

AUGUST 6, 2024 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, August 6, 2024, 7pm, in the Fire Hall with Corey Moseng, Joel Dahl, Shannon Geihl, Mike Horner and Shawn Myers present. Also, present was City Administrator, Teather Bliss; Public Works Supervisor, Allen Olsen; Administrative Assistant Katie Ewing; and Sherriff Wallen.

Mayor Corey Moseng called the meeting to order and led in the Flag Pledge.

The council reviewed the minutes from the July 23, 2024 meeting. A motion by Shawn Myers to approve the minutes from the July 2, 2024 meeting. Seconded by Joel Dahl. Abstained Mike Horner. Carried.

Council reviewed the consent agenda consisting of Resolution 2024_0806 Donation to the Cottonwood Ambulance for \$100.00 from Dean Boerboom family.

A motion by Joel Dahl to approve the consent agenda Resolution 2024_0806. Seconded by Shannon Geihl. Carried.

Council reviewed the consent agenda consisting of Resolution 2024_0806A Donation to the Cottonwood Fire Department for \$100.00 from Dean Boerboom family.

A motion by Shawn Myers to approve the consent agenda Resolution 2024_0806A. Seconded by Joel Dahl. Carried.

Bliss presented the follow up items:

RAINS PROPERTY | Still waiting for the public auction process with the County to complete before the City can take action.

CITY OFFICE | Neil has started the HVAC work in the building, we will be installing a smaller water heater for around \$200 cheaper than the one originally quoted. Johnson Dental is looking at taking some of the equipment, the remainder will be used for scrap metal. Once that is complete, I will contact Ace to start the floor work. They can only give \$50 man hour as an estimate because they do not know if there is any additional floor work that will need to be done, it is not expected as the initial inspection showed a good subfloor – the additional will only be added if there is major glue build up, moving of furnishings, etc. The way the carpet appears to be coming up easily, tear up costs will be around that \$200 price.

LIBRARY GARAGE | Tabling until next meeting.

FCE | Preliminary property survey complete and included with the memo.

ROAD CLOSURE | A citizen called before the council meeting in regard to having the road closed on Front Street between 4th Street and 5th Street for a block party that original date was cancelled due to being rained out. The citizen said their new date would be Thursday, August 15, 2024.

DISCUSSION | A consideration for the road closure on a Thursday, which is when the community's garbage is serviced. The end of 5th Street, West Central Sanitation has to back down because there is no room to turn around at the end of the road, so to close the road down people must be made available incase they need to get down the road.

RECOMMENDATIONS | Two people must be made available to move the cones and tables if West Central Sanitation needs access. If not followed future requests for this road closure will be denied. As well as planning for the future with a backup date. Thursdays should not be closed, and all factors are considered when it comes to the community and when a road can be closed.

A motion by Mike Horner to close Front Street between 4th Street and 5th Street. Seconded by Joel Dahl. Carried

Al Olsen presented the public works department update:

STATE AID FOR ROADS | The 2024 State Road Aid payment for Small Cities was received totaling \$18,529.50. These funds can be utilized to pay for the road repairs being estimated by Fuller Paving for \$14,517.23.

CURB REPAIRS | Repairs to the curb along FCE property on Main Street is quoted at \$4200 to put back pre-water main break, it will probably end up being 20 feet more than quoted so the price would be \$5600.

RECOMMENDATION | Approval of Fuller Paving estimate and utilizing the State Aid funds. Council decision on curb replacement.

A motion by Shawn Myers to approve Fuller Paving for road repairs. Seconded by Mike Horner. Carried.

No curb was suggested.

Sheriff Wallen presented the July Report.

Wallen presented the new contract with the sheriff's department for the next three years:

2025: 3% increase of 2024 rate. Annual rate of \$105,312.00. Monthly rate = 12 equal payments of \$8,776.00.

2026: 3.15% increase of 2025 rate. Annual rate of \$108,663.60. Monthly rate = 12 equal payments of \$9,052.80.

2027: 3.25% increase of 2026 rate. Annual rate of \$112,147.20. Monthly rate = 12 equal payments of \$9,345.60.

A motion by Joel Dahl to approve the new contract for three years. Seconded by Shawn Myers. Carried.

Olsen gave an update that the hydrant on the corner of East 1st Street South and East Main Street in front of English Lutheran Church has been installed and working.

Olsen also updated that on August 13, 2024, Duininck will start to mill the road on Lake Street. They will be back to tar the road on August 16, 2024.

Bliss presented an update on the AMI, it is not reading like it should and the company is sending someone to take a look. It is all still covered under the warranty.

Bliss gave an update on the financial report:

GENERAL FUND | Local Government Aid will come in mid-July totaling \$188,856.50. State Aid for Roads was received for \$18,529.50.

WATER | Water funds are still showing a loss from the bond payment earlier in the year but there has been a decrease from \$27,559 to \$6,220. Currently both water revenue and expenditures are sitting at 60% completion.

SEWER | Final pond payment to PFA done \$57,635.55. This payment has sent sewer into a current loss of \$37,092.88.

OVERALL | The major funds of the City saw a decrease in its net loss from \$33,298.10 in June to \$18,495.38 in July.

Bliss updated the pledge collateral.

Bliss presented the 2025 budget process:

BUDGET TIMELINE | The two main deadlines for the budget are as follows: Preliminary Certification on or before September 30 and Final Certification on or before December 20.

