(Unapproved)

Regular City Council
Meeting Minutes
Tuesday, January 17, 2006
7:00PM

I. CALL TO ORDER

Mayor Joy Bertsinger called the meeting to order at 7:04PM.

II. ROLL CALL

Present: Joy Bertsinger, Jackie Hall, Kevin McDermott, Tom Novak, Clerk Nymann, Attorney Tom Canan, and members of the community.
Absent: Scott Keigley

III. APPROVAL OF AGENDA (Additions in Blue, Deletions in Red)

IV. J. 1. Zumbro Watershed Partnership
VI. C. SEE Bill
VI. D. Onyx Bill

Bertsinger motioned to approve agenda with above additions, Hall second; all in favor, motion carried.

IV. CITY DEPARTMENT & COMMITTEE REPORTS

A. Olmsted County Sheriff's Department ~ Sgt. Darnell
2005 Officer Hours

1. Sgt. Darnell was present and stated that with just patrolling; the OCSO was 153 hours over their contracted hours with the City. This does not include investigative hours.
2. Sgt. Darnell brought forth a concern that began in northern Rochester and in southern part Oronoco that car prowls are on the rise. He requested an insert in the newsletter telling residents to lock their vehicles (even ones in driveways), take out valuables from cars, and keys out of the ignition. Also, if a theft does occur, it needs to be reported.
3. Bertsinger noted concerns about speeding within the city. Sgt. Darnell stated that an officer sat at spots on area concerns. His deputies did a study and wide radar on County 12. Speed was in the normal range; however tagged 15 cars over the course of 4 hours. Speeding over on west Center Street isn't happening when the deputies are there at different times during the day. Bertsinger asked if he recommended decreasing the speed to 20 mph? He said no, and that speeds were weather and seasonal dependant.
4. Sgt. Darnell is the contact person at OCSO concerning the Hwy. 52 meetings; and he will be contacted for those meetings.

B. Fire Department ~ John Stolp

1. Pick Up Truck
He has looked at used vehicles, and new ones. Originally the new Rig through Rochester Ford was $25,178 ($12,589 per Fire Dept. and 1st Resp.) He then went back to Rochester Ford, with more specifics, and the total was $268 extra, bringing the price to $25, 446

($12,723 per Fire Dept. and 1st Resp.). Cheryl brought in the new state bid from Elk River Ford that had a 2006 truck price of 25,091.30 bid for bid. Kuehn Motor Co. called back and said they can't compete with Ford. Looking at the used vehicles: a 2002 with 50,845 miles had a price of $22, 885 for it; a 2001 with 68,000 miles on it had a price of $18,977; a 2003 with 47,000 miles on it had a price of $23,771; a 1999 with 135,000 miles on it had a price of $19,000, He summarized by stating that a good used one costs about as much as it does new, but they wouldn't have a warranty on them. McDermott stated he's also done research, and he thinks that if they spend a couple of thousand dollars more now, John will get what he needs plus a warranty to go with it. **McDermott motioned to allow John to purchase a vehicle through Ford at best possible price.** John also stated that a citizen brought up a concern on use of taxpayers dollars to purchase a new vehicle, and brought forth a vehicle down at Kuehn motors. However, John stated that it is probably a good vehicle, but it's not what they're looking for. The vehicle is not a 4 door, does not have a place to carry hose, and could not be used to carry personnel. **Hall second; DISCUSSION:** Stolp stated that Cheryl was very helpful in finding bids. Also, this amount of $25,446 is the initial truck cost, and then, there would be other costs such as lettering, radios, and lighting. Those costs would have to be added on to any vehicle that is purchased. Whitewater Wireless would install the lighting and radio. John will get bids for those items at the next Council meeting. Discussion continued with lower price being at Elk River, but there would be mileage to go up there to get it, and ease of warranty work done locally. This vehicle would allow putting a skid unit on the back to fight grass fires, in the event the tanker broke down. **All in favor, motion carried. Bertsinger motioned to amend the above motion to specify Rochester Ford, McDermott second; all in favor, motion carried.**

