

**AGENDA
CITY COUNCIL MEETING
February 10, 2015**

- 7:00
- I. CALL TO ORDER AND ROLL CALL**
 - II. CITIZEN COMMENTS**
 - III. ADOPT AGENDA**
 - IV. CONSENT AGENDA**

** All items listed with asterisks (**) are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member, City staff or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
 - V. **APPROVAL OF MINUTES**
 - A. City Council Meeting Minutes of January 13, 2015
 - VI. PRESENTATIONS/PUBLIC HEARINGS
RECOGNITIONS/PROCLAMATIONS**
 - VII. ENGINEERING**
 - A. Update on Feasibility Work -1st Street Reconstruction Project
 - B. Update on Preliminary Analysis for New Fire Facility
 - VIII. LEGAL**
 - A. St. Marc Materials – Chris Hanke
 - 1. Status of Building Permit and Construction of Permanent Ready Mix Plant
 - 2. Leased EDA Land
 - 3. Status of Fines Related to Development Agreement Violations
 - IX. FINANCIAL**
 - **A. January, 2015 Treasurer’s Report
 - **B. Payment of Claims
 - X. OLD BUSINESS**
 - XI. NEW BUSINESS**
 - A. Pay Equity Compliance Report
 - B. Request Accounts Receivable Write-Offs
 - C. Carriage and Cutter Day Requests for February 28, 2015
 - 1. Parade Route/Permit, Street Closings/Detour, Parking Restrictions
 - 2. Use of Fire Hall for Pre-parade Meal
 - 3. Donation to Carriage and Cutter Day
 - 4. Approve 4th Annual 5K Run/Walk Route, Use of Ambulance Building Garage
 - D. Spring Cleanup Day

E. EDA items:

1. Priority items identified during EDA Annual meeting 1-27-2015
2. Façade Improvement Application –Metal Transformations

F. Possible Sites for Additional Commercial / Industrial Park Land

G. Letter of Concern Regarding Reduction of Hours at Kenyon Mayo Clinic

XII. OTHER BUSINESS

A. Schedule of Upcoming Meetings

1. City Council Meeting: Tuesday, March 10th @ 7 p.m.
2. 2015 Board of Appeal and Equalization: Thursday, April 23rd @ 5:30 p.m.

XIII. COUNCIL AND STAFF GENERAL COMMENTS

XIV. ADJOURNMENT

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Mark Vahlsing, City Administrator
RE: Meeting of February 10, 2015

Attached please find the agenda and related materials for Tuesday's meeting.

I. CALL TO ORDER AND ROLL CALL

II. CITIZEN COMMENTS

III. ADOPT AGENDA

MOTION NEEDED

IV. CONSENT AGENDA

The Consent Agenda contains the following items for approval:
Regular City Council Meeting Minutes of January 13, 2015
January 2015 Treasurer's Report
Payment of Claims

MOTION NEEDED

V. APPROVAL OF MINUTES

Consent Agenda Item

VI. PRESENTATIONS/PUBLIC HEARINGS

VII. ENGINEERING (*Joe Rhein will be in attendance at this meeting.*)

Update on Feasibility Work – 1st Street Reconstruction Project
City Engineer Rhein will provide an update on the status of the project.

Update on Preliminary Analysis for New Fire Facility

City Engineer Rhein will provide an update on the study. My plan is for the engineer to review the findings of the study with the consulting architect at a special meeting to be scheduled by the end of February.

VIII. LEGAL (*City Attorney Scott Riggs will be in attendance at this meeting.*)

St. Marc Materials – Chris Hanke

Status of Building Permit and Construction of Permanent Ready Mix Plant

Last October, after a building inspection, it was found that Hanke had modified his building construction without amending his permit. As a result, a stop order was issued by the County Building Official. Since then, no further work has been completed on the project, and Hanke has not submitted the revised construction plans in accordance with State building and electrical codes. This matter has now been referred to the City Attorney for further action. Ultimately, Hanke could be fined or an order to remove his buildings could be issued.

Leased EDA Land

At the January 27th meeting, the EDA directed staff to work with the City Attorney to send notice to Chris Hanke that he has 45 days to vacate the leased property north of the City shop. He is currently under a month-to-month lease.

