

CITY OF EYOTA
CITY COUNCIL MINUTES
JANUARY 12, 2017

Members Present: Tyrel Clark, Bryan Cornell, Ray Schuchard and Tony Nelson

Members Absent: Kurt Holst

Staff Present: Jeff Peck, Fire Chief; Community Officer Deputy McFarlen and Marlis Knowlton, Clerk/Treasurer

Call to Order: Mayor Clark called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

Approve Agenda: Motion was made by Nelson and seconded by Cornell to approve the agenda, but rearrange the order to accommodate guests. Ayes 4, Nays 0. Motion carried.

Consent Agenda: Motion was made by Nelson and seconded by Schuchard to approve the consent agenda items 4.A through 4.K as presented. Ayes 4, Nays 0. Motion carried.

A. Minutes of the December 22, 2016 regular Council meeting approved as presented.

B. Minutes of the December 27, 2016 special Council meeting approved as presented.

C. RESOLUTION #2017-01 DESIGNATING 2016 FUND BALANCES, the portion of the Water and Sewer Fund Balances, equal to the Investment Balance, will be reserved for Debt Retirement.

D. RESOLUTION #2017-02 DESIGNATING DEPOSITORY, Bremer Bank, Eyota, Minnesota, and the 4M Fund are hereby designated as depositories for the funds of the City.

E. RESOLUTION #2017-03 DESIGNATING OFFICIAL NEWSPAPER, the Post Bulletin in Rochester, Minnesota is designated as the official newspaper of the City of Eyota and all official notices of the City shall be published therein.

F. RESOLUTION #2017-04 AUTHORIZING EXPENDITURE PAYMENTS PRIOR TO APPROVAL, the City Council authorizes the City Administrative Official of City Clerk/Treasurer or Deputy Clerk to make payment of all just and correct and valid expenditures without prior approval by the City Council.

G. RESOLUTION #2017-05 APPOINTING DATA PRACTICES COMPLIANCE OFFICIAL, the City Council appoints Clerk/Treasurer Marlis Knowlton, as the Responsible Authority and Data Practices Compliance Official for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13. The Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, Chapter 13 as amended.

H. Olmsted County Prosecution Services Agreement, approved entering into the Prosecution Services Agreement with Olmsted County for the period of January 1, 2017 through December 31, 2018.

I. Waterworks Operator School, approved Brad Boice and Scott Schmidt attend the waterworks operator school March 15-17, in Rochester; cost \$270.

J. SunShade Canopy, approved the purchase of a canopy for the Toro Groundsmaster 4000 Mower, estimated cost \$550.

K. Sunrise Park playground access ramps, approved the purchase of rubber safety squares to complete the Sunrise Park playground access ramps, estimated cost \$5,879.

REPORTS:

Community Officer: Deputy McFarlen updated the Council on recent activities; and reminds folks to please shut and lock car, house and garage doors.

Fire Department:

Jeremy Newton Resignation: Jeremy Newton submitted his resignation letter, the Relief Association recommends accepting Jeremy's retirement request to be effective on his anniversary date of January 10. Jeremy was an Eyota firefighter since 2002 and was chief for nine years.

Motion was made by Cornell and seconded by Schuchard to accept and approve Jeremy Newton's retirement from the Fire Department, effective January 10, 2017. Ayes 4, Nays 0. Motion carried.

Generator: Public Works is requesting to purchase the Fire Department's 4000 watt Honda generator that they do not use/need anymore. Purchased in 2012 for \$2,469.61. Suggested sale price \$1,195.50; to be completed as a paper transaction, transferring money between the General Fund and the Fire Fund. The Township, half owner, would receive a credit on their next quarterly billing. Chief Peck suggested the money from the sale could be used now to purchase a four gas handheld monitor, which is approximately the same value and is on the 2018 proposed budget. Motion was made by Schuchard and seconded by Cornell to approve the ownership change of the generator and to purchase the gas monitor; both contingent on the Township's approval. Ayes 4, Nays 0. Motion carried.

Purchases:

Motion was made by Cornell and seconded by Schuchard to approve purchasing a skid for the six wheeler, \$7,500; with the anticipation that a \$2,500 grant will be obtained and the balance will be reimbursed to the City by the Fire Relief Association. Ayes 4, Nays 0. Motion carried.

Motion was made by Cornell and seconded by Schuchard to approve the purchase of two sets of turn out gear (before February 1 price increase) and hoses as budgeted. Ayes 4, Nays 0. Motion carried.

Motion was made by Schuchard and seconded by Cornell to approve purchasing a replacement toilet and a new deeper sink for the Fire Hall. Ayes 4, Nays 0. Motion carried.

Planning Commission: Schuchard reported the special meeting held January 11 was spent continuing the process of codifying the ordinances.

Kristi Clarke was there helping with the subdivision ordinance. The requirement to have sidewalks in all new subdivisions was discussed and it is being proposed to change the language that every subdivision will be reviewed for its specific need and location of sidewalks.

