

**CITY OF ZUMBROTA
COUNCIL MEETING MINUTES
JANUARY 5, 2023
6:00 P.M.
TOWN HALL**

Pursuant to due call and notice thereof, Mayor Todd Hammel called the Zumbrota City Council to order at 6:00 PM. PRESENT: Mayor Todd Hammel; Council members Sara Durhman, Tina Hostager, Bob Prigge, and Dirk Cedergren. Others present: City Administrator Brian Grudem, Police Chief Pat Callahan, Pat Carney, Library Director James Hill, Beth Stumm, City Attorney Matt Rockne, Joan Bucher, Kevin Amundson, Officer Justin Wallerich, and NewsRecord Reporter Holly Galbus (remote).

AMENDMENTS/ADOPTION OF AGENDA

MOTION Durhman, second Prigge to adopt the agenda as amended. Approved 5-0-0.

MINUTES – DECEMBER 15, 2022, MEETING MINUTES

MOTION Prigge, second Durhman to approve the December 15, 2022, meeting minutes. Approved 3-0-2 (Hostager and Cedergren abstaining).

RECOGNIZE OUTGOING COUNCIL MEMBERS HOSTAGER AND CEDERGREN

Hostager and Cedergren were congratulated on their service.

SWEARING IN OF NEW COUNCILMEMBER JOAN BUCHER

Council Member Joan Bucher was sworn in.

SWEARING IN OF NEW COUNCILMEMBER KEVIN AMUNDSON

Council Member Kevin Amundson was sworn in.

ACCOUNTS PAYABLE – JANUARY 5, 2023

MOTION Prigge, second Durhman to approve the accounts payable in the amount of \$105,152.95. Approved 5-0-0.

PUBLIC COMMENT

Pat Carney asked about the increases in the utility billing. She was asked to hold her comment for the public hearing. She also asked about the maintenance of the plowing of the trail along County 6. Also, a comment had been received on a parking ticket

PUBLIC HEARING

9-A. 2023 FEE SCHEDULE

The public hearing for the 2023 Fee Schedule was opened at 6:07 p.m. Pat Carney asked how the increases in fees were arrived at. Grudem said the City does studies to determine how to raise funding necessary for current and future expenses. Also said the increase in fees will drive people out of the City. Staff discussed the process in setting fees and taxes. The hearing closed at 6:58 pm.

OLD BUSINESS

NEW BUSINESS

11-A. 2022 PUBLIC WORKS YEAR-IN-REVIEW

Public Works Director Olson highlighted the work and projects done by the Public Works Department including streets, water, sewer and parks.

11-B. RESOLUTION 2023-01 DEPOSITORIES

MOTION Durhman, second Amundson to approve Resolution 2023-01 A Resolution Designating the Frandsen Bank and Trust as the official depository. Approved by roll call: Hammel, aye; Durhman, aye; Prigge, aye; Bucher, aye; Amundson, aye.

11-C. RESOLUTION 2023-02 PUBLICATION

MOTION Durhman, second Prigge to approve Resolution 2023-03 designating City Hall as the official polling place for 2023. Approved by roll call: Hammel, aye; Durhman, aye; Prigge, aye; Bucher, aye; Amundson, aye.

11-D. RESOLUTION 2023-03 DESIGNATING 2023 POLLING PLACE

MOTION Durhman, second Prigge Resolution 2023-03 designating Zumbrota City Hall as the official 2023 Polling Place. Approved by roll call: Hammel, aye; Durhman, aye; Prigge, aye; Bucher, aye; Amundson, aye.

11-E. RESOLUTION 2023-04 DESIGNATING 2024 POLLING PLACE

MOTION Prigge, second Durhman to approve Resolution 2023-04 designating City Hall as the official polling place for 2024. Approved by roll call: Hammel, aye; Durhman, aye; Prigge, aye; Bucher, aye; Amundson, aye.

11-F. 2023 FEE SCHEDULE

The 2023 Fee schedule was presented as follows:

**CITY OF ZUMBROTA
FEE SCHEDULE
2023**

Item	Fees
Building & Zoning Fees*	
Conditional Use Permit Application	\$350
Interim Use Permit Application	\$350
Variance Application	\$350
Rezone Request Application	\$350
Zoning Ord. Amendment Application	\$350
Preliminary Plat Review Application	\$500 + \$50 per lot
Final Plat Review Application	\$500 (waived on subd of 5 lots or less)
Annexation Request Application	\$500 plus MN Planning Fees (\$400 - waived on requests of 5 acres or less)
Minor Subdivision Application	\$350
Street/Alley/Utility Vacation Application	\$350
Zoning Permit Application	\$75
Commercial Site Plan Review	Actual cost for Engineer and other consultant fees
Roofing Permit	\$50
Siding Permit	\$50
Demolition Permit	\$50
Mechanical Permit	\$50
Window Permit	\$50

