

City of Excelsior
City Council Meeting

MINUTES

Monday, October 7, 2019

6:30 P.M.

1. CALL TO ORDER

Mayor Carlson called the meeting to order at 6:32 p.m.

2. ROLL CALL

City Council: Councilmembers Caron, Dierking, Kurschner, Miller and Mayor Carlson

Absent: None

Also Present: Interim City Manager Wisdorf, Public Works Superintendent Amundsen, City Planner Becker, City Engineer Dawley, Finance Director Horn and City Clerk Peterson

3. APPROVAL OF MINUTES

(a) September 16, 2019 Work Session Minutes

Caron moved, Dierking seconded, to approve the September 16, 2019 Work Session Minutes with the change of arrival time for Councilmember Miller. Motion carried 5/0.

(b) September 16, 2019 City Council Minutes

Kurschner moved, Dierking seconded, to approve the September 16, 2019 City Council Minutes. Motion carried 5/0. Councilmembers requested future minutes include the subject for which citizens are addressing the City Council.

(c) September 30, 2019 Work Session Minutes

Dierking moved, Kurschner seconded, to approve the September 30, 2019 Work Session Minutes. Motion carried 5/0.

4. OPEN FORUM

None

5. CITY COUNCIL COMMUNICATIONS, QUESTIONS, and REPORTS

(a) Condition of The Commons Update

Amundsen provided an update on the condition of The Commons.

(b) 2019 Street and Utility Improvements Project Update

Amundsen provided an update on the 2019 Street and Utility Improvements Project.

(c) Apple Day

Mayor Carlson thanked the Chamber and volunteers involved in making Apple Day a success.

(d) Water Tower Update

Amundsen provided an update on the maintenance work that took place on the Water Tower last week.

6. MEET EXCELSIOR

Tim Butler, Studio 220 Photography, 332 Third Street, addressed the City Council.

7. AGENDA APPROVAL

(a) Meeting Agenda

Dierking moved, Caron seconded, to approve the October 7, 2019 Meeting Agenda with item 12(a) "Discuss City/Chamber Memorandum of Understanding" continued to the October 21 City Council Meeting. Motion carried 5/0.

(b) Consent Agenda

Caron moved, Dierking seconded, to approve the Consent Agenda for October 7, 2019. Motion carried 5/0.

1. Approve Verified Claims – Approve for Payment Manual Checks
085707 – 085765

Action - Approved for payment manual checks 085707 - 085765.

2. Excelsior Elementary Halloween Parade

Action – Approved the Special Event Permit for Excelsior Elementary Halloween Costume Parade.

3. Petition for Special Assessment for 300 Oak Street

Action – Adopted Resolution No. 2019-46 Levying Assessment for Repairing the Water Service Line for 300 Oak Street.

4. Petition for Special Assessment for 625 Second Avenue

Action – Adopted Resolution No. 2019-47 Levying Assessment for Repairing the Water Service Line for 625 Second Avenue.

5. Temporary Liquor License St John’s Parish

Action – Approved the issuance of a Temporary Liquor License to St. John’s Parish for the Knights of Columbus School Grant Fundraiser on October 26, 2019 from 6:00 p.m. until 11:00 p.m., with the conditions outlined in the Temporary Liquor License Application.

6. July and August Financial Reports

Action – Accepted the July and August Financial Reports.

7. City Attorney 2020 Fee Schedule

Action – Accepted the proposal from Kevin P. Staunton, Staunton Law, for legal services with a monthly retainer of \$6,000 and an hourly rate of \$170 per hour for all additional non-general legal services for 2020.

8. September Building Permit Report

Action – Accepted the September Building Permit Report.

9. 2019 Sanitary Sewer Televising

Action – Accepted the quotation from Hydro Klean to televise approximately 12,000 feet of sewer mainline at a cost of \$6,760; as budgeted for in the 2019 Capital Improvement Plan.

8. PUBLIC HEARING

- (a) Assessment for Delinquent Utility Bills, Parking Maintenance Fees, and other Miscellaneous Charges

Mayor Carlson opened the public hearing at 6:50 p.m.

Hearing no comments from the public, Mayor Carlson closed the public hearing at 6:51 p.m.

Dierking moved, Kurschner seconded, to adopt Resolution No. 2019-48 – A Resolution Levying Assessments for Costs Incurred by the City for Delinquent Utilities and Other Charges. Carried 5/0.

9. PETITIONS, REQUEST and COMMUNICATIONS

- (a) 2019 Street and Utility Improvements Project Change Order No. 1

Caron moved, Miller seconded to approve Change Order No. 1 for the 2019 Street and Utility Improvement Project in the amount of \$39,486.18. Carried 5/0.

10. ORDINANCES AND RESOLUTIONS

- (a) None

11. REPORTS OF OFFICERS, BOARDS, and COMMITTEES

- (a) Accept Resignation and Declare Vacancy on Planning Commission

Dierking moved, Caron seconded to accept Barnes' resignation; declare a vacancy on the Planning Commission; direct staff to expedite the process for Citizen Inquiry Forms to be submitted no later than Tuesday, October 15, 2019 so the Council can appoint the new member at the second October meeting; and appoint Councilmember Dierking to assist the Chair of the Planning Commission with the interviews of the applicants. Motion carried 5/0.

- (b) Residential Review Board Research Committee

The Council directed staff to move forward with applicants Bruce Noll (resident), Dan Wallace (Planning Commission) and Mark MacPherson and Tim Caron with Steve Finch as an alternate (Heritage Preservation Commission) for the Residential Review Board Research Committee. More individuals will be added to the Committee as applications come in. The Committee will engage with two to three consultants/experts as needed.

- (c) Discuss Appointment of Parks and Recreation Commission Members

Kurschner moved, Dierking seconded to appointment Ross McGlasson and Karen Schott to the Parks and Recreation Commission vacancies. Motion carried 5/0.

(d) 2021 Met Council Project Clarification and Timeline

Engineer Dawley provided clarification on the 2021 Met Council Project and reviewed the project timeline. The Council directed staff to confirm dates with the Met Council and extend the final elements for public input into January 2020. A section will be added to the City website for this project.

12. UNFINISHED BUSINESS

(a) Discuss City/Chamber Memorandum of Understanding

This item will be continued to the October 21 Council Meeting.

13. NEW BUSINESS

(a) None

14. ADJOURNMENT

Dierking moved, Caron seconded, to adjourn the meeting at 7:51 p.m.
Motion carried 5/0.

Respectfully submitted,
Lynette R. Peterson, City Clerk