

Dawson City Council

April 4th, 2023

5:30 pm

Councilpersons present: JT Schacherer, Vince Adelman, Jeff Olson, Charlie Prestholdt, Jake Bothun and David Hansen. Others present: Mayor Randy Tensen, City Manager Jill Kemen, City Clerk Kristin Daline, Public Works Superintendent Kurt Collins, Public Works Supervisor Colin Lee, City Attorney Rick Stulz, Dave Falness, Steven Farmen, Dave & Sue Timmons, Mike Weisenberger, Burt Faehn, Ben Bothun, Emily Polzine, Dave Hickey and Steve O'Neal.

Mayor Tensen called the meeting to order at 5:30 pm and everyone repeated the Pledge of Allegiance.

Councilman Olson motioned to approve the agenda with additions of 8A. Tax abatement transfer of ownership and 10J. Resignation letter of Police Officer with a second from Councilman Prestholdt. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

Councilman Schacherer motioned to approve consent agenda item #4, March 21st Council Minutes with a second from Councilman Olson. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

10-Minute Public Forum

Mayor Tensen opened the public forum at 5:31 pm. Steven Farmen is opposed against the utility rate increases. He also does not want the city to close the Liquor Store. Steve O'Neal who lives on N. 5<sup>th</sup> asked if the city would be putting oil down this summer on Johnson Street from Olson Sanitation to 5<sup>th</sup> Street. Collins said that it is on the list this year and will be covered. The application from the city to the county has already been sent in. O'Neal also mentioned that residents should help knock the ice off around the street gutters to help with drainage. Hearing nothing else, Mayor Tensen closed the 10-minute public forum at 5:35pm.

Committees

The Employee/Volunteer Committee met with Patrick Nelson, representing the Fire Department. The Fire Department bylaws currently do not add up to 100% and would like the city's support and changing it. This is no cost to the city. The committee talked extensively about the Personnel Policy and Job Descriptions bringing them up to date.

Public Works Superintendent Kurt Collin's Report

The guys have been busy trying to do what they can for the residents that live on the gravel streets and filling potholes downtown. Ryan Construction has been in town a few days trying to fix driveways. Today they brought material to try and fix the driveways to get a little bit of a base down. The weather has not been in our favor, and until the weather shapes up we ask that residents have some patience. Councilman Hansen asked if the extra material placed at the end of driveways is a cost coming back to homeowner? Material is included in the cost of the project. There was an unfortunate leak at the water tower in the mechanical room due to a faulty fitting that required us to drain the water tower. The fitting was fixed under warranty with no disruption in service. The dike and pumping station are ready to go, as well as three other pumps that run off tractors in case of flooding. Oil will be put down on gravel streets mid-May to early June. The emergency road to exit Carlson Addition-The guys have continued to keep the

emergency road to exit Carlson Addition clear. The road is intended for use in case flooding were to happen. Councilman Olson mentioned that the 4<sup>th</sup> Street alley near Subway has some drainage issues and inquired about the direction of drainage. Collins said there is a catch basin on the curb and run towards 4th St. but there will need to be some extra grading to fill the area so it does run away.

#### City Manager Jill Kemen's Report

The EDA has approved nine business fix up grants, with one still available. A letter of understanding for SWMN Housing partnership has been sent to go after the duplex grant. The park update project through the Blandin Foundation didn't receive any bids for the project. Joe with CEDA re-wrote the bid to attract more contractors. The money is to be spent by October this year. The city submitted paperwork to the state for contaminated soil in phase 1. The city received \$19,105.11 in the area of AGP and \$33,818.88 for Cenex. The city should receive the money in 3-6 weeks. Councilman Adelman asked if we received full reimbursement. Kemen said the city was short by \$700 because we didn't get multiple bids on the excavation. Jill and Kristin have started training with Joyce at the Deputy Registrar office. There is also online training we can do and if need be, we can train at the Appleton City Office as well. A sale date has been set for April 24<sup>th</sup> and a transition date by April 27<sup>th</sup>. Lori Schwendeman and Tami Mortenson will be here April 19<sup>th</sup>, from 4:30-6 pm for the Board of Equalization to go over the value of your homes for 2024 taxes. If residents have questions or concerns about valuations, they are welcome to come.

