



MINUTES
December 1, 2020 / 6:00 pm
SPECIAL MEETING AND REGULAR COUNCIL MEETING

TRUTH IN TAXATION HEARING

- **CALL TO ORDER:** 6:00 PM
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL:** Martell, Bissen, Pffiffner, Walsh. Oldenburg arrived at 6:02 PM
- **MAYOR PRESENTS Proposed 2020 TAX LEVY COLLECTIBLE IN 2021**
- **DISCUSSION**
- **RESOLUTION ADOPTING FINAL 2020 TAX LEVY, COLLECTIBLE IN 2021:** Motion to approve resolution adopting final 2020 Tax Levy collectible in 2021 made by Martell. Second by Pffiffner. Aye: Martell, Bissen, Pffiffner, Walsh. Absent: Oldenburg.
- **ADJORNMENT OF HEARING:** 6:03 PM

REGULAR COUNCIL MEETING

- **CALL TO ORDER:** 6:03 PM
- **ACTION TO CHANGE AGENDA:** Add to payables payment to Acentek, Canon, City of Caledonia, Green Acres Excavating, Sidewalk reimbursement to Property owners–Rusch and Kuderer, Hawkins, Richards Sanitation, Southern MN Initiative Foundation, United Health, Visa Credit Card.
- **Consent Agenda:** Motion to consent the agenda with the addition of payables to Acentek, Canon, City of Caledonia, Green Acres Excavating, Sidewalk reimbursement to Property owners–Rusch and Kuderer, Hawkins, Richards Sanitation, Southern MN Initiative Foundation, United Health, Visa Credit Card made by Martell. Second by Oldenburg. Unanimous. *Martell asked the Clerk to look into the insurance charges on the Canon Equipment lease.

1. *All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

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| 1.1 | Regular Council Meeting Minutes | November 4,
2020 |
| 1.2 | Bills Payable Through: | November 30, 2020 |
| 1.3 | Consolidated Balance Sheet | November 30, 2020 |
2. **Library/City Hall/City Center Report:** Kirsten Plummer provided an update to the Council informing them that she is working an average of 2 additional hours per week so she would like to hire some help as soon as possible. She has posted the job opening and asked the group to spread the word and let her know if they know anyone who might be interested. Kirsten also discussed two computers in the library that are moving very slowly. She said she has been reaching out for help and Lindsey informed her that she could share a contact as well. Kirsten also noted that several Libraries in the SELCO System have closed due to COVID-19, however, with the support of the Council she would like to remain open. The Council asked Chief Schuldt if there was any reason the Library should be closed and he stated there was no requirements that the Library should be closed.
 3. **Water/Waste Water/City Engineer Report:** Matt Vetsch noted that they are wrapping up the year at the Wastewater Plant. He will be working on the Final Year End report that is due December 31st.
 4. **Police Dept./City Attorney Report:** Chief Schuldt reminded the group to make sure they are locking their cars in town as there have been several thefts reported. Schuldt also noted that he has a meeting scheduled for December 10th with the County Sherriff to review the LETG reporting requirements.
 5. **Emergency Management:** Chief Schuldt noted that everything was accepted and approved for the HSEM July Rain Event Reimbursement. We are just waiting to receive the funds. Schuldt also noted that the City will need to make a couple minor changes due to the Governors new Executive Order 20-99 including closing down the gymnasiums. This will also require the Bars and Restaurants to close indoor dining/service.
 6. **Streets / Maintenance Report:** Matt Vetsch noted that they have everything ready for snow.

7. Planning Commission / Zoning Report:

7.1 Conditional Use Permit Application: 112 Main Street: Piffner informed the Council that the Zoning Board met to review a Conditional Use Permit Request noting that the property owner would like to begin construction to make the lower level an apartment. Due to the fact that the property is in the Business District, the owner would need a Conditional Use permit. She also noted that according to the City Ordinance #133, all units must provide 1.5 spaces for off street parking. This would require 3 total spots for the two units, and another 1.5 spaces for the property adjacent which they also own. The Board notified the property owners that they would require a parking plan and the owners provided that plan and Lindsey presented a copy to the Council. After further review and discussion regarding parking, the Council noted that the diagram showed 32 feet of total space with 4 – 9 foot spaces which did not add up. It was decided that there would be enough space if the cars were double parked in the area. The Council discussed the importance of making the parking area easily accessible with a proper driveway to the parking spots. Motion to move forward with a Public Hearing made by Martell. Second by Oldenburg. Unanimous.

8. Recreation Board Report: No Report.

9. New Business:

9.1 Resolution 2020-11 Assessment of Unpaid Bills: After review of the Assessment of Unpaid bills, motion to adopt Resolution 2020-11 made by Bissen, Second by Martell. Unanimous.

