

CITY OF EYOTA
CITY COUNCIL MINUTES
JANUARY 8, 2015

Members Present: Tyrel Clark, Tony Nelson, Bryan Cornell, and Kurt Host

Members Absent: Ray Schuchard

Staff Present: Community Officer Deputy Tracey Pagel; Fire Department Training Officer Jeff Peck; and Deputy Clerk Nancy Eichman

Guests: Daren Sikkink, WHKS & Co.; and Jenni Horman, citizen

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

Approve Agenda: There was a motion made by Nelson and seconded by Holst to approve the agenda with the addition of Kathie Hall vacation request. Ayes (4), Nays (0). Motion was declared carried.

Consent Agenda: There was a motion made by Cornell and seconded by Holst to approve the consent agenda items 4.A, 4B, 4C, 4D, 4E, 4F, 4H, and 4I, and to remove 4.G Fire Department Member Retirement – Roger Pike; and to remove 4.J Planning Commission Member Appointments. Ayes (4), Nays (0). Motion was declared carried. See “Exhibits 4.B, 4.C, 4.D, 4.E, 4.F, 4.I”

- 4.A. Minutes of December 30, 2014 Council meeting were approved.
- 4.B. Resolution 2015-01 RESOLUTION DESIGNATING OFFICIAL 2014 FUND BALANCES, 2014 Governmental Fund Balances to be designated for cash flow, for the period January 1, 2015 through June 30, 2015, approved.
- 4.C. Resolution 2015-02 RESOLUTION DESIGNATING DEPOSITIORY as Eastwood Bank and Bremer Bank in Eyota Minnesota and the 4M Fund, approved.
- 4.D. Resolution 2015-03 RESOLUTION DESIGNATING OFFICIAL NEWSPAPER as the Post Bulletin in Rochester, Minnesota, approved.
- 4.E. Resolution 2015-04 RESOLUTION AUTHORIZING PAYMENT OF EXPENDITURES PRIOR TO CITY COUNCIL APPROVAL authorizes staff to pay payroll on time and other normal accounts payable invoices that would otherwise end up being past due and accrue late payment penalties, approved.
- 4.F. Resolution 2015-05 RESOLUTION APPOINTING DATA PRACTICES COMPLIANCE OFFICIAL appointing Marlis Knowlton the Responsible Authority and Data Practices Compliance Official, approved.
- 4.H. Renewal of Life Insurance, Short Term Disability and Long Term Disability plan and rates through Principal Life Insurance Company effective February 1, 2015 were approved.
- 4.I. Resolution 2015-06 RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR, AND DESIGNATION OF DONATION RECEIVED \$100 from Clayton McDougall to the Fire Department for future equipment to be determined, approved.

REPORTS:

Community Officer: No report.

Fire Department: Mayor Clark read the retirement letter from Roger Pike. The Council wishes to thank Roger for his twenty-eight years of service on the Eyota Volunteer Fire Department. There was a motion made by Cornell and seconded by Holst to accept the retirement of Eyota Volunteer Fire Department Member Roger Pike, effective December 31, 2014. Ayes (4), Nays (0). The motion was declared carried.

There was a motion made by Cornell and seconded by Holst to accept Frank Merchant as a new volunteer fireman contingent that all the paperwork has been completed. Ayes (4), Nays (0). The motion was declared carried.

Eyota Fire Department Training Officer Jeff Peck reported to the council that there will be in-house training coming up soon; two fire fighters will be taking a firefighting class; working on scheduling an evacuation drill for Arbor Gardens in 2016. He will get the Eyota Volunteer Ambulance Service involved. He would like to purchase a \$500 video on evacuation. Peck would like to implement five inch (5") LDH (large diameter hoses) that supply water from the hydrant to the truck. By using the larger hose they will be able to have the truck parked at the fire because the larger hose will have the capability to supply enough water from the hydrant to the fire truck which could be far away. This also has the benefit of having the truck closer to the fire with all the necessary tools and supplies close by. Training will need to be done to change the procedures used at a fire to use these new hoses. Peck would like the firefighters to take an engine operation class; and he is in the process of rewriting the SOG (Standard Operation Guidelines).

Clerks Report: The Planning Commission Secretary, Marlis Knowlton recommended to the City Council to approve Chad Ohl for another three year term expiring in December 31, 2017. There was a motion made by Nelson and seconded by Holst to accept the recommendation of the Planning Commission Secretary to have Chad Ohl on the Planning Commission for another three term expiring on December 31, 2017. Ayes (4), Nays (0). The motion was declared carried.

