

CITY OF EYOTA
CITY COUNCIL MINUTES
DECEMBER 29, 2015

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

Members Absent: none

Staff Present: Jeff Peck and Bill MacMonegle, Fire Department; Community Officer Pagel; 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 Nelson and seconded by Cornell to approve the agenda with changes under Reports: move 5.B. DESCASD Sewer Board meeting report to the next Council meeting and delete 5.D. Public Works report. Ayes (5), Nays (0). Motion carried.

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

- 4.A. Minutes of the December 9, 2015 2015 Street and Utility Improvement Project public hearing
- 4.B. Minutes of the December 10, 2015 regular Council meeting
- 4.C. RESOLUTION #2015-39, RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR AND DESIGNATION OF DONATION RECEIVED from the Eyota Volunteer Fire Department Relief Association \$1,268.26 cash donation to be appropriated to the Fire Department Fund for the purchase of the extrication equipment on the new fire truck.
- 4.D. Authorization to pay invoices received before December 31
- 4.E. Parking Lot Lease with Renken Apartments LLC, behind City Hall
- 4.F. Minutes of the December 21, 2015 joint meeting with the Eyota Township Board
- 4.G. RESOLUTION #2015-41, RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR AND DESIGNATION OF DONATION RECEIVED from Judy Brandt a \$40 cash donation to be appropriated to the Fire Department Fund for the purchase of future equipment to be determined.

REPORTS:

Community Officer: Deputy Pagel was called out prior to her report, no report was given.

Planning Commission: Knowlton reported the Commission worked on the public dance and nuisance ordinances. The Commission made the following recommendations:

Motion was made by Nelson and seconded by Holst to appoint both Janet Hughes and Casey Johnson as Planning Commission members for another three year term, new terms would be through December 2018. Ayes (5), Nays (0). Motion carried.

Commission voted in Leif Hughes to be the 2016 Chair and Chad Ohl as the Co-Chair. Future meetings will be the third Wednesday of the month.

Motion was made by Nelson and seconded by Schuchard to approve Marlis Knowlton to attend a Rural by Design workshop, January 8 in Lanesboro, MN. Fee will be \$60 plus travel expenses. Ayes (5), Nays (0). Motion carried.

Commission recommended considering installing lights along the pedestrian trail that travels from Fifth Street SW, through West Side Park, along Highway 42 to Sandstone Drive NW at Kwik Trip. The path is used all hours of the day and it is very dark after sunset. Council suggested to research this during future budget preparations and to have the Park Board discuss this.

Request to install a “No Outlet” street sign at the entrance of Canyon Lane NW, the cul-de-sac. The Council agreed and requested signs to be installed on Sandstone Drive, Summerfield Drive and Second Street SE leading to Pine Avenue. Motion was made by Nelson and seconded by Holst to order five diamond shaped no outlet signs. Ayes (5), Nays (0). Motion carried.

Recommendation to make Canyon Lane, Canyon Drive and Whetstone Place NW a four way stop. Council agreed, but requested the signs could wait until spring to be installed; and requested Brad Boice verify if any other stop signs are needed before placing the order.

Clerks Report: Knowlton informed the Council the Red Ribbon Ride, has requested to use West Side Park on Friday, July 22 as a pit stop for their four day, three hundred mile bicycle ride.

REGULAR AGENDA ITEMS:

2016 Fee Schedule: Motion was made by Nelson and seconded by Cornell to approve the 2016 Fee Schedule as presented and move RESOLUTION #2015-40, RESOLUTION ESTABLISHING THE FEE SCHEDULE FOR THE CITY OF EYOTA for 2016. Ayes (5), Nays (0). Motion carried. See “Exhibit 6.A”

Fire Department Chief Training Officer: Two applications were received and applicants were interviewed. Motion was made by Holst and seconded by Schuchard to hire Bill MacMonegle as the new Chief Training Officer, as recommended by the interviewing committee. Ayes (5), Nays (0). Motion carried.