Manufactured Home	\$50
* All Zoning Applications subject to applicable publishing and recording fees in addition to above	
ATV/UTV/Golf Cart Permit	\$15
Dog Licenses	\$15; \$10 if neutered or spayed
Dog Running at Large	\$30 licensed; \$40 unlicensed
Special Assessment Search	\$30
Research Records	\$30/hour
Business Subsidy Application	\$100
Zoning Ordinance	
CD	\$40
Paper	\$.10 per page; \$.15 per double side page
NSF Check	\$35
Returned ACH FEE	\$15
Meeting Room Usage	\$50
Cigarette Licenses	\$75
Edible Cannabinoid License	\$2,300
3.2% Malt Liquor:	
On Sale	\$100
Off Sale	\$20
One Day	\$25
Liquor License	
On Sale	\$2,300
Off Sale	\$240
One Day	\$25
Sunday	\$200
Wine	\$200
Club	\$300
Consumption and Display (Set-up)	\$100
Solicitor/Peddler Permit	\$100
Water Hookup Fee	\$825
Sewer Hookup Fee	\$825
Water Availability Charge	\$1750 per acre
Sewer Availability Charge	\$1750 per acre
Water Minimum	\$9.26
Sewer Minimum	\$17.71
Water Rate	\$2.73
Conservation Water Rate Residential	>9000 gallons / or 2.97
Conservation Water Sprinkler Rate	\$3.98
Sewer Rate	\$4.84
Water Infrastructure Charge (All Accounts)- per thousand	\$0.87
Water Reconnection Fee	\$125
Bulk Water	\$26.50 for 1st 1,000 gals; \$6.36 per thousand thereafter
Water Bypassing and Tampering Fee	\$1,000 plus possible criminal citation

Water Meter	3/4" \$340.00- 1" \$450.00 Others @ Cost
Industrial wastewater fees and charges: Per permit(s)	BOD's -\$40.76 per 100 pounds TSS - \$59.57 per 100 Pounds BOD Penalty Rate \$4.50/lb TSS Penalty Rate \$4.50/lb 6 or More Violations per Month BOD/ TSS \$7.50 /lb \$0.11 per gallon
Bio-solid Storage fee	
Bio-solid Storage fee - full process	
Civil Defense Fee	\$50.00 per Lot (New Developments) Residential
Civil Defense Fee	\$250.00 per Gross Acre Ind/Com
Building Permit Violation	25% of Permit or \$100.00 whichever is Greater
Car Lockout Fee	\$20.00
Mowing	\$100 minimum or \$75/hr whichever is greater
Refuse Collection Fee	\$400.00 Annually
Dangerous Dog fee	\$500.00 Annually
Storm Water Fee	\$2.25
Street Light Fee	\$4.25
Impound Fee	\$30.00 Per Day
Park & Pool Fees	
Permanent Camp Site Fees	\$1300.00 annually
Shelter Fee	\$125.00, + separate check damage deposit \$125.00 (held)
Primitive Camping Fee- no hook-ups	\$20.00
Electrical/Water Sites	\$30.00 per unit per night
Daily Fee	\$2.50
Pool Parties	\$95.00
Family Membership Resident	\$85.00
Family Membership Non-Resident	\$95.00
Individual Membership Resident	\$50.00
Individual Membership Non-Resident	\$55.00
Lessons	\$40.00 with Membership
Lessons	\$45.00 without Membership

There was discussion on if the originally proposed \$1000 license for cannabinoids should be increased. Police and Council weighed in on the matter. **MOTION** Prigge, second Bucher to set the cannabinoid license at \$2,300. Approved 4-0-1 (Durhman abstaining). **MOTION** Durhman, second Amundson approve the 2023 Fee Schedule. Approved 5-0-0.

