

Agenda
Zumbrota City Council

Regular Meeting

Thursday, January 7, 2021, 6:00 p.m.

City Hall

1. Call to Order/Pledge of Allegiance
2. Amendments/Adoption of Agenda
3. Swearing in of new Mayor Todd Hammel
4. Swearing in of incumbent councilmember Sara Durhman
5. Swearing in of new councilmember Bob Prigge
6. Minutes-12/17/2020 Regular Meeting
7. Minutes-12/29/2020 Special Meeting
8. Accounts Payable 01/07/2021 (Horvath)
9. 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.)*
10. Public Hearings/Meetings
 - a. 2021 Fee Schedule
11. Unfinished Business
 - a. Siems and Hanenberger Nuisance
12. New Business
 - a. Resolution 2021-01 Depositories
 - b. Resolution 2021-02 Publication
 - c. 2021 Fee Schedule
 - d. 2021 Annual Appointments
 - e. Set Board of Equalization and Appeals April 22nd at 4:30pm
 - f. Audit Engagement Letter
 - g. Corporate Resolution
 - h. LTD Broadband Contract
 - i. RBC Removal - Metal Services
 - j. Brush grinding
13. Reports
 - a. City Accountant / Community Development Director / Public Works Director / City Engineer / Library Director/Police Chief / City Attorney / City Administrator
 - b. Mayor Hammel
 - c. Council members, Hostager, Durhman, Horvath, Prigge
14. Adjournment

**CITY OF ZUMBROTA
COUNCIL MEETING MINUTES
JANUARY 7, 2021
6:00 P.M.
TOWN HALL**

Pursuant to due call and notice thereof, Mayor Brad Drenckhahn called the Zumbrota City Council to order at 6:00 PM. PRESENT: Mayor Brad Drenckhahn; Council members Chris Horvath, Sara Durhman, Todd Hammel, Tina Hostager and Council Member Elect Bob Prigge. Others present City Administrator Brian Grudem, Assistant Finance Director Kim Simonson, Public Works Director Mike Olson (remote), Police Chief Pat Callahan, City Attorney Matt Rockne, NewsRecord reporter Holly Galbus (remote), Library Director James Hill (remote), Officer Scott Curtis, Miranda Raasch (remote), Robert Broadwater (remote), Kari and Hailey Hammel, and Jacob and Olivia Williamson.

SWEARING IN OF MAYOR AND COUNCIL MEMBERS

Mayor Drenckhahn swore in Todd Hammel as Mayor. Hammel took the gavel and began the meeting.

Sara Durhman and Bob Prigge were sworn in by City Administrator Grudem.

AMENDMENTS/ADOPTION OF AGENDA

MOTION Hostager, second Horvath, to adopt the agenda. Approved 4-0-0.

MINUTES – DECEMBER 17, 2020 MEETING MINUTES

MOTION Durhman, second Horvath, to approve the December 17, 2020 meeting minutes. Approved 4-0-1 (Prigge abstaining).

MINUTES – DECEMBER 29, SPECIAL 2020 MEETING MINUTES

MOTION Horvath, second Durhman, to approve the December 29, 2020 special meeting minutes. Approved 4-0-1 (Prigge abstaining).

ACCOUNTS PAYABLE – JANUARY 7, 2021

MOTION Horvath, second Durhman, to approve the accounts payable in the amount of \$113,092.72. Approved 5-0-0.

PUBLIC COMMENT

PUBLIC HEARINGS/MEETINGS

10-A. 2021 Fee Schedule

The public hearing to discuss the 2021 Fee Schedule was opened. Grudem explained the changes made were to the utility rates and a \$75/day impound fee was added. The hearing was closed at 6:15pm.

UNFINISHED BUSINESS

11-A. Siems and Hanenberger nuisance

Chief Callahan reported the Hanenberger nuisance had been abated but the nuisance on the Siems property had not been. Mr. Siems had contacted Grudem and said he is working on the nuisance. Grudem informed him he had February 8th to comply. **MOTION** Hostager, second Horvath to direct Rockne to draft an order for nuisance abatement to Kenneth Siems. Approved 5-0-0.

NEW BUSINESS

12-A. Resolution 2021-01 Depositories

MOTION Hostager, second Durhman to approve Resolution 2021-01 to designate the Bank of Zumbrota as the City of Zumbrota Depository. Approved 5-0-0.

12-B. Resolution 2021-02 Publication

MOTION Horvath, second Prigge to approve Resolution 2021-02 to designate the NewsRecord as the official publication of the City of Zumbrota. Approved 5-0-0.

