

Council Present: Mayor Dana Ziegler, Wendy Bennett, Lisa Peterson, & Emily Edwards  
Staff Present: Clerk Kara Hansen and PW Supervisor Mark Willette  
Others Present: Engineer Chris Knutson and Jeff Butson

### **Public Hearing**

Mayor Ziegler opened the public hearing about hiring the seasonal help. Clerk Hansen said Fay Butson was the only person who applied.

Councilor Peterson made a motion to close the public hearing. 2<sup>nd</sup> by Councilor Bennett. All approved. Motion carried.

Mayor Ziegler opened the regular council meeting at 6:02 PM

### **Approve Agenda**

Councilor Peterson asked to pull the funds and bills and put them at the beginning of Add'l Bills. PW Supervisor Willette asked for the following items to be put in under Infrastructure Project: d. GMS road, e. Punch list items. f. Grass areas and boulevards. Under Public Works: e. Sawzall, f. Car no tabs, g. Department of Health. Councilor Peterson moved Citizen Concern to 3.

Councilor Peterson made a motion to approve the agenda with the updates and changes. 2<sup>nd</sup> by Councilor Bennett. All approved. Motion carried.

### **Consent Agenda**

The consent agenda included the 5/6/2025 mtg minutes, June & July calendar of events, the April and May Public Safety Report, the May FD Report, SSS Replacement Participants, & the FD PPE list.

Councilor Peterson made a motion to approve the consent agenda with the bills and fund balances pulled out. 2<sup>nd</sup> by Councilor Bennett. All approved. Motion carried.

### **Additional Bills**

a). Councilor Peterson said the Cash Balance Investments shows the 412 account for the county funds is in the negative for the month of April. She wondered how the account got to a negative balance as it wasn't negative in March. Clerk Hansen said it was likely journal entries the auditors had her do as they wouldn't have shown up in the March Cash Balance Investment, but in the April one. Councilor Peterson asked why the journal entries wouldn't show up in the Expenditure Guideline. Clerk Hansen said journal entries don't appear in Expenditure Guideline as it's an adjustment and not an expense. Councilor Peterson directed Clerk Hansen to research why the 412 account is in the negative.

Councilor Peterson asked to review the project expenses spreadsheet. She asked why some items weren't reimbursed. Clerk Hansen said she would review what she submitted to USDA-RD and see if those items need submitted.

Councilor Peterson made a motion to approve the bills and fund balances except for questions that were brought forward. 2<sup>nd</sup> by Councilor Edwards. All approved. Motion carried.

#### **b. Add'l Bills**

Councilor Peterson made a motion to approve the additional bills. 2<sup>nd</sup> by Councilor Edwards. All approved. Motion carried.

c. Clerk Hansen said the expense report is for travel she's done between February and June.

Councilor Peterson made a motion to approve the mileage reimbursement in the amount of \$529.20. 2<sup>nd</sup> by Councilor Edwards. All approved. Motion carried.

#### **c. Resolution 2025-14 Fireman's Relief Donation**

Councilor Peterson made a motion to approve Resolution 2025-14 Fireman's Relief Donation in the

amount of \$15,000.00. 2<sup>nd</sup> by Councilor Bennett. All approved. Motion carried.

**d. Resolution 2025-15**

Clerk Hansen said this transfer is for payment of project assessments. She spoke with the auditors about how to allocate the money, and they gave her the instructions that money for project related assessments should be split with 54% going to the water fund, and 46% going to the sewer fund.

Councilor Peterson made a motion to approve Resolution 2025-15 Funds transfer in the amount of \$23,951.18; \$12,933.64 of which is to be transferred from the 601 Water Checking Account to the 601 Water Savings Account and \$11,017.54 of which is to be transferred from the 602 Sewer Checking Account to the 602 Sewer Savings Account. 2<sup>nd</sup> by Councilor Edwards. All approved. Motion carried.

**Public Comment**

**Infrastructure Project**

**a. Pay Application #14**

Engineer Knutson said Pay Application #14 was for the final layer of paving and bringing the project close to completion. There will be a portion paid from Blue Earth County.

