

**CITY OF EYOTA
CITY COUNCIL MINUTES
DECEMBER 12, 2013**

Members Present: Mayor Pro-tem Tony Nelson, Ray Schuchard and Bryan Cornell

Members Absent: Mayor Tyrel Clark and Kurt Holst were both absent at roll call but arrived later.

Staff Present: Marlis Knowlton, Clerk/Treasurer

Call to Order: Mayor Pro-tem Nelson called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

Approve Agenda: Request to add discussing a computer purchase under the Clerks Report 7.D. Motion was made by Cornell and seconded by Schuchard to approve the agenda with the one addition. Ayes (3), Nays (0). Motion carried.

Consent Agenda: Motion was made by Schuchard and seconded by Cornell to approve the consent agenda items 4.A through 4.G as presented. Ayes (3), Nays (0). Motion carried. See "Exhibit 4.G"

- 4.A. Approve the minutes of the November 26, 2013 regular Council meeting
- 4.B. Authorization to pay normal year end invoices received before December 31 without additional Council approval
- 4.C. Approve updating the Public Works Supervisor Purchasing Policy, change title from Lead Maintenance Person to Public Works Supervisor
- 4.D. Approve updating the Volunteer Fire Department Purchasing Policy, changing authorized purchasers to Chief, Assistant Chief and Training Officer
- 4.E. Approve the Tree Ordinance #136 to be published in summary form
- 4.F. Approve contracted snow plow drivers be paid \$15.00 per hour
- 4.G. Move Resolution #2013-25 accepting a \$50 donation to the Fire Department

Debts: Notices have been sent to property owners regarding delinquent utility billings. Owners have the opportunity to request the delinquent amounts not be certified to the tax rolls for collection in 2014. Lyal Powell, owner of 23 Park Drive NW requested a payment plan be established. The Council agreed this was acceptable; Powell will contact the City tomorrow and make arrangements. Proposed assessments are subject to change prior to submitting final amounts to the County; this is only if payments are made to reduce the amount owned.

Motion was made by Cornell and seconded by Schuchard to authorize delinquent utility bills be placed on the tax rolls for collection in 2014 via adoption of RESOLUTION #2013-26, RESOLUTION ADOPTING ASSESSMENT FOR WATER/SEWER BILLS. Discussion: Schuchard requested discussing delinquent accounts in January. Ayes (3), Nays (0). Motion carried. See "Exhibit 5"

Truth in Taxation: No one attended the meeting to make comments at the scheduled truth-in-taxation public comment period.

Note: it was originally estimated that \$32,615 was paid in sales tax in 2012. Not all purchases will be exempt in 2014 when the new sales tax exemption becomes effective. But tax savings recognized by the city can be used to replenish reserve funds used un-expectedly in 2013 for the ambulance building construction.

Motion was made by Schuchard and seconded by Cornell to approve the 2013 levy amount in the amount of \$549,759. Ayes (3), Nays (0). Motion carried.

Motion was made by Schuchard and seconded by Cornell to move RESOLUTION #2013-27, RESOLUTION ADOPTING FINAL TAX LEVY; RESOLUTION APPROVING 2013 TAX LEVY, COLLECTIBLE IN 2014. Ayes (3), Nays (0). Motion carried. See "Exhibit 6"

The final 2014 budget was reviewed; changes were requested to the 101 General Fund budget. The Police Protection Contracted Services 101-42110-431.30 will be reduced by \$1,793; Planning and Zoning Payroll Taxes 101-41910-411.00 will be increased by \$115 and Other General Government Capital Outlay Office Equipment 101-41900-457.00 will be increased by \$1,678. This does not change the levy amount. Motion was made by Cornell and seconded by Schuchard to approve the final 2014 budget with the noted corrections. Ayes (3), Nays (0). Motion carried.

REPORTS:

Fire Department: Nelson reported the computer for the I am Responding program needs to be replaced. The Department is recommending the Council appoint Jeremy Newton as Chief, appoint Jerry Pike as Assistant Chief and Jeff Peck remain being the Training Officer. Plans are being made to schedule a meeting in January with Department members, City Council and Eyota Township Board members.

Eyota Volunteer Ambulance Member Meeting: A report from the meeting was not available. The Ambulance Service did inform the City that building construction is anticipated to start tomorrow.

Clerk's Report:

Camp Companion Cat TNR: The November 30 and December 1 trap-neuter-release project was successful per Michele Quandt of Camp Companion. Nineteen cats were caught. The City owes \$465.

