

**CITY OF EAGLE LAKE
CITY COUNCIL MEETING
MAY 6, 2024**

CALL TO ORDER

- Mayor Norton called the meeting to order at 6:00 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

- No public comments were offered.
- **Council Member Whittington moved, seconded by Council Member White, to reopen public comments. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- Mike Guentzel, 60374 224th Lane, Madison Lake, stated he submitted a request to have the parcel his family purchased, on the northern most parcel annexed into the City for the motorsports project, to be detached from the City. He stated in the resolution to annex this land into the city that it stated that if nothing happened to the land within three years it would be allowed to go back to the township. He stated this land is rural in nature and there are no plans to develop it and there is no need for water and sewer. He also stated they have concerns with taxes, especially with the potential water treatment plant and possibly work on Highway 14. Mr. Guentzel stated the other property owner of the adjacent property have indicated they are not interested in the detachment process.
- Mayor Norton stated the city has no timeline for review due to the nature of this process.

APPROVAL OF THE AGENDA

- Administrator Bromeland asked that a change order for the pavilion and the invoice for the final bill for the pavilion be added under New Business. She also asked that under New Business that the Stop Sign Request be moved to item one under. **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

- The April 1, 2024 City Council minutes were not approved.

CONSENT AGENDA

- **Council Member White moved, seconded by Council Member Rohrich, to approve the consent agenda.**

Monthly Bills

Treasurer's Report

Public Works Report

Fire Report

BECSO Report

Gambling Report

Building and Zoning Permits

Res. 2024-21 Accept Donations for Summer Sounds

Res. 2024-22 Accept Donation for Basketball Hoop

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

PRESENTATIONS

1. Council Chambers Rental Request: Pastor Matt Moldstad with Peace Lutheran Church

- Pastor Matt Moldstad explained that Peace Lutheran Church in North Mankato would like to rent the Council Chambers, kitchen, and hallway every Sunday for a year as his church is looking to expand its ministry into Eagle Lake. He asked to rent the facility from 8:00 a.m. to 12:00 p.m. beginning in the fall. They will take care of setting up and tearing down each week.
- Administrator Bromeland explained that per the rental agreement there is no rental fee for non-profit organizations. Currently the City would require the church to apply each week to reserve the Council Chambers and that the room could also be reserved by other parties. This request is to reserve it for a year in advance and would be best handled through an agreement.
- Administrator Bromeland also stated there might need to be a fee associated with the rental to offset costs incurred for cleaning and maintenance with the frequent use of the space. She also explained that the City does not allow intoxicating beverages.
- City staff advised for reference purposes that over the last couple of years, the Council Chambers has only been used a handful of times on a Sunday morning.
- Council discussion included Council Member Rohrich stated consideration should be given to the rental fee structure to include a minimum fee for cleaning and the cleaning of chairs.
- Administrator Bromeland stated that with more use a cleaning fee is important due to more traffic.
- **Council Member Steinberg moved, seconded by Council Member White, to allow Peace Lutheran Church to rent the Council Chambers on Sundays mornings for one year and to allow for the use of communion wine as part of the church service. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

NEW BUSINESS

1. Water Treatment Plant Update

- John Graupman with Bolton and Menk provided an update on the water treatment plant stating that City staff has submitted a low interest loan and emerging contaminant grant application. These submissions will put the City in a more favorable position, if not for this year, then the following year. Mr. Graupman explained that the funding most likely will not be approved this year, but then the following year the City will move up on the existing list. The goal is to have the project shovel ready. The state's timeline requires plans to be submitted by March 2025, but it would be in the City's best interest to submit them prior to that date.
- Brian Sarff with Bolton and Menk stated surveying would begin after the legislative session ends.

