

**Administrator's Report
Council Meeting
Tuesday September 1, 2020
7pm**

Engineering Report

The council will need to establish a Wellhead protection committee. I suggest this committee consist of the Mayor, the City Administrator, Dan Eklund, Marshall Lind, and Victor Fanth.

Police Report

Union Contract: The police contract expires in January of 2021. Grafstrom and Mayor Carlson have met with Jim Roberts, the union rep and the Police Union Stewards Kevin Stahl and Jesse Zajac. The contract in your packet is what was agreed upon. I have sent it to Campbell-Knutson for review as well. We just need council approval to get this in place.

Nuisance Ordinances: I just wanted to let you know that Lind, myself and Baumgart discussed how to handle these and it was decided, that the police are already patrolling so they will take the lead on nuisance ordinances and handle them going forward. No council action needed.

Utility Report

Filter Media at the Water Treatment: Also just to let you know Mayor Carlson, Grafstrom, Eklund, Fanth, and Les Mateffy of Moore Engineering met with Gary Giltner and Paul Christiansen of People Service to make sure we are all in agreement on how to handle the media replacement. It was decided that the water the plant is putting out is good now, and the addition of anthracite will improve it. Due to the cost, the City will start putting money aside to replace all the media in 2 to 4 years and only replace the low anthracite for now. We currently need about 81 bags of anthracite to get the media to where it should be. Christiansen was able to find 68 bags locally, so we only need to get about 13 bags from Pennsylvania (where it comes from). The shipping is what mostly hurts in getting the anthracite from Pennsylvania. With this plan, getting the media back up to where it should be will cost just under \$2000, so Christiansen will proceed in getting the anthracite. No council action needed.

Liquor Store

We are still struggling to fill shifts and give people days off, so we currently running an ad to find someone for primarily weekends. Nordby already has 2 applicants. We will close the applications on September 11 and get the new hires approved when we have the budget approval meeting later in the month. This will not affect the bottom line at the liquor store, it will just give us a larger pool of employees to draw from for covering shifts. No action required at this time.

I also included as an FYI, the liquor store received a 1 star rating on Google for closing early. This is not the first complaint. Nordby has addressed and they will sell liquor until 10 pm. If

people have not made their purchase by that time, they will have to put it back on the shelf and leave.

Fire Dept

Resolution 20-30 Fire Relief to Join PERA: Both the Fire Relief and City must pass Resolution 20-30 to approve the Fire Relief joining PERA. Fire Relief already passed it. I have included their resolution and minutes in the packet. Council just needs to approve, and it will take effect January 1, 2021.

Old Business

I spoke with Campbell-Knutson regarding the annexation. The Border and Adjustment Unit has no issues with the City's annexation and is proceeding. Initially they thought it would be completed by August 28, but they got busier than expected, so it will be sometime in September. Campbell-Knutson is completing all the additional requirements of the process including the notification of the county and Secretary of State. Council should approve passing the summary ordinances for publication as this will save the city money and update 2 words in 2 legal descriptions to satisfy MnDOT.

First, council must approve by a vote of at least 4 to 1 to publish a summary ordinance instead of the full ordinance. The summary ordinance will cost the city about \$67.00 to publish and the full ordinance will cost the city about \$1000.

Second, to satisfy MnDOT the City must make 2 small changes to the legal descriptions. One is Plageman's property: (changing the word "half" to "line") Where it read "...thence southerly and parallel with the West **Half**," and it now reads "...thence southerly and parallel with the West **line**,". The second is Simons which reads, "...said SW ¼ of SE ¼" is changed to SW ¼ of SW 1/4." Because of these, council needs to approve the amendment to Ordinance 191. This only needs to pass with a 3 to 2 vote and does not require a public hearing.

Third, we then need to approve publishing the amended summary ordinance. This again will need to pass by a vote of 4 to 1. It will again save the city by costing only about \$67.00 to publish instead of about \$1000 to publish the full ordinance. Yes, we must publish the original and then the amended.

New Business

EDA Recommendations: The EDA had Jon Wissler do a market analysis on the ERCOA lot. His recommended a list price of \$35,000-\$38,000. The EDA would like to see the council approve hiring Wissler to list the property at the recommended price. I verified with Campbell-Knutson the city can pay a realtor to sell the property. This will not work for the industrial park as we are currently giving the lots away for free (so no profit for the realtor), but it would work for the ERCOA lot.

Resolution 20-31 Appointing Additional Election Judges: Because of COVID-19 we must include additional cleaning and offer curbside voting so we will need more judges than we have had in the past. I would council to approve this additional list of judges.

Set a Budget Approval Meeting before September 30, 2020: The budget committee met August 27 to review the budget. Council needs to approve the 2021 budget before September 30 as that is when the preliminary must be sent to the county. After that point, we can reduce it, but we cannot go over the budget set. Jason Murray from David Drown Associates would like to give a brief presentation at the budget approval meeting demonstrating what they can do for the City going forward if the City implements a Capital Financing Program. This was a recommendation by the City's auditors. I suggest we do the budget approval meeting with guest Jason Murray on September 22, maybe at 5 pm, if that would work for everyone.

Public Time: A councilor has asked that we address if and how the public will be allowed to speak at council meetings. Some cities allow a space of up to 15 minutes when the public can speak at the meeting. You could also allow them to speak if they are recognized by the mayor/council to speak, or you can leave it the way it is, requiring them to be on the agenda to speak.

Respectfully submitted,

Angela Grafstrom