

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 9th day of April 2019. The following members were present: Mayor Mike Engel, Council Members, Dan Rechtzigel, Richard Nielsen, Doug Henke, and John Mortensen. Also, present: Administrator Mark Vahlsing, Attorney Scott Riggs, Engineer Joe Rhein, Administrative Assistant Holli Gudknecht, Police Chief Lee Sjolander, Public Works Director Wayne Ehrich

CITIZEN COMMENTS

None

ADOPT AGENDA

Addition: / VII / Engineering / C / Drainage in Alley Behind VFW

Motion by Rechtzigel second by Nielsen to approve the amended agenda. Motion carried 5-0-0.

CONSENT AGENDA

Motion by Nielsen seconded by Henke to approve the Consent Agenda, which includes payment of check numbers, 69477 through 69565; 3189E through 3216E; and additional checks 69566 through 69571. Motion carried 5-0-0.

PRESENTATIONS/PUBLIC HEARINGS

None

ENGINEERING

EDA Business Park Development Update

Platting

City Engineer Rhein noted that the EDA had authorized him and the City Attorney to begin the platting process in the Industrial Park at their special meeting on April 1. City Attorney Riggs has identified ways to reduce some of the required steps which will expedite the platting process and reduce costs. The engineering related costs to complete the platting would be \$25,075 for the General Development Plan and \$85,660 for the platting. Completion of the General Development Plan is anticipated to take 60-90 days. After that step is completed the platting process would proceed. Once complete, documents will be presented to the EDA for review. If accepted, the single Plat will go through the Planning Commission and Council for review and final approval.

BDPI DEED Funding Application

Administrator Vahlsing stated that the DEED BDPI grant application has been submitted. DEED is currently reviewing the grant application. They have identified two issues on the application. One item identified was that they would not be able to fund the third stage of the project. After discussing the issue with CEDA, the best approach would be to not include the third phase of the business park in this grant application. The City can reapply for BPDI program funding for the third phase at a later date. The other item, that DEED would require, is that the City must have it's 50% match in place before they would fund the project. The City planned to finance the match with bonds, which means the bonds must be issued and documented, at the time of application and before DEED can award funds. Vahlsing stated that he will continue to work with the City's bond attorney and DEED to find a solution, so the City does not have to issue bonds before final grant approval.

2nd Street Sanitary Sewer Improvements

Resolution 2019-15 Awarding Bid for 2nd Street Sanitary Sewer Improvements

Engineer Rhein stated that two bids had been received for the 2nd Street project. The bids were opened on Thursday, April 4. The low bidder was RAW Construction at \$215,156. The other bid was from

Heselton Construction for \$233,914. The low bid was 5% higher than the engineer's estimate of \$204,843. Public Works Director Ehrich and Administrator Vahlsing recommended approval of the low bid from RAW. Attorney Riggs added that the lowest bid should be accepted. The project will be completed by mid-September. Administrator Vahlsing requested that a change order to the contract will be completed to note that no work is to be done or in progress during Rose Fest.

Motion by Rehtzigel second by Mortensen to approve Resolution 2019-15 as long as communication is made with the contractor noting that 2nd Street must be both usable and not under construction during the week of Rose Fest. Motion carried 5-0-0.

LEGAL

Amend Resolution 2019-01 Fees related to Ordinance No. 92: Replacing Sections 405 of the Kenyon City Code Regarding Rental Premises

Resolution 2019-14 Amending Fee Schedule to Include Application Fees for Rental Premises Registration Certificates

Administrator Vahlsing stated that as a result of the adoption of Ordinance 92, the license fees now need to be established. Several different fee options were reviewed including a flat fee versus a number of units-based fee. The council also considered whether to renew the license yearly or have them run two or three years. The Council consented to charge a \$30 base rate per rental premise with an additional \$10 per unit fee when more than one unit exists with a maximum total fee for any rental premise of \$100. The license is renewable every three years, as long as the rental premise remains issue free. If issues arise, the rental premise must renew and pay the fees yearly. The purpose of the ordinance and fees is to make the owner responsible for their tenants and to give the owner the power to enforce the City rules. The City will contact known rental premises before the July 1 effective date. Rental premises that do not register may be restricted from renting their property.

Motion by Mortensen second by Nielsen to approve Resolution 2019-14 amending the fee schedule to include application fees for rental premises registration certificates. Motion carried 5-0-0.

Resolution 2019-13 Approving Publication of Ordinance No. 92 by Title and Summary

Motion by Rehtzigel second by Henke to approve Resolution 2019-13. Motion carried 5-0-0.

