

May 14, 2019

The special meeting of the City Council of the City of Sleepy Eye, Minnesota, acting as the Board of Equalization for the Annual Board of Review was held in the Council Chambers, 200 Main Street East, Sleepy Eye, MN at 6:30 p.m. on the 14th day of May 2019 per due call and notice. Mayor Wayne Pelzel called the meeting to order with Councilors Gary Windschitl, Nate Stevermer, Doug Pelzel, Joann Schmidt and Larry Braun in attendance. Also present were City Attorney Alissa Fischer, City Clerk Michelle Strate, Anne Grunet, County Assessor and Sean Gremmels, Appraiser.

Annette Johnson had requested a reduction in the value of her property located at 610 2nd Ave NW (002.016.003.04.040). Gremmel reported that upon further review he found that the property had an inaccurate condition grade. Motion was made by Councilor Pelzel to reduce the value of this property from \$135,479.00 to \$99,000.00. Councilor Braun seconded the motion and motion carried.

Tim and Jen Cleveland requested a reduction in the value of their property located at 312 Maple SE (002.120.003.10.100). Gremmel reported that upon further review he found that the property had an inaccurate condition grade. Councilor Pelzel made a motion to reduce the property value from \$107,000 to \$72,000. Councilor Schmidt seconded the motion. Voting in favor were Councilors, Schmidt, Braun, Pelzel and Stevermer. Councilor Windschitl voted against, motion carried. Meeting adjourned at 6:50 p.m.

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 14th day of May, 2019 per due call and notice. Mayor Wayne Pelzel and Councilors Gary Windschitl, Nathan Stevermer, Douglas Pelzel, Joann Schmidt and Larry Braun were present. Also present were Interim City Manager Bob Elston, City Attorney Alissa Fischer, City Engineer Dave Palm, Police Chief Matt Andres, EDA Director Kurk Kramer, Fire Chief Ron Zinniel and City Clerk Michelle Strate.

Councilor Stevermer moved to approve the minutes of the April 9, 2019 regular meeting with corrections, the April 24, 2019 special meeting and April 29, 2019 special meeting. Councilor Schmidt seconded the motion and the motion carried.

The Finance Committee met on May 7, 2019 to discuss the process of hiring a new City Manager. It was approved to move forward with David Drown Associate. Councilor Pelzel made a motion to entertain and interview Angela Grafstrom before proceeding with the process with David Drown Associate. Councilor Braun second the motion. Discussion followed to have her as a finalist and complete the background check, however want to see who else is out there to interview. Liza Donabauer with David Drown indicated that the market is “hot” in this area due to several surrounding areas just completing the hiring process. Motion was amended by Councilor Pelzel to interview Angela as a finalist. Councilor Schmidt seconded the motion. Voting in favor were Councilors Schmidt, Windschitl, Stevermer and Pelzel. Voting against was Councilor Braun. The motion carried.

A Motion was made by Councilor Schmidt and seconded by Councilor Pelzel to move ahead with the interview process. Voting in favor were Councilors Schmidt, Windschitl, Stevermer and Pelzel. Voting against was Councilor Braun. The motion carried.

Motion made by Councilor Schmidt to set the interview dates for City Manager as August 8-9, 2019. Motion was seconded by Councilor Windschitl. Voting in favor were Councilors Schmidt, Windschitl, Stevermer and Pelzel. Voting against was Councilor Braun. The motion carried.

Councilor Schmidt indicated that the profile that was written for the City of Sleepy Eye needs to be changed to remove St. John's School from it, as the school is closing at the end of the 2019 Spring school year. A Motion was made by Councilor Schmidt to remove it. Motion was seconded to Councilor Stevermer. Voting in favor were Councilors Schmidt, Windschitl, Stevermer and Pelzel. Voting against was Councilor Braun. The motion carried.

Councilor Schmidt moved to approve the following plumbing permits:
Ron Berdan dba Berdan's Plumbing and Heating, 136 1st Avenue N, Sleepy Eye
Calvin Buddensick dba B & B Plumbing & Heating, 326 N Bagen Avenue, Springfield
Bruce's Plumbing & Heating Inc., PO Box 77, St James, MN 56081
Phlag Mechanical Inc dba Feeder Mechanical, 18 Drew Avenue NE, Madelia
James Hensel dba JP Plumbing & Heating, 1800 N State, New Ulm
Philip G. Kirschstein dba Schultz Plumbing & Heating & Drain Cleaning Inc, 1809 N Minnesota Street, New Ulm
Duane J. Javens dba Javens Mechanical Contracting Co., 59160 Madison Avenue, Mankato
Wayne V. Klassen dba Klassen Mechanical Inc, 7 River Street, New Ulm
Christopher M. Williams dba CW Plumbing LLC, 1320 N Payne Street, New Ulm
Gag Sheet Metal Inc. dba Schanus-Gag Plumbing, 103 3rd North, New Ulm
Kerkhoff Plumbing & Heating Inc., Adam Kerkhoff, owner, 106 Vernon Avenue, Morgan
Robert K Vee dba Vee Plumbing & Heating, 317 Benzel Avenue, Madelia
Gary Welter dba Welter Plumbing & Heating, 112 3rd Street E, Morgan
Brad A. Tatro, Tatro Plumbing & Heating, 25 First St. NW, Madelia
LA Plumbing & Heating LLC, Lawrence D. Allen, 310 N. Bagen Ave, Springfield
Stevermer seconded the motion and the motion carried.

