



LE SUEUR CITY COUNCIL AGENDA
Tuesday, January 3, 2017
203 South Second Street
6:30 P.M.

REVISED

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Presentations/Items of Appreciation
5. **Consent Agenda** – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days in advance of the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.
6. **Public Comment** – Public Comment provides an opportunity for the public to address the Council on items that are not on the Agenda. Comments will be limited to three (3) minutes per person. Persons wishing to make a comment must contact the Mayor prior to being allowed to speak.
7. Public Hearings - None
8. Regular Agenda
 - A. Elect President of the Council
 - B. Appoint Fire Commission Representative
 - C. Appoint Airport Commission Member
 - D. Appoint Representative to the Board of Adjustment and Appeals
 - E. Appoint Planning Commission Members
 - F. Appoint EDA Board Member
 - G. Appoint Council Representatives to the Minnesota River Valley Public Utilities Commission (MRVPUC)
 - H. Appoint Council Representatives to the Minnesota River Valley Transit Authority
 - I. Appoint Council Representative to the Housing and Redevelopment Authority
 - J. Appoint Council Representative to the Minnesota Municipal Power Agency (MMPA) Board of Directors
 - K. Appoint Council Representative to the Coalition of Greater Minnesota Cities
 - L. Appoint Alternate Council Representative to the Coalition of Greater Minnesota Cities

- M. Appoint Council Representative to the Highway 169 Coalition Committee
- N. Appoint Council Representative to Region Nine Development Commission
- O. Appoint Council Representative to the Community Pedestrian Walkway Committee
- P. Appoint Council Representative to the Community Education Advisory Council
- Q. Designate the Le Sueur News Herald as the Official Newspaper
- R. Designate HomeTown Bank, CornerStone State Bank, First Farmers and Merchants Bank, and the Minnesota Municipal Market Fund as depositories.
- S. Appoint Committee Members (Mayor)

Committee

Personnel and Budget

- T. Discuss Format of Council Agenda and Minutes
- U. Discuss Interim City Administrator/City Administrator Search Process
- V. Adjourn



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Board and Commission Appointments
DATE: For the City Council meeting of Tuesday, January 3, 2017

PURPOSE/ACTION REQUESTED
Consider making Board and Commission Appointments.

SUMMARY

City Code Section 32.60 (f) Powers and Duties of the Mayor indicates that “the Mayor will establish all City Council committees both standing and ad hoc and appoint the members of said committees.”

All Boards and Commissions are advisory to the City Council except those except those administering functions jointly with other political subdivisions (City Code Section 33.001). Those two are currently the MRVPUC and MRVT.

Staff advertised the various Board and Commission vacancies and asked interested citizens to apply. I have received four applications and copies of those are attached.

The following appointments should be determined or affirmed:

Elect President of the Council

The City’s Charter Section 2.06 indicates that “...the council shall choose from its members a president pro tem who shall hold office at the pleasure of the council and shall serve as president in the mayor’s absence and a mayor in case of the mayor’s disability or absence from the city. . .”

Appoint Fire Commission Representative

The City Code Section 91.45 indicates “The Fire Protection Service Commission of the city is hereby established under the jurisdiction, authority and control of the City Council. This Commission shall consist of one representative from each governmental subdivision contracting for fire protection service with this city, as well as one representative from this city. Representatives shall be appointed by their respective governing bodies.”

The Fire Commission meets three times per year in February, June and October. The Council’s current representative to this Commission is Kevin Wilke.

Appoint Airport Commission Member

City Code Section 33.016 indicates that “The Commission shall be appointed by the City Council shall consist of one Council member, who shall be chairperson thereof, and four citizens who are qualified voters of the city.”

The Airport Commission provides oversight for the City Council and staff regarding municipal airport operations and projects and reviews all applications for airplane hangar development. Terms are three years and the Commission meets on an as needed basis.

	<u>Term Expires</u>
LeRoy Swenson	12-31-2018
Mike Balch	12-31-2018
Darrell Kolden	12-31-2016
Dan LaBelle	12-31-2017
Benjamin Rohloff - Council Member	12-31-2017

Mr. Kolden indicates that he wishes to be considered for re-appointment to the Airport Commission. Ms. Meger indicates that one of the Commissions she would like to be appointed to is the Airport Commission.

Appoint Representative to the Board of Adjustment and Appeals

City Code Section 153.061 APPEALS AND THE BOARD OF ZONING ADJUSTMENTS.

(A) A Board of Zoning Adjustments is hereby established. It shall consist of three persons residing in the city and also the Zoning Administrator as ex officio member without the right to vote. The three persons shall be appointed by the Mayor and approved by the City Council. The Board shall serve without compensation; each member shall be appointed for a term of three years and may be removed by a two-thirds vote of the City Council. Their terms shall be staggered to provide continuity on the Board.

This Board reviews all questions that arise in the administration of the zoning code, including the interpretation of zoning maps. It hears appeals from and reviews any order, requirement, decision or determination made by the Zoning Administrator or any officer, commission or board rendering decisions dealing with the zoning code. The Board of Zoning Adjustments shall also have the authority to issue variances to the provisions of the zoning code in accordance with § 153.065.

