Regular Meeting
April 3, 2013
7:00 p.m.

With due call and notice thereof, the April 3, 2013 regular meeting of the Eden Valley City Council was called to order at 7:00 p.m. in the Civic Center meeting room. Present were Mayor Korman, Councilors Gabrelcik, Dan Thielen, and Cheryl Thielen and Clerk Haag. Also present Public Works Director Rademacher, Chief Junker, and others. Mayor Korman presided.

The agenda was presented and reviewed, with a request by Haag to add LG220 Application submitted by Eden Valley Fire Relief Association between items #7 and #8 on the agenda. A motion was made by Dan Thielen to approve the agenda as presented, with the addition of LG220 Application. Motion was seconded by Cheryl Thielen and carried unanimously.

A motion to approve the consent agenda was made by Gabrelcik. Items on the consent agenda included Approve minutes of March 6, 2013 regular meeting and March 19, 2013 special meeting, Adopt Donation Resolution #2013-10, and Adopt Fixes Assets Policy. Motion to approve consent agenda was seconded by Cheryl Thielen and carried.

Steve Wischmann, Auditor from Kern DeWinter Viere was present to review the 2012 Audited City financial statements. Wischmann reported the city once again had received a clean, unqualified opinion on regulatory cash basis reporting, which is the best that can be issued, and congratulated the city on that. The fund balance has about 7 ½ months of reserves, while the State Auditor recommends at least 6 months of reserves on hand. Wischmann's opinion was it was a good idea to have at least 7 months of reserves, especially since State LGA is so unstable and a good portion of the city's revenue, and noted the city's plan is to try to maintain a minimum of 6 months of reserves and was doing a good job of building the reserve balance. Wischmann reported the city is in compliance with standards, but did have one issue of legal compliance in 2012 when a performance and payment bond for the new fire truck was not obtained. Since the truck has been delivered this is not an issue at this time, but has been noted for future purchases. Internal controls were reviewed, with lack of segregation of duties mentioned, as it is every year. Wischmann reminded the Council this in an ongoing item for all small cities that lack resources to hire sufficient staff to provided segregation of duties, not a significant finding, and complimented the Council on their review of bills at the meetings, encouraging them to continue this to aid in internal controls. A 5-year analysis of the General Fund was reviewed, with Wischmann once again complimenting the city on the good job of increasing the fund balance. Enterprise funds were reviewed, with Wischmann reporting the city received a clean opinion on the accrual basis reporting of the funds. Senior housing operations look good, but debt service is being paid quickly, and Wischmann suggested looking into refinancing to assist cash flow. Haag reported she has been checking into refinancing and restructuring to lower annual debt service payments, while extending the length of the loan. Wischmann reported overall the enterprise funds have stable operations and the reserves are stable, and to keep up the good work. Cheryl Thielen requested Wischmann share any recommendations he may have for the Council, maybe suggesting a "top 2" items. Wischmann

suggested the Council keep a close watch on the upcoming Highway 22 project costs to budget as the project progresses. He also suggested to move forward with the debt refinancing on the senior housing, stretching out the payments to assist in cash flow. Wischmann reported that operationally the city is very organized and the books are in excellent shape. The 2012 Audited Financial Statements for the City of Eden Valley were unanimously approved on a motion by Cheryl Thielen, seconded by Gabrelcik.

Dennis Miley, CEO of Paynesville Area Hospital District, and Andrea Berger, Eden Valley representative Board Member were present to review current operations and affiliation conversations of PAHCS. Miley reported PAHCS had also received a clean unqualified opinion on their annual audit report and reviewed operations throughout the Hospital District during the past year, noting operations are in the black. He reported they are also having affiliation discussions with Centra Care, working through a due diligence process, and hope to have a report for their Board soon. Once they have that, they plan on having and community forum to present the information. The tentative date for the forum is May 16, 2013, at the Paynesville school, and Miley invited the Council and community to come.