11-G. 2023 ANNUAL APPOINTMENTS

The following annual appointments were reviewed:

**CITY OF ZUMBROTA
2023 APPOINTMENTS BY MAYOR**

<u>ASSIGNMENT</u>	<u>TERM</u>
<u>Acting Mayor</u> Sara Durhman	annual appointment
<u>Streets & Sidewalks</u> Bob Prigge, Sara Durhman	annual appointment

Water Department/WWTP and Collection System

Joan Bucher annual appointment

Police

Todd Hammel annual appointment

Fire Board

Todd Hammel annual appointment

City Owned Buildings and Property

Mayor and Entire Council annual appointment

City Attorneys

Matt Rockne - civil annual appointment

Goodhue County - criminal annual appointment

Area Ambulance Association

Beth Stumm, Kevin Amundson annual appointment

Memorial Day Directors

Todd Hammel - Chair annual appointment

Organization Representatives annual appointment

Emergency Management

Emergency Services Board annual appointment

Cable Board

Mayor and Entire Council annual appointment

Rubbish Disposal & Recycling

Mayor and Entire Council annual appointment

Animal Control

Public Works & Police Department annual appointment

Safety Director

MMUA Regional Safety Director annual appointment

Garbage, Weed Control

Police Department annual appointment

Park Board

Kevin Amundson, Council Liaison, ex-officio annual appointment

Mary Goplen 2nd term ends 12-31-26

Mike Schulte 2nd term ends 12-31-25

Troy Ness 2nd term ends 12-31-26

Fred Raasch 2nd term ends 12-31-23

Kayla Gifford 2nd term ends 12-31-26

Economic Development Authority (EDA)

Todd Hammel, Council annual appointment

Sara Durhman, Council annual appointment

Terry Johnson, Citizen at Large 2nd term ends 12-31-24

Lindsey Raasch, Citizen at Large 2nd term ends 12-31-23

Dave Dahlen, Citizen at Large 2nd term ends 12-31-24

Brian Haugen, Citizen at Large 2nd term ends 12-31-24

Bob Hawley, Citizen at Large 2nd term ends 12-31-25

Library Board

Bob Prigge, Council Liaison

Beth Arendt (Wabasha Co.) 2nd term ends 12/31/24

Cheryl Beacom (Zumbrota) 2nd term ends 12/31/23

Debra Cage (Goodhue Co.)	2 nd term ends 12/31/25
Janice Carr (Zumbrota)	2 nd term ends 12/31/25
Cathy Johnmeyer (Goodhue Co.)	3 rd term ends 12/31/24
Josie Nicolai (Zumbrota)	3 rd term ends 12/31/23
Jim Wendt (Zumbrota)	1 st term ends 12/31/25
<u>Planning Commission</u>	
Matt Rockne	annual appointment
Joan Bucher	annual appointment (Council Appt.)
Beverly Weness	annual appointment
Connie Boyd	annual appointment
Bev Holzheu	annual appointment
Kim Jensen	annual appointment
Tom Steger	annual appointment,
Community Development Director/Zoning Administrator	ex-officio
Brian Grudem, City Administrator	ex officio
<u>Emergency Services Board</u>	
Mayor and City Council	annual appointment
John Olson, Fire Department Chief	annual appointment
Patrick Callahan, Police Chief	annual appointment
Ambulance Service Director	annual appointment
Brian Grudem, City Administrator, ex officio	annual appointment
<u>Building Inspector</u>	
SE Building Inspections (SEBI)	annual appointment
MOTION Durhman, second Prigge to approve the 2023 Annual Appointments. Approved 5-0-0.	

11-H. RESOLUTION 2023-05 APPROVING A MINNESOTA PREMISES LICENSE FOR LAWFUL GAMBLING AT THE ZUMBROTA GOLF CLUB

The Zumbrota VFW is requesting to be allowed to have pull tabs at the Zumbrota Golf Club.

MOTION Durhman, second Amundson to approve Resolution 2023-05 Approving a Minnesota Premises License for Lawful Gambling at the Zumbrota Golf Club. Approved by roll call: Hammel, aye; Durhman, aye; Prigge, aye; Bucher, aye; Amundson, aye.

11-I. 2023 DAIRICONCEPTS L.P. TREATMENT AGREEMENT

Last year some minimums were set to keep the City plant running at the optimum level. Over the year it has been determined some of these limits can be lowered. This will be reviewed yearly. They are still working on getting their own discharge permits. **MOTION** Durhman, second Prigge to approve the 2023 DairiConcepts L.P. Treatment Agreement. Approved 5-0-0.

REPORTS

City Administrator Brian Grudem

Reported on an upcoming meeting for the sanitary district with state legislators. On March 7th the Mayor and some staff will be at a legislative meeting. The capital plan is still being worked on. A revised pool plan is being worked on with the Park Board. Interviews will be set up for the new FTE Public Works employee.

Beth Stumm – Ambulance Liaison

Gave an update on the ambulance service. There will be an upcoming inspection. The Executive Board and full Board meetings will be moved to the 4th Wednesday of each month.

City Attorney Matt Rockne

Will be working on contacting some area attorneys to see if any would be willing to act as an arbitrator for the Benson property.

The meeting adjourned 7:05 p.m.

Brian Grudem, City Administrator