	<u>Term Expires</u>
Robert Steiger	12-31-18
Scott Schlueter	12-31-16
Mark Huntington	12-31-17

The Board of Zoning Adjustments meets on an as needed basis. Mr. Schlueter indicates that he wishes to be considered for re-appointment to the Board of Zoning Adjustments. Ms. Meger indicates that one of the Commissions she would like to be appointed to is the Board of Zoning Adjustments.

Appoint Planning Commission Members

City Code Section 153.062 PLANNING COMMISSION.

The Planning Commission shall provide assistance to the City Council and Zoning Administrator in the administration of Zoning Code. All recommendations of the Planning Commission shall be advisory in nature. The Planning Commission shall review, hold public hearings and make recommendations to the City Council on all applications for zoning amendments and conditional use permits, in accordance with the terms of the zoning code.

The Planning Commission makes recommendations to the City Council on issues related to land use and development in the City. Terms are three years and the Commission meets on an as needed basis.

	<u>Term Expires</u>
Sara Iten	12-31-18
Teresa Tebbe	12-31-18
Lyle Olson	12-31-18
VACANT	12-31-17
Scott Schlueter	12-31-17
Nicholas Williams	12-31-16
Patrick Barry III	12-31-16

Vacant – Council Liaison (Non – Voting)

Mr. Williams and Mr. Barry indicate that they both wish to be considered for re-appointment.

Patricia Dawson and Melissa Meger have both applied to be considered for appointment to the Planning Commission.

Appoint EDA Board Member

The City’s Economic Development Authority (EDA) was established in 1988 according to Minnesota Statutes, section 469.090 to 469.108.

In very broad terms EDA’s have the authority to do the following:

- ✓ Develop/Re-develop property, including acquiring property, demolishing or removing structures, correcting soil deficiencies, constructing or installing public improvements (streets, roads and utilities), providing re-location benefits to the occupants of acquired properties, contracting for planning, engineering, legal services to accomplish the functions listed.
- ✓ Issue debt either through general obligation bonds or revenue bonds. The City Council must approve the sale of all bonds and obligations of an EDA.
- ✓ An EDA may adopt bylaws and rules of procedure. The EDA must select a president, vice-president, treasurer and secretary annually.
- ✓ An EDA member must submit a disclosure statement should any conflict of interest arise in which they might knowingly take part in a sale, lease or contract or they can be found guilty of a misdemeanor.
- ✓ A City may levy taxes specifically for economic development. The tax must not be more than 0.01813% of estimated market value.

EDA’s are either three, five or seven members. A City Council can act as the EDA. For a three member authority, one person must be a City Council member, for a five or seven member authority, two must be City Council members.

The City's EDA is a five member board with two council persons. They generally meet on a quarterly basis but with the housing activities of late, they have been meeting monthly on the 4th Monday at 5:15 pm. Terms are five years. There has been discussion at the EDA of expanding their membership to seven due to the likely dissolution of LSDI.

	<u>Term Expires</u>
Bob Oberle	12-31-18
Vacant	12-31-16
Dave Johnson	12-31-17
Council position Vacant	12-31-18
Ruth Vortherms	12-31-19

All of the applicants (Dawson, DePree, Pfarr, and Meger) have indicated that they wish to be considered for appointment to the EDA.

Appoint Council Representatives to the Minnesota River Valley Public Utilities Commission (MRVPUC)

From the MRVPUC's bylaws (section 4.2) The Joint Powers Board shall consist of 5 Directors consisting of 2 members of the City Councils of each City who shall be appointed by each City's Mayor.

At its first meeting of each calendar year, the four appointed members of the Commission shall appoint a 5th Director. Such 5th Director shall be a member of the City Council of either Le Sueur or Henderson. A Mayor shall not serve as a voting member of the Commission. Each Director shall have one vote.

The number and method of appointment to the governing body may be modified at any time upon approval of each City Council.

Councilmember Huntington is one of the current appointees to the MRVPUC.

Appoint Council Representative to the Minnesota Municipal Power Agency (MMPA) Board of Directors (1 Council/1 Staff as alternate).

Meetings are the fourth Tuesday of every month from 10 am to Noon in Shakopee. Appointees must sign and abide by a confidentiality agreement.

Appoint Council Representative to the Coalition of Greater Minnesota Cities
Appoint Alternate Council Representative to the Coalition of Greater Minnesota Cities

The CGMC has various conferences, meetings and activities (including a day at the Legislature so that local leaders can meet with their representatives on issues important to the local constituency). The Coalition's Mission is to advance the issues that make Minnesota strong.

Appoint Council Representative to the Highway 169 Coalition Committee

Mission: Working together to enhance safety, reduce congestion and maximize economic development along the U.S. Highway 169 interregional corridor.

In 2016 the Committee met four times at the Scott County Government Center at 6:00 pm. The 2017 meeting schedule is not yet published.

