

**November 5, 2018
Work Meeting Minutes**

The meeting was called to order by Mayor John Werner at 6:00 p.m. Present for the meeting; Mayor Werner; Councilors Greg Andrews, Suzanne Herstad, and Bob Quade; Clerk-Treasurer Toni Blomdahl; Deputy Clerk Carley Hungerford; Matt and David from Citon; Tom from AirFiber; Cindy Endicott, Duane DeMaris, and Jayme Heim.

Greg made a motion to approve the October 1, 2018 Work Meeting Minutes with a second by Suzanne. All vote in favor. Motion carried.

Correspondence: MNDot list of 2018 LRIP Funded Projects. Toni shared with the Council the list of funded projects and noted Rice Lake received \$470,600 in funding for Chicago Ave. John W. stated Chicago will be redone with 22' of asphalt, curb and gutter which includes stormwater. John stated this grant frees up \$150,000 set aside for his road budget for next year, so he'll be able to do some projects he didn't have funds to complete.

NEW BUSINESS:

Citon proposal for computer support: Toni presented Council with a comparison for IT service memo which broke down the costs we are currently paying AnySite vs what Citon is proposing. David and Matt from Citon went over their proposal for computer support for City Hall. Matt noted their proposal included managed service which would cover any computer/software issues we experience and technical support at no additional charge. Suzanne asked if there would be any additional charges for anything. Matt stated there would only be charges for adding hardware or special requests and they would provide us with an estimate prior to the work being done. Toni stated there are still a few items we are researching before we can make a final decision, such as how these changes would affect our accounting program. Council thanked Matt and Dave for coming and for the information they provided.

Subdivision Variance Process: Toni showed the Council a section of our Subdivision ordinance that notes the Town Board grants variances but then says a Board of Adjustment appointed by the Town Board shall hear and decide appeals, so the language is confusing. Toni asked Council if they wanted to be the board that decides variances for subdivisions or if they want the zoning board of adjustment to handle them. Toni noted the Council has more knowledge of roads and utilities which is more crucial for subdivisions. Greg stated minor subdivisions go through the process for roads and utilities, so the Council would approve those subdivisions anyway. Toni stated she will do more research and find out what other communities do.

Proposed use of city property at 5028 Rice Lake Rd: Toni stated the county sent us a form to fill out to request tax exempt status for the property at 5028 Rice Lake Rd. Toni stated she asked Mike Couri, City Attorney what we would need to do to classify the property so it qualifies for tax exempt status. Mike stated we would qualify only if the property is used exclusively for public purposes and noted we could simply note at a Council meeting that the public can use the property for picnicking or hunting. Greg asked if our liability insurance would cover us for the property as there is no structure on it. Toni stated she would check into it and bring it back to Council for discussion.

Air Fiber proposal for water tower: Thomas from Air Fiber came to make a presentation to Council about renting space on our water tower for their equipment. Matt stated they would be willing to pay \$300 a month with free internet for City Hall with a guaranteed 100 download and 50 upload speed. Council went over the list of questions Mike Couri had provided when Toni had asked him his opinion on the matter. Thomas noted they normally can cover a 5-mile radius to serve customers from their equipment which is mounted to the rail and no holes would need to be drilled into the water tower. Thomas stated they have their own license from the FAA so their service would not interfere with any of the other companies leasing space on our monopole and they would not sublease their space as they don't want competition from other companies. Council agreed they would like to be able to provide

more residents with high speed internet and noted higher speed internet is needed at City Hall. Council asked Thomas to conduct some tests to make sure they can deliver the above noted speeds consistently to City Hall and then we can look at a contract with them.

New proposed 2019 fee schedule: Toni presented Council with some new proposed fees for 2019 and suggested we eliminate the long-distance fax charge as we aren't charged any long-distance fees with our phones. Council agreed. Toni also requested we add a fee for Administrative costs to use when we are certifying delinquent utilities to people's property taxes as it is additional work and mailings to notify the people of the proposed assessment. Toni suggested an amount of \$25 which is the same amount we charge our bulk water customers. Council agreed. Toni asked Council to look over the rest of the fees and see if they would like to change or add/delete any other fees to discuss at the next Council meeting.

Proposal for direct deposit and remote deposit: Toni presented Council with a proposal to offer payroll direct deposit to our employees and a proposal for remote deposits from North Shore. Toni went over the fees associated with each and the benefits for the City. Council asked Toni to find out if most employees are in favor of direct deposit.

2019 meeting schedule: Toni presented Council with the proposed 2019 meeting schedule and asked if Council would like to cancel the December 23, 2019 Council meeting. Council agreed. Toni asked Council to look over the rest of the schedule to see if there are any other necessary changes before it is posted.

UNFINISHED BUSINESS:

Trunk fee assessment policy: Toni presented Council with a policy for assessing the trunk fees for sewer and water to the resident's property taxes. Suzanne made a motion to approve the policy with a second by Bob. All vote in favor. Motion carried.

MPCA TMDL/WRAPS contested case hearing, November 7th at 1:00 pm: Bob stated he would attend the hearing on behalf of Rice Lake.

PUBLIC COMMENT: Duane DeMaris stated he teaches OSHA and MSHA classes and is starting a new business and is looking for a facility to hold the classes in until he can get something more permanent. Duane is asking if he can rent City Hall to hold these classes. Duane stated the MSHA classes usually have around 25 people and the OSHA classes can have up to 100 people and usually are 8:00 am – 4:30 pm. Council raised a few concerns such as smoking on the property, clean up after the classes, and interference with other city business going on. Duane stated he would clean up after every class and clean up any cigarette butts that may be on the ground. Duane stated he has spoken with Toni and can coordinate his schedule with her so there aren't any conflicts. Council agreed they would like to see the building used more and are willing to give it a try and see if it will work. Duane will contact Toni to make the arrangements.

Having nothing further to discuss Greg made a motion to adjourn the meeting with a second by Suzanne. John W. adjourned the meeting.

Respectfully submitted,



John Werner, Mayor



Toni Blomdahl, Clerk-Treasurer

12-3-18

Date

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Work Meeting
Date: November 5, 2018

	Name:	Address:	phone and/or email address:	X-speak
1	Jane Heim	Kingston Rd		
2	Walter Schiller	5234 48rd		
3	Dwaine Morris	5845 Harold Rd	218-969-8340	
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