

**CITY OF ZUMBROTA  
COUNCIL MEETING MINUTES  
NOVEMBER 17, 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 Sara Durhman, Tina Hostager, Dirk Cedergren, and Bob Prigge. Others present: City Administrator Brian Grudem, Public Works Director Mike Olson, Police Chief Pat Callahan, Asst Finance Director Kim Simonson, Library Director James Hill, City Attorney Matt Rockne, Brian Haugen, Joan Bucher, Kevin Amundson (remote) Officer Justin Wallerich, Officer Tyler Evenson and NewsRecord Reporter Holly Galbus (remote).

**AMENDMENTS/ADOPTION OF AGENDA**

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

**MINUTES – NOVEMBER 3, 2022, MEETING MINUTES**

**MOTION** Hostager, second Cedergren to approve the November 2, 2022, meeting minutes. Approved 5-0-0.

**ACCOUNTS PAYABLE – NOVEMBER 17, 2022**

**MOTION** Durhman, second Prigge to approve the accounts payable in the amount of \$105,265.58. Approved 5-0-0.

**PUBLIC COMMENT**

**PUBLIC HEARING**

**6-A. DEPLOYING MOTOROLA WATCHGUARD SQUAD CAR AND BODY CAMERAS**

The public hearing opened at 6:05pm. To fulfill statutory requirements, a public meeting needs to be held before squad and body cameras can be deployed. No members of the public were present. The cameras have been delivered and need to be installed and ready for deployment. Callahan stated the department is going to use another department's policy for the time being until the Zumbrota Police Department policy is put in place. Callahan is hoping to be up and running before January 1<sup>st</sup>.

**OLD BUSINESS**

**7-A. 2023 PROPOSED BUDGET**

No action

**NEW BUSINESS**

**8-A. CANVAS THE 2022 GENERAL ELECTION RESULTS**

The results of the general election for Council are as follows:

Joan Bucher – 891; Dirk Cedergren – 442; Kevin Amundson – 714; Lisa L. Johnson 664; Write in - 16

**MOTION** Cedergren, Durhman to approve canvas of the 2022 election results. Approved 5-0-0.

**8-B. FINANCE/HR DIRECTOR POSITION**

Grudem requested the Assistant Finance Director position be modified to Finance/HR Director effective January 1, 2023. The job duties currently done by Simonson are more accurately reflected in the rewritten position and have been scored by DDA. The position would be a Grade 13. Grudem asked for Simonson to be moved to the position at a step 3 effective January 1<sup>st</sup>. **MOTION** Prigge, second Durhman to approve Simonson be moved to Finance/HR Director at a Grade 13, Step 3, effective January 1, 2023. Approved 5-0-0.

### **8-C. LEXIPOL**

Lexipol is a law enforcement policy writing and compliance service. The service was talked about in work sessions but was never brought forward for approval as an ongoing expense. Yearly cost is \$4873.00. Callahan presented Lexipol and the services offered to Council. All counties in Minnesota use this service to stay in compliance with state policy. Hostager asked about Council approval of changes and how policies are formulated. Rockne stated Council could possibly benefit from review but policy for the Police Department rests with the department head. **MOTION** Hostager, second Bob to enter in an agreement with Lexipol. Approved 5-0-0.

### **8-D. SET A PUBLIC HEARING FOR ORDINANCE 2022-04 REGULATING THE POSSESSION, SALE AND CONSUMPTION OF TOBACCO AND EDIBLE CANNABINOIDS AND TOBACCO RELATED DEVICES**

**MOTION** Durhman, second Cedergren to set a public hearing for Ordinance 2022-04 Regulating the Possession, Sale, and Consumption of Tobacco and Edible Cannabinoids and Tobacco Related Devices. Approved 5-0-0.

### **8-E. MINOR SUBDIVISION OF 453 OVERLOOK CIRCLE**

This Planning and Zoning Commission recommends Council approve the minor subdivision of 453 Overlook Circle. Originally there were two lots with the services stubbed in. It was made into one for tax purposes but now the owners want to split it and sell it off. There were some concerns from the neighbors about drainage issues. The city engineer reviewed the lot and said it is a developable lot. **MOTION** Hostager, second Durhman to approve the minor subdivision of 453 Overlook Circle with the recommendation there be a drainage plan submitted with any future building plans. Approved 5-0-0.

### **8-F. RESOLUTION 2022-20 AUTHORIZING AND APPROVING A 2023 LOBBYIST CONTRACT FOR THE PROPOSED NORTH ZUMBRO SANITARY SEWER DISTRICT STATE CAPITAL REQUEST**

Continuing lobbying is necessary to push the sanitary sewer district. The four communities involved would like to hire a lobbyist to continue with the process. The cost to hire Winthrop and Weinstine is \$36,750 split between the communities of Zumbrota, Pine Island, Goodhue and Wanamingo (\$9187.50 per community). This would be for lobbying for seven months. The other communities have approved the cost. Hostager was in favor and said the process could not move forward without good representation. **Motion** Hostager, second Prigge to approve Resolution 2022-20 Authorizing and Approving a 2023 Lobbyist Contract For the Proposed North Zumbro Sanitary Sewer District State Capital Request. Approved by roll call: Hammel – aye; Durhman – aye; Hostager – aye; Cedergren – aye; Prigge – aye.

### **REPORTS**

#### **City Administrator Brian Grudem**

Reported on the election. He thanked Miranda Raas and the judges for a job well done. The DFA discharge permit is being worked on. A \$1600 grant from the Zumbrota Community Trust was received to purchase an AED at the pool. He reminded the Council there is a work session November 29<sup>th</sup> from 4:00-6:00 pm to discuss capital improvement planning. He is hoping to bring a signed union contract from the Police Union to the Council for approval in December.

#### **Police Chief Pat Callahan**

Stated the department will at times need an interpreter and they will be engaging one on a per use basis. A matching grant was received from TZD for a new radar unit.

#### **Assistant Finance Director Kim Simonson**

Said staff is starting to train on the new financial system.

**Public Works Director Mike Olson**

Would like to schedule some time with existing and new Council members to inform them about the sanitary district.

**Council Member Dirk Cedergren**

Informed the Council about the Park Board meeting. The Park Board has had a survey done and there is encroachment on the park. Staff will be drafting a letter for those property owners who are encroaching. The decision to survey the parks was made in 2018 and will be done for all parks.

The meeting adjourned 6:45 p.m.

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Brian Grudem, City Administrator