

Council Present: Acting Mayor Lisa Peterson, Wendy Bennett, Emily Edwards, and Adam Finney
Staff Present: Clerk Kara Hansen, Public Works Supervisor Mark Willette
Others Present: Engineer Chris Knutson, Norma Heckman, Sandy Gough, Faith Kamm from MRM and trainee.

Acting Mayor Peterson opened the Public Hearing at 6:00 PM. There was one property who had not paid nor signed a payment agreement about their overdue utility fees. Acting Mayor Peterson asked if anyone had any comments or concerns about utility special assessments. No comments were made. Councilor Bennett made a motion to adjourn the public hearing at 6:01 PM. 2nd by Councilor Finney. All approved. Motion carried.

Acting Mayor Peterson opened the regular council meeting at 6:01 PM

Approve agenda

Public Works Supervisor Willette asked for 8b to be moved to 7f. Councilor Edwards asked to pull Resolution 2024-25 Fireman's Relief Donation from the consent agenda and move it to 4h. Councilor Bennett made a motion to approve the agenda with the corrections. 2nd by Councilor Finney. All approved. Motion carried.

Consent Agenda

The consent agenda included the 10/7/2024 & 10/22/2024 meeting minutes, check reconciliations, Savings and Loan Balances, October Cash Balance Investment Report, checks for month showing \$1,207,001.02 in deposits and \$1,360,251.19 in checks, October Expenditure Guideline, October Revenue Guideline, 20-23 Project Excel Spreadsheet, November & December calendar of events, the BEC Call log for October, October FD Report, SSS Replacement Participants list, and the 2024 Weed Report. Councilor Edwards made a motion to approve the consent agenda. 2nd by Councilor Finney. All approved. Motion carried.

Additional Bills

a). Add'l Bills

Councilor Finney made a motion to approve the additional bills. 2nd by Councilor Bennett. All approved. Motion carried.

b). Snow Hauling Contract

Clerk Hansen said Peterson Motor Grader's rates are the same this year as they were last year. Councilor Finney made a motion to approve the Snow Hauling Contract. 2nd by Councilor Bennett. Acting Mayor Peterson abstained. All approved. Motion carried.

c). Resolution 2024-23 Funds Transfer

Clerk Hansen said this transfer is for the City's portion of the Fire Department's new brush truck. Councilor Edwards made a motion to approve Resolution 2024-23 Funds Transfer from 402 savings to 101 general fund. 2nd by Councilor Bennett. Councilor Finney abstained. All approved. Motion carried.

d). Resolution 2024-26 Funds Transfer

Acting Mayor Peterson said this transfer was to take the accumulated interest in the 304 savings and put it into the 410-checking account.

Councilor Bennett made a motion to approve Resolution 2024-26 Funds Transfer from the 304 savings

account to the 410-checking account. 2nd by Councilor Finney. All approved. Motion carried.

e). Resolution 2024-27 Funds Transfer

Acting Mayor Peterson said this was an internal transfer to move funds from the 304-checking account which had a negative balance, and place them in the 410-checking account. She said the transfer would put the 410 in the negative, but the city was being reimbursed for project costs that would put the account in the positive.

Councilor Finney made a motion to approve Resolution 2024-27 Funds Transfer from the 304-checking account to the 410-checking account. 2nd by Councilor Bennett. All approved. Motion carried.

f). Resolution 2024-28 Funds Transfer

Acting Mayor Peterson said the city has already received funds from residents who wanted to pay their assessments in advance, and this resolution would transfer that money from the 410-checking account to the 304 savings account.

Councilor Edwards made a motion to approve Resolution 2024-28 Funds Transfer from the 410-checking account to the 304 savings account. 2nd by Councilor Bennett. All approved. Motion carried.

g). Resolution 2024-29 Approve Journal Entry

Acting Mayor Peterson said the finance committee has been meeting weekly to figure out how to fix the imbalance between the Cash Balance Investment Reports and the Cap Funds excel spreadsheet. The 601 Water Savings and 606 Water savings are out of balance by the same amount. The 602 Sewer Savings account and the 607 Sewer Savings account are also out of balance by the same amount. They received the approval for this journal entry from Burkhardt & Burkhardt, and this resolution would authorize the city to make the journal entry.

Councilor Finney made a motion to approve Resolution 2024-23 Approve Journal Entry to adjust funds in the 601 Water Savings account and 606 Water Savings account, and to adjust funds in the 602 Sewer Savings account and the 607 Sewer Savings account. 2nd by Councilor Edwards. All approved. Motion carried.

h). Resolution 2024-25 Fireman's Relief Donation

Councilor Edwards made a motion to approve Resolution 2024-25 Fireman's Relief Donation. 2nd by Councilor Bennett. Councilor Finney abstained. All approved. Motion carried.

