

Minutes
City Council
Monday, July 10, 2023
5 pm

The meeting was opened with the recitation of the pledge of allegiance.

Mayor Atkins called the meeting to order with Council members Amanda Guetter, Jeff Olsen and Roger Baumann present.

Also present were Clerk/Treasurer/Administrator Brandon Baune, Public Works Director Jim Jenniges, Maintenance Worker Josh Hoffenkamp, and City Engineer David Palm. Also present was Larry Thompson.

It was the consensus of the council to approve the agenda with the following changes:

1. Resolution authorizing Minnesota PFA Application
2. Consider payment of additional bills

EDA Update – None

Clerk/Treasurer/Administrator.

1. Mayor Atkins administered the **Oath of Office** to the newly appointed Clerk/Treasurer/Administrator Brandon Baune
2. Dan Mathiowetz – Request for Hearing – The council requested City Attorney Matt Novak submit a recommendation regarding appointing the impartial board.

Street Report – Nicoll Estrada Tree Removal – The council recommended that the sump pump discharge box be related in lieu of removing the tree.

Sewer/Water Report

1. **Well Repairs** – Completed. One motor and pump were replaced and one well was flushed.
2. **Sewer Lift Station Panel** – Quote to replace panel and purchase a generator for lift station #2 from Quality Flow for \$35,405. It was noted that a second quote would be required. Motion by Guetter, second by Baumann to approve the Quality Flow quote of \$35,405 to replace lift station #2 panel and generator subject to receiving a second quote.
Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes
3. **Water Plant Gutter and Snow Guard.** -Motion by Olson, seconded by Guetter to approve the quote of Frericks Construction of \$2,850 to install gutters and snow guard on water building.
Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes
4. **Water Quality Complaint** – Rachel Ingebretson. Mr. Jenniges noted the amount of water needed to clear the discolored water was nominal, and this would continue to be an issue until the media is replaced. No council action was taken.

Parks –

1. **Athletic field shed concrete and doors** - Motion by Olson, seconded by Guetter to approve the quote of Frericks Construction of \$9,600 to install a concrete floor and doors on the athletic field shed.
Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes
2. **City Park Trees/Hydrant** – Mr. Jenniges stated that he had removed several diseased Ash trees in the city park. Also, Mr. Jenniges installed a hydrant to water landscaping around park.

Engineer: Mr. Palm presenting the engineering report dated July 10, 2023 noting as follows:

1. **Water Filter Replacement Update.** Replacement to start August 14, 2023.
2. **Assessment Policy.** To be addressed later in the meeting.
3. **Storm Water Utility.** To be addressed later in the meeting.
4. **Water Meter Replacement** – Completed. Payment number 3 on consent agenda. Mr. Olson noted that staff was planning to hold a training session for the installation of the Eye On Water app. Ms. Guetter indicated she would assist with the presentation.
5. **Lead Pipe Grant Application** – Due by July 20, 2023.
6. **Sanitary Sewer Project** – Need to apply for the state WIF PFA Grant of \$2,000,000
7. **Cedar Street.** Presented construction schedule. Ms. Guetter stated she hoped the paving would be completed before the school open house.
8. **Broadband Project** – Arvig has installed boxes and conduit and is waiting for the contractor to install the fiber optic lines.

Resolution authorizing state WIF PFA Grant Application. Motion by Olson, Seconded by Baumann to adopt Resolution No. 13-2023 Authorizing State WIF PFA Grant Application.

Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes

Consent Agenda. Motion by Guetter, second by Baumann to approve the consent agenda as follows:

1. Approve Council Minutes – June 12, 2023 and June 26, 2023 Special
 2. Approve Assistant Clerk's Hours and adopt **resolution No. 14-2023 approving Budget Adjustment**
 3. Approve Cedar Street Project Pay Estimate No. 3 for \$214,704.93
- Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes

Library Land Lease – Notice of non-renewal to leaseholder and notice of bids submitted by City Attorney Matt Novak. Mr. Baune noted that per council action, the bids should be for a 2-year lease and would notify Mr. Novak accordingly. A draft lease will be presented to the council prior to award.

Community Center Improvements. Nothing new to report.

Assessment Policy/Storm Water Utility – Mr. Thompson noted that the City Engineer's Cedar St. project schedule suggested that the assessment policy should be approved by the Council at its August, 14 2023 meeting. Mr. Thompson added that staff would be meeting soon to finalize their recommendation and recommended the council hold a special workshop to review the recommendation along with the storm water utility ordinance. There was a consensus that the council meet on July 24, 2023 at 5:00 at the Community Center to review the city assessment policy and storm water utility ordinance.

Ambulance Mutual Aid Agreement-Springfield – Mr. Baune presented a proposed mutual aid agreement between Springfield and Wabasso Ambulance. Concerns were expressed regarding the purpose of the agreement, comparison to the Lamberton mutual aid agreement and the burden on ambulance staff. Mr. Thompson indicated that the agreement would not significantly impact current operations but was mostly to satisfy the requirements of the Minnesota Emergency Medical Service Regulatory Board that an agreement be in place. Staff was directed to meet with the director to address the council’s concerns.

Zoning Ordinance-Board of Appeals – Mr. Baune noted that the council is required to appoint a Board of Appeals consisting of a council member, EDA member, and a citizen at large. Staff was directed to post a notice soliciting an at large member.

City Bills - Motion by Guetter, second by Baumann to approve the bills as follows:

General Checking		Add-on
101 General Fund	\$ 57,754.61	\$107.68
307 2013 Refunding Bonds	\$ 2,170.00	
308 2016 Refunding Bonds	\$ 636.25	
309 GO Tax Abatement Bonds	\$ 5,445.00	
319 Cedar St Improvements	\$ 448.00	\$305.00
320 USDA RD Sewer Rehab	\$ 70,025.00	
377 TIF 1-3	\$ 4,081.21	
379 TIF 1-5 2005A TIF Bonds	\$ 2,626.00	
601 Water	\$ 49,786.96	\$168.21
602 Sewer	\$ 11,455.17	\$88.02
603 Sanitation	<u>\$ 3,875.30</u>	
Total GC	\$208,302.50	\$668.91
230 Ambulance	\$ 4,445.03	\$699.96
225 Fire	<u>\$ 5,773.02</u>	
TOTAL CHECKS	<u>\$218,520.55</u>	<u>\$1368.87</u>

Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes

Motion by Guetter, second by Baumann to adjourn at 6:15 p.m.

Atkins – yes; Guetter – yes; Baumann – yes; Olson – yes

Brandon Baune

Clerk/Treasurer/Administrator