

CITY COUNCIL MEETING

JANUARY 21, 2025

7:00 P.M., CITY HALL

Pursuant to due call and notice, the City Council of the City of Eagle Bend, MN met in regular session on Tuesday, January 21, 2025 at 7:00 P.M., in City Hall. Mayor Scott Johnson called the meeting to order at 7:00 P.M. Council Members present were Jaculyn Lorentz, Jessica Olson, and James Kimball; absent, Jason Nelson. Also present was Twila Pierce, Andrea Voller, Kevin Hess, Clay Sandmeyer, and Debra Myers-Myrum from the Independent News Herald.

The Pledge of Allegiance was recited.

Following a brief review and discussion, (Action 25-01-01) Council Member Lorentz moved to approve the minutes of the December 16, 2024 regular City Council Meeting as written, seconded by Council Member Kimball. Motion adopted unanimously.

Bills submitted for approval were reviewed by the City Council. Following a question and answer period, (Action 25-01-02) Council Member Olson moved to approve the bills for payment as presented, seconded by Council Member Lorentz. Motion adopted unanimously.

The council was informed that Bryan Drown from Bolton & Menk had a scheduling conflict so he will not be attending tonight's meeting. Mr. Drown stated that he will be at the February 18, 2025 City Council meeting.

Bolton & Menk submitted invoice #0353241 in the amount of \$6,370.00 for professional services performed on the Phase 5 Street & Utility Improvement Project. (Action 25-01-03) Council Member Lorentz moved to pay invoice #0353241 as presented, seconded by Council Member Kimball. Motion adopted unanimously.

Eagle Bend Veterans Club, Inc. presented the City Council with an application for a 1 day to 4 day temporary On-Sale Liquor License to be opened on Sunday February 09, 2025. After a brief review and discussion, (Action 25-01-04) Council Member Olson moved to approve the 1 day to 4 day temporary On-Sale Liquor License as presented by the Eagle Bend Veterans Club, Inc., seconded by Council Member Kimball. Motion adopted unanimously.

The Council was presented with invoice #B413461 from Braun Intertec in the amount of \$158.30 for MnDOT testing on the Phase 5 Street & Utility Improvement Project. After a brief review, (Action 25-01-05) Council Member Olson moved to pay invoice #B413461 as presented, seconded by Council Member Lorentz. Motion adopted unanimously.

The City Council was presented with the 2025 Agreement between the Todd County Attorney and the City of Eagle Bend for prosecution services. In the letter presented, the County Attorney stated that the amount is based upon the average number of cases prosecuted by the County for the City in the two years prior to the current budget year at an estimated rate of \$150.00 per case. This includes reviewing reports, drafting complaints, correspondence, court time, evidentiary hearings, trials, sentencing, and probation violation hearings. It also includes working with officers, victim, corrections agents, defense attorneys, and any research that needs to be done. Therefore the contract rate for prosecution services will be \$1,800.00 (\$150.00 per month) for 2025 as compared to; 2024 contract rate of \$1,500.00 (\$125.00 per month), 2023 contract rate of \$1,350.00 (\$112.50 per month) and the 2022 contract rate of \$1,800.00 (\$150.00 per month). Upon further discussion, (Action 25-01-06) Council Member Kimball moved to approve the 2025 agreement between Todd County and the City of Eagle Bend for prosecution services as presented, seconded by Council Member Olson. Motion adopted unanimously.

The Council reviewed and discussed the previous year committee appointments along with a list of active firefighters and what positions are held within the fire department. Following a review of the committee appointments, (Action 25-01-07) Council Member Lorentz moved to approve the following committee appointments for 2025:

