

**REGULAR CITY COUNCIL MEETING
MINUTES OF FEBRUARY 8, 2016**

Members Present: Mayor Hallum, Council members Bunke, Honsey, Benson, O'Donnell

Following the Pledge of Allegiance, Mayor Hallum called the meeting to order at 6:30 p.m.

Motion by Honsey seconded by O'Donnell to approve the agenda as presented, with the addition of notification from Farmer's Co-op Elevator of their upcoming Ag-Expo opportunities and notification from Southeastern MN Initiative Foundation (SMIF) announcing upcoming grant opportunities or Early Childhood Development and Economic Development/Entrepreneurial efforts. Upon roll call all voted aye.

Motion by Honsey seconded by Bunke to approve the January 25, 2016, meeting minutes as presented. Upon roll call all voted aye.

The Mayor asked if there were any citizens wishing to be heard with no one wishing to speak at this time.

The following notifications were received:

- Notification from Acentek of channel changes and rates effective 3/1/16

Motion by Bunke seconded by O'Donnell to approve the consent agenda consisting of the following:

- Approval of Verified Claims and Fund Summary Report for period ending 2/08/16
- Approval of the Financial Statement and Investment Report
- Approval of the Police Dept. Revenue & Expense Report
- Approval of the PWD Overtime & Banked Hours Report
- Approval of Utilities Fund Recap Report
- Approval of Resolution 2016-013 Renewal of Consumption & Display Permit, MN Alcohol/Gambling Division for Elizabeth Hoiland for Hoiland Mill, 301 W. Winona Street
- Approval of annual renewal of the Agreement with Fillmore County for the 2016 Ambulance Subsidy Contract. The subsidy provides funding of \$4,500.00 for each Ambulance Service in Fillmore County to provide emergency and non-emergency services.
- Awarding the sale of the 2006 Ford E-450 Ambulance through the on-line bidding process at GovDeals for \$14,643.00.
- Approval of Resolution 2016-020 Authorization to Execute Dept. of Transportation Grant Agreement for Airport Maintenance & Operation. This agreement will be in effect for state fiscal years 2016 and 2017 for requesting state aid for eligible costs incurred for maintaining the airport
- Approval of Resolution 2016-021 Rush Creek Longbeards/National Wild Turkey Federation Exemption from Lawful Gambling License for their annual fundraising activity at Stumpy's Restaurant on 2/20/16

Upon roll call all voted aye.

Maynard and Rhonda LaFleur attended the meeting discussing a proposal to create a Veteran's Memorial Park in Creekside Park. A subcommittee of interested persons has been formed, which includes representation from the American Legion Post 94, Legion Riders, VFW Post and Boy Scouts. The group is exploring several concept ideas but has reached a consensus that the memorial should be located inside Creekside Park because of the central location, accessibility and on-site amenities. The group is requesting permission from the City to continue to develop the memorial within the park, requesting assistance for professional design work and requesting the City act as the fiscal agent for the project to track funds raised and expended. LaFleur noted the design is yet to be determined but may be accomplished in phases as funding and interest allows and would be laid out to be able to expand if need be. Discussion included a large flag pole visible from the highway, monuments or plaques of various wars and/or various branches of service, engraved donor bricks or pavers, benches and other amenities. The City's engineer Bolton & Menk have landscape architects on staff who have worked on similar memorials. A proposed work order was presented that defined a scope of work to develop a vision, prepare concepts and finalize the vision at a cost of \$4,200.00. It was noted the majority of the project will be paid for by donations and fund-raising efforts, which is dependent upon a good clear master plan for people to support. The entire council felt this was a worthwhile project and one that would fit well in the Creekside Park area. Motion by Bunke seconded by Honsey to approve entering into a Professional Services Agreement with Bolton & Menk for the development of this project at a cost of \$4,200.00. The subcommittee will reimburse the City for this cost either fully or partially as funding allows. Upon roll call all voted aye.

Brian Malm of Bolton & Menk, Inc. attended the meeting regarding the report he presented at the last council meeting regarding various streets and infrastructure needs within the City. It has been determined that a street reconstruction project should be limited to at or under \$1 million in order to stay within the debt service policy of the City. After reviewing the condition of all of the infrastructure, the deteriorating levels of the streets and the amount of engineering work already invested in some areas, it was determined the two streets to be reconstructed should be South Burr Oak and Hillcrest Drive. The engineers would refine the costs and scope of the project to keep the cost within the policy. Motion by O'Donnell seconded by Benson to approve Resolution 2016-022 calling for a Feasibility Study on the 2016 Street & Utility Reconstruction Project to include the following: streets, sanitary sewers, water distribution lines, sanitary and water services lines and storm sewers for South Burr Oak Street and Hillcrest Drive. When the feasibility study is completed, the Council will receive the report and hold a public hearing for property owners to review the project in greater detail. Upon roll call all voted aye.

Motion by Honsey seconded by Bunke to approve Resolution 2016-023 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code, to declare an official intent that the City will reimburse itself for the payment of expenditures paid by the city prior to the time of issuance of a borrowing for the 2016 Street & Utility Reconstruction Project. Upon roll call all voted aye.

Next item of business to review Stephen Sarvi's letter of resignation as City Administrator as he has accepted the position of City Manager for the City of Winona; effective date to be February 19, 2016. Sarvi noted that he was grateful to have served the 4 years/10 months for the City as this is a community he and his family have grown to love. The decision to take the new position follows a life-long dream of working for Winona, one he could not let pass by. The Mayor and Council members expressed their appreciation for Sarvi's time with the City, stating they enjoyed working with him, thanked him for his service and wished him well in his new venture. Motion by Benson seconded by Bunke to accept Sarvi's letter of resignation as City Administrator effective February 19, 2016. Upon roll call all voted aye.

Discussion was held on the City Administrator position and the opportunity to review the job description and the process to follow to fill the position. Sarvi noted the job description should insure a strong economic development background and a background on contract negotiations. Discussion was held on the search team process followed in the past where applicants are scored on education and experience, given Veteran's preference points as applicable and scored in an oral interview process. This process for hiring helps insure there is an objective criteria in place and can quantify and justify the choices made. It covers Veteran's Preference rules and follows the personnel policy to help insure that appointment shall be made on the basis of merit and fitness for the position. It was decided that the search team packet of information would be provided to each council member to review prior to the next council meeting at which time amendments or updates may be made to the process. It was also noted that for past search efforts, each council member selected a citizen to participate in the process. Motion by Bunke seconded by O'Donnell to declare the position open for City Administrator and to proceed with the search process to fill the position. The council will finalize the details on the posting, advertisements, descriptions, scoring and so forth at the next regular meeting. Upon roll call all voted aye.

A workshop is scheduled for 5:30 p.m. prior to the next regular Council meeting on February 22nd at 409 S. Elm Street to view the building and consider remodeling plans to convert the former municipal liquor store into city hall/council chamber use. PWD Knutson has been gathering material and labor prices using the architectural plans as designed in 2012/2013.

Motion by Honsey seconded by O'Donnell that the meeting be adjourned at approximately 7:47 p.m. Upon roll call all voted aye.

February 8, 2016 Council Meeting Minutes
Submitted by: Kathy Zacher, City Clerk/Treas.