

Council Present: Mayor Ziegler, Emily Edwards, Wendy Bennett, Adam Finney, Lisa Peterson
Staff Present: PW Supervisor Mark Willette, Clerk Diane Roelofs
Others: Eng. Chris Knutson, Calvin Baarts, Pat Krosch

Mayor Ziegler called the meeting to order at 6pm.

Agenda: PW wanted to add d. Project questions about curb painting, e. price on paint sprayer. Pull out g. 2022 Financial Audit & Management Report w/adj entries out of the consent agenda for discussion. Councilor Edwards made a motion to approve the agenda with the additions and pulling out g. from the consent agenda. 2nd by Councilor Edwards, all approved, motion carried.

Consent Agenda: The consent agenda contained the 3/7/23 council meeting minutes, Checks for Month report showing \$43,871.37 deposits and \$50802.18 checks, March Cash Balance Investments report, City Savings & Loan Balance excel sheet, Feb. 2023 bank reconciliations, April & May calendar of events, public works reports, March FD report, March Call log from BEC Sheriff dept., Mn DNR Water Conservation Report for 2022, MPCA NPDES Permit Compliance Summary from 10/1/21 to 9/30/22 and the clerks report on fireworks & a clean audit of the auditors Burkhardt & Burkhardt. Councilor Edwards made a motion to approve the consent agenda excluding the 2022 Financial Audit & Management report. 2nd by Councilor Bennett, all approved, motion carried.

2022 Financial Audit & Management report w/adj entries: Councilor Edwards inquired about the mutual Gas Board of the surrounding cities that Northwest Gas services. The audit stated that no expenditures were made to the Board. Clerk Roelofs explained that when she spoke with the representative at Northwest Gas, she stated that there were no expenditures or meetings of the board due to no increase in rates. Councilor Edwards made a motion to approve the 2022 Financial Audit & Management report w/adj. entries. 2nd by Councilor Finney, all approved, motion carried.

Public Comment: none

Citizen Concern: A letter was presented to the city in regards to front yard junk, a trailer with junk and an inoperable car. The clerk was instructed to send a letter stating the violations of ordinances and to give a deadline for correction.

Water & Sewer Ordinance Suggestions: Council reviewed the suggestion of Mr. Baarts from the March meeting. After discussion of approval and disapproval of the items, it was determined that a committee should meet to discuss any changes needed for ordinance. The committee will meet with staff in April and bring to the May meeting their ordinance proposed changes. Councilor Bennett will be on the committee with Councilor Peterson.

303 West St. N.—PW Supervisor Willette stated that a decision needs to be made about 303 West St. N. sewer lateral for the infrastructure project. He would consider this an abandoned sewer lateral under the definition of the Water and Sewer Ordinance therefore requiring the sewer to be disconnected at the property line by the south fence. Willette then asked property owner Calvin Baarts if he was in agreement with this and he stated that he was okay with it. A sewer stub will be placed on the west side of the property in the city right-of-way for future connections. Mayor Ziegler instructed staff to reach

out to Gary Peterson, owner of 304 West St. N. to find out if he wants to continue his water and sewer connections.

Councilor Peterson joined the meeting at 6:23pm.

Infrastructure Project: Eng. Chris reviewed his memo to the council regarding drawing updates, project bidding, funding, easements and SEH Contract Changes. After discussion, Councilor Peterson made a motion to approve the drawings for the project. 2nd by Councilor Bennett, all approved, motion carried.

Easements: tabled until Eng. Knutson has given his final approval

200 Poplar St. E.: A bill from Jetter Clean in the amount of \$619 paid by property owner, Brock Fischer, was presented to council. The property owner had to call Jetter Clean to determine the reason for sewer water in their basement. After finding out that their sewer had been cut off during the DEED Project by the Holtmeier Const. crew, the sewer lateral was then fixed by Holtmeier. Mayor Ziegler stated that in the project plan contract it specifically states that all properties were to be verified. The bill should be sent to Eng. Knutson for him to discuss with Holtmeier. Councilor Finney made a motion to reimburse the property owner for the Jetter Clean bill. 2nd by Councilor Peterson, all approved, motion carried. Eng. Knutson asked when the council would want to do assessments and they stated that it should be after the same as it was done in the 2015 project. SEH should let Holtmeier know to bring another load of gravel.

Public Works: After review to of the DEED project properties that had the sewer main go by their property, council instructed staff to send out letters to the properties that can replace their sewer laterals. They should be given a 12-month deadline from the day of the letter sent.

Safety Pedestrian cross walk sign: After provided pricing of the "Stop for Pedestrians In-Street Crossing Signs", Councilor Peterson made a motion to purchase 2 of signs for \$221.35 each so one can be on hand. 2nd by Councilor Edwards, all approved, motion carried.

Laptop for PW: Council discussed the Dell Laptop with options chosen and presented to them. A rugged laptop was chosen because of the conditions the public works computer will be subjected to. Councilor Peterson made a motion to approve a Dell 5430 Rugged Laptop up to \$3000. 2nd by Councilor Edwards, all approved, motion carried.

Project Questions: Sup. Willette wanted to know how much of the town curbs should be painted due to the fact that the project may begin. He was instructed to do any streets that are not listed in the project. He then asked council if they would consider purchasing a paint sprayer for \$1350. Considering the painting only takes about 2 days, Sup. Willette was asked to check out rental prices. Summer help will once again be tabled until it is known about the project.

Camera for WWTP: Sup. Willette submitted prices for cameras that do not need a subscription. Councilor Peterson made a motion to approve the purchase of cameras up to \$500. 2nd by Councilor Finney, all approved, motion carried.

Spring Clean-up: Council instructed the clerk to confirm June 24th as the "Spring Clean-up" day with dumpsters at City Hall.

Spring Walk-of-the-town: All council members should walk the town and bring a list of what properties are in violation of ordinances making sure to include details of what is in violation.

Additional Bills: After review, Councilor Edwards made a motion to approve the additional bills. 2nd by Councilor Finney, all approved, motion carried. Appliance and Electronics Recycling will not be held this year.

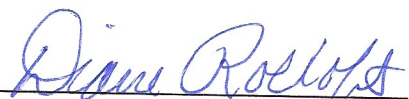
Res. 2023-08 Authorizing to Execute an Interfund Loan: Fund 410 20-23 Project will again need to have funds to pay bills for the infrastructure project. Council agreed that the funds should come out of the 403 PW Future Projects Cap Reserves Savings account in the amount of \$25,000, 36-month payback with 2.5% interest. Councilor Peterson made a motion to approve Res. 2023-08 for a \$25,000 interfund loan from future projects to 410 20-23 Project. 2nd by Councilor Edwards, all approved, motion carried.

Miscellaneous: Resident Pat Krosch asked for clarification on meeting minutes of 3/7/23 and they were provided to her. FD pancake breakfast had a good turnout.

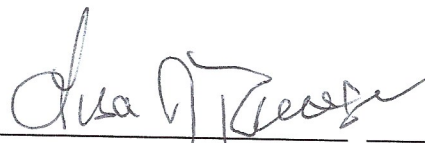
Next Meeting: May 2, 2023 at 6pm

Adjourn: Councilor Edwards made a motion to adjourn at 7:10 pm. 2nd by Councilor Peterson, all approved, motion carried.

Respectfully submitted by:



Diane Roelofs, Clerk-Treasurer

 5/2/23

Dana Ziegler, Mayor Date Approved