Appoint Council Representative to Region Nine Development Commission

Region Nine Development Commission strives to promote the development of the region through intergovernmental cooperation, community and human development, long-range planning and technical assistance.

According to State Statute, cities under 10,000 in Le Sueur County need to be represented on the full Commission.

The Commission meets quarterly on the 2nd Wednesday of January, April, July and October at 6 pm in Mankato.

Appoint Council Representative to the Community Pedestrian Walkway Committee

General Purpose - The committee serves in an advisory capacity to the City Council relative to the City's efforts to establish and maintain a planned community trails and pedestrian walkways system.

Committee Membership – Seven (7) to eleven (11) community residents appointed annually by the Mayor. Appointments will be approved by the City Council. Committee membership will include at least one (1), but not more than two (2), members of the city council. Any number of non-voting “ex officio” committee members may be appointed by the Mayor and approved by the City Council (City Administrator, Parks and Recreation Director, Public Services Director, etc.).

Current members:

- Patrick Tebbe-Chair
- Jan Rhode-Vice Chair
- Tiffany Meyer
- Sherri McCoy
- Joe Roby
- Margaret More
- Mark Zeiher
- Benjamin Rohloff, Council Liaison
- Randy Snow, Staff Liaison
- Layne Wilbright, Staff Liaison

This Committee meets on an as needed basis and has not had a meeting in over a year.

Appoint Council Representative to the Community Education Advisory Council

From its bylaws:
Mission and Purpose

Section 1. Le Sueur-Henderson Community Education will provide leadership in the creation of an educational environment in which citizen involvement and life-long learning are essential. It will work in partnership with others to address community issues and to create educational, cultural, recreational, and community service opportunities for all people who reside in the community.

Section 2. The Council shall serve as the governing body representing interests of the population within the geographic boundaries of the community education program. It shall have advisory powers to suggest ways of meeting community needs.

The Council meets four times annually.

Personnel and Budget Committee

This Committee is composed of three Council members who meet on an as needed basis with the City Administrator to review a variety of matters related to primarily personnel related issues.

RECOMMENDATION

Staff recommends the Council discuss and make the various appointments.

Print

Commission Application - Submission #12

Date Submitted: 12/5/2016

Pick One*

I am interested in serving on the following commission (if you have an interest in more than one commission, you may rank your choices)

Planning Commission

Board of Zoning Adjustments

Airport Commission

Economic Development Authority

First Name*

Patty

Last Name*

Dawson

Address1*

206 Foxborough Lane

Address2*

n/a

City*

Le Sueur

State

MN

Zip

56058

Phone Number*

6126362083

Email*

pdawson@gustavus.edu

Length of residence in Le Sueur (in years)

23 years but was also born and raised in Le Sueur. Left after highschool for several years.

Community, Civic or Volunteer Experience

I used to be involved with school activities and volunteer opportunities. Have not done much in the past 5-10 years. Would like to get involved again.

Occupation and Work Experience

I currently work at Gustavus as a nurse in their Health Service and I have been there for 12 years. I also work one weekend a month at the Le Sueur Hospital in the Urgent Care which is where I was employed prior to going to Gustavus.

Educational Background/Training

I served 7 years in the United States Navy. I am a Licensed Practical Nurse and I did my training in 1984 in Rochester MN

What skills or personal qualities do you possess that would make you valuable as a board or commission member?

I have a huge interest in this community. I enjoy working on a team. I am an excellent communicator and I like to see things get done.

Why are you interested in volunteering?

I believe in this community. I think there is potential. I have seen it go through some highs and lows. We need to get good people involved again. I was more active when my kids were in school and then backed off when they started college. I have the time and I am ready to make a commitment again.

Membership

The City Council will not consider applications from regular full-time or part-time Le Sueur employees, or seasonal, temporary, paid-on-call firefighter or contract employee if appointment could cause a conflict of interest. The City Council will not appoint a Board and/or Commission member to serve concurrently on more than one board or commission (not including the Charter Commission).

Conflicts of Interest

No commissioner shall: 1) Enter into any contract with the city unless otherwise authorized by law. 2) Use of their position to secure any special privilege or exemption for themselves or others. 3) Use their office or otherwise act in any manner which would give the appearance of or result in any impropriety or conflict of interest.

IMPORTANT INFORMATION CONCERNING YOUR APPLICATION

DATA PRIVACY NOTICE: Minnesota law requires that you be informed of the purposes and intended uses of the information you are providing on this application. Pursuant to Minnesota Statutes Section 13.601, your name, city of residence, employment history, volunteer work, awards and honors are public data and is available to anyone who requests the information. The data that you give us about yourself is also needed to identify you and assist in determining your suitability for the commission(s) for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to evaluate your application. Should you be appointed to serve on a board or commission, pursuant to Minnesota Statutes Section 13.601, your residential address and either a telephone number or electronic mail address (or both) where you can be reached also become public information. I have read and understand the data privacy information given above and authorize investigation of all statements contained in this application as may be necessary to arrive at an appointment decision. I certify that all answers given here are true, and I understand that any false information on or omission of information from this application will be cause for rejection of this application.