Dave Timmons, owner of D&S Midwest introduced himself and his wife Sue, along with Mike Weisneberger with Titan Machinery. Timmons is asking for a motion to transfer the tax abatement to Titan Machinery. Timmons said it was quite an undertaking for putting in those new buildings and is very proud that there is a company that is interested. This is an awesome opportunity for Dawson and the surrounding community. Councilman Prestholdt thanked Timmons what he has brought to our community. Mike Weisenberger director with Titan, will be in town to make sure the transition is smooth. Titan is currently located in Marshall, Graceville and Watertown. Titan has been looking at a number of communities to put bricks and mortar for 6-9 months. D&S Midwest announced to their employees at noon today. Titan, CASE IH will take over June 1<sup>st</sup> with intentions to hire current D&S Midwest employees. Councilman Olson motioned to approve the transfer of the tax abatement from D&S Midwest to Titan Machinery with a second from Councilman Prestholdt. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Kemen said she has spoken with Ehlers, the city's municipal advisors and have no issues with the transfer.

#### Old Business

In regards to the sale of the Liquor Store, City Attorney Rick Stulz asked Council if they would like him to put out a request for proposals to run it as it is and see what kind of interest we get for the building and look at time line going forward. The Council can decide how to address each proposal. The RFP can go out by the end of the month. On motion by Councilman Schacherer to move forward with an RFP with a second from Councilman Hansen. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None.

New Business

The Personnel Policy was last updated in 2017. This one will last indefinitely until we feel we need it to change again. New additions to the policy include a wellness incentive for employees. If employees volunteer in any capacity for 10 hours during a calendar year, have a physical done and have a paid membership to a fitness center, or similar to employees are able to earn three wellness days a year. These are standalone days, have to approved and will not roll over to the next year. The League of Minnesota Cities (LMC) insurance claims for PTSD have risen quite rapidly, driven from law enforcement. Kemen thought this is not only a Police issue, that all employees could benefit from this. The hands-free law was also included. Full time employees receive a cell phone stipend each month. As part of the cell phone policy, if the employee has city information on the phone that needs to be retrieved the city can do that. There were a few changes in funeral leave, increasing days away from 3-5 days for a parent and child. Summer office hours were included in the policy. The Deputy Registrar Office needs to be open 40 hours a week, so the office will close at 2:00 on Fridays. We do not close the office for lunch break during the week. Holidays will now count towards overtimes. Juneteenth was added, and will go into effective in 2024. The Union officers will get Juneteenth in 2023 as part of their union contract agreement. On motion from Councilman Prestholdt to approve the changes to the Personnel Policy with a second from Councilman Schacherer. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

Kemen has also updated the Job Descriptions for all full-time employees. Up until now, with every new hire there wasn't a job description readily available. What we had was a generic version from other cities pieced together. If the city decides to do a wage assessment, they will ask for job descriptions. The Emergency Manager position was added to the Police Chiefs title. On motion from Councilman Hansen to approve the job descriptions with a second from Councilman Schacherer. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

The Dawson Fire Relief Bylaws Proposed Amendment was included in the packet. The Fire Department has never gotten to 100% vested. This doesn't cost the city anything, it's saying the city supports the payout once they are there for 20 years. On motion from Councilman Schacherer to approve the Dawson Fire Relief Bylaws Amendment with a second from Councilman Bothun. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

Chief Stock has submitted paperwork for the MN First Responder AED Grant. The grant will provide new AED's for squads. Chief Stock will be attending AED training in Montevideo tomorrow. The AED's the police currently have can get dispersed in city facilities. On motion from Councilman Hansen to give Chief Stock permission to attend the AED class and accept the grant with a second from Councilman Prestholdt. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

JMHS has submitted paperwork for a raffle permit. On motion from Councilman Prestholdt to approve the permit with a second from Councilman Hansen. Voting in favor Councilman Olson, Councilman

Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

The DB Baseball Association has applied for a Liquor License. On motion from Councilman Schacherer to approve the license with a second from Councilman Hansen. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

The Jack Attack Basketball Booster has submitted paperwork for a raffle. On motion from Councilman Hansen to approve the permit with a second from Councilman Shacherer. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

Information on the City-Wide Clean-up was provided. The date this year will be May 22<sup>nd</sup>. Olson Sanitation will be picking up TVs and computer monitors this year. All items will need to be prepaid to Olson Sanitation. On motion by Councilman Hansen with a second from Councilman Prestholdt to approve the date and have Olson Sanitation pick up all items. Voting in favor Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Councilman Olson abstained. Absent: None. Against: None. Motion passed.