2. DNR Grant – (Fire Dept. received "Volunteer Fire Assistance" matching grant…$1,000) This was applied for in October of 2005, and John listed items needed such hoses, wrenches, and seatbelt cutters. DNR gave matching grant of $1,000. The City's matching portion of $1,000 can be pulled out of regular equipment budget.
3. Officers
   John has had initial discussions to discuss the split of job responsibilities with the different paid positions approved at the last regular council meeting. This break out does not need to be in the ordinance, however should be in the by-laws.
4. Retired 2 members (Andy Langins and John Mohlke) out last week, and they were presented with certificates.
5. A retired firefighter wants to come back and help out. Neal Vermeesch got hurt at his work, and wanted to come back, but workers comp said no. Canan suggested securing a letter of clearance from his doctor.
6. John reported that Fire Fighter I & II classes began last week on Tuesdays and Thursdays, and that there are 20 participants from the surrounding area, plus the Oronoco's members. The fire department use to require just basic firefighter, but now trying to step up and implement the Firefighting I requirements. The Fire department has money in their training budget for this, plus, voucher hours built up with Riverland Community College.
7. Fire Hydrants at Riverwood Hills and River Park
   John needs to know which ones they can use. The well house hydrant in Riverwood Hills can be used, but the others cannot. It had been discussed with Fitzpatrick that cages were to go around the unusable ones. Clerk Nymann will send a letter to Jech and Fitzpatrick asking them to respond which fire hydrants can be used, and to cover up the ones that cannot be used and this information will then be put in the newsletter. John also suggested asking for the psi rating on each hydrant. Also, John asked who is responsible for cleaning out around the hydrant and well house when there is a large snowfall. The well house and well do not belong to the city, they belong to the developer. Also, if the City doesn't own them, can they use them? Clerk Nymann will make sure that the developers address this issue in their

response. Clerk Nymann will cc John the letter for his files that she sends to the developers. An associate from Bonestroo commented that there are tags for hydrants, and screw on the nozzle.

C. 1st Responders ~Gwen Holt

1. Calls for December:

A Total of 6 4 City, 2 Township

(Two of the city runs were accidents on Hwy. 52 with multiple patients)

2. Elections were in December and the positions were filled for two year terms
   Director: Gwen Holt
   Asst. Director: Mary Lubahn
   Training Officer: Jerry Lubahn
   Secretary: Drew Hewitt
3. Bertsinger wanted clarification that the 1st Responders have met and agreed on the truck with the fire department. Gwen replied that there has been a joint committee that included both fire department and first responder members that outlined the specifics needed and search for a truck. And, yes, they are prepared to pay for half the truck price.

D. EOC

1. Council had a meeting with Dennis Blanck, Jr. on the 12th and primarily discussed the notifications of Council if there was an emergency. A copy of their revisions to the EOC Handbook has been given to Clerk Nymann, and she will distribute after final revisions have been made.

E. Planning & Zoning

Paul Pendergrass was unable to attend.

1. Update Ordinances
   This is dealing strictly with the zoning ordinances. Brian Breider has taken the lead on this. Novak reported that the goal is to have the zoning changes completed at the next P & Z meeting. Canan wanted to make sure that the old ordinances that have been found are also looked at.
2. Whittington Acres
   Matt Fowler from GGG was present to address council questions. Lorraine and Ken Wittlief requested annexation of 5.6 acres of property to square of parcel annexed in two years ago (known as Whittington Acres. Matt presented a map with what they would like to do with that extra 5.6 acres. He stated that rather than having a road with single frontage on it, homes on both sides of the road would increase the City's tax base. Bertsinger pointed out that with the original application for this parcel was not included because it was not in the future land use plan because the engineering firm at that time indicated that area was not serviceable. She asked how they planned on servicing these additional lots. Matt stated that it would not be a problem with water; the mains would just be extended up from lot 9. And, the sewer main can be extended by another 100 ft. and served by gravity sewer. Also, it wouldn't require a grinder pump. Novak asked if the engineer is not causing a problem for them, why is Council holding this up? Bertsinger stated that previous engineers thought it was a problem. Bertsinger said she is looking at what's best for the City from the City's standpoint, and the City's engineers had the best interest of the city in mind. She asked if GGG been able to work with SEH on this? Matt has not seen SEH's work. Matt stated that this is just the annexation, not a plat request. He said there is a draw on the east side (back of) the property, but the front half is where the houses would be built, there will be room on current setbacks (25' setback). Clerk Nymann stated that February 16th is the 120 days. McDermott stated that the City currently does not have a city engineer that can look at this and tell Council whether it is serviceable. He wants to get things going, but doesn't want to jump to a conclusion. Hall agrees with McDermott that no one here is an engineer. Fowler stated that the worst case scenario would be that people would have to put a grinder pump in basement,

