

Grand Meadow Council Meeting
June 12, 2023 @ 6:00 p.m.
Grand Meadow Community Center

Present: Mayor James Christian, Councilor Blayne Stejskal, Councilor Aaron Myhre, Councilor Ryan Queensland, City Administrator Scott Kerrins, City Clerk Chris Hyrkas, Chief Jim Richardson (GMPD), Sarah Burmeister (Library), Derek Olinger (Bolton & Menk), Bryan Owens and Christy Benson.

CALL TO ORDER – The monthly meeting of the Grand Meadow City Council was called to order at 6:00 p.m. followed by the Pledge of Allegiance.

OATH OF OFFICE – Christy Benson was sworn in as council member.

The regular meeting was suspended by J. Christian at 6:01 p.m.

HEARING FOR AMENDING ORDINANCE GRAND MEADOW CITY CODE XV LAND USAGE 310 4TH Ave, PID 25.008.0515 – The hearing was opened at 6:01 p.m. No comments were submitted. The hearing was closed by J. Christian at 6:02 p.m.

The regular meeting was re-opened at 6:02 p.m.

OPEN FORUM – Bryan Owens addressed the council regarding the property he owns at 113 Main St N. He asked if the council was interested in purchasing the property and if not, what are the steps to rezone it too residential. Discussion ensued on potentially building a duplex or triplex. Additional research needs to be completed to provide an answer.

SEWER FEE REDUCTION – Tom Gardner came before the council to request a reduction on his sewer bill. He has two meters servicing his property, but only one sewer line. He requested that the sewer base rate and sewer usage cost be removed from one of the meters. Motion by R. Queensland, second by A. Myhre to remove the sewer base rate and sewer usage cost on the meter in his garage. Motion carried.

CONSENT AGENDA – Motion by R. Queensland, second by C. Benson to approve the consent agenda. Motion carried.

REPORTS

- A. Library** – No written report submitted, since the Library Board meeting was postponed. S. Burmeister did mention the new children’s bookshelves had arrived. No questions from council.
- B. Ambulance** – Written report submitted. No questions from council.
- C. Public Works** – Written report submitted. S. Kerrins updated the council that the check valve for the Industrial Park lift station will be replaced on Tuesday, June 20th.

- J. Christian asked if there were any backups at the lift station, due to the heavy rains. S. Kerrins confirmed there were none.
- J. Christian asked if we are still waiting on a quote from Beer Farms. S. Kerrins confirmed we are. R. Queensland asked if the updated bid from Bustad is for the entire ditch. S. Kerrins confirmed it is. In reference to the submitted report, R. Queensland commented he felt something needed to be planted in the ditch for erosion control, which the rest of the council agreed.
- D. Police** – In addition to the submitted report, Chief Richardson informed the council he was audited by the state and passed.
- Richardson asked if the council wanted to change the process for ordinance violations. A. Myhre responded the council is directing the Grand Meadow Police Department to give owners a verbal warning when violations are identified. If the violation isn't corrected, then notify the City Administrator to start the written notification process. J. Richardson requested the council contact him with any violations they observe, as they don't always see everything.
- E. Fire** – Written report submitted. No questions from council. J. Christian said to give Tom Bleifus a reminder to close 1st Ave NE from Main St N to 2nd St NE for the car show on Meadowfest weekend. B. Stejskal asked if they had a different staging plan for the parade, due to the street project. S. Kerrins responded they will be lining up on 2nd Ave NW into the Industrial Park.
- F. City Clerk** – C. Hyrkas reported things were going well. B. Stejskal asked if water billing was going better, which C. Hrykas confirmed it is.
- G. City Administrator** – R. Queensland inquired if any action needed to be taken regarding the newly passed Family Medical Leave Act. S. Kerrins replied there was not, since it doesn't go into effect until January 1, 2026. It will, however, affect both employers and employees monetarily.
- S. Kerrins also reminded the council the city offices will be closed on Monday, June 19th, due to the newly approved holiday and that it will be observed annually.
- R. Queensland asked if we were getting everything to the auditors. S. Kerrins replied that everything has been provided and is going well. The auditors will be on site Wednesday, June 13th for testing and then present to the council at the July meeting.
- R. Queensland inquired if we are now able to complete budget to actual expense analysis with the new software, which S. Kerrins confirmed we can.
- J. Christian asked if there was any update regarding the ditch work along County 8 for the storm sewer. D. Olinger replied he's been told they will be out there this month, but no definitive date has been scheduled. T. Bleifus is communicating with Bustad to ensure it's completed.

OLD BUSINESS

A. Construction Project

- i. General project update** – D. Olinger reported sod work will be completed this week on Main St S. A newsletter update was sent out with a reminder that property owners are responsible for watering the sod after 30 days. The first 30 days are covered under the contract.

The street project is continuing. There's concern at the pace of pipe being laid and whether they will be finished on time. D. Olinger has been communicating with the General Contractor about the concerns, but at the end of the day, they perform under the contract and if they aren't finished on schedule there are liquidated damages in the contract.

- ii. Street utility – Change order 2** – Move the final lift of pavement for Main St S to the end of October. Motion by A. Myhre, second by B. Stejskal to approve change order 2. Motion carried.