BUDGET WORK SESSIONS | With the memo I included the budget memo that department heads received so you can see dates that were provided. I have a few soft dates set for adoptions and a few dates set for work sessions.

2025 Capital expenses work session with department heads present: August 20th at 600pm

Preliminary budget work session: September 3rd at 600pm

Preliminary budget adoption: September 17th

Final budget work session: November ?

Truth in Taxation: December 3rd

BUDGET WORKSHEETS | I have provided each of you with a 2025 Budget worksheet. These worksheets are for priorities that pertain to you as a council member that you see around town or as a future asset for Cottonwood.

Council had conflicts with dates, so a new tentative schedule was created:

The fire department just received a grant from DuPont of \$5,000 from wildland gear and hoses.

The council reviewed that the fire department had applied for State Farm Good Neighbor Firefighter Safety Grant Program for new hose and wildland gear.

The council reviewed the July meeting minutes for the Ambulance.

The council reviewed the water supply plan, RESOLUTION 2024_0806B Water Use Restrictions:

RESOLUTION NO. 2024_0806B

A RESOLUTION ESTABLISHING WATER USE RESTRICTIONS AND DESIGNATING AUTHORITY TO ENFORCE WATER USE RESTRICTIONS

WHEREAS, the City Municipal Water Supply may reach critical levels due to peak usage or other water emergency, and

WHEREAS, a water shortage may lead to lack of adequate water pressure and could cause serious fire protection problems, and

WHEREAS, the City of Cottonwood has the authority to implement watering restrictions in order to comply with any state declarations and to assure the safety and wellbeing of the citizens of Cottonwood, and

WHEREAS, the City of Cottonwood shall follow the water use categories as set forth in Minnesota Statute 103G.261, and

WHEREAS, water uses such as lawn sprinkling, vehicle washing, golf courses, and other recreational watering are considered non-essential and shall be the first to receive restrictions, and

WHEREAS, the DNR Water Supply Plan requires that cities have policies and procedures in place in the event that water use restrictions are needed.

THEREFORE, BE IT RESOLVED

1. The Mayor or City Administrator, working with the Public Works Supervisor, has the authority to enact water use restrictions.
2. When a water use restriction is in place, properties with an odd address shall use non-essential watering, when necessary, only on odd-numbered calendar days, and those even-numbered addresses shall use non-essential watering only on even-numbered days.
3. On those days, there shall be no non-essential water use between the hours of 10:00 a.m. and 6:00 p.m.
4. Municipal water users who have been notified of these restrictions, and who violate the water restriction guidelines, shall first be notified of the violation through a door hanger and any continued violations shall be fined \$100 for each day the violation occurs.
5. The fine will be issued immediately upon finding the violation.

Passed by the City Council of Cottonwood, Minnesota this sixth day of August 2024.

A motion by Joel Dahl to approve RESOLUTION NO. 2024_0806B. Seconded by Shawn Myers.
Carried.

The council reviewed RESOLUTION 2024_0806C Appointment of Election Judges:

RESOLUTION NO. 2024_0806C

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
STATE PRIMARY ELECTIONS

WHEREAS, the State Primary Election will be held on the thirteenth of August 2024; and

WHEREAS, Minnesota Statute 2014, section 204B.21, subdivision 2, requires election judges for precincts within municipalities to be appointed by the governing body of the municipality; and

WHEREAS, the following residents of Minnesota have agreed to serve as election judges and meet the training criteria as established by Minnesota Rule 8240.1300 and 8215.0600; and

WHEREAS, the following judges shall be eligible for to serve as a City of Cottonwood election judge upon completion of the trainings established by Minnesota Rule 8240.1300 and 8215.0600; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
COTTONWOOD, MINNESOTA AS FOLLOWS:

1. Teather Bliss, Amy Louwagie, Katie Ewing, Melanie Olsen, Sue Morton, Krista Listul, Janel Kuester, Patty Ebnet, Shannon Geihl, Evonne Nilges, Kyle Jarcho, Richard Cobbs, Lenore Cobbs, Cameron Fallers, Wendy Leach, and Jennifer Swanson are to be appointed as election judges for the State Primary Elections
2. Certified election clerk shall be City Clerk Administrator, Teather Bliss.

3. The appointments come with an understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party splits.

4. Judges shall be paid an hourly wage of \$15.00 per hour during election trainings and time served as judges.

Passed by the City Council of Cottonwood, Minnesota this sixth day of August 2024.

A motion by Shawn Myers to approve RESOLUTION NO. 2024_0806C. Seconded by Mike Horner. Carried.

Planning and Zoning preapproved building permit 2024_13 and 2024_14 non-impervious surface permit.

The council reviewed both permits.

A motion by Mike Horner to approve building permit 2024_13 prefab shed at 82 East Cottonwood Street. Seconded by Shannon Geihl. Carried.

A motion by Joel Dahl to approve non-impervious permit 2024_14 replace blacktop for concrete at 35 West 5th Street South. Seconded by Shannon Geihl. Carried.

Change of date for mid-month meeting to August 27, 2024 at 7pm at the fire hall.

The council reviewed the bills totaling \$15,889.06.

A motion by Shawn Myers to approve the bills. Seconded by Joel Dahl. Carried.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 740pm.