City Engineer Kent Louwagie was present and gave an update on the Highway 22 project. A permit application and agreement from Canadian Pacific Railway to allow the City to run the new watermain under the railroad property was presented for approval. Plans are to bore a steel casing under the railroad that will house the watermain, and the permit fee is $1000. Cheryl Thielen questioned if the city attorney had reviewed the agreement and Louwagie noted he did not believe it was not necessary, he has reviewed it and it is the standard agreement CP Rail has for this type of project. A motion was made by Dan Thielen to approve the permit application and agreement as presented. Motion was seconded by Gabrelcik, and carried, with Cheryl Thielen abstaining, noting she was not comfortable voting since she had not read it. Louwagie reported MNDOT District office had been working on reviewing the project plans, there were some revisions, and they are reviewing them again. Once they have finished they will be sent to the Central office and he estimated the bidding date could be in late May. The Council expressed concern over the bidding date being later than what was originally planned. Louwagie reported a resolution has been prepared for the Council to consider adopting, which would allow ordering the advertisement for bids as soon as the plans have been approved by MNDOT's Central office. This would allow the bidding process to move forward without calling a special meeting once the plans are approved by MNDOT. Resolution #2013-11, A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids, TH 22 Improvement Project, City of Eden Valley was introduced and moved for adoption by Dan Thielen. Motion was seconded by Gabrelcik. Voting in favor were Gabrelcik, Korman, Dan Thielen, and Cheryl Thielen, against: none, whereby Resolution #2013-11 was duly adopted. Louwagie reported about one-half of the temporary construction easements have been returned and he and Chuck DeWolf will be contacting those who have not returned theirs. Dan Thielen questioned if he would be assessed for curb, since he previously had curb on his property that was removed in the past during a watermain repair and never replaced. Since there is no other curb in the area, it was suggested the curb may have been installed by a previous owner of the property, and not

by the city, so no assessment would have ever been made, which would require an assessment now. Clerk Haag will try to find information in past city records regarding this curb.

Since Councilor Eric Reetz resigned from the City Council effective April 1, 2013, Resolution #2013-12, A Resolution Declaring a City Council Vacancy was introduced and moved for adoption by Gabrelcik, seconded by Dan Thielen. Voting in favor were Gabrelcik, Korman, Dan Thielen, and Cheryl Thielen. Against: none, whereby Resolution #2013-12 was duly adopted. Clerk Haag reviewed information regarding special elections including time lines needed for filing affidavits of candidacy, publication requirements, notification to County Auditors, and minimum voting hours of 5 p.m to 8 p.m. Haag reported if the Council were to call for a special election at the current meeting, the earliest an election could be held would be July 2, 2013. If they were to wait until the May meeting, the date would be August 6, 2013. The Council also must designate by resolution what the voting hours will be. Discussion followed on what voting hours should be and if the hours could be in split shifts. The costs associated with ballot preparation, programming machines, and elections judges were also questioned. After discussion, it was suggested Clerk Haag obtain information regarding answers to some of the questions raised about costs and voting hours and report back to the Council at the May meeting.

Minutes of the March 27, 2013 Planning and Zoning Commission meeting were reviewed. A site permit application from American Legion Post 381 to construct an addition to the park shelter at the Legion Park was recommended for approval. Concerns regarding possible violations to the zoning ordinance due to accessory buildings being constructed or installed without permits and sign ordinance violations had been raised at the meeting. Haag reported vacancies on the Commission remain an issue, and it may be a good idea to try to inform the public of site permit requirements as well as advertise to see if there is interest in serving on the Commission. A motion to accept the March 27, 2013 minutes and approve the site permit for American Legion Post 381 was made by Cheryl Thielen, seconded by Gabrelcik, and carried unanimously.

The application from Eden Valley Hawks Baseball for a 3.2 license at the Eden Valley Athletic Field for the period April 7, 2013 through August 31, 2013 was reviewed. A motion was made by Cheryl Thielen to approve the application, contingent on receipt of certificate of insurance. Motion was seconded by Dan Thielen, and carried unanimously.

A motion was made by Cheryl Thielen to approve the LG220 application for Exempt Permit from the Eden Valley Fire Relief Association, for raffle and bingo gambling premises in the city during Valley Daze, June 21-22, 2013, with no waiting period. Motion was seconded by Gabrelcik, and carried unanimously.

Mayor Korman opened the Public Forum. There were no comments

The Clerk presented the bills.