which would be a cost borne by the homeowner, not the city. Hall stated that it's not a matter of trusting; rather the City doesn't have an engineer to guide the city at the present time. Novak suggested annexing the 5.6 acres in and that they can't have any infrastructure in those backyards. The developer would gain 3 lots, buildings would be along the same of road, and there would be a little more sewer and water infrastructure. The overall development would look nicer this way. If that 5.6 acre parcel stood alone, it wouldn't be able to gain access off the county road. Discussion continued on the property extending northeast off the development gets increasingly difficult to service. Bertsinger stated that at the last meeting she wasn't prepared to vote on the annexation with so many unanswered questions, but now the questions are answered after seeing the plan and having questions addressed from the engineer. **Novak motioned to annex 5.63 acres for Lorraine Wittlief, with the engineers and developers understanding that little or no infrastructure will be placed in the back yard, Bertsinger second; DISCUSSION:** Finding of facts include:
a) little if any infrastructure will be placed in the hatched area (back yards);
b) the newly annexed areas can be serviced (buses, fire, police, water, and sewer);
c) feasible for the city, and developer because of increase property tax revenue;
d) development makes more sense this way; McDermott **made a friendly amendment to the motion to have Council put a heavy emphasis on what the City engineer states about the preliminary plat; Bertsinger second; all in favor, motion carried.** Matt stated that he would then be bringing forth the preliminary plat to the city. He was told the City would not have an engineer for at least a month.

3. Bennett Rezone
   Clerk Nymann stated the time limit will be up on February 17th. Bertsinger said there should be a formal action on it tonight. Clerk Nymann reported that Mr. Bennett called and requested that it be extended because he cannot attend the meeting tonight due to work. **Bertsinger motioned to have Clerk Nymann send a letter to Mr. Bennett indicating that he needs to submit a letter to the City requesting an extension before February 17th, or his application will automatically be denied on the 17th, McDermott second. All in favor, motion carried.**
4. Excerpt from the Tribune
   Paul submitted this for Council to see what not having an updated land use plan, and comprehensive plan can do to a city. Bertsinger stated the comp plan needs to be revisited.

F. Parks & Trails - Adam Brase

1. Ordinance
   Adam reported that the committee did some fine tuning of the ordinance following the suggestions from the November meetings. Most changes occurred in the intoxicating liquors portion. Canan's comments were as follows:
   a) Give it a number (park number) 230-240 is the next block of numbers;
   b) Questioned meaning of 'displaying' intoxicating liquors (maybe change to 'possess open containers';
   c) stick to 'no person shall' at the beginning of statements;
   d) says golf and no ref. to golf in the next section;
   e) anything used as a projectile. (missile go with object)
   Clerk Nymann will make those changes.
2. Park Signage
   They have some models with a uniform look, but different for parks, trail entrance points, and donated items. Looking at spending money on those types of things this year.
3. Master Trails Plan
   On the initial survey, there was a high demand for a master trails plan. Adam would like to explore an option that colleges and universities may provide with free summer students to help in the planning and mapping, and costs of the trails plan. Explore that option for the

summer. Bertsinger stated that the City has used some of those programs in the past and suggested getting copies of the information each time it is presented.

4. Bark
   Bertsinger stated that City has a lot of bark and asked Adam where it will be placed. He would like to have it put around bleacher area, and bench seating for the players at the ballpark. Otherwise use it for landscaping. Prefer it not to be used on trails, because it would be hard to ride bikes and push strollers on mulched trails. He will keep Kent appraised on it. There will be Little League this summer (it will be put in the newsletter). Women's softball league has been formed with Zumbrota/Mazeppa... A men's softball league needs more work.

