

CITY OF EYOTA
CITY COUNCIL MINUTES
DECEMBER 22, 2016

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

Members Absent: Kurt Holst

Staff Present: Jeff Peck, Justin Wendt and Bill MacMonegle, Fire Chiefs; Shelly Schossow, Kathie Hall and Brad Boice, City Staff; Deputy Johnson and Deputy McFarlen, Community Officers 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 Cornell and seconded by Nelson to approve the agenda with the addition of Reports 5.H Fire Department. 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.F as presented. Ayes 4, Nays 0. Motion carried. See "Exhibit 4.E"

- A. Minutes of the December 7, 2016 regular Council meeting
- B. RESOLUTION 2016-40 RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR AND DESIGNATION OF DONATION RECEIVED, the Eyota Volunteer Fire Department Relief Association used donated funds to purchase a 2017 Aluma utility trailer valued at \$2,594 and is donating it to City of Eyota and will be designated to the Fire Department Fund.
- C. 2016 Audit Services authorize to contract Thomas Cummings, CPA to complete the 2016 financial audit.
- D. Authorized staff to pay invoices received before December 31 without additional Council approval.
- E. Purchase Tax Forfeited Lot, 15 Madison Avenue NW, Rena Belle Add Lot-002, via RESOLUTION 2016-41, RESOLUTION TO PURCHASE FORFEITED LAND; and authorizes the Clerk to submit required documents to proceed with the purchase of the lot with future street development as the objective.
- F. Fire Department 2017 Chiefs appointed Chief Jeff Peck and Assistant Chief Justin Wendt.

Truth in Taxation: Mayor Clark called for public comment regarding the levy and budget.
No public comment.

Motion was made by Cornell and seconded by Schuchard to approve the 2016 levy amount of \$594,945. Ayes 4, Nays 0. Motion carried.

Motion was made by Nelson and seconded by Cornell to approve RESOLUTION 2016-42 RESOLUTION ADOPTING FINAL TAX LEVY, RESOLUTION APPROVING 2016 TAX LEVY, COLLECTIBLE IN 2017, the 2016 levy amount of \$594,945. Ayes 4, Nays 0. Motion carried. See "Exhibit Levy"

Motion was made by Schuchard and seconded by Nelson to approve the 2017 final budget as presented. Ayes 4, Nays 0. Motion carried.

REPORTS:

Community Officer: Deputy Johnson and Deputy McFarlen both addressed the Council; this is Deputy Johnson's last week as Community Officer. Johnson reminded folks to please shut and lock car, house and garage doors.

Planning Commission: Schuchard reported the December 12 and 21 meetings were spent continuing the process of codifying the ordinances. Commission members were appointed: Chair Lief Hughes and Co-Chair Casey Johnson.

Motion was made by Cornell and seconded by Nelson to reappoint John Chesney for another three year term (2017-2019) as a Planning Commission member. Ayes 4, Nays 0. Motion carried.

Park Board: Motion was made by Nelson and seconded by Cornell to appoint Jacob Schleusner as a Park Board for another three year term (2017-2019). Ayes 4, Nays 0. Motion carried.

Dianne Schmidt's Board term will expire December 31, 2016; the Board recommended Dianne is not appointed to another term due to meeting absences. This creates a board opening. The Board voted in Jacob Robinson to be the 2017 Chair and Jacob Schleusner as the Co-Chair.

Eagle Scout members will be checking to verify if rearranging Bush Park features would qualify as an Eagle project. After that is clarified, project plans will be made.

Economic Development Authority (EDA): Clark reported on Arbor Gardens: patio project, elevator maintenance, census, rent increases announced and a lot of time was spent on the financials.

The EDA has scheduled a special public event to discuss the findings of the completed Retail Gap Analysis and a follow up session with the Minnesota Design Team. This will be January 24, 5:30 p.m. at the Ambulance facility; the public is encouraged to attend.

The EDA will continue to investigate the idea of moving their monthly meetings to a different night.

The EDA recommended the building permit application fees charged by the City, totaling \$2,250, should continue to be waived for two more years, through 2018. Motion was made by Schuchard and seconded by Nelson to waive the city fees of \$2,250 through 2017 only. Ayes 4, Nays 0. Motion carried.

DESCASD Sewer Board: Schuchard reported the assets at \$1,176,272.37, there were no violations and the plant is running well. Wes Bussell was appointed the 2017 Director at Large. Other Board items discussed were spreading solids and purchasing a new pickup with a plow.

Public Works: Brad Boice, Public Works Supervisor discussed the following:

Sidewalk Inspection and Maintenance Policy: The sample policy documents things like creating an inventory, sidewalk condition, how much to budget for repairs and replacements, etc. Currently there is a little over two miles of sidewalks; the Council requested that detail be deleted from the policy. Motion was made by Nelson and seconded by Cornell to approve the policy with the noted change. Ayes 4, Nays 0. Motion carried. See "Exhibit 5.F.1"

Street Light Installation - Second Street SW Park Path Crossing: A low voltage wire will need to be supplied to the pole in order to add a street light at this path crossing on Second Street SW. Motion was made by Cornell and seconded by Nelson to authorize a street light be installed on Second Street SW and the \$550 cost will come out of General Fund 101-43160-422.80 Light Poles and Lighting Equipment budgeted \$2,000. Ayes 4, Nays 0. Motion carried.

