



AGENDA - City Council Meeting

Tuesday, May 28, 2024
6:00 p.m.

- 1. CALL TO ORDER – Pledge of Allegiance**
- 2. ROLL CALL – CB, JC, DO, RZ, MW – *Silence Electronic Devices***
- 3. APPROVE AGENDA**
- 4. GUESTS**
- 5. APPROVAL OF MINUTES**
 - April 22, 2024, Regular Meeting & Work Session
- 6. CONSENT AGENDA – *Items listed below are considered routine in nature and there will be no separate discussion of these items unless requested by a Council or Staff member. Any items requiring discussion will be added at the end of the regular agenda.***
 - Claims Payable
 - Strong Beer/Wine Liquor License for the Milroy Baseball Association
 - On-Sale/Off-Sale/Sunday Liquor License for the Oasis Bar & Grill
- 7. REPORTS**
 - Fire Department
 - Public Works
 - Mayor/Council
 - City Clerk/Treasurer
 - Attending MCFOA board meeting May 30, 2024.
- 8. UNFINISHED BUSINESS**
 - Review/approve the Rules for Public Comment
 - Dog Licensing
 - Utility Meter Reader
 - Lead Service Line Inventory
 - Housing Development
- 9. NEW BUSINESS**
 - Future EDA members and meeting date(s)
- 10. OPEN FORUM – *Open forum provides residents with the opportunity to address the City Council. The City Council cannot take official action on items discussed during the open forum, except to refer items to staff for future reports or follow through. If you wish to address the City Council, please state your name, address and topic that you wish to discuss. Speakers will be limited to three (3) minutes.***
- 11. MAYOR/COUNCIL ITEMS**
 - Spring Clean Up – June 7,8,9, 2024
 - June 24 – City Council Meeting
- 12. ADJOURNMENT**

CITY OF MILROY

City Council Work Session
April 22, 2024

CALL TO ORDER

Mayor Weber called the meeting to order at 5:30 pm.

Council Members Present: Colleen Brooks, John Christensen, Drew Olson and Renee Zwach.

Staff Present: Clerk/Treasurer Betsy Snyder and Public Works Director Dean Duscher.

Guests Present: Kent Miller, Jeff and Sharri VanDeWiele, Steve and Debbie Todd and Bryan Weber.

The purpose of this work session was to discuss the written complaint received in regard to council members being on their phones during meetings and the residency of the Mayor and the City Council meeting guidelines that were presented and the ones the council currently has in place.

Being on a cell phone will only be done in an emergency or a councilmember may ask to look something up that is being discussed. Regarding the residency of the mayor, she stated she does live in town, as she owns a home in Milroy and her driver's license states her Milroy address.

The city council guidelines will be updated and in the regular city council meeting packet in May.

ADJOURN

The work session adjourned at 5:48pm.

Approved this 28th day of May 2024.

Betsy Snyder, City Clerk/Treasurer

CITY OF MILROY

Regular City Council Meeting Minutes

April 22, 2024

CALL TO ORDER

Mayor Weber called the meeting to order at 6:00 p.m. and the pledge of allegiance was recited.

Present: Mayor Weber, Council Members Brooks, Christensen, Olson and Zwach. Also present were Clerk/Treasurer Snyder, Public Works Director Duscher, Fire Chief Matt Krueger and Joe Plaetz, Granite Rock Insurance Agency. Guests Present: Kent Miller, Jeff and Sharri VanDeWiele, Bryan Weber, Steve and Debbie Todd, Mary Dahmes, Scott Haken, Dan Christensen, Diane Sik, LeRoy Sik and Joe Plaetz.

Motion to approve the agenda as presented was made by Brooks, second by Zwach. Motion carried.

GUESTS:

Joe Plaetz, Granite Rock Insurance Agency was present to go over the renewal for the city. The insurance company conducted an appraisal this year of the city buildings. A motion to not waive the tort liability limits was made by Zwach, second by Brooks. Motion carried.

Dan Christensen was present to discuss a housing development that he would like to expand on in section 16 within the city limits. The earlier four (4) lots that he developed years back, are all sold. He is questioning if sewer can be brought to these lots and that would be a question for city to have answered by the city engineering firm and they will be contacted to conduct this preliminary report.

