

## **Dawson City Council Minutes**

**November 1, 2016**

**5:30 p.m.**

The Dawson City Council met in regular session on Tuesday, November 1, 2016, at 5:30 p.m. in the City Council Chambers.

Councilpersons present: Steve Tufto, Becky Bothun, Jeff Olson, Dave Lien, and Heather Myers.

Councilpersons absent: J. T. Schacherer.

Others present: Mayor Merlin Ellefson, Interim City Manager Tami Schuelke-Sampson, Interim City Clerk Treasurer Kristi Kvaal, Payroll/Utility Clerk Jill Kemen, City Attorney Rick Stulz, Maintenance Superintendent Brent Powers, Dawson Sentinel editor Dave Hickey, Clyde Dessonville and Marv Turner.

Declaring a quorum present Mayor Ellefson called the meeting to order and the group repeated the Pledge of Allegiance to the Flag.

Mayor Ellefson asked for approval of the agenda with the stipulation to table #9, the discussion on street lights, until next meeting. On motion by Councilman Olson seconded by Councilwoman Myers to approve the agenda with the change. Voting in favor: Tufto, Bothun, Olson, Lien and Myers; voting against: none; absent: Schacherer. Motion carries.

On motion by Councilman Lien seconded by Councilman Tufto to approve the Consent Agenda Items #4 and #16, Approval of the October 4<sup>th</sup> Council Meeting Minutes, the October Bills Paid, and the Third Quarter Financials. Voting in favor: Tufto, Bothun, Olson, Lien and Myers; voting against: none; absent: Schacherer. Motion carries.

Mayor Ellefson opened the 10 minute public forum. Marv Turner was present to discuss his concerns regarding his property at 148 Fifth Street, located just south of the Dawson Liquor Store. Marv has purchased the property and wishes to be able to park his semi-tractors and trailers on the north half of the lot which is zoned commercial. He is asking for the City's permission to either enter or exit the property to the west, which would require him to drive on the parking lot owned by the Dawson Liquor Store or the alley between the Dawson Liquor Store and Casey's. Brent Powers indicated that Marv has already removed the fence that was located on the liquor store property, and indicated that continuous driving on the City's parking lot could result in substantial damage. Councilman Olson asked if the trailer would be empty or full when parked on the property, to which Marv replied part-time loaded, part-time empty. Marv indicated he would be putting down packed gravel with granite on his property. Jeff Olson asked how big the building will be on the property, to which Marv replied 20' x 40', indicating there is then only room for one tractor/trailer. Councilman Olson then asked where the current property line is located. Brent Powers replied ten feet from the center of the alley, approximately five to six feet from the black top. Councilwoman Bothun indicated that anyone buying a property should know

where the property lines are located, adding that this could be a big deal. She stated that she felt this was not the responsibility of the Council, and asked if the property had been surveyed. Marv replied yes, according to the abstract and the lawyers. Brent Powers indicated that the property had not been officially surveyed only that the abstract had been updated. It is up to the owner to make sure of the property lines. Mayor Ellefson stated that the Council would discuss this matter further and get back to Marv with their decision. Brent Powers asked Marv whether or not Casey's objects to him driving across their parking lot and then across the alley. City Attorney Rick Stulz stated that the alley is not a truck route and cannot be driven on by trucks. Marv asked about the delivery trucks at Casey's, to which Attorney Stulz replied that delivery trucks are immune. Marv stated he would like to avoid backing his trailer onto Fifth Street due to the large amount of traffic on that street. Mayor Ellefson stated that the Council would take a look at the issue further. With no further comments, Mayor Ellefson closed the public forum.

Clyde Dessonville of Minnwest Bank was present to discuss the Property and Liability Insurance Renewal information. He stated that there was not a great deal of change from last year. He indicated that the rates are not necessarily based upon Dawson but determined by the League of Minnesota Cities Insurance Trust and is based on the State of Minnesota as a whole. He is still waiting for the dividend amount for this year which should come in November. On motion by Councilman Lien seconded by Councilman Olson to approve the Property and Liability Insurance Renewal. Voting in favor: Tufto, Bothun, Olson, Lien and Myers; voting against: none; absent: Schacherer. Motion carries.

On motion by Councilman Olson seconded by Councilwoman Myers to approve the Gambling Permit Application for the Dawson Senior Citizens. Voting in favor: Tufto, Bothun, Olson, Lien and Myers; voting against: none; absent: Schacherer. Motion carries.

On motion by Councilman Tufto seconded by Councilman Olson to approve the Gambling Permit Application for the Dawson-Boyd High School Trap League. Voting in favor: Tufto, Bothun, Olson, Lien and Myers; voting against: none; absent: Schacherer. Motion carries.

A copy of the Operations Report from LQP EDA Director Pamela J. Ellison was included in the Council packet. No action required.

