

**Regular City Council
Meeting Minutes
Monday, October 17, 2005
7:00PM**

I. CALL TO ORDER

Mayor Bertsinger called the meeting to order at 7:06PM.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

ADDITIONS: IV. G. 3. Spraying of weeds

Move Personnel Committee and Clerk's Report to end of Committee Report and then add 1. Personnel Review and 2. Personnel Policy Changes

VII. B.

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

NOTE: Numerous items were discussed out of sequence at tonight's meeting. Minutes are typed up in sequence as on agenda.

IV. CITY DEPARTMENT & COMMITTEE REPORTS

A. Olmsted County Sheriff's Office – *Sgt. Darnel*

No officer present

Bertsinger asked Council if they heard of any vandalism that occurred in the NE portion of the City over the weekend (the consensus was no). Bertsinger directed Clerk Nymann to obtain a report from OCSO on this issue.

B. Fire Department – Danny Ondler

1. Bids on seats for Fire Trucks

Sue Klassen and Delbert Holt are working on this committee. Bids were submitted to council. He also said that the cost was discussed with the relief association to contribute to the truck purchase (but no firm figures were agreed upon). They would like the Council to look over bids and submit a purchase from the city. Ford has the best value for a vehicle. Cheryl will get government prices on the trucks. It was noted that Zumbrota Ford had the best value.

2. Fire Relief Association State Aid

(Received \$8,046.00 in Fire State Aide ~ need motion to cut a check to the relief association for this amount)

Bertsinger explained what fire state aide was to Council members. **Bertsinger motioned to accept the \$8,046.00 and cut a check for that amount to relief association from general fund; Keigley second; all in favor, motion carried.**

3. New Fireman – Eric Simon

Danny Ondler indicated that the response time for him is reasonable (5 minutes to get to Oronoco and he works on north side of Rochester). Eric is aware that training and a physical is required, along with a background check. Danny asked about Insurance papers which were filled out years ago. Clerk Nymann has never seen anything like that. Danny will check on that. **Bertsinger motioned to accept Eric Simon contingent on background check, completion of training and passing the physical, Keigley second; all in favor, motion carried.**

- C. 1st Responders – Gwen Holt
1. Runs – 6 Total, 2 township, 4 city
 2. 800 MHz System
 McDermott and Bertsinger attended the small cities meeting, and Olmsted County is supposed to get a letter out that there will be no charge at all to the cities. Gwen said the state was telling her that all along too, and now they may issue a user fee (\$100 per radio user fee and \$160 per radio per month). Billing and timing information was not available. Gwen would like Council to go to the county commissioners and tell them that these charges are not in the budget. Bertsinger directed Clerk Nymann to send an email to Judy Ohly with a note per Octobers board meeting with small cities stating that the City is concerned that now we are being told there is a charge, and to please clear this up. Bertsinger said that she looked a little at radios when doing the budget, but there wouldn't be near enough budgeted for these costs. Clerk Nymann will cc Mary Callier (asst. county administrator) the letter to Judy Ohly.
- D. EOC – Dennis Blanck
- The City needs a plan on who to contact in the event of an emergency. Dennis obtained a copy of Dover's emergency plan. Each council member should have it at home. Clerk Nymann already has a copy and will update it. Bertsinger thought a meeting between the fire department, 1st Responders, Council and EOC should occur to review the plan. Danny said the 2nd Thursday of the month would work best for the fire department. The fire dept. and 1st responders will check on the date and notify council of the best time.
- E. Streets & Roads
1. 5th Street SW – Street Committee Report
 Keigley reported that he didn't have an opportunity to review this with Larry. This item is tabled until next month.
 2. 1st St NE – Kevin McDermott, overlay for next year
 Kevin received a report from Larry, and the church is going to hold off on overlay; it's getting a little late in the year. The church will be doing it for sure next spring. Confirmed that it is 1st St NE which is the one they've been discussing. Bertsinger suggested the city needs to look at an overall plan and include this in it. Inch and a half overlay is what the church will be putting on.
 3. Dennis Blanck requested a dead end sign be put on 1st St NE. Keigley will look into this.
- F. Planning & Zoning
1. Board of Adjustment Recommendation
 McDermott stepped down from Council table. This is concerning set back variance request from Kevin McDermott. The letter from the Board of Adjustment presented its findings of fact very clearly. The Board granted the set back variance. It was questioned whether it had to come to council. The existing ordinance does not provide for it to come to the council or for the council to act as the appeal for the board of adjustments. Council needs to accept their letter. **Bertsinger motioned to accept the letter from the Board of Adjustments allowing a set back variance for Kevin McDermott, Keigley second; all in favor, motion carried.**
 2. Splits*
 Bertsinger asked if P & Z had a chance to work on it at their last meeting. They have not. Novak said it will go back to P & Z for their discussions.
 3. Public Hearing 10/26/05 @ 6:30PM for Conditional Use Permit (for Gerald Stolp)
 4. Public Hearing 10/26/05 @ 6:45PM for Zone Change Request (for Bennett)