G. Streets & Roads
   1. 5th Street Scott was not present to report on this.

H. Community Center
   1. Monthly Gas & Electric Bill Comparisons* ~ Kent Nymann
      There have been recent concerns expressed over fuel bills. Kent stated that everyone is, unfortunately, at mercy of gas suppliers. This spreadsheet shows the per therms unit has increased. Building like this with brick walls needs to be kept at a moderate temperature. Unused rooms are kept at 55 degrees, and used rooms are kept at 62 degrees. The temp shouldn't be any lower because of the possibility of lines gelling up.
   2. Shop Repairs & Maintenance*
      Kent is proposing to redo shop (wiring, lighting, insulation, (but can't tap into the panel-an electrician would have to do that)); also flatten roof in bay area and utilize for storage above, which would keep the shop more energy efficient, thus being easier on the equipment. Kent would be using services of Mark and the adult work crew to help with demolition. He has some licensed carpenters to fulfill community service time. Bertsinger reported that the community center committee met on Friday and reviewed this proposal and are recommending that it is a worthwhile investment in the Shop. **Bertsinger motioned to spend up to $3,000 for this project, McDermott second. All in favor, motion carried.**
   3. Community Center Committee Report
      a) Kitchen, Kent will add a light, and a shelf above the sink; he will also see about adding outlets in kitchen;
      b) Electricity in council chambers will be checked, and if Kent cannot do it, they will hire out electrician. A priority.
      c) Revisited sound issue in council chambers & seniors' room. The committee is looking at options that do not include the portable system, along with a wireless microphone. Kent has done some preliminary checking and the amp and mics are expensive portion. Bertsinger stated that part of BSOP money could be used for communications.
      d) Bids will be acquired for replacing window (with glass) on south entrance of building.
      e) Clerk Nymann will be applying for asbestos tile replacement grants
      f) Clerk Nymann will be submitting Grant in March to HAVA for west entrance door.

I. Downtown Oronoco Gold Rush
   1. New committee chair is Kevin McDermott. Need to post a special meeting for January 24th at 5:30PM.
   2. Ordinance for residents having vendors during DOGR obtaining a gathering permit, marked copy given to Canan, and he will make the changes.

J. Lake Shady
   Zumbro Watershed Partnership (Should the City be a member?) We were last year {$100})
   Bertsinger motioned to spend $100 from the Lake Shady Special Fund and to have the City of Oronoco be a member with the Zumbro Watershed Hall second. All in favor, motion carried.

K. Highway 52

1. Clerk Nymann reported that PR people for the construction firm hired for the Hwy. 52 project were in the office, and they were meeting with MnDOT today. So, a joint meeting is expected to occur soon.

L. Water & Sewer

Novak reported that there is a water & sewer committee meeting next Tuesday; and they will be looking at an ordinance which would make it mandatory for residents to have their septic pumped and inspected with 1 compliance inspection, and pumped once every 3 years. Looking at 2 ordinances, one which would be ongoing, every 3 years minimal pumped, and inspected by a licensed pumper. The other would be an ordinance that states every septic system installed prior to 1996 have a compliance inspection. This will help city make decision on what type of system will be needed. Novak reported that about 80% of parcels have septic systems before 1996. Many of them well before 1996. Canan asked whether the County said that some residents will have to start over with new septics. Bertsinger said that's what they're working together with the county and more time for compliance may be given... Also discussed was Pine Islands possible annexation of Hoehne's just north of Oronoco, and that this may have the potential to bring city services to east side of highway 52. Novak has had some discussions already started with Pine Island. Bertsinger stated Oronoco will wait to see what Pine Island does with the annexation. Hall suggested that maybe the city wasn't contacted on it because there's no city water and sewer.

Council Break called for at 8:50PM

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Council reconvened at 9:00PM

V. PUBLIC FORUM

A. Engineering Firm of Bonestroo, represented by Richard Hefti and Joe Palen indicated RFP notice received. Joe is working on the Design Build with MnDOT. They gave a brief introduction of the company. They are almost exclusively municipal, some private work in Rochester. Their approach would be to schedule workshop with council, planning, and sewer water committees at no charge to get up to speed on history, and get background about what's going on in the City.

B. Gerald Stolp was present and questioned where the City of Oronoco is at with the Hoehne's' annexation with Pine Island. Bertsinger stated that the City will sit back and see what happens. She's had a discussion with Oronoco town board member and there hasn't been any formal agreement yet. Novak suggested a Council member sit in on a Pine Island Council Meeting. He tried to find minutes to their meetings on their web site, but they aren't updated regularly. He complimented Clerk Nymann on her prompt updates of the minutes on the web site.