REGULAR AGENDA ITEMS:

West Side Connection Trail: Daren Sikkink of WHKS & Co. was present to report to the Council information on the West Side Connection Trail. The trail would begin at West Side Park on Second Street SW, west along Highway 42 and connect to Carolann Street NW. This project would be completed in 2015 via a DNR (MN Department of Natural Resources) grant. The project would consist of removal of a hydrant, readjustment of telephone pedestals, extension of a culvert, and a proposed grade crossing extension by Canadian Pacific Railroad. The original construction costs were \$120,000. Today's estimate construction cost is \$131,000. The grant portion is \$84,451. The City's portion would be approximately \$50,000. The letting process dates would be February 5th and 12th. There was a motion made by Nelson and seconded by Holst to authorize WHKS & Co. to move forward with this construction project and to accept the plans. This will authorize the City Clerk to advertise for bids in the Post Bulletin. Ayes (4), Nays (0). The motion was declared carried.

There was a motion made by Nelson and seconded by Cornell to enter into an agreement with the Canadian Pacific Railroad on the proposed grade crossing extension of TH 42 grade crossing to accommodate the construction of a ten foot (10') wide bituminous trail along the east side of roadway. The Canadian Pacific Railroad would do the work and the City would pay them in a lump sum of \$8,000. Ayes (4), Nays (0). The motion was declared carried. See "Exhibit 6.A"

2015 Street and Utility Improvement Project:

The Council discussed the Public Hearing held at the Ambulance Garage on January 7, 2015. The consensus of the citizens in attendance stated that they did not want any sidewalks and they were concerned with the City widening the street to 32 feet. Both concerns from the citizens stated that it would take up too much of their front yards.

After more discussion about the input from the citizens at the public hearing, there was a motion made by Holst and seconded by Nelson to authorize the city engineer, WHKS & Co, to remove from the project the installation of sidewalks except the area on Fourth Street SE along the Sunrise Park property and on South Avenue between Fourth and Fifth Street on the east side. To have WHKS & Co. stake the size of the width of the streets 28 feet and 32 feet so that the Council and citizens can get a visual look at these widths and determine which width would be proper for the City. Ayes (4), Nays (0). The motion was declared carried.

There was a motion made by Holst and seconded by Nelson to approve entering into the Professional Services Agreement with WHKS, & Co., the City Engineers. Ayes (4), Nays (0). The motion was declared carried. See "Exhibit 6.B.1"

There was a motion made by Holst and seconded by Nelson to authorize WHKS to proceed with the project plans and specifications with the noted changes per RESOLUTION 2015-7 RESOLUTION ORDERING IMPROVEMENTS AND DIRECTING PREPARATION OF FINAL PLANS AND SEPECIFICATIONS. Ayes (4), Nays (0). The motion was declared carried. See "Exhibit 6.B.2"

Southeastern MN League of Municipalities Annual Meeting: There was a motion made by Nelson and seconded by Holst to authorize Tyrel Clark, Bryan Cornell and Marlis Knowlton to attend the Thursday, January 29, 2015 Southeastern Minnesota League of Municipalities (SEMLM) Annual Meeting in Rochester. The registration cost of \$25 plus mileage. Ayes (4), Nays (0). The motion was declared carried.

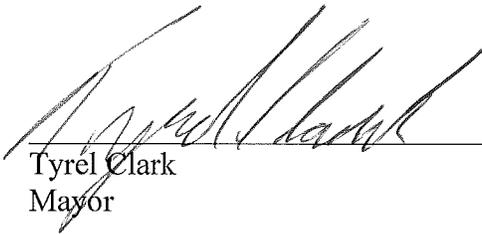
2015 Appointments: There was a motion made by Cornell and seconded by Holst to approve the 2015 Appointments with the following changes: Personnel, to remove Tony Nelson as a substitute; Emergency Management, to add Jeff Peck as Assistant Emergency Management Director. Ayes (4), Nays (0). The motion was declared carried. See "Exhibit 6.D"

Employee Raises: There was a motion made by Nelson and seconded by Holst to approve the employee salary ranges and hourly wage increases to be effective January 1, 2015. Ayes (4), Nays (0). The motion was declared carried.

Accounts Payable: There was a motion made by Nelson and seconded by Holst to approve the accounts payable in the amount of \$488,096.84; this includes the \$75 registration fees for three city staff to attend the SEMN annual meeting. Ayes (4), Nays (0). The motion was declared carried. See "Exhibit 6.F"

Any Other Business: The City received a request from Accounting Clerk, Kathie Hall asking to be paid for her one week vacation (January 9 -16) and not have to use her future accrued vacation for it. After some discussion, there was a motion made by Cornell and seconded by Nelson to add three days of vacation in 2015 to the Accounting Clerk's vacation time. Ayes (4), Nays (0). The motion was declared carried.

Adjourn: There was a motion made by Nelson and seconded by Holst to adjourn the meeting. Ayes (4), Nays (0). The motion was declared carried. The meeting adjourned at 8:17 PM.



Tyrel Clark
Mayor



Nancy Eichman
Deputy Clerk