The JMHS Annual report was included in the packet as information only. Crystal Bothun, CFO and Kris Jacobson, CEO were here last week and met with Jill and Kristin and to provide the city support in any way they can.

A letter of resignation for Police Officer Anthony Reyes was provided. Reyes has accepted a position at Steven's County and will be done with the city April 14th. On motion from Councilman Olson and a second from Councilman Bothun to accept Officer Reye's resignation. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

#### Ordinances and Resolutions

First reading for Water/Sewer Ordinance change. There will be two readings and will also be published in the paper. AGP is meeting with Ehlers tomorrow about questions they have. Larry with Widseth, along with Jill, Kurt and Colin met to go over specific questions AGP have. Hope is these answers will satisfy the questions that AGP has in order to get the rates implemented. On motion from Councilman Olson with a second from Councilman Adelman to accept the water/sewer ordinance change. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

The Official Summary of Water/Sewer Amendment was provided. This will be published in the paper showing the rate increases. On motion from Councilman Schacherer with a second from Councilman Adelman to approve the official summary of water/sewer. Voting in favor Councilman Olson, Councilman

Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

A resolution declaring the cost to be assessed and ordering preparation of proposed assessment for phase 2 construction was provided. The resolution states what is all included in phase 2. Assessments will be payable over 15 years at 6.3%. This resolution is stating the city will start submitting letters to homeowners. On motion by Councilman Adelman to approve the cost to be assessed with a second from Councilman Olson. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

A resolution for hearing on proposed assessments was included in the packet calling for public hearing on May 16th @ 5:35pm in the city hall. On motion from Councilman Prestholdt with a second from Councilman Schacherer to approve the resolution for hearing on proposed assessments. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

A Resolution for Deputy Registrar was brought to Council to show that the Council supports having the Deputy Registrar at City Hall. The transfer date will be April 24 with final transition on April 27th. A copy of the business acquisition agreement was also included. The city will be purchasing the business for a nominal fee, as it is easier for the transition process. Kemen mentioned that over half of the deputy registers are either at County or City offices. On motion by Councilman Olson to approve the resolution of support for the Deputy Registrar to the city office with a second from Councilman Schacherer. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

#### Miscellaneous Announcements

The next Council meeting will be a work session on April 18th at 5:30 pm. Items to be discussed are policies on special assessments and Hackberry Street. No action will be taken at the meeting.

A Community meeting regarding tennis courts and softball fields will be held on Thursday, April 13th at 5:30 pm, City Hall. LQP does not want to do anything with the tennis courts. Tony Aafedt would like to see the courts at Gnome Park redone, and turn the basketball court there into another tennis court. The School seeks partnership with the city doesn't have any for this kind of project, so we are looking for community support. The softball field outfields are in terrible shape and would like to have covered dugouts.

There are ads in in the paper for lifeguards, part-time park help and someone to run the concession stand this summer.

Kurt, Colin and Kristin were part of the pre-con meeting for the water meters. The city will be sending an introductory letter to all residents and commercial users of the upcoming project. This letter will be followed by a letter from DSG, the company supplying the meters notifying them to schedule their meter replacement. Appointments will be in 2 hour increments. Midwest Testing, who will be installing the

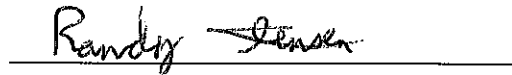
meters will be in town until June 29<sup>th</sup>. They will also continue to send letters (2) to residents that have not called for appointments. If no contact has been made by June 23<sup>rd</sup>, a door hanger will be placed with a date of shut off of June 26<sup>th</sup>. Meters will be read on May 15<sup>th</sup>, with meter installation beginning that day. DSG will be here on June 12<sup>th</sup> for training with the new tablet and updates to utility billing. It was asked at the meeting about everyone being charged the \$7 if they did or did not have a sump pump. Midwest Testing was ok with it not being charged as long as it was listed on the spreadsheet acknowledging yes or no for a sump pump.

With nothing more to discuss, Councilman Schacherer motioned to adjourn the meeting with a second from Councilman Hansen. Voting in favor Councilman Olson, Councilman Hansen, Councilman Bothun, Councilman Adelman, Councilman Schacherer and Councilman Prestholdt. Absent: None. Against: None. Motion passed.

Meeting adjourned at 6:55 pm.



Kristin Daline, City Clerk/Deputy Treasurer



Randy Tensen, Mayor