

**CITY OF EYOTA
CITY COUNCIL MINUTES
JUNE 13, 2013**

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

Members Absent: none

Staff Present: Marlis Knowlton, Clerk/Treasurer and Community Officer Tracey Pagel, Olmsted County Sheriff's Office. City Engineers Bill Angerman and Matt Mohs, WHKS & Co.

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

Approve Agenda: Clark requested changes of: add software purchase request, discuss transient merchant ordinance, delete reports 5.C Fire Department, 5.D Ambulance and 5.E Park Board. Motion was made by Nelson and seconded by Holst to approve the agenda with noted changes. Ayes (5), Nays (0). Motion carried.

Consent Agenda: Motion was made by Cornell and seconded by Schuchard to approve the consent agenda items 4.A through 4.E as presented. Ayes (5), Nays (0). Motion carried.
See "Exhibit 4.B and 4.E"

- 4.A Approve the minutes of the May 22, 2013 regular Council meeting
- 4.B Approve the Summer Recreation Program Financial Assistance Policy and Application
- 4.C Authorize entering into the Sanitary Sewer Maintenance Contract with Roto-Rooter
- 4.D Authorize entering into the Olmsted County Street Maintenance Agreement – 2013-2014
- 4.E Authorize Pay Request #1 Generator Ready Improvements to Winkels Electric \$14,463.75

REPORTS:

Community Officer: Officer Pagel has been dealing with roofing contract solicitors. Solicitation is not allowed, see Ordinance #130. Citations will be issued. Knowlton informed the Council one of the roofing firms requested to address the Council at the June 27 meeting to discuss possible changes to the ordinance. The Council, per consensus, does not wish to readdress the issue to change the ordinance, requested the issue not be put on the next agenda and instructed Knowlton to inform the inquiring contractor.

Roofing firms have also been using other advertising means to contact property owners in Eyota, including bulk mailings. Motion was made by Nelson and seconded by Cornell to make it a policy that only the City of Eyota and Eyota Township businesses are allowed to use the City's bulk mailing permit. Ayes (5), Nays (0). Motion carried.

Economic Development Authority (EDA): Knowlton reported the EDA discussed details regarding the trees being planted as a buffer on the adjacent property, a UMPI number has been received which enables additional funds to be collect from Medicaid, health survey costs and budgeting, continuing work with La Crosse Sign on the city entrance sign, monthly financial information and normal operating issues.

Clerk's Report: The City of Rochester will be holding a public hearing regarding the sales tax revenue distribution, the same night the Council is scheduled to meet with the Eyota Township Board regarding Fire Department budgeting. Let Knowlton know who will be attending which meeting.

Knowlton had attended the Minnesota Municipal Utilities Association (MMUA) annual meeting. Their budget and the resulting cities fees were discussed. At the member cities request, MMUA will re-evaluate the billing method and return with a revised budget and estimated fee sample.

REGULAR AGENDA ITEMS:

South Avenue Street and Drainage Improvement Project: Engineer Bill Angerman explained Dover-Eyota School representatives were met with to discuss the expanded scope of the project which will include a portion adjacent to their lot line and the impacts of the storm water. The project plans and specifications were reviewed; Olmsted County will also be approving them.

Because of the expanded scope of the project, additional engineering is required. Motion was made by Nelson and seconded by Holst to approve Amendment #1 to the Professional Service Agreement with WHKS & Co. Ayes (5), Nays (0). Motion carried. See "Exhibit 6.A"

Motion was made to approve the South Avenue Street and Drainage Improvement Project plans and specifications as presented; which includes scheduling the bid openings at City Hall, June 26, 2:00 p.m. Ayes (5), Nays (0). Motion carried.

File Server Replacement Quotes: Quotes to replace the file server in city hall were received from PC Applications, Solution Builders and Data Smart. The Data Smart bid is lower, but does not appear to be equal in the equipment or services. Motion was made by Nelson and seconded by Cornell to accept the PC Applications bid to provide and install a file server for \$9,588.79. Discussion: there is \$10,000 budgeted – in reserves \$5,000 from 2012 and \$5,000 from 2009. Ayes (5), Nays (0). Motion carried.

Health Survey: The EDA budgeted \$2,200 to mail out a health needs survey to the surrounding area to determine in what capacity could Eyota support a health clinic. They discussed the cost and possible other mailing options to reduce the cost. Motion was made by Cornell and seconded by Holst to authorize Nelson to work with staff to research other prices, and if there is enough savings use that option; otherwise continue with the EDA's proposal. Ayes (5), Nays (0). Motion carried.

Accounts Payable: Motion was made by Schuchard and seconded by Cornell to approve the accounts payable with the addition of Pay Request #1 \$14,463.75 to Winkels Electric as noted, total amount of payables \$97,291.68. Ayes (5), Nays (0). Motion carried. See "Exhibit 6.D"

Other Business:

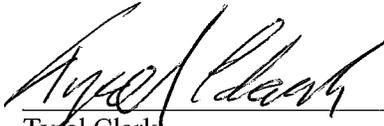
Software Purchase Request: Motion was made by Cornell and seconded by Nelson to approve the purchase of Microsoft Visio 2010 version, one license, to be installed on the office laptop, to map out processes in graphics, \$250. Ayes (5), Nays (0). Motion carried.

Park Board Issues:

Ball field Fence Cap: Bids were received to purchase additional yellow ball field fence capping; the shipping cost exceeds the cost of the cap. Motion was made by Holst and seconded by Cornell to authorize Brad Boice, Public Works Supervisor, to contact neighboring cities and inquire if they have any excess cap they would be willing to sell; or purchase per the quotes received as he sees fit. Ayes (5), Nays (0). Motion carried.

Concession Stand Access: Traveling Baseball has offered to donate a lock box for the West Side Park concession stand to gain access to the score board remote controls. The City has already provided for keys to be distributed to team or league leaders. Controlling access to the inside of the concession stand is a concern; for that reason a lock box is discouraged. Additional keys will be made available, but Nelson will create a policy and form to make key holders responsible for key replacement costs and/or cost to rekey the building.

Adjourn: Motion was made by Nelson and seconded by Holst to adjourn. Ayes (5), Nays (0).
Motion carried. The meeting was declared adjourned at 8:24 p.m.



Tyrel Clark
Mayor



Marlis Knowlton
Clerk/Treasurer