

Mayor Dave Olson called the Council meeting to order at 6:00 pm with the Pledge of Allegiance, followed by the Public Hearing for the purpose of easement vacations for Lots 18-20, Block 2, Prairie Meadows Addition, to be followed by the regular Council meeting. In attendance were: Mayor Dave Olson, Councilors Kevin Knutson, Cheryl Sanden, Emily Krage, Matt Schutte. Also in attendance were: Christina Peterson, Audrey Hegland, Brian Malm of Bolton & Menk, Ed Jacobs, Marlene Schultz, Tom Johnson, Sue Weigrefe, Ellyn Baumann, Karla Bloem and Bill Ohm.

Public Hearing: Easement Vacations, Lots 18-20, Block 2, Prairie Meadows Addition; Consider Easement Vacations:

Mayor Olson stated the public hearing was called to consider the vacation of drainage and utility easements for Lots 18, 19, and 20, Block 2 in the Prairie Meadows Addition. Brian Malm said there is a 20 ft. wide utility easement that extends from Kilborn through to Stoddard Street. North and South easements are 15 ft. wide for drainage and utilities. Dollar General is considering building on the three lots and the structure would conflict with the easements. Malm recommends vacating the 20 ft. easement since is not needed for water main; Water from Stoddard could extend to the drainage ditch along Hwy 16, and then west to provide a loop. Malm recommends vacating the North and South easements but reserve the right to have Dollar General dedicate an easement as needed for drainage.

Mayor Olson called for any public comment regarding the proposed easement vacations. Property owner Tom Johnson asked if vacating the easements would affect setbacks and impact drainage on his side of the property line. Peterson stated that once the grading plan is submitted, this will be reviewed to make sure the Dollar General site does not drain to the west. Roof drain details will also be reviewed. Malm also said that Dollar General must submit a plan that will not impact drainage for neighboring properties. The current drainage easement width on each side is 15 ft. and it would not have to be that large. Peterson stated it may have been platted that wide with the intent to place city utilities in back yards, which was not done.

There being no more public comment or questions, Mayor Olson closed the Public Hearing at 6:09 pm and convened the City Council Meeting with the Pledge of Allegiance at 6:10 pm. There was no public comment. **MOTION BY SANDEN, SECONDED BY SCHUTTE TO APPROVE THE RESOLUTION FOR VACATION OF EASEMENTS FOR LOTS 18, 19, AND 20, BLOCK 2, PRAIRIE MEADOWS ADDITION; MOTION CARRIED UNANIMOUSLY.**

Nature Center - Heating System Upgrade: The current two-mini boiler system heating system has been getting worse in its ability to provide sufficient heat for the building. One bid has been received out of five RFP'S sent out; it offered two options. The first option was to replace existing boilers with the same equipment. The second option, and the one preferred, was to install a gas boiler and venting. After discussion, the Council requested more information, including total cost figures, to be placed on the agenda for their July meeting.

2018 Street & Utility Improvements – N. Stoddard Street: Dollar General has proposed to build its store on the three lots on North Stoddard Street (Lots 18, 19 and 20 in Block 2, Prairie Meadows Addition). Street improvements are needed to better define and improve street access by Rosendahl's Repair and the proposed Dollar General. It is also a good time to extend utilities under the street. Bolton and Menk's prepared preliminary estimates for the following options: N. Stoddard Street work, Water Main loop, Sewer Extension, and one block of paving for Spruce Street. Consensus was to limit the water main work and hold off on the Spruce Street paving for this 2018 project.

Peterson requested the Council approve a work order for Bolton & Menk. **MOTION BY SANDEN, SECONDED BY SCHUTTE TO APPROVE THE WORK ORDER TO PREPARE PLANS AND SPECIFICAITONS FOR THE 2018 STREET & UTILITY IMPROVEMENT PROJECT; MOTION CARRIED UNANIMOUSLY.**

2017 Street & Utility Improvements – S. Stoddard & Elm Street Pay Estimate #3: **MOTION BY SANDEN, SECONDED BY SCHUTTE TO APPROVE PAYMENT IN THE AMOUNT OF \$35,035.43 TO ALCON CONSTRUCTION REPRESENTING THE FINAL PAYMENT FOR THE 2017 STREET AND UTILITY IMPROVEMENTS TO S. STODDARD AND ELM STREETS; MOTION CARRIED UNANIMOUSLY.**

International Owl Center Agreement: Peterson said several different agreement types have been discussed. A license agreement with option to purchase was identified as the best. The attorney prepared such a document and the Council has not as yet reviewed it thoroughly, as there are a few points yet to be filled in. By utilizing a license agreement, the City can document what they allow on the property. Terms of the license would give the Owl Center many years to complete their project fundraising and get ready to build. Then, when they are ready, an Option to Purchase could kick in. Bill Ohm requested the City write “draft” on the document and give him a copy to share with the Owl Center Board. The City’s attorney suggested Peterson summarize the key points for the Owl Center Board.