- iii. Street utility – Pay application # 5** – This is mainly for water main, storm sewer, and paving work completed over the last month. Motion by C. Benson, second by R. Queensland to approve payment in the amount of \$271,694.27. Motion carried.

- iv. Lift station – Pay application # 7** – This project is progressing nicely. The plan is to be finished at the end of September, which is approximately one and one-half months ahead of schedule. B. Stejskal asked if the gate that used to be there would be returned. D. Olinger stated he would add that to the punch list to ensure it was replaced. Discussion ensued on preventing unauthorized traffic from going down the road, since the trees have been removed. R. Queensland suggested putting up a chain link fence that ties into the existing fence along the North side of the property and the gate. The council will address this once the project is completed. Motion by A. Myhre, second by C. Benson to approve payment in the amount of \$20,797.40. Motion carried.

- B. C-1 Central Business District housing – 206½ Main St S** – S. Kerrins reported he had been contacted requesting information on how to apply for a Conditional Use Permit. Information was emailed.

- C. Community Center – Alcohol consumption** – S. Kerrins explained he updated the model policy provided by the League of Minnesota Cities to meet the requirements established by the council to include serving alcohol with proof of a certificate of insurance or selling alcohol with proof of a liquor license. Motion by R. Queensland, second by B. Stejskal approving the changes. Motion carried.

- D. Summary enforcement pleading – 310 4th Ave, PID 25.008.0515** – S. Kerrins reported that blades have started to move with approximately twelve moving per month, due to limitations on the receiving end, and a total of approximately one hundred and fifty to move. The council recognized blades are moving, but feels the

abatement process needs to continue, due to the numerous delays and in the event they stop being hauled out. C. Benson asked where they came from, to which S. Kerrins explained they were purchased by a company and arrangements were made to store them at the Industrial Park without getting the proper approval from the city council. Motion by A. Myhre, second by R. Queensland to approve sending the information to the City Attorney to continue the abatement process. Motion carried.

NEW BUSINESS

- A. Change from Industrial to Commercial – 310 4th Ave, PID 25.008.0515** – With no contact or additional information regarding this request, J. Christian recommended tabling until more information is received. Motion by R. Queensland, second by B. Stejskal to table item. Motion carried.
- B. Permits**
- i. 113 1st St NW
 1. Fence – Recommended approval from Planning & Zoning Committee. Motion by R. Queensland, second by B. Stejskal to approve the permit. Motion carried.
 2. Accessory structure – Recommended denial from Planning & Zoning Committee, due to not meeting the ordinance requirements of using similar materials as the principal structure. Motion by A. Myhre, second by B. Stejskal to deny the permit. Motion carried.
 - ii. 316 Main St N – fence – Recommended approval from Planning & Zoning Committee. Motion by B. Stejskal, second by C. Benson to approve the permit. Motion carried.
 - iii. 521 1st St SW – Chicken – Recommended approval from Planning & Zoning Committee. Motion by A. Myhre, second by B. Stejskal to approve the permit. Motion carried.
- C. Community Center cleaning** – The council discussed having the Community Center cleaned professionally after each use. Theresa Wolff had approached S. Kerrins about cleaning, since she cleaned every other Wednesday after bingo. Motion by R. Queensland, second by C. Benson to hire Theresa Wolff for cleaning at the rate of \$50.00 per occurrence and to raise the rental fee to \$150.00. Motion carried. The new fee is effective for all new reservations.
- D. City mowing** – The council discussed hiring someone to mow, trim, and water city property. This would allow Public Works employees to focus more attention on higher priority issues. S. Kerrins asked Public Works Supervisor T. Bleifus for his input who stated he'd been thinking the same thing and concurred with the idea. S. Kerrins was directed to research age requirements and operation of equipment. Motion by A. Myhre, second by R. Queensland to advertise the position at a rate of \$15.00 per hour. Motion carried.

- E. Tobacco license – Skjenke Bom Lounge, Glynn’s Motor Mart, Honest Liquor**
Motion by A. Myhre, second by B. Stejskal to approve permits for all establishments.
Motion carried.

ADD-ON

- A. 203 4th ST NE** – B. Stejskal inquired about the grass not being mowed. S. Kerrins explained attempts have been made by him and J. Richardson to no avail. The city will assume responsibility for mowing and bill the owner. If payment is not received, the cost will be assessed to property taxes.
- B. Golf carts, recreational, and other vehicles** – R. Queensland inquired how things were coming along with review of associated ordinances. S. Kerrins responded he has contacted the City Attorney with recommended changes and asked him to review and provide his opinion.
- C. City Administrator applications** – R. Queensland asked if we had received any applications to which J. Christian replied three. S. Kerrins was directed to have the position advertised in the “Austin Daily Herald”, “Mower County Independent”, “Cresco Times”, “Fillmore County Journal”, “Stewartville Star”, and “Rochester Post Bulletin”.
- D. Cats** – A. Myhre asked what the ordinance is for cats. J. Richardson replied they’re treated like any other nuisance animal. They are trapped and taken to Dr. Denisen to be claimed and should be registered with the city like dogs. He also pointed out it’s illegal to feed stray cats, as this causes problems.

ADJOURN – Motion by B. Stejskal, second by C. Benson to adjourn the meeting. Motion carried. The time was 7:18 p.m.