Signature (electronic)*

Date

Jenelle Teppen

From: noreply@civicplus.com
Sent: Wednesday, December 21, 2016 12:03 PM
To: Jenelle Teppen
Subject: Online Form Submittal: Commission Application

Commission Application

Pick One	Economic Development Authority
First Name	John
Last Name	DePree
Address1	107
Address2	Sunset Circle
City	Le Sueur
State	MN
Zip	56058
Phone Number	507-262-0409
Email	joaodepree@gmail.com
Length of residence in Le Sueur (in years)	Currently, 9 years residence in City of Le Sueur - 11 previous years residence in local area with City of Le Sueur as our home town
Community, Civic or Volunteer Experience	25 years of Non-Profit work with Bethany International Bloomington, MN Former President of Non-Profit board, Partners in Publishing, Chandler Arizona City of Le Sueur Comprehensive Plan Working Group Committee member Adjunct Faculty - Bethany College, focused on international business Currently actively working with LSH schools to create School/Business partnerships
Occupation and Work Experience	2014 - Current Director of Human Resources for Le Sueur Inc. Coordinates organizational development at Le Sueur Incorporated to bring the vision of LSI to reality via the growth and development of our 450 employees and via strategic community relations. Previous: 2011-2014 Startup Founder (Publish4All.com) Responsible for all facets of operations, sales and marketing for Team of 9 that in 2016 became the

world's most extensive Print-On-Demand Network with 67 facilities in 45 nations. 2001-2014 President/CEO Bethany Press Bloomington, MN - Led a high-performing manufacturing team. Exceptional at building customer and industry relations, ensuring teams deliver on customer expectations for quality, service, price and on-time delivery. - Developed and executed strategic plans - Prepared, managed, forecasted, and analyzed budgets up to \$20 million - Founded several Dot com startups - (BelieversPress.com, Publish4All.Com) - Managed multiple plant expansions, including purchase and installation of over \$3 million in equipment - Built and maintained relationships with key Community and Government representatives, as well as negotiation and auditing of with key vendor/suppliers. - Twelve years employee/labor relations and risk management, resulting in high employee engagement, development and promotion of numerous internal candidates, and extremely low turnover despite major market retractions. - Tracked legislation, and legal requirements, ensuring compliance with county, state, and federal regulatory agencies.

Educational
Background/Training

Bachelors Degree in Theology and Cross cultural communications from Bethany College, Bloomington, MN 1 year Educational Internships with: 1) Teen Challenge, NY (Chemical Dependency counselor) 2) Community Outreach Ministry, US Virgin Islands Additional Post Secondary Courses in psychology and adult learning at Normandale Community College and Bethel College

What skills or personal
qualities do you possess
that would make you
valuable as a board or
commission member?

I have a tremendous appetite for continued knowledge. I am a strategic thinker as well as a strategic relationship connector with the execution skills to help others turn their vision into reality. I have broad experience in many capacities, including all strategic aspects of non-profit, tech startups, manufacturing, sales, marketing, and international business including financial oversight, negotiations, human capital development, sales & marketing, and organizational leadership.

Why are you interested in
volunteering?

I served recently on the City of Le Sueur's comprehensive plan working group and enjoyed contributing to the process. I see tremendous potential in our Community and would like to throw my shoulder to the wheel in helping the community to realize that potential. I believe my experience and skills would be best used in a role dealing primarily with the future vision for our community and would entertain your feedback on any opportunities to serve.

Membership

The City Council will not consider applications from regular full-time or part-time Le Sueur employees, or seasonal, temporary, paid-on-call firefighter or contract

employee if appointment could cause a conflict of interest. The City Council will not appoint a Board and/or Commission member to serve concurrently on more than one board or commission (not including the Charter Commission).

Conflicts of Interest

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IMPORTANT INFORMATION CONCERNING YOUR APPLICATION

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Signature (electronic) John P. DePree

Date 12/21/2016

Email not displaying correctly? [View it in your browser.](#)

Jenelle Teppen

From: noreply@civicplus.com
Sent: Friday, December 9, 2016 10:35 AM
To: Jenelle Teppen
Subject: Online Form Submittal: Commission Application

Commission Application

Pick One	Planning Commission, Airport Commission, Board of Zoning Adjustments, Economic Development Authority
First Name	Melissa
Last Name	Meger
Address1	430 Doppy Lane
Address2	Na
City	Le Sueur
State	Minnesota
Zip	56058
Phone Number	612-716-8719
Email	Mmeger@co.scott.mn.us or melissameger23@gmail.com
Length of residence in Le Sueur (in years)	32
Community, Civic or Volunteer Experience	Currently I volunteer for the Emergency Response Team and "Delivering What Matters" committee for Scott County.
Occupation and Work Experience	Business owner in Le Sueur for 6 years and I currently work for Scott County in Shakopee as an Accountant in the Health and Human Services Department.
Educational Background/Training	BA degree from Minnesota State University- Mankato in Interior Design and construction Management, as well as a Associates degree in Business Management and Accounting. I continue my education starting January 2017, where I will be obtaining and double BA degree in Business Management & Accounting.
What skills or personal qualities do you possess	I am very devoted to my community that I was born and raised and I want to be more involved. My abilities in planning,

that would make you valuable as a board or commission member? research and financial skills would be very valuable to the City of Le Sueur, along with my motivation to make Le Sueur great again!