Public Comment

Infrastructure Project

a). Pay Application #10

Engineer Knutson said the amount on Pay Application #10 is what is owed Holtmeier for their work. Councilor Finney made a motion to approve Pay Application #10 for \$610,106.40 but the City will only pay when it is reimbursed from state bonding, BEC portion of Pay Application #10, and all USDA-RD funding. 2nd by Councilor Bennett. All approved. Motion carried.

b). Substantial Completion

Engineer Knutson said the contractor has requested the work going down the hill, the work on HWY 169, and the street and utility portion of the project as substantially completed. He said there will be a second phase completion which will include the long sewer down the hill and work on HWY 169, and a future final completion after the work at the WWTP is complete. Engineer Knutson stated just because a project is considered substantially complete doesn't mean the contractor has done every part of the project, but

warranty work and punch list items can still be done. Acting Mayor Peterson asked if there was a punch list. Engineer Knutson said RPR Doug Maeder has it. Acting Mayor Peterson instructed Engineer Knutson to have the substantial completion documents ready by the next regular council meeting.

c). Final Deed Payment

Clerk Hansen said she still has not received the final paper work so the city can make the final payment for the DEED Project. Engineer Knutson said he contacted Jim Voda of Holtmeier about getting the paper work done. Acting Mayor Peterson said the matter can be tabled until the next meeting.

d). Resident Assessment

Norma Heckman said she doesn't understand why her parcel on the southside of Hilltop by the roundabout was being assessed as there is no benefit to the property. The hill is too steep to be developed, and there is no street access to the parcel. Acting Mayor Peterson said this parcel is considered agriculture, and asked if other agriculture properties were being assessed. Engineer Knutson said properties were only assessed if it was demonstrated they received a benefit from the road work, and having an access. Engineer Knutson said the city could pass a resolution that deferred the assessment, but the property owner would have to pay the assessment amount and any interest if the property was developed.

Councilor Finney made a motion to defer with interest the assessment of \$7,280.00 to parcel R191726153002 until the end of the 20-year term, but in the event the property is developed the assessed amount is to be paid back at 3% interest. 2nd by Councilor Bennett. All approved. Motion carried.

e). SEH Proposed Project Setup & Fees

Engineer Knutson said the original contract between the city and S.E.H was split different ways for a total of \$1,775,050.00. The city did not go forward with the wastewater treatment project and the water treatment project, but the street utility project went forward. Because of the way the Setup and Fees were written, Engineer Knutson has not been able to charge for additional change order work due to his contract having funds allocated toward the two projects the city didn't go forward with. He asked the city to do an amendment which would allow him to allocate money from those projects, and put them toward the street and utility project.

Councilor Finney made a motion to acknowledge to redistribute funds from S.E.H's two canceled projects. 2nd by Councilor Bennett. All approved. Motion carried.

f). Citizen Concern with Sewer Lateral

Sandra Gough said in 2011 PW Supervisor Willette attempted to camera her sewer line and couldn't get through. After utility work was completed for the 2022 Rebid Project, she hired a plumber to camera her sewer line and his camera broke. She hired someone else to do the work and it took them a lot of time because her sewer line comes out of her house and straight down her driveway. She asked if she could relocate her sewer line to the south side of her house as she has an oak tree not far from her current sewer line. PW Supervisor Willette said if she moved her sewer line she would have to tear up the new street. Engineer Knutson said the way it sits, the driveway would have to be torn up so the sewer line could be replaced. Sandy Gough Said her driveway was cracked during the project because the contractor dug into the driveway and didn't put concrete up to the seam. PW Supervisor Willette asked if that had been noted as this was the first he'd heard of it. Engineer Knutson said not that he was aware.

He informed Sandra Gough that he she wanted to replace the line she needed to start making a plan now for the work to be done in spring.

Public Works

a). Public Works Supervisor Notes

PW Supervisor Willette said the new streets signs are being installed, but there is brush in the way on the corner of Park Ave N and Poplar St W that needs to be cut. He asked for the council's permission to trim the brush back. Acting Mayor Peterson asked if the sign was on the resident's property or in the right-of-way. Clerk Hansen said it was in the city right-of-way. Acting Mayor Peterson instructed PW Supervisor Willette to contact the resident and let them know he was going to trim the brush back. PW Supervisor Willette said he would put the Christmas decorations up on December 3rd.

