

December 11, 2018

The Pledge of Allegiance was said.

The regular meeting of the City Council of the City of Sleepy Eye was held in the Council Chambers, 200 Main Street East, Sleepy Eye, MN at 7 p.m. on the 11th day of December 2018 per due call and notice. Mayor Wayne Pelzel and Councilors Richard Zinniel, Nathan Stevermer, Douglas Pelzel, Joann Schmidt and Larry Braun were present. Also, present were City Manager Mark Kober, City Attorney Alissa Fischer, City Engineer Dave Palm, Public Works Director Bob Elston, Police Chief Matt Andres, EDA Director Kurk Kramer and City Clerk Linda Tiedeken.

Councilor Schmidt moved to approve the minutes of the November 13, 2018 regular meeting. Councilor Zinniel seconded the motion and the motion carried.

Mayor Pelzel opened the Truth in Taxation public hearing. City Manager Kober reviewed the preliminary 2019 budget. After adjustments to the preliminary budget the proposed total tax levy is \$1,323,485.00, which is a 7.12% increase in the tax levy. The two major increases were for streets and EDA programs. Councilor Pelzel moved to approve the final 2019 budget. Councilor Schmidt seconded the motion and the motion carried. Mayor Pelzel closed the hearing.

Mayor Pelzel opened the public hearing on the application of Paul Klissas for a variance to allow a 6' 8" sideyard setback from the east property line and an 8' x 25' 6" addition to the east side of the home. Property is located at 300 Maple Street SE (Lot 7, Block 3, Brackenridge Second Addition). The required sideyard setback is 7' 6" and the property is zoned residential. The Planning and Zoning Board recommends approval. Paul Klissas and Contractor Justin Steffl were present and explained that extra room is needed for the header in the stairs to the basement. Councilor Zinniel moved to approve the variance to allow a 6' 8" sideyard setback from the east property line. Councilor Braun seconded the motion and the motion carried.

City Manager Kober reported that five finalists chosen for the City Manager position have been notified and are planning to be here for the final interviews and open house on January 7 and 8, 2019. Reimbursement of travel expenses was also approved at the December 11 special meeting.

Councilor Schmid moved to approve the following annual transfers: General Fund to the EDA Fund \$87,000; Sewer to General Fund \$250,000 and a transfer from General to Debt Service and Sinking Fund for the next project. Councilor Stevermer seconded the motion and the motion carried.

City Engineer Dave Palm present the following engineering report:

A. 2020 Street & Utility Improvements Project

- Preliminary engineering report is complete and includes the following:
  - Figure 1 – Capital Improvement Map
  - Figure 2 – Preliminary engineering Map
  - Table B1 – Preliminary Cost Estimate Summary
  - Table C1 – Assessment Policy Summary
  - Table C2 – Cost Summary and Basis of Assessment
  - Appendix D – Project Schedule
- Preliminary Assessment Roll is almost complete. Full listing of properties and assessable amounts.
- Working on field topographic survey and existing conditions plan sheets.

- Set Public Improvement Hearing for January 24, 2019 at 6:30 pm at the Event Center.
- B. 12<sup>th</sup> Ave NE and St. Mary's Street Project
- No response yet to the letter with project update and schedule to C.P. Railroad.
  - Still working on costs and funding summary to include DEED & LRIP grants.
    - Make sure we are eligible for both and all eligible grant funds.
  - Met previously with Zeke Gehrke, Home Cemetery Board Chairman about options for easement and ROW agreement.
  - Topographic Survey is 95% complete.
  - Construction Schedule
    - 2019 RR to do work on the tracks
    - 2020 Utilities and Grade & Gravel
    - 2021 Curb & Gutter and Bituminous Surfacing
- C. 2018 TH 14 Project
- Completed City items.
- D. 2019 Airport CIP (Capital Improvements Plan)
- Previous update:
    - 2020 CIP was updated
    - Funds will be available on July 1, 2019
    - North Taxilane is on 2020 list
    - Airport and runway lighting is on the 2020 list
      - Waiting on Aeronautics Funding Percentage update to make decision on lighting
    - Need to apply for Grants if Board and Council approve
- E. 12<sup>th</sup> Avenue SE (Adjacent to proposed Frontier Labs Lot)
- Previous update:
    - Plans and specs are ready
    - Waiting for Council direction to solicit bids
- F. Upcoming Brown County Highway Imp. within City Limits
- Previous update:
    - County will give City latest schedule
    - May be full reconstruction of 1<sup>st</sup> Avenue N. due to utility needs
    - City Staff is planning for needed repairs to Sanitary, Water and Storm lines
- G. Brown County Ditch Systems, Re-determinations
- Attended CD 72 Redetermination of benefits meeting on Wednesday November 14, 2018.
  - Met with Ditch Viewer on November 28, 2018
    - Re-determining all surrounding ditch systems – 72, 4, 5, 45, 30 and un-named creek
    - Ditch Viewer requested that City provide watersheds divide map for full City
- City Manager Kober reported on the following:
- A. Councilor Stevermer introduced the following resolution and moved for its adoption.

RESOLUTION #13-2018

DESIGNATING POLLING PLACE

Be it further resolved, that the City Council for the City of Sleepy Eye, pursuant to Minnesota Statute Section 204B.16, hereby designated the following polling place for elections for the First Ward and Second Ward:

Sleepy Eye Community Center, 115 2<sup>nd</sup> Avenue NE, Sleepy Eye, MN 56085.

I certify that the above resolution was adopted by the City Council of the City of Sleepy Eye on December 11, 2018.

/s/Wayne Pelzel

Wayne Pelzel, Mayor

I hereby certify and attest that the City Council of the City of Sleepy Eye, Minnesota, did pass the above Resolution on December 11, 2018, in accordance with the Charter Provisions and state laws provided therefore.

Dated: December 11, 2018

/s/Linda Tiedeken

Linda Tiedeken, City Clerk

Councilor Schmidt seconded the motion and the motion carried.

B. Set special council meeting for January 8, 2018 at 12.30 pm for City Manager interviews. Police Chief Andres had no report.

Councilor Schmidt moved to approve the November Police report and November cash balances. Councilor Stevermer seconded the motion and the motion carried.

Councilor Pelzel moved to approve and allow the payment of the monthly bills of \$302,373.34 as presented. Councilor Schmidt seconded the motion and the motion carried.

Miscellaneous correspondence was included in the agenda packets.

Mayor Pelzel and the Council thanked Councilor Zinniel for 16 years of services to the community of Sleepy Eye.

The meeting was properly adjourned at 8:15 p.m.

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Wayne Pelzel, Mayor

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Linda Tiedeken, City Clerk