reported the Airport Board asked him to bring some options for adding Jet-A fuel services to the Airport since there is one pilot based in Cambridge that uses a large amount of Jet-A fuel. Milz reported he estimates that his personal usage will exceed 7,000 gallons of fuel per year and he currently needs to fly to a neighboring airport to purchase the fuel. Milz stated Jet-A equipment would consist of a 4,800 gallon storage tank, pump, and hose. The pump would be capable of connecting to the existing credit card reader. Milz reported the total investment would be approximately $60,000 and the FAA and MN DOT Aeronautics are not funding fuel improvements so it would need to be completely funded by the City.

Morin voiced concern since the Cambridge Municipal Airport is not rated for jets. Morin stated he felt by installing the Jet-A fuel services, it would encourage pilots flying jets to stop at the airport and voiced concern over safety and accidents which insurance would not cover. Palmer confirmed both Rush City and Mora airports sell Jet-A fuel and have runways that are under 5,000 sq. ft. Godfrey commented that newer planes are being built for Jet-A, and are still rated for the Cambridge Municipal Airport.

Morin moved, seconded by Godfrey to adopt the new leases as presented in the packet. Motion carried unanimously.

Palmer asked if there is a way to poll local manufacturers and businesses to see how many would use Jet-A fuel. Milz noted the airport is mainly used for recreational purposes, although, there are a few businesses that use the airport. Iverson commented it would be nice to solicit donations that could help pay for the Jet-A fuel service.

Woulfe suggested putting the funds in the airport Capital Improvement Plan and monitor the FCC’s priority with the possibility of grants. Woulfe suggested putting a question out on FaceBook as well to poll the community.

Godfrey asked if the City would allow the tenant to purchase his own fuel truck. Woulfe recommended if the tenant is going to store fuel the City may want to increase liability insurance on his hanger. The consensus of the Council was to direct staff to poll businesses and try and come up with how often the Jet-A fuel would be used and to instruct staff to let the tenant know if they intend to bring a fuel truck, they would need to purchase additional liability insurance. Morin was the only member to not support the direction.

***Downtown Trees***

Palmer voiced concern over the condition of the trees in the downtown area and the fact the lights are no longer on them. Schwab and Milz explained staff has been in the process of trimming and pruning the trees which is why the lights were removed. Schwab added when trees are first pruned it takes a bit of time for them to look better. It was noted there have been some downtown business owners that requested their tree be removed because it blocked visibility to their building and/or signage. Milz informed the council that lights will go back on the trees along Main Street, but not in other areas because of power and underground issues along with vandalism. Palmer encouraged businesses to take ownership of the trees and help care for them.

**Mayor’s Report**

Palmer provided an update on meetings attended and upcoming meetings and events.

**Council Concerns**

***Old Ben Franklin Building***

Godfrey stated he has been asked by several people about the possibility of a brew pub going into the old Ben Franklin Building. Woulfe informed Council the property did not go into tax forfeiture because it was sold prior to the tax forfeiture deadline and all the property taxes were paid. Woulfe stated she has communicated with the individuals that purchased the property and it is their intent to turn the building into a brew pub which will feature on-sale beer, but no food. Woulfe noted she was told patrons could bring in their own food. Woulfe stated the City has not seen any plans related to the project and she has tried communicating with the owner and has not received an update on their status. Godfrey asked that if staff hears anything on the status of the building they include it in the weekly report.

**City Attorney’s Report**

No additional information to report.

**City Administrator’s Report**

Woulfe informed Council of upcoming events and noted that if there is a quorum of Council at the Fire Department Open House on Monday, October 9, 2017 at 5:00 pm and/or at the Manufacturer Breakfast on Wednesday, October 25, 2017 at 7:00 am that no official business would be conducted as these are both social events.

**Adjournment of Council Meeting**

Being no further business before the City Council, Morin moved, seconded by Conley, to adjourn the regular meeting at 5:21 pm. Motion carried unanimously.

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Marlys A. Palmer, Mayor

ATTEST:

Lynda Woulfe, City Administrator