12-C. 2021 Fee Schedule

The following fee schedule was up for approval:

**CITY OF ZUMBROTA
FEE SCHEDULE
2021**

Item	Fees
Zoning Fees*	
Conditional Use Permit Application	\$250
Interim Use Permit Application	\$250
Variance Application	\$250
Rezone Request Application	\$250
Zoning Ord. Amendment Application	\$250
Preliminary Plat Review Application	\$250 + \$50 per lot
Final Plat Review Application	\$100 (waived on subd of 5 lots or less)
Annexation Request Application	\$400 plus MN Planning Fees (\$400 - waived on requests of 5 acres or less)
Minor Subdivision Application	\$250
Street/Alley/Utility Vacation Application	\$250
Zoning Permit Application	\$75
Commercial Site Plan Review	Actual cost for Engineer and other consultant fees

*** 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	\$15.05
Water Rate	\$2.49
Conservation Water Rate Residential	>9000 gallons / \$2.71
Conservation Water Sprinkler Rate	\$3.66
Sewer Rate	\$3.76
Water Infrastructure Charge (All Accounts)	\$0.79
Water Reconnection Fee	\$100
Bulk Water	\$25 for 1st 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 \$0.10 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
Building Permit - Re-Roofing, Re-Siding, Demolition, Mechanical (HVAC),	
Window Replacement	\$45.50
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	NA
Street Light Fee	NA
Impound Fee	\$25.00 Per Day
Park & Pool Fees	
Permanent Camp Site Fees	\$1200.00 annually
Shelter Fee	\$75.00, + separate check damage deposit \$100.00 (held)
Primitive Camping Fee- no hook-ups	\$15.00
Electrical/Water Sites	\$25.00 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

MOTION Durhman, second Prigge to approve the 2021 Fee Schedule. Approved 5-0-0.

12-D. 2021 Annual Appointments

The following appointments were presented to the Council and Mayor:

**CITY OF ZUMBROTA
2021 APPOINTMENTS BY MAYOR**

<u>ASSIGNMENT</u>	<u>TERM</u>
<u>Acting Mayor</u> Sara Durhman	annual appointment
<u>Streets & Sidewalks</u> Todd Hammel, 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
<u>Emergency Management</u> 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
Open 12-31-23
Fred Raasch 12-31-23
Open 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 12-31-21
Open, Citizen at Large
Ryan Soukup, Community Development Director, ex-officio
Brian Grudem, Executive Director- ex officio

Library Board
Bob Prigge, Council Liaison
Cathy Johnmeyer 2nd Term 12-31-21
Angela Andring 3rd Term 12-31-22
Linda Quammen, 3rd Term 12-31-21
Janet Fischer 2nd Term 12-31-23

Beth Arendt 1 st Term	12-31-21
Debra Cage 1 st Term	12-31-22
Josie Nicolai 3 rd Term	12-31-23
Janice Carr 1 st Term	12-31-22
Cheryl Beacom 2 nd Term	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
Matthew Brenden	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
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MOTION Hostager, second Durhman to approve 2021 Mayor’s Appointments. Approved 5-0-0.

12-E. Set Board of Equalization and Appeals April 22nd at 4:30 p.m.

MOTION Horvath, second Durhman to set the Board of Equalization and Appeals for April 22nd at 4:30 p.m. **MOTION** Horvath, second Durhman to approve moving the April 2021 Council meeting to April 8th and 22nd at 6:00 p.m. Approved 5-0-0.

12-F. Audit Engagement Letter

MOTION Durhman, second Horvath to approve the engagement of Scanlon, Murch and Associates to prepare the 2020 City of Zumbrota Audit. Approved 5-0-0.

12-G. Corporate Authorization Resolution

MOTION Durhman, second Horvath to approve the updating of the Corporate Authorization Resolution to remove Mayor Drenckhahn and add newly elected Mayor Todd Hammel. Approved 5-0-0.

12-H. LTD Broadband Contract

MOTION Horvath, second Durhman to approve the LTD Broadband Contract. Approved 5-0-0.

12-I. RBC Removal – Metal Services

One of the RBCs at the wastewater plant is failing. It is not needed to run the plant and will need to be removed or replaced. Staff has determined the most effective route would be to remove the RBC as it is not needed. Olson had received a quote from Metal Services to remove the RBC at a cost of \$26,927.50. **MOTION** Durhman, second Prigge to hire Metal Services to remove the RBC from the wastewater plant for a cost of \$26,975.50. Approved 5-0-0.

12-J. Brush Grinding

Last year the Council discussed the best way to remove the large accumulation of brush in the Park and the brush site. Dakota Wood Grinding is not in the market for the chips any longer. Staff had been given the option to burn the piles but did not wish to due to complications with housing developments and people in the park. Olson had received a quote from Sjoquist Hay and Straw for grinding the brush site and the park. The cost to grind the brush in the brush site for \$4000 and \$2000 for grinding the pile in the park. Motion Hostager, second Durhman to approve the \$6,000 quote from Sjoquist Hay and Straw for grinding the brush. Approved 5-0-0.

REPORTS

City Attorney Matt Rockne

Rockne reported that the Judge wants an itemization of the items the City has concerns about. Benson is disputing this. Rockne said the Judge would like to close the case but there is a provision in the settlement that allows for reopening should the property come out of compliance. **MOTION** Horvath, second Durhman to direct Rockne to continue to close the case. Approved 5-0-0.

City Administrator Brian Grudem

Reported that staff is still working on a project list. Hostager suggested a work session be scheduled to discuss this and bring the Council up to speed. And engineering agreement will be discussed for the Jefferson Avenue project. The website is up and running but will need more content work. He also spoke about the League of Minnesota Cities workshop for elected officials.

Mayor Todd Hammel

Said is he is excited for the new adventure as mayor

The meeting adjourned 6:47 p.m.

Brian Grudem, City Administrator