Councilor Stevermer moved to approve the following liquor and beer licenses for July 1, 2019 to June 30, 2020:

JANU-4 Freedom, 400 Main Street West – Beer Off Sale -- \$50.00
Schutz Family Foods, 900 Main Street East – Beer Off Sale -- \$50.00
SE Baseball Assn, Sleepy Eye Baseball Park – Seasonal Beer On Sale -- \$100.00
SE Lanes, Lydell Sik, 140 1st Avenue S – Beer On Sale -- \$100.00
Meyers Bar & Lounge, Scott Meyer, 201 Main Street E, -- Liquor/Sunday Liquor -- \$2,450.00
Beer Off sale -- \$50.00
Servicemen's Club, 113 First Avenue S – Liquor/Sunday Liquor -- \$2,450.00
City of Sleepy Eye Event Center, 110 12th Avenue SE – Liquor/Sunday Liquor -- \$.00
Railway Bar & Grill, LLC, Daniel & Susan Helget, 300 1st Avenue N – Liquor/Sunday Liquor -- \$2,450.00
City Limits of Sleepy Eye Inc. Dale & Robin Schottle, 619 Main Street E – Liquor/Sunday Liquor -- \$2,450.00

Councilor Windschitl seconded the motion and the motion carried.

Councilor Stevermer moved to approve the following one-day beer permits:
Knights of Columbus, July 4, 2019, at Allison's Park
Sleepy Eye Baseball Association, Temporary, June 22, 2019 with rain date June 23, 2019, Prairieview Fields

Sleepy Eye Chamber of Commerce, August 16 & 17, 2019 at Allison's Park
St Mary's Church, 611 1st Avenue N, August 4, 2018 at 611 1st Avenue N (Church Festival)
Servicemen's Club, August 16, 2019, 113 1st Ave S.

Councilor Windschitl second the motion and the motion carried.

Councilor Pelzel moved not to object to the following applications to the MN Gambling Control Board:

7/9/19 Brown County Pheasants Forever #166 raffle at Servicemen's Club

7/1/19 St. Mary's Church calendar raffle

Councilor Stevermer seconded the motion and the motion carried.

Counselor Stevermer moved to approve the following Permits to Sell Goods on Public Street:

5/17/19 The 507 Food Company, 1600 Warren St. #13, Mankato

5/31/19 Lola Inc, 16 N. Minnesota St., New Ulm

Counselor Windschitl seconded the motion and the motion carried.

Mayor Pelzel discussed the Food Shelf relocating to the back of the Community Center. The fee would be \$250 a year to use it and if they are interested in fixing the floor, they are able to do that. July 1st the area will be available to the Food Shelf to move into. The City will be responsible to put a new door handle and keypad on the door. Councilor Braun made a motion to approve the Food Shelf moving to the back of the Community Center. Councilor Pelzel seconded and motion carried.

City Attorney Fischer discussed the Ordinance #150, Second Series CenterPoint Energy Franchise Ordinance, and indicated that it looks fine. City Engineer Dave Palm mentioned that we need to be sure to include in the Ordinance, that if the City needs to make any improvements it should be at CenterPoint's expense. Councilor Stevermer made a motion to accept the Second Reading of the Ordinance with the change requested by City Engineer Palm. Councilor Braun seconded and motion carried.

Mary Beth Botz presented a video by two of her Environment Science students, Dallas Bauer and Kyle Tauer to install a solar powered crosswalk beacon across St. Mary's Street West by St Mary's parking lot to the football field. They indicated that they have reached out to businesses for donations and are waiting to hear back from them. The total bid is \$8,566.07 from Tapco for the equipment and they have currently raised \$3,850 in donations. The project includes the assembly and installing the crossing, it then would become the property of the City. Councilor Stevermer moved to pay the remaining balance up to \$4,716, after all donations are received. Councilor Schmidt seconded the motion and the motion carried. A discussion after regarding future requests for funding for this type of project. It was discussed that each project would be evaluated as they come. This specific request is a safety issue.