5. Project Summary Sheet
Novak questioned what it meant when it states number of lots remain on the summary. Clerk Nymann indicated it only meant that building permits have not come through City Hall for their properties
 6. Meeting Days
P & Z is looking at changing meeting dates to meeting the 1st Wed. of the month rather than the 4th so there would be less time between planning and zoning and council. Bertsinger stated that this would be a by law change and they need to bring back to council at their next meeting.
- G. Parks & Trails – Adam Brase
1. Agreement with City and Jech on River Park Subdivision Park (You already have a copy of this from the last Council meeting) No action taken at this time.
 2. Jech's response to Agreement
The City received a note from Joe Lonzo indicating they are withdrawing their offer to do any improvements to the park located in River Park because further discussion is needed within their company and with the city before they can commit to doing any part of the work. Bertsinger suggested that she, Kevin, Adam, Joe and Steve should meet together to discuss this. Brase thinks this can be resolved; Bertsinger wants to open up conversation with Jech's and asked Kevin when his availability was. Clerk Nymann will check on an available Friday for them to meet. (28th will work until 11am and cc Adam). Novak questioned what direction this is headed. Bertsinger referred to the letter of opening discussions with Jech's.
 3. Spraying weeds
Adam said that someone has volunteered to spray the weeds at the Riverwood Hills Park, and wanted to bring to council. Bertsinger said that she has previously objected to spraying of weeds on a routing basis but does not see a problem with spraying weeds that are not a park yet. **Bertsinger motioned to allow spraying of Riverwood Hills Park.** DISCUSSION: Ground cover will be in next year. Adam was told it was seeded, but didn't know what with. First step in establishment of grass is to spray these weeds. McDermott concerned about the City's liability, and the need to post the spraying. Canan said he knows a license is needed to spray in ag, but not sure of city parks. It was clarified that a volunteer would be doing the spraying. This volunteer has sprayed his own lot before. Canan said to make sure it's well posted and no kids in the vicinity. **Hall second; CONTINUED DISCUSSION: Keigley indicated that the City should be clear on liability before this is permitted. Clerk Nymann has contacted the LMC and is waiting to hear back from them. It was suggested to wait to apply the weed killer until the spring. City would have more of an idea on what permitting is needed by then. It is a 300' x 300' area immediately around playground is dirt. Keigley asked what happens if the applicant gets sick on it. JB withdrew her motion. Novak motioned to go ahead with the spraying after confirmation from LMC that the city can do it, and have a volunteer spray the weeds, McDermott second; all in favor, motion carried.**
 4. Brush piles, construction debris
Clerk Nymann referred to a memo sent to council and Adam about the construction debris and brush piles at Riverwood hills parks and who is responsible for the clean up of it. The city's maintenance man will have work crews out this week and they will clean it up.
 5. Wet area in Park along 3rd Ave SW

Clerk Nymann brought forth a concern from the maintenance man about a consistent wet spot in the NE corner of the Park along 3rd Ave SW. She will contact Fitzpatrick and McGhie and Betts because it may be a drainfield issue.