Councilor Peterson made a motion to approve Pay Application #14 in the amount of \$211,383.89 once funds are received by bonding and Blue Earth County. 2<sup>nd</sup> by Councilor Edwards. All approved. Motion carried.

Engineer Knutson said the council will need to have a special meeting to approve the bidding out for the construction and decommission of a well. He said the council should go ahead and set a time, but they may need to change it. A special meeting was set for Monday, June 23<sup>rd</sup>, at 8:00 AM.

**b. Citizen Concern #2025-03**

Engineer Knutson and the council reviewed the citizen concern. Engineer Knutson said the damage to the sidewalk did not appear recent and was likely done before the project started. He stated the sump pump basket could do with some dirt to level it out with the lawn, and would direct the contractor to do so. He explained what appeared to be two water shut offs were actually a single water shut off and a snake pit. He also stated the concrete color would fade and appear grayer as it was a curing compound applied to keep the concrete cool in the sun and reduce moisture loss. Mayor Ziegler directed Clerk Hansen to write a letter to the resident addressing the concerns but have Engineer Knutson and the council review the letter before she sent it.

**c. PW Supervisor Notes**

PW Supervisor Willette said his dust control measures for Railroad St have been removed. He placed fresh gravel down and placed dust control down on the fresh gravel. Afterwards, either the county or the Holtmeier crew scraped some gravel off of the center of Railroad St, thus removing the dust control.

**d. GMS Road**

PW Supervisor Willette asked the council if he could remove the temporary road put in for GMS since he sent an email in July of 2024 to the contractor who installed the road to get a timeline on when the road was going to be removed, and he had not heard back from them yet. The council asked if the road removal was already paid for. PW Supervisor Willette said no. The council directed PW Supervisor Willette to remove the road once seasonal help was brought on.

**e. Punch List Items**

Engineer Knutson said there is one last meeting with USDA-RD where they will talk about the final items on the punch list. PW Supervisor Willette said there were a couple cleanouts lids to the storm drain that

sound like when vehicles drive over them on HWY 169. When cars drive over them the lids want to jump off. He also said the storm drains need to be looked at as one was leaking. Engineer Knutson said the contractor will come back to look at them. PW Supervisor Willette also asked Engineer Knutson to have the man holes checked as he found one leaking.

#### **f. Grassy Areas and Boulevards**

PW Supervisor Willette said the weeds and grassy areas the contractor overseeded need to be addressed because the weeds in those areas are abundant and it doesn't look like all residents in town are mowing where the contractor seeded. Engineer Knutson said the weeds will be easier to control if residents mow back their lawn, even the areas the contractor overseeded. Before the weeds get to five or six inches tall its best for residents to start mowing otherwise the weeds will choke out the grass.

### **Public Works**

#### **a. PW Supervisor Notes**

PW Supervisor Willette said after the last council meeting with Engineer Meester, he contacted the MPCA and Pam Rodenwald pushed his questions to her superiors about what are current and up and coming permitting requirements for the WWTP that would have ties to the WTP. The MPCA have stated that chloride will not be a problem for now. Phosphate could be a problem. Nitrogen may be a problem, and PFAS monitoring is a possibility. He wanted council direction on what to budget for the WTP. He said he is now looking at backflushing three times a week instead of two with the current system. Mayor Ziegler said PW Supervisor Willette should look into doing a filter every year for the next two years and to look into renting filters from MRWA.

#### **b. Sewer Laterals Continued**

PW Supervisor Willette said he would like council direction with some of the sewer laterals as some are still non-compliant with the city ordinance. In the 2015 Project, those houses were made compliant up to the house foundation, but the current city ordinance says they have to be compliant up to the stack. The houses who received sewer laterals for the 2015 Project were considered compliant until the house sold, and he knows a couple of those houses have sold since then and have not been made compliant to the new ordinance standard. He also said some residents in town have not made an effort to make their sewer lines compliant and he wondered what it would take to keep residents informed of what was going on there. Councilor Bennett said the notes PW Supervisor Willette took on each sewer lateral is very detailed, and they could supply that information to each resident. Councilor Peterson asked if the list of sewer laterals Clerk Hansen compiled were of the whole town. Clerk Hansen said it wasn't. PW Supervisor Willette said he hasn't camera'd HWY 169 and he's relying on footage taken in 2011 to determine if those sewer laterals are compliant. Councilor Peterson said she would like an updated list of all residents whose sewer laterals we've camera'd, and once the information is compiled there should be a series of workshops detailing what needs to be done for each individual residence.

