

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 11th day of October 2022. The meeting was called to order by Mayor Henke. The following members were present: Mayor Doug Henke, Council Members Dan Rehtzigel, and Kim Helgeson

Via Zoom: Mary Bailey

Absent: Molly Ryan

Also, present: Administrator Mark Vahlsing, Engineer Derek Olinger, Attorney Scott Riggs, Finance Clerk Kathy Flikke, Administrative Assistant Holli Gudknecht, Public Works Director Wayne Ehrich, Police Chief Jeff Sjoblom, Trina Kalvig

The meeting opened with the Pledge of Allegiance.

CITIZEN COMMENT

ADOPT AGENDA

Motion by Rehtzigel, second by Helgeson to approve the agenda.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

CONSENT AGENDA

Motion by Henke, second by Rehtzigel to approve the Consent Agenda, which includes payment of check numbers 74127 through 74216; 4213E through 4257E and the liquor store appointments.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

PRESENTATIONS/PUBLIC HEARINGS/RECOGNITIONS/PROLAMATIONS

ENGINEERING

2023 Street Improvement Project Scope

City Engineer Olinger stated that, at the direction of the Council, he prepared a scope recommendation for the 2023 street improvements project including asphalt repairs and overlays. He reviewed the list of proposed 2023 street improvements.

Motion by Helgeson second by Rehtzigel to direct the City Engineer to proceed with the 2023 street project scope as presented.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

LEGAL

Nuisance Property Violation – 1 Langford Avenue Update

Attorney Riggs updated the Council on the 1 Langford Avenue cleanup. Riggs has had several conversations and some email correspondence with their attorney. A plan was received with a list of accomplishments and a schedule for the remaining cleanup. The police chief and attorney will be monitoring the progress.

OLD BUSINESS

Future of Depot Park Shelter

Administrator Vahlsing outlined the repairs that are needed to the Depot Park shelter. The City and Park and Rec Board are looking for future direction from the Council. A determination needs to be made as to whether the existing Depot shelter should be renovated or a new shelter constructed. The Council would like to see some estimates of repairing the old Depot verses building a new one before a decision could be made.

Motion by Henke, second by Helgeson directing City staff to continue reviewing the future of the Depot Park including cost estimates.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

NEW BUSINESS

Administrative Policy 33 – Electronic Funds Transfer Policy

Administrator Vahlsing stated that one of the findings of the 2021 audit was for the City to adopt an Electronic Fund Transfer Policy. This policy would govern how the City conducts electronic payments including ACH, Wire Transfers, and other electronic payment types.

Motion by Rehtzigel second by Bailey to adopt Administrative Policy #33 covering electronic fund transfers.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

Reschedule November Council Meeting

Administrator Vahlsing stated that, due to the General Election, the November Council meeting will need to be rescheduled.

Motion by Bailey, second by Helgeson to reschedule the November Council meeting to Wednesday, November 16 at 7:00 pm.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

Schedule Meeting to Canvass 2022 Election Results, November 11-18

Administrator Vahlsing stated that the Council needs to canvass the election results between November 11 and 18.

Motion by Rehtzigel second by Helgeson to canvass the 2022 election results at the regular Council meeting on Wednesday, November 16 at 7:00 pm.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

Schedule Budget Work Session to Review Enterprise Funds (Sewer, Storm Sewer, Liquor Store)

Administrator Vahlsing requested that a budget work session be scheduled to review the enterprise funds including Sewer, Storm sewer, and the liquor store

Motion by Rehtzigel second by Henke to schedule a work session on Wednesday, October 26 at 6:00 pm to review the enterprise funds.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

Schedule of Upcoming Meetings

KMU Meeting: Tuesday, October 18th @ 2:00 p.m.

City Council Work Session: Wednesday, October 26 @ 6:00 pm

City Council Meeting: Wednesday, November 16 @ 7 p.m.

Township Fire Contract Meeting: Tuesday, December 6th @ 6 p.m.

2023 Budget & Levy Public Meeting: Tuesday, December 6th @ 6:30 p.m.

COUNCIL AND STAFF GENERAL COMMENTS

Police Chief Sjoblom stated that October is breast cancer awareness month. Officer Mitch is doing a great job of coordinating the selling of pink patches.

Councilman Helgeson stated that the last Farmer's Market will be on Thursday, October 20th. The Farmer's Market has been great support from the community and it will be brought back for next year. Park and Rec will also be sponsoring Trunk or Treat on Sunday, October 30th.

Mayor Henke commented that four new trees were planted in Veteran's Park.

Motion by Bailey second by Henke to adjourn the meeting at 8:03 p.m.

Roll Call Vote: Henke- Aye, Rechtzigel – Aye, Helgeson – Aye, Bailey - Aye

Motion carried 4-0-0.

Holli Gudknecht, Administrative Assistant

Douglas Henke, Mayor