Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Robert Barbian, Finance Director Steve Jackson, Clerk Shawna Jenkins, Police Chief Todd Frederick, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Kelli Bourgeois and Damien Toven.

**6:00 PM STUDY SESSION ON FRANCHISE FEES AND THE PARK PLAN**

Brotzler and Edison went over the Franchise Fees, Park Plan draft and timeline for the process.

Zimmer asked if the Council can look at the Franchise fees once the trail is completed and decide whether to choose additional projects or stop collecting the franchise fees. Edison responded that was correct. Barbian added that he recommended sticking to the list of projects that are detailed in the park plan. Brotzler stated that the council could not change the list of projects from what was listed in the plan. Edison and Brotzler said it shows transparency to the public, and it is important to be as specific as possible.

Walker commented that he would like the Park Board to prioritize the listed projects after the Trail is completed.

Edmonds asked if the council could decide to continue the Franchise fee after the 5 years. Brotzler replied that it could be reviewed, a new project list created, a public hearing held and the agreement modified. Edmonds added that he supports the franchise fee to pay for these types of projects.

Barbian added that these funds are also a great option for the local match portion of grants that the city may apply for.

Reynolds stated that this will take some pressure off the city’s budget. Walker added that it would still be nice to continue putting some in the Park CIP for projects that are not known at this time.

Zimmer said he is comfortable with it being reviewed in 5 years. The Park Board is very excited about these projects.

**AGENDA ADDITIONS/DELETIONS**

**CONSIDERATION OF MINUTES**

A. Regular Meeting Minutes of June 14, 2018
B. Special meeting minutes of June 22, 2018

**CONSENT AGENDA**

A. Permits and Licenses
B. Personnel
   1. Approval to hire Adam Cook for GMII effective 7-9-18
   2. Accept resignation of GMI Mihai Miu effective 6-28-18
C. Donations
D. Miscellaneous
REYNOLDS MOVED TO APPROVE THE CONSENT AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

PRESENTATION
A. 2017 Audit

Jackie Knowles, presented the audit. She stated as every year, the city shows some lack of segregation of accounting duties. Although the city meets the definition of significant deficiency, it is not possible to correct without additional personnel. Staff takes other measures to reduce exposure, such as requiring three different people at all times to sign or stamp every check.

Another suggestion is to develop a plan for negative fund balances and close funds with limited activity.

WALKER MOVED TO APPROVE ACCEPT THE 2017 AUDIT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

Ossell introduced a few of the business owners in attendance: Charlie Ossell, Elaine Hierlinger, Belinda Jones and Patrick Roehl.

Ossell stated that she contacted Mille Lacs County and was informed that they provide the City with $4,191 per year for plowing and sidewalk clearing. Bruce Cochrane stated that the amount has not changed in the 15 years. She said spoke to County Commissioner Genny Reynolds and it was suggested that the city request that the amount be reviewed and increased.

She added that she called Milaca and Cambridge to ask about how they handle sidewalks and snow clearing. She feels Cambridge does more for the community. Lucas from Cambridge stated they clean the sidewalks in a 9-block area if it is at least a 2 inch snowfall.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS
A. Ordinance 765 – amendment to Private wells FINAL READING

Barbian advised that this amendment would simply clarify and clean up some of the language. It is directed at those that have private wells in and just outside of the city limits and is to protect the city’s water supply.

They did meet with the school district about their use of the well and eventual abandonment of that well. Since they have increased their use, they are looking for options. This well was in use prior to the original ordinance, so it is grandfathered in. The Council asked for some minor language change in the ordinance to make it clearer.
WHITCOMB MOVED TO APPROVE ORDINANCE 765 WITH THE MINOR WORDING CHANGE AS DISCUSSED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Ordinance 766 – Site Plan Review Fee – FIRST READING

Barbian reported that staff feels there is a need to add a fee for a site plan review, as there was not one in the fee schedule. There was an amount listed for a site plan review escrow.

WALKER MOVED TO INTRODUCE ORDINANCE 766. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Sidewalk Snow Clearing

Barbian stated some of the business owners complained about that sidewalks that City Staff clear and do not clear, and it was discussed at that January Study Session. The Council determined that they would want to make any changes in the middle of winter, and they would revisit it in the summer.

It was discussed at the June study session. The current snow plow route was started many years ago and includes the sidewalk along the East side of Rum River Drive as the city owns both of the parking large parking lots adjacent to the sidewalk, and the trail down First Street and up 21st Ave N. Carol Ossell and Roxie Hayes were in attendance and requested that city staff also clear the west side of Rum River Drive adjacent to those businesses. The 3 councilors in attendance felt that the city should change the policy and only clear the sidewalks directly adjacent to City owned property. However, 2 councilors were absent, so staff was asked to put it on the June 28th agenda.

Whitcomb asked if staff can look at the numbers and determine a cost estimate per road mile.

Edmonds asked how much County roadway does the City plow. Gerold replied that they plow Rum River Drive and go out to Highway 95 on First Street. Princeton Township clears County Road 4. Edmonds feels the city should not be plowing anything that is outside the city limits.

