

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 October 2020. The meeting was called to order by Mayor Henke. The following members were present: Mayor Doug Henke, Council Members Dan Rechtzigel, John Mortensen, and Tom Gard. Also, present: Administrator Mark Vahlsing, Administrative Assistant Holli Gudknecht, Police Chief Lee Sjolander, Engineer Joe Rhein, Attorney Scott Riggs, Public Works Director Wayne Ehrich, Carolee & Lynn Miller, Keith Allen, Julie Haley
Via Teleconference: Council Member Richard Nielsen

The meeting opened with the Pledge of Allegiance.

CITIZEN COMMENT

ADOPT AGENDA

Addition: / X / Old Business / D / Storm Sewer Installation on West End of Trondheim Road
Motion by Henke second by Gard to approve the amended agenda.

Roll Call Vote: Henke- Aye, Rechtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye
Motion carried 5-0-0.

CONSENT AGENDA

Motion by Rechtzigel second by Gard to approve the Consent Agenda, which includes payment of check numbers, 71466 through 71563; 3574E through 3601E; and additional checks 71564 through 71585.

Roll Call Vote: Henke- Aye, Rechtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye
Motion carried 5-0-0.

PRESENTATIONS/PUBLIC HEARINGS/RECOGNITIONS/PROLAMATIONS

None

ENGINEERING

Red Wing Avenue Project Update

Engineer Rhein stated that construction crews have completed the underground work. The concrete crew is on site placing curb and gutter, sidewalks, and driveways. Asphalt paving is scheduled for next week. Wencil expects to complete the project by the deadline of October 31. Rhein reviewed that the Council had ordered Bolten & Menk to prepare the final assessment roll for Red Wing Avenue. A detailed list of the assessment for each property along the project area has been prepared.

Pay Request #5 – Wencil Construction

Motion by Henke second by Gard to approve pay request No. 5 to Wencil Construction in the amount of \$232,284.50 for work completed August 22nd through September 25th.

Roll Call Vote: Henke- Aye, Rechtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye
Motion carried 5-0-0.

Kenyon Business Park/Utility Extension Project Status Update

Engineer Rhein reported that A-1 Excavating began work at the Kenyon Business Park on September 28th. A groundbreaking ceremony was held on October 7th. Work began on the south end of the project, resulting in the closure of County Road 12. The groundwork in this area has been completed and the road is back together and should be paved by October 31. The contractor has now moved to the north end of the project along Highway 60. They are starting east of the County shop driveway and working south toward the Business Park.

Change Order #1

The proposed change order would modify the project schedule to reflect additional time needed to complete a relocation of a gas line and some other utilities that were not previously identified within the project area near Highway 60. The lines would be re-located by utility owners within the next two

months. This delay is outside the contractor's control. There would not be a change in the contract price. Motion by Mortensen second by Gard to approve Change Order #1 for the A-1 Excavating. Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye Motion carried 5-0-0.

LEGAL

Foldcraft Lot Split

Attorney Riggs reported that the purchase agreement, that the Council approved last month, has been approved and signed by Foldcraft and their Attorneys. The closing may be as soon as next week.

Ordinance No. 93: Amending Section 575.05 Regarding the Historic Preservation

Commission

Attorney Riggs reviewed the proposed amended ordinance regarding the Historic Preservation Commission. The proposed ordinance would lower the number of HPC Board members from 7 to 3. Motion by Rehtzigel second by Mortensen to adopt Ordinance No. 93 amending Section 575.05 regarding the Historic Preservation Commission.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye Motion carried 5-0-0.

Lot Combination: Jerry and Diane Barrett

Attorney Riggs stated that Jerry and Diane Barrett were seeking approval to combine several lots in the Slee and Langford addition to build an ag storage building. The City would need to vacate the alley running through this area before the combination could be completed. Riggs recommended going forward with this combination.

Motion by Rehtzigel second by Mortensen to adopt Resolution 2020-27 granting approval for a lot combination for Jerold and Diane Barrett with the condition that the City vacates the alley.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye Motion carried 5-0-0.

Lot Combination: Bigelow Homes

Attorney Riggs stated that Bigelow Homes was seeking approval to combine lots 9 and 10, Block 2 Whitetail Ridge Second Addition. Bigelow has a customer that would like to build a house with a detached garage. Currently, City ordinances do not allow the placement of accessory building (garages) on vacant lots. Vahlsing stated that the lot combination would be used to get around the City ordinance. Attorney Riggs stated that it is rare for a council to combine lots for the sole purpose of adding an accessory building.