2. Request from Resident for Stop Sign on Maple Lane

- Administrator Bromeland explained that a resident request was received wanting the City to install a stop sign at the intersection of Maple Lane and Oak Drive for northbound traffic. There are presently two stop signs on Oak Drive for both eastbound and westbound traffic. Administrator Bromeland, public works and law enforcement met on site with the resident that is requesting a stop sign. Following the meeting the City's engineer with Bolton and Menk was contacted for guidance on appropriate placement of a stop sign.
- Staff was informed that adding stop signs is not advised for speed control, 3-way stops might unintentionally create an awkward situation and subsequent potential unintended safety issues, this

intersection is in close proximity to 211th Street which is already stop-controlled, and it is advised that an engineering study be completed to allow for an informed decision in implementing multi-way stop control.

- Brian Sarff, Bolton and Menk engineer, stated that there are some guidelines relating to stop signs, but they are not great for low volume roads. He reiterated that stop signs are not recommended for speed control and that they can create more dangerous conditions. The location of the requested stop sign is approximately 1 ½ blocks from an existing stop sign.
- Lieutenant Gahler stated he believes that a stop sign will create more issues and that he has not seen much in the way of speed issues in this area.
- **Council Member White moved, seconded by Council Member Steinberg, to deny the request for a stop sign at the intersection of Maple Lane and Oak Drive. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

3. Assigned Committed Fund Balance for Capital Outlay

- Administrator Bromeland reported that per the recommendation of the City’s auditor with Eide Bailly, the City Council is advised to specially approve whatever amount is desired for year-end capital outlay balance for December 31, 2023. The ending balance is \$1,952,540. Capital outlay funds are reflected as “committed” funds on the balance sheet of the annual audit.
- **Council Member White moved, seconded by Council Member Steinberg, approve \$1,952,540 as the year end 2023 capital outlay fund balance. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

4. Engagement Letter for Actuarial Services for Fire Relief Association Pension

- Administrator Bromeland explained that according to the City’s auditing firm, Eide Bailly, a valuation report is needed to ensure compliance with GASB. According to MN State Statutes, the City is ultimately responsible for any shortfalls in the Fire Relief Association’s pension assets. This means that the related pension liability or pension assets need to be recorded on the City’s financial statements. To determine the dollar amount, there needs to be an actuarial valuation done so that the auditors can use that report to complete the audit and financial reporting. She also explained that proposals were obtained in 2021 with VIA Actuarial Solutions coming in the lowest.
- Due to time constraints Administrator Bromeland signed the engagement letter and is asking the Council to retroactively approve the engagement letter for pension actuarial services for the Eagle Lake Fire Relief Association.
- **Council Member Steinberg moved, seconded by Council Member White, to retroactively approve the engagement letter with VIA Actuarial Services. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

5. Public Works Summer Hours and On-Call Pay

- Administrator Bromeland explained that a request was received from the Public Works Department related to summer hours and on-call pay and that a meeting was held with the Personnel Committee, the City Administrator, and the Public Works Director and Supervisor to discuss the request.
- When considering the request to adjust summer hours and implement on-call pay, the City’s priorities are serving the public and doing so as effectively and efficiently as possible while also ensuring employee safety.
- The personnel Committee is recommending that Public Works summer hours be changed to 6:30 a.m. – 3:00 p.m. from May 1st to September 1st and revisit these hours annually. It was noted that if there are forecasted periods of extreme heat and humidity that the Public Works Department be allowed to adjust start and end times with approval by the City Administrator as has been the past practice.

- Administrator Bromeland stated that the Public Works Department has expressed concern about a lack of on-call pay and the inability of the person assigned to work the weekend to make plans due to needing to be available in the event of an emergency. Given the nature of the position, Public Works employees are required to be available for work upon short notice. Weekend maintenance is necessary every Saturday and Sunday. Presently, the Public Works Department assigns weekend work to one person. This work consists of performing checks of the City's critical infrastructure such as wells, lift stations, water tower, along with performing other routine miscellaneous maintenance tasks. The person assigned to perform routine maintenance currently works two hours each day on Saturday and Sunday, earned at a rate of time and a half. Employees also have the option to bank hours worked, also at a rate of one and a half times their hourly rate.
- In lieu of working a full two hours every Saturday and Sunday, the Public Works Department is requesting the ability to complete the necessary weekend checks and leave once weekend duties have been completed even if the two-hour period has not lapsed while still receiving compensation for the two hours.
- The Personnel Committee recognized the concern expressed and the need to explore on-call pay further. They value the public works employees and their need for personal time away from work. This matter will be explored further during the 2025 budget process since we are already in a budget cycle which do not have funds specifically allocated for on-call pay.
- **Council Member White moved, seconded by Council Member Steinberg, to approve Public Works summer hours from 6:30 a.m.– 3:00 p.m. from May 1-Sept 1 which will be revisited annually and to revisit on-call pay in the 2025 budget process. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

