MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, JANUARY 14, 2019
6:30 PM

Swearing in of New Council Members took place prior to the start of the meeting

1. **Call to Order** – Mayor Bradford called the meeting to order at 6:30 pm.

   Members Present: Chuck Bradford, Henry Blair, Don Hofstad, Ryan Christensen and Sharon Davern.

   Others Present: Bill and Bernita Reding, Jen Zeller, Eric Jensen, Sara Klein, Dan Trapp, Stephanie French, Patti Chilson, Scott Larsen, and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda** – Cami requested moving the final pay request for Kuechle Underground under the warrant list as item 7k for a stand-alone motion and acceptance of the project.

4. **Consent Agenda** – Motion made by Member Christensen, second by Member Blair to approve the consent agenda as follows with a friendly amendment by Member Blair to approve it with the noted change above;
   a) City Council Meeting Minute's December 10, 2018
   b) Warrant List December 14 & 28, 2018 & January 14, 2019
      - Acceptance of Final Pay Request No 7 to Kuechle Underground, Inc. – Pulled and added as item 7k under Old Business/New Business.
      - Pay Request 1 Ellingson Drainage – Cemetery Road Sewer Extension Project

   c) January 2019 Fire Department General Members Meeting
   d) October 2, 2018 EDA Meeting Minutes
   e) 2019 Rental License Renewals
   f) 2019 Garbage Hauler License Renewals
   g) 2019 Liquor License Renewals Mantorville Saloon and Hubbell House
   h) Dodge County Sheriffs Activity for Mantorville December 2018
   i) Dodge County Draft Comprehensive Plan Public Information Notice
   j) Notice of Dodge County Zoning Ordinance Amendment
   k) Notice of Dodge County Request for Comment on Land Use Proposal
   l) Notice of SEMLM Meeting

   Motion passed with Mayor Bradford and Members Blair, Hofstad and Christensen approving and Member Davern abstaining. Member Davern noted she is only abstaining because she doesn't understand it all yet.

5. **Public Concerns** – Sara Klein – who lives on County Rd 12 approached the Council about the sidewalk along the bridge. She walks to the park and the sidewalk along the bridge is slippery. Can we salt the sidewalk? Do we ever do that and is it something we can consider doing? Council discussed and Scott Larsen noted that he would take care of it. Member Davern asked who we should bring this up to. Mayor Bradford noted this is a grey area since it is along the State Highway and he would want to look further into it. After discussion, Mayor Bradford directed Cami to touch base with the County and the State on this to see where we go from here. Cami noted she would also touch base with Sara Klein when she gets an answer.

6. **Public Hearing** - None

7. **Old Business/New Business**
   a) Jennifer Zeller – ReneSola Power – Xcel Energy Solar Rewards Community
   Jennifer Zeller and Eric Jensen, representing ReneSola Power, approached the Council to discuss the City participating in the Solar Subscription program being offered. She reviewed the slides handout of information regarding the Solar Rewards program. She noted there is a

solar cluster being developed in Rice County and because the City is adjacent to them, we are eligible to participate. She presented two program options; the escalator option and the flat rate option. Over a 25-year contract, the escalator option would save the City an estimated $289,800. The flat rate option would save us an estimated $319,200. The City would start to see the savings one month after the garden is built which would be in the July - September time frame. If we are interested in proceeding, they would refine our numbers from our Xcel Energy bills, and put it in a subscription solar agreement. We would have legal review the agreement on both ends and stay in the loop on the development process.

Member Blair asked why Xcel themselves aren't doing this and why are they, ReneSola, as a separate company? Eric replied that Xcel wants to give cities the chance to work with smaller companies and let developers who do this on a smaller square go out and create the program. When Xcel does this, they do it on a much larger scale. They are within Xcels program, regulated by the PUC but just too small for Xcel. Member Davern asked if there are other cities that we can contact. Eric noted that Rosemount is a contact, Renville, and Franklin. They will send us a list of cities more our size that we can check with.

