

**CITY OF EAGLE LAKE  
CITY COUNCIL MEETING  
FEBRUARY 5, 2024**

**CALL TO ORDER**

- Mayor Norton called the meeting to order at 6:01 p.m.

**ROLL CALL**

- Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, John Whittington, and Mayor Lisa Norton.
- Staff present: City Administrator Jennifer Bromeland, Public Works Director Andrew Hartman, and Deputy Clerk Kerry Rausch.

**PUBLIC COMMENTS**

- None

**APPROVAL OF THE AGENDA**

- Council Member Steinberg moved, seconded by Council Member White, to approve the agenda. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

**APPROVAL OF MEETING MINUTES**

- Council Member White moved, seconded by Council Member Steinberg, to approve the January 8, 2024 City Council minutes. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

**CONSENT AGENDA**

- Mayor Norton pointed out and thanked the people and business who donated to the Winter Park Event.
- Council Member Rohrich moved, seconded by Council Member Whittington, to approve the consent agenda.

Monthly Bills	Treasurer’s Report	Public Works Report
Fire Report	BECSO Report	Gambling Report
Building & Zoning Permits	2024 Pay Equity Report	
Pomp’s Tire Service Credit Application		
Resolution 2024-09 Donations	Winter Park Event	

- The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

**PUBLIC HEARING**

1. Revisions to the City’s Floodplain Ordinance

- Council Member Steinberg moved, seconded by Council Member White, to open the public hearing. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
- Administrator Bromeland explained that new Federal Emergency Management Agency (FEMA) maps will be effective February 22, 2024. This means Eagle Lake needs to amend its floodplain management ordinance. The City of Eagle Lake only recently enrolled in the National Flood Insurance Plan (NFIP) in

2017. It was recommended that Eagle Lake adopt the updated version of the Floodplain Ordinance since it is required to maintain participation in NFIP. There are no impacted structures in Eagle Lake currently.

- Mayor Norton closed the public hearing with no comments being offered.

## **SCHEDULED GUEST/PRESENTATIONS**

### **1. Recap of GIS Study Findings and Recommendation for Pre-Design Services for Possible New Fire Hall**

- Fire Chief Vern Simpson explained that the fire department contracted with Five Bugles to conduct a GIS study to determine practical locations for a possible new fire station. Five Bugles identified 4 potential sites which are 100 Linda, City Hall, the corner of 598<sup>th</sup> and Parkway Ave and current location, which has been deemed to small.
- Chief Simpson stated the next step is to contract with a firm to have them see how a structure would fit on each parcel. The fire department has received bids from four companies, they reviewed the first three companies and chose Brunton Architects due to their experience. The fourth company's bid came in after they reviewed the first three.
- When asked Chief Simpson stated that all four locations are practical, but all will need quite a bit of work.
- Chief Simpson stated the bid from Brunton Architects is a not to exceed bid of \$27,500.
- Council Members asked about APX's bid of \$5,000 for the pre-design services and why the difference and also the Brunton's scope would include three (3) locations and the cost for the fourth location.
- Michael McCarty with the Fire Department explained that Brunton would look at only three locations and would use a step-by-step process and consider land constraints. He also stated the next step would be to recruit a design service firm to make final design looking at future site.
- Council Member Whittington expressed concern of spending \$27,500 just to determine if a structure would fit on a parcel.
- Council Member White asked if any consideration was given to sites that could be purchased, possibly on the west side of the city. Mr. McCarty stated that two of the four sites being considered are not currently owned by the City.
- Chief Simpson stated that the parcel to the west of the city being considered for the water treatment plant does not have infrastructure to it and that the response to calls for the rest of the community makes that site not feasible. There was another location identified north of 598<sup>th</sup> at LeSueur which was deemed not feasible. He also stated it is the desire of the fire department to have the truck bays at ground level and offices above.
- Council Member Rohrich stated consideration needs to be given to the proposed locations being considered and if/how that will affect the neighborhoods.
- The Council discussed at length the fact that APX's bid was so much lower and if there was a bid deadline date, which there was not. Jamie Jacobs, an Eagle Lake resident and APX Vice President was present, and Council asked her to input as to price difference. She stated the APX employees live in Eagle Lake and the company has a genuine interest in the community and for that reason are offering a partial in-kind service of \$5,000.