MINUTES

Motion to approve the April 1, 2024, Regular City Council minutes and the April 15, 2024, Board of Equalization minutes was made by Christensen, second by Zwach. Motion carried.

CONSENT AGENDA

- Claims Payable
- 1-4 Day temporary liquor license for the Milroy Relief Association

Motion to approve the consent agenda was made by Zwach, second by Brooks. Motion carried.

REPORTS & REQUESTS

Fire Chief Krueger went over his report which was included in the packet. He updated the council on the FEMA and 50/50 grants. Motion to approve Brian Jordan as a new member to the fire department once training is complete was made by Christensen, second by Brooks. Motion carried. Also discussed was accident calls that are not being paid.

Public Works Director Duscher updated the council on current items being done; shelter project is nearing completion, flushing hydrants, mowing grass, and spraying weeds.

Having an established EDA and members was discussed. This will be put onto the next agenda to discuss and posted again for recruiting members.

Clerk/Treasurer Snyder had a request if the council packets could be posted on the city website. Moving forward the council agrees this can be done. She will be attending the IIMC Conference May 20-23, 2024.

UNFINISHED BUSINESS

Park bathrooms and the possibility of having one single unisex bathroom were discussed. Using a porta potty could be costly with cleaning and vandalism could become an issue.

The dog nuisances/complaints were then discussed. Because there are no police within the city it is a bit harder to control the issues brought to council and staff. Letters have been sent to residents known to have animals that are not licensed requesting they license their animal(s). Mayor Weber said she spoke with a resident and the Redwood County Sheriff's office is no longer responding to dog issues or working with any shelters. This will be followed up at the May meeting.

The current utility meter reader the city uses is not working and staff has been estimating reading the past two months. A brief history was given of this system. The current reader is obsolete and can hopefully be made to work so that the meters can be read as opposed to estimating for the next six months. There is a reader that will work with these meters for a cost of \$4,000.00 and \$800.00 a year for software support but is back ordered for six months. Motion to buy the reader and support was made by Christensen, second by Weber. Motion carried.

The council agreed to spend no more than \$1,000.00 to get the current reader to work if possible.

The lead service line inventory was discussed. The city will work with their engineers to do this at no cost to the city as this is an expense covered by the state.

OPEN FORUM

Leroy Sik then asked the council about the repair to the driveway and seeding of the lawn at 604 Cedar Street. The city plans to do these repairs as this damage was caused due to getting the service line to 602 Cedar Street.

Debbid Todd then challenged the council to speak with residents and to pack the council room with residents at the meetings.

MAYOR/COUNCIL ITEMS

- May 28 *Tuesday due to the Memorial Day holiday* – City Council Meeting
- June 7,8,9 – Spring Clean Up

ADJOURN

Motion to adjourn the meeting at 7:00 p.m. was made by Christensen, second by Olson. Motion carried.

Approved this 28th day of May 2024.

