

**CITY OF ZUMBROTA
COUNCIL MEETING MINUTES
SEPTEMBER 21, 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: Council members Sara Durhman, Joan Bucher, Bob Prigge, and Kevin Amundson, Others present: Public Works Director Mike Olson, Finance Director Kim Simonson, City Attorney Matt Rockne, Community Development Director Kurt Meister, City Administrator Pat Callahan, Police Chief Pat Callahan, Sergeant Justin Wallerich, Officer Scott Curtis, Library Director James Hill, Sergeant Justin Wallerich, NewsRecord reporter Holly Galbus (remote).

AMENDMENTS/ADOPTION OF AGENDA

MOTION Durhman, second Amundson to adopt the agenda with addition of “9C. MMUA Safety Services Contract. Approved 5-0-0

MINUTES – SEPTEMBER 7, 2023, MEETING MINUTES

MOTION Prigge, second Bucher to approve the September 7, 2023, meeting minutes. Approved 5-0-0

WORK SESSION MINUTES – SEPTEMBER 12, 2023, MEETING MINUTES

MOTION Durhman, second Bucher to approve the Work session meeting minutes of September 12, 2023. Approved 4-0-1 (Prigge abstaining)

ACCOUNTS PAYABLE – SEPTEMBER 21, 2023

MOTION Prigge, second Amundson to approve the accounts payable in the amount of \$769,540.03. Approved 5-0-0.

PUBLIC COMMENT

PUBLIC HEARING

UNFINISHED BUSINESS

8-A. ORDINANCE 2023-03 ESTABLISHING A MORATORIUM REGARDING THE SALE, MANUFACTURING, OR DISTRIBUTION OF ADULT-USE CANNABIS IN THE CITY OF ZUMBROTA

At the meeting on September 7th, Amundson asked for clarification on the terms manufacturing and production. Rockne revised the language and added an exception for home cultivation for personal use. **MOTION** Amundson, second Durhman to approve Ordinance 2023-03 Establishing a Moratorium Regarding the Sale, Manufacturing, or Distribution of Adult-Use Cannabis in the City of Zumbrota. Approved by roll call vote: Hammel, aye; Durhman, aye; Prigge, aye; Bucher, aye; Amundson, aye.

8-B. CODE COMMITTEE APPOINTMENTS

MOTION Prigge, second Bucher to appoint Beverly Weness (Planning and Zoning) and Kevin Amundson (Councilmember) to the CODE Committee. Approved 5-0-0.

8-C. JEFFERSON PROGRESS UPDATE

Mike gave an update on the Jefferson project. Last of the underground has been finished this week and it is hoped paving will begin next week.

8-B. RESOLUTION 2023-18 – APPROVING PROPOSED BUDGET AND LEVY COLLECTIBLE IN 2024

The following levy was set before Council for certification to Goodhue County:

GENERAL	\$2,093,366
LIBRARY	\$ 230,210
PARK	\$ 70,726
SWIM POOL	\$ 91,488
<u>21 GO BONDS</u>	<u>\$ 194,875</u>
TOTAL Levy	\$2,680,665

MOTION Prigge, second Amundson to approve Resolution 2023-18 – Approving Proposed Budget and Levy Collectible in 2024. Approved by roll call vote: Hammel, aye; Durhman, aye; Prigge, aye; Bucher, aye; Amundson, aye.

NEW BUSINESS

9-A. SET A PUBLIC HEARING & ADOPTION DATES FOR THE 2024 FINAL LEVY AND BUDGET

MOTION Durhman, second Bucher to set a public hearing for the 2024 Budget on December 7, 2023, at 6:05 pm and to set the date to approve the 2024 Budget on December 21, 2023. Approved 5-0-0.

9-B. CITY OF ZUMBROTA WEBSITE CHANGES

Recently, the City’s website provider, GovOffice, was purchased by a company called Catalis. With this change brings many new opportunities for the City. Previously our website was an ala carte service but with the new Catalis platform it is bundled allowing the City to access many features. Catalis requires a yearly fee that would give access to all the features they offer.

Some key features are as follows:

1. Survey/Poll capabilities
2. Mass notifications (which could potentially eliminate the need for our current notification system)
3. Digitized Permit & License management

The cost per year would be as follows:

***Estimate start date 11/1/23 – 10/31/27**

Year 1 = \$4,995 11/1/23 – 10/31/24

Year 2 = \$5,294 11/1/24 – 10/31/25

Year 3 = \$5,611 11/1/25 – 10/31/26

Year 4 = \$5,947 11/1/26 – 10/31/27

In 2020, the City prepaid for 6 years at \$1,896.70 per year. The City will be credited for the time the not used in the amount of about \$5,689.98 (3 years). Amundson stated he thought the rates were in line with the market and it would be good to keep the platform current. **MOTION** Durhman second Amundson to approve moving to Catalis for the City website needs with the credit of \$5,689.98 being applied. Approved 5-0-0.

9-C. MMUA SAFETY SERVICES CONTRACT

MOTION Durhman, second Prigge to direct Grudem to sign the fifteen-month contract with MMUA. Approved 5-0-0.

COMMENTS

City Administrator Brian Grudem

Thanked and congratulated the Covered Bridge Festival Committee on their great job. City Hall painting will happen next month. Grudem will be attending the ICMA National Conference in Texas. He has received a partial scholarship to cover a portion of registration and travel.

Community Development Director Kurt Meister

The Congregational Church will be closing at the end of the year. The building is on the National Register and the City has been approached to possibly take over the building. The EDA is exploring options for a possible community center.

Finance Director Kim Simonson

Reported on the CIVICSystems conference she and Miranda Raasch attended last week.

MAYOR

Thanked and congratulated the Covered Bridge Festival Committee for a great festival. He then closed the meeting at 6:30 pm to discuss the request for re-opening the Police (LELS) collective bargaining agreement regarding compensation.

The meeting reopened at 7:14 pm.

The meeting was adjourned at 7:15 pm.

k

City Administrator Brian Grudem