Originally the customer had requested that the garage be constructed on the south of the two lots fronting Skogen Drive. Administrator Vahlsing contacted Bigelow and stated that this layout was not recommended because the house and detached garage were fronting different streets. Bigelow revised the site plan moving the detached garage to be 14 feet from the house and fronting Whitetail Lane. Vahlsing stated that the second plan would be more aesthetically in line with the neighborhood and area housing designs. Approval of the lot combination should be contingent of the second site plan. The Council discussed this option and decided to approve the combination.

Motion by Rehtzigel to adopting Resolution 2020-28 granting a lot combination for Bigelow Homes with the attached site plan #2 showing the detached garage 14 feet from the house and fronting Whitetail Lane. Lynn Miller, the future homeowner, questioned why he could not have his garage at least 20 feet from the house instead of the 14 feet shown on the Resolution. After some discussion, it was discovered that there was a third site plan that the City had not received showing the detached garage 30 feet from the house. After discussion between the Council members and the future homeowner, the Council agreed to approve the site plan #3.

Rehtzigel moved to amend the motion by striking out the word '#2' and inserting the word '#3' and striking out the word '14 feet' and inserting the word '30 feet'. The motion was seconded by Gard.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye
Motion carried 5-0-0.

Resolution 2020-26: Declaring Cost to be Assessed and Calling for Hearing on Proposed Assessment

Attorney Riggs stated that this resolution was needed to declare the cost to be assessed to the property owners on Red Wing Ave. and set a public hearing date for the proposed assessments. Engineer Rhein stated that the portion of the cost to be assessed was \$819,163.00. He recommended that the repayment terms be 15 years at an annual interest rate of 3.35%.

Motion by Gard second by Mortensen to adopt Resolution 2020-26 declaring cost to be assessed and set the public hearing date for Tuesday, November 17th at 6:00 p.m.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye
Motion carried 5-0-0.

OLD BUSINESS

Update on Former Ambulance Garage Renovations

Police Chief Sjolander updated staff on the police department renovations. Some of the new signage was put up today. Vahlsing is working with Jaguar, the internet provider, to get a line to the building. Security cameras should be installed soon.

COVID Cares Federal Funding

Administrator Vahlsing stated that the COVID Cares Federal Funding was discussed at the September 2 Council work session. The City has received \$134,000 in funding through the Federal CARES act for COVID-19 related expenses. The funds can be used to reimburse the City for expenses related to COVID such as PPD supplies, equipment, as well as other eligible related costs. Cities can also in some cases reimburse themselves for personnel related costs from COVID. To date the City has expended \$6261.43 on items including supplies, furnishings, and related items for COVID-19. Vahlsing reviewed quotes for items and systems that had previously been discussed that would be eligible for reimbursement related to COVID Cares program funding.

iPads for City Council

Vahlsing stated that two quotes were received for iPads. The quotes from Apple and CDW-Government would be the same for the 13-inch iPad. Vahlsing recommended going with the quote for CDW-Government. They have the iPads in stock and would ship within 48 hours. The Apple shipping time would be 4-6 weeks. Apple only provided a quote for the 11-inch models but their pricing for the 13 inches would be the same as CDW.

Motion by Rehtzigel second by Nielsen to approve the purchase of 5 iPads with keyboards for \$7,457.50 from CDW-G for the City Council.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye
Motion carried 5-0-0.

Cable Access Channel Character Generator system and related Broadcast Equipment.

Vahlsing stated that this system would replace the current Leightronix cable access equipment from the 1990's. The current system is not fully functioning and is based on a VHS platform. A proposal was received from EPA Audio and Visual. The proposed Tightrope Media system would provide a video server unit with multi-format play back capabilities, have the ability to record, store and play HD or standard definition video, and be capable of live broadcast of meetings and other community events. The quote also includes the replacement and installation of audio and video system in the Council room, including cameras, microphones, media controllers, sound mixer and other related equipment. The City also requested a quote from Alpha Video Systems, but they were unsure if they would be able to acquire the needed equipment. Rehtzigel commented that he would like to verify that the council meeting could be broadcast online in the

City webpage using this equipment.

Motion by Mortensen second by Henke to accept EPA's quote to upgrade the cable access equipment with verification of the capability to broadcast online.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye

Motion carried 5-0-0.