Luke's Electric was at the WTP today to put the three-phase surge protector in for the wells, and Beemer finished pulling both Well #1 and Well #2 and the bill for those would come soon. Councilor Bennett asked if they were able to pinpoint the problem. PW Supervisor Willette said no, but it was suspected to be an electrical issue.

Peterson Motor Grader was going to start on the tile work for Railroad St next week, weather permitting. Acting Mayor Peterson asked PW Supervisor Willette to explain the storm sewer troubles on HWY 169. PW Supervisor Willette said on the north side of town there are two storms drains that are tied together, and a fire hydrant was being replaced and moved. To remove the old hydrant, the storm sewer had to be cut and a section removed to get to the water main under the storm sewer. He said he found a 12-inch culvert going to the ditch was fully plugged. PW Supervisor Willette called MN DOT who sent someone down to investigate it, and the DOT hauled out 2 to 3 truckloads of dirt, but it's been fixed.

b). MPCA I&I Reduction Report

Clerk Hansen said this is what she had put together so far, but she hadn't had a chance to go over the report with PW Supervisor Willette. Acting Mayor Peterson asked when the report was due to MPCA. PW Supervisor Willette said it was due the end of the year. Acting Mayor Peterson said to table the report until the next meeting.

Follow up From Previous Meeting

a). Insurance

Acting Mayor Peterson said these were the insurance forms from the previous meeting, and these were added for the council to look at.

b). Fire Invoices

Clerk Hansen said the fire invoices were for two separate fires. The first occurred in September 2023. She billed the insurance listed on her paperwork, and when she didn't hear from them, she contacted them and they instructed her to bill Progressive for the amount. She said she called Progressive, and she was repeatedly transferred. She sent a letter and hasn't heard back. She said the property was owned by the state of Minnesota, and she sent them a letter in July, and hasn't heard back from them. Acting Mayor Peterson instructed Clerk Hansen to call the insurance companies again and call the state of Minnesota.

c). Mileage Form

Acting Mayor Peterson said any reimbursements for city employees should be reviewed by the personnel committee before they are paid out.

d). SCDP Funds

Clerk Hansen said she reached out to Zak Klehr of MVAC and asked about the SCDP Funds. She said the city does not have to report anything as our earnings are under \$35,000. Acting Mayor Peterson asked Clerk Hansen to research the difference between the restricted fund and the 200 SCDP Program.

e). General Update

Clerk Bennett asked if residents had been sent a letter about their junk vehicles. Clerk Hansen said the council was waiting, and it appears the junk vehicles had been moved.

Consolidated Communications

Clerk Hansen said she was contacted by Consolidated Communications and they were interested in bringing fiber optics to City Hall and updating their contract with the city over its phone and internet. The city's contract with Consolidated has expired, and we are paying more for internet and phone than was originally budgeted for. Acting Mayor Peterson instructed Clerk Hansen to get more information from Consolidated about the contract.

Resolutions for Assessment

a). Resolution 2024-22 Utility Assessment

Acting Mayor Peterson said this assessment is for the past due utility bill the Public Hearing was about. Councilor Finney made a motion to approve Resolution 2024-22 Adopting Utility Assessment. 2nd by Councilor Edwards. All approved. Motion carried.

b). Resolution 2024-24 SSS Special Assessment

Clerk Hansen said this was the resident portion of capping 101 Poplar St W's sewer line that ran through 102 Oak St N, and installing a new sewer line up to their foundation. Councilor Edwards made a motion to approve Resolution 2024-24 Adopting SSS Special Assessment. 2nd by Councilor Finney. All approved. Motion carried.

FEMA Reimbursement

Clerk Hansen said she has been attending meetings with FEMA, and the City will be reimbursed for costs incurred during the rain event between June 16th through July 4th, 2024 totaling \$6,784.23. She wanted the council to see the paperwork before she signed the documents and submitted them to HSEM.

Election Canvassing

The Council reviewed the elections results from Blue Earth County stating that the mayoral position had 133 for Dana Ziegler and 4 write-in votes. The two council positions had 111 votes for Emily Edwards and 123 votes for Wendy Bennett. Results would affirm Dana Ziegler as mayor and Emily Edwards and Wendy Bennett as the 2 council members officially elected. The total number of persons registered were 191 with 153 persons voting.

Next Meeting Scheduled for 12/3/2024

Special meeting needs to be scheduled for 11/27/2024 at 6:00 PM

Adjourn

Councilor Bennett made a motion to adjourn. 2nd by Councilor Edwards. All approved. Motion Carried.