9.2 Resolution 2020-12 Designating Polling Place: Motion to adopt Resolution 2020-12 designating the Fire Station at 9 Mill Street as the 2021 Polling Place made by Martell. Second by Piffner. Unanimous.

9.3 Acentek Franchise Fee Agreement: Skip Wieser provided a summary of the Acentek Franchise agreement and noted that it is an agreement between the City and in this case a Cable Service Provider to allow the provider to use the City Right of Way for purposes of installing their infrastructure. The previous agreement expired in September. The franchise fee is the fee they pay for every customer that signs up for their service. Last year they paid approximately \$3,600 which has been fairly constant over the years. Mr. Wieser noted that with the new agreement Acentek is proposing the franchise fee terminate in two years which is not normal. The contract includes a 10 year standard term. Wieser will be notifying Acentek that we will require the franchise fee as long as they are using the City Right of Way. The second item that he would like addressed is the insurance provisions required. It is also important to address what happens at the end of the 10 years if the agreement is not renewed. Mr. Wieser will be working with Acentek to address these 3 issues and he will have the final agreement for the January 5th council meeting.

9.4 Tas-Tee Shoppe Contract for 2021: Lindsey discussed the contract renewal for the Tas-tee Shoppe for 2021. The tenant had reached out to City staff to request the replacement of the dining room flooring. Skip Wieser had noted that if the City would like to cover any portion of the cost that this could be included in the Amendment. And without knowing the total cost for the project, he recommended that the Council could allow the tenant to complete the floor replacement and then the City could reimburse the cost up to a certain cost. The Council had further discussion noting the tenants rent is not high at \$300/month and that if she would like to replace the flooring that she could do it at her expense. They agreed to approve the one year extension. If the tenant would like to address the flooring with the Council, she can provide an estimate and that request can be addressed at a future meeting. Motion to approve a one year extension with the Tas-tee Shoppe with the terms remaining the same and authorize the City Attorney to prepare the extension and for the Mayor and Clerk to carry out the approval made by Oldenburg. Second by Martell. Unanimous.

9.5 Historical Signs: Lindsey presented a letter and quote information that was received from Barb Bissen. She was informing the Council that there had been damage to 5 of the 6 historical sign inserts that are located around the City. The inserts are no longer presentable in their current condition. She had tried to collect on the warranty but the company no longer makes this type of sign and they have merged with another company. They do still have the setup file and would be able to create new inserts. She was able to get a discount and the cost for the new inserts would total \$988. The Council expressed their concern for what would happen to the new inserts and how could we prevent this from happening again. Matt Vetsch had recommended applying some silicone on the edge so it wouldn't collect the dust and water. Matt also informed the Council that the City banners will need to be replaced as they are wearing down. The Council decided to table the discussion and asked that we find a solution for the problem before we move forward with the new inserts and make sure that the new inserts are made from material that cannot be damaged.

10. Old Business:

10.1 MNDOT Ice/Snow Removal Agreement: Lindsey informed the Council that a representative had reached out to her regarding the City's request to negotiate the Ice and Snow Removal Contract. He informed her that due to their purchasing requirements they had to create the current agreement. In order to re-negotiate the contract the City would need to provide substantial data and research to indicate the reason for the change. He stressed that they are only responsible for the street lane and they are not legally liable for anything more.

10.2 MN Basic Code: No Report.

10.3 Davy Engineering Water Study: Matt met with Davy Engineering to review the Water Study Plans. They are looking to move to the next step which is moving forward with submitting the recommendations to the State which will allow the City to be considered for Grant funding. There will be Grant funding offered in May of 2021 available for the project. Vetsch noted that the Council had only discussed moving forward with Priority A, however, Davy Engineering recommended including the entire project to be considered for funding as it may provide better funding options. There is no obligation to move forward with the entire

project. Next the City will need to complete the application and budget information. This will most likely take place in the Fall of 2021 and construction would not begin until the Spring of 2022.

10.4 Lawn Mower: No Report.

11. Council Member's Comments/Community Input:

12. Mayor's Comments:

13. Staff Correspondence: Lindsey informed the Council that the City needs a member of the Council to take the Board of Equalization Training. She informed the Council that they would be required to complete the training by February 1st. Martell recommended that the 2 new Council members elected for a 4 year term to complete the training and then he offered himself as a backup. Lindsey noted that the City is required to have 1 trained member and recommended to have 2.

14. Correspondence Received:

15. Announcements:

16. Next Council Meeting

16.1 January 5, 2020 6:00 PM

17. Items for next Agenda: Official Bank Depositories, Official Newspaper, Mayoral Appointments, Elect Mayor Pro-Term, Conditional Use Permit, Acentek Franchise Fee Agreement, Historical Signs, Lawn Mower.

18. Adjournment: Motion to adjourn at 7:14 PM made by Bissen. Second by Martell. Unanimous.