**City of Mendota**

**Minutes of the Special Meeting – Wednesday, October 21, 2015**

**Mendota VFW 1323 Sibley Memorial Hwy Mendota, Minnesota**

1. Call to Order: Mayor Mielke called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Present – Mayor Brian Mielke; Council Members Joan Perron, Melody Rasmussen, Alan Ralston, and Kathy Krotter; City Attorney, Tom Lehmann; Building Official, Mike Andrejka; Chief of Police, Mike Aschenbrener; City Clerk, Erin Pratt.

4. Adopt Agenda - The Agenda was approved with the addition of three Disbursements: Check No 5065 to Biffs, Inc.; Check No 5066 to Minn Dept of Transportation; Check No 5067 to Eric Lehet. Motion by Councilmember Perron to adopt the agenda, Seconded by Councilmember Krotter. Motion passed 5-0.

5. September Minutes Approval – Motion by Councilmember Krotter to approve September 8 Meeting Minutes, seconded by Councilmember Rasmussen. Motion passed 4-0, with Councilmember Ralston abstaining due to his absence at the September meeting.

6. Bookkeping Update – Teish Stafne has filed Mendota’s 2014 reports with the State Auditor’s Office. She has filed our State Unemployment reports and requested a waiver of the penalty. Both Federal and State withholding taxes have also been filed and paid. These reports are now up to date. Paychex will be filing the Unemployment and Withholding reports in the future. City Clerk Pratt filed the Quarterly surcharge reports with the State Department of Labor and Industry.

Ms. Stafne has begun to update the financial records for 2015. Clerk Pratt noted that Ms. Stafne is able to stay on as a consultant until December of 2015. The council noted that she is under the $2000 amount that the council approved at the September 22nd special meeting. Ms. Stafne is entering our account information and payments into CTAS, a program designed by the State Auditors small cities.

7. Treasurer’s Report

October Disbursements: Already Paid

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| --- | --- | --- | --- |
| Check No. | Payee | Description | Amount & Fund |
| 5043 | Carl Bolander | General Contractor for D-Street Slope Stabilization | $250,920.98General |
| 5044 | Biffs | Toilets at Park | $86.00 General |
| 5045 | LMCIT | Insurance Premium | $1,286.00 General |
| 5046 | VOID |  |  |
| 5047 | VOID |  |  |
| 5048 | MN Dept of Transportation | G Street Rents | $147.00 General |
| 5049 | US Dept of Treasury | 4th Quarter 2014  | $35.51 General |
| 5050 | US Dept of Treasury | 1st Quarter 2015 | $417.99 General |
| 5051 | US Dept of Treasury | 2nd Quarter 2015 | $139.33 General |
|  |  |  |  |
| EFT | X-Cel | Jail Lights | $12.59 General |
| EFT | X-Cel | Park Lights | $15.40 Enterprise |
| EFT | MN Dept of Rev | 1st quarter withholding | $42.69 General |
| EFT | MN Dept of Rev | 2nd quarter withholding | $14.23 General |

October Disbursements: Outstanding

|  |  |  |  |
| --- | --- | --- | --- |
| Check | Payee | Description | Amount: Fund |
| 5052 | Niti Sanitation | Park Trash and Recycling | $52.16 General |
| 5053 | LMC | Dues | $384 General |
| 5054 | Met Council | Waste Water | $1441.67 Sewer |
| 5055 | Village Lawn Service | Lawn Mowing | $410 General |
| 5056 | Mendota Heights | Police and Fire | $7200.50 General |
| 5057 | A to Z Home Inspection | Building Inspector | $874.20 General |
| 5058 | Eckberg Lammers | Legal Services | $2000 General |
| 5059 | Eckberg Lammers | Bond Attorney Services | $4000 General |
| 5060 | MN Dept of Labor and Industry | Permit Surcharges | $63.66 General |
| 5061  | Teish Stafne Accounting Services | Filing reports and reconciling accounts | $1256.62 General |
| 5063 | MSA Professional Services | General Services | $1213.25 General |
| 5065 | Biffs, Inc. | Toilets in Park | $86.00 General |
| 5066 | MN Dept. of Transportation | Rents M19th | $147.00 General |
| 5067 | Eric Lehet | Permit Surcharge Refund | $8.00 General |

Motion to approve the above October disbursements by Councilmember Ralston, seconded by Councilmember Krotter, while tabling Checks 5062 to Braun Intertec and 5064 to MSA Professional Services. Motion passes 5-0.