6. Amendment to Increase Vacation Accrual Rate for New Hires

- Administrator Bromeland explained that discussion took place at the December 4, 2023 City Council meeting about an employee request received related to the city's vacation accrual rate and wanting to see accrual rates increased. Following that meeting, city staff reached out to Minnesota Valley Council of Governments (MVCOG) staff to assist in surveying area cities to learn more about vacation accrual rates in comparison to Eagle Lake's.
- According to the survey findings, Eagle Lake appears competitive with the other cities surveyed except for the first year of service. Most cities offer employees 80 hours for the first year of service, whereas Eagle Lake currently offers employees in their 1st year of service a maximum of 40 hours. Then in years 2-6 and beyond, Eagle Lake's accrual rates are in line, and sometimes on the high end, with what other cities are offering employees for vacation and years of service.
- The Personnel Committee reviewed the findings and is recommending that the vacation leave accrual chart be modified by striking out the 1st year of service earning 1.538 hours of pay per pay period and replacing it with 1st year of service through the 6th year of service earning up to 80 hours. The recommended change will go into effect with new hires and not retroactively.
- **Council Member Whittington moved, seconded by Council Member Steinberg, to approve the Personnel Committee's recommendation to modify the vacation accrual chart to eliminate the 1st year of service earning 1.538 hours per pay period or 5 days or 40 hours and replace with the 1st year of service through the 6th year of service earning 3.077 hours per pay period or 10 days or 80 hours. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

7. Street Sweeping Proposal

- Public Works Director Hartman explained that a quote has been received from Loken's Asphalt Maintenance Inc. in the amount of \$4,200. He also explained that Loken's has provided better service than

other companies used previously. If approved, Loken's would be able to sweep the streets on May 8th and May 10th.

- Council discussion included if this would be too short of notice for residents and if Loken's will sweep more than gutter areas where there is sand on the roadways itself.
- Public Works Director Hartman stated that staff will be able to use the Tool Cat to clean up areas that Loken is not able to sweep.
- **Council Member Rohrich moved, seconded by Council Member White, accept the bid from Loken's in the amount of \$4,200. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

8. Pricing for Mosquito Control

- Administrator Bromeland presented a proposal for an Environmental Mosquito Management Program from Clarke. The two options consist of 9 bi-weekly treatments at \$875 per treatment, and the other option consists of 15 weekly treatments at \$821 per treatment. If the City is interested in a three-year agreement, the price per treatment will not exceed a 3% (three percent) increase over the previous year. It was explained that larval control is cost prohibitive.
- Council discussion included confirmation that treatment applications could be scheduled with community events in mind.
- **Council Member Whittington moved, seconded by Council Member Rohrich, approving the proposal form Clarke Environment Mosquito Management Inc for 9 bi-weekly treatments and to take advantage of the three-year agreement. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor. Council Member White voted against.**

9. Pricing for 2024 Bobcat 61" Mower and Attachment

- Public Works Director Hartman stated he is very happy with the Bobcat mower purchased in 2023 and that before the Council is a bid for at 2024 Bobcat 61" mower in the amount of \$13,272.93. The funds allocated in the capital outlay for this purchase were \$13,260. If approved, Director Hartman recommended the sale of the 2018 Country Clipper which has 1300 hours.
- **Council Member Whittington moved, seconded by Council Member Steinberg, authorizing the sale of the 2018 Country Clipper on MnBid, with a minimum bid amount of \$2,000. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- **Council Member Rohrich moved, seconded by Council Member White, authorizing the purchase of the 2024 Bobcat 61" for the price of \$13,272.93. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