City Attorney Fischer reported on the following:

- A. An open forum to take place on the rental inspections. It is set for June 6, 2019 at 6:00 p.m. at the Event Center. The discussion will be: what is required for inspections and discuss a fee for the inspections.
- B. Councilor Schmidt called for the First Reading of Survey Ordinance for Planning and Zoning to require a survey when there is new construction, alteration or addition to a structure. A building permit will not be issued until a survey is presented. City Attorney

Fischer discussed exceptions for the need for the survey and will including applicable exceptions in the Ordinance.

- C. Discussion regarding Food Trucks in Sleepy Eye. 1. Does the Council want an Ordinance and should it be highly regulated or simple. 2. What will the fee be? Is it daily or seasonal? 3. Consider more trucks at the same time? 4. Where will they be parked? City Attorney Fischer will have a First Reading ready for next months council meeting.
- D. Councilor Stevermer called for First Reading to sell tax forfeited property to Larry and Lisa Pelzel for \$1,500 and waive any outstanding assessments.
- E. City Code, Section 7.3.4 regarding Lawn Mowing to be modified to include agents of the City or independent contractors.

City Engineer Dave Palm reported on the following:

- A. 2020 Street & Utility Improvements Project
Design Work and plans are ongoing.
Topo Survey & Existing Conditions Plans. Will work on segments as schedule allows. Should place a notice in the paper letting residents know a petition is required to pave alleys. Goal is to be ready by December/January to approve plans and expense.
- B. 12th Ave NE & St. Mary's St. Project
Design Review.
Schieffert's plat concept is developed & Marti's legal descriptions are completed. Permanent Street & Utility Easement has been approved & recorded with Home Cemetery
Discussion with Jim Krieger with Canadian Pacific Railroad. Working on a Construction Agreement and Easement Agreement. Need a permit for watermain crossing. Still working on Funding with DEED, LRIP, City/Assessments.
Met with LGU Rep on April 10, 2019 and he has sent us a review form to fill out. Construction schedule is 2020 – Utilities & Grade & Gravel; 2020 Fall – RR to work on the tracks; 2020 Fall – Open road with interim gravel surface; and, 2021 – Curb & Gutter and Bituminous Surfacing
- C. 12th Avenue SE (Adjacent to proposed Frontier Labs Lot)
MR Paving is 98% complete with utilities. Street gravel work to complete. Waiting on drier conditions. Partial Pay Estimate No. 1 = \$65,936.79. To be complete by June 30, 2019
- D. 2019 Airport Lighting Project
Consider bids received on May 9, 2019. Councilor Stevermer made a motion to award the Contract to Sleepy Eye Electric for \$170,810.00, contingent on MnDOT Aeronautics approval of the Grant, including engineering costs for total of \$250,900. 5% or \$12,545.00 is the City of Sleepy Eye's responsibility, and the remaining 95% is MnDOT Aeronautics. Councilor Braun seconded the motion and motion carried.
- E. Upcoming Brown County Highway Imp. within City Limits. No further update since last period.
- F. Brown County Ditch Systems, Re-determinations. CD-72 – West Part of the City
Outside City Limits = 131.77 Acres / 19.02% Benefits / \$1142 Cost; Inside City Limits = 305 Acres / 32.7 % Benefits / \$1961; May 21. Final Hearing on Redetermination CD-5 – North and Northwest Part of the City; Final Landowner's Info Mtg Inside City Limits = 320 Acres / 2.1974 % Benefits / \$9,537

Interim City Manager Bob Elston reported on the following:

- A. Review of sewer reconstruction fund annual report. Discussed the target for reconstruction fund. The target for now is \$1,308,000.00, we are currently at \$2,088,000.00 – which is the actual fund value.
- B. Carryovers for 2018, money not spent in 2018 carried over into this years budget. Councilor Stevermer made a motion to approve the Sewer Reconstruction Fund and carryovers. Seconded by Councilor Windschitl and motion carried.

There were no miscellaneous correspondence was included in agenda packets.

Chief of Police Andres reported about the signs at the ends of the town. The signs were currently not working with T-Mobile, new cards are coming with AT&T. Will be moving the signs periodically around the City. Looking at budgeting and adding a new investigator for the City of Sleepy Eye. Internal interviews in June and have someone named in July. Chief Andres indicated that the new building is fantastic. Not 100% moved over, minor things will be moved in next month. An Evidence Specialist will be coming next month and we want to follow regulations. Would like to request funds for 8 new evidence lockers in the amount of \$11,100.00, to meet State of MN Standards. These lockers preserve the chain of custody. City Manager Elston will review funds available. Tabled until next meeting.

Councilor Stevermer moved to approve the April Police Report and the April Cash Fund Balances as of April 30, 2019. Councilor Schmidt seconded the motion and the motion carried.

Councilor Schmidt moved to approve and allow payment of the monthly bills in the amount of \$553,105.63 as presented. Councilor Windschitl seconded the motion and the motion carried.

There was no other business and the meeting was properly adjourned at 8:43 p.m.

Wayne Pelzel, Mayor

Michelle Strate, City Clerk