H. Community Center

1. Dinner for SEMLM

Allow Alcohol for a caterer who has a liquor license?

Bertsinger would like to host a dinner here and have a licensed caterer serve alcohol, and that it wouldn't happen yet this year. The city does not have an ordinance stating liquor is not allowed, there are signs up and it is stated in the lease agreement. She asked if council would make an exception to this special circumstance. Keigley stated that maybe they don't need to serve alcohol. Novak suggested looking at this as an opportunity to entertain. The earliest date for this would be April. Also, need to look at construction and when it will be beginning. No action taken.

I. Downtown Oronoco Gold Rush

1. Hall reported that the committee took requests for funds tonight and that they have \$55,000 to disperse. It will be dispersed at the November Meeting.

J. Water/Sewer

1. Novak reported that the last meeting had great discussions on pros and cons of systems. The city needs to find a way to police the septic and wells. He suggested send a letter to residents asking for information on their systems, because more detailed information is needed. This could go in the next newsletter and the fact that they are always looking for new members.

2. Next meeting is 25th at 6:30PM.

L. Highway 52

1. Cooperative Design-Build Construction Agreement with MnDOT (You already have a copy of this agreement from the last council meeting).
Issues brought up by Bertsinger, Clerk Nymann, and Canan have been addressed by MnDOT, and out of this is the agreement for maintenance with Olmsted County.
Bertsinger motioned to approve construction agreement with MnDOT document 88752R contingent on Tom's approval of wording. Addition of naming of street; McDermott second; It was questioned whether MnDOT wants our county agreement too? Bertsinger said MnDOT has nothing to do with it. Frontage road with southbound lanes, inspection and warranty of 3 years. (Make sure they are patched with concrete before it's turned over to the city). **FRIENDLY AMENDMENT stating Hwy. 52 south future west frontage road should be inspected (by the City engineer) and repaired before it is turned over to the city.** DISCUSSION: It should be turned over in good condition with no existing breaks in concrete on it. It could be damaged more during construction. Post construction inspection and repair must be from city engineer's inspection and meets his expectations. **All in favor, motion carried. Bertsinger motioned to approve 05-15 which enters the city into the agreement with MnDOT, Hall second; all in favor, motion carried.**
2. Loan Agreement with MnDOT
Clerk Nymann spoke to Mary Ippel (bond attorney) and Rachel Simmons from MnDOT, and this agreement should not be signed until the figures are determined for the project. This will be tabled until the November meeting.
3. Maintenance Agreement w/ Olmsted County
Clerk Nymann referred to Exhibit A on the back wall that was brought in today from Olmsted County. This refers to maintenance of roads and what will be the City's responsibility and county's responsibility. Olmsted County is still responsible for overpass and CSAH 12. Clerk Nymann reported that Olmsted County has already

approved this... **McDermott motioned to approve this maintenance agreement with Olmsted County, Keigley second; DISCUSSION:** Tom Canan's comments:

1. After 12th St SW, should 'within city limits be added? (It's a shared road with township. {Council stated this shared road is in the annexation agreement that the City has with the township});
 2. The agreement is silent about signage. Bertsinger stated the city controls city streets, and we have existing maintenance agreements with the County;
 3. There is no start date, so, when will it be turned over? Should it indicate whether there will be an X number of days after project completion that the turnover occurs? It would depend on contractors start/end date. **Friendly amendment: (Once MnDOT turns over notice, this agreement goes into effect upon completion of the construction).**
- All in favor, motion carried.**

M. Clerk's Report – *Cheryl Nymann*

1. TNT Public Hearing Date is December 19th at 6:30PM and the Continuance (if Necessary) will be December 20th at 6:30PM.
2. Tom Cumming's Recommendation

Tom was in on Tuesday, Oct. 10th and he recommends that because there is so much more activity in the special funds, that the City go back to having separate checks for the special funds and one for the general fund.