10. Minnesota Cities Stormwater Coalition Membership

- Administrator Bromeland stated that before Council is a Minnesota Cities Stormwater Coalition 2024 Membership Invitations from the Minnesota Cities Stormwater Coalition (MCSC). Eagle Lake's membership fee, based on population, is \$730. MCSC was founded in 2006 and has more than 120 member cities and boasts a collaborative approach to advocating for the interest of MS4 cities with the MPCA and other state regulatory agencies.
- Administrator Bromeland and Public Works staff attended the annual MCSC meeting in Monticello and found it to be very informative and worthwhile.
- **Council Member Steinberg moved, seconded by Council Member White, to approve the 2024 membership with Minnesota Cities Stormwater Coalition. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

11. Pricing for Generator for City Hall and Wells

- Administrator Bromeland stated before the Council are quotes from Blue Star Power Systems for the purchase of a natural gas-powered generator for City Hall and one for primary wells # 2 and #3. The quote for the primary wells totals \$37,861.40 while the quote for City Hall totals \$36,798.20. Electrical work is not included in the quote and would be an additional expense.
- Public Works Director Hartman stated another known expense are the transfer switches, pads to set the generators on and plumbing work.
- Administrator Bromeland explained that several attempts to obtain pricing from another vendor have been unsuccessful. Per an inquiry to legal counsel, if the City does not receive a second quote, it can still proceed with the one vendor so long as we have documentation.
- Administrator Bromeland explained that of the \$143,617 of Public Safety Aid received, \$20,725.45 has been committed to the purchase and installation of surveillance cameras at Lake Eagle Park and City Hall, leaving a balance of \$122,891.55 to be applied towards the purchase of a generator for City Hall and the primary wells. The City's attorney was consulted, and this purchase meets eligibility requirements to use Public Safety Aid funds.
- Council discussion included the fire department's need for a generator as well. Fire Chief Simpson stated the fire department does have a way to open overhead doors in the case of a power outage, but that setup is not ideal and will result in delays in responding to a call.
- **Mayor Norton moved, seconded by Council Member White, to approve the purchase of two generators as presented using public safety aid funds and that unused funds could be used to improve the fire department's response time in the event of a power outage. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

12. Pricing for Wildland Gear for Fire Department

- Administrator Bromeland stated before the Council is a quote from Great Plains Fire for the purchase of Wildland Gear for the Fire Department totaling \$33,031.25. Wildland fire suppression equipment meets wildland fire specifications. Of the \$337,354 in American Rescue Plan Act (ARPA) funding that was received, \$305,064.67 has been committed to the following projects: water tower rehab, lift station pump replacement, well maintenance, and SCADA system for the water tower and main lift station.
- City staff recommends that the remaining \$32,289.33 of unallocated ARPA funding be applied towards the purchase of wildland gear for the Fire Department.
- **Council Member Steinberg moved, seconded by Council Member White, to approve the purchase of wildland gear for the fire department using ARPA funds. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

13. Pavilion Change Order and Countertop

- Administrator Bromeland explained that before Council is a change order for a countertop in the pavilion and that this was not included in the bid. Staff met with the contractor and a representative of Kitchen Baths and More to obtain pricing for a ADA compliant stainless steel countertop in the amount of \$2,350.
- Council discussion included if the necessary electrical outlets are in place and with the frustration of the time it has taken and the need to better understand what is and what should be included in bids and the thought that the countertop should have been included in the bid.
- Staff indicated that the construction should be complete within two weeks and that the flusher for the toilet is on back order and will hopefully arrive this week. MetroNet has been contacted and they were informed of the need to rush the installation of internet for the security cameras.