VI. OLD BUSINES

A. Dog Policy

Kent Nymann has done some research with Rochester on what they do and what the humane society requires of dog catchers, and he's outlined that in a summary to the Council. Bertsinger stated that Oronoco can't do as Rochester because of the finances. If the City is keeping animals, the Humane Society requires most of these things. City is required to follow same guidelines. Some items were preventative rabies shot, and if Kent gets bitten, city responsible for the cost of this. He just wants to make sure the city realizes that they have to cover cost on
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its end (injuries, shots, possible euthanizing, etc.). Canan reminded Council that he too recommended some of the items on the summary from Kent. It was suggested that the city get a request for proposals. Kent said this shouldn't be done half way; it needs to be done professionally. Kent has already picked up 4 dogs, and they were nice, but that doesn't say others wouldn't become harmful. But, he doesn't want to be put in the position to get attacked by a dog. Bertsinger said the City is not ready to invest the money in this type of situation.. It was suggested that collectively, maybe surrounding cities can get together for a catcher. Clerk Nymann will check into contracting with other cities/county.

B. COLA

Bertsinger stated she spoke to Keigley (he's not here tonight) and presented a copy of their discussion. Previous years, City has never given a COLA raise. And, she contacted other cities and some give COLA raises in January and some in December; some do not do both merit and COLA raises; while others do step raises, **Bertsinger motioned to stand by giving employees a COLA raise on their anniversary date: Hall second; DISCUSSION**: McDermott had minutes from the minutes in September when motioned was made for COLA and Performance increases. He stated that he's done research also and other places of business give COLA raises at the beginning of the year. Bertsinger restated that the City never done a COLA raise before, and it was never said it was done at beginning of the year. McDermott stated that COLA is an annual raise and generally done at the beginning of the year. Clerk Nymann stated that this has been brought back to the table at the request of the City employees Novak included that it's not such a big deal to give it at the beginning of the year, and that Council should look at keeping the employees happy. Bertsinger called for a vote: **AYES: Bertsinger, Hall; NAYES: Novak, McDermott. Motion failed.** FURTHER DISCUSSION: The motion in September was vague as to when the COLA raise would begin. Bertsinger looked at other and they don't give merit raises every year along with a COLA raise. Clerk Nymann stated that there are other cities in MN that do both COLA and merit raises, indicating that she sees them on list serv all the time. Bertsinger stated that revisiting these types of issues is considerably hard on everyone, and morale between council and employees is becoming strained, and would like to recommend the City move into a step program, according to the people she spoke with. This way, employees know ahead of time, what the step program will be. She also stated that the cities she spoke to that use this think it is a good program to use. Mike Bubany has info on this. Canan stated the League may have a model step programs to use. Bertsinger restated that this is an emotional issue for all involved. **McDermott motioned for this year to have 2% START NOW and pursue step for 2007 and beyond, Novak second; DISCUSSION**: Hall stated that just for this year, but COLA would be annual item, McDermott said it should begin strictly at 2006. **McDermott amended motion to pay 2% COLA retroactive beginning January 1st of this year, and that future COLA raises be on an annual basis beginning at 1st of January; Novak second;**

AYES: McDermott, Novak NAYES: Bertsinger, Hall. Motion failed

This will be revisited in February.

C. SEE Bill:

With SEE being bought out by QED, Bertsinger questioned whether the bill had been paid, or if the portion in question has been paid. The portion in question has not been paid.

VII. NEW BUSINESS

A. MCFOA Regional Meeting February 16th, St. Charles

Clerk Nymann will be attending on Electronic Records Retention and Keeping a Positive Work Environment Sandy will be here to cover office.

Bertsinger motioned to have Clerk Nymann attend this regional meeting on Feb. 16 at St. Charles, McDermott second. All in favor, motion carried.