OLD BUSINESS

Emergency/Mass Notification Software program

Administrator Vahlsing stated that proposals were received from the two emergency and mass notification software systems that met Kenyon's qualifications. Both programs would allow the City to notify residents via text messages, phone call, e-mail, social media, and through an app. Both programs would allow notification areas to be set through GIS mapping. The Annual Cost for the Alert Find Program would be \$1281. The annual cost for the Code Red program would be \$1500. The department heads viewed demonstrations of both programs and recommended the Code Red software. The Code Red software is currently utilized by Goodhue County, so the existing database of residents who are in the Goodhue County system could be utilized by the City.

Motion by Rehtzigel second by Mortensen to approve the proposal for the Code Red program for the City of Kenyon. Motion carried 5-0-0.

Possible use of Ambulance Garage for Police Department Offices and facilities

Administrator Vahlsing reported that the future use of the former ambulance building was discussed at the April 1 EDA special meeting, since the EDA currently owns the building. The building was built in 1999 to house North Ambulance Service. It was financed by the City and turned over to the EDA to lease to North Ambulance. Since North left the City it has been used for several groups including Girl Scouts, Senior Citizens, and portions of the building including the garages are currently used by the

police department. There have been previous discussions about utilizing the building for the Police Department. It would need some retrofitting but would offer a much-improved facility with upgraded handicap accessibility. If the Council would like to pursue moving the Police Department into this building, a request would need to be made to the EDA to transfer title of the building back to the City. The EDA would then review the Council request at their upcoming meeting on April 23. If the EDA agrees, the City Attorney's office would then prepare the real estate conveyance of the building back to the City.

Motion by Henke second by Nielsen to request that the EDA convey the former ambulance building back to the City of Kenyon. Motion carried 5-0-0.

NEW BUSINESS

Kenyon Fire Relief Association Requests for June 22, 2019

Vahlsing noted that the annual Fireman's Dance will be held on Saturday, June 22rd from 6 p.m. to 1 a.m. The period of the Liquor license is for 5 p.m. on June 22nd to 1 a.m. on June 23rd.

Motion by Mortensen seconded by Nielsen to approve the Kenyon Fire Relief Association's request for a temporary liquor. Motion carried 5-0-0.

Motion by Mortensen seconded by Nielsen to approve the Kenyon Fire Relief Association's request for a dance permit. Motion carried 5-0-0.

VFW Liquor License Renewal

Motion by Henke second by Nielsen to renew VFW's liquor license. Motion carried 5-0-0.

Kenyon Senior Living "Sprint for Seniors"

Vahlsing stated that Kenyon Senior Living is requesting Council approval of the route for a 5K run/walk to be held Saturday, May 11.

Motion by Nielsen second by Rechtzigel to approve KSL's route for a 5K run/walk.

Motion carried 5-0-0.

Board of Appeals and Equalization Meeting – Wednesday April 10, 2019

Vahlsing stated that the Assessor's Office informed us that there was a blanket State mandated valuation increase in the range of 15%-20% over the entire City for payable 2020. The Board of Appeals and Equalization meeting will be conducted by the Goodhue County Assessor's Office on April 10. The County Assessor's office also ran last year's meeting due to the Council not having a quorum at the meeting. If the City Council decides to run the 2020 Board of Appeals and Equalization meeting, a resolution will need to be submitted to the County.

Resolution 2019-10: Authorizing Investments and Transfer of City Funds with Multi-Bank Securities (MBS), Inc.

Motion by Nielsen second by Mortensen to approve Resolution 2019-10. Motion carried 5-0-0.

Resolution 2019-11: Authorizing Investments and Transfer of City Funds with Northland Securities

Motion by Nielsen second by Rechtzigel to approve Resolution 2019-11. Motion carried 5-0-0.

Resolution 2019-12: Authorizing Membership in the 4M Fund

Motion by Nielsen seconded by Henke to approve Resolution 2019-12. Motion carried 5-0-0.

Downtown Sidewalk Repair – (Crack Seam-Milling)

Vahlsing stated that Public Works Director Ehrich received a proposal from a company that repairs seams on sidewalks. The proposal would cover an area downtown where there are sidewalks with many uneven seams. The proposal cost is \$7000, which was included in the 2019 public works department budget.

Motion by Nielsen second by Mortensen to approve the proposal for \$7,000 to repair sidewalk seams. Motion carried 5-0-0.

OTHER BUSINESS

Schedule of Upcoming Meetings

Board of Appeal & Equalization: Wednesday, April 10th @ 5:00 p.m.

KMU Meeting: Wednesday, April 17th @ 6:00 p.m.

EDA Meeting: Tuesday, April 23rd @ 8 a.m. – City Hall Conf. Room

SEMLM Meeting in Chatfield: Tuesday, April 30th

City Council Meeting: Tuesday, May 14th @ 7 p.m.

COUNCIL AND STAFF GENERAL COMMENTS

Motion by Nielsen second by Henke to adjourn the meeting at 8:35 p.m. Motion Carried 5-0-0.

Holli Gudknecht, Administrative Assistant

Michael Engel, Mayor