

January 8, 2019

The regular meeting of the City Council of the City of Sleepy Eye was held at the Sleepy Eye Event Center, 110 12th Avenue NE, Sleepy Eye, MN at 12:30 p.m. on the 8th day of January 2019 per due call and notice. Mayor Wayne Pelzel and Councilors Nathan Stevermer, Douglas Pelzel, Joann Schmidt, Larry Braun and Gary Windschitl were present. Also, present were PUC Commissioners Bob Weiss and Wayne Novotny, City Manager Mark Kober, City Attorney Alissa Fischer, Public Works Director Bob Elston, Police Chief Matt Andres, EDA Director Kurk Kramer and City Clerk Linda Tiedeken.

Liza Donabauer with David Drown Associate reviewed the procedures for the interviews of the City Manager candidates. Brent O'Neil had withdrawn. Kelli Truver and Angela Grafstrom were interviewed by the City Council and PUC Commission.

Interviews were conducted from 1 p.m. to 3 p.m.

At 3 p.m. Liza Donabauer briefed the Council on the staff responses about the candidates. A vote was taken by the City Council and two PUC Commission members with five voting for Kelli Truver and two for Angela Grafstrom. Discussion followed and Councilor Stevermer moved to offer the City Manager position and terms to Kelli Truver. Councilor Schmidt seconded the motion and the motion carried.

A 15-minute break was taken at 3:50 p.m. and the meeting resumed at 4:05 p.m.

City Engineer Dave Palm arrived at 4 p.m.

Councilor Schmidt moved to approve the minutes of the December 11, 2018 regular meeting. Councilor Stevermer seconded the motion and the motion carried.

Mayor Pelzel made the following appointments to the various offices, boards, commissions and authorities and asked for Council approval.

Terms expire the 1st Regular Council Meeting of January

| | | |
|-------------------------------|--------------------------------|------|
| Alissa Fischer | City Attorney | 2020 |
| Dr. John Pelzel | Health Officer | 2020 |
| Matthew Ibberson | Weed Inspector | 2020 |
| Nichole Krenz | Park Board | 2022 |
| Diane Evers | Park Board | 2022 |
| City Manager, Sec./Treas. | Hospital Board | 2022 |
| Darla Meyer | Hospital Board | 2022 |
| Darlene Tauer | Hospital Board | 2022 |
| Paul Theisen | Public Utilities Commission | 2024 |
| Jon Hansen | Airport Board | 2022 |
| Shaun Heiderscheidt | Airport Board | 2022 |
| Rachel Windschitl | Library Board | 2022 |
| Jeff Pietig | Planning & Zoning Commission | 2023 |
| Gary Windschitl, City Council | Economic Development Authority | 2023 |
| Randy Reinarts | Hsg & Redevelopment Authority | 2024 |
| Sara Hornbrook | Blight Committee | 2022 |
| Matt Vickery | Blight Committee | 2022 |
| Matt Ibberson | Blight Committee | 2022 |

| | | |
|-----------------|-----------------------------------|------|
| Pat Bruggeman | Blight Committee | 2022 |
| Brian Cook | Lake Improvement Committee | 2022 |
| Steve Morasch | Lake Improvement Committee | 2022 |
| Tom Moldaschel | Lake Improvement Committee | 2022 |
| Ed Treml | Lake Improvement Committee | 2022 |
| Matt Mathiowetz | Lake Improvement Committee | 2022 |
| Sam Domeier | Lake Improvement Committee | 2022 |
| Wayne Pelzel | Lake Improvement Committee | 2022 |
| Chisti Currier | Downtown Revitalization Committee | 2022 |
| Sara Hornbrook | Downtown Revitalization Committee | 2022 |
| Tom Larson | Downtown Revitalization Committee | 2022 |
| Kathy Krenz | Downtown Revitalization Committee | 2022 |

Mayor Pelzel made the following Council Committee assignments and Council Liaison Officers for 2019 and continue until next election:

First named is chairman

| <u>Road & Bridge</u> | <u>Finance</u> | <u>Liquor</u> | <u>Sanitation</u> | <u>Building</u> |
|--------------------------|----------------|---------------|-------------------|-----------------|
| Windschitl | Stevermer | D. Pelzel | Braun | Schmidt |
| Stevermer | Schmidt | Braun | Stevermer | Braun |
| D. Pelzel | D. Pelzel | Schmidt | Windschitl | Windschitl |

Council Liaison Officers

Park Board: Joann Schmidt

Hospital Board: Nathan Stevermer

Public Utilities Commission: Nathan Stevermer

Airport Board: Gary Windschitl

Library Board: Larry Braun

P & Z Commission: Douglas Pelzel

EDA: Joann Schmidt, Gary Windschitl

Advisory to CATV: Larry Braun

Blight: Douglas Pelzel

Downtown: Gary Windschitl

Councilor Pelzel moved to approve all the above Mayor appointments as stated. Councilor Windschitl seconded the motion and the motion carried.