Fire Chief	James Olson
Weed Inspector	Jaculyn Lorentz
Assistant Weed Inspector	Jim Kimball
Acting Mayor	Jessica Olson
City Assessor	Todd County Assessor
City Attorney	Quinlivan & Hughes, Todd County Attorney
Health Commissioners	Jason Nelson
Street Commissioners	Jaculyn Lorentz
Fire Commissioners	Jason Nelson
Water & Sewer Commissioners	Scott Johnson
Liquor Commissioners	Jessica Olson
Natural Gas Commissioners	Scott Johnson
Official Depository	Star Bank, Unity Bank East, American Heritage National Bank, Magnifi Financial, American National Bank, Cetera, Viking Savings and Loan, and other financially sound institutions which are in compliance with official depositories.
Civil Defense Director	James Olson
Official News Paper	Benning Printing & Publishing
Safety Commissioner	Jaculyn Lorentz

The above motion was seconded by Council Member Olson and was adopted unanimously. The Council also reviewed the current lists of active Eagle Bend Fire Fighters with the Fire Chief, Secretary, Training Officers-(2), and Administrative Assistant all being paid \$500.00 each per year.

The City Council reviewed the present rate and fee schedule for the City of Eagle Bend. After reviewing the schedule, (Action 25-01-08) Council Member Olson moved to approve the 2025 schedule of rates and fees for the City of Eagle Bend as presented with the exception of omitting the Line “ON-SALE – 3.2” from the rate schedule, seconded by Council Member Kimball. Motion adopted unanimously.

The council was informed that Central Minnesota Housing Partnership (CMHP) will be re-submitting the proposal for the senior housing project which will be located in the Eagle Bend High School building. Plans and information will be sent to the Minnesota Housing Agency in July, 2025 for their review and approval. Deanna Hemmesch from CMHP was asking for the council to approve an extension of the Letter of Intent to be signed. The letter summarizes some of the significant terms and conditions of the Project and Future Project Agreements between the City and CMHP on the proposed senior housing project in Eagle Bend High School building. Following a brief review, (Action 25-01-09) Council Member Kimball moved to approve the extension of the Letter of Intent between CMHP and the City of Eagle Bend as presented, seconded by Council Member Olson. Motion adopted unanimously.

The council was presented with a quote from Widseth in the amount of \$7,500.00 plus expenses incurred to travel to the site, if needed, to write for the DNR Outdoor Recreation grant on the proposed splash pad at Nelson Park. The Eagle Bend Fire Auxiliary is asking for the council to approve this quote along with a resolution supporting this project. The League of Minnesota Cities has a grant available for up to \$5,000.00 to help pay toward the cost to write the DNR grant, which has been applied for. The Eagle Bend Fire Auxiliary has indicated to the City that they will pay for the grant whether or not they received the LMC grant. After a brief discussion, (Action 25-01-10) Council Member Lorentz presented Resolution #25-02-734 “A Resolution

authorizing the execution of the DNR Grant” and Resolution #25-03-735 “A Resolution Authorizing Application for Grant Navigation Support For the City”, and moved for their adoption, seconded by Council Member Olson. Put to a vote, the following members voted in favor of this resolution: Lorentz, Olson, and Kimball; against, none. Resolution #25-02-734 and Resolution #25-03-735 were duly adopted.

The Council was presented with a construction estimate in the amount of \$904.00 from Minnesota Power. This construction cost is for the installation of electric utilities to the city’s new maintenance building located at 439 Clark Street West. This cost is in addition to the expense incurred by the city for a new pole installed at this location which was approved by the council on December 16, 2024. Following a discussion, (Action 25-01-11) Council Member Lorentz moved to approve and pay the construction estimate from Minnesota Power as presented, seconded by Council Member Kimball. Motion adopted unanimously.

The Council was informed of the following donations that were made to the City which were as follows: The Senior Ladies in the amount of \$100.00 for the use of City Hall; Dr. Curtis Krieg in the amount of \$25.00 for general uses; Wanda Tepley in the amount of \$25.00 for general uses; and Lilla Oliver in the amount of \$100.00 for the fire department. (Action 25-01-12) Council Member Lorentz presented Resolution #25-03-735 “A Resolution accepting a donation to the City” and moved for its adoption, seconded by Council Member Kimball. Put to a vote, the following members voted in favor of this resolution; Kimball, Olson, and Lorentz, against, none. Resolution #25-03-735 was duly adopted.