Bertsinger motioned to approve recommendations from City Accountant Tom Cummings to return to 2 separate checkbooks – one for general fund and one special funds, McDermott second all in favor, motion carried.

N. Personnel Committee

Bertsinger stated she and Keigley met last Friday and invited Cheryl to come in to the meeting.

1. Committee Report

a. Performance Review for Maintenance and Assistant Clerk

1. Bertsinger summarized performance review, and rating system, and would continue with the written comments (as in past) from each employee along with the 4 questions that Kelly Morse Nowicki suggested. To begin conversation at their reviews, she suggested asking employees the following questions: 1. List three things they accomplished / felt were successes in the past year; 2. List three opportunities in their mind for growth or items that didn't work out so well; 3. Bring ideas for goals for the next year, with specific outcomes and proposed dates of completion; 4. What can we (as the employer) do to help them be successful in their job? Bertsinger reported that there are 2 positions ready for reviews within the next month. And the Clerk's job description needs to be updated, therefore, that performance review is not included. She suggested that this is a more objective scoring manner and that it would be consistent. Novak hopes that the scoring system will be realistic, not scoring 5's for everything. Hall likes the form, and it will help people see how they can improve. The employee, supervisor, and personnel committee will fill the evaluations out, and then these forms will come back to council. Novak asked how often these forms are done (at probationary period and annual review). Personnel committee evaluates clerk position. **Novak motioned to approve the performance evaluations for the maintenance/groundskeeper and assistant clerk, Hall second; all in favor, motion carried.**

- b. COMP time must be authorized by mayor. Novak asked if able to track, and why comp time would be occurring. Clerk Nymann stated she can indicate on the log that is kept in the office on employee benefits; and Council can view it at any time, it is kept in the Clerk's bottom drawer. Comp time determined on a weekly basis, and it was initially begun a few years ago. Comp time should be at a minimum because that is why they hired a clerk assistant.

- c. McDermott questioned why employee evaluation is only done by the personnel committee and not by the entire council. Council governs job duties of all the personnel, not just the Mayor and vice Mayor. McDermott wants to make sure that the entire council is involved in decisions that are made and not granting too much power to one individual. Bertsinger stated that this is coming from the personnel policy. Unless it is changed in the personnel policy it's regulated this way. Council would like to be kept informed on Comp time earned. Clerk Nymann will add to each meeting days / reasons for comp time, if any.
- d. **Pay Period**
 Current practice employees pay day is on Monday. Personnel committee recommends moving pay day to Tuesday, McDermott asked how the employees felt about this. Clerk Nymann stated that it's not fair to ask her to come in on Sunday to cut checks. Bertsinger said she was uncomfortable signing checks now on Friday when work is not completed. Hall asked what is done when Monday is the holiday. Bertsinger stated that Mayor would come in before noon on Tuesday following the holiday to sign checks. **Novak motioned to change pay date to Tuesday, Hall second; all in favor, motion carried.**
- e. **Hours**
 Personnel policy states the Clerk's position is 40 hours with core hours for City Hall 9-3, and balance worked from 8-5. McDermott asked what the Clerk thought about that. Clerk Nymann stated her hours at home fluctuate and coming in at 7 instead of 8 during the summer hours works well. **Novak motioned to change balance of clerks' hours to 7am-5pm, McDermott second; all in favor, motion carried.**
- f. **Lunch Breaks.**
 Bertsinger stated that the personnel policy does not state clearly if the ½ hour lunch break is mandatory for employees. She added that time studies for workers indicate that they are more effective if a break is taken. Clerk Nymann stated that the Minnesota Department of Labor only states that if working 8 hours, a sufficient break be made available to employees. McDermott stated that his lunch period is similar to the employees; a lot of times they don't or can't eat. He didn't think this was that big of a deal. Novak stated if there aren't that many employees and it's not an issue; and, that they should be have a flexible type of schedule. Bertsinger stated if they are continuously working day after day for 8 hours they need to take a break. Clerk Nymann stated that as supervisor, she is not going to ask the maintenance man to quit mowing come back to the city, and punch out for a lunch. Also, the Clerk has never worked day after day without a lunch break; there are times when lunch breaks fluctuate whether an hour may be needed, or just 15 minutes. There are 2-15 minute breaks during the day also. And that there are days when lunches are taken and days that are not. Novak stated it can be policed by Cheryl so there's not a misuse of this. He added that you have to trust your employees that they know when they need a break. Flexibility makes this more manageable.
- g. **Sick Pay for Employees**
 In the personnel handbook, it currently states that part time sick benefits are prorated for employees working a minimum of 30 hours. **McDermott motioned to prorate sick leave at half and that employees that work a minimum of 20 hours per week receive part time benefits, Hall second; all in favor, motion carried.**