Councilor-elect for Ward 2 Gary Windschitl was sworn in by the City Clerk.

Councilor Stevermer moved to designate the Sleepy Eye Herald Dispatch as the official newspaper for the year 2019. Councilor Windschitl seconded the motion and the motion carried.

Councilor Pelzel moved to designate the First Security State Bank, Southpoint Financial Credit Union and Americana Community Bank the official depositories for all City funds and checking accounts. Councilor Schmidt seconded the motion and the motion carried.

Councilor Braun moved to authorize the City Manager and/or City Clerk to select financial institutions of choice for City investments as needed or required. Councilor Pelzel seconded the motion and the motion carried.

Fire Chief Ron Zinniel presented the following 2019 Fire Department Officers:

Fire Chief: Ron Zinniel

1st Asst. Fire Chief: Aaron Schauman

2nd Asst. Fire Chief: Jeff Zinniel
Sec./Treas.: Jesse Fischer
Trustee: Clark Trebesch
Shane Martinka
Leon Steffl

Chief Zinniel made the following 2019 appointments:

Fire Marshall: Al Windschitl
Asst. Fire Marshall: Scott Krzmarzick
Equipment Caretaker: Shane Martinka
Building Caretaker: Shaun Heiderscheidt
Fire Warden, 1st Ward: Lynn Tessmer
2nd Ward: Mike Tauer
Lower Level Caretaker: Brad Hoffmann
Air Pack Maintenance: Scott Braun, Shaun Heiderscheidt
Thermal Imaging Cameras & Monitors: Scott Krzmarzick
Historian: Jess Fischer

Councilor Stevermer moved to approve the Fire Department election of officers and appointments as stated. Councilor Pelzel seconded the motion and the motion carried.

Councilor Schmidt moved to authorize payment of Hospital Board salaries. Councilor Braun seconded the motion and the motion carried

Councilor Stevermer moved to approve a one-day liquor permit for 2/16/19, St Mary's Church and School, 636 1st Avenue N, Caribbean Knights School Fundraiser. Councilor Windschitl seconded the motion and the motion carried.

City Engineer Dave Palm present the following engineering report:

- A. 2020 Street & Utility Improvements Project
- Public Improvement Hearing has been set for 6:30 pm, Thursday, 1-24-19 at SE Event Center
 - Topo Survey & Existing Conditions Plans Set
 - Field work is complete for Segments 1, 2, 3, 5, 6, 7, & 12 Orange / Reconstruct Streets
 - Will work on others as weather allows.
- B. 12th Ave NE & St. Mary's St. Project
- Work is complete with field topo survey & existing conditions
 - Still working on Costs / Funding Summary. To include DEED & LRIP grants
 - Make sure city are eligible for both / all eligible grant funds
 - RR Correspondence
 - Jim Krieger email listed out RR work items.
 - Jim Krieger email agreed on 63' length for concrete panels to accommodate sidewalk on west side of street
 - Cemetery R.O.W. / Permanent Street & Utility Easement
 - Previously met with Zeke Gehrke / Cemetery Board Chairman looking at options for easement / R.O.W. agreement
 - Construction Schedule
 - 2019 RR to do work on the tracks

- 2020 Utilities & Grade & Gravel
- 2021 Curb & Gutter and Bituminous Surfacing
- Plans & Specifications

Councilor Pelzel moved to authorize the preparation of plans and specifications for the Proposed 12th Avenue NE and St. Mary's Street Project. Councilor Schmidt seconded the motion and the motion carried.

C. 2019 Airport CIP (Capital Improvements Plan)

- No further update this period
- Previous update:
 - 2020 CIP was updated
 - Funds are available on July 1, 2019
 - North Taxilane is on 2020 list
 - Airport / Runway Lighting is on the 2020 list
 - Waiting on Aeronautics Funding Percentage update to make decision on Lighting.

D. 12th Avenue SE (Adjacent to proposed Frontier Labs Lot)

- Previous update:
 - Plans & Specs are ready
 - Engineering estimate. is \$89,000

Councilor Stevermer moved to authorize the invitation for bids for 12th Avenue SE Project.

Councilor Windschitl seconded the motion and the motion carried.