- Also discussed was that the restrooms are closed due to wiring not yet complete. The Council asked if a notice as to why they are closed could be posted on the restroom doors. It is anticipated that the restrooms will be open June 1st. City staff advised that there are three porta toilets at the park while the bathrooms connected to the pavilion are under work.
- **Council Member White moved, seconded by Council Member Steinberg, to approve the change order for the countertop for the pavilion in the amount of \$2,350. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- Administrator Bromeland explained that late in the day she received an invoice from JR Murilla for the final bid payment for the pavilion. Joe Murilla stated that he will donate the cost of the building permit, which is \$2264.34, and a revised invoice is before Council.
- **Council Member White moved, seconded by Council Member Steinberg, to approve payment in the amount of \$89,958.34 to JR Murilla for the final pavilion invoice bid. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

OTHER

CITY ADMINISTRATOR REPORT

1. United Way Women with Hert Planning Committee
 - Administrator Bromeland explained that she is a member of this committee and that she would like to have city reps attend this event and try to find a sponsor for the rest of the table fee. It was noted that being a local unit of government and complying with lawful public purpose makes it difficult for the city to sponsor a table. It was noted that most area local units of government have found a way to sponsor a table and show support for the United Way and its initiatives and the positive impacts the organization's programs have on our local communities and residents. This particular event is geared towards women and encouraging kindness to self in order to be kind to others and is scheduled for August 7th from 11:30 to 1:00.
 - **Council Member Rohrich moved, seconded by Council Member Whittington, to approved to pay fees associated for female staff and election officials to attend the United Way Women with Heart event. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
2. Spring/Summer 2024 Newsletter
 - There was not a spring newsletter, but a Summer newsletter will be distributed soon.
3. Climate Impact Project Coordinator Awarded for 2024-2025
 - Currently Nathan is serving in this position and the City has been notified of being awarded another Climate Impact Project Coordinator once Nathan's term is completed.
4. TIF Phase II Update for Fox Meadows
 - Phase I of TIF will be done in June and the developer would like to move onto TIF Phase II in May or June. City staff will work with the developer and DDA on the TIF agreement.
5. TYD Expenditure and Revenue Report
 - This report is provided for Council's review.
6. Congressional Directed Spending Requests Submitted for WTP Project
 - Representative Finstad's office called to confirm funding could be spent by a specific date. The City should hear sometime in 2025 if funding will be awarded.

COUNCIL REPORTS

1. Council Member Rohrich provided updates relating to Community Education and Recreation. The Park Board had a good work session and have identified short- and medium-term needs for the parks. Their priorities are tennis court repairs, repairing lighting on the trail, lights on the trail from LeSueur to circular flower bed. Park Board member Don Wesley is working to obtain donations for new basketball hoops and is planning to organize pickup basketball and hockey for youth.
2. Council Member White is working on obtaining donations for Summer Sound events.
3. Council Member Steinberg is working on obtaining donations for Summer Sounds events and the goal is to be able to offer more activities. There will be only one food vendor this year. Council discussion included if Verizon will have the soil restorations completed for the July event.
4. Council Member Whittington stated the EDA is working with the Rural Childcare Development Program and that EDA members are scheduling visits to local businesses.
5. Mayor Norton thanked Administrator Bromeland for her work on submitting funding requests for the water treatment plant. She also stated that she has been in contact with SMIF regarding Towards Zero Death Southern Area who are gathering information regarding sidewalks and other safety related items. She thanked Lieutenant Gahler for the work he has been providing.
6. Mayor Norton asked that an update on the Lake Eagle pond be brought to the June City Council meeting. Administrator Bromeland stated this would be her top personal priority for the parks and Council Member Rohrich stated the Park Board feels dredging the pond is cost prohibited. Mayor Norton stated the pond is the highlight of Lake Eagle Park. Council Member Whittington suggested that there be two budget line items for the parks, one for operations and another for the Park Board. Administrator Bromeland stated there are separate line items, but that there needs to be coordination between Public Works and the Park Board on what is needed for maintenance and what is needed for capital outlay.
7. It was asked that boards and committees provide updates for the council packet. Minutes from the meetings will be included in the council packet.
8. Council Member Rohrich mentioned that some south facing street signs have faded to the point of being unreadable.

ADJOURNMENT

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

Lisa Norton, Mayor

Kerry Rausch, Deputy Clerk