Total Expense: $ 85,874.61

A motion to approve the bills, with the exception of the bill from Thielen Machine & Welding was made by Dan Thielen seconded by Gabrelcik and carried unanimously.

A motion was made by Gabrelcik to pay the bill from Thielen Machine & Welding. Motion was seconded by Cheryl Thielen, and carried, with Dan Thielen abstaining.

Clerk Haag reported the first quarter financial reports showing budget to actual information would be available by the Board of Review meeting on April 10, 2013. She has contacted Adam from Arvig regarding the sound system plans for the Council meetings, and he hopes to be able to come and review the meeting room in the end of April to determine what is needed so we can get the system ordered. Haag received more information regarding capital improvement plans at the Clerk's Conference and hopes to get planning forms to department heads in the next couple of weeks. There was limited information on paperless agendas at the conference and she will be looking elsewhere for information. She has been in contact with Todd Hagen from Ehlers about refinancing options and Chuck DeWolf is preparing information on funding needs for the current Hwy 22 project that are not PFA eligible. Once she has those Hagen will review and look at the possibility of combining refinancing with existing debt and the new Hwy 22 project debt into one bond issue. Correspondence from Stearns County Attorney regarding the Adult Diversion Program, thank you letters from Southwest Initiative Foundation and Initiative Foundation, and correspondence from Stearns County on tax capacity rate information was provided to the Council. Mayor Korman questioned if Brenda from CP Rail had provided any information on when they would be presenting CP Rail's general public railroad and safety information, and Haag reported Brenda had called and said they would maybe try to be at the June meeting.

Chief Junker reported he has started the process for hiring Zach Schwartz as a part-time officer and the cost to the City should be minimal for providing two uniforms and some training, while Zach will pay for his own physical and psychological exams and has already received some training. Councilor Cheryl Thielen would like to see in writing what the costs are as well as any favorable recommendations that have been made by Zach's references before Junker hires Schwartz. Junker responded he has training coming up soon for Zach to attend and would like to proceed with hiring Schwartz to keep the process moving. In addition, he suggested some information regarding the hiring process was subject to data privacy and recommended Cheryl make the request to Clerk Haag to determine what would be available for review. Junker provided February and March reports to the Council and reported he was now qualified as a Regional trainer for alcohol awareness and server training, as well as special event training. He suggested the Council may wish to consider requiring training for those working events where alcohol is served that are held in the city. Junker will be conducting training in May for local establishments and the first Monday in June at the Fire Hall for fire & rescue members and anyone else interested. Junker also reported the "Midsummer Blast" Warrant Concert plans continue to move forward.

Public Works Director Rademacher reported they have started sweeping city streets today and new hose has been purchased for the sewer jetter that is jointly owned by Eden Valley and

Watkins. He has STS crews lined up to come and install the baseball tarp at the athletic field once favorable weather occurs, and hopes to have that taken care of within a couple of weeks.

Next meeting date will be the April 10, 2013 – Board of Review, with the next regular monthly meeting scheduled for May 8, 2013.

As there was no further business, the meeting was adjourned on a motion by Cheryl Thielen, seconded by Gabrelcik.

Attest:

Mona Haag, Clerk/Treasurer	Peter Korman, Mayor

CITY OF EDEN VALLEY

*Check Summary Register©

April 2013

	Name	Check Date	Check Amt	
10100 STATE BANK IN EV				
Paid Chk# 006704	PAT BECKER	4/4/2013	$15.00	
Paid Chk# 006705	HOWARD COVERT	4/4/2013	$75.00	CLOTHING ALLOWANCE
Paid Chk# 006706	PENNY COVERT	4/4/2013	$30.00	
Paid Chk# 006707	PAM HAAG	4/4/2013	$0.00	CLOTHING ALLOWANCE
Paid Chk# 006708	LINUS HEMMESCH	4/4/2013	$20.00	
Paid Chk# 006709	ERNIE JUNKER	4/4/2013	$50.00	CLOTHING ALLOWANCE
Paid Chk# 006710	CHAD KUECHLE	4/4/2013	$25.00	CLOTHING ALLOWANCE
Paid Chk# 006711	HEIDI KUECHLE	4/4/2013	$45.00	CLOTHING ALLOWANCE
Paid Chk# 006712	PERRY KUECHLE	4/4/2013	$15.00	
Paid Chk# 006713	MARY LIES	4/4/2013	$57.49	
Paid Chk# 006714	JOHN MAGEDANZ	4/4/2013	$15.00	
Paid Chk# 006715	LOREN MEIERHOFER	4/4/2013	$10.00	
Paid Chk# 006716	DENNIS NISTLER	4/4/2013	$5.00	
Paid Chk# 006717	JASON NORDMANN	4/4/2013	$20.00	CLOTHING ALLOWANCE
Paid Chk# 006718	JAMES RADEMACHER	4/4/2013	$120.00	CLOTHING ALLOWANCE
Paid Chk# 006719	JUSTIN RADEMACHER	4/4/2013	$56.37	CLOTHING ALLOWANCE
Paid Chk# 006720	ERIC REETZ	4/4/2013	$10.00	CLOTHING ALLOWANCE
Paid Chk# 006721	BILL RUHLAND	4/4/2013	$55.00	CLOTHING ALLOWANCE
Paid Chk# 006722	RANDY RUHLAND	4/4/2013	$95.00	CLOTHING ALLOWANCE
Paid Chk# 006723	MIKE SCHINDLER	4/4/2013	$30.00	CLOTHING ALLOWANCE
Paid Chk# 006724	STEVE SCHMITT	4/4/2013	$15.00	CLOTHING ALLOWANCE
Paid Chk# 006725	CORY SCHULTZ	4/4/2013	$0.00	CLOTHING ALLOWANCE
Paid Chk# 006726	DAVE TEICHER	4/4/2013	$15.00	CLOTHING ALLOWANCE
Paid Chk# 006727	DAN THIELEN	4/4/2013	$145.00	CLOTHING ALLOWANCE
Paid Chk# 006728	GREG THIELEN	4/4/2013	$78.12	CLOTHING ALLOWANCE
Paid Chk# 006729	JOE THIELEN	4/4/2013	$15.00	
Paid Chk# 006730	SCOTT THIELEN	4/4/2013	$140.00	CLOTHING ALLOWANCE
Paid Chk# 006731	ERIN WELCH	4/4/2013	$10.00	CLOTHING ALLOWANCE
Paid Chk# 006732	RITA ANDERSON	4/4/2013	$60.00	Mtg 3/27/13, plus 1 from 2nd Q
Paid Chk# 006733	GOETSCH, JESSICA	4/4/2013	$60.00	Mtg 3/27/13, plus 1 from 2nd Q
Paid Chk# 006734	AMERIPRIDE SERVICES	4/4/2013	$120.92	uniform rental
Paid Chk# 006735	SUSAN ANDERSON	4/4/2013	$710.02	mileage and insurance
Paid Chk# 006736	JUANITA ARENS	4/4/2013	$400.00	Services
Paid Chk# 006737	ARVIG	4/4/2013	$1,340.37	Phone
Paid Chk# 006738	BCBS/RESOURCE TRAINING	4/4/2013	$5,456.00	Insurance
Paid Chk# 006739	BORDER STATES	4/4/2013	$165.12	Supplies
Paid Chk# 006740	CENTRAL MCGOWAN	4/4/2013	$168.46	Rental & supplies
Paid Chk# 006741	COMDATA	4/4/2013	$255.08	Services & supplies
Paid Chk# 006742	CUF	4/4/2013	$104.77	Insurance - Susan Anderson
Paid Chk# 006743	DPC INDUSTRIES, INC.	4/4/2013	$2,033.17	Supplies
Paid Chk# 006744	ECM PUBLISHERS	4/4/2013	$64.52	Advertising
Paid Chk# 006745	EDEN VALLEY LUMBER CO	4/4/2013	$1,375.75	Supplies & rental
Paid Chk# 006746	ELECTRIC PUMP	4/4/2013	$729.09	Inspections of lift stations
Paid Chk# 006747	EMERGENCY AUTOMOTIVE TEC	4/4/2013	$14.75	Supplies
Paid Chk# 006748	EMP, INC	4/4/2013	$544.89	Supplies
Paid Chk# 006749	FLEXIBLE PIPE TOOL CO.	4/4/2013	$1,923.75	Supplies