Status of Fines Related to Development Agreement Violations

Hanke has not met any of the completion dates in the development agreement. The final completion date (based on the revised development agreement) was November 31, 2014. He has been getting fined according to the development agreement since July of 2014. The total unpaid fines related to the completion dates are \$3000. There are also unpaid utility hook-up fees totaling just over \$1100. He also is two months behind on his lease payments totaling \$700. In the past, Hanke has fallen behind in his lease payments up to three months, and then comes in and pays them. Currently, in total, Hanke owes the City over \$4800.

Also at the January 27th meeting, the EDA directed staff to work with the City Attorney to send notice to Chris Hanke that EDA will begin proceedings to foreclose on the property that he purchased in 2013. The development agreement states that the EDA can take the property back if Hanke does not meet project deadlines. He has not met any of the required deadlines.

IX. FINANCIAL

January 2015 Treasurer's Report - Consent Agenda Item

Payment of Claims – Consent Agenda Item

X. OLD BUSINESS

XI. NEW BUSINESS

Pay Equity Compliance Report

See information in the Council packet.

MOTION NEEDED

Request Accounts Receivable Write-Offs

There is a list of unpaid bills in the Council packet. There are items that cannot be assessed to properties and after multiple attempts to collect, must now be written-off for accounting purposes.

MOTION NEEDED

Carriage and Cutter Day Requests for February 28, 2015

1. Parade Route/Permit, Street Closings/Detour, Parking Restrictions
2. Use of Fire Hall for Pre-parade Meal
3. Donation to Carriage and Cutter Day (\$1,000)
4. Approve 4th Annual 5K Run/Walk Route, Use of Ambulance Building Garage

See the information included in your packet. ***APPROVE ALL IN ONE MOTION***

Spring Cleanup Day

The City has had requests to schedule a Spring Clean-up day this year. I have discussed the idea with Waste Management and they are willing to work with the City to coordinate it. They would prefer the same process as Ron Grose used where items were dropped off at a designated area. Waste Management would like the City to give them an option for a couple of different dates for the Spring Clean-up. We would also work with the Bank to provide shredding services during that day.

MOTION NEEDED

EDA items:

Priority Items Identified during EDA Annual Meeting on January 27, 2015

After reviewing the City Strategic Plan and the original stakeholder survey, those in attendance at the EDA annual meeting shared their ideas for the 2015 activities of the EDA.

The following items were identified by the EDA as priority items for 2015.

- *Keeping a medical clinic in Kenyon*
- *Finish the Fire Hall project*
- *More land for commercial development*
- *Continue beautification efforts in the downtown*
- *The City should hold a spring clean-up day*
- *Additional activities for youth and community through the library*

Façade Improvement Application –Metal Transformations 304 Highway 56 South

At a special meeting held on February 4, 2015, the EDA Board approved a Façade Improvement application for \$4000 to fund a portion of the cost to replace the roof, and siding on the front building addition. They will also paint front of the building. Total project cost is \$10,000.

Possible Sites for Additional Commercial/Industrial Park Land

The EDA has discussed two of the sites under consideration for a new Fire Department facility for possible light industrial/commercial development.

Nielsen Property on Goodhue County Road 12: This property is just south of Kenyon Ag Service. The owner has indicated a willingness to sell some smaller parcels along County 12 that may be suitable for commercial development. There are currently several commercial buildings on adjacent sites to the north.

Cemstone Property on Langford Ave.: If the Concrete Plant was moved from this site, it would have potential to be redeveloped. The property to the east owned by Kirk Hiner would also be available.

Letter of Concern to Reduction of Hours at Mayo Kenyon Clinic

Mayo Clinic has reduced the hours at the Kenyon Clinic to two days a week. There is concern that this reduction may lead to the eventual closing of the clinic. The City should send a letter of concern to Mayo. I have also been attempting to make contact with Olmsted Medical Center and Allina.

XII. OTHER BUSINESS

SCHEDULE OF UPCOMING MEETINGS

Please see your agenda

XIII. COUNCIL AND STAFF GENERAL COMMENTS

XIV. ADJOURNMENT

Please contact me, if you have any questions or require additional information.