Safe Routes to School Project: The one and only contractor, following an exchange of documents with Minnesota Department of Transportation Civil Rights, rescinded their intention to appeal the decision their bid was non-responsible. The project contract can not be awarded and it will need to be re-bid; the details to re-bid the project will be available in January 2014.

Computer Purchase: The computer used by the Community Officer was a refurbished unit purchased in 2008 and now needs to be replaced. Replacement funds will come out of the Police Protection Miscellaneous account; simple unit can be purchased from a box store. Motion was made by Cornell and seconded by Schuchard to spend up to \$800 to purchase a replacement computer as discussed. Ayes (3), Nays (0). Motion carried.

REGULAR AGENDA ITEMS:

December Meeting: Motion was made by Schuchard and seconded by Cornell to schedule the second council meeting in December to be Monday, December 30. Ayes (3), Nays (0). Motion carried.

** Mayor Tyrel Clark arrived and joined the meeting at 7:34 p.m.

Accounts Payable: Motion was made by Clark and seconded by Schuchard to approve the accounts payable in the amount of \$35,866.64. Ayes (4), Nays (0). Motion carried. See "Exhibit 8.C"

Fire Protection Agreement: The agreement with the Township was discussed in detailed. Per consensus the Council suggested changes to be: the \$25 quarterly fee charged by the City for department operation accounting should continue and a flat \$50 fee will be charged for every run call invoiced.

** Councilmember Kurt Holst arrived and joined the meeting at 7:50 p.m.

This \$50 run call processing fee will be billed on the quarterly operations invoice to the Township. Revenues from the runs outside city limits will go to the Township. These suggested changes will be submitted for consideration to the Township at their December 16 meeting.

REPORT:

Park Board: Holst reported the Board discussed maintenance projects and received a year end Community Garden report. The Pepsi machines will be removed from West Side Park; the small profit (if any at all) does not justify the costs. Pepsi is also not interested in maintaining the machines.

Vacancy: The Board recommended appointing Jacob Schleusner to fill the Park Board vacancy (Judy Brandt), a three year term expiring December 31, 2016. Motion was made by Cornell and seconded by Clark to appoint Jacob Schleusner to the Park Board as noted. Ayes (5), Nays (0). Motion carried.

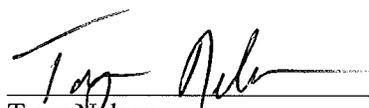
Benches: The Board recommended reimbursing Tyrel Clark for purchasing seven (Metro Dome) benches for \$465 with plans to place them in parks near play equipment and along walking paths. The school will alter them to mount on a pole. Motion was made by Holst and seconded by Schuchard to reimburse \$465 for the benches and pay \$100 to the School for modifications. Nelson, Schuchard, Cornell and Holst voted in favor. Clark abstained, seeing that he is the person being reimbursed. Ayes (4), Nays (0), Abstained (1). Motion carried.

SHIP – Statewide Health Improvement Program: The Board recommended pursuing a Community Physical Activity Grant; a mini grant up to \$10,000 aimed at creating good health for parents, children and community, by decreasing obesity and reducing tobacco use or exposure to tobacco smoke. The first year the grant could help with engineering fees (through Yaggy Colby Associates) to create or improve a park master plan and survey citizens regarding their desires for park improvements. The grant funds could then be used for things like improving park signage; for instance, trail and path maps. Motion was made by Holst and seconded by Cornell to authorize starting the process to pursue the SHIP mini grant. Ayes (5), Nays (0). Motion carried.

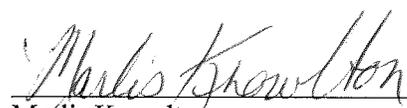
Other Business: None

Closed Meeting: Mayor Clark closed the meeting at 8:09 p.m. to discuss annual employee performance reviews for the entire staff. The regular meeting was re-opened at 9:14 p.m. During the closed meeting employee performances were discussed for: Marlis Knowlton, Nancy Eichman, Iris Clark, Brad Boice and Ben Trogstad. No action was taken.

Adjourn: Motion was made by Holst and seconded by Cornell to adjourn. Ayes (5), Nays (0). Motion carried. The meeting was declared adjourned at 9:15 p.m.



Tony Nelson
Mayor Pro-tem



Marlis Knowlton
Clerk/Treasurer