Parking versus Snow Plowing: Boice explained issues with vehicles parked on the streets when they need to plow. The Council discussed with Boice, Deputy Johnson and Deputy McFarlen current issues and options regarding the current ordinance regulations and possible changes. Motion was made by Schuchard to go back to the no parking November to April. There was no second made. Motion died.

Motion was made by Nelson and seconded by Cornell to leave the ordinance as is for the remainder of this winter season, but change the ordinance through the ordinance codification process (which should be completed before the 2017-2018 season) to say no parking December 1 to March 31, 2:00 to 6:00 a.m. with time extensions during a snow emergency. Ayes 4, Nays 0. Motion carried. Additional discussion: Boice should text Deputy McFarlen when the City is going to start plowing and McFarlen will notify the east car for enforcement.

Clerk Report: None.

Fire Department: The Department has an extra generator that could be sold; it has been discussed City/Public Works could purchase it. It is a 4000 watt Honda generator, purchased in December 2012 for \$2,469.61. \$1,274.11 was paid with donations made to the Fire Department, and the balance of \$1,195.50 was shared equally by the City and Eyota Township, each paying \$597.75.

There is \$2,000 in the Public Works 2016 budget for a portable 4000 watt generator. Recommendation: The City purchase the Fire Department generator for \$1,195.50; which is about half the original cost, less than current replacement cost and the exact amount the City/Township had to pay when it was purchased. The Township could get their investment back.

Motion was made by Cornell and seconded by Schuchard to approve the City purchase the generator for \$1,195.50 contingent on the Township's approval. Ayes 4, Nays 0. Motion carried.

REGULAR AGENDA ITEMS:

Child Care Center Development Proposal – King and Krucker: Trisha King and Tracy Krucker presented a proposal to build a for-profit child care center on the one acre City owned parcel in the Second Street Wetlands. The EDA recommends to approve \$10,000 and \$15,000 EDA revolving loans contingent on the EDA securing a \$150,000 DEED grant for new daycare construction, pending bank pre-approval for a loan to qualify as cash to match the \$150,000 DEED grant, with the loan funds specifically to be used to create a for profit child care center that includes sixteen new infant slots. Also recommended by the EDA: the City to offer the one acre lot in the Second Street Wetlands for one dollar pending signing a business subsidy agreement, and securing the DEED grant award for the new construction of a 5,600 square foot building specifically to build a for-profit child care center. The Council discussed the project and specifically the provided statics justifying the need for additional day care providers in the area. Schuchard requested staff to independently verify those statistics. The DEED grant application submittal deadline is January 6 and is contingent on the City’s decision to provide financial and property support.

Motion was made by Nelson and seconded by Cornell to schedule a special meeting Tuesday, December 27, 2016, 6:00 p.m., to continue discussing the child care center proposal. Ayes 4, Nays 0. Motion carried.

Document Management System Proposal: Kathie Hall and Shelly Schossow presented information from four companies for a document management system which would enable scanning, storage, retrieval, sharing, tracking, revision, and distribution of government documents. The Council did request replacement costs for the file server be obtained for optimum processing.

Motion was made by Cornell and seconded by Schuchard to purchase the document management system from EO Johnson, for an estimated first year cost of \$8,000; and the purchase will be finalized in 2017. Ayes 4, Nays 0. Motion carried.

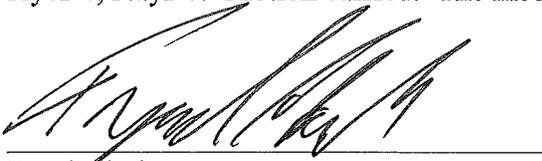
Ordinance Codification Professional Consulting Request: The requested quote from Kristi Clarke, Bolton & Menk Municipal Planner for services to assist in the review of the subdivision and zoning ordinances to be codified is between \$3,000 and \$4,000, any additional services would be billed at \$118.00 an hour. WHKS & Co. services to review the subdivision ordinance, specifically for changes needed to comply with current development standards, will be an estimated cost of \$500.

Motion was made by Cornell and seconded by Nelson to authorize Kristi Clarke, Municipal Planner to be hired to assist in the ordinance codification process. Ayes 4, Nays 0. Motion carried. Motion was made by Cornell and seconded by Schuchard to authorize WHKS & Co., City Engineering firm to be hired to assist in the ordinance codification process. Ayes 4, Nays 0. Motion carried.

Accounts Payable: Motion was made by Nelson and seconded by Cornell to approve the accounts payable in the total amount of \$76,202.05. Ayes 4, Nays 0. Motion carried. See “Exhibit 6.D”

Other Business: Per Nelson's request, because city staff was not given any warning of a change, the health insurance premium percentages paid by the employees will be put on the next agenda to be discussed and voted on again.

Adjourn: Motion was made by Nelson and seconded by Cornell to adjourn the meeting. Ayes 4, Nays 0. Motion carried. The meeting was declared adjourned at 8:57 p.m.



Tyrel Clark
Mayor



Marlie Knowlton
Clerk/Treasurer