- h. **Accrual**
 Currently sick and vacation policy is unclear as to when they are accrued. The first six months of employment vacation is accrued, but cannot be taken until after the probation period. Kent is having a review in just 5 months. Canan suggested keeping the probationary period consistent for all employees. Personnel committee is looking at how it is accrued. **Bertsinger motioned to accept the changes to the policy as Tom Canan has written. DISCUSSION: City has previously paid accrued sick leave to employee. The new policy could be accepted minus that part. Employees would use them or lose them. If an employee resigns from job, do you still want to pay them? Novak suggested trusting the employees and working this out. It was stated that the City has to look out for its best interest. AMENDMENT disregard 2nd last sentence. (Don't get paid for accrued sick leave). Keigley second; Novak still thinks that they should get paid for it. AYES: Bertsinger, Hall, Keigley; NAYES: McDermott, Novak;**
- i. **Sick Pay Survey**
 Clerk Nymann presented sick pay survey with cities in MN around the same population as Oronoco and recommended that Council replace the current 6 days of sick per year to 12 days per year. **Keigley motioned to have personnel committee review this first and bring it back to Council; Bertsinger second; all in favor, motion carried.**
- j. **Vacation Time - Accrual**
 Bertsinger has had discussions with Canan about this and the current policy is unclear. **Hall motioned to changed the current policy giving a lump time of vacation to an accrual; as most places do; the amount of time shouldn't change, just how it is accounted for; Keigley second; DISCUSSION:.** Clerk Nymann stated that on her anniversary date, she should have a full two weeks and if she wanted to take a vacation 1 week after her anniversary date she should be able to do it. McDermott stated that employees should have their vacation available after their anniversary date and be able to take it when they want to, and if they use it all at the beginning of the year, then that's their choice. Novak asked if it has been a problem when an employee leaves? Is it going to be a problem with current staff? Bertsinger stated that they're not looking to do this against the employees; it's a policy to protect the city. Novak stated if it's not broken don't fix it. Novak stated this is a risk every employer takes, be progressive like any other employees. Also, as the City grows and gets more staff, then get policies that are in place that are clear. Hall stated that she works part time, and she receives x amount of benefits on a monthly basis, and that they get what they earn. Keigley said this is to protect the city. **AYES: Bertsinger, Hall, Keigley; NAYES: McDermott, Novak. DISCUSSION CONTINUED: Bertsinger called for the effective dates on 1st year anniversary dates for assistant clerk; maintenance 6 month probationary period; Clerk/Treasurer will be her 3 year anniversary in March; Hall second; DISCUSSION: Clerk Nymann stated that if accrual for vacation is going to happen, then she expects leniency given to vacation carry over when comes before Council for approval. All in favor, motion carried.**
- k. **Vacation Notification**
 Currently vacation is written on a calendar once a month and copied to Council with their meetings on it. The personnel policy states that it has to be approved by the Mayor. A form will be submitted to the Mayor (first to supervisor if they have one, and then to Mayor).

- l. Policy for Cell Phone
Clerk Nymann is currently working on this.
- m. Policy for Electronic Mail
Bertsinger questioned what could be shared with the public. Clerk Nymann will send the data practices about email. Everything is considered public information unless it's in litigation or a legal matter. Canan suggested that he can put confidential on emails that would not be considered public information. It was noted that Council should presume that everything is going to be public information.

