

Pursuant to due call and notice thereof, a City Council Meeting was duly held in the City Council Chambers at 7:02 p.m. on the 11th day of January 2011. The following members were present: Mayor Diane Barrett; Council Members Fred Barsness, Richard Nielsen, Bryan Haugen and Brian Paulson. Also present: City Administrator Chris Heineman, City Attorney Scott Riggs, and Administrative Assistant Pam Blow.

The Oath of Office was administered for Mayor Diane Barrett and City Council Members Bryan Haugen and Fred Barsness.

CITIZEN COMMENTS

None

AGENDA

Motion by Paulson, seconded by Nielsen to approve the agenda as published. Motion carried 5-0-0.

CONSENT AGENDA

Motion by Barsness, seconded by Haugen to approve the Consent Agenda, which includes payment of check numbers 54186 through 54325; 1429E through 1446E; and additional checks 54326 through 54344. Motion carried 5-0-0.

ENGINEERING

Update on Wastewater Treatment Plant / MPCA Requirements

Heineman noted that this will be discussed at the meeting to be held on January 14, 2011 at 9 a.m.

Proposed MN DoT Reconstruction Project

This MN DoT project involves the reconstruction of Highway 56 from Home Street in Kenyon to West Concord in 2012. Federal funding is available through September of 2011, to upgrade the project from an overlay to a reconstruction project from Home Street to Red Wing Avenue (Hwy. 56 / 60 intersection). In order to access the funding and take part in the project, engineering data has to be submitted by March, 2011. The engineering fees would be incurred in 2011, and could later be absorbed by any funding procured for the City's portion of the project. MN DoT will include improvements to Gunderson Boulevard and Main Street through a maintenance project in 2012. Bonestroo will provide further information at the meeting on January 14, 2011.

LEGAL

2011 Appointments and Designations

- Planning Commission – 2 Year Term – Bryan Haugen, Jim Malloy
- Public Utility Commission – 3 Year Term – Scott Swenhaugen
- Library Board – 3 Year Term – Lorin Pohlman, Phil Maring
- Park & Recreation Committee – 3 Year Term – Jeanette Baalson, Andrea Metz, Lacey Boesen, Paula Clark
- Economic Development Authority – 4 Year Term – Dan Dummer
- Historic Preservation Commission – 3 Year Term – Shawn Seiter, Lois Estrem, John Cole, Barb Matul, Carol Lozon, Richard Overholt (filling vacancy that expires 1/2012)
- Miscellaneous Appointments
 - a. Acting Mayor – Fred Barsness
 - b. Legal Newspaper – Kenyon Leader
 - c. Depository – Security State Bank
 - d. City Attorney – Scott Riggs, Kennedy & Graven
 - e. Prosecuting Attorney – David Jacobsen, LLC
 - f. City Engineer – Joe Palen, Bonestroo
 - g. City Auditor – Thomas Wentz, Smith Schafer and Assoc., Ltd.
 - h. Financial Consultant – Case by Case
 - i. Investments – As Allowed Per Minnesota Statutes
 - j. Deputy Clerk – Pam Blow
 - k. Weed Inspector – Diane Barrett
 - l. Assistant Weed Inspector – Bryan Haugen
 - m. Property Management Committee – Barrett, Barsness and Heineman
 - n. Personnel Committee - Paulson, Barrett, and Heineman
 - o. Kenyon Fire Relief Association – Diane Barrett, Heineman

Motion by Nielsen, seconded by Paulson to approve the appointments and designations. Motion carried 5-0-0.

Resolution 2011-01: Establishing License Fees and Compensation

Motion by Haugen, seconded by Barsness to approve Resolution 2011-01. Motion carried 5-0-0.

VFW Annual Dance Permit**Annual Tobacco Licenses****Annual Refuse Licenses****Annual Recycling Licenses****Annual Sidewalk Obstruction Licenses**

Barrett read all the applicants for the above licenses / permits. Motion by Paulson, seconded by Nielsen to approve the licenses. Motion carried 5-0-0.

Prosecuting Attorney Agreement with David Jacobsen for 2011

Heineman noted that Jacobsen spent significant time on the cases assigned to him, and was paid \$800 per month during 2010. Motion by Barsness, seconded by Nielsen to approve the agreement with Jacobsen, with a fee of \$900 per month for 2011. Motion carried 5-0-0.