Jackson clarified that the $4,191 is for the county roads that the city plows, not sidewalk clearing. Whitcomb would like to see an estimated amount of cost per road for each snow fall.

Walker asked if the City Council wants to plow the sidewalks. If so, we should collect some funds to cover those costs. He asked Ossell if they would be agreeable to a snowplow district, and a fee for those property owners. Ossell was in favor of that.

Whitcomb said the problem with doing property that is not ours is that the city becomes liable. Zimmer added that there are properties that are diligently taking care of their sidewalks and they may not be in favor of being charged a fee for that service.

Walker said there would need to be an agreement in place, and the cost of the machine and staff time needs to be determined.
Edmonds thinks the city should only do the sidewalks adjacent to city property, and plow roads that are only in the city limits, even if the County does pay the City.

Ossell asked staff if there is a way to determine how many man hours it takes for clearing the current sidewalks and if the equipment that the city currently has is suitable for additional sidewalks.

Whitcomb said the businesses in Cambridge are also asked to assist in removing snow, even those in the sidewalk district.

Walker said a legitimate discussion is how would the cost be covered if the city began clearing more sidewalks. He said he is sympathetic to what the business owners are asking for. He may be the only one leaning this way at this point, but he would not want to do it without collecting some fees.

Barbian said staff will need to do some research to get an idea of costs, and how that would be covered.

Zimmer stated that when the Safe Routes to School sidewalk was put in, the adjacent residents were sent a letter letting them know they were responsible for shoveling. They have all done a great job keeping that sidewalk cleared.

Zimmer added that said if a business owner doesn’t want to clear snow, they can hire someone to do that. Ossell responded that would likely be a lot more expensive.

Walker suggested having staff figure out the cost and numbers, so we could get a good idea on the cost.

Barbian commented that he can look into the option of a special taxing district as well.

Walker would like to get an estimate on costs and continue the discussion.

EDMONDS MOVED TO TABLE SIDEWALK SNOW CLEARING TO A DATE NO LATER THAN THE LAST MEETING IN AUGUST. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Police State Audit

Frederick reported that the Police Department received notification from the Bureau of Criminal Apprehension that they have successfully completed their triennial year audit. The time frame looked at was April 2015 through April 2018. The compliance review audits criminal history checks, missing persons, stolen vehicles, etc. Included in this audit is the administrative audit which focuses on security of personnel, physical security in regards to criminal justice information as well as building security.

Within the final audit notes the BCA stated our agency is in complete compliance with all state and federal standards and exemplifies what they are striving for with all agencies in Minnesota.
B. Approve Hiring of Public Works GMI

Gerold advised that recently the GMI position in Public works was vacated through attrition. This is a 30 hour per week position that assists the currently staff with various tasks throughout the city.

Staff is requesting to fill this vacancy, possibly with one of the recent applicants for the GMI position, and if that is not successful, staff would advertise for the position.

ZIMMER MOVED TO APPROVE THE HIRING OF A PUBLIC WORKS GMI. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Liquor Store Waste Receptacle area

Gerold reported that the liquor store is looking into moving the area where its dumpster and recycling is currently stored. The staff is baling the cardboard from packaging and placing it in the fenced area next to the building which is then loaded out at a later date.

What is being proposed is to move the storage area north and enlarging it to accommodate a larger dumpster (6yd) which would allow employees to place flattened cardboard in and eliminate the need to bale. This would reduce the labor involved with recycling and reduce the chance of injury from handling the bales.

Staff has received two quotes for concrete and fencing one for $5885.00 and another for $5491.00. Staff is recommending to move the storage area using the lower quotes and requesting the disposition of the cardboard baler which would open up storage space in the backroom. If council concurs, a motion to that effect would be in order.

WALKER MOVED TO APPROVE THE WASTE RECEPTACLE FOR THE LIQUOR STORE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Gerold advised that he received an email from the Chamber of Commerce requesting the use of barricades and the generator for the Moving Wall Event.

WALKER MOVED TO APPROVE THE USE OF BARRICADES AND THE CITY’S GENERATOR. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Brotzler reported on roundabout. The contractor put down the first 2 lifts of pavement on and was scheduled to put the final lift on next week. However, MnDOT certification requirements delayed that slightly, so they are a little behind schedule. It will likely be open towards the end of next week, or the beginning of the second week of July.

In regard to the Moving Wall event coming next week, they assume a lot of the out of town traffic will be coming via Highway 169. They will add a sign to direct people to the Fairground’s entrance on First Street.
Bourgeois reported on the recent Supreme Court Decision on Union Fair Share dues. Effective June 27, 2018 fair share dues cannot be taken from those that are not full members.

Barbian asked if the Council still wished to cancel the July 5th study session.

WALKER MOVED TO APPROVE THE JULY 5TH COUNCIL STUDY SESSION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $130,731.23 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77614 TO 77679 FOR A TOTAL OF $276,139.94. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:20PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

_________________________  _______________________
Shawna Jenkins  Paul Whitcomb, Mayor
City Clerk