COUNCILBREAK

Break called for at 8:30PM.

Resumed at 8:35 pm

V. PUBLIC FORUM

A. Carl Stolp

Carl is representing Dwaine Stolp estate and is coming to Council about the 5th St SW issue. A petition was submitted to Council in June of last year (2004); last month Council instructed to have Keigley meet with John and Larry Stolp. Their other entrance to their property off Highway 52 will soon be closed, and he would like to keep 5th street issue going and have it resolved. Bertsinger explained that council just motioned to accept as 5th street last meeting, and that the issue has been only with council for a couple of months. Keigley needed time to review. Carl reported that there have been stakes put on corners from people's co-op and if they're going to be doing work or moving poles it would be good to have everything done at once. Carl wants to make sure everyone communicates with one another. Bertsinger asked McDermott if he is in a position at work to inquire about it. He stated that there is a 3 phase line on east side on MN Ave. Clerk Nymann also stated that Pine Island Telephone has been working in the City. If the pole is being relocated he suggested moving it a little more north of 5th St. He asked council to please continue with this so it doesn't drag on; there are many items which need to be considered like a turn around for garbage trucks.

Bertsinger called for any more public comments; there were none.

VI. OLD BUSINESS

A. Animal Control*

Mr. John Tilford spoke to Bertsinger previously, and said he does have a cougar living in his home. He stated that the DNR is not overly concerned and Dean Olson from the DNR has spoken to John on the issue. A state statute passed in January clarifies process for permitting 'exotic animals'. Bertsinger has already spoke to Tom Canan about it and asked how the City's Ordinance comes in to play. Canan said that the cougar needs to be registered with the state. The city cannot enforce its ordinance on this. State Statute 346.155 is the process that Mr. Tilford would need to go through (Fences, signage, licenses, and plans). Mr. Tilford stated the cougar was purchased in 1990 registered with State, county and DNR. Dept. of Ag. rule is directed towards breeders and sellers of the cougars, not pet owners. DNR permit sufficient for safety, concern of residents. John stated that if the cougar attempted to be vicious towards anyone they will put him down. And, that he will comply with all the state laws, and he's talked with his neighbors. City has had inquiries, but never received a complaint. A different issue and Bertsinger wanted to lay the background, and wants Council to weigh in on it. John is looking at bringing in a new home; and the basement will be exposed (on the current building) where the cougar will be staying. What is the plan for this?? John stated that the cougar will be secured behind kennel doors or chained. If he is moved, the city needs to have a written plan.

Canan quickly reviewed the paperwork from the USDA that John gave him and he stated that the USDA is more interested in raising them as a breeder. This is a pet, and everything in Subd 2 can ignore, and Subd. 3 and on still apply. **Bertsinger motioned to send Mr. Tilford (PO Box 224, 50 MN Ave NE) asking him to comply with MN statute 346.155 and has 30 days to comply, Novak second; all in favor, motion carried.** Canan added that the City has authority to act if a public safety issue arises.

B. Adam Brase reported that there are a number of dogs at the new Riverwood Hills Park that aren't leashed. And, there are some concerns of dogs frightening children, and climbing on the equipment. A lot of people have dogs in the area. There are 2 dogs that have a tendency to hang around without supervision. The City's Ordinance states dogs must be on a leash or under owner's command. The Douglas Trail has a sign that states all dogs must be leashed. Novak stated that if people are aware of the ordinance it may take care of itself. He suggested educating the public through a mailing like the newsletter. Bertsinger recommended that the 1st step is to have an Ordinance in place. Canan suggested a compromise to make one park dog friendly, and the remainder of the parks require a leash and structure the ordinance that way. Keigley asked why the City couldn't have Park Rules that would require a dog be leashed. Rules must be consistent with the Ordinance. Bertsinger asked Adam to do some research on other cities parks ordinances. Clerk Nymann will put the portion of the ordinance concerning leash law and voice command in the next newsletter. Bertsinger included that this was an issue at the small cities meeting and Rochester animal control sits on county land. They were given that land so small cities could impound animals there. They have to provide 20% space for cities outside Rochester area in the County. Bertsinger is still working with the A-1. **Bertsinger motioned to have Kent pick up an extra large kennel, 2 pr. of large leather gloves; Hall second; all in favor, motion carried. DISCUSSION:** Canan suggested making sure Kent is up to date on tetanus shots (he is).

