

**CITY OF ST. CLAIR
REGULAR CITY COUNCIL MEETING
TUESDAY, FEBRUARY 8, 2011**

The meeting was called to order by Mayor Douglas Westphal at 7:00 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, Jerry Phillips, Tom Karels, Sr., Chris Cousins and Jason Weinandt. Council Members absent: None. City Staff present: Dennis Seys, Catherine Seys and Fire Chief Bill Fitzloff. Others present: Jeff Domras (Bolton and Menk), Lisa Johnson (representing the St. Clair School Board) and Brad O'Donnell (St. Clair School Community Ed Director).

After calling the meeting to order the Pledge of Allegiance was recited and Mayor Westphal welcomed all visitors and guests.

APPROVAL OF MINUTES AND BILLS

The minutes of the January 4, 2011 Regular City Council meeting were approved with a motion by Phillips, seconded by Karels and carried with all in favor.

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

ST. CLAIR COMMUNITY ED

Brad O'Donnell, St. Clair School Community Ed Director was present to discuss and request usage of Memorial Park for Summer/Fall 2011 Community Ed activities. Mr. O'Donnell also provided a proposed schedule of Community Ed activities to be held at the Park. Motion by Phillips, seconded by Cousins to approve the request. Motion carried with all in favor.

JERRY PIETZ PROPERTY (NORTH SIDE OF LeSUEUR RIVER)

As discussed at the December 2010 and January 2011 City Council meetings, Jerry Pietz has offered to sell the 7.8 acre property (located on the north side of the LeSueur River) to the City. The Council had previously discussed making application to the DNR Parks and Trails Legacy Grant Program and if awarded purchasing the property with grant proceeds. It was noted that the grant application deadline is March 31st. The Council discussed a number of concerns relating to the property, including the cost of the property, upkeep, policing and vandalism, as well as flood issues. Motion by Karels, seconded by Phillips to drop the idea and not pursue the grant or purchase of the property. Motion carried with Karels, Phillips, Weinandt and Westphal in favor and Cousins opposed.

FLOOD RELATED SEWER PLANT REPAIRS

Jeff Domras, Bolton and Menk, reported that the new generator is scheduled to be delivered on Thursday, February 10th, however due to the extreme cold temperatures this week, delivery may be postponed until next week when warmer temperatures are expected. The generator is being purchased from MTU On-Site Energy. Mr. Domras discussed delivery and unloading of the generator with Public Works Supervisor Dennis Seys. Mr. Seys was skeptical as to whether the City payloader could safely handle the unloading of the generator. Mr. Domras has discussed this concern with MTU On-Site Energy. MTU On-Site Energy has arranged for SMC to be onsite with a crane to unload the generator. After the generator is delivered and unloaded the hook-up will be coordinated with Fitzloff Electric. After the generator is hooked up the start-up procedure will begin. The generator should be operational by the end of next week or early the following week.

Mr. Domras also reported on the UV Disinfection System (also damaged by the flood). The new UV disinfection unit is expected to be delivered this week. Rice Lake Construction is expected to

have the unit hooked up by the end of February. As required by the MN PCA the unit will be on-line April 1st.

FEMA UPDATE

Catherine Seys, City Clerk-Treasurer reported that she has met several times this past month with Richard Griffin the FEMA Project Specialist and Ed Hagarty the FEMA Wastewater Treatment Plant Specialist. A meeting is scheduled for 9:30 a.m., Wednesday, February 9th with Mr. Griffin and Mr. Hagarty to complete and sign the Project Worksheets and other FEMA documents. The Project Worksheets will then be submitted to FEMA for reimbursement.

FLOOD PLANNING and FLOOD DEBRIEFING MEETING

City Clerk-Treasurer Seys reported that she discussed the availability of Flood mitigation funding (through FEMA) for a berm in the Wastewater Treatment Plant area. FEMA Project Specialist Richard Griffin explained that although funds are available through FEMA for some types of flood mitigation, the construction of a berm is not eligible for FEMA mitigation funding. As discussed at the January 4th Council meeting, Council Member Karels has been in contact with Central Concrete regarding the cost of concrete bunker blocks. It was discussed that the bunker blocks could be used as a base for creating a berm and supporting the sandbag. Bunker blocks are 2' X 2' X 6", movable, able to stack and lock, and have a lifting eye. Each bunker block weighs 3,500 pounds and costs \$35.00. Bunker blocks are shipped 15 at a time at a cost of \$225. The Council will continue to consider the bunker blocks and other flood control options.

The Council scheduled a flood debriefing meeting for Tuesday, February 22, 2011 at 6:30 p.m. at the St. Clair City Hall Meeting Room. Representatives from Blue Earth County Emergency Management and the St. Clair School, as well as the City Engineer, Fire Chief, Public Works Dept. employees and the City Clerk-Treasurer will be in attendance.

