COUNCIL PROCEEDINGS
CITY OF WINNEBAGO, MINNESOTA

MINUTES OF THE WINNEBAGO CITY COUNCIL

City of Winnebago

December 8, 2015

A regular meeting of the Winnebago City Council was held on Tuesday, December 8, 2015 at 7:00 p.m. in the Municipal Center Council Chambers.

Mayor Schutt called the meeting to order and conducted roll call. Council members present: R. Johnson, Robertson, Anderson, D. Johnson. Staff Present: City Administrator Ziegler, Deputy City Clerk Sturtz. Absent: Interim City Attorney David Frundt. City Engineer Travis Winter.

Motion by Robertson, seconded by R. Johnson to approve the proposed meeting agenda of December 8, 2015 with additions. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Motion by Anderson, seconded by Robertson to approve the regular council meeting minutes of November 10, 2015 as written. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Consent Items
Payments
Motion by Robertson, seconded by Anderson to approve all payments as listed on pages 5-16 of the council packet with additions. Discussion was held regarding the additions. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Informational Items
Motion by Robertson, seconded by D. Johnson to approve all informational items as listed on pages 17-27 of the council packet with additions. Discussion was held. Mayor Schutt called for a vote. The following voted in favor: R, Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Committee and Commission Reports
Motion by R. Johnson, seconded by Anderson to approve all committee and commission reports

as listed on pages 28-29 of the council packet. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Public Comment

Mayor Schutt opened the meeting to the public. Paul Loomis, at 632 Cleveland Ave W, was present and asked for an update on the Northwest Area project. City Administrator Ziegler gave an update on the progress of the project. Hearing no public comment, Mayor Schutt closed the meeting to the public.

General Business

Truth In Taxation Public Hearing

City Administrator Ziegler gave an overview of the budget process. He pointed out that the property tax notices were figured at the 11.63% levy increase and the final levy increase will be around 3.96%. Mayor Schutt opened the meeting to the public. One resident had a question on the value of her property. Ziegler stated that the hearing in May is the time to discuss the values of the properties. Hearing no more public comments, Mayor Schutt closed the meeting to the public.

City Council Meeting Schedule 2016

Motion by Robertson, seconded by D. Johnson to approve the 2016 City Council meeting schedule with a change that the November meeting will be held Monday, November 7, 2016 due to the election. Discussion was held regarding City employees as election judges. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Resolution 592-2015 2016 Fees and Rates

Motion by Robertson, seconded by Anderson to approve Resolution 592-2015 Resolution Setting Fees and Rates. Discussion was held regarding a few changes for next year. R. Johnson suggested that the fees be reviewed at the October meeting in 2016. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

2016 Committee Assignments and Appointments

Discussion was held regarding the committee assignments for 2016. No action was taken on this agenda item.

2016 License Renewals

Motion by Robertson, seconded by R. Johnson to approve the license renewals as listed on page 35 of the Council packet with the change of $10.00 per bowling lane instead of $5.00. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Purchase Used Vacuum Truck-Wastewater Department
Motion by Robertson to approve the purchase of the used vacuum truck in the amount of $56,070. There was no second; therefore the motion failed. Discussion was held regarding the pros and cons of purchasing the truck.

Approve Water Treatment Plant Dehumidifier Repair
Motion by D. Johnson, seconded by R. Johnson to approve purchasing the materials from Bry Air in the amount of $5,115.71 plus shipping to repair the dehumidifier at the Water Treatment Plant. Discussion was held. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Resolution 593-2015 Accepting Donations-Charitable Gambling
Motion by R. Johnson, seconded by Anderson to approve Resolution 593-2015 Resolution Accepting Donation to the City of Winnebago. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Resolution 594-2015 Accepting Donation Benco Electric
Motion by Robertson, seconded by Anderson to approve Resolution 594-2015 Resolution Accepting Donation to the City of Winnebago. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Conference Request-Police Chief Eric Olson-Chief's Conference
Motion by Anderson, seconded by R. Johnson to approve Police Chief Eric Olson to attend the 2016 ETI Conference in St. Cloud on April 17-20, 2016 and for Officers Briar Bonin and Emily Bonin to attend the conference on Wednesday of that week. Police Chief Olson gave an overview of the conference. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Conference Request-LMC Experienced Officials-Jean Anderson
Motion by D. Johnson, seconded by Robertson to approve Jean Anderson and Mayor Schutt to attend the League of MN Cities Experienced Official Conference in January in Brooklyn Park. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Cost of Living Increases-Non Union, Part-time employees
Motion by Anderson, seconded by R. Johnson to approve 3% cost of living raises for the three library assistants and the Building Official effective January 1, 2016. Discussion was held. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Increase Utility Rental Deposit Fee
Motion by R. Johnson, seconded by D. Johnson to approve increasing the rental utility customer

deposit to $75.00. Discussion was held. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Resolution 595-2015 2015 Setting 2016 Levy

City Administrator Ziegler pointed out the changes that were made to the budget to get the levy amount to 3.96%. Motion by Robertson, seconded by Anderson to approve Resolution 595-2015 Resolution Adopting the Final 2015 Tax Levy, Collectable in 2016. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Fire Department Officers-2016

Motion by Robertson, seconded by D. Johnson to approve the slate of officers for the Fire Department for 2016 as stated on page 50 of the Council packet. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Ambulance Department Officers-2016

Motion by Anderson, seconded by R. Johnson to approve the slate of officers for the Ambulance Department for 2016 as stated on page 50 of the Council packet. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

E-Charging-City Attorney David Frundt

Motion by D. Johnson, seconded by Anderson to approve the changes to the State of Minnesota Joint Powers Agreement. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Motion by Anderson, seconded by R. Johnson to approve the changes to the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Annual Review-Chris Ziegler, City Administrator

City Administrator Ziegler stated that it has been a good year and he having a good team has helped. He stated he is behind on a few things and there are always things that he could improve on. Anderson pointed out that since Ziegler is behind on a few things maybe to delegate more. She also stated that he is doing an excellent job. D. Johnson stated that he has learned a lot from Ziegler and he appreciates the way Ziegler leads the City. Robertson stated that the City runs well and he doesn't receive a lot of calls which is good. He pointed out that there is always room for improvement and that Ziegler should get out around the City more. R. Johnson stated that Ziegler does a good job being a leader and he appreciates that Ziegler is personable and approachable. He pointed out that sometimes tasks are not done in a timely manner. Mayor Schutt stated that Ziegler is doing a good job and would like him to spend more time in the office. No action was taken.

Other Business

Discussion was held regarding a planning session with the City Council and Staff on January 13, 2016 at noon. Mayor Schutt pointed out that this meeting would be open to the public but no business would be conducted.

Reports

Ziegler informed the Council that the office will be closed on Christmas Eve and the staff would be taking vacation or comp time to cover the four hours. He pointed out that the markings on Main Street are from MNDot and that they will be replacing the pedestrian ramps. He thanked the Council for the comments on his review.

R. Johnson had nothing to add.

Robertson had nothing to add.

Anderson thanked Chris for the budget. She pointed out that the tree out front looks nice.

D. Johnson thanked Chris for the budget.

Mayor Schutt thanked everyone for the time on the budget. He pointed out that the SWAT team will be going through the Stan Rhia house tomorrow.

Motion by Robertson, seconded by R. Johnson to adjourn the meeting. Mayor Schutt called for a vote. The following voted in favor: R. Johnson, Robertson, Anderson, D. Johnson. Motion carried.

Presented to Council January 12, 2016

Jeremiah Schutt-Mayor

ATTEST:

Chris Ziegler-City Administrator