8. Clerk/Treasurer – Minnesota Statutes require that cities having a combined Clerk/Treasurer position have an annual audit. In the past, Mayor Mielke and Councilmember Ralston looked over the books. However, the State Auditor’s Office advised that the city hire a separate Treasurer or have an annual audit. Clerk Pratt has talked to Mary Schultz, the City Clerk of Lilydale about becoming the Treasurer of Mendota. She has expressed interest. With Ms. Stafne staying on with the city until December, the best course of action would be for the Treasurer position to begin in January of 2016.

9. Council Salary Renewal – A resolution of Ordinance 2010-02 to be extended until October 31, 2016, whereby the City of Mendota Mayor and Council Persons shall receive no salary. Motion by Councilmember Perron, seconded by Councilmember Krotter extending Ordinance 2010-02 until October 31, 2016. Passed 5-0.

10. Sibling House Outdoor – On September 17, Mendota House Caretaker wrote the city asking for the city to hire a bobcat and tree trimmer. Mendota Road Commissioner Dan Dahlberg addressed the tree trimming and drainage issues. Councilmember Krotter is working with the MN Department of Transportation to obtain two “Caution Pedestrian” signs.

11. Public Comment – Public Comment opened and closed at 7:54, with no comment being offered.

12. Council Comment – Council Comment opened at 7:55. Councilmember Ralston noted that he will continue as Winter Sidewalk inspector. However, he may need to turn over his duties later. Mayor Mielke noted that he is not planning on joining the Minnesota Mayor’s Association. He also noted that the Street Light at 1395 2nd Street was flickering. The Council decided to look for other flickering street lights and report them at the November meeting. Councilmember Perron stated that she could withdraw the remaining $10,000 from Mendota’s Home Federal account to deposit in Eagle Valley Bank. She also asked about installation of the slide at the Veteran’s Park Playground. The council discussed whether it should be professionally installed. The council directed Clerk Pratt to look into the cost of installation and whether the slide was up to code. The Council directed Clerk Pratt to look into the Dakota County Community Development Grant for the upcoming year. Finally, the council discussed landscaping on the bluff. The residents on the bluff should be informed that any landscaping work affecting the slope must be brought to the council for pre-approval.

13. Staff Comment – Staff comment opened at 8:06. Building Inspector Mike Andrejka closed 3 permits and issued 1 permit in October. He also brought the issue of old permits, those with no final inspection, to the council. Currently in Mendota, there are 5-10 permits that have not closed. Building Inspector Andrejka proposed sending a letter to the homeowners with old permits informing them of the need to have a final inspector. If the homeowner does not respond within a given time, the permit would expire. Mr. Andrejka will draft the letter and it will be reviewed at the council at a future meeting.

Chief Aschenbrener had nothing to report.

City Attorney Lehmann reported on his letter to DeVee Joy and Jay Duckson regarding removing trees without a permit.  Ms. Joy has removed the tree debris from city property however, attorney Lehmann is investigating other issues including damage to the new retaining wall.  Attorney Lehmann will update the council at the November meeting.

City Clerk Pratt noted that she had contacted vendors about closing Veterans Park and scheduled a sewer cleaning on November 2, 2015.

Staff Comment Closed at 8:30

There being no further business, it was motioned by Councilmember Krotter, seconded by Councilmember Rasmussen, to adjourn the City Council Meeting at 8:32.

Respectfully Submitted:

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Erin M. Pratt, City Clerk