Pursuant to due call and notice thereof, a City Council Meeting was duly held in the City Council chambers at 7:00 p.m. on the 13th day of January, 2015. The following members were present: Mayor Mike Engel, Council Members, Fred Barsness, Richard Nielsen, Russ Thurmes, and Doug Henke. Also present: Administrator Mark Vahlsing, Engineer Joe Rhein, Attorney Scott Riggs and Administrative Assistant Pam Blow.

The Oath of Office was read by Mike Engel, Fred Barsness and Doug Henke.

CITIZEN COMMENTS

None

ADOPT AGENDA

Motion by Nielsen seconded by Thurmes to approve the January agenda as presented. Motion carried 5-0-0.

CONSENT AGENDA

Motion by Nielsen seconded by Thurmes to approve the Consent Agenda, which includes payment of check numbers, 62105 through 62253; 2282E through 2298E; and additional checks 62276 through 62288. Motion carried 5-0-0.

ENGINEERING

Update on Feasibility Work – 1st Street Reconstruction Project

According to Engineer Rhein, the curbs were inspected for repair/replacement and quotes were received for geotechnical work. Northern Technologies has been contracted to do soil borings and prepare appropriate reports. Rhein has reviewed the sewer televising that was done in 2012, and additional segments of sewer will be televised after a firm is chosen. It is expected that by later in February the design/layout can be done for the feasibility report. Engineer Rhein explained that the geotechnical (soil borings) are done to see what soils are under the street prior to planning the project.

Update on Preliminary Analysis for New Fire Facility

Administrator Vahlsing stated that there are three sites that will receive a preliminary site analysis: 1) Foldcraft; 2) Richard Nielsen property; 3) Mattress Factory/Cemstone Plant. Engineer Rhein noted that base maps have been created for each site and the architect is working on the project. The preliminary information will be discussed at the next council meeting.

LEGAL

2015 Appointments and Designations

- Planning Commission – 2 Year Term – Jim Malloy, Russ Thurmes
- Public Utility Commission – 3 Year Term – Richard Nielsen
- Library Board – 3 Year Term – Scott Swenhaugen, Trudy Johnson
- Economic Development Authority – 4 Year Term – Stuart Campbell
- Historic Preservation Commission – 3 Year Term – Richard Overholt
- Park & Recreation Committee – 3 Year Term – Lacy Larish, Tammie Kirchmann, Melissa Cusey
- Miscellaneous Appointments
 - a. Acting Mayor – Fred Barsness
 - b. Legal Newspaper – Kenyon Leader
 - c. Depository – Security State Bank

- d. City Attorney – Scott Riggs, Kennedy & Graven
- e. Prosecuting Attorney – David Jacobsen, Hero, Jorstad & Jacobsen Law Firm, PA
- f. City Engineer – Joe Rhein, Bolton & Menk
- g. City Auditor – Smith ♦ Schafer and Assoc., Ltd
- h. Financial Consultant – Springsted
- i. Investments – As Allowed Per Minnesota Statutes
- j. Deputy Clerk – Pam Blow
- k. Weed Inspector – Mike Engel
- l. Audit Committee – Rick Nielsen, Sue Dodds and Mark Vahlsing
- m. Personnel Committee – Mike Engel, Fred Barsness and Mark Vahlsing
- n. Liquor Committee – Diane Barrett, Rick Nielsen, Russ Thurmes, Bryan Haugen and Mark Vahlsing
- o. Kenyon Fire Relief Association – Mike Engel, Mark Vahlsing

Motion by Nielsen, seconded by Thurmes to approve 2015 appointments. Motion carried 5-0-0.

Resolution 2015-01: Establishing License Fees and Compensation

Motion by Nielsen, seconded by Thurmes to approve Resolution 2015-01. Motion Carried 5-0-0.

VFW Annual Dance Permit

Annual Tobacco Licenses

Kenyon Municipal Liquor Store, Kenyon Motor Mart, River Country Co-Op

Annual Sidewalk Obstruction Licenses

Jerry's Ace Hardware, Papa's Family Restaurant, Kenyon VFW Post 141, Kenyon Leader, Write On, Schweichs, Mary's Rustic Rose

Annual Refuse Licenses

Waste Management, Flom Disposal Inc., Gibson Sanitation (Flom & Gibson temporary rolloff, dumpster)

Annual Recycling Licenses

Flom Disposal Inc., Goodhue County Public Works, Waste Management

Motion by Nielsen, seconded by Thurmes to approve the above Dance Permit, Tobacco Licenses, Sidewalk Obstruction Licenses, Refuse and Recycling licenses. Motion carried 5-0-0.