Park Board: The concept of creating a splash pad was put on hold until Lake Eyota was discussed. The Board would like to establish a community member volunteer committee to research splash pads and maybe go on to be a separate entity for fund raising. A request for volunteers will be put in the next newsletter. The Board also worked on the long range park plan, specifically trails and access through the Second Street Wetlands and American Legion area. The Council briefly discussed the berm through the wetlands, suggesting it be twelve to fifteen feet wide to accommodate snowmobiles.

New Member Kim Horn: Motion was made by Cornell and seconded by Nelson to approve the Board's recommendation to appoint Kim Horn as a new Park Board member. (Three year term, expiring December 2019) Ayes 4, Nays 0. Motion carried.

Emergency Management: Director Tony Nelson submitted an updated handbook. Motion was made by Cornell and seconded by Schuchard to acknowledge and adopt the revised 2017 Emergency Management Handbook for Government Officials. Ayes 4, Nays 0. Motion carried.

Olmsted County will be holding their annual storm spotter training April 24 at the Rochester Event Center, 6:30 p.m. Anyone can attend.

Clerk Report: Council authorized anyone interested can attend the Southeastern Minnesota League of Municipalities annual meeting January 31. Let Knowlton know in order to register.

REGULAR AGENDA ITEMS:

John Haverly 1034 Bush Court SW Metes and Bounds Request: John Haverly, 1034 Bush Court SW proposed selling portions of the land (additional parcels) that are behind his principal lot to his neighbor to the west, Brad Kullot, 1038 Bush Court. The intention is to sell land behind the principal lots so that the lot lines line up with those principal lot lines. Creating two parcels will create a new small parcel to be owned by Kullot (which is within city limits), and will be 34.52 feet wide.

Motion was made by Nelson and seconded by Schuchard to approve the 1034 Bush Court SW metes and bounds request as presented. Ayes 4, Nays 0. Motion carried. See "Exhibit 6.A"

2017 Appointments: Mayor Clark proposed the same appointments as 2016. Motion was made by Nelson and seconded by Cornell to approve the Mayor's 2017 appointments. Ayes 4, Nays 0. Motion carried.

2017 Fee Schedule: Knowlton submitted the proposed new fee schedule with very few changes. The Council did add a damage deposit for the use of the movie projector and the movie screen. There will not be any rental fee; but the equipment will only be rented out to organizations, not for personal use. Motion was made by Nelson and seconded by Cornell to approve the 2017 fee schedule via RESOLUTION #2017-06, RESOLUTION ESTABLISHING THE FEE SCHEDULE FOR THE CITY OF EYOTA. Ayes 4, Nays 0. Motion carried.

15 Madison Avenue NW Forfeited Lot Purchase: The Council previously approved to purchase the tax forfeited vacant lot at 15 Madison Avenue NW, for a future street access into the agricultural parcel adjacent to it. It was approved to purchase the lot at no cost, but that requires a street must be built within a designated time frame, or the land must be returned to the State.

The land can be purchased for \$500, plus recording cost of approximately \$250, the City would then own it outright and there would be no time requirements to make any kind of improvements.

Motion was made by Nelson and seconded by Cornell to approve the purchase of 15 Madison Avenue NW for \$500 plus recording costs. Discussion: Schuchard suggested that could be a future alternative snowmobile access into the city. Ayes 4, Nays 0. Motion carried.

Employee Health Insurance: The Council saw the renewal information and policy options at the December 7, 2016 meeting, and voted to change the employee premium costs shared by the city and employees to 90/10 split and the percentage split for dependent coverage from 55/45 to 50/50.

Motion was made by Cornell and seconded by Nelson to revert back to the original plan, the City paying one hundred percent of the employees' premium and fifty five percent of dependent coverage; and to place this on the agenda in February to discuss again. Discussion: February is probably too early, move it to July. Cornell and Nelson amended their motion to change February to July. Ayes 4, Nays 0. Motion carried.

Accounts Payable: Motion was made by Schuchard and seconded by Nelson to approve the accounts payable in the total amount of \$716,431.68. Ayes 4, Nays 0. Motion carried. See "Exhibit 6.F"

Other Business: None

Closed Meeting – Employee Performance Reviews:

Motion was made by Nelson and seconded by Cornell to close the regular meeting and open a closed meeting for annual employee reviews. Ayes 4, Nays 0. Motion carried.

Motion was made by Nelson and seconded by Schuchard to close the closed meeting and reopen the regular meeting. Ayes 4, Nays 0. Motion carried.

Employee raises: Motion was made by Nelson and seconded by Cornell to approve the salary ranges and hourly wage increases by the percentages presented and discussed, to be effective January 1, 2017. Ayes 4, Nays 0. Motion carried.

Adjourn: Motion was made by Cornell and seconded by Nelson to adjourn the meeting. Ayes 4, Nays 0. Motion carried. The meeting was declared adjourned at 8:10 p.m.



Tyrel Clark
Mayor



Marlis Knowlton
Clerk/Treasurer