

Agenda
Zumbrota City Council

Regular Meeting

Thursday January 6th, 2022 6:00 p.m.

City Hall

1. Call to Order/Pledge of Allegiance
2. Amendments/Adoption of Agenda
3. Minutes-12/16/2021 Regular Meeting
4. Accounts Payable 1/6/2022 (Horvath)
5. Public comments *(Individuals may address the City Council about any item of concern. Speakers must state their name and limit their remarks to five minutes. Generally, the City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)*
6. Public Hearings/Meetings
 - a. 2022 Fee Schedule
7. Unfinished Business
 - a.
8. New Business
 - a. Resolution 2022-01 Depositories
 - b. Resolution 2022-02 Publication
 - c. Resolution 2022-03 Polling Place
 - e. Resolution 2022-04 Approval of Non-Union Employee Cost of Living Increase
 - f. 2022 Fee Schedule
 - g. 2022 Annual Appointments
 - h. 2022 Equipment Rental Rates
 - i. County Road 6 Goodhue County Cost Share
 - j. Street Sweeper Repairs
9. Reports
 - a. City Assistant Finance Director / Community Development Director / Public Works Director / City Engineer / Library Director/Police Chief / City Attorney / City Administrator
 - b. Mayor Hammel
 - c. Council members, Durhman, Hostager, Horvath, Prigge
10. Adjournment

**CITY OF ZUMBROTA
COUNCIL MEETING MINUTES
JANUARY 6, 2022
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 Chris Horvath, Sara Durhman, Tina Hostager and Bob Prigge. Others present City Administrator Brian Grudem, Assistant Finance Director Kim Simonson, City Attorney Matt Rockne, NewsRecord reporter Holly Galbus (remote), Officer Justin Wallerich, Officer Tyler Evenson, Police Chief Pat Callahan (remote), and Brian Haugen.

AMENDMENTS/ADOPTION OF AGENDA

MOTION Hostager, second Durhman, to adopt the agenda. Approved 5-0-0.

MINUTES – DECEMBER 16, 2021, MEETING MINUTES

MOTION Durhman, second Hostager, to approve the December 16, 2021, meeting minutes. Approved 5-0-0.

ACCOUNTS PAYABLE – JANUARY 6, 2022

MOTION Horvath, second Durhman, to approve the accounts payable in the amount of \$412,103.83. Approved 5-0-0.

PUBLIC COMMENT

PUBLIC HEARINGS/MEETINGS

10-A. 2021 Fee Schedule

The public hearing to discuss the 2022 Fee Schedule was opened at 6:05 pm. There was no public comment, and the hearing was closed at 6:07 pm.

UNFINISHED BUSINESS

NEW BUSINESS

8-A. Resolution 2022-01 Depositories

MOTION Durhman, second Prigge to approve Resolution 2022-01 to designate the Bank of Zumbrota as the City of Zumbrota Depository. All members voting aye by roll call. Approved 5-0-0.

8-B. Resolution 2022-02 Publication

MOTION Durhman, second Horvath to approve Resolution 2022-02 to designate the NewsRecord as the official publication of the City of Zumbrota. All members voting aye by roll call. Approved 5-0-0.

8-C. Resolution 2022-03 Polling Place

MOTION Durhman, second Prigge to approve Resolution 2022-03 designating Zumbrota Town Hall as the polling place for both precincts of the City of Zumbrota. All members voting aye by roll call. Approved 5-0-0.

8-D. Resolution 2022-04 Approval of Non-Union Employees Cost of Living Increase

MOTION Durhman, second Horvath to approve Resolution 2022-02 to approve Resolution 2022-04 approving a 3% cost of living increase for all non-union employees. All members voting aye by roll call. Approved 5-0-0.

8-E. 2022 Fee Schedule

The following fee schedule was up for approval:

MOTION Horvath, second Prigge to approve the 2021 Fee Schedule. All members voting aye by roll call. Approved 5-0-0.

**CITY OF ZUMBROTA
FEE SCHEDULE
2022**

| 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 five 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 | \$10 |
| 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 | \$30 |
| Meeting Room Usage | \$40 |
| Cigarette Licenses | \$75 |

| | |
|---|--|
| 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 | \$75 |
| Water Hookup Fee | \$825 |
| Sewer Hookup Fee | \$825 |
| Water Availability Charge | \$1750 per acre |
| Sewer Availability Charge | \$1750 per acre |
| Water Minimum | \$8.74 |
| Sewer Minimum | \$16.10 |
| Water Rate | \$2.58 |
| Conservation Water Rate Residential | >9000 gallons / or 2.80 |
| Conservation Water Sprinkler Rate | \$3.75 |
| Sewer Rate | \$4.40 |
| Water Infrastructure Charge (All Accounts) | \$0.82 |
| Water Reconnection Fee | \$100 |
| Bulk Water | \$25 for first 1,000 gals; \$6 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. |
| Bio-solid Storage fee | \$0.10 per gallon |
| 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 | \$0.75 |
| Street Light Fee | \$3.25 |
| Impound Fee | \$30.00 Per Day |
| Park & Pool Fees | |
| Permanent Camp Site Fees | \$1300.00 annually |
| Shelter Fee | \$100.00, + separate check damage deposit \$100.00 (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 |