Betsy Snyder, City Clerk/Treasurer

A/P Claims List

from 4/19/2024 to 5/23/2024

| Invoice # | Vendor | Description | Account | Cost |
|---------------|-----------------------------------|--------------------------------|------------|--------------------|
| 6.24 | NCPERS Group Life Ins. | | 01-00-2035 | \$16.00 |
| 628500052024 | NCPERS Group Life Ins. | | 01-00-2035 | \$16.00 |
| 5.24 | MEDICA | Health Insurance Payable | 01-00-2036 | \$483.17 |
| 23869 | Computers and Beyond | Professional & Legal Services | 01-01-4055 | \$25.20 |
| 86876 | Quarnstrom & Doering P.A. | Professional & Legal Services | 01-01-4055 | \$277.20 |
| 4.24 | Redwood County Attorney's Office | Redwood County Court Costs | 01-01-4056 | \$87.50 |
| 4.24 | MN Valley Telephone Co. | | 01-01-4060 | \$227.39 |
| 1.24 | League of MN Cities Insurance Tru | Bonds & Insurance | 01-01-4075 | \$18,769.00 |
| 5.24 | MEDICA | Employer Paid Health Insurance | 01-01-4076 | \$2,751.33 |
| 0001949237-IN | WEX Health | | 01-01-4077 | \$2.75 |
| 0001949237-IN | WEX Health | | 01-01-4078 | \$2.75 |
| 4.24 | Meadowland Farmers Coop | | 01-01-4095 | \$787.87 |
| 4.24 | Otter Tail Power Company | City Hall | 01-01-4095 | \$88.65 |
| 4.24 | Otter Tail Power Company | City Shop | 01-01-4095 | \$60.89 |
| 2024 | IIMC | Dues/Subscriptions | 01-01-4165 | \$185.00 |
| 12699761 | C & B Operations, LLC | Equipment Repairs/Maintenance | 01-04-4052 | \$76.23 |
| 4.24 | FCAM | Equipment Repairs/Maintenance | 01-04-4052 | \$104.00 |
| 4.24 | Otter Tail Power Company | Street Lites | 01-04-4095 | \$542.29 |
| 4.24 | FCAM | Gas-City Pick Up | 01-04-4175 | \$79.26 |
| 5780047 | Running's Supply, INC. | Shop Supplies | 01-04-4200 | \$49.99 |
| 4.24 | FCAM | Repairs & Maintenance | 01-05-4052 | \$118.30 |
| 4.24 | Otter Tail Power Company | Park | 01-05-4095 | \$38.70 |
| 39708 | G & R Electric, INC. | Capital Improvements | 01-05-4205 | \$1,930.90 |
| | | Total General Fund | | \$26,720.37 |
| 4.24 | City of Milroy | MN 9.72 Fee Payable | 02-00-2060 | \$0.81 |
| 24 | Minnesota Department of Health | Dues Payable | 02-00-2165 | \$23.00 |
| 4.24 | Otter Tail Power Company | Tower | 02-00-4095 | \$174.90 |
| 4.24 | VISA | Postage/Office Supplies | 02-00-4116 | \$9.50 |
| | | Total Water Fund | | \$208.21 |
| 4.24 | Otter Tail Power Company | Pump #1 | 03-00-4095 | \$130.28 |
| 4.24 | Otter Tail Power Company | Lift Station | 03-00-4095 | \$191.96 |
| 3321 | JD Plumbing & Heating | Capital Improvements | 03-00-4205 | \$1,761.25 |
| 1249714 | Minnesota Valley Testing Labs | | 03-00-4220 | \$75.25 |
| 1251326 | Minnesota Valley Testing Labs | | 03-00-4220 | \$152.75 |
| 1251509 | Minnesota Valley Testing Labs | | 03-00-4220 | \$97.75 |
| | | Total Sewer Fund | | \$2,409.24 |
| 4.24 | Southwest Sanitation | | 04-00-4250 | \$1,261.32 |
| | | Total Garbage Fund | | \$1,261.32 |
| 8271 | Alex Air Apparatus, INC. | Equipment Repairs/Maintenance | 06-03-4052 | \$366.25 |
| 098343S | West Central Communications, IN | Equipment Repairs/Maintenance | 06-03-4052 | \$357.00 |
| 561998 | Active911, Inc | Professional & Legal Services | 06-03-4055 | \$15.06 |
| 4.24 | Otter Tail Power Company | Siren | 06-03-4095 | \$9.57 |
| 4.24 | FCAM | Vehicle Gas | 06-03-4150 | \$296.63 |
| 4.24 | FCAM | Supplies/Fire Clothes | 06-03-4151 | \$120.00 |
| 0931004-IN | Heiman Fire Equipment | Supplies/Fire Clothes | 06-03-4151 | \$134.75 |
| 0931101-IN | Heiman Fire Equipment | Supplies/Fire Clothes | 06-03-4151 | \$770.64 |
| 0931452-IN | Heiman Fire Equipment | Supplies/Fire Clothes | 06-03-4151 | \$135.00 |
| 5780047 | Running's Supply, INC. | Supplies/Fire Clothes | 06-03-4151 | \$49.99 |