Why are you interested in volunteering? I want to make Le Sueur great again, and by bringing in some "young blood", I intend to bring fresh ideas and development to the city.

Membership

The City Council will not consider applications from regular full-time or part-time Le Sueur employees, or seasonal, temporary, paid-on-call firefighter or contract employee if appointment could cause a conflict of interest. The City Council will not appoint a Board and/or Commission member to serve concurrently on more than one board or commission (not including the Charter Commission).

Conflicts of Interest

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Signature (electronic) Melissa Meger

Date 12/9/16

Email not displaying correctly? [View it in your browser.](#)

Print

Commission Application - Submission #11

Date Submitted: 11/30/2016

Pick One*

I am interested in serving on the following commission (if you have an interest in more than one commission, you may rank your choices)

Planning Commission

Board of Zoning Adjustments

Airport Commission

Economic Development Authority

First Name*

Pfarr

Last Name*

Brian

Address1*

306

Address2*

Doppy Lane

City*

LeSueur

State

MN

Zip

56058

Phone Number*

507-665-4216

Email*

brianpfarr@ffmbank.com

Length of residence in Le Sueur (in years)

23

Community, Civic or Volunteer Experience

Lector at St Annes Church
Vice Chair of the Finance Council at St Annes church
Member and past commander of the American Legion
Member of the VFW
Member of the LeSueur Lions
Member of LSDI

Occupation and Work Experience

President at FFM bank in LeSueur MN 11 Years experience
5 years of teaching experience at South Central College teaching Farm Business Management
29 Years of Leadership experience in the MN Army National Guard

Educational Background/Training

BS in Business Management and Marketing
MS in Experiential Education

What skills or personal qualities do you possess that would make you valuable as a board or commission member?

My primary roll at the bank is economic development of the community, by working with businesses and individuals to find solutions to their financial needs. I have a very good understanding of the financial tools available to the area. I have worked with countless people to develop a functioning business plan. I believe these skills would make me an asset to the LeSueur EDA

Why are you interested in volunteering?

I believe my skills and abilities would add value to the LeSueur EDA. I would like to contribute to the future development of the community.

Membership

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Conflicts of Interest

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application as may be necessary to arrive at an appointment decision. I certify that all answers given here are true, and I understand that any false information on or omission of information from this application will be cause for rejection of this application.

Signature (electronic)*

Brian H Pfarr

Date

30NOV16

CITY COUNCIL
LE SUEUR, MINNESOTA

<u>NAME</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Gregory Hagg	Mayor	12-31-20
John Favolise	Ward 1 Council Member	12-31-20
Dave Johnson	Ward 1 Council Member	12-31-18
Kevin Wilke	Ward 1 Council Member	12-31-18
Newell Krogmann	Ward 2 Council Member	12-31-18
Benjamin Rohloff	Ward 2 Council Member	12-31-16
Mark Huntington	Ward 2 Council Member	12-31-20

MISCELLANEOUS APPOINTMENTS FOR COUNCIL MEMBERS & STAFF
CALENDAR YEAR 2017

President of the Council	Vacant
Fire Service Commission Representative	Kevin Wilke
Airport Commission Representative	Vacant
Planning Commission Liaison Representative (Non-Voting)	Vacant
Board of Adjustments and Appeals Representative	Mark Huntington
Coalition of Greater MN Cities Representative.....	Vacant
Coalition of Greater MN Cities Alternate Representative	Jenelle Teppen
Housing and Redevelopment Authority Board Representative	Jeff Kerkow
Minnesota River Valley Public Utilities Commission.....	Vacant Mark Huntington
Minnesota River Valley Transit	Kevin Wilke Mark Huntington
Minnesota Municipal Power Agency (MMPA) Board Representative	Mark Huntington
Minnesota Municipal Power Agency (MMPA) Board Alternate Rep	Jenelle Teppen
Minnesota Valley Health Center Board of Directors	Dave Johnson (term through 1/18)
Highway 169 Coalition Representative.....	Bob Oberle, Ed Tschida, and Vacant
Region Nine Development Commission	Vacant
Community Education Advisory Council	Vacant
Community Pedestrian Walkway Committee	Benjamin Rohloff

COMMITTEE

Personnel & Budget

MEMBERS

Dave Johnson

Vacant

Vacant



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Agenda and Minutes Format
DATE: For the City Council meeting of Tuesday, January 3, 2017

PURPOSE/ACTION REQUESTED
Review the format of Council agendas and minutes.

SUMMARY
Staff requests the City Council review the format of the regular Agenda and Minutes and determine if any changes are desired.