Member Bradford asked if we have the ability to sell excess energy as part of the program and was told no, we do not. Member Christensen asked about any additional costs to the City on this? No, there is not. More discussion on technology upgrades, equipment upgrades, weather factors and risk when things aren't working. Everything is worked out in the agreement, weather is factored into the formula in case issues come up with production of the solar and there are warranties in place for maintenance and operation.

This is an energy-based subscription only, the system is actively monitored and they feel the risk exposure is really low to the City. There is not a lesser year subscription, it is for the full 25 years. They will provide a subscription agreement for review, the list of contacts and the actual savings to the City based on our actual Xcel Energy bills.

b) 2019 Annual Meeting Schedule/Calendar

Council Members reviewed and discussed the 2019 Annual Meeting Schedule/Calendar as presented. Cami noted the recommended changes and asked about the 2nd meeting in December and how would the Council like to set that. They agreed to change that meeting to Monday, December 16, 2019. No further changes to the recommendations were noted.

c) Resolution 2019-03 A RESOLUTION APPROVING CITY DESIGNATIONS FOR 2019

- **Legal Consultant (s), Auditor Proposals**

The annual City Designations resolution was presented to the Council. Member Davern commented on the designation of a specific person versus the firm. When you put a specific person on there, you can get stuck. Such as the designation for Kennedy & Graven where we list Scott Riggs. Mayor Bradford noted that typically what we have done is list our contact person. It is good to have one person as the primary contact but we still utilize others within the firm. She also asked, moving forward, do these designations open up for bid each year? The Mayor explained that people have come in and submitted proposals. Mayor Blair noted that we have the ability to do RFP's; in 2014 we did do RFP's on the Attorney. Member Davern noted that these are significant dollar issues and how we are handling tax payer dollars. She is not saying to do RFP's each year but maybe every two years. Continuity is huge commented Member Blair and you don't want to change firms every year.

Mayor Bradford brought up the City Insurance Agent and the proposal we received. There is an opportunity there to discuss that for this year. Member Davern noted that it gives a good impression when we go out for RFP's and it shows that we are open to looking at others coming in and giving proposals. Further discussion on the City Insurance Agent. Motion made by Member Blair, second by Member Hofstad to approve RESOLUTION 2019-03, A RESOLUTION APPROVING CITY DESIGNATIONS FOR 2019, with the amendment to the Insurance Agent of record to Lynn Boynton of Insurance Brokers of MN. Member Davern asked that any expenditures for legal fees in regards to city ordinances, contracts, etc. have board approval instead of staff just sending things to the Attorney. Mayor Bradford noted that can get to be tricky because sometimes we need to get a legal opinion back before it comes to the Council. Sharon noted a past experience she had and the Council member she approached on it never knew anything about it. Somebody authorized the work and she wants the Council to be the one to authorize this. It shouldn't be staff as it's not their job. Mayor Bradford noted if it's a straight forward violation of the ordinance, then staff doesn't need permission as the ordinance is in place to address this already. Sharon noted if someone had come right to her house and said something, this would have been fixed and money saved. It's about community engagement and better PR to chat with people first before sending out any letter. The letters scare people based on conversation she has had. If we talk to them first and they don't comply, then the next step is to send a letter. Mayor Bradford explained the reason letters are sent is so there is no doubt they were notified. She recommended Council approaching the resident, not staff, before any letter is sent. Further discussion on this. Davern is looking for a procedure for the steps we take when we generate letters. The procedure needs to be standard for everyone; everyone gets the same treatment. Motion passed unanimously.

d) Resolution 2019-04 A RESOLUTION ADOPTING THE MASTER FEE SCHEDULE FOR 2019
Member Davern asked about the dog license fee. Are we requiring the license? What about if the animal is chipped? Member Hofstad explained the new tags that the City is now issuing which has a QR code that can be scanned and can tell you who the animal belongs to. Motion made by Member Blair, second by Member Hofstad to approve Resolution 2019-04 A RESOLUTION ADOPTING THE MASTER FEE SCHEDULR FOR 2019. Motion passed unanimously.