C. Parks Ordinance.

Currently the city has no Ordinance regulating parks. One will be drafted.

D. 2006 Budget

Clerk Nymann has the 2006 budget prepared and Bertsinger informed council that next years budget will need approval in December. She suggested Council look it over and make sure it corresponds with what was discussed during budget meetings.

VII. NEW BUSINESS

1. Liquor License for Tilly's
 - a. Table until next month, need to get OCSO input.

VIII. ORDINANCES & RESOLUTIONS

IX. PETITIONS, REQUESTS, COMMUNICATIONS

X. CONSENT AGENDA

A. MEETING MINUTES

1. September 7, 2005 Special City Council Budget Meeting Minutes
Bertsinger motioned to approve with noted changes, McDermott second; all in favor, motion carried.
2. September 19, 2005 Public Hearing Meeting Minutes

Bertsinger motioned to approve with noted changes, Keigley second; all in favor, motion carried.

3. September 19, 2005 Regular City Council Meeting Minutes

McDermott motioned to approve with noted changes, Hall second; all in favor, motion carried.

B. BUILDING PERMITS:*

- | | | | |
|----|-----------------|---------------------------|-----------------|
| 1. | Kevin McDermott | 105 4 th St SE | Garage |
| 2. | Wayne Smith | 405 5 th St NW | Shed |
| 3. | Kevin Cardille | 635 Valley View Rd SW | Detached Garage |
| 4. | Jason Lee | 505 Sunny View LN SW | Basement Finish |
| 5. | Lynn Benrud | 810 Forest LN SW | Pool & Deck |

Canan questioned barn on #2. (It's called the Amish Furniture Barn). P & Z may need to visit type of allowable buildings for business. **Bertsinger motioned to approve the above permits, Keigley second; AYES: Bertsinger, Hall, Novak, Keigley; McDermott abstained.**

C. FINANCIALS

1. Transfers as follows:

- a. Parks Special Funds to General Funds: \$41,036.25
(To date for Park Equip. Install)
- b. Fire Department Special Funds to General Funds: \$43.45
- c. Construction Special Funds to General Funds: \$4,246.25
- d. Lake Shady Special Funds to General Funds: \$156.90
- e. Caryl Cowden Park Special Funds to General Funds: \$292.88
- f. General Fund to 1st Responder Special Fund: \$12,102.33
- g. Fire Department Special Fund to General Fund: \$2,978.32
- h. General Fund to Community Center Special Fund: \$3,276.57
- i. Special Fund to General Fund \$1.00
- j. Construction Fund to General Funds \$3,861.46

Clerk Nymann reported that these are a summary of the transactions that have taken place over the year, and individual transactions are available for viewing in the office, but she wanted to make sure everything was covered. **Bertsinger motioned to approve, Keigley second; all in favor, motion carried.**

2. Unpaid Bills*

Pull out Mayor's Association Bill for \$20.

3. Transaction Detail by Date

4. 2005 Budget vs. Actual

Bertsinger motioned to approve # 2, & 3, Keigley second; all in favor, motion carried.

Canan questioned the letter from the MPCA regarding the septic permit for Riverwood Hills. Clerk Nymann stated she received this letter today and Council needs to review it. She already has a call into the affected agencies with questions on what the system covers. Canan questioned the last sentence on the first page also. Clerk Nymann will include that in the questions for those contacted agencies.

XI. ADJOURNMENT

Keigley motioned to adjourn at 10:25PM, McDermott second; all in favor, motion carried.

Respectfully Submitted:


Joy Bertsinger, Mayor


Cheryl Nymann, Clerk/Treasurer