



MINUTES
JANUARY 5, 2021 / 6:00 pm
REGULAR COUNCIL MEETING

- **CALL TO ORDER:** 6:00PM
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL:** Martell, Bissen, Priewert. Absent: Walsh. Oldenburg arrived at 6:02 PM
- **ACTION TO CHANGE AGENDA:** Add payables to Bobcat, MN Chiefs of Police Association, and Richards Sanitation.
- 1. Consent Agenda:** Motion to consent the agenda with the addition of payables to Bobcat, MN Chiefs of Police Association, and Richards Sanitation made by Martell. Second by Oldenburg. Aye: Martell, Oldenburg, Bissen, Priewert

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.

1.1	Regular Council Meeting Minutes	December 1, 2020
1.2	Bills Payable Through:	December 31, 2020
1.3	Consolidated Balance Sheet	December 31, 2020

Old Business:

- 10.1 MN Basic Code: No Report
- 10.2 Lawn Mower: No Report
- 10.3 Historical Signs: The Clerk informed the Council that the new signs will be made from a new and more durable material. The Clerk also noted that we now know what needs to be done to maintain the signs to make sure this does not happen in the future. After discussion, a motion was made by Don Bissen to replace the Historical Signs and purchase the new signs from Interpretive Graphics for \$988. Second by Martell. Aye: Martell, Oldenburg, Bissen, Priewert

- **SWEARING IN OF MAYOR LEE TIPPERY, CINDY PRIEWERT, JERRY MARTELL, TOM OLDENBURG**
 - Following the swearing in of Mayor Tippery, Priewert, Martell and Oldenburg the Mayor provided a short introduction of himself.
- 2. **Library/City Hall/City Center Report:** Kirsten Plummer informed the Council that a new library clerk was hired. Her name is Jennifer Mauricio and she started the week of January 4th. Plummer was very excited to welcome her to the library. Plummer also noted that SELCO was reviewing the library employee holiday schedule. The Library has changed the hours to Tuesday through Saturday as the community wanted. Plummer asked about holidays that fall on a Monday. After discussion, the Council recommended the library close on the following Tuesday when a holiday falls on a Monday. The employees would then be paid for Tuesday. Motion was made by Oldenburg to close the Tuesday following a Holiday that falls on a Monday and provide holiday pay on Tuesday. Second by Martell. Aye: Martell, Oldenburg, Bissen, Priewert, Tippery.
- 3. **Water/Wastewater/City Engineer Report:** Matt Vetsch was absent and had prepared a written report for the Council which was read at the meeting. He reported that the Wastewater end of year paperwork was complete and sent in for bio solids and the wastewater plant. The plant is operating as it should and have not seen any problems. No changes from last month for Water, still working with city engineer on water study and finding money to help with all water upgrades. Lindsey will be getting the new software on the computer to upgrade the water meter billing since the old software is no longer supported. This was budgeted to be done in 2021.
- 4. **Police Dept./City Attorney Report:** Chief Schuldtsent out the end of the year/month reports. Schuldtsent also informed the Council that there is a recall on the squad car, and he is waiting on parts to have that fixed. Martell highlighted the ICR reports and noted that the city of Hokah had more ICR reports than Houston and similar to Spring Grove.
- 5. **Emergency Management:** Chief Schuldtsent was waiting on the governor's new order report. He does not see it effecting the City and they are hopeful to open the bars and restaurants.
- 6. **Streets / Maintenance Report:** Matt Vetsch was absent and had prepared a written report for the Council which was read at the meeting. Snow has started so they have been busy plowing and clearing streets. They will start to figure out which streets need sealcoat so we can get on the list earlier in summer, it has been better to get this done sooner so the hot summer sun works the rocks on the oil.
- 7. **Planning Commission / Zoning Report:**

7.1 Conditional Use Permit Application: 112 Main Street: Prierwert read the minutes from the December 29th hearing. The Zoning Board reviewed the Conditional Use Permit to construct an apartment space on the main floor at 112 Main Street. The owner stated that it would be a three-bedroom apartment. The Board explained to the owner that there needs to be 1.5 parking spots for each separate dwelling with a total of 4.5 off street parking spots. The owner explained that they would take down a tree and tear off the porch of 110 Main Street and take down the unattached garage to have enough spots. The board said they need to have the parking done with a solid surface and needed to be done before they could have tenants on the main level. The owner asked if since it was winter if they could continue to work on the construction of the main floor before the parking was done. The Zoning board had no problems with that request. Motion was made by the Zoning Board and seconded to approve the conditional use permit with all said requirements. After the hearing, the owner had reached out to the City to ask if they had two units on the main floor if they needed 6 parking spots. The Council pointed out that application submitted stated that the main floor would have one unit similar to the second level. The owner had changed the layout of the main floor due to the larger space on the main level and after they were able to make enough parking spaces for the additional unit. The Council stated that this plan was not the plan that was approved or presented to the Zoning Board. They informed the owner that they would have to bring the new plan back to the Zoning Board. The Council stated that the change makes the original application null and void. The Council also stated that the process moving forward should move smoothly but the paperwork and process need to be followed properly. The owner stated that she misunderstood and thought that if there were enough spaces for parking that they would be able to have the additional unit on the main floor. The Council noted that they were very specific at the hearing and did verify with the owner that there would only be one unit and the owner did state there would only be one unit. The Council also expressed concern about how this change can affect the property and the water drainage. The owner asked what the process would be moving forward. They were informed that the next Zoning meeting would be the last Tuesday of January and then would be reviewed again at the Council meeting on the first Tuesday of February. The owner asked the Council if they could either approve two or one unit so that they would not have to come back again. The Council informed the owner that she has been approved for one but if they want to have two then they will need to start the process over. The Council stated that it was up the owner. If they would like to move forward with one, then they could approve the permit but if they wanted to go ahead with the change then they would have to apply and come back the next month. The owner informed the Council that she would be in contact with the Clerk after she was able to speak with her husband. The owner also asked the Council if they were approved to have one unit on the main floor, could they also have a commercial space at the front of the building. The Council informed her that they would agree to allow them to have an apartment in the back and a commercial space in the front and if that is another alternative, they can lay that out for the Zoning Commission at the next meeting. The Council noted that a clear plan would help the process move forward. The Council also recommended a drainage plan for the parking lot.

