

CITY COUNCIL MEETING
115 2nd ST SW, ROTHSAY, MN
UNAPPROVED MINUTES
March 12, 2018 @7:00 pm

Mayor Eric Larson opened the meeting with the Pledge of Allegiance.

1.0 Call to Order: The council meeting was called to order by Mayor Eric Larson at 7:00 p.m. Council Members present: Lori Jorgenson, Joe Tillman and Darrell Tollefson. Council absent: Matt Balken. Others present: Rick Fiedler, Wilkin County Sheriff's Department; Jim Boyce, Bob Larson, Jordan Barry, Chris Buckingham and Lisa Zimmerman.

2.0 Public Forum:

- Jim Boyce presented a plan to demolish his existing garage, and construct a new garage with a living quarters above. Council did not see any ordinances being violated but advised to seek recommendation from the City's Building Official. If the Building Official approves, Council approves.
- Mayor Larson was contacted by Park Region Telephone Company to possibly host "Movie in the Park" again in Rothsay this year. Council granted.
- Councilman Tillman has been approached about the water quality/clarity in town. Buildup of iron was the main concern. After discussing with the Public Works Department, the reason for the issue may be attributed to the change in the media filter in 2017, and the recent amounts of water that have been used to fight recent fires. Minnesota Rural Water Association will be contacted along with samples being taken and tested to ensure water quality.

3.0 Approval of Agenda: After Three Additions, A MOTION was made by Jorgenson, seconded by Tillman to approve the agenda. Carried.

4.0 ROTHSAY FIRE DEPARTMENT:

4.1 FIRE REPORT:

- Assistant Chief Barry reported there were a total of ten calls in the month of January; seven medical, one false alarm, one structure fire, and one rescue.
- The rescue van will be lettered once the department approves the design.
- The RDO grant that was received in December of 2017 has been disbursed.
- Chief Jensen and Assistant Chief Barry will be attending Officers School in Duluth March 16th-18th.

5.0 EMPLOYEE REPORTS:

5.1 BOB LARSON:

- Larson reported the thermal walls, if proceeding with geothermal plans, will not affect the wellhead protection plan.
- Larson has been looking into the purchase of a winch for the lift station

5.2 JORDAN BARRY:

- Barry reported Jet-Way approved a three year payment plan for cleaning the City's sewer lines.
- Barry attended the Minnesota Rural Water Association Conference March 6th-9th. He stated it was very informative and a good networking experience.
- Barry is looking into inline treatments for the sewer lines to help with buildup.
- Summerville Electric has installed the soft start for the aerator ponds and is working as it should.
- Barry has been in contact with Lakes Country Service Cooperative about their paving management program. A plan will be executed over the next several years for the repair of city streets that are in most need. Chip sealing will be postponed until next year.
- Council advised Barry to put a stop sign up at the new Farmers State Bank location intersecting with Center Street.

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5.3 LISA ZIMMERMAN:

- Zimmerman reported a Public Hearing will be held on Monday, April 2nd at 6:30pm to inform residents on the Wellhead Protection Plan in place. The hearing will be held at the Community Center.
- The annual audit is completed. The City will receive the report by March 31st, 2018.
- The Rothsay Prairie Chix are selling ads for the 2018-2019 activities calendar. Council agreed to spend \$125.00 as in the past.
- Pet Clinic will be held on Saturday, May 12th at the City Shop from 10am-12pm.
- Spring Clean has been scheduled for Wednesday, May 23rd.
- Wilkin County Food Drop will take place on Wednesday, May 23rd at the Rothsay Event Center Gymnasium.
- A local business owner inquired about advertising on the welcome signs. Council stated the price is \$100.00 to advertise on one, and \$150.00 to advertise on both signs.
- City Hall will be closed March 20th-23rd as Zimmerman will be attending the MCFAO annual conference. Zimmerman and Barry will be attending a Safety and Loss Control workshop Wednesday, March 28th. City Hall will be closed that day as well.

6.0 NEW BUSINESS:

6.1 Airborne Custom Spraying 2018 Contract: **MOTION** by Jorgenson, seconded by Tollefson to approve the contract as presented. Carried. Zimmerman will inform Airborne Custom Spraying of the new cell phone tower on the south side of town.

6.2 Wilkin County Sheriff's Department 2018 Contract: In 2017 there were 23 less calls than 2016. Sheriff Fiedler presented the 2018 contract in the amount of \$10,457.04. That is a decrease of \$43.97 from 2017. **MOTION** by Tillman, seconded by Jorgenson to accept the Wilkin County Sheriff's Department 2018 Contract as presented. Carried.

6.3 Prairie Days Softball Field Discussion: Tillman discussed improvements to the softball field at the American Legion Park. He will look into options and report back.

6.4 Public Works Position Documents: Council reviewed the documents. With clarity on job description council approved the posting for the position.

6.5 Covenants and Purchase Agreement for Sale of 221 Center St S: **MOTION** made by Tillman, seconded by Tollefson to approve the documents as presented. Carried. Selling price of the house will be set at \$10,000.00, with \$5,000.00 being returned to the new owner once the property is fixed up including curb appeal.

6.6 April Council Meeting Date Discussion: April's regular Council meeting will remain on April 2nd at 7:00pm.

6.7 Addition to the Agenda, Wilkin County Election Equipment: Wilkin County is now allowing a city having fewer than 400 registered voters, to conduct balloting by mail for primary and general election. Zimmerman will contact the Otter Tail County auditor to see if they offer the same before council makes a decision.

6.8 Addition to the Agenda, Website/Community Calendar: Tillman would like to look at different options for the City's website to be more user friendly and appealing. Tillman is hoping to gather with local businesses and clubs to create a calendar with events that all can post to. Council advised Tillman to move forward with the planning.

6.9 Addition to the Agenda, Rothsay Logo: Tillman would like to get an official city logo. It was brought up to have students from Rothsay Public School submit their ideas and decide at the April Meeting.

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"The City of Rothsay is an equal opportunity employer and provider."

7.0 OLD BUSINESS:

7.1 Old School Facility: A Request For Proposal (RFP) has gone out with two different requests. One being the building of a new structure, as well as one to finish the remaining part of the existing event center after demolition. Proposal submission deadline is April 11th, 2018. A Special Meeting will be held April 16th for a recommendation to City Council.

7.2 The Prairie Addition: No Update.

7.3 Clerk Office Discussion: Tollefson proposed a slight remodel of the old bank space to become the new City Hall. He also obtained quotes for heating system options from Hanson's Plumbing and Heating, Inc. Estimates will be obtained for the cost of renovations.

7.4 District Geothermal System Discussion: No Update.

8.0 Approval of February 5, 2018 Council Minutes: A **MOTION** was made by Jorgenson, seconded by Tillman to approve. Carried.

9.0 Present & Approve February Financial Statements and Hand-Payables: **MOTION** by Tollefson, seconded by Jorgenson to approve as presented. Carried.

10.0 Present & Approve March Accounts Payables: **MOTION** by Jorgenson, seconded by Tillman to approve as presented. Carried.

11.0 MOTION to adjourn by Tillman, seconded by Tollefson, and carried. Meeting adjourned at 9:56 p.m.

Respectfully Submitted by,

Lisa Zimmerman,
City Clerk/Treasurer