City Council Regular Agenda

1. Call to Order
2. Pledge of Allegiance
3. Norms of Behavior – does the Council wish to continue with the reading of the Norms of Behavior?
4. Approval of the Agenda
5. Presentations – None
6. Consent Agenda – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days in advance of the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.
 - A. Approval of Minutes
 1. Regular Meeting of X, 2017
 - B. Resolution Approving Disbursements for Period Ending X, 2017
7. Items of Appreciation – does the Council wish to continue with Items of Appreciation?
8. Public Comment – Public Comment provides an opportunity for the public to address the Council on items that are not on the Agenda. Comments will be limited to three (3) minutes per person. Persons wishing to make a comment must contact the Mayor prior to being allowed to speak. – does the Council wish to amend this requirement?
9. Public Hearings
10. Regular Agenda
 - A. X
 - B. Y
 - C. Z
 - D. Miscellaneous – does the Council wish to continue with a miscellaneous category? If so, what are the expectations? For example, the previous practice was that issues raised

during Miscellaneous were not discussed by the Council as a whole and that there were no actions taken. This is a good policy decision because items should generally appear on the regular agenda so that the public has the ability to know what items are before the Council for discussion.

E. Adjourn

City Council Minutes

The Minutes are the formal record of City Council meetings – not a cable television broadcast/tape or a web streamed live or archived meeting.

Since the City was initially established, the format of the minutes has not changed. Minutes have been very brief, recording only the final action, who made the motion and second and votes in favor and against – and who cast those votes.

There have been questions/concerns raised regarding the lack of detail in minutes – though that detail is not required it sometimes lends some insight into the final decision.

On the other hand, I've seen minutes of Council meetings that are very nearly verbatim and can go on for 20 plus pages.

If it's the Council's desire to expand the minutes – I suggest you look at the format used by Saint Peter in the attached. By following this format, I believe there is a balance struck between slightly more detail and not a significant additional amount of staff time to produce.

If the wish of the Council is to provide a verbatim format, current staffing levels would need to be increased to accommodate that.

RECOMMENDATION

Staff recommends the Council discuss and provide direction to staff regarding the format of the agendas and minutes.

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
NOVEMBER 14, 2016**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on November 14, 2016.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Pfeifer, Parras, Kvamme, Carlin, Brand, and Mayor Zieman. Absent was Councilmember Grams. The following officials were present: City Administrator Prafke, City Attorney Brandt and City Engineer Domras.

Approval of Agenda – A motion was made by Pfeifer, seconded by Brand, to approve the agenda. With all in favor, the motion carried.

Public Hearing: Assessment of Unpaid Utility Charges – Mayor Zieman opened the public hearing on the proposed assessment of unpaid utility charges at 7:02 p.m. City Administrator Prafke reviewed the process to be followed for conduct of a public hearing. Finance Director O'Connell provided background information on the proposed assessment of utility bills remaining unpaid as of May 31, 2016 in the total amount of \$15,833.18. O'Connell indicated that \$5,905.76 would be assessed and the remainder, which is not assessable under Sstate law, would be written off as bad debt although collection efforts would continue. City Administrator Prafke read into the record a letter received from Marc Bachmann, owner of 806 South Minnesota Avenue, objecting to the proposed assessment on his property which he felt was the responsibility of the previous owner of the home. Staff and Councilmembers noted that a title search prior to buying the home would have shown the outstanding debt. O'Connell indicated that Bachmann had told her he would go back to his title insurance company on the issue. There being no further speakers, the hearing was declared closed at 7:06 p.m.

Public Hearing: Assessment of Unpaid Miscellaneous Charges – Mayor Zieman opened the public hearing on the proposed assessment of unpaid miscellaneous charges at 7:07 p.m. Finance Director O'Connell reviewed the proposed assessments to seven properties for unpaid lawn mowing, property cleanup and improvement projects. O'Connell also indicated she was recommending the bad debt write-off of a \$60 charge for Recreation and Leisure Services Department registration fees that staff had deemed to be uncollectible. There being no further speakers, the hearing was declared closed at 7:08 p.m.

Public Hearing: Maplewood Apartments SCDP Grant Application Review – Mayor Zieman opened the public hearing on the Maplewood Apartments Small Cities Development Program grant application review at 7:08 p.m. City Administrator Prafke noted the letter from Southwest Minnesota Housing Partnership (SWMHP) regarding the SCDP grant funded renovation of Maplewood Apartments. Prafke indicated the funding was a pass-thru to SWMHP and the vast majority of the project had been completed. Prafke also stated the public hearing was a requirement of the grant program and no further action was required by the City Council. There being no further speakers, the hearing was declared closed at 7:09 p.m.