Update on Wastewater Treatment Facility Project Liquidated Damages

According to Attorney Riggs, the date for mediation is February 6, 2015 at 9 a.m., and if any settlement is recommended, it will come before the council for approval. Administrator Vahlsing noted that he, Mayor Engel and councilman Barsness will attend as representatives of the City.

NEW BUSINESS

Resolution 2015-02: A Resolution Authorizing Acceptance of 2014 Donations

Motion by Nielsen, seconded by Thurmes to approve Resolution 2015-02. Motion carried 5-0-0.

"Lost Highway" Performance Agreement for August 22, 2015

Administrator Vahlsing said that "Lost Highway" had agreed to play this again at Rose Fest. The terms of the contract are the same as last year. The Cost to the Liquor Store is approximately \$1,500, and "Lost Highway" will be paid the gate for the event.

Motion by Nielsen, seconded by Thurmes to approve the agreement. Motion carried 5-0-0.

Fire Department

Purchase of Spreader Attachment for Genesis Extrication Device

According to Fire Chief John Lee, this tool is more powerful than the current equipment and will enable easier use for certain vehicles/situations. The old device will remain in use. The Fire Department received \$1,500 in donations for the purchase of this tool.

Motion by Barsness, seconded by Nielsen to approve the purchase of the spreader. Motion carried 5-0-0.

Interlocal Contract for Cooperative Purchasing – Fire Truck Chassis

Attorney Riggs noted that cooperative purchasing contracts such as this are used by cities because it satisfies competitive bidding process for larger purchases. Administrator Vahlsing noted that the truck manufacturer recommended this cooperative agreement pricing to the department.

Motion by Nielsen, seconded by Thurmes to approve the cooperative purchasing contract. Motion carried 5-0-0.

OTHER BUSINESS

Schedule of Upcoming Meetings

EDA Annual Meeting: Tuesday, January 27th @ 9 a.m. at Schweich's (City Council members are welcome to come to this meeting.)

SEMLM Annual Meeting: Thursday, January 29th in Rochester

City Council Meeting: Tuesday, February 10th @ 7 p.m.

2015 Board of Appeal and Equalization: Thursday, April 23rd @ 5:30 p.m.

COUNCIL AND STAFF GENERAL COMMENTS

Mayor Engel thanked councilman Henke for running for the council and all the council members welcomed him.

Councilman Henke commented that he has always been interested in government and he thanked the citizens of Kenyon for electing him to office. Henke noted that he met with department heads and toured departments today, and gained valuable information. He further commented that he will welcome feedback and hopes to have the respect of the group moving forward.

Engineer Rhein verified that the three sites to have analysis for a fire facility. Administrator Vahlsing noted that he will be meeting with Foldcraft on Thursday.

Motion Nielsen, seconded by Thurmes to adjourn the meeting at 7:42 p.m. Motion Carried 5-0-0.

Pam Blow, Administrative Assistant

Michael Engel, Mayor

Compliance Report

Jurisdiction: Kenyon
709 Second Street

Report Year: 2015
Case: 4 - 2015 with COLA increases (Shared (Jur and I

Kenyon MN 55946-1339

Contact: Mark Vahlsing

Phone: (507) 789-6415

E-Mail: mvahlsing@cityofkenyon.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	6	4	0	10
# Employees	8	6	0	14
Avg. Max Monthly Pay per employee	4,409.75	2,668.17		3,663.36

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 100.00 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	2
b. # Below Predicted Pay	3	2
c. TOTAL	6	4
d. % Below Predicted Pay (b divided by c = d)	50.00	50.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 12	Value of T = 1.646
------------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = (\$49)
- b. Avg. diff. in pay from predicted pay for female jobs = (\$974)

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 10.00
- B. Avg. # of years to max salary for female jobs = 10.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Requesting the following unpaid invoices to be written off for the year 2014:

Fire suppression invoices

Billed	1/23/12	#1475	\$500.00
Billed	9/11/12	#511	\$500.00
Billed	10/4/12	#522	\$500.00