Scada Equipment Upgrades – KMU

Vahlsing stated that KMU would like to install a remote SCADA Monitoring System for the Water Tower. This system would notify KMU personnel of any issues occurring at the water tower, including drops in water level and other security or equipment failures that might occur. The KMU Board has approved the equipment purchase and is requesting Council approval for the use for COVID Care program funding. The total cost of the KMU equipment would be \$10,324.99, which includes a portable Radio Upgrade.

Motion by Mortensen second by Nielsen to approve the use of COVID Care funds for the SCADA monitoring system and the new portable radio upgrade.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye

Motion carried 5-0-0.

Christmas in Kenyon – KABA Update

Vahlsing stated that Sarah Jystad had attended the council meeting in July and asked about the possibility of moving the Christmas in Kenyon event over to the Park & Rec Committee. Julie Haley reported that KABA had checked with the Park & Rec Committee and the committee agreed to run the Christmas in Kenyon event. Vahlsing felt that this was a reasonable request, and it was important to keep this event going. He did not project any additional costs to the city.

Motion by Rehtzigel second Gard to approve having the City sponsor the Christmas in Kenyon event on December 5, 2020 and going forward through the Park & Rec Committee.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye

Motion carried 5-0-0.

Storm Sewer Installation on West End of Trondheim Road

Public Works Director Wayne Ehrich stated that runoff currently sits in the road on the west end of Trondheim Road where five new homes were built in the AG zone. Ehrich proposed installing a catch basin on both sides of the road in this area. This project was budgeted for using the proceeds from the December 2018 tractor sale. The cost would be \$8,000 to \$9,000. Wencl Construction could have this project completed in the next week if approved.

Motion by Mortensen second by Henke to approve the extension of storm sewer on the west end of Trondheim Road.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye

Motion carried 5-0-0.

NEW BUSINESS

Temporary Street Closure for Home Football Games

Rehtzigel stated that the K-W School District was requesting a temporary road closure during three home football games to be held on October 16, October 23, and November 11. The closure would be on Sixth Street directly north of the football field from 5:30 p.m. until 9 p.m. Rehtzigel, the KW student council advisor, indicated that the student council would like to create 25 additional parking spaces for people to watch the football games.

Motion by Mortensen second by Gard to approve the temporary street closure for three home football games.

Roll Call Vote: Henke- Aye, Mortensen – Aye, Gard – Aye, Nielsen – Aye, Rehtzigel – Abstained due to conflict of interest

Motion carried 4-0-1

Resolution 2020-24: Appointing Election Judges for 2020

Motion by Mortensen seconded by Gard to approve Resolution 2020-24: Adoption of Election Judges for 2020.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye

Motion carried 5-0-0.

Resolution 2020-25: Designating Annual Polling Place

Administrator Vahlsing noted that State law requires that all City’s annually designate a polling place by resolution by December 31 and at least 90 days prior to an election. There may be a countywide election on February 9, 2021 for a U.S. Representative. The Fire Hall will remain the polling place in 2021.

Motion by Rehtzigel seconded by Henke to adopt Resolution 2020-25 designating the Fire Hall as the annual polling place for 2021.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye

Motion carried 5-0-0.

Set Time for Work Session on November 12-Canvass Election Results

Vahlsing recommended that the Council canvass the election results on November 12th. The County will be accepting absentee ballots for seven days after the election. With the holiday on November 11, the canvassing would need to be done on November 12th or 13th.

Motion by Mortensen second by Henke to set a work session to canvass election results on Thursday, November 12th at 4:00 p.m.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye

Motion carried 5-0-0.

Mayo Clinic – Kenyon Closing

Vahlsing reported that Mayo Clinic Health Systems had announced on October 2nd that they would be closing the Kenyon location at the end of 2020. Representatives of Mayo Clinic would like to schedule a work session with the Council to discuss the closure and the future health care options in Kenyon.

Vahlsing will check with them about meeting on November 10th before the regular Council meeting.

Schedule of Upcoming Meetings

KMU Meeting: Wednesday, October 28th @ 2:00 p.m.

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

Central Minnesota Municipal Power Agency Annual Meeting Wed, October 21st.

Truth in Taxation meeting: Tuesday, December 1 at 6:30 p.m.

COUNCIL AND STAFF GENERAL COMMENTS

Councilman Rehtzigel liked how the City was getting creative in using the COVID money for the better of the City.

Mayor Henke agreed with Rehtzigel about turning some good out of COVID.

Motion by Gard second by Nielsen to adjourn the meeting at 8:50 p.m.

Roll Call Vote: Henke- Aye, Rehtzigel – Aye, Mortensen – Aye, Gard – Aye, Nielsen - Aye

Motion carried 5-0-0.