

CITY OF EYOTA  
CITY COUNCIL MINUTES  
MARCH 24, 2016

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

Members Absent: Ray Schuchard

Staff Present: Community Officer Deputy Johnson; Brad Boice, Public Work Supervisor and Marlis Knowlton, Clerk/Treasurer

Guests: Financial Advisor Mike Bubany, David Drown Assoc.; City Engineer Daren Sikkink, WHKS & Co. and Jesse Ptacek, Citizen

**Call to Order:** Mayor Clark called the meeting to order at 7:03 p.m. with the Pledge of Allegiance.

**Employee Recognition:** Deputy Clerk Nancy Eichman was presented a retirement gift and thanked for her years of service. Nancy will be retiring March 31, 2016.

**Approve Agenda:** Motion was made by Cornell and seconded by Holst to approve the agenda with the addition of discussing the garbage service contract under 7. Other Business. Ayes 4, Nays 0. Motion carried.

**Consent Agenda:** Motion was made by Nelson and seconded by Holst to approve the consent agenda items 4.A and 4.E as presented. Ayes 4, Nays 0. Motion carried.

- 4.A. Minutes of the March 8, 2016 regular Council meeting
- 4.B. RESOLUTION #2016-13 RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR AND DESIGNATION OF DONATION RECEIVED. Accept a \$100 cash donation from Edmund Rieder to the Eyota Volunteer Fire Department, and designates the funds to be appropriated to the Fire Department Fund for the purchase of future equipment to be determined.
- 4.C. RESOLUTION #2016-14 RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR AND DESIGNATION OF EQUIPMENT DONATIONS RECEIVED. Accept a hose drying rack and hose reel, valued at \$626.98 which is the cost of the materials; donated to the Fire Department from the Eyota Volunteer Fire Department Relief Association members that constructed the rack and reel and designates both to the Fire Department.
- 4.D. Safety Equipment, approve purchasing one pair of hearing protection headphones, cost \$199, for public works.
- 4.E. Minutes of the March 16, 2016 joint Council work meeting with the Planning Commission.

## **REPORTS:**

**Community Officer:** Deputy Johnson reported a pitching screen was stolen from the Dover Eyota School on March 11; any leads regarding the silver or gray, late model, possibly a Chevy, extended cab pickup will be appreciated.

**Eyota Alert System:** Motion was made by Cornell and seconded by Holst to authorize the following personnel access to the Eyota Alert System in order to activate notices to the public: Brad Boice, Public Works Supervisor, Marlis Knowlton, Clerk/Treasurer and Tony Nelson, Emergency Management Director. Ayes 4, Nays 0. Motion carried.

**Park Board:** Clark reported the Board discussed the 2016 Summer Rec Program and the need for the Board to give a presentation at the upcoming Minnesota Design Team visit. Contact the City if you are a business or group that would be interested in putting up an advertising sign on the ball field fence in Freedom Park. The Jackie Reiland Memorial group is working on purchasing a score board for Freedom Park.

**Skate Park Equipment:** Quotes and information was presented to replace panels on the skate park equipment. Motion was made by Nelson and seconded by Holst to replace panels as presented in Option 3 from Flagship Recreation, using original Skatewave parts, cost \$3,692 (10 panels, 1 enclosure panel, 200 Stainless Steel nuts/bolts). Discussion: 90% of this will be paid out of gambling funds and 10% from the Park Fund. Ayes 4, Nays 0. Motion carried.

**Aerator:** Quotes to purchase an aerator for the ball fields were presented. Motion was made to purchase from St. Joseph Equipment, \$3,250, 72" 3-point hitch aerator. Discussion: \$3,000 was budgeted in 2016 in Park Fund and the City received a \$1,000 donation from DE Traveling. Ayes 4, Nays 0. Motion carried.

**West Side Park Pavilion Doors:** Motion was made by Nelson and seconded by Holst to authorize Pompeii Painting to paint the West Side Park Pavilion doors, cost \$493. Ayes 4, Nays 0. Motion carried.

**DESCASD Sewer Board:** Nelson reported there were no plant violations and the original air conditioning and controllers are being replaced.