Approval of Minutes – A motion was made by Carlin, seconded by Parras, to approve the minutes of the October 24, 2016 regular City Council meeting. With all in favor, the motion

carried and the minutes were approved. A complete copy of the minutes of the October 24, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Pfeifer, seconded by Carlin, Resolution No. 2016-163 entitled, "Resolution Approving Consent Agenda", was introduced. Councilmember Brand asked for additional explanation on the DeWild, Grant, and Reckert charges on the bill list. Public Works Director Moulton indicated the bill was a charge to review a proposed solar connection to the City's electric system for a City utility customer and the engineering fees are passed on to the customer. Mayor Zieman noted, in light of the Council's recent discussion about buying locally even if the price is higher, the purchase from Menard's for lumber for the new Mechanic's shop and pointed out the \$8,000 difference between the cost and the cost if the purchase had been made at St. Peter Lumber and questioned what defines "close enough" for pricing. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2016-163 is contained in the City Administrator's book entitled Council Resolutions 21.

Assessment Of Unpaid Utility Charges – Finance Director O'Connell recommended approval be provided for assessment of unpaid utility charges. O'Connell noted the assessments would be for a one year period at 1.66% interest and the property owners had thirty (30) days to pay the assessments in full without interest or the full amount would be assessed on the 2017 tax roll with interest through the end of 2017. Councilmember Parras again questioned whether unpaid utilities would be discovered during a title search. City Attorney Brandt indicated that title searches normally include unpaid utilities and indicated the City has a very well defined system in place for responding in writing to such requests by title insurance companies and attorneys. In motion by Carlin, seconded by Kvamme, Resolution No. 2016-164 entitled "Resolution Adopting Assessment For Unpaid Charges For Municipal Utilities And The Writing Off Of Bad Debt Utility Charges" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-164 is contained in the City Administrator's book entitled Council Resolutions 21.

Assessment of Unpaid Miscellaneous Charges – Finance Director O'Connell recommended approval be provided for assessment of unpaid miscellaneous charges and write-off of a \$60 recreation program charge as uncollectible. O'Connell reported there were seven parcels involved for a total of \$4,920.97 and the assessments would range in length from one to five years at 1.66% - 2.29% interest as outlined in the City's assessment policy. In motion by Brand, seconded by Parras, Resolution No. 2016-165 entitled "Resolution Adopting Assessments Of Unpaid Miscellaneous Charges And Approval To Write-Off Uncollectible" was introduced with a modification to specify write-off of the \$60 recreation program charge. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2016-165 is contained in the City Administrator's book entitled Council Resolutions 21.

Councilmember Kvamme noted that the \$9,000 being written off from the unpaid utility charges was less than one-half of one percent of the total utility sales.

Revolving Loan Modifications – City Administrator Prafke reported the Economic Development Authority had received applications from four previous recipients of revolving loans asking to be included in the newly revised loan guidelines that would allow for forgiveness of a portion of their principle loan amounts. Prafke noted the EDA recommendation was to approve the requests by Blaido, Inc. (dba 4 The Team), Chabeans, LLC (dba Patrick's on 3rd),

and Community Core Partners and to deny the request from Stelters (dba Fair Emporium) based on the Stelter loan being approved prior to consideration of the changes in the loan program. Prafke also noted that the applicants would still need to meet the conditions that allow for partial forgiveness which included making every loan payment as due and in the full amount due. Prafke also pointed out that the total exposure to the City if the forgiveness provisions were applied to the three loans would be \$13,325.

In motion by Kvamme, seconded by Brand, Resolution No. 2016-66 entitled "Resolution Retroactively Applying Partial Loan Forgiveness Provisions Of The Central Business District Renovation/Accessibility Enhancement Loan Program To Loan Previously Approved For Blaido, Inc. (D.B.A 4 The Team)" was introduced. Upon roll call, Councilmembers Kvamme, Carlin, Brand, Parras and Mayor Zieman voting aye, Councilmember Pfeifer abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-166 is contained in the City Administrator's book entitled Council Resolutions 21.

In motion by Kvamme, seconded by Parras, Resolution No. 2016-167 entitled "Resolution Modifying Terms Of Community Core Partners, LLC Revolving Loan To Retroactively Allow Partial Loan Forgiveness As Contained In The Central Business District Renovation/Accessibility Enhancement Loan Program" was introduced. Upon roll call, Councilmembers Kvamme, Carlin, Brand, Parras and Mayor Zieman voting aye, Councilmember Pfeifer abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-167 is contained in the City Administrator's book entitled Council Resolutions 21.

In motion by Kvamme, seconded by Parras, Resolution No. 2016-168 entitled "Resolution Approving Retroactive Application Of The Partial Loan Forgiveness Provision Of The Central Business District Renovation/Accessibility Enhancement Loan Program To Loan Previously Approved For Chabeans, LLC (D.B.A. Patrick's On Third)" was introduced. Upon roll call, Councilmembers Kvamme, Carlin, Brand, Parras and Mayor Zieman voting aye, Councilmember Pfeifer abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-168 is contained in the City Administrator's book entitled Council Resolutions 21.

Comprehensive Plan Update – City Administrator Prafke presented the Planning and Zoning Commission's recommendation for approval of the updated Comprehensive Plan. Prafke noted the plan included the small changes recommended by the City Council at the last workshop session and would serve as the long-term land use plan for the City. In motion by Kvamme, seconded by Parras, Resolution No. 2016-169 entitled "Resolution Adopting Revised 2016 Comprehensive Plan For Municipal Development" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-169 is contained in the City Administrator's book entitled Council Resolutions 21.

