**SPRING GROVE CITY COUNCIL**

**Regular Meeting Minutes**

**September 20, 2022, 6:00 PM**

**Spring Grove Communications, Room 100**

Council member Karen Folstad called the September Spring Grove City Council meeting to order at 6:07 pm by leading the Pledge of Allegiance. Present: Council Members Karen Folstad, Chad Rohland and Travis Torgerson.

Staff present: Administrators Julie Amundson and Jana Elton.

Guests present: Charlene Selbee with Fillmore County Journal, Rachel Stock with Caledonia Argus, Mark Inglett, Brian Swedberg, Sean Dahlman, Rob Mason, Lee Hoekstra.

**ADOPT AGENDA**

Council Member Rohland moved to adopt the agenda, seconded by Council Member Torgerson, all voted in favor, motion carried.

**CONSENT AGENDA**

Council Member Rohland moved to approve the consent agenda, seconded by Council Member Torgerson, all voted in favor, motion carried.

**OPEN FORUM**

Rachel Stock, Editor of The Caledonia Argus, requested the community calendar be looked at to update the to-be-determined times for Uffda Fest to reflect actual times.

**OLD BUSINESS**

Council member Rohland expressed during the interim contract, that we will need to leave one squad car here to be available for our Chief of Police Folz, if he were to be called in for an emergency during the interim contract. The squads may be sold now but leaving the older squad here in the interim until Chief Folz is retired, then the second squad car can then be turned over to the Houston County Sheriff’s Department. Administrator Amundson explained that an invoice is all that is needed to complete this transaction and that will be created to sell the squad cars to the Houston County Sheriff’s Department.

Council member Rohland moved to proceed with the Inter-Agency Agreement with the Houston County Sheriff’s Department Resolution 22-34, seconded by Council member Torgerson. All voted in favor, motion carried.

Council member Rohland asked for clarification of the three-year contract with Houston County, he was under the assumption it was two years, not three, which it was verified that the contract is indeed for three years.

Council member Rohland moved to proceed with the final approval of Houston County Contract Resolution 22-39, seconded by Council member Torgerson. All voted in favor, motion carried.

**NEW BUSINESS**

Retaining wall in alley. Guest Jacqui VanMinsel discussed the retaining wall in alley between American Family Insurance and Lucky’s. The retaining wall had previously been put in place due new construction of the Spring Grove Communications building in 2004 because they needed to lower the alley approximately 8 feet. Spring Grove Communications installed the retaining walls and have handled the walls maintenance in the past as a good-will gesture to get them in order but questioning going forward is who should be responsible for the replacement or maintenance of these retaining walls. The city is also currently unable to get the snowplows through due to the walls leaning in towards the alley. Council member Folstad recommended a meeting between all parties to discuss this along with the city, since we maintain the alley. More investigation needs to be done prior to that meeting, seeing if there is anything in the old city minutes, quotes to fix, locations of infrastructure and fiberoptics. All parties need to have a meeting to discuss all options to come to a more permanent solution.

IT Options. Rob Mason introduced Sean Dalhman from Pantheon as a recommendation for the City’s new IT provider since Rob will be retiring the end of September. Rob explained how he’s already researched several options and feels Pantheon would be the best fit for the city and mentioned that he will remain on hand as long as he is needed by Pantheon. Sean Dahlman gave a presentation on the services they provide and advised that there will be a six-month and yearly review that could help more closely determine the monthly fees, which could possibly be reduced after they have a better handle as to what hardware we can possibly remove to save money and see what may need to be updated. Council member Folstad motioned to go ahead and start working out the details to work with Pantheon to start on October 1st, 2022. Council member Torgerson seconded. All in favor, motion carried.

Adopt Comprehensive Plan recommended from Planning and Zoning Resolution 22-35. Motion to adopt the plan by Council member Rohland and seconded by Council member Torgerson. All in favor, motion carried.

Cement Bids-Utility Director John Sylling was not in attendance, this item was tabled.

Sewer and Water Rates Increase. The recommendation from Mike Bubany was to increase the water and sewer up to 4%. Council member Torgerson motioned to set the water and sewer increase to 4%, council member Folstad seconded. All in favor, motion carried.

Administrative Assistant hours/job duties. Clerk/Administrator Elton gave a in detail the interim job description prepared for the Administrative Clerk. Council member Rohland raised the question if there is enough actual work for this position or if we are just trying to create a position that may possibly not be needed. Clerk/Administrator Elton commented that it is not yet known due to her being so new in her position and recommended a temporary trial instead. Elton suggested re-adjust the job duties and re-evaluate the job in 6 months, with the interim being a trial basis. If the added duties do not adequately serve the City’s needs at the position can be trimmed back to its original hours or eliminated at that time. Council member Folstad motioned to give this position a trial for six months and re-evaluate at that time. Council member Torgerson seconded. Council members Folstad and Torgerson in favor, council member Rohland nay, motion carried.

Request to close one-way by school during school hours on October 7th to decorate Homecoming floats. Homeowners on that street were asked by school staff if they would be ok this, and all were ok with it. Motion to close the one-way street by Council member Rohland, seconded by Council member Torgerson, all in favor, motion carried.

**BUDGET**

Resolution 22-38 Approving the Proposed 2023 Levy. Clerk/Administrator Amundson read the resolution to the council relating to the proposed $693,000.00 Levy. Not quite a 4% increase. Council member Rohland motioned to approve proposed Levy, Council member Torgerson seconded, all in favor, motion carried.

Set Date for Truth and Taxation Meeting, which will be held December 20, 2022.

**MAYOR/COUNCIL**

Council member Rohland gave a brief update on the Liquor Store and discussed the question on if the city should run a liquor store on the upcoming ballot. Per attorney Schieber this is not a binding question, just more for a public consensus. The council can ultimately decide to keep or close in November with a public hearing. This will need to be completed within 45 days prior to the end of the year, which would be November 16th or after. Council member Folstad requested for another update again in the October meeting for the Liquor Store.

The regular monthly Council meeting will be held on October 25th, 2022 starting at 6:00 pm in the SGC Room 100.

**MEETING REPORTS**

**EDA –** EDA discussed changes to hook-up fees in the industrial park. Discussed the budget and there are no further updates currently for the restaurant challenge. Environmental study on the Quonset is currently in progress.

**PARKS & REC –** Parks and Rec are looking into updating the tennis courts, basketball courts, ADA compliant restrooms, and adjustable basketball hoops. A plan is currently being formed to obtain more specifics on what this project would all entail.

**PLANNING AND ZONING –** Lee Auto Body across from the park has been sold and working with a new development. Also talked about getting the comprehensive plan completed and approved.

**LIBRARY –** Nothing to add.

**FIRE DEPARTMENT –** Nothing to add.

**ADJOURNMENT**

Council Member Rohland moved to adjourn the meeting at 7:26 pm, seconded by Council Member Torgerson, all voted in favor, motion carried.

Respectfully submitted.

 Attested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Jana Elton

 Clerk/Administrator