

**CITY OF ZUMBROTA
COUNCIL MEETING MINUTES
APRIL 21, 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, Community Development Director Dylan Armstead, Public Works Director Mike Olson, Communication and Account Technician Miranda Raasch, Police Chief Pat Callahan, and John Schumann.

AMENDMENTS/ADOPTION OF AGENDA

MOTION Hostager, second Durhman, to adopt the agenda with additions “8-D Variance Request – Knoepke 994 Golf View Ave and 8-E New Office Furniture”. Approved 5-0-0.

MINUTES – APRIL 4, 2022, MEETING MINUTES

MOTION Durhman, second Horvath, to approve the April 4, 2022, meeting minutes. Approved 5-0-0.

ACCOUNTS PAYABLE – APRIL 21, 2022

MOTION Prigge, second Durhman, to approve the accounts payable in the amount of \$172,307.19. Approved 5-0-0.

PUBLIC COMMENT

PUBLIC HEARINGS/MEETINGS

UNFINISHED BUSINESS

NEW BUSINESS

8-A. ARPA FUNDS REQUEST AND APPROVAL TO PROCEED WITH HIRING AN ADDITIONAL TWO DAYS CEDA EDA STAFF. REQUESTING \$21,000

Grudem asked the Council to approve moving forward with hiring an additional part time staff from CEDA to assist with the EDA. The annual cost of having an additional CEDA staff would be \$34,370 but staff would not start until June so this would be prorated and is estimated to land in around \$21,000. Staff is recommending funding this year with ARPA dollars and taking it out of permit fees in the future. **MOTION** Hostager, second Prigge to approve hiring of another CEDA staff for two days per week to begin after June 1, 2022, at a cost of \$21,000. Approved 5-0-0.

8-B. REQUEST TO PROCEED WITH PURCHASE OF WATCHGUARD BODY AND SQUAD CAMERAS

Chief Callahan asked the Council for approval to purchase body cameras. The quote was for four squad systems that include eight body worn cameras. The quote includes the subscription fees for service which is cloud based. The total quote from Motorola is \$66,933.00 which is based on a five-year subscription. The quote does not include the installation of the in-car systems which will be changed through EATI. Hostager stated she was pleased to see the department moving forward with getting the cameras. Callahan also stated there will need to be public informational meetings as required by the State of Minnesota. **MOTION** Hostager, second Horvath to purchase the Watchguard Body and Squad cameras for a cost of \$66,933. Approved 5-0-0.

8-C. RBC Plastic Removal from WWTP

Years ago, the RBCs were replaced at the sewer plant. At that time, the spent RBCs were moved to a grassy area and just left there. The Public Works staff would like this area cleaned up. The RBCs are exceptionally large and

will require specialized removals. The estimate is \$20,000 which would include taking the RBCs to Paul's Industrial Garage for \$10,000, \$5,000 for trucking and \$5,000 for an excavator to load the RBCs.

MOTION Durhman, second Horvath to have the RBCs removed for \$20,000. Approved 5-0-0

8-D. VARIANCE REQUEST – KNOEPKE 994 GOLF VIEW AVE

Planning and Zoning is recommending approving the variance request for 994 Golf View Ave. The lot is oddly shaped and fitting the minimum square footage allowed house is problematic. They are requesting to be allowed to encroach five feet into the rear yard setback. It is anticipated that the empty lot in the back yard will require a variance in the future. **MOTION** Hostager, second Durhman to approve the variance request for 994 Golf View Ave. Approved 5-0-0.

8-E. NEW OFFICE FURNITURE

With the addition of CEDA staff there is need of additional office furniture. The proposal is to get new furniture for the City Administrator's office, move that furniture to the Community Development Director's office and that furniture moved into the back space in the office. There is money in Fund 402 – Capital Projects Restricted. This money was left from when City Hall was initially built. **MOTION** Prigge, second Durhman the purchase for new office furniture for the City Administrator's office for a cost not to exceed \$7,500. Approved 5-0-0.

REPORTS

City Administrator Brian Grudem

Said the lawn irrigation ordinance will be up for review at the next meeting. The staff had met with Ehler's to discuss the capital improvement planning process. A ZIBA meeting was held Wednesday where the speaker system for the downtown area was discussed. ZIBA will be required to pay for the install of an antenna on the roof of City Hall. The bid for the Jefferson Avenue project was not run in the paper so that will push the opening of the bids to May 18th with Council acceptance on the 19th.

Community Development Director Dylan Armstead

Told the Council there will be a marketing meeting at 5:30 pm Tuesday at City Hall to discuss social media and digital marketing.

Public Works Director Mike Olson

Said Sentence to Service had completed the ditch cleaning. Also there has been delays in procuring a Public Works vehicle so other avenues of adding a vehicle will need to be explored.

Council Member Tina Hostager

Reported the Fire Board approved the installation of a new roof. Also, there will be review of the joint powers agreement at future meetings.

Council Member Chris Horvath

Said the Fire Department had served almost six hundred people and it was an immense success.

The meeting adjourned 6:41 p.m.

Brian Grudem, City Administrator