e) 2019 Council Committee Appointments - Addition of Safety Committee
Member Davern noted she is not interested in being on the MRA. She noted that she has clinic appointments on Tuesdays, Wednesdays, and Thursdays until 9:00 pm. She also noted she would like to create a Community Liaison Committee. Mayor noted the Council Member report is an open-ended time for Council Members to bring community concerns, questions, etc. to the Council. She feels there is an impression out there that feels it would be nice to have this addressed. Mayor Bradford told her to go ahead and start this Committee, put together something and report back to the City Council. She will figure something out and bring it back in two weeks. Mayor Bradford noted there is now an opening for any Council Member who is interested to be the Council liaison for the MRA. Just let him know and it will be updated next time.

f) 2019 Assessment Agreement with Dodge County Assessor's Office
Motion made by Member Blair, second by Member Ryan to approve the 2019 Assessment Agreement with Dodge County Assessor's Office. Motion passed unanimously.

g) 2019 Training Request(s)
Scott Larsen presented the request for two training conferences for he and Joe to attend. The first is the Minnesota Rural Water Conference in Rochester March 13 – 15. Motion made by Member Hofstad, second by Member Christensen to attend the training as requested at the cost of $300. Cami confirmed there is money in the training budget for 2019. Motion passed unanimously.

The second request is to send Joe to the collection systems conference up in the cities at a cost of $390 on March 25, 26 and 27 and a room for a 2 night stay. Total cost is $690 and he would get his hours for that. Cami confirmed there is training in the sewer budget for that. Motion made by Member Hofstad, second by Member Christensen to approve that training. Motion passed unanimously.

h) Dog Impounds
Cami gave an update on the status of the dog impound facility option. KM Regional no longer does this and Carriage house does not have the room. Paws and Claws noted an interest. The Sheriff's Department does not transport them, that would be up to City staff. Discussion

on the costs and how long would Paws and Claws hold them, etc. This would all have to be worked out in a contract. The only hold up currently is if Dodge County picked them up, where would they hold them. Deputy French noted that if we could set up a place to kennel them, then they can send out an email noting when the dog was picked up, where, etc. The City Shop, at the Sheriffs garage, etc., are possibilities to consider. Cami can work with Dodge County and City staff to come up with something. She will get some contract language put together and bring a recommendation back to the Council. It was suggested to check with Pine Island also to see if there was an option over there.

i) **Mantor Field Fence Quotes – Approval to Proceed**
Scott explained the Mantor Field Fence project and bids received. He noted 20' fence being put up behind the condos. Rather than approving this tonight, send the letter to the property's adjacent and give them the opportunity to comment on the two options, a lower fence vs a higher fence. Mayor noted to put it in their court. Member Blair noted that if we go short with a fence, we should go tall with the poles for the ability to expand and adjust later if need be. Member Davern asked why are we spending $22,000 on fence instead of roads. Mayor Bradford noted this is a Joint Venture initiative. Mayor Bradford explained the purpose of the JV Group. JV is going to kick in a few thousand but most of this is on us. They have contributed significantly to other ball field projects. Money has been set aside previously for some of the cost. Further discussion on budget dollars and why we are spending money on this when our roads are in such bad shape. Member Christensen noted that we are not here to just fix roads, there are many other things we take care of. Scott is to bring in the latest road survey so this can be reviewed by the City Council and shared with Member Davern at the next meeting. Motion made by Member Davern, second by Member Christensen for staff to send out the letters and table the request for action. Motion passed unanimously.

j) **2019 Budget Items Request to Proceed Public Works**
Scott Larsen presented the list of budget items approved for 2019;

- Chlorine alarm for the well house – state code requirement – $2,270
- Stock the bold bins at shop - $741.52
- Used set of payloader forks – $1,700
- Make a man basket – $650 which will help for tree trimming. Member Blair noted he didn't think they could make the man basket – legally. Look to purchase one.
- Truck parts for Joes Chevy – $375 running board, LED warning light for $350 and spray the bed lining $600.