7.2 Permit Application 2020-09: Gabriel & Darcey Cody: Prierwert informed the council of the Zoning meeting to review Application 2020-09. The owner would like to buy the vacant property that joins their lots to build a private garage. The Board said that this would not be a problem if all the setbacks are met. The application appeared to be good with all setbacks. Motion was made and seconded to approve the application. The Council discussed the recommendation from the Zoning Board and reviewed the dimensions and asked if they would re-apply when they were ready to build the structure. The Council agreed that they would be able to build on the property as long as the setbacks are met. They recommended that when the owner is ready to build, they present an application with the correct dimensions. The Zoning Board and Council would review the application at that time.

8. **Recreation Board Report:** No Report.

9. **New Business:**

9.1 Acentek Franchise Fee Agreement: Discussion was tabled for further review by the City Attorney.

9.2 Property Insurance-Property Appraisal Report: The Clerk provided the Council with an assessment of all City properties and contents. The report was included in the packet along with a letter and outline from Tom Danielson. The Council would need to approve the assessed value schedule as well as approve the properties to be included or excluded. In prior years the City had chosen not to include the Reservoir, swimming pool, pool shelter, storage building at 211 Main Street, bathroom and shelters at the Veteran's Park and also the bathroom and shelters at the ballpark. The Council would need to decide to include or exclude the 11 properties that have not previously insured. The Clerk also informed the Council that after discussion with Tom Danielson, Matt Vetsch had noted a decrease to the value of the wastewater plant campus and recommended that the wastewater plant be insured at the same value it was in 2020. The difference for the premium to continue the wastewater plant at \$2.4 million from \$1.7million would cost \$350 for the year. The Council asked if a decision was needed at tonight's meeting. The Clerk informed the Council that the LMC was hoping to receive a decision early in January, but the Council would be able to wait until next meeting. At that time the policy would be adjusted and presented to the Council for approval. After further discussion the Council decided to review the report and table the discussion for the next Council meeting.

9.3 Resolution 2020-01 Gifts for 2020: Motion to accept Resolution 2020-01 Gifts for 2020 made by

Martell. Second by Priedwert. Aye: Martell, Oldenburg, Bissen, Priedwert, Tipper. The Council requested that the Clerk send a thank you note to all the donors.

11. Council Member's Comments/Community Input: Jim Schleich addressed the Council with a request to assist with half of the cost of the replacement of his driveway because of the sidewalk replaced on his property in the fall. After further discussion the Council agreed to follow up with Public Works and table the discussion for the next Council meeting. Councilman Martell has received recycling brochures from Houston County Solid Waste and asked how to distribute the information. The Council agreed the information could be included at the drop off site and on the bulletin board at the post office.

12. Mayor's Comments:

The Mayoral Appointments:

Marilyn Bernsdorf and Jerry Martell to the Library Board

Tara Grattan and Tom Kirchoff to the Recreation Board

Don Bissen as Street Council Representative

Mayor Tipper as Police Council Representative

Mayor Tipper as Water/Wastewater Council Representative

Don Bissen as Mayor Pro Tem

Table appointments for the Personnel Committee

Official Bank Depositories and Newspaper: Motion to approve Merchants Bank and Home Federal Bank as the official bank depository and the Caledonia Argus the official newspaper made by Martell. Second by Priedwert. Aye: Martell, Oldenburg, Bissen, Priedwert, Tipper

13. Staff Correspondence: The Clerk informed the Council that Smith and Schafer would be starting the audit process and would be performing their fieldwork on January 28, 2021.

14. Correspondence Received:

15. Announcements:

16. Next Council Meeting

16.1 February 2, 2021 6:00 PM

17. Items for next Agenda: Acentek franchise agreement, property insurance appraisal report, sidewalk repair request, conditional use permit.

18. Adjournment: Motion to adjourn made by Oldenburg at 6:30. Second by Martell. Aye: Martell, Oldenburg, Bissen, Priedwert, Tipper