The council was presented with an Invoice from Mission Mechanical, Number JC241106 in the amount of \$36,065.00. This invoice was for the installation of a complete general ventilation system for the Eagle Bend city hall. The work was completed on November 20, 2024. After a discussion, (Action 25-01-13) Council Member Lorentz move dot pay invoice #JC241106 as presented, seconded by Council Member Olson. Motion adopted unanimously.

The December 2024 liquor store and yearly statements were presented to the City Council. After reviewing the statements and the total for the year, the council commented that the report was not showing whether the liquor store actually made a profit or lost money in 2024. After further discussion had ensued, the council instructed the City Administrator to revive this report to show a more accurate assessment of where the liquor store stands on the monthly report showing its profit or loss.

The Council was presented with a monthly report from the Todd County Sheriff’s Office showing calls they handled in 2024.

The council was informed that the interviewing committee interviewed two applicants for the Assistant Maintenance Position. Upon much consideration, the committee has decided to recommend that the City Council hire Nicholas Stoecker for the assistant maintenance position. Upon discussing the recommendation and what wage the city should offer Mr. Stoecker, (Action 25-01-14) Council Member Olson moved to approve hiring Nicholas Stoecker for the city’s Assistant Maintenance position with a starting wage of \$20.00 per hour; along with the stipulation that Mr. Stoecker will receive an additional \$100.00 per month for every license he achieves for Water, Sewer, and Gas, seconded by Council Member Kimball. Motion adopted unanimously. The council decided to wait and see if there was a way to help Mr. Stoecker achieve his CDL license before deciding on any pay raise for Mr. Stoecker getting certified as a CDL driver.

The City Administrator presented the Nexbillpay service agreement that the city signed on April 03, 2024 which was a three year agreement. The agreement states that the customer is required to meet a \$100.00 monthly minimum collected amount; if the customer does not meet the monthly minimum, the customer is responsible for the difference. From July through December 2024, the City has paid \$385.45 in fees. If the City wishes to terminate this contract they will be charged \$495.00. After reviewing the agreement the council decided to wait a month for them to consider whether or not they wanted to continue with the Nexbillpay service agreement.

Clay Sandmeyer reported back to the city council regarding Granite Electronics quote for a three year preventative maintenance contract for the Eagle Bend emergency siren. The quote was for changing Batteries and to service the siren which would be in the amount of \$1,040.00. If the city wishes to have a preventive maintenance done where DSC comes once a year and checks the siren, the cost to the city would be \$62.50 per month plus any parts. Mr. Sandmeyer stated that Granite Electronics was bought out by DSC Communications but the quote is still good. Upon further review and discussion, (Action 25-01-15) Council Member Lorentz moved to approve having DSC come and change the siren batteries and check out the emergency siren for \$1,040.00, seconded by Council member Kimball. Motion adopted unanimously. The council decided, at this time to not go with the preventive maintenance agreement.

The City Administrator stated that he contact the City Attorney and the League of MN Cities regarding the language of "Reasonable Response Time" and presented the council with the responses he received. Following a lengthy discussion, (Action 25-01-16) Council Member Lorentz moved to amend Section 2 "Scope of Policy"; Subdivision 2 "Reasonable response time" on the section "Maintenance Department", from 5 minutes to 15 minutes, seconded by council Member Kimball. Motion adopted unanimously.

The City Administrator stated that he has contacted 5 other cities and the League of MN Cities and has found that the cities handle On-Call time the way the City of Eagle Bend does and that the cities will, down the future, take a look at the On-Call Time call, but for now, they are leaving it as is. The Council decided to wait until further information can be obtained on this issue.

The council was informed that the City Attorney, Joe Krueger is still working on amending the code to include Camp Grounds in the Residential section.

Council Member Olson informed the council that after the meeting in December she started to re-think about selling the Gazebo as requested by the council. Council Member Olson believes there is still a use for the Gazebo and the council might want to consider moving it closer to other buildings in the park to make it more accessible. Following a discussion, the council decided to hold off on selling the Gazebo to see how the park could be possibly laid out once the splash pad has been installed at Nelson Park.