**Planning Commission:** Cornell reported the Commission held a public hearing for a variance request. Then the Commission had a joint work meeting with the Council and discussed the need to codify the city ordinances. Council consensus: authorize Knowlton to research firms and costs to codify.

**Economic Development Authority (EDA):** Clark reported on EDA financials. EDA discussed more plans for the Minnesota Design Team visit in April and recommended paying for miscellaneous expenses. Motion was made by Nelson and seconded by Holst to approve using \$800 for the Team's visit miscellaneous expenses out of the budgeted funds in the professional services account. Ayes 4, Nays 0. Motion carried.

Peoples' Energy Cooperative and Dairyland Power Cooperative awarded the EDA a \$1,975 grant through their Cost Share Program to use to video tape the Design Team visit. Motion was made by Nelson and seconded by Holst to approve paying Spectrum Reach the first half of the \$1,975 cost to video tape the Design Team visit. Ayes 4, Nays 0. Motion carried.

**Public Works:** Quotes were received to purchase a landscaping blade for the Kubota tractor. Motion was made by Nelson and seconded by Holst to authorize purchasing a seven foot three-point Landpride landscaping blade from St. Joseph Equipment for \$1,195. Ayes 4, Nays 0. Motion carried.

**Clerks Report:**

Painting City Hall: Quotes were received to paint the trim on the exterior of City Hall: Nickelson Painting \$2,230 and Pompeii Painting \$1,675. Motion was made by Nelson and seconded by Clark to authorize Pompeii do the painting, \$1,675. Ayes 4, Nays 0. Motion carried. Cornell and Holst were appointed to work with Kathie Hall to finalize the colors.

Extrication Equipment Donation: An anonymous donor would like to donate struts that are used to stabilize a vehicle while extrication is being accomplished. The struts will be invoiced and paid by the City and the donor will donate cash to cover the cost. Motion was made by Holst and seconded by Cornell to purchase the struts from Alex Air Apparatus, Inc., cost \$2,164.52. Ayes 4, Nays 0. Motion carried.

Credit Card Purchases: Boice and Knowlton each have a city credit card with \$2,000 limit. Public Works charge all the city vehicle fuel purchases and credit card purchases are becoming more frequent with purchases of all kinds being made online. Motion was made by Nelson and seconded by Cornell to increase the credit card limits to \$4,000. Ayes 4, Nays 0. Motion carried. The Council did request staff investigate credit cards through the Eyota Market and Kwik Trip for fuel purchases for possible savings.

**REGULAR AGENDA ITEMS:**

**2016 Street and Utility Improvement Projects:**

**Sixth Street SW Reconstruction:** Two bids were received: Rochester Sand & Gravel, \$107,531.19 and Elcor Construction, Inc., \$119,850.00. Motion was made by Cornell and seconded by Nelson to award Rochester Sand & Gravel the contract to reconstruct Sixth Street, \$107,531.19. Discussion: the project will be scheduled to start after June 3 and to be done before Eyota Days. Ayes 4, Nays 0. Motion carried.

**2016 Street and Utility Improvement Project:** Five bids were received: A-1 Excavating, Inc. \$1,020,327.25, Elcor Construction, Inc. \$1,065,420.00, Swenke Ims Contractors, LLC \$1,123,954.58, S.L. Contracting, Inc. \$1,143,240.00 and Edge Contracting, Inc. \$1,388,862.75. The engineer's original project cost estimate was \$1,032,000. The contract is not being awarded now. It was verified that the lowest bidder, A-1 Excavating would use their own crew to do all the landscaping and sodding.

Motion was made by Cornell and seconded by Holst to accept the five construction bids as submitted. Ayes 4, Nays 0. Motion carried.

Assessments: The Council discussed in detail how to assess fairly. It was agreed to assess the 2016 project the same as the 2015 project. The project must include assessments per bonding requirements and will be based on parcels, not linear foot. The total cost of the project (construction, engineering, financing expenses) multiplied by 25% (the City will pay the remaining 75% of the project cost) and then divided by the number of parcels in the project area. There are a few parcels that are an exception to this calculation.  $\$1,245,000$  total project cost  $\times 25\% = \$311,250 \div 36$  parcels =  $\$8,645.83$  assessment per parcel.