B. MCFOA Annual Conference in St. Cloud March 14-17, 2006
(Registration Fee $240.00; workshops being attended will be Election Administration, The Power of Productivity, Effective Meeting Management Using Parliamentary Procedure, Topical Roundtable Discussions, Mandated Election Training & Recent Changes in your administrative role, Keeping your Ordinances and Codes Up to Date, Be smart for the whole journey (people oriented business challenges) Sandy will be here to cover office.
Bertsinger motioned to have Clerk Nymann attend the annual MCFOA conference in St. Cloud March 14-17, Hall second. All in favor, motion carried.

C. LMC Conference for Experienced Officials
Hall would like to attend, but will double check. Clerk Nymann asked Council to let her know for registration purposes by Feb. 10th. The deadline for registration is Feb.10th.

D. Letter from QED*
Bertsinger motioned acknowledgement that the City has received a letter of contract termination with SEE, the City engineer, Novak second. All in favor, motion carried.

E. City Engineer RFP's* (Request for RFP's sent out to 13 engineering firms and posted; RFP was very basic. I had only 2 engineering firms call and request a meeting with me about the RFP). These two firms were WHKS and Yaggy Colby. Novak stated that he has read through the RFP's received and was impressed with the firms that recognized the city. Novak then suggested the City contact each firm to send what they could do for the City of Oronoco. Bertsinger suggested narrowing it down to 3 and interview, and having questions, and presenting those specifics for Oronoco at the time of the interview. The engineer that knows what the town is about should be highly considered. McDermott was impressed with Bonestroo because they took the opportunity to go on the bus tour last fall, before any RFP's were being considered. He would recommend that they be one of the firms to interview. Novak was impressed with Yaggy Colby because they have individuals working for Hwy. 52 going through Oronoco. It was pointed out that they did not include costs in their proposals. Bertsinger stated with QED, there may be concerns with SEE. She was also impressed with Massey because they mentioned planning and future land use concepts. Also, GGG out of the running, because they are working with a current developer in the City. **JB motioned to exclude GGG and QED from final process, McDermott second. All in favor, motion carried.** Yaggy Colby didn't put out what the city asked for (pricing). **Hall motioned to consider Bonestroo, Massey, and WHKS for interviews, McDermott second; DISCUSSION:** Novak stated that Massey's' proposal not very striking, why include them? Bertsinger stated their interest about future land use plan. Novak thought they should dress up proposal. Clerk Nymann also reviewed the proposals, as well as references, and suggested that there should be only 2 interviews, with WHKS and Bonestroo. It's difficult to pick Yaggy Colby when there's no prices included in their RFP's... VOTE: **NAYES: Bertsinger, Hall, McDermott, Novak. Hall motioned to consider Bonestroo and WHKS for engineering firms and ask them in for an interview, McDermott second; DISCUSSION:** Also, Novak would like a letter be sent to those two engineering firms requesting their input on challenges the City faces and a suggested course of action. **Novak motioned to send a letter prior to interview to Bonestroo and WHKS with an opportunity for them to research city and it's issues and what would they would do with those issues, Hall second. All in favor, motion carried.** Interviews will take place February 3rd at 8:30am, and 9:30am. **Bertsinger motioned to have Novak, Clerk Nymann and herself present during the interview process and report back at the next Council meeting, McDermott second. All in favor, motion carried.** McDermott thanked Bonestroo for coming to the meeting.

F. Annual Appointments:
Official Newspaper: News Record
Official Depository: US Bank
Authorized Signatories: Joy Bertsinger, Scott Keigley, Clerk Cheryl Nymann
Vice Chair: Scott Keigley

City Attorney: Tom Canan

Bertsinger motioned to approve his rate increase for services, Hall second. All in favor, motion carried.

City Engineer: *Tabled*

City Auditor: Tom Cummings

Planning & Zoning Commission Rep: Tom Novak, Jackie hall

Water & Sewer Committee Rep: Tom Novak, Joy Bertsinger

Fire Department Rep: Jackie Hall

First Responders Rep: Jackie Hall

Lake Shady Committee Rep: Kevin McDermott

Highway 52 Committee Rep: Joy Bertsinger, Kevin McDermott, Clerk Nymann

Streets & Roads Rep: Scott Keigley, Kevin McDermott

Community Center Committee Rep: Joy Bertsinger, Clerk Nymann

Parks & Trails Committee Rep: Kevin McDermott

DOGR, Inc. Rep: Entire Council

Architectural Control Committee Rep: Tom Novak

Bertsinger motioned to accept the following appointments, Hall second. All in favor, motion carried.

