

**CITY OF ST. CLAIR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, JANUARY 12, 2010**

The meeting was called to order by Mayor Douglas Westphal at 7:02 p.m. The meeting was held in the Meeting Room of the St. Clair City Hall, 304 Main Street West, St. Clair, Minnesota. Council Members present: Mayor Westphal, Julie Spear, Mike Hughes, Jerry Phillips and Tom Karels. Council Members absent: None. City Staff present: Deb McCollum, Catherine Seys and Fire Chief Bill Fitzloff. Others present: Jeff Domras (Bolton and Menk), Judd Schultz and Russ Behn (MVAC) and Mark Frahm.

**APPROVAL OF MINUTES AND BILLS**

The minutes of the December 1<sup>st</sup> Regular City Council meeting were approved with a motion by Spear, seconded by Hughes and carried with all in favor.

The bills for the month of December were approved with a motion by Phillips, seconded by Karels and carried with all in favor.

**DEPT. OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED) SMALL CITIES DEVELOPMENT PROGRAM (SCDP) GRANT APPLICATION**

Judd Schultz, Housing Director and Russ Behn, Rehab Coordinator for the MN Valley Action Council (MVAC) were present to discuss the DEED SCDP grant process and application. It was noted that Blue Earth County is the grant applicant which focuses on housing rehab. Mr. Schultz and Mr. Behn discussed the community survey and SCDP pre-application process which led to the cities of Amboy, Good Thunder, St. Clair and Vernon Center being selected as participants. After submission and approval of the pre-application, Blue Earth County has been invited to submit a full grant application. If the grant is awarded 15 to 18 housing rehab projects will be done county-wide, which will included 3 to 4 houses in St. Clair. The grant award will be announced in late March/ early April, 2010. Housing rehab projects will be completed between June 1 and Sept. 1, 2010.

**WATER TOWER PROJECT**

Jeff Domras, Bolton and Menk, was present to discuss the Water Tower Project. Mr. Domras reported that the old piping has been removed and site grading was completed in November. Punch list items include: clean up drains, vent for drain, lower hydrant, general clean-up and turf restoration. Mr. Domras has been in contact with Jennifer Sass (USDA Rural Development). Ms. Sass recommends that the project and loan be final and closed by March 30, 2010 so the City can take advantage of good interest rates. Options for completing the project were discussed. The Council directed Mr. Domras to negotiate completion of the project with Dave Webb (General Construction Services) so the project can be closed by March 30, 2010.

**FIRE CHIEF'S REPORT**

Fire Chief Bill Fitzloff reported on the following:

1. Two (2) firefighters (Jason Juliar and Howard Tauer) are taking 1001 training.
2. Fire Chief Bill Fitzloff, Asst. Chief Nate Mace and Mark Frahm have been attending Radio Board meetings. Chief Fitzloff noted that area Mayors, Clerks and Fire Chief's will be invited to a Radio Board meeting in the near future.
3. The Fire Dept. responded to 79 calls in 2009.
4. Annual maintenance on trucks will be done at Chesley's.
5. The Mayor extended his appreciation to the Fire Dept. for a job well done.
6. Clearing snow from fire hydrants was discussed. The Public Works Dept. has cleared snow from most of the hydrants. If residents notice a hydrant that hasn't been cleared please call City Hall.

**PUBLIC WORKS DEPT. REPORT**

Public Works Dept. employee Deb McCollum reported on the following:

1. A water main break was repaired on Front Street South on December 29, 2009.
2. Leon Depuydt (Leon's Custom Backhoe) did the work on the south half of the storm water drainage ditch. Mr. Depuydt will return in the spring to do any needed clean-up in the area.

#### **CITY CLERK-TREASURER'S REPORT**

City Clerk-Treasurer Catherine Seys reported on the following:

1. The 2010 Organization and Appointment Resolution was presented to the Council for discussion and review. Motion by Karels, seconded by Phillips to approve the 2010 Organization and Appointment Resolution. Motion carried with all in favor.
2. The 2010 Fee Schedule Worksheet was presented for review. Motion by Spear, seconded by Hughes to approve the 2010 Fee Schedule with an adjustment to the following rates:
  - Water Rates: The water base rate will increase from \$12.00 to \$13.00 per month. The rate for each 1,000 gallons will increase from \$6.50 to \$7.00.
  - Garbage rates will increase from \$11.00 to \$11.50 per month.
  - Compensation for Snow Hauling (man and truck) will increase from \$40.00 per hour to \$50.00 per hour.

All other rates, fees and compensations will remain as they were in 2009. Motion carried with all in favor.

3. A Joint City Council and School Board meeting will be held on Tuesday, February 9, 2010 at 6:30 p.m. at the St. Clair City Hall.
4. Due to Minnesota Precinct Caucuses being held on Tuesday, February 2, 2010 the Regular February City Council meeting will be held on Monday, February 1, 2010 at 6:00 p.m. at the St. Clair City Hall.
5. The City Clerk-Treasurer attended a Shoreland Management Workshop on Wednesday, January 6<sup>th</sup>. The Workshop was sponsored by the MN DNR and Blue Earth County.
6. The City Clerk-Treasurer briefly discussed the 2010 Census. Census information will be highlighted in the January and February City Newsletter. Census information is also available on the City website [www.stclair.govoffice2.com](http://www.stclair.govoffice2.com) and at [www.2010census.gov](http://www.2010census.gov) and [www.mn2010census.org](http://www.mn2010census.org)
7. Concerns regarding snow removal on sidewalks and the City Snow Removal Ordinance were discussed. The City Clerk-Treasurer will send letters to those residents who haven't removed snow from sidewalks. If the snow isn't removed within 48 hours (after receipt of the letter) the City will have the snow removed and bill the resident.
8. The Council discussed a request from the Bestmann family for a Rural Service District. This request has previously been discussed and denied by the Council. It was noted that the City did not initiate the annexation of the Bestmann property, the Bestmann family petitioned the City for annexation. It is the opinion of the Council that request for Rural Service District designation should have been addressed when the Bestmann's petitioned for annexation.
9. The City Clerk-Treasurer requested permission to attend the MN Municipal Clerks and Finance Officers Association (MCFOA) annual conference in St. Cloud on March 16 – 19. Motion by Spear, seconded by Hughes to approve the request. Motion carried with all in favor.

#### **COUNCIL MEMBER REPORTS**

1. The Economic Development Authority (EDA) met on Monday, December 7<sup>th</sup> at 5:00 p.m. The main topic of discussion was the Donuts with Santa and Mrs. Claus event held on Saturday, December 5<sup>th</sup>. Due to lack of a quorum the EDA did not meet in January.
2. Mayor Westphal attended the December 21<sup>st</sup> School Board meeting.
3. The Blue Earth County Mayors and Clerks will be meeting in Lake Crystal on January 14<sup>th</sup>.
4. The Council reviewed the Federal Emergency Management Agency (FEMA) "preliminary" flood map for the City of St. Clair.

Meeting adjourned at 9:05 p.m. Motion to adjourn was made by Phillips, seconded by Spear and carried with all in favor.

Catherine Seys, City Clerk-Treasurer