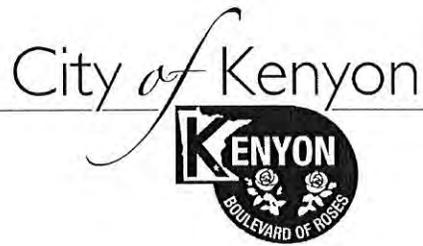
Charges for mowing

Billed	7/2/08	#1267	\$50.00
--------	--------	-------	---------

Charges for veterinary invoice & officer time dealing with a canine

Billed	8/1/08	#1254	\$575.54
Billed	8/1/08	#1256	\$45.00

Total			\$2170.54
-------	--	--	-----------



MEMO:

February 2, 2015

To: Mayor Engel and City Council

Re: Carriage and Cutter Parade / 5K Run Walk – February 28, 2015

REQUESTED STREET CLOSINGS:

- 8 a.m. – 4 p.m.: On Forest St. from 2nd St. to the North for ½ block for petting zoo and pony rides.
- Noon - 4 p.m.: 2nd St. between Red Wing Ave. and Spring St.

NO PARKING:

- Noon - 4 p.m.: Along the south side of 3rd Street (parade route) and along the north side of 1st Street (detour route).

PARADE PERMIT:

- No change in route from last year.

5K RUN / WALK

- Race will begin on 2nd Street & Red Wing Ave.
- Route safety will be coordinated by Chief Sjolander and race will be lead by KPD squad car.
- Fire Dept., KPD Reserves and First Responders will be on hand along the route and available to respond to calls for service.
- No specific street closures for this event.

ACTION REQUESTED:

- Approve Parade Route / Permit, street closings / detour, parking restrictions
- Approve use of Fire Hall for pre-parade meal.
- Approve \$1,000 donation to Carriage and Cutter Parade
- Approve 5K Run / Walk Route



Minnesota Department of Transportation

District 6, Owatonna
1010 21st Avenue NW
Owatonna, MN 55060-1005

Office: 507-446-5505
Fax: 507-455-5848
terry.condon@state.mn.us

February 6th, 2015

Carriage and Cutter Day Parade
Attn: Ms. Pam Blow
709 Second St.
Kenyon, MN 55946

Re: Carriage & Cutter Day Parade – T.H. 56 & T.H. 60, C.S. 2507 & C.S. 2511

Ms. Blow:

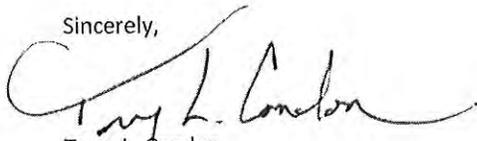
Your request to detour traffic from T.H. 56 and T.H. 60, for the Carriage & Cutter Day Parade, is hereby approved subject to the following conditions:

- The parade will be held on Saturday, February 28th, 2015 starting around 1:30 p.m. and lasting approximately 1 hour.
- The parade shall follow the exact same route as last year, as shown on the attached map.
- The City or Parade Committee will provide the necessary traffic control signing to assure a safe and convenient detour for the traveling public.
- Uniformed law officers shall direct traffic control at the intersections of the detour and trunk highway(s).
- All signage shall conform to the **Minnesota Field Manual on Temporary Traffic Control Zone Layouts (February, 2014)**.
- No stands, buildings, tents, and/or other encroachments shall be permitted within the highway right of way.

Furthermore, except for the negligent acts of the State, its agents and employees, the applicant or his/her agents shall assume all liability for, and save the State, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arising out of this activity.

If you have any questions, please feel free to contact me.