Motion made by Member Blair, second by Member Christensen to approve the expenditure of $2,270 for the water alarm. Motion passed unanimously. Motion made by Member Blair, second by Member Christensen to approve the spending of $ 3,766.52 for the other items mentioned. Motion passed unanimously.

k) **Kuechle Underground Pay Request #7**
Cami noted this is the final pay request for the WW Line to Kasson project. This is the final work order. Upon Council approving this, it will start the two-year maintenance on the project. Final pay including retainage is $83,798.47. She did submit a reimbursement request to the PFA for $65,000 as part of the bond/grant. Member Hofstad asked if we have heard of any complaints on the project? Cami hasn't heard of anything. Motion made by Member Blair, second by Member Christensen to approve the pay request in the amount of $83,798.47 to Kuechle Underground for Pay Request #7and accept the project in full. Motion passed with Mayor Bradford and Members Blair, Hofstad and Christensen voting in favor and Member Davern abstaining.

8. TBD

a) **Public Works Report** – Scott Larsen reviewed the PW report;

- They have started removing ash trees and filling potholes which is continuous.

- Thursday morning is DOT inspections on the trucks.
- Meeting with All Systems next week on the cameras.
- He and Joe to do drive arounds and mark spots for patching and manhole repairs. They are meeting with Tim on Thursday morning to get that put together and have it to Council before summer.
- The impellers are coming in soon. Mayor Bradford asked for an update on who is paying for what. Scott noted that Tim is working with quality flow on this and he isn't sure where it stands.
- He has a request to spend dollars on the repair of the shop motion light for $429. Money to come out of building and maintenance. Motion made by Member Hofstad, second by Member Christensen to approve. Motion passed unanimously.
- The bridge lights won't be fixed until this Spring due to the moisture in the conduit. Wasn't sure on price but will check with Cami to get the costs previously. Member Blair asked how do we fix this for the future so it doesn't keep happening. Scott noted once these are fixed, they will all be the same and shouldn't be any further problems.

b) **City Clerk Report** – Cami presented her Clerks Report as follows:
- The new office computers will be here this week.
- The copier here on Thursday.
- Working with the Architect on bathhouse plans; Final plans and bids will come to Council on February 11.
- Meeting with the Infrastructure meeting on January 23 to go over several plans coming to Council on February 11.
- A planning meeting with Cemetery Road residents is scheduled for February 7. Letters are being sent out on this. Council will set the connection fee. She will send Council members notice of the meeting and will post it for any possible quorum.
- Auditor was here to do preaudit work and will be back last week in March.
- SEMLM meeting notice, let Cami know if interested.
- I did hand out the 2019 general fund budget. It isn't complete yet as still making AJE.

c) **Consultant Report** - None

d) **Committee Report**
- EDA – Mayor Bradford gave an update on the introduction of Abby Wright as part of the CEDA contract with the EDA.
- Fire Department – Member Hofstad gave an update on the recertification's and hazmat training and right to know training for the next meeting.
- Member Hofstad gave the update on the Reliefs quarterly meeting. The fund is doing well, took some hits like everything else late last year but seems to be pulling through in 2019.

e) **Council Member Report**
- Member Christensen – A thank you to Will for serving on the Council the past two years.
- Member Hofstad – looking forward to a happy and positive 2019.

f) **Mayor Report** - None

9. **Executive Session** - None

10. **Adjourn** – Motion made by Member Christensen, second by Member Blair to adjourn at 8:50 pm. Motion passed unanimously.

Attest:

Cami Reber, City Clerk Treasurer