Motion was made by Cornell and seconded by Holst to approve setting the assessment amount at  $\$8,645.83$  via RESOLUTION #2016-15, RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT IN CONNECTION WITH 2016 STREET & UTILITY IMPROVEMENTS. Clark, Cornell and Holst voted in favor. Nelson abstained as a property owner in the project area. Ayes 3, Nays 0, Abstained 1. Motion carried. See "Exhibit 6.A.1"

Hearing: Motion was made by Cornell and seconded by Holst to schedule the final assessment hearing on Monday, April 11, 7:00 p.m. via RESOLUTION #2016-16, RESOLUTION CALLING HEARING ON ASSESSMENTS FOR 2016 STREET & UTILITY IMPROVEMENTS. Ayes 4, Nays 0. Motion carried. See "Exhibit 6.A.2"

Bonding: Financial Advisor, Mike Bubany explained the bonding process and proposed details. The proposed total financed bond amount will be  $\$1,245,000$ . Revenues will be the assessments, tax levies and amounts to be transferred from the Water Fund. The interest rate is being estimated at 2.6149%; the interest charged on the assessments will be one percent more, 3.62%. Council accepted the bonding proposal and set the sale date for May 26.

Motion was made by Holst and seconded by Cornell to set the sale of the bonds on May 26, via RESOLUTION 2016-17 PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF  $\$1,245,000$  GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2016A. Ayes 4, Nays 0. Motion carried. See "Exhibit 6.A.3"

**Variance Request:** The Planning Commission held a public hearing March 16 to consider a variance request by Jesse Ptacek, 319 Seventh Street SW, relating to an accessory detached garage. The Planning Commission recommends granting the variance: instead of requiring a seven and one half side yard setback, the garage will be approved to be three feet off the property line; thus approving a four and one half foot variance.

Motion was made by Cornell and seconded by Nelson to approve the variance as recommended. Ayes 4, Nays 0. Motion carried.

**Finding of Facts:**

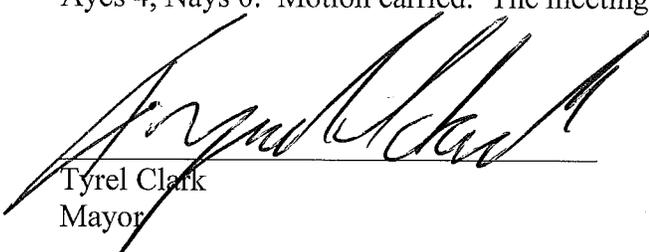
There were no public comments opposing the variance; there were three written comments from neighbors in favor of the variance. Other homes in the neighbor have backyard garages with concrete drives to them. Without the variance the garage would be un-useable if a truck is used.

**2016 Farmers Market Manager:** Motion was made by Nelson and seconded by Holst to approve hiring Iris Neumann as the 2016 Farmers Market Manager, salary \$2,000 and authorize Neumann to hire an assistant, \$300. Discussion: authorized the Manager's position not to be limited to seasonal. Ayes 4, Nays 0. Motion carried.

**Accounts Payable:** Motion was made by Nelson and seconded by Holst to approve the accounts payable with the additions of Spectrum \$987.50 and Alex Air Apparatus \$2,164.52 for a total payable amount of \$25,154.54. Ayes 4, Nays 0. Motion carried. See "Exhibit 6.D"

**Other Business:** Garbage Contract: Knowlton reported she had a meeting with Advanced Disposal to discuss renewing the service contract. Clark and Nelson agreed to meet with Knowlton and Advanced representatives to discuss contract information before bring the information to the Council.

**Adjourn:** Motion was made by Nelson and seconded by Holst to adjourn the meeting. Ayes 4, Nays 0. Motion carried. The meeting was declared adjourned at 8:47 p.m.



Tyrel Clark  
Mayor



Marlís Knowlton  
Clerk/Treasurer