

Pursuant to due call and notice thereof, a City Council Work Session was duly held in the City Council Chambers at 9:05 a.m. on the 25<sup>th</sup> day of March, 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 Engineer Joe Palen, Police Chief Lee Sjolander and Administrative Assistant Pam Blow.

### **Agenda**

Addition / insertion to agenda: / VI / Discuss Idling Policy for City Vehicles. Motion by Paulson, seconded by Barsness to approve the agenda as amended. Motion carried 5-0-0.

### **Update on Highway 56 and 60 Reconstruction Project**

According to Palen, there is an issue with the right-of-way (ROW) along the north side of 2<sup>nd</sup> Street between Langford and Red Wing Avenues; specifically, there is no recorded ROW documentation for the northerly 16.5 feet of sidewalk in this area. Due to the time constraints of Federal funding for this project, MnDOT is not able to go through the normal ROW acquisition process. In order to move forward, the City of Kenyon may be required to conduct a separate project in conjunction with the MnDOT project. This will allow the City of obtain the required ROW documentation prior to the start of the project. Palen noted that there may be additional expenses for the City as a result of this issue. Goodhue County is facing ROW issues between Langford and Slee on CSAH 12, and has decided that it is in their best interest to separate their improvements along this area from the T.H. 56/60 reconstruction project.

### **Update Wastewater Treatment Plant (WWTP)**

According to Heineman, the WWTP has been staffed around the clock for several days this week because the snow melting and additional precipitation has resulted in the need for increased pumping and monitoring at the plant. Inflow and Infiltration (I & I) from private sanitary lines have added to the incoming flow that must be treated. Several million gallons have been pumped up to the pond which will be directed through the plant for treatment at a later time. Heineman suggested one way to begin addressing infiltration problems would be to adopt an ordinance requiring sewer inspections at the time of property transfers. Palen noted that this is done in some other cities.

### **2010 Audit Process**

Heineman noted that the audit seems to be going well and the initial review should be completed today. According to Heineman, the most recent legislation does not call for any reductions to the certified LGA amount for 2011. If this legislation continues to move forward, the City of Kenyon may be able to adjust the 2011 budget which called for a thirty-two percent reduction in LGA. The auditors are recommending that the negative fund balance of \$380,000 from the construction of City Hall be addressed so that the General Fund balance is reported accurately. If the 2011 LGA is not reduced, it can be used to address the negative fund balance. Heineman also suggested a contribution from KMU could be used to address this issue.

### **Transition to Kenyon Fire Department First Responders**

Two ambulance rigs and other equipment transfers from North are nearly complete. Council recommended that the second ambulance rig be declared excess property, and the funds from its sale would be put into the Fire Department budget. The group discussed the Fire Hall and going forward with possible improvements, along with the use of the ambulance building for housing vehicles and equipment. A recommendation was made for Heineman to obtain an appraisal for the property adjacent to the Fire Hall for possible purchase.

### **Idling Policy for City Vehicles**

Chief Sjolander noted that he has informed his staff that if the outside temperature is above freezing, the cars should not be left idling. When it's below freezing, there is equipment in the squad that would not operate properly if the car was shut off. The Council determined that no further action is needed for a formal policy at this time.

### **January Invoices from Kennedy & Graven**

Discussion regarding the portion of the bill pertaining to personnel matters, and it was recommended that training and updating of data privacy and employee probationary procedures be pursued. A recommendation was made for Heineman to review the invoice with Scott Riggs at Kennedy & Graven.

**Hazardous Materials Assessment for Old High School**

Heineman received an additional proposal for the hazardous materials that exist in the old High School. When the request for proposal was done by Bonestroo, they sent the requests to three specific companies that were known to them who specialize in these type of assessments. After some discussion, the consensus of the group was to proceed with the bid from Field Environmental Services that was approved at the March 11, 2011 council meeting.

**Carriage and Cutter Parade**

Heineman noted that this event has a deficit for this year.

There being no further business, motion by Paulson, seconded by Haugen to adjourn the meeting at 11:12 a.m.

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Pam Blow, Administrative Assistant

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Diane Barrett, Mayor