Interim City Manager Tami Schuelke-Sampson gave an update on plans for the new City website. She indicated that she was approached by members of the Dawson Chamber about the possibility of having a shared website. Tami has researched several website design companies and recommends Municipal Impact based on the cost, customer service and available features. At this time, Municipal Impact does not have the capability to provide a shared site with the Chamber, but indicated that they anticipate being able to offer this feature in the near future. They do provide support for the office staff in terms of site maintenance. Tami stated that she felt a shared website would be beneficial to both the City and Council in terms of cost sharing and

functionality. Councilman Olson asked about the cost, to which Tami replied there is a one-time fee of \$954 for set up and a yearly fee of approximately \$459. Mayor Ellefson stated he felt the cost was reasonable, indicating some sites charge in excess of \$2,000. Tami added that Municipal Impact has just recently started moving into Minnesota, and that installation would take approximately three to five business days. She asked for direction as to whether or not the Council would like to proceed with a shared City/Chamber website. Mayor Ellefson stated that he would like to see the Chamber involved in the new City website, to which Jeff Olson added that perhaps a cost share arrangement could be worked out. Tami will meet with both Kristyn Wicht and Vicki Strand to discuss the details. On motion by Councilman Lien seconded by Councilman Olson to move forward with the Municipal Impact website design. Voting in favor: Tufto, Bothun, Olson, Lien and Myers; voting against: none; absent: Schacherer. Motion carries.

Tami next discussed the information regarding the Webpay Online Payments Proposal from Banyon Data Systems. This module would allow the City to accept credit card payments in person or online and would be an added feature on the new website. There is a one-time fee of \$995 for the module. In addition, Banyon has partnered with Payment Service Network, Inc. (PSN) to handle the electronic payment process. Tami has contacted other area cities, several of which use PSN, with positive results. There is a small fee applied to every transaction, which can be passed on to the consumer or paid by the City. The majority of area cities pay the fee, with only one city passing the fee on to the consumer. One city indicated they pay approximately \$50/month in fee charges. Mayor Ellefson asked whether or not the system would be hard to manage, to which Tami replied no. The City would only get a bill for the fees. Attorney Stulz indicated the county does the same type of payment process with property taxes. On motion by Councilman Olson seconded by Councilwoman Myers to accept the Banyon Online Payments Proposal and the PSN Proposal with the City of Dawson paying the fees. Councilman Lien offered that perhaps a six-month review would be beneficial to review the fee charges. Mayor Ellefson asked when the new website and credit card option would be available. Tami replied hopefully by the end of the year. Mayor Ellefson amended the motion to include a six-month review of the fee charges. Voting in favor: Tufto, Bothun, Olson, Lien and Myers; voting against: none; absent: Schacherer. Motion carries.

Maintenance Superintendent Brent Powers' Report:

1. Brent reported that the maintenance crew has been removing the ridge cap on the city building, and the contractors will be here within the next few days to complete the roofing project. The contractors will also be doing some work on the wastewater plant.
2. The house at 712 Pine Street has been inspected for asbestos. Several people have asked for permission to salvage items from the property. Discussion. It was decided that the City should not allow items to be removed from inside the home since the City is liable for any personal injury on the property. The swing set could be placed

for sale on bids. Once the property is removed, plans are to expand parking for the library apartments.

3. Work continues on removing leaves and jetting the sewers, which is nearing completion. The water will be shut off to the campground later this week.

Interim City Manager Tami Schuelke-Sampson's Report:

1. The Housing Brainstorming Event will be held on Wednesday, November 16, at 7:00 p.m. Postcards will be sent out.
2. Merlin and Brent will be meeting with Mike Thompson, Brian Benck, and Carmen Beninga regarding purchasing land for an alley access for the Carlson Addition to be used in the event of flooding.
3. Rebecca Kurtz from Ehlers advises against investing money in a housing development at this time due to the amount of debt the City has and the fact that there are lots available at Riverview Estates. Tami recommends putting up a sign at Riverview Estates advertising the housing development.
4. Tami is working with Kristi Fernholz of the RDC regarding a Legacy Grant to fix the library roof and interior damage caused by the leaking. The grant would be 100% paid. Applications are due in July, 2017. Kristi will be getting back to Tami with a proposal to write the grant.
5. Inspec, the company who inspected the library roof, will assist with a Request for Proposal from the contractors for the removal of the sky lights and repair of the affected area. A second RFP will be needed to repair the roof with the foam overlay. Inspec will be contacted to provide an internal inspection. Internal damages will be included in the Legacy Grant application.
6. DSI has done an additional mailing to residents in the target area to encourage citizens to apply for the Small Cities Grant. The number of commercial units has not changed.
7. Tami reminded everyone of the Chamber Extravaganza this Saturday, November 5 at the Dawson VFW, and the upcoming elections next Tuesday, November 8.

On motion by Councilman Lien seconded by Councilman Olson to adjourn the meeting. Motion carries and the meeting adjourned at 6:25 p.m.

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Interim City Clerk Treasurer Kristi Kvaal

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Mayor Merlin Ellefson

