

Mayor Dave Olson called the Board of Appeal and Equalization to order at 5:30 p.m. on May 8, 2017. Present were: Mayor David Olson, Kevin Knutson, Cheryl Sanden, Matt Schutte and Emily Krage. Also present were: Chris Peterson, Audrey Hegland, Chief David Breault, Randy Thesing, Eric Leitzen, Marlene Schultz, Ellyn Baumann, Bill Hoskins, Steve Rischette, Sue Weigrefe, Roger Meyer, Pat McAndrews, Liz Gibson Gasset, and Cindy Cresswell, Assessor's Office.

Board of Appeal and Equalization: Cindy Cresswell of the Assessor's Office presented an overview of the property tax system, including property tax changes that have occurred in the past year as well as the process of appeal. Also included were land values, including residential, woods and agricultural, and property sales made during the past year. There were two people present with questions including: recent annexation tax changes; how the value of lots is determined; does the report reflect the total value of a home; lot size comparisons and other questions. There being no other questions or concerns, MOTION WAS MADE BY SCHUTTE, SECONDED BY SANDEN TO ADJOURN THE BOARD OF APPEAL AND EQUALIZATION AT 6:12 PM; MOTION CARRIED UNANIMOUSLY.

Mayor Dave Olson called the Council meeting to order at 6:13 p.m. with the Pledge of Allegiance. There was no public comment.

Friends of the Nature Center – proposed zip line: Roger Meyer is building a tree house at the Natural Playground and would like to install a zip line in this area. He presented detailed drawings of the proposed zip line and requested Council's approval to move ahead with the project. He has consulted the City's insurance company, CMS inspectors, City staff, and will also request a state inspector to come once the project is completed to assure compliance with regulations as well as the safety of all young users. The project qualifies for coverage by the City's insurance. The zip line seat has been modified to have two handles, one higher than the other to accommodate the different sizes of children. At the end of one year of use, the zip line will be evaluated and any changes necessary will be done. Sue Weigrefe voiced her support of the zip line, saying that it will be another added dimension to the Natural Playground. MOTION BY SANDEN, SECONDED BY KRAGE THAT MEYER MOVE AHEAD WITH THE ZIP LINE PLANS AS PRESENTED; MOTION CARRIED UNANIMOUSLY.

Nature Center – Entrance Sign Replacement: Donations from the Friends of the Nature Center and a \$1,500 SHIP grant that has been received will pay to replace the Nature Center entrance sign. The lower portion will be made adjustable to advertise current events. MOTION BY SCHUTTE, SECONDED BY KNUTSON TO APPROVE THE NATURE CENTER ENTRANCE SIGN REPLACEMENT; MOTION CARRIED UNANIMOUSLY.

City Hall – Air Exchanger Proposal: The building has no air exchange and is subject to exhaust from the ambulances parked inside and other problems from being a closed-in environment. A quote has been received from Schroeder Heating and Cooling, including the exchanger, piping, ducting, as well as a controller. MOTION BY SANDEN, SECONDED BY SCHUTTE TO APPROVE INSTALLING THE AIR EXCHANGER AT A TOTAL COST OF \$1,996.38; MOTION CARRIED UNANIMOUSLY.

City Hall - Computer Replacement for Larry Jerviss: Peterson recommends replacing Jerviss' computer, which was purchased in 2009 and is now developing problems. She said a replacement will cost \$500 plus another \$200 for necessary software for a total of \$700. MOTION BY KNUTSON, SECONDED BY EMILY TO REPLACE JERVISS' COMPUTER; MOTION CARRIED UNANIMOUSLY.

Waste Management Contract Renewal: The City's contract with Waste Management will expire on April 30, 2017. The proposed rates are: \$8.01 for 32 gallon trash cart; \$8.82 for 64 gallon cart, and \$9.63 for a 96 gallon cart. It was noted that in the contract language that the current rate is guaranteed for the first 12 months and thereafter, charges will be adjusted by 3% annually in the cost of the totes. MOTION BY KRAGE, SECONDED BY SANDEN TO ADJUST THE RATES FOR THE TOTES AND ACCEPT THE WASTE MANAGEMENT CONTRACT FOR A PERIOD OF THREE YEARS; MOTION CARRIED UNANIMOUSLY.

Legal Services – Flaherty and Hood as alternate: Peterson stated it would be helpful to have an alternative attorney for when the present City attorney is busy or when a specialist is needed. Peterson requested Council approval to call upon Flaherty & Hood as an alternate for general/zoning/civil legal services, and would not apply to legal services for prosecutions. After discussion, MOTION MADE BY KNUTSON, SECONDED BY SCHUTTE, TO AUTHORIZE PETERSON CALLING UPON THE LAW FIRM OF FLAHERTY & HOOD AS AN ALTERNATE LEGAL COUNSEL IF NEEDED; MOTION CARRIED UNANIMOUSLY.