E. Upcoming Brown County Highway Improvements within City Limits

- CSAH 34 & 35 / 1st Ave. N & St. Mary's & 3rd Ave NE
 - 2019 or 2020 Construction
 - 1st Ave N. = Full Reconstruct
 - St. Mary's & 3rd = Mill & Overlay & Misc ADA Fixes
 - County Eng. to present to County Board for Scope / Dates
- CSAH 33 & 34 / Prescott St. & 4th Ave NW & Rice
 - 2020 Construction
 - Mill & Overlay & Misc ADA Fixes
- CSAH 35 / 1st Ave. S. & Southdale
 - 2024 Construction
 - Full Reconstruction

Councilor Pelzel moved to request Brown County to replace the planking on the 1st Avenue North RR crossing with the project. Councilor Windschitl seconded the motion and the motion carried.

F. Brown County Ditch Systems, Re-determinations

- Received another meeting notice.
 - Redetermination of CD 5. SE Lake Area
 - Meeting is 1-24-19 @ 9:00 a.m. Brown County Building

City Manager Kober presented the Finance Committee's report and recommendation of a 3% wage increase and adjustments for non-union and non-association city employees for 2019.

Councilor Schmidt moved to approve the 2019 wage adjustment. Councilor Windschitl seconded the motion and the motion carried.

Miscellaneous correspondence was included in agenda packets.

Councilor Pelzel moved to file the December Police Report. Councilor Stevermer seconded the motion and the motion carried.

Councilor Schmidt moved to approve the December Cash Fund Balances as of 12/31/19. Councilor Braun seconded the motion and the motion carried.

Councilor Pelzel moved to approve and allow payment of the monthly bills in the amount of \$1,194,940.38 as presented. Councilor Stevermer seconded the motion and the motion carried.

There was no other business.

The meeting was properly adjourned at 4:57 p.m.

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|-----------------------|-------------|------------|-----------------------|-------------|------------|
| Braun Oil | 47899 | 295.26 | Display Sales Co | 47900 | 115.75 |
| Ecolab | 47901 | 164.95 | Larry Heiderscheidt | 47902 | 350.00 |
| Lee Ibberson | 47903 | 350.00 | Matthew Ibberson | 47904 | 3,310.00 |
| Peace Light & Stone | 47905 | 1,854.88 | Plunketts Control | 47906 | 154.62 |
| SE Chamber | 47907 | 750.00 | Towns Edge Lumber | 47908 | 202.04 |
| Wurtzberger Const | 47909 | 960.00 | Auto Value | 47910 | 561.98 |
| Larry Braun | 47911 | 60.00 | Br Cty Recorders Off | 47912 | 20.00 |
| City of SE Dep Reg | 47913 | 21.75 | Little Sprouts Center | 47914 | 8,000.00 |
| MN Fire Service | 47915 | 115.00 | Doug PELzel | 47916 | 100.00 |
| Wayne Pelzel | 47917 | 100.00 | Joann Schmidt | 47918 | 458.81 |
| Schweiss Meats | 47919 | 935.22 | Nathan Stevermer | 47920 | 100.00 |
| Richard Zinniel | 47921 | 100.00 | Payroll | 47922-47932 | 35,899.16 |
| City of SE/PUC | 47933 | 5,099.57 | First Security | 47934 | 800,000.00 |
| SE Medical Center | 47935 | 667.66 | First Security | 47936 | 11.48 |
| Ameripride | 47937 | 237.36 | Cintas | 47938 | 124.54 |
| Crysteel Truck Equip | 47939 | 230.00 | Delta Dental | 47940 | 100.50 |
| Feder Mechanical | 47941 | 90.00 | First Security Bank | 47942 | 54.45 |
| Heiman Fire | 47943 | 664.84 | Hufcor | 47944 | 1,872.00 |
| Mediacom | 47945 | 64.07 | MN State Fire Chiefs | 47946 | 207.00 |
| MN Valley Testing | 47947 | 137.00 | MR Paving | 47948 | 675.62 |
| Network Services | 47949 | 185.14 | Pepsi Cola | 47950 | 157.00 |
| Quill Corporation | 47951 | 510.96 | Railway Bar & Grill | 47952 | 112.00 |
| Reliance Standard | 47953 | 597.04 | Redwood Cattlemens | 47954 | 100.00 |
| River View Sanitation | 47955 | 534.00 | St Marys Catering | 47956 | 800.00 |
| Salonek Construction | 47957 | 189,078.29 | SE Electric | 47958 | 82.53 |
| SE Medical Center | 47959 | 100.00 | Tech Unlimited | 47960 | 508.15 |
| Tow Distributing | 47961 | 272.65 | USA Blue Book | 47962 | 166.82 |
| Payroll | 47963-47971 | 24,752.44 | Alex Apparatus | 47972 | 423.56 |
| Amazon | 47973 | 765.54 | American Engineer | 47974 | 527.60 |
| Matt Andres | 47975 | 49.84 | Applied Concepts | 47976 | 320.00 |
| Arrow International | 47977 | 194.50 | Auto Value | 47978 | 202.71 |
| BJ Salon | 47979 | 83.58 | Berdan Plumbing | 47980 | 850.00 |
| BIC Graphics | 47981 | 1,840.00 | BCBS | 47982 | 22,173.80 |
| Bound Tree | 47983 | 187.49 | Braun Oil Co | 47984 | 57.21 |
| Brown County REA | 47985 | 290.65 | Captain Clean | 47986 | 1,900.00 |
| Centerpoint Energy | 47987 | 2,863.33 | City of SE-PUC | 47988 | 9,753.95 |
| CGMC | 47989 | 6,767.00 | Coast to Coast | 47990 | 159.96 |