G. Fee Schedule (I've added all fees that we have in the office. After reviewing fees, time and costs associated with the services provided, my recommendations are on the fee schedule) I recommend this be in the form of an ordinance, and then if there are changes, it's just an addition and only the changes would need to be published). If you do have it as an ordinance, it needs a public hearing)

Fees have to be justified by the time put in to the task being charged for.

Animal License	**$5.00 / animal (3 animal max per home) 1 yr**
Application for Final Plat	$250.00 minimum and $5.00 per lot & Reimbursable Attorney & Engineer Fees
Application for Preliminary Plat	$250.00 minimum and $5.00 per lot & reimbursable Attorney & Engineer Fees
Assessment Searches	$20.00
Bad Check Fee	$30.00
Building Permit	
Value of Project Up to $10,000	$25.00
Value of Project $10,000-$50,000	$50.00
Value of Project $50,000-$100,000	$100.00
Value of Project $100,000 & Up	$250.00
Burning Permits	No Charge
Cigarette License	$50.00
Conditional Use Permit	$150.00
Copies	
8½ X 11	10¢ / single white page 15¢ / single color paper
All Others	25¢ / single page 30¢ / color paper
EAW	$1,000.00 & Reimbursement of Attorney & Engineer Fee
Facility Rental	
Meeting Rooms w/ Kitchen	$50 / ½ day $100 / all day AND $300.00 Deposit
Banquet Tables & Chairs	$50.00
Picnic Tables	No Charge, $50 Deposit
Parks (reservation)	No Charge
Faxing	$1.00 per page
Fire Response Team	$300.00 Minimum run charge plus expenses incurred
Food Permit (DOGR)	$200.00
Food Permit (non-DOGR)	$25.00
Gambling License	$100.00
Garbage Hauler License (Business)	$100.00
Gathering Permit	$25.00
Hauling Permit (During DOGR)	$5.00
Liquor License	$1,500.00 On Sale $100.00 Off Sale

	$200.00 Sunday
Lot Split Fee	
Lot Split	$250.00
Recording Fees	$50.00
Mobile Home Parks & Recreational Camping Areas	$250.00 Minimum, for 20 mobile home lots or 10 camping lots. $30 per application, per 5 mobile homes or camping lots, or fraction thereof, in excess of 20
Notary Public Fee	No Charge
Passport Fees	$30.00 to City $67.00 to Seattle Passport Agency
Property Clean-Up	$50.00 plus cost of maintenance personnel & equipment and/or hired service
Pull Tab License	$200.00
Recording Fee	County Cost & $25.00/hr.
Signs, Billboards, & Exterior Graphic Displays	$2.00 per square foot/side
Solicitors Fee	$50.00
Street / Alley Vacation	$250.00
Variance & Appeal	$250.00 $50.00 per appeal
Zoning District Change (Annexations & Zone Change)	$250.00 minimum, for acreage up to 20 acres inclusive. $5.00 per acre, or fraction thereof, in excess of $20,000 per application

This will be included in the Public Hearings for Ordinances.

H. Set Public Hearing Date for Alley Vacation Request from Dennis Blanck
Bertsinger motioned to set Public Hearing dates for the alley vacation request at 7:00 PM and the Ordinance changes at 7:15PM on Wednesday, February 8, 2006. McDermott second. All in favor, motion carried. The fee schedule will also be added to the list of Public Hearings.

I. Set Date for City Wide Clean-Up in May {Avoid May 13th (its fishing opener)}
Bertsinger motioned to set May 6, 2006 for the City Wide Clean Up, Hall second. All in favor, motion carried. Begin at 7:30AM at the Community Center

J. Printer & Microsoft Office 2003 Purchase for Office (for Sandy) *Sandy and I have both looked at the printer that is needed for her and the cost is $199.99 and the Microsoft Office XP is needed to upgrade her computer at a cost of $269.00.*
Bertsinger motioned to purchase printer at $179, Novak second; DISCUSSION: The printer will do more for Sandy with all the mailings she has to do. **All in favor, motion carried.** Bertsinger asked Clerk Nymann if they are prepared to back everything up to install the new Microsoft product. She indicated that they're backed up all the time. Because both office computers are networked, Sandy's needs to be compatible with Cheryl's. **Bertsinger motioned to purchase the upgrade on Microsoft Office, Hall second. All in favor, motion carried.**

K. Onyx bill increased by 6%, which is 50 cents per month.
Their contract with the city states prices will not increase by more than 5% per year. Clerk Nymann will check in to this.