Mission 66 Playground Project Funding: Peterson updated the Mission 66 fundraising to present. The \$40,000 US Bank Grant was not received; there is a DNR Grant for \$100,000 submitted plus another to the Bremer Trust for a \$80-120,000 grant also submitted. The group has raised \$90,000 in total cash and pledges at this time. If the DNR grant does not materialize, there would be a gap of \$30-40,000 to complete the project. She requested the Council pledge up to \$40,000 if needed, to serve as a cushion to get the project underway, knowing that this amount can likely be raised by the Mission 66 group before the project starts. After discussion, MOTION BY SANDEN, SECONDED BY KRAGE THAT THE COUNCIL PLEDGE \$40,000 IF NEEDED IN SUPPORT OF THE MISSION 66 PLAYGROUND PROJECT IF THE DNR GRANT IS NOT RECEIVED; MOTION CARRIED UNANIMOUSLY.

Printer/Copier Lease: The City is in a five-year lease with the current provider of the copier. Although the lease is not up, further research, including quotes from other companies, offered a better deal for the City with even with a buy-out of current lease. It is recommended that the City contract with Loffler Companies for a 60-month lease rate of \$229.54 per month that includes all toner, parts and labor. MOTION BY KNUTSON, SECONDED BY SANDEN TO AUTHORIZE CITY CLERK TO CONTRACT WITH LOFFLER COMPANY FOR COPYING SERVICES FOR A 60-MONTH LEASE, AT A RATE OF \$229.54 PER MONTH; MOTION CARRIED UNANIMOUSLY.

Prairie Meadows – Marketing for Sale of Lots: Sanden has been working with Craig Stanslawski to create marketing signs for Prairie Meadows lots. Included in the plans are a 4x8 ft. sign for the end of Elm Street showing those currently for sale and also a sign in the vacant lot by Heritage Court. She presented pictures of the signs and requested Council approval; the cost is \$1200 maximum for the design and production of the signs. MOTION BY SCHUTTE, SECONDED BY KNUTSON TO APPROVE THE DESIGN AND PRODUCTION OF THE SIGNS FOR THE PRAIRIE MEADOWS LOTS IN THE AMOUNT OF UP TO \$1200; MOTION CARRIED UNANIMOUSLY.

Temporary Liquor License – June 30 American Legion: MOTION BY SANDEN, SECONDED BY KNUTSON TO APPROVE THE JUNE 30, 2018 TEMPORARY LIQUOR LICENSE FOR THE AMERICAN LEGION; MOTION CARRIED UNANIMOUSLY.

Resolution – 2018 Election Judges: Each judge will attend the mandatory pre-election training and is paid for their time. The following judges will be serving in the 2018 Primary and General Election; Council approval is required:

Larry Jerviss	Christina Peterson
Suzanne Peterson	Audrey Hegland
Karyn Olson	Janet Knutson
Paul Kempter	Ruth Ann Stensgard
Kathleen Nelson	James Skree
Amanda Langheinrich	

MOTION BY KNUTSON, SECONDED BY SCHUTTE TO APPROVE THE SLATE OF ELECTION JUDGES AS PRESENTED FOR THE 2018 FALL PRIMARY AND GENERAL ELECTIONS; MOTION CARRIED UNANIMOUSLY.

Special City Council Meeting – Financial Planning, 5:00 pm, June 18, 2018: Peterson said Mike Bubany, City Financial Advisor, will be present to discuss the City’s financial status and major pending projects.

Minutes: MOTION BY SANDEN, SECONDED BY SCHUTTE TO APPROVE THE MAY 14, 2018 PUBLIC HEARING ON REZONING AND THE CITY COUNCIL MEETING MINUTES; MOTION CARRIED UNANIMOUSLY.

Financial Report: Peterson pointed out that the water and sewer funds are not in good shape at this time. When the bid opening is held next week for the water treatment plant, the City will know what the State will provide for funding. MOTION BY SCHUTTE, SECONDED BY KNUTSON TO APPROVE THE FINANCIAL REPORT AS PRESENTED; MOTION CARRIED UNANIMOUSLY.

Review of Bills: MOTION BY SANDEN, SECONDED BY SCHUTTE TO PAY THE BILLS; MOTION CARRIED UNANIMOUSLY.

Department Reports:

Maintenance: Jacobs reported that summer help is working out well with maintenance staff. GenerationX Construction will be in town to begin replacing the broken hydrant as soon as possible; there is concern that the high water level may be a problem. Insurance will pay for the new hydrant and the digging expense.

Legion Club Room: Water is getting into the Community Center Legion kitchen room; Jacobs will check it out and may haul rock in to fill a low spot on the outside.

Fire Department: Minutes of April 18, 2018 were included in Council packet for their review.

Summer Rec: Schutte said for a couple of weeks this summer there will be some coaches who could help with City projects. Peterson said there are some limitations as to what they will be allowed to do, given their age.

Administrator: An Emergency Operators Training meeting will be held in Caledonia on June 13; all City lead positions should attend this session. School-City Internship Program: A final report was received by Zach Schneider, who served an internship with the City. His task was to determine and enter City gas and electricity usage and the costs involved, using a B3 Benchmarking program which accepts entries and provides a comparison of City buildings with others entered in the program.

Adjournment: MOTION TO ADJOURN AT 7:14 PM BY SCHUTTE, SECONDED BY SANDEN; APPROVED UNANIMOUSLY.