## **NEW BUSINESS**

### **1. Revisions to City Floodplain Ordinance**

- Administrator Bromeland that stated before the Council is the revised Floodplain Ordinance and if Council would want to authorize a summary publication, a four-fifths vote would be needed.
- Council Member Rohrich moved, seconded by Council Member Whittington, to adopt the revised floodplain ordinance and to authorize a summary publication.

- A roll call vote was taken with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor. The motion carried.
2. Fire Department Recommendation for Pre-Design Services
- Mayor Norton asked if it is possible for the City to accept a service which contains an in kind donation. Administrator Bromeland stated that there are times when it is appropriate to accept an in kind donation. Her question is the difference in cost between Brunton and APX.
  - The Council asked if due diligence had been done. Chief Simpson explained that they met with three firms, two of which were online meetings.
  - The Council stated that at this time no more bids will be accepted and asked that the fire department meet with APX to ensure that they would be able to provide all the services that Brunton could provide. Michael McCarty stated that they used a scoring matrix with the other three firms.
  - Council Member Whittington moved, seconded by Council Member Steinberg, to table appointing a company for pre-design services until the March meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
3. Pets in the Workplace Policy
- Administrator Bromeland explained that an employee recently brought a puppy to work. Per an inquiry to legal counsel, there is not a law that states an employer cannot allow pets in the workplace but if it does allow them, then it is advised that a policy be put in place. If an employee is allowed to bring a pet to work without a policy, precedent is being set that any employee can bring their pet to work, and that might not be manageable.
  - She went on to state that while there are benefits of allowing pets in the workplace, there are reasons why an employer may choose to not allow pets in the workplace. These might include employees having allergies or a fear of animals, too much of a distraction, there could be increased liability if someone gets bit or hurt by a pet, damage to property and other reasons.
  - Any decision made by the Council will need to be in compliance with state and federal anti-discrimination laws, including Americans with Disabilities Act, a service animal would always be exempt from a pet policy.
  - Council Member Steinberg moved, seconded by Council Member White, to direct staff to draft a pets in the workplace policy and bring back to an upcoming meeting for review and consideration. Motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
4. Audit Engagement Letter
- Administrator Bromeland directed the City Council to the engagement letter from Eide Bailly which represents their understanding of the audit services to be provide to the City of Eagle Lake for the year ending 2023. The fee for the audit is estimated to be \$26,500. Included in the 2024 budget for auditing services is \$32,000. The audit is scheduled for March.
  - New this year is the governance planning letter. This is standard across the board.
  - Council Member Whittington moved, seconded by Council Member Rohrich, to authorize Mayor Norton to sign the engagement letter with Eide Bailly. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
5. Congressional City Conference
- Mayor Norton stated she has spoken with other mayors and they recommend this conference. Its primary focus is lobbying for the water treatment plant project and to learn important skills that can be carried over to lobbying efforts at the local level for issues important to Eagle Lake. The City needs to advocate at the federal level in addition to the state level.
  - Administrator Bromeland and Mayor Norton would be able to meet with Eagle Lake's US Senators and Representative at the conference.

- Administrator Bromeland stated that when the budget was set, the City Council set aside \$20,000 in professional services for lobbying expenses for the water project. \$15,000 has been allocated for state lobbying and \$5,000 remains for federal lobbying. Per inquiry to the auditor, the City Council should designate the remaining funds to be used for the Congressional City Conference expenses if that is what it prefers.
  - Council Member Rohrich asked if the cost is more than what's available in professional services if there are other line items to use. Administrator Bromeland stated that there are funds available in education and training if costs exceed what is anticipated and that they are working to try and keep costs as conservative as possible and within the funds allocated in professional services line item for federal lobbying efforts.
  - Council Member Rohrich moved, seconded by Council Member Whittington, to authorize Mayor Norton and Administrator Bromeland to attend the Congressional City Conference in Washington D.C. March 9-14, 2024 and using funds allocated in professional services to do so. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
6. Resolution Accepting LMC Grant Navigator Award
- Administrator Bromeland explained that the League of Minnesota Cities (LMC) has created a pilot Grants Navigator program in which the LMC provides grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application process.
  - Also explained was that an application was submitted for the grant, to retain Bolton and Menk in the amount of \$4,200 to assist in applying for DNR Local Trail Connections grant funding to help offset the City's local share of the Pedestrian Connectivity Project. The City recently received notification that the LMC Grant Navigator Review Committee has completed the review of the current round of Grant Navigator applications and approved Eagle Lake's application for \$4,200 in funds for grant services.
  - Council Member Steinberg moved, seconded by Council Member White, to approve Resolution 2024-11 accepting Grant Navigator funding. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