Sincerely,



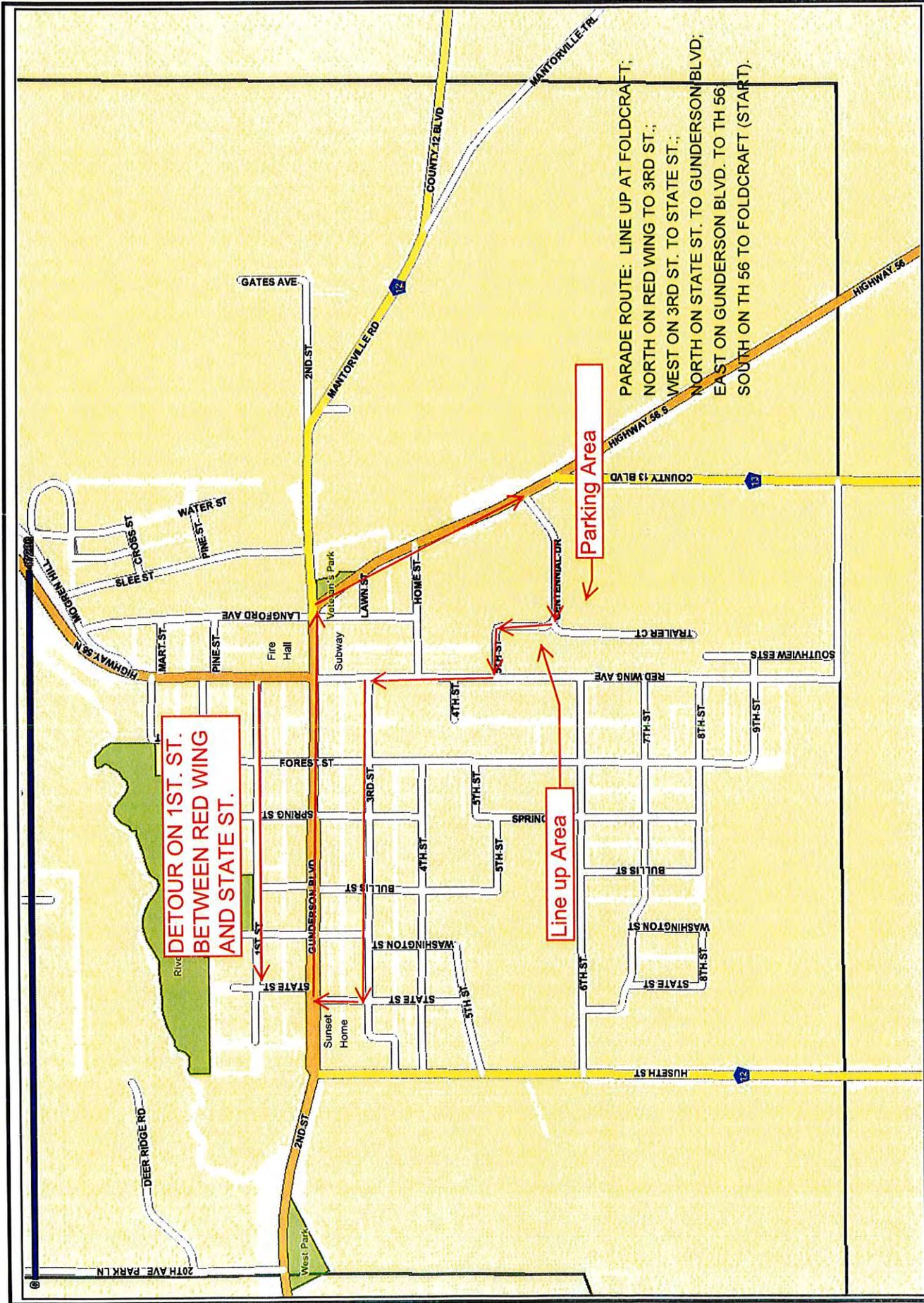
Terry L. Condon
Roadway Regulations Supervisor

cc: Scott McNurlin, Goodhue County Sheriff
Lee Sjolander, Kenyon City Police Chief
Minnesota State Patrol
File

Nancy Klema, Assistant District Traffic Engineer
Ron Heim, Owatonna Sub-Area Maint. Supv.
Don Nobsch, Austin Sub Area Maint. Supv.
Office of Communications

An Equal Opportunity Employer





**DETOUR ON 1ST. ST.
BETWEEN RED WING
AND STATE ST.**

Line up Area

Parking Area

PARADE ROUTE: LINE UP AT FOLDCRAFT;
NORTH ON RED WING TO 3RD ST.;
WEST ON 3RD ST. TO STATE ST.;
NORTH ON STATE ST. TO GUNDERSON BLVD.;
EAST ON GUNDERSON BLVD. TO TH 56;
SOUTH ON TH 56 TO FOLDCRAFT (START).

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. Created From Kenyon Online Mapping Site. Sources: Goodhue County, MN; City of Kenyon, MN. Map Created: 2/7/2015