Parks Master Plan Update – Public Works Director Moulton presented the Parks and Recreation Advisory Board recommendation for approval of an updated Parks Master Plan. Moulton indicated the Board had been working on the update for 18 months and the last plan had been adopted in 2005. Moulton indicated the plan includes revisions related to a higher demand for open space in the community and more passive uses of those open spaces; the two new parks being developed; expansion of Ramsey Park; future specialty parks like BMX, archery, and skateboard; Americans with Disabilities Act compliance regulations; comprehensive trail system; an increase in population of almost 2,000 people since the last plan was adopted; and the City's relationship with the various athletic associations. In motion by

Pfeifer, seconded by Parras, Resolution No. 2016-170 entitled "Resolution Adopting The 2016 Parks Master Plan" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-170 is contained in the City Administrator's book entitled Council Resolutions 21.

Bureau of Criminal Apprehension (BCA) Agreements – City Administrator Prafke recommended authorization be approved for execution of agreements with the Minnesota Bureau of Criminal Apprehension (BCA) that would allow continued access to BCA records by the Police Department and the City Attorney's office. Prafke noted that the existing agreements, which were initially entered into in 2011, would expire this year and without new agreements the City's access to BCA records would be curtailed which would hamper Police and prosecution efforts. In motion by Parras, seconded by Carlin, Resolution No. 2016-171 entitled "Resolution Approving State Of Minnesota Joint Powers Agreements With The City Of Saint Peter On Behalf Of Its' City Attorney And Police Department" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-171 is contained in the City Administrator's book entitled Council Resolutions 21.

2017 Stormwater Budget – Finance Director O'Connell reviewed the proposed 2017 budget for the Stormwater Fund in the total amount of \$813,447. O'Connell reported the budget was similar to the 2016 budget and did not include a rate change. O'Connell reviewed the capital projects and purchases included in the budget and indicated that the expected reserve balance at the end of 2017 would be \$276,000. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-172 entitled "Resolution Adopting The 2106 Stormwater Enterprise Fund Budget" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-172 is contained in the City Administrator's book entitled Council Resolutions 21.

Reports

Mayor's Report – Mayor Zieman reported on his attendance at the signing ceremony for the new agreements with Greater Mankato Growth Regional Economic Development Alliance. Zieman also reported that representatives from Saint Peter's Sister City of Petatlan, Mexico would be arriving for a visit the weekend after Thanksgiving.

LMC Regional Meetings – Councilmember Parras reported on the League of Minnesota Cities regional meeting he attended which focused on communication, civility and diversity.

General Election – City Administrator Prafke thanked the City's Election Judges for their service during the Presidential election and indicated the Election Judges were the "stewards of democracy."

City/County Meeting Schedule- City Administrator Prafke noted that a joint meeting of the City and County committee would be scheduled soon.

City/School Board Meeting Schedule – City Administrator Prafke reminded Councilmembers of the joint meeting between the City Council and the School Board which was scheduled for November 30th at 6:00 p.m. in the Governors' Room.

Goal Session Report – City Administrator Prafke stated the report from the November 7, 2016 goal session would be provided in the next Council packet.

City Administrator Prafke also reported that the newly purchased public access equipment was being used for the first time.

Executive Session: City Land Sale Negotiations – City Administrator Prafke requested a closed session to discuss negotiations for sale of the City owned land formerly used as the wastewater treatment ponds. In motion by Pfeifer, seconded by Carlin, Resolution No. 2016-173 entitled "Resolution Calling For Closed Session" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-173 is contained in the City Administrator's book entitled Council Resolutions 21. Prafke stated the closed session would take place in the St. Peter Room of the Community Center and the only action expected to take place when the Council returned to open session would be to adjourn the meeting.

The Council adjourned to closed session in the St. Peter Room of the Community Center at 8:05 p.m. The Council returned to open session at 8:15 p.m.

There being no further business, a motion was made by Pfeifer, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:16 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Interim City Administrator/Administrator Search
DATE: For the City Council meeting of Tuesday, January 3, 2017

PURPOSE/ACTION REQUESTED

Discuss the process for placement of an Interim Administrator and the process for replacement of the City Administrator.

SUMMARY

Interim Administrator

I have emailed 17 individuals listed on a list maintained by the League of Minnesota Cities of individuals who have indicated their availability. It should be noted that the League does not vet the individuals,

I've also reached out personally to two individuals in the region who might be interested or know others who might be.

I will let the Council know at the meeting on Tuesday what responses I've received and the Council should discuss how they'd like to move forward.

Administrator Search

The Council should discuss how they'd like to move forward with this process. Initially the Council should decide if they would like to receive proposals from an executive search firm, or if they would like make contact with the South Central Service Cooperative, as was the case when I was hired for the position.

The Council might consider forming a sub-committee to perform various tasks associated with these processes.

The Council should provide me with direction so that I can help facilitate anything related to these two topics prior to my departure.