## **OTHER**

1. Save the Date: Emergency Management Public Officials Leadership Training
  - Administrator Bromeland asked the Council to mark their calendars to attend the Emergency Management Leadership Training for Public Officials on September 25, 2024.
2. Music on Parkway/in the Park Planning Committee for 2024
  - Administrator Bromeland and Council Member Steinberg will sit on the Music on Parkway committee along with others from the community. Council Member White volunteered to serve on this committee as well.

## **CITY ADMINISTRATOR REPORT**

1. YTD Revenue and Expenditures
  - This report is in a new format and is intended for the Council to review.
2. Modified Spring Curbside Cleanup Information from LJP Waste Solutions
  - A modified curbside Spring Cleanup has been confirmed with LJP, residents will need to bag and box items. A list of accepted items will be coming. LJP will not be picking up large furniture items such as couches and recliners.
  - The Fall Cleanup will be and always has been a drop off event.
3. Request for Congressionally Directed Spending Submitted for Water Treatment Plant
  - A \$5 million request for congressionally directed spending has been submitted to Representative Finstad's office. A similar request will be submitted to Senator Klobuchar once that opportunity opens. Requests

have been submitted in the past to Senators Klobuchar and Senator Smith's office but have not resulted in funding.

4. Update on Capital Improvements Planning for Years 2025-2029
5. Administrator Bromeland and Public Works Director Hartman will meet with Bolton and Menk and Shannon Sweeney with David Drown and Associates to review the updated CIP and discuss next steps to keep up with necessary capital improvement projects.
6. Recognize 2023 Fire Department Notables
  - The Fire Department recently held their annual banquet and recognized a few members for notable service. Nona Niemeier was recognized for making 129 out of 285 calls in 2023, Chris Willette achieved Firefighter 1 & 2 and EMT certification in one year, Steve Sandy had perfect meeting and drill attendance, Tim Stenzel and Brady Schloesser has perfect meeting attendance, Terry Olson was recognized as the most senior member of the Fire Department with 26.5 years of service, followed closely behind by Chad Witte who has 26.25 years of service, and Galen Mastin retired after 19 years of service. Administrator Bromeland thanked the fire department for the important work they provide.
7. Pavilion Update
  - Contractor Joe Murilla has stated he expects the pavilion to be completed by mid-March. They will be pouring concrete in the next week or so.
  - Public Works Director Andrew Hartman is still working on the auto-locks for doors in Lake Eagle Park.

## **COUNCIL REPORTS**

1. Council Member Rohrich asked about the trees and signs damaged along Parkway Avenue and how to move forward. Chief Deputy Brennan stated the City should ask for an accident report.
2. Council Member Rohrich thanked the public and Park Board members for attending and working the Winter Park Event and thanked the sponsors for their generous donations.
3. Council Member Rohrich stated the Park Board will be meeting Thursday to brainstorm ideas for their next project and will bring that information to the City Council.
4. Council Member Rohrich stated she attended the Community Education and Recreation meeting where she expressed her concerns relating to the ACES program. She also questioned her role on this board.
5. Mayor Norton stated she is now a member of the Park Board and expressed her frustration as to how this board operates.
6. Mayor Norton stated she attended the Region 9 annual meeting where climate change was discussed, and great networking opportunities were provided.
7. Mayor Norton thanked the Public Works department for ensuring that snowplows were ready for this winter.
8. Mayor Norton stated she attended the MAPO meeting in which TAC approved the Highway 14 study. Bolton and Menk were selected for this study. Mayor Norton stated that Bolton and Menk know Eagle Lake and that she feels they will be a good fit for this study.
9. February 20<sup>th</sup> Mayor Norton, Council Member Whittington, and Administrator Bromeland will be going to the state capital to talk about the water treatment funding plan.

## **ADJOURNMENT**

- Council Member White moved, seconded by Council Member Steinberg, to adjourn the meeting at 7:25 p.m. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.

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Lisa Norton, Mayor

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Kerry Rausch, Deputy Clerk