A/P Claims List

from 4/19/2024 to 5/23/2024

| Invoice # | Vendor | Description | Account | Cost |
|-----------|--------------------------|------------------------------------|------------|--------------------|
| | | Total Fire Fund | | \$2,254.89 |
| 4.24 | City of Milroy | Water | 08-08-4290 | \$105.72 |
| 4.24 | City of Milroy | Sewer | 08-08-4291 | \$44.71 |
| | | Total Milroy EDA | | \$150.43 |
| 4.24 | Otter Tail Power Company | Fitness Center | 09-09-4095 | \$212.96 |
| | | Total Milroy Fitness Center | | \$212.96 |
| | | Total All Funds | | \$33,217.42 |

| CHECKING | AMOUNT | BALANCE |
|---------------------------------------|------------|------------|
| Beginning Balance | 4/1/2024 | 238,095.80 |
| EFT – Pera | 1,839.43 | 236,256.37 |
| EFT – IRS | 2,423.27 | 233,833.10 |
| EFT – State of MN | 364.49 | 233,468.61 |
| EFT - Sales Tax | 688.00 | 232,780.61 |
| Transfer out to Saving & CD | 16,400.00 | 216,380.61 |
| Payroll | 10,081.76 | 206,298.85 |
| Misc. Receipts | 11,541.34 | 217,840.19 |
| WSG Receipts | 13,699.16 | 231,539.35 |
| | | 231,539.35 |
| AP | 163,624.07 | 67,915.28 |
| First Independent - Checking Interest | 24.01 | 67,939.29 |
| First Independent - Analysis Charge | 75.90 | 67,863.39 |
| Ending Balance | 4/30/2024 | |

| GENERAL FUND SAVINGS ACCOUNT | AMOUNT | BALANCE |
|------------------------------|-----------|------------|
| Beginning Balance | 4/1/2024 | 200,861.79 |
| Transfer Out/In | | 200,861.79 |
| Interest | 165.09 | 201,026.88 |
| Ending Balance | 4/30/2024 | |

| TRUCK FUND SAVINGS ACCOUNT | AMOUNT | BALANCE |
|----------------------------|-----------|-----------|
| Beginning Balance | 4/1/2024 | 10,126.35 |
| Transfer Out/In | 16,400.00 | 26,526.35 |
| Interest | 8.50 | 26,534.85 |
| Ending Balance | 4/30/2024 | |

| GENERAL FUND CD | AMOUNT | BALANCE |
|-------------------|----------|------------|
| Beginning Balance | 4/1/2024 | 300,000.00 |

| TRUCK FUND CD | AMOUNT | BALANCE |
|-------------------|----------|------------|
| Beginning Balance | 4/1/2024 | 143,366.00 |

City of Milroy

Rules for Public Comment

WELCOME to this meeting of your City Council. Please take a moment to read our guidelines for public participation in council meetings.

Regular Meetings: Council meetings are normally held on the fourth Monday of the month at 6:00pm, unless noted and posted at City Hall. Contact the City Clerk to have an item placed on the agenda for an upcoming meeting, must be at least one week prior to the meeting date. The mayor reserves the right to change these rules as needed to effectively chair the meeting.

Sign In Sheet: All guests attending are asked to sign in upon arrival.

Agenda: An agenda packet is available for public inspection. Copies of the agenda are available for the public. Ordinarily the council will address items as they appear on the agenda.

Council Procedure: The council uses Parliamentary Procedure and Roberts Rules of Order to conduct business. Three of the five members must be present to conduct business and most motions require a simple majority vote of the members in attendance.

Public Participation/Open Forum: Comments from the public are restricted to the public forum period. City Council meetings are the forum for the City Council to conduct city's business. While the City Council meetings are open to the public following the Minnesota Open Meeting Law, they are not a forum of public expression.

Members of the public are not allowed to take part in council discussion and debate without a specific invitation by the mayor.

Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or actions that may disrupt the proceeding of the council.

During the open forum, citizens must:

- Be recognized by the mayor, once recognized, the mayor would request you step to the podium before speaking. Comments are limited to 3 minutes.
- Direct remarks to mayor.
- Follow the direction of the mayor.

During forum period, the public is prohibited from:

- Citizens are discouraged from distributing information at the meeting. Information should be provided to the Council prior to the meeting through the Clerk.
- The use of obscene, profane, or threatening language.
- Threatening or loud, or boisterous conduct that disrupts the meeting or the security of the public.

Members of the public who do not follow the direction of the mayor will be warned that further disruptive behavior will result in removal from the meeting. If the conduct continues, the mayor may ask the speaker to leave. If the speaker refuses to follow the direction of the mayor, the mayor may direct the clerk to contact the Redwood County Sheriff's department to remove the speaker.