VIII. ORDINANCES & RESOLUTIONS

A. Set Public Hearing Date for Addition to P & Z Ordinance
Done previously.

B. Resolution 06-01 Approval of Zone Change for Paul Pendergrass*
Bertsinger motioned to approve, Hall second; all in favor, motion carried.

C. Resolution 06-02 Change of Addresses along 5th St SW*
Canan questioned the legal description on the street known now as 5th St SW. Clerk Nymann indicated that there were no legal descriptions for the street, so she took the surrounding property owners. And, this is a time sensitive matter because of the address change that has to be for the

Stolp's when MnDOT takes their access away on Hwy. 52. **Bertsinger motioned to approve, Hall second; VOICE VOTE: AYES: Bertsinger, Hall, McDermott, Novak. Motion carried.**

D. Gathering Permit Ordinance during DOGR Event
Done previously.

IX. PETITIONS, REQUESTS, COMMUNICATIONS

A. FYI: Letter from PI Telephone (rate increases)
There is a clause in the franchise agreement restricting % rate increase for cable. Clerk Nymann will look into this

B. FYI: LMC Adjustment on Insurance
Adjustment from reclassification of maintenance position workman's comp.

C. FYI: Note from Canan on Fee Increase
Previously done.

D. SMLM Meeting January 30, 2006 @ Eyota
The cost is $25/person and will be discussing by-laws & policy statements, truth in taxation. Bertsinger and Clerk Nymann will be attending; if anyone else will be attending please let the office know.

E. Correspondence from Christie Lerum from Rochester Visitor
This information was passed on to DOGR advertiser, Carol Olsen.

X. CONSENT AGENDA

A. MEETING MINUTES*(Please see corrections requests at end of minutes)

1. 12-19-2005 T-N-T Public Hearing Meeting Minutes
Bertsinger motioned to approve, Hall second; all in favor, motion carried.
2. 12-19-2005 Regular City Council Meeting Minutes
Bertsinger motioned to approve, McDermott second; all in favor, motion carried.

B. BUILDING PERMITS: None

C. FINANCIALS

1. Paid/Unpaid Bills
Bertsinger motioned to add Canan's Bill, pull Pine Island Telephone, Hall second; DISCUSSION: Clerk Nymann will check on PI Telephone bill with its credit balance. **All in favor, motion carried.**
2. Financial Statements (Budget, 4M, Special Funds)
Bertsinger motioned to approve, Hall second; all in favor, motion carried.
3. LMC Insurance Dividend of $4,047.00 Received
4. GO Bond Payment of $29,246.25 for Street & Road Improvements
5. Transfer $4,587.03 from General to WAC & SAC SF (payment. from Dan F.)
Bertsinger motioned to approve 3, 4, 5 Hall second; all in favor, motion carried.
6. Transfer the following items from 2006 Budget to Special Funds:
   a. Transfer $38,492.50 from GF Future Roads & Maintenance to SF Future Streets & Roads Debt Service Account
   b. Transfer $645.00 from GF Overpass to SF Overpass
   c. Transfer $1,000 from 1st Resp. (New Rig) GF to SF 1st Resp.
   d. Transfer $4,000 from FD Vehicle Replacement to SF FD
   Bertsinger motion to transfer items a-d, Hall second; all in favor, motion carried.
   e. Transfer $11,892.00 from GF Playground Equip. to SF Parks & Trails

Bertsinger motioned to transfer $8,000 to Parks Special Fund, McDermott second; all in favor, motion carried.

Kevin McDermott left at 10:50PM.

f. **Bertsinger motioned to transfer $2,500 from Community Center General Fund (Capital Improvement) to Community Center Special Fund, Novak second; all in favor, motion carried.**

XI. ADJOURNMENT

Hall motioned to adjourn at 11:00PM, Novak second; all in favor, motion carried.

Respectfully Submitted:

Joy Bertsinger, Mayor

Cheryl Nymann, Clerk/Treasurer