April 2013

	Name	Check Date	Check Amt	
Paid Chk# 006750	FRAUENSHUH & SPOONER, P.A.	4/4/2013	$305.40	Legal
Paid Chk# 006751	GALLS	4/4/2013	$984.96	Supplies & equip for squad
Paid Chk# 006752	GOPHER STATE ONE-CALL	4/4/2013	$2.90	Services
Paid Chk# 006753	MONA HAAG	4/4/2013	$206.23	mileage
Paid Chk# 006754	HD SUPPLY WATERWORKS	4/4/2013	$48.04	Supplies
Paid Chk# 006755	HEIMAN INC.	4/4/2013	$1,988.60	Supplies
Paid Chk# 006756	HENRYS WATERWORKS	4/4/2013	$1,100.56	Supplies
Paid Chk# 006757	KDV	4/4/2013	$4,050.00	Audit balance - Client 00926
Paid Chk# 006758	LMC	4/4/2013	$20.00	Loss control workshop
Paid Chk# 006759	MINNESOTA COPY SYSTEMS	4/4/2013	$61.40	Supplies
Paid Chk# 006760	MR. HEATING & AC, LLC	4/4/2013	$1,400.00	Partial for restroom plumbing
Paid Chk# 006761	440600 NCPERS MINNESOTA	4/4/2013	$32.00	Insurance
Paid Chk# 006762	OFFICE DEPOT	4/4/2013	$128.81	Supplies
Paid Chk# 006763	BOB PESCHON	4/4/2013	$200.00	Services
Paid Chk# 006764	BRIAN PETERKA	4/4/2013	$24.94	Supplies - gun belt clip
Paid Chk# 006765	JAMES RADEMACHER	4/4/2013	$15.00	Parking at MRWA conf
Paid Chk# 006766	RINKE NOONAN	4/4/2013	$4,107.20	Legal
Paid Chk# 006767	SELECT ACCOUNT	4/4/2013	$142.77	Flex
Paid Chk# 006768	STEARNS COUNTY AUDITOR/TR	4/4/2013	$572.50	Services
Paid Chk# 006769	THIELEN EXCAVATING	4/4/2013	$6,536.00	Services
Paid Chk# 006770	THIELEN MACHINE & WELDING,	4/4/2013	$18.21	Supplies & repair
Paid Chk# 006771	TOM KEEGEL	4/4/2013	$475.00	Computer - Brian
Paid Chk# 006772	TOSHIBA FINANCIAL SERVICES	4/4/2013	$134.72	copier lease
Paid Chk# 006773	TRI-COUNTY NEWS	4/4/2013	$164.00	Adv
Paid Chk# 006774	UTILITY CONSULTANTS, INC.	4/4/2013	$156.20	Testing
Paid Chk# 006775	VALLEY QUICK STOP	4/4/2013	$888.18	Gas
Paid Chk# 006776	VERIZON	4/4/2013	$26.02	phone/internet service
Paid Chk# 006777	JEFF WENDROTH	4/4/2013	$451.40	mileage & lodging
Paid Chk# 006778	XCEL ENERGY	4/4/2013	$2,975.42	Electric
		Total Checks	$43,910.10	

CHECK#	TO:	FOR:	AMOUNT
39812	Ronald Wendroth	Damage deposit refund	$ 555.30
39813	Wm Kent Krueger	Mileage reimbursement	105.00
39814	PERA	PERA	1,714.08
39814A	City Utilities	Water/Sewer	1,195.09
39815	Judy Thielen	Supplies	33.21
39816	PERA	PERA	1,626.56
39817	Nancy McNab	Supplies, meals	619.06
39818	PERA	PERA DCP	150.00
39819	Pam Haag	Clothing allowance	20.00
EFT	IRS	Payroll Taxes	3759.29
JE-2013	Water Treatment Plant	March Usage	11,133.00
21870-21883	Payroll	Salaries	7,381.14
21884-21890	Payroll	Salaries	6,916.92
21891-21895	Payroll	Council salaries	1,403.24
21896-21922	Payroll	Fire & Rescue	5352.62
		TOTAL:	$ 41,964.51
		GRAND TOTAL:	$ 85,874.61