8-F. 2022 Annual Appointments

The following appointments were presented to the Council and Mayor:

**CITY OF ZUMBROTA
2022 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 |
| <u>Water Department/WWTP and Collection System</u> Tina Hostager | annual appointment |
| <u>Police</u> Todd Hammel | annual appointment |
| <u>Fire Board</u> Tina Hostager | annual appointment |
| <u>City Owned Buildings and Property</u> Mayor and Entire Council | annual appointment |
| <u>City Attorneys</u> Matt Rockne - civil Goodhue County - criminal | annual appointment annual appointment |
| <u>Area Ambulance Association</u> Beth Stumm, Chris Horvath | annual appointment |
| <u>Memorial Day Directors</u> Todd Hammel - Chair Organization Representatives | annual appointment 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

ASSIGNMENT

TERM

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
Chris Horvath, Council Liaison, ex-officio annual appointment
Mary Goplen 12-31-23
Mike Schulte 12-31-22
Troy Ness 12-31-23
Fred Raasch 12-31-23
Kayla Gifford 12-31-23

Economic Development Authority (EDA)
Tina Hostager, Council annual appointment
Sara Durhman, Council annual appointment
David Starr, Citizen at Large 12-31-24
Lindsey Raasch, Citizen at Large 12-31-23
Richard Meyerhofer, Citizen at Large 12-31-22
Brian Haugen, Citizen at Large 12-31-24
Open, Citizen at Large
Open, Citizen at Large

Library Board
Bob Prigge, Council Liaison
Cathy Johnmeyer 3rd Term 12-31-24
Angela Andring 3rd Term 12-31-22
Beth Arendt 2nd Term 12-31-24
Debra Cage 1st Term 12-31-22
Josie Nicolai 3rd Term 12-31-23

Janice Carr 1st Term
Cheryl Beacom 2nd Term

12-31-22
12-31-23

ASSIGNMENT

TERM

Planning Commission

| | |
|---|------------------------------------|
| Matt Rockne | annual appointment |
| Todd Hammel | annual appointment (Council Appt.) |
| Beverly Weness | annual appointment |
| Jen Prins | annual appointment |
| Bev Holzhau | annual appointment |
| Joan Bucher | annual appointment |
| Tom Steger | annual appointment, |
| Community Development Director/Zoning Administrator, ex-officio | |
| Brian Grudem, City Administrator - ex officio | |

Emergency Services Board

| | |
|--|--------------------|
| Mayor and City Council | annual appointment |
| Mike Boraas, Fire Department Chief | annual appointment |
| Patrick Callahan, Police Chief | annual appointment |
| Ambulance Service Director | annual appointment |
| Brian Grudem, City Administrator, ex officio | annual appointment |

Building Inspector

| | |
|--------------|--------------------|
| Tom Thompson | annual appointment |
|--------------|--------------------|

MOTION Durhman, second Hostager to approve 2022 Mayor's Appointments. Approved 5-0-0.

8-G. 2022 Equipment Rental Rates

One bid was received for equipment rental rates. This bid came from Schumacher Excavating and is as follows

Motor patrol

Schumacher Excavating--\$137.00 per hour summer, \$165.00 per hour winter

Four Wheel Drive Articulating Loader (with operator) two-yard minimum bucket

Schumacher Excavating-----\$140.00 per hour 950H

\$195.00 per hour 972H

Tandem Axle Dump Truck

Schumacher Excavating-----\$107.00 per hour

Pickup Sander (with operator)

Schumacher Excavating -----\$105.00 per hour

Plow Trucks

Schumacher Excavating -----\$110.00 per hour

Snow Pusher

Schumacher Excavating -----\$180.00 per hour 950H 14-foot Pusher
\$210.00 per hour 972H 16-foot Pusher

Skid Loader

Schumacher Excavating -----\$115.00 per hour

MOTION Hostager, second Durhman to approve moving the 2022 equipment rental rates. Approved 5-0-0.

8-H. County Road 6 Goodhue County Cost Share

Goodhue County has sent the invoice for the City of Zumbrota's portion of the County Road 6 project. The total project cost \$1,631,943.31 and the City's portion is \$232,633.50. Simonson requested the funds to pay for this come out of the water and sewer funds rather than the capital projects funds as the costs were water and sewer related. **MOTION** Durhman, second Horvath to transfer \$89,797.25 from the Water Fund and \$142,836.25 out of the Sewer Fund to pay for the project. Approved 5-0-0.

8-I. Street Sweeper Repairs

MOTION Prigge, second Durhman to approve the repairs to the street sweeper estimated at between \$13,000 to \$18,000. Approved 5-0-0.

REPORTS

City Administrator Brian Grudem

Reported he is developing a request for proposals for a consultant to do a capital improvement plan. The Park Board had met, and the Pool Committee would like to move to the fundraising stage. There will be a public meeting for the Jefferson Project on January 26th. The Sanitary District had met with legislators to explain why the proposed sanitary district could not be a phased funding project. There has been interest expressed on the residential lot for sale at the Golf Course. Lastly, staff is still investigating installing flashing beacons on the crosswalks on Main Street.

The meeting adjourned 6:27 p.m.

Brian Grudem, City Administrator