The council was informed that the Lead Bartender position was posted at the liquor store and all liquor store employees were notified of this position. Lori Johnson was the only liquor store employee that submitted her name for consideration of lead bartender position. The council discussed what they expect from the Lead Bartender and what their duties will be. (Action 25-01-17) Council Member Kimball moved to offer the Lead Bartender position to Lori Johnson, seconded by Council Member Lorentz. Motion adopted unanimously. Mayor Johnson appointed Council Member Olson and Deputy City clerk Twila Pierce to discuss with Lori what the council is expecting from her as the Lead Bartender.

The city administrator notified the council that he contacted Minnesota Power regarding the franchise agreement. Maggie Wiederin of Minnesota Power stated that they never received the franchise agreement with the suggested edits made by the city's attorney. The city administrator stated that he has sent the agreement to Minnesota Power with the edits. As of today, Minnesota Power has not contacted the city regarding the edits.

The council was presented with "Release of Liability and Assumption of Risk" regarding Nelson Service Center (Jason Nelson), for using Nelson Park Lions building to store their lawnmowers over the winter. This document was drawn up by the City's Attorney. (Action 25-01-18) Council Member Olson moved to approve the Release of Liability and Assumption Risk as presented, seconded by Council member Lorentz. Motion adopted unanimously.

The City Administrator reported to the council that the city has received 11 applications for the City Administrator's position. Upon contacting the interviewing committee, the city administrator stated that the

committee does not want to interview all 11 applicants. Therefore, the applicants will need to be scored and the council will have to decide how many to interview before the scoring starts. The City Administrator presented a proposed scoring sheet for this position. Following a discussion, (Action 25-01-19) Council Member Lorentz moved to approve the scoring sheet as presented with a minor change, seconded by Council member Olson. Motion adopted unanimously. Council Member Olson, Council Member Lorentz, and Mayor Johnson will do the scoring and give the results to the City Administrator by January 24, 2025. The city council instructed the City Administrator to calculate all the scores and select the top 4 scores to be interviewed.

Chief Maintenance Clay Sandmeyer presented a quote from Lakes Area Trailers for a 2024 Horizon Dump Trailer in the amount of \$11,894.93. Mr. Sandmeyer stated that the city is constantly borrowing the Eagle Bend Farm & Lumber's trailer to haul the city's skid loader and excavator. Mr. Sandmeyer stated that the city has many other uses for this trailer besides hauling city equipment. Mr. Sandmeyer stated that the city always needed a trailer but he never requested one because the city did not have a shed to put it into; but with a new maintenance building built last year, he now has space to store all the city's equipment. Upon further review and discussion, (Action 25-01-20) Council Member Lorentz moved to purchase the 2024 Horizon dump trailer from Lakes Area Trailers in the amount of \$11,894.93 as presented, seconded by Council Member Kimball. Motion adopted unanimously.

Council Member Olson informed the council that the Eagle Bend Lions Club was considering repairing the building located at the Lions Park that was damaged by the tornado a couple of years ago. The Lions Club was going to install bathrooms and use the rest of the area for storage. The city will also be able to use the building for storage. Council Member Olson stated that she had the City Administrator check into whether or not the building could be insured once the Lions club made the repairs. The city received payment for damages done to the building but has not done any repairs to this building. Chris Klein, city's insurance agent, contacted the League of MN Cities Insurance Trust and they stated that they would insure the building; however if there was a claim, the League would adjust the loss based on what value was added and the ACV of the building at the time of loss. Council Member Olson stated that the Lions Club was asking for permission from the City to go ahead with the necessary repairs. After further discussion, (Action 25-01-21) Council Member Lorentz moved to allow the Eagle Bend Lions Club to repair the city building located at 219 First Avenue SE, seconded by Council Member Kimball. Motion adopted unanimously.

There being no further business to come before the City Council, (Action 25-01-22) Council Member Olson moved to adjourn at 9:10 p.m., seconded by Council Member Lorentz. Motion adopted unanimously.

Kevin Hess
City Administrator

Scott Johnson
Mayor