#### **c. Email Option for Utility Bills**

Clerk Hansen said she was approached by several residents who would like an email option for utility billing. Mayor Ziegler asked what other cities are doing. Clerk Hansen said most cities contract emailing billing services out. The council expressed concern over security and decided it wasn't in the city's best interest to pursue an email option at this time, but that she should get direction from the League of Minnesota Cities about emailing utility bills.

#### **d. Insurance Renewal**

Clerk Hansen said the council should review the documents and make sure nothing needed changing. Mayor Ziegler said the two fire trucks the city sold should be taken off, and to have the fire department

look everything else over before submitting the final results to M&M Insurance.

**e. Sawzall**

PW Supervisor Willette said the city Sawzall broke and he needs to buy a new one. Mayor Ziegler instructed PW Supervisor Willette to buy a new Sawzall.

**f. Cars with No Tabs**

PW Supervisor Willette said 102 Oak St N has a car with no tabs. Mayor Ziegler directed Clerk Hansen to send them a letter to address it.

**g. Department of Health**

PW Supervisor Willette said the Department of Health will be coming this week to take PFAS Samples and verify PFAS are not in the city drinking water.

**Follow up From Previous Meeting**

**a. Quotes for Tiny's Park Porta John**

Clerk Hansen said she reached out to four different companies for quotes and received three quotes back. Mayor Ziegler asked how the council felt about installing a porta-john. Councilor Peterson said she was concerned with the porta-john being vandalized, and there were no cameras on the park. The other councilors expressed the same concerns, and the council decided not to go forward with purchasing a porta-john rental for Tiny's Park.

**b. LJP**

Clerk Hansen said in order for the city to make up the difference in the fuel surcharge and environmental fee, each person who has garbage and recycling would need to be billed an additional \$4.00 a month if they go by the contract prices. Mayor Ziegler directed Clerk Hansen to find out the amount the rates would need to be raised in order to cover both fuel surcharge and environmental fee.

**City Clerk Notary**

Mayor Ziegler said the City would benefit from Clerk Hansen also being a notary. Councilor Edwards asked how much it would cost and how long would the tenure as notary last. Clerk Hansen said it was \$120 for five years.

Councilor Peterson made a motion to approve the City Clerk to be a notary and to pay the invoice of \$120.00. 2<sup>nd</sup> by Councilor Bennett. All approved. Motion carried.

**Seasonal Help**

Clerk Hansen said there was only one applicant for the seasonal help.

Councilor Peterson made a motion to approve the hiring of Fay Butson as seasonal help from June 10<sup>th</sup>, 2025 to September 1<sup>st</sup>, 2025 at \$15 an hour at 30 hours a week. 2<sup>nd</sup> by Councilor Bennett. All approved. Motion carried.

**Annual Population & Household Estimates**

The Council looked at the Annual Population & Household Estimates and thought the numbers were appropriate.

**Citizen Concern**

**a.** Mayor Ziegler directed Clerk Hansen to send the residents a letter about the weeds on the south side and the ones that are over 6" tall.

**b.** Clerk Hansen was directed to write the residents a letter about not burning garbage. Only recreational fires are allowed, and to dispose of the furniture.

**c.** Jeff Butson said he didn't know the property next to him was going to be re-zoned commercial. He

said his neighbor is leaving debris in the alley where he drives such as sheet metal screws and body bolts. Jeff said he had to replace all four tires because there were screws in them. A skid loader was running all weekend and creating a lot of noise and the lot looks like a junkyard. Mayor Ziegler said he would need to review the ordinances and see whether the resident is in violation of any of them.

**Thank You Letter**

The Council read the thank you letter from Clerk Roelofs thanking them for her time as City Clerk for the City.

**Next Meeting Scheduled for 7/2/2025**

**Adjourn**

Councilor Bennett made a motion to. 2<sup>nd</sup> by Councilor Edwards. All approved. Motion carried.

Meeting adjourned at 7:44 PM.