2016 Budget: Motion was made by Nelson and seconded by Schuchard to approve the 2016 Budget as presented, no changes. Ayes (5), Nays (0). Motion carried.

Summer Recreation Director: A Summer Recreation Director will be hired for 2016. Motion was made by Cornell and seconded by Nelson to approve the Director's job description as presented. Ayes (5), Nays (0). Motion carried.

Motion was made Cornell and seconded by Holst to approve the wording to advertise the position as presented. Ayes (5), Nays (0). Motion carried.

Motion was made by Holst and seconded by Schuchard to approve up to \$3,300 annual salary for the Director's position. Ayes (5), Nays (0). Motion carried.

Council agreed on the hiring process schedule: advertise now, accept applications through January 22, review applications the last week of January, interview applicants the first week of February and make the recommendation to hire someone at the February 11 Council meeting. Knowlton was directed to advertise the position: St. Charles Press, government cable channel, newsletter, Craigslist, DE Eagle, Facebook, website and postings around town.

Compost Site Agreement: Now that Olmsted County has approved the compost site to be open at Scott Harnack's, an agreement between Harnack and the City needs to be finalized. Motion was made by Nelson and seconded by Schuchard to approve the proposed agreement as presented. Discussion: Harnack has not seen this final agreement version so he may request changes. Ayes (5), Nays (0). Motion carried.

Employee Dental Insurance Renewal: The dental insurance plan renews February 1; the renewal rates are increasing approximately ten percent. Recommendation was made to change the carrier to lower rates substantially, although it will increase the per person annual maximum. Motion was made by Nelson and seconded by Cornell to switch employee dental coverage to Delta Dental. Ayes (5), Nays (0). Motion carried.

City Hall Façade Improvements: Improvements are being proposed for City Hall. Bids were submitted for a sign and awnings above the entrance doors. Motion was made by Nelson and seconded by Cornell to approve purchasing the proposed sign labeled as #5 from Abel Signs, \$1,485.00. Ayes (5), Nays (0). Motion carried.

Motion was made by Nelson and seconded by Schuchard to approve purchasing the awnings from Abel Signs, \$1,450. Discussion: Clark did explain and acknowledge there are budgeted funds for these improvements. Ayes (5), Nays (0). Motion carried.

Accounts Payable: Motion was made by Nelson and seconded by Schuchard to approve the accounts payable for a total payable amount of \$64,759.77. Ayes (5), Nays (0). Motion carried. See "Exhibit 6.H"

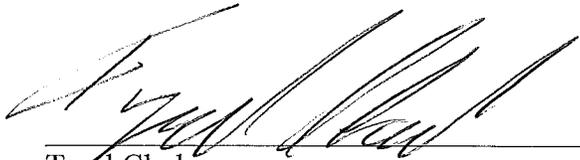
Other Business:

Fire Department: Jeff Peck and Bill MacMonegle addressed the Council with information, questions and recommendations. Peck distributed a preliminary 2016 training schedule. The Department offered to paint the front of the Fire Hall at a summer work meeting; Council agreed and plans will be made.

Discussed purchasing procedures, Council consensus: refer to the current purchasing policy, use purchase orders for everything, purchases to be made by the three chiefs only and the Menards authorized purchasers list will be changed to the new chiefs. Discussed the new fire truck will be put into service sometime in January. Engine 5 could be advertised to be sold via an online service through a website that pushes notifications to potential buyers. Council consensus: go ahead and research that option and inform the Eyota Township Chairman. Council consensus: gave permission to order new turn out gear for new member Brian Halverson. Discussed computer issues.

Closed Meeting: Not all the employee's evaluations had been completed so this will be done at a later date. No closed meeting was held.

Adjourn: Motion was made by Nelson and seconded by Cornell to adjourn the meeting. Ayes (5), Nays (0). Motion carried. The meeting was declared adjourned at 7:52 p.m.



Tyrel Clark
Mayor



Maris Knowlton
Clerk/Treasurer