Audit Contract with Smith Schafer & Assoc., Ltd.

The 2010 audit will be conducted in late March, 2011, and the new auditor will be present at a work session to be scheduled in February. Motion by Haugen, seconded by Paulson to accept the audit contract. Motion carried 5-0-0.

OLD BUSINESS**Park & Recreation Committee Guidelines Revision**

Motion by Nielsen, seconded by Barsness to approve the revised Park & Recreation Committee guidelines. Motion carried 5-0-0.

Ordinance 66, Third Series: An Ordinance Amending Section 575 as to the Historic Preservation Commission of the City of Kenyon

This ordinance will change the meeting frequency of the HPC, and amend the membership of the commission to exclude having a member of the City Council as a non-voting member. Motion by Nielsen, seconded by Paulson to approve Ordinance 66 Third Series. Motion carried 5-0-0 with a roll call vote.

NEW BUSINESS**Resolution 2011-02: A Resolution Authorizing Acceptance of 2010 Donations**

Motion by Haugen, seconded by Nielsen to approve Resolution 2011-02. Motion carried 5-0-0.

Resignation of Heather Sibley from Park & Rec. Committee

Motion by Barsness, seconded by Paulson to accept the resignation of Heather Sibley. Motion carried 5-0-0.

Administrative Policy #1: Utility Billing

Motion by Nielsen, seconded by Paulson to approve the revision to Administrative Policy #1. Motion carried 5-0-0.

Administrative Policy #2: Sealcoating Program

Motion by Nielsen, seconded by Barsness to approve the revision to Administrative Policy #2. Motion carried 5-0-0.

Administrative Policy #13: License Compensation

Nielsen noted that this salary change would have an impact on the amount of overtime salaries. Motion by Haugen, seconded by Barsness to approve the revision to Administrative Policy #13, and the subsequent salary change for Steve Baalson and Tom Sahl. Motion carried 5-0-0.

Fire Department Hiring

Barrett noted that some candidates are still to be interviewed, but the committee has recommended the hiring of Jill Paulson and Josh Lurfald to fill the current vacancies on the Fire Department. Motion by Barsness, seconded by Nielsen to approve the hiring as recommended. Motion carried 4-0-1, with Paulson abstaining.

North Ambulance Vehicle Proposal

According to the memo received from Dave Augustin, delivery of the ambulance unit #551 could occur prior to January 31, 2011. Motion by Barsness, seconded by Haugen to approve the proposal pending inspection of the vehicle. Motion carried 5-0-0.

Ice Rink Manager Hire

According to Heineman, Scott Miner completed the employment application so he can have use of City equipment for sweeping the ice rinks. Miner does not wish to receive salary compensation at this time. Motion by Paulson, seconded by Nielsen to approve hiring Miner. Motion carried 5-0-0.

Resolution 2011-03: A Resolution Making City Appointment to Central Minnesota Municipal Power Agency (CMMPA) and Utilities Plus (UP) Board of Directors

Heineman noted that this resolution does not change the current status of representation on the CMMPA board. Riggs commented about the CapX project, stating that there is significant member participation in the project, and the contract is developing very well. Motion by Haugen, seconded by Barsness to approve Resolution 2011-03. Motion carried 5-0-0.

OTHER BUSINESS**Schedule of Upcoming Meetings**

City Council Work Session: Friday, January 14th @ 9 a.m.

Joint KMU / Council Work Session: Thursday, January 20th @ 6 p.m.

EDA Meeting: Tuesday, January 25th @ 8 a.m. in the Conference Room at City Hall

SEMLM Annual Membership Meeting: Monday, January 31st @ 6 p.m. in Rochester

City Council Work Session: Friday, February 18th @ 9 a.m.

COMMENTS

Barsness reminded citizens to clear snow away from fire hydrants.

Heineman noted that the Kenyon Fire Department First Responders will begin responding to calls by the end of this week.

Motion by Haugen, seconded by Nielsen to adjourn at 7:40 p.m. Motion carried 5-0-0.

Pam Blow, Administrative Assistant

Diane Barrett, Mayor