**City of Mendota, Dakota County**

**Minutes of the Special Meeting – Tuesday, September 22, 2015**

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

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

**2. Roll Call:** Present - Mayor Brian Mielke, Council Members Alan Ralston, Joan Perron, Kathy Krotter, City Attorney, Tom Lehmann, City Clerk, Erin Pratt, James Lee Mendota House Caretaker, Lucas Jones MSA Professional Services. Absent – Council Member Melody Rasmussen

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

**4. Agenda**: The agenda was approved with the addition on one item: a discussion of the City’s financial reports due to the State Auditor and the need to hire someone to update and reconcile the city’s financial accounts. Motion by Council Member Ralston, seconded by Council Member Krotter to approve the agenda. The motion passed 4-0.

**5. 2016 Preliminary Tax Levy and Budget. Resolution 15-04**

The Council reviewed last year’s budget and levy, which was set at $195,000. They noted that that amount had been sufficient for 2015. City Attorney Tom Lehmann noted that there might be some additional expenses this year such as potentially more hours for the City Clerk position. City Clerk Erin Pratt passed out to the Council the preliminary police and fire billings for 2016 from the City of Mendota Heights.

Council Member Perron moved Resolution 15-04 to set the 2016 Preliminary Tax Levy and Budget at $200,000. Council Member Krotter seconded the Resolution. Resolution passed 4-0.

**5A. Supplement to Resolution 15-04**

Subsequent to the meeting, Bond Council Andrew Pratt discovered, upon instructions from Dakota County, that the levy payments scheduled to made during 2016 ($46,044) should have been included in the Preliminary Levy Resolution, bringing the preliminary levy amount to $246,044. That amount should have then been offset by Mendota’s expected Local Government Aid amount of $20,930. The correct amount for the Preliminary Levy Resolution should have been $225,114. Mr. Pratt drafted a Supplemental Resolution and it was signed by Clerk Pratt and sent to Dakota County on September 30. This Supplemental Resolution was shared with the City Council before it was executed.

**6. Upper D Street Financing Approval**

Lucas Jones from MSA Professional Services was present to discuss the project. Mr. Jones noted that the cost of the project to the City might change slightly due to changes in the state reimbursement formula.

A call was placed to Bond Counsel Andy Pratt regarding timing of the payments. Mr. Pratt stated that the principal and interest payments would start in March of 2016. The state will reimburse the City a predetermined amount within 60 to 90 days after the bond sale closes.

The Council discussed the possibility of using rebar in the construction. A call was placed to Lance Perron who has access to the material. Mr. Perron did not answer the phone and the council decided to look at the issue in future meetings.

**Series 2015A**. Council member Ralston moved the approval of Resolution 15-05, a Resolution awarding the sale of the City’s Series 2015A Emergency Certificates. Series 2015-A has a principle amount of $124,843.60. The Certificates have an interest rate of 2.99 percent and will be paid over three years. The amount of these payments was included in the 2016 preliminary levy. The Resolution passed 4-0.

**Series 2015B**. Councilmember Perron moved adoption of Resolution 15-06, a Resolution awarding the sale of the city’s 2015B Emergency Certificates. Councilmember Krotter seconded. The amount of this certificate is $217,632.84, and has an interest rate of 4.50 percent. The City will use the state’s project reimbursement payments to pay off this certificate. The reimbursement is expected to be transferred into the City’s account within 60-90 days. The Resolution passed 4-0.

**6A. The Council added discussion of Road Maintenance issues by the Sibley House Museum**.

Mr. Lee had written the City requesting that it rent a Bobcat to dig a trench along the North Side of D Street. The trench would be to divert rainwater and prevent it from washing out the Sibley House parking lot. He also requested that the city purchase 10 yards of gravel to fill in the washed out areas of the parking lot. Mr. Lee also inquired who was responsible for removing shrubs and low hanging branches along the portion of D street by the Sibley House. Finally, Mr. Lee asked about installing two “Caution! Pedestrians on Road” signs.

The Council decided to refer this matter to Road Commissioner Dan Dahlberg and to put it in on the agenda for the October 13 regular meeting.

**7. Bookkeeper/accountant for State Auditor’s Financial Reports**

City Clerk Erin Pratt reported on the need to hire someone to update the City’s financial accounts and submit financial reports to the State Auditor. The City has not had a consistent clerk throughout 2015. As a result, the City has missed several filings and has not updated its financial accounts. Mrs. Pratt had contacted former Lilydale clerk, Teish Stafne, about updating the city’s financial information and submitting reports to the state auditor’s office.

Councilmember Ralston moved to hired Mrs. Stafne at a rate of $25 an hour to update the accounts and file the necessary reports up to an amount of $2000. Councilmember Krotter seconded the motion. The motion passed 4-0.

**7a. Disbursements**

City Clerk Pratt also noted that several payments were late. Councilmember Krotter moved to pay the following disbursements. Councilmember Perron seconded. The motion passed 4-0.

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|  | **2015** | **Sept. Disbursements** |  |
| **Check** | **Payee** | **Description** | **General Fund** |
| 5037 | XCel | Street Lights | 1304.78 |
| 5038 | XCel | Park Lights | 52.87 |
| 5039 | XCel | Jail Lights | 63.28 |
| 5040 | Mendota Heights | Police and Fire payment shortages and pas due payments | 8200.75 |
| 5041 | Verizon | Clerk Phone | 68.75 |
| 5042 | Met Council | Sewer Past Payments | 4218.97 |

**8. Adjournment**

There being no further business, it was motioned by Councilmember Krotter and seconded by Councilmember Perron to adjourn the City Council Meeting at 8:33 p.m. Motion passed 4-0.

Respectfully submitted

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Erin Pratt, City Clerk