HERITAGE PRESERVATION COMMISSION (HPC)

Geoff Thornes previously indicated to the City Clerk-Treasurer his interest in forming a Heritage Preservation Commission in St. Clair. Since Mr. Thornes was not at the meeting the Council tabled the matter until further information is available.

FIRE CHIEF'S REPORT

Fire Chief Bill Fitzloff reported on the following:

1. Representatives from the Fire Dept. will attend the Sky Warn class at South Central College on Monday, March 14th.
2. Motion by Phillips, seconded by Cousins to approve hiring Tanner Mace and Patrick Schindele to fill the two (2) openings on the Fire Dept. Other applicants will remain on the waiting lists (applications remain on file at City Hall). Motion carried with all in favor.
3. The thermal imaging camera has been sent in for repairs.

PUBLIC WORKS DEPT. REPORT

Public Works Supervisor Dennis Seys reported on the following:

1. Snow removal on the County streets was done the week of January 24th. 350 – 400 loads of snow were hauled out.
2. Repairs were done recently on the City payloader (John Deere 444H).

CITY CLERK'S REPORT

City Clerk-Treasurer Catherine Seys reported on the following:

1. The South Central Safety Committee (SCSC) met in Mapleton on January 26th. The topic of the training was the AWAIR Program and the Employee Right-to-Know Policy.
2. Clerk-Treasurer Seys requested permission to attend the MN Municipal Clerks and Finance Officers (MCFOA) annual conference being held March 15 – 18 in St. Cloud.

Motion by Weinandt, seconded by Phillips to approve the request. Motion carried with all in favor.

3. Information was presented regarding adoption of a Records Retention Policy and Schedule for the City of St. Clair. No action was taken.
4. Remodeling of the City Hall kitchen was discussed. It was noted that used kitchen cabinets and appliances were installed when the City Hall was built in 1973-1974. Estimates will be obtained for remodeling the kitchen.
5. Council Member Cousins discussed information he received at the Newly Elected Officials Conference regarding Council Members using their personal e-mail accounts for City business. The City Clerk will contact Hickory Tech and set up e-mail addresses for the City Council Members under the City e-mail account.
6. Blue Earth County has scheduled the Open Book meeting for St. Clair for April 18 – 22, 2011 at 9:00 a.m. The Open Book meeting is the opportunity for St. Clair residents to discuss their assessed property value with representatives of the Blue Earth County Assessor's Office.

CITY COUNCIL MEMBER REPORTS

1. Council Member Karels attended the January School Board Meeting. Council Member Karels noted that the School is hosting community event on Tuesday, March 29th from 6:00 p.m. to 9:00 p.m. at the St. Clair School. The event is to present information on "MN the New Normal". Speakers at the event will include Tom Stinson (State Economist) and Tom Gillaspay (State Demographer). St. Clair School Board representative Lisa Johnson also discussed the event and noted that Mr. Bruels asked if 1 or 2 Council Members would be interested in serving on the event organization committee. Mayor Westphal and Council Member Weinandt expressed interest in serving on the committee. The Mayor and Council expressed their support of the event. Council Member Weinandt will attend the February School Board meeting on Friday, February 25th.
2. Council Member Cousins attended the Newly Elected Officials Conference sponsored by the League of MN Cities. Budget issues, open meeting law and variances were among topics discussed. Council Member Cousins found the conference very informative and beneficial. Council Member Cousins also brought back information from the conference on "Cleanup of Clandestine Drug Lab Sites and Chemical Dumps Sites" ordinance. The City Clerk-Treasurer will compare the ordinance with St. Clair's Drug Lab and Clean up ordinance.
3. Council Member Cousins discussed a program whereby Mystic Lake Casino gives away ten (10) Automatic External Defibrillators (AED) per week. Council Member Cousins will submit the appropriate paperwork and request two (2) AED units for the City (1 for the Fire Dept. and 1 for City Hall). It was noted that training on the units is free through the South Central EMS.
4. Council Member Cousins also discussed the "Picture it Painted" grant program through the Southern Minnesota Initiative Foundation. 200 projects were completed in 2010. A project including the Memorial Park pavilion and picnic shelter was discussed. Council Member Cousins will pursue the grant and coordinate the project if awarded.
5. Mayor Westphal and all City Council Members attended the National Incident Management System (NIMS) training at the Intergovernmental Center in Mankato on Monday, February 7, 2011. The training is mandatory for elected officials.
6. Mayor Westphal and City Clerk-Treasurer Seys attended the Blue Earth County Mayors and Clerks meeting in Good Thunder on January 13th. Blue Earth County Sheriff Brad Peterson was the speaker for the event. The next meeting is February 10th in Mapleton.

The meeting adjourned at 8:35 p.m. Motion to adjourn was made by Phillips, seconded by Westphal and carried with all in favor.

Catherine Seys, City Clerk-Treasurer