Minutes for Regular City Council Meeting held on April 9, 2013

Present: Mayor: Brian Mielke

Council Members: Josh Lee, Alan Ralston, Joan Perron, Erick Lehet

Also Present:Police Chief: Mike Aschenbrenner, Building Official: David Neameyer, City Attorney :Tom Lehmann, City Clerk: Jennifer Bruestle

Mayor Mielke opened the City Council meeting at 7:30 p.m. with the Pledge of Allegiance.

Minutes: It was moved (Lee/Ralston) to approve the march 12, 2013 minutes as presented. Passed 4-0.

Agenda: The agenda was approved as presented.

Treasurer’s Report: Motioned by Lee, seconded by Ralston to approve the disbursements as presented, with the addition of the Xcel Energy bill in the amount of $385.59, and a disbursement for Kim Perron to remove excess snow from 2nd and F Street in the amount of $85.00. Passed 4-0.

General Fund Disbursements:

Met Council – monthly wastewater charge for April $ 1,268.12

Eckberg & Lammers – monthly attorney fee $ 2,000.00

Kim Perron – snow removal $ 832.50

City of Mendota Heights – police & fire $ 7,938.61

State of MN – rent for Benson Metals $ 140.00

Aggregate Industries – sand 704023478 & 704067473 $ 1,558.27

Xcel Energy – jail lights $ 11.22

Xcel Energy – street lights $ 385.59

State of MN – 1st Quarter taxes $ 97.89

IRS – 1st Quarter taxes $ 550.80

PERA – March contribution $ 162.00

Jennifer Bruestle – postage, copies, website renewal, office sup., phone $ 470.98

Jennifer Bruestle – clerk salary for March $ 1,000.57

Enterprise Fund Disbursement:

Xcel Energy – park lights $ 11.19

It was moved (Perron/Lee) to approve the transfer of $1,268.12 for the monthly wastewater charge to Metropolitan Council from the Sewer Fund, $143.58 from the recycling fund to the general fund for the cost associated with the city directory, and $5,000.00 from the money market fund to the general fund to maintain the general fund balance. Passed 4-0.

City Attorney Tom Lehmann administered the Oath of Office to newly appointed Council Member Erick Lehet.

Approve Conditional Use Permits:

Landmark Fence & Deck for outdoor storage, motioned by Perron, seconded by Lee. Passed 5-0.

Berg Plumbing & Heating for outdoor storage of vehicles, motioned by Ralston, seconded by Perron. Passed 5-0.

Fun Jumps Entertainment for outdoor storage, motioned by Perron, seconded by Lee. Passed 5-0.

Bard Flowers for refrigeration trucks during Mother’s Day week and Valentines’ week, motioned by Ralston, seconded by Perron. Passed 5-0.

1348 Sibley Memorial Highway for outdoor storage, motioned by Perron, seconded by Ralston. Passed 5-0.

Public Comment: public comment opened at 7:35 p.m.

Carl Robinette informed council members cars are driving along the bike trail within Mendota. Also, he informed council members after the city roads are swept he would like a seal coat applied to the roads. The City Clerk will contact Alan Bebel to determine the costs associated with the seal coat. Mayor Mielke requested the City Clerk receive three bids for pothole repairs as well from Alan Bevel, Pine Bend Paving and Bituminuos Roadways. Mr. Robinette also requested the culverts be cleaned of sand and debris. Willard Perron will clean the culverts during his annual cleaning.

Public Comment closed at 7:40p.m.

Council Comment:

**Council Member Erick Lehet:** Council Member Lehet thanked Mayor Mielke and his family for hosting the Easter egg hunt in Veteran’s Park. Also, Council Member Lehet inquired who to contact regarding Mendota Days. Erick stated he would like to participate in a committee to revive the Mendota Days celebration. Council Member Lehet was advised to contact either Don Collier or Alan from the Mendota VFW.

**Council Member Josh Lee:** no comment

**Council Member Alan Ralston:** no comment

**Mayor Brian Mielke:** Mayor Mielke informed City Attorney Tom Lehmann he would like the City of Mendota to advertise the City of Mendota’s ability to offer conduit bonds to outside agencies. City Attorney Tom Lehmann stated counsel can market Mendota as a conduit bond source and will provide the contact information to Mayor Mielke.

**Council Member Joan Perron:** no comment

Staff Comment:

**Police Chief Mike Aschenbrenner:** No official report

**Building Official David Neameyer:** Building Official Neameyer issued two permits during the month of March. Also, an inquiry was made regarding the removal of a home and rebuilding at 1200 Sibley Memorial Highway. Building Official Neameyer requested the builders information for the newly constructed homes on Sibley Memorial Highway in order to determine the soil consistency of the bluff area. The City Clerk will provide the builders information to Building Official Neameyer.

**City Attorney Tom Lehmann**: No comment.

**City Clerk Jennifer Bruestle:** Clerk Bruestle informed council a false alarm letter was mailed to a residence in Mendota indicating it was their second occurrence which constitutes a $500.00 fine. Clerk Bruestle also informed council the SWPPP Hearing will need to take place during the May Council Meeting, and a public notice must be posted 30 days prior to the meeting.

Interview candidates for city clerk position:

The Mendota City Council informed the three candidates the pay range for the clerk position would be $750-$1000 for a monthly salary, while working approximately 10 hours per week. Also, Mayor Mielke indicated the Mendota City Clerk position could lead into a part time position with the City of Lilydale as an administrative assistant, working approximately 5-10 hours per week. Mayor Mielke also indicated a city laptop and cell phone will be provided to the newly hired City Clerk.

The Council began the interview process with Haley Bester. Mrs. Bester currently works full time during the daytime hours as a security/ administrator with a paving company. Mrs. Bester is also attending school for emergency management and works as a secretary for the Mendota Heights Fire Department. Within five years, Mrs. Bester anticipates receiving a Bachelor’s degree in emergency management and working as an officer for a fire department or working full time in a private/public emergency management position. Mrs. Bester would be able to attend council meetings, would be able to update the city website and would like to be more involved with the City of Mendota. Mrs. Bester would be able to receive phone calls and/or email while working during her full time job.

Sandy Thone is currently attend school, as well as works as a consultant for the Mendota Heights Mayor. Mrs. Thone has been employed by both Mendota Heights and the City of Lake Elmo as a City Clerk. Mrs. Thone is looking for a part-time, flexible position. In five years, Mrs. Thone anticipates working as an administrator for a larger city.

KimberLee West is currently working at St. Croix Lutheran High School as a clerical/kitchen assistant position, as well as working during the evening at Axel’s River Grill. Mrs. West indicated she would quit her daytime job in order to become available during the daytime hours . In addition, Mrs. West indicated her nighttime job would not interfere with the City Council Meetings. Mrs. West informed Council she has applied for the Lilydale job as well. Mrs. West has experience as a T.V reporter and has began researching grant opportunities for the City of Mendota. Within the next five years, Mrs. West stated she sees herself continuing to work for the City of Mendota.

Before the council discussed the potential candidates qualifications, Mrs. Bester removed herself from consideration.

The Council Members discussed the two remaining candidates, and unanimously decided they would like to hire KimberLee West to fill the City Clerk position. The Council Members offered Mrs. West the City Clerk Position, and she accepted. Mrs. West will begin immediately as the newly hired City Clerk. The council agreed to pay Mrs. West $850 for a monthly salary. Also the council will pay Jennifer Bruestle a hourly wage to train Mrs. West. No wage was determined.

There being no further business, it was moved (Lehet/Lee) to adjourn the council meeting at 8:53 p.m.

Passed 5-0.

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 KimberLee West, City Clerk