

6:00 p.m. - Oath of Office. Mayor David Olson, Council Member Tony Schultz, and Council Member Cheryl Sanden took the Oath of Office for their positions on City Council. Mayor Dave Olson called the Council meeting to order on January 14, 2019 with the Pledge of Allegiance. In attendance were: Mayor Dave Olson, Councilors Tony Schultz, Cheryl Sanden, Matt Schutte and Emily Krage. Staff in attendance: Chris Peterson, Randy Thesing, Ed Jacobs, Liz Gibson-Gasset, and Brett Hurley.

Public Comment: None

2019 Calendar and Appointments:

Peterson noted there are openings on the Park/Rec Committee and Tree Board.

MOTION BY SCHUTTE, SECONDED BY SCHULTZ TO ACCEPT THE 2019 CALENDAR AND APPOINTMENTS; MOTION CARRIED UNANIMOUSLY.

Resolution 2019-1 Administrative Penalties:

The City has adopted the Basic Code which has an option to adopt Administrative Fines for many violations of City Ordinances instead of issuing Court or State Citations. Hurley explained the Police Department would like to implement the Administrative Penalties and proposes a rate of \$75.00. MOTION MADE BY SCHULTZ, SECONDED BY SANDEN TO ADOPT RESOLUTION 2019-1 AND SET THE ADMINISTRATIVE PENALTY AMOUNT AT \$75; MOTION CARRIED UNANIMOUSLY.

Resolution 2019-2 – 2018 Donations: The Resolution lists all donations to the City over the amount of \$100.

MOTION BY KRAGE, SECONDED BY SCHUTTE TO ADOPT RESOLUTION 2019-2 DONATIONS; MOTION CARRIED UNANIMOUSLY.

Existing Playground Equipment:

Money Creek Township Playground Committee submitted a proposal to accept a donation of the existing playground structure. Peterson noted the discussion from the last council meeting regarding requesting bids or donating. The Township Playground Committee has made a commitment to help the City with its new playgrounds as well as remove the existing structure. Peterson said she checked with the League of MN Cities and cities are allowed to donate to other government entities. MOTION BY SCHUTTE, SECONDED BY SCHULTZ TO DONATE EXISTING PLAYGROUND STRUCTURE TO MONEY CREEK TOWNSHIP; MOTION CARRIED UNANIMOUSLY.

Water Rates – Commercial Properties Base Rate:

Peterson explained: In the State of MN's review of Houston's affordability for water rates, they look at Residential Equivalent. Every household is one equivalent no matter how much water they use. The number of equivalents for commercial, (including institution and multi-family residential) properties is calculated by taking the gallons used and dividing by the residential average (3,032 gal./month). The goal was to cover the capital costs of the water system with base rates and cover the operations/maintenance with the per gallon usage rates.

Two options for setting base rate for commercial properties are to have a tier system based on meter size or to set it as a multiplier of the Residential Equivalent. The commercial meter sizes in Houston are not necessary proportionate to the water usage, so Peterson recommends using a multiplier of Residential Equivalent. With the proposed option, the Commercial properties that use more than the residential average will pay a base rate of \$14 per equivalent. Some of the commercial users such as the nursing home and high school would have a very large base rate since they have 30-40 equivalents. It was also recommended to set a maximum to the base rate, to keep the rate within range of the maximums that would be typical if using the meter size tier system.

MOTION BY SCHULTZ, SECONDED BY SCHUTTE TO SET A MAXIMUM BASE RATE FOR COMMERCIAL WATER AT \$200/MONTH; MOTION CARRIED UNANIMOUSLY.

Water Treatment Facility – Pay Estimate #3 Wapasha Construction:

MOTION BY KRAGE, SECONDED BY SCHUTTE TO PAY ESTIMATE #3 IN THE AMOUNT OF \$95,517.75 TO WAPASHA CONSTRUCTION FOR SERVICES RENDERED FOR THE WATER TREATMENT FACILITY; MOTION CARRIED UNANIMOUSLY.

Small Wireless Design Guidelines:

There is current legislation which proposes changes to the control and authority cities have over installation of wireless infrastructure within public right-of-ways. In order to maintain some of the controls, cities need to adopt guidelines before some of the legislation becomes effective. MOTION BY SCHULTZ, SECONDED BY SANDEN TO APPROVE SMALL WIRELESS DESIGN GUIDELINES; MOTION CARRIED UNANIMOUSLY.

Snow Removal Contractor:

MOTION BY SCHUTTE, SECONDED BY KRAGE TO HIRE BOTCHER CONSTRUCTION FOR SNOW REMOVAL; MOTION CARRIED UNANIMOUSLY.

Water Treatment Facility Finishes:

The City is to make choices on the exterior and interior finishes of the new Water Treatment Facility including brick color, trim, doors, etc. The Council was in favor of the Mayor and Council Member Sanden helping city staff with the choices.

MN Association of Small Cities Membership:

The City has been a member in the past and benefitted from their lobbying services. The membership fee is close to \$600 per year and the City was given the option to pay for 6 months. Peterson will submit a payment of \$282 to get our membership caught up.

Southern MN Initiative Foundation Request:

Peterson suggested making a payment to the organization in return for the assistance they have provided the City. MOTION BY SCHULTZ, SECONDED BY SANDEN TO APPROVE A \$200 PAYMENT TO SOUTHERN MN INITIATIVE FOUNDATION; MOTION CARRIED UNANIMOUSLY.

Minutes:

MOTION BY SANDEN, SECONDED BY SCHUTTE TO APPROVE DECEMBER 10, 2018 MINUTES.; MOTION CARRIED UNANIMOUSLY.

Financials:

MOTION BY SCHUTTE, SECONDED BY SCHULTZ TO APPROVE FINANCIAL BILLS/REPORT; MOTION CARRIED UNANIMOUSLY.

Department Reports:

Public Works/Randy: Construction active at Water Plant. Ed will attend Wastewater Training in March. MN Rural Water assisted the City in writing the Phosphorus Management Plan. Randy said he may need to purchase a meter to monitor Phosphorus.

(Matt Schutte left meeting at 7:00 p.m.)

Police/Brett:

Liz Gibson-Gasset: Liz handed out copies and gave Library Report.

Chris Peterson: City Newsletter will be mailed out soon. Also, the water bills now be sent in an envelope versus postcards.

Adjournment: MOTION BY SANDEN, SECONDED BY SCHULTZ TO ADJOURN AT 7:09 PM; MOTION CARRIED UNANIMOUSLY.