Police – Request for fenced area: Chief Breault has a need for a secure fenced area for impounded vehicles, motorcycles, bikes, etc. Currently they are parked in the maintenance shed, causing crowded conditions. A suitable area has been determined at the east side of the Fire Station that would not be built upon. Breault would need at least a 50x50 ft. fenced area capable of holding up to 10 cars, 6' in height with barbed wire at the top and a rock base. It could also house the City's emergency generators. If desired, it would be lighted for further security. Other possible areas have been checked within the City and this is the most logical location; the Fire Department has no objection.

Breault stated that any income derived from the stored vehicles would be put toward the expense of building the fence. In addition, the Fire Department could possibly store some equipment and materials within the fence so it could be a shared cost. This matter was tabled, and will be revisited again in June when the budgets are reviewed.

Prairie Meadows Fill and FEMA Clearance: In order to encourage sale of City lots in Prairie Meadows, obtaining FEMA clearance as soon as possible to avoid flood plain concerns. Peterson reported that fill is available at no cost other than hauling to meet elevation requirements. Estimated costs would be: \$3,000 for Randy Steinfeldt to strip the topsoil on eight lots, haul in fill and place on lots to meet flood elevation; \$500 - \$1200 to Bolton and Menk for extra topo surveying and preparing forms for FEMA; \$800 fee to FEMA. MOTION BY SANDEN, SECONDED BY SCHUTTE TO SPEND UP TO \$5,000 FOR HAULING OF FILL, ELEVATION VERIFICATIONS, AND SUBMITTAL TO FEMA TO CLEAR EIGHT CITY RESIDENTIAL LOTS FROM THE FLOODPLAIN; MOTION CARRIED UNANIMOUSLY. Peterson will check with owners of other lots if they would like to participate in the FEMA application and pay the topo fee to have their lots up to elevation.

Infrastructure Update:

1. Cedar Street Manholes: Manholes on this street are old and sinking, and are expensive to replace. Options will be investigated.
2. Drinking Water Treatment – Bid Opening June 7: The City is still waiting to hear if the Legislature has will approve the large amount of funds needed from the State.
3. Ellsworth Street: Some of the curbs are cracked or chipped from the initial street repair. This is warranty work and will be paid for by the contractor. This will delay the final paving of the street but it is better to have the work done before this.

Westgate Drive: Bids will be obtained to resurface this street.

Consent Items:

Minutes: MOTION BY KRAGE, SECONDED BY SANDEN TO APPROVE THE MINUTES; MOTION CARRIED UNANIMOUSLY.

Financial Report: Question regarding Aramark charges; Peterson will verify that these are valid and not duplicated. MOTION BY SCHUTTE, SECONDED BY SANDEN, TO PAY THE BILLS; MOTION CARRIED UNANIMOUSLY.

Department Reports: Maintenance: Keeping up with summer work and mowing. The County will be spreading chloride on the streets in two weeks.

Library: The southside of the Library slopes toward the building and needs fill to shore up the area to keep water away from the building. Little Libraries are being prepared to distribute in the community. Gasset is leaving for vacation and requested Council approval to employ Corey Swenson and Taylor Laschenski to help the current Library

Assistant while she is gone. MOTION BY KNUTSON, SECONDED BY SCHUTTE THAT COREY SWENSON AND TAYLOR LASCHENSKI BE HIRED TO WORK FOR 6 HOURS PER WEEK DURING THE LIBRARIAN'S VACATION; MOTION CARRIED UNANIMOUSLY. Gasset submitted donations received from the Spring Book Sale. Books left over will be brought to the Houston County Jail and other charitable organizations.

Police: Chief Breault reported that he has volunteers in place for the upcoming Triathlon. He has been participating in training that is conducted for all County police departments; one has been completed and there are more to do.

City Administrator: In response to her inquiry, Viterbo has contacted Peterson regarding the possible offering of a marketing internship that will be at no cost to the City. LMC Conference June 14-16 in Rochester; she requested and received Council's approval to attend; cost is \$250. She asked if any Council members would be also attending, as registrations need to be sent in.

Mission 66 Playground Presentation: Schutte invited Council members to attend the Leathers & Associates presentation on Wednesday, May 10 at 7 p.m. in the elementary school on the Mission 66 Playground Project. They have been in Houston for two days interviewing students and talking with the Playground Committee, and based on this input, will present a schematic of a proposed playground.

Adjournment: MOTION BY SANDEN, SECONDED BY SCHUTTE TO ADJOURN THE MEETING AT 7:35 PM; MOTION CARRIED UNANIMOUSLY.