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| Culligan | 47991 | 40.00 | Demco | 47992 | 48.80 |
| Ecolab | 47993 | 164.95 | Electric Pump | 47994 | 30,314.00 |
| First Security Bank | 47995 | 561.57 | Fun Express | 47996 | 17.54 |
| Cengage Learning | 47997 | 38.98 | Great MN Parks | 47998 | 150.00 |
| Heiderscheidt Aerial | 47999 | 655.00 | Sara Heinrichs | 48000 | 500.00 |
| Shari Hittesdorf | 48001 | 212.53 | Shari Hittesdorf | 48002 | 150.00 |
| Matthew Ibberson | 48003 | 180.00 | Innformation System | 48004 | 450.00 |
| Ingram Library | 48003 | 246.18 | J & L Printing | 48006 | 415.00 |
| Andrew Kelton | 48007 | 579.72 | KNUL | 48008 | 63.00 |
| Mark Kober | 48009 | 255.00 | Kurk Kramer | 48010 | 156.96 |
| Mary Ann Krebs | 48011 | 143.75 | Lacal Equipment | 48012 | 2,385.10 |
| Lake Side Auto Body | 48013 | 707.50 | J H Larson | 48014 | 7,815.10 |
| Laraway Roofing | 48015 | 115.00 | Bruce Lokensgard | 48016 | 93.00 |
| Larry Lund | 48017 | 589.00 | Mc Cabes Hdwe | 46018 | 793.50 |
| Peter Mc Garry | 48019 | 214.73 | Metro Sales | 46020 | 163.60 |
| Micro Marketing | 48021 | 79.99 | Miller Sellner | 48022 | 3,676.07 |
| Labor/Industry | 48023 | 351.71 | MN State Fire Dept | 48024 | 264.00 |
| Nuv era | 48025 | 1,305.08 | Nuvera | 48026 | 19.95 |
| Nuvera | 48027 | 40.73 | Northland Trust | 48028 | 130,852.50 |
| Northland Trust | 48029 | 26,495.00 | Northland Trust | 48030 | 113,939.84 |
| Northland Trust | 48031 | 62,715.00 | Northland Trust | 48032 | 15,140.00 |
| Plunketts | 48033 | 170.81 | Praixair Distribution | 48034 | 57.75 |
| Quill Corporation | 48035 | 207.96 | Red Feather Paper | 48036 | 34.10 |
| Central Region Corp | 48037 | 174.00 | Riverview Sanitation | 48038 | 20,829.87 |
| S & J Construction | 48039 | 3,052.00 | Aaron Schaumann | 48040 | 161.32 |
| Kari Schmidt | 48041 | 50.00 | Schutz Family Foods | 48042 | 112.72 |
| SE Herald Dispatch | 48043 | 1,131.20 | SE Repair Inc | 48044 | 2,301.26 |
| Chuck Spaeth Ford | 48045 | 40,934.99 | Andrew Steffl | 48046 | 50.00 |
| Lisa Steffl | 48047 | 25.50 | Sterling Codifiers | 48048 | 500.00 |
| Star Group LLC | 48049 | 83.40 | LTiedeken/Petty Cash | 48050 | 97.58 |
| Total Control | 48051 | 36.36 | Bernard Wenner | 48052 | 365.00 |
| West Side Garage | 48053 | 3,130.95 | Windschitl Refriger | 48054 | 3,300.00 |
| ZEP Sales/Service | 48055 | 241.51 | | | |

Wayne Pelzel, Mayor

Linda Tiedeken, City Clerk

