

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA

REGULAR SESSION

January 13, 2014

CALL TO ORDER: The North Branch City Council met in regular session and Acting Mayor Borchardt called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL: Councilmembers present were Kathy Blomquist, Theresa Furman, Joyce Borchardt, and Trent Jensen. Mayor Ronald Lindquist was absent. Staff members present were: City Administrator Konrad, Fire Chief Grote, Finance Director Hill, Building Official Meyer and City Attorney Squires.

CONSENT AGENDA:

- ~~Claims~~
- Minutes – November 7, 2013 Work Session
- Minutes – November 21, 2013 Work Session
- Minutes – November 25, 2013 Work Session
- Minutes – December 2, 2013 Budget Hearing
- Minutes – December 9, 2013 Regular Session
- ~~Resolution No. 001-01-13-14 - Budget Transfer - TIF Administrative Fees~~

Motion by Jensen, seconded by Furman to approve the Consent Agenda with removal of Item A and G, Claims. All voted AYE. Motion carried.

4A Claims

Furman asked about the charge from North Branch Water & Light for irrigation. Konrad explained that it is a meter for outside irrigation and the City collects the fee for them when a building permit is pulled.

Motion by Furman, seconded by Jensen, to approve Claims as submitted. All voted AYE. Motion carried.

4G Budget Transfers

Motion by Jensen, seconded by Blomquist to approve the Resolution 001-01-13-14, "A RESOLUTION APPROVING TRANSFER OF EXCESS TIF ADMINISTRATION FEES TO HOUSING SUPPORT FUND WITH AN EFFECTIVE DATE OF DECEMBER 31, 2013." Members voted: Ayes – 3, Nays – 1 (Furman) and Absent – 1 (Lindquist). Motion carried.

PUBLIC HEARINGS:

NONE

COMMITTEE/COMMISSIONS:

6A	PLANNING COMMISSION	
	A1 Minutes	INFO
6B	ECONOMIC DEVELOPMENT AUTHORITY	
	B1 Minutes	INFO
6C	PARK COMMISSION	NONE
6D	WATER AND LIGHT COMMISSION	
	D1 Mailing Machine Financial Contribution Request	
	Konrad explained that Water & Light is purchasing a mail stuffing machine and they have asked the City to participate in the cost of the machine because they handle sewer billing for the City. They are requesting \$1,446 towards the purchase.	
	Borchardt said that she is concerned that they had this as a budgeted item and they have asked the Council for funding assistance after the Council completed its budgeting process.	
	Furman read the questions that she had regarding this purchase. Furman said she does not know why the City would contribute.	
	Motion by Furman not to contribute to this purchase. Motion failed for lack of a second.	
	Motion by Blomquist, seconded by Jensen, to participate in the purchase of the mailing machine for Water & Light.	
	Jensen asked what percentage of the billing is done for the City. Konrad indicated that every month the City's sewer and storm sewer is billed by them on behalf of the City.	
	Furman asked if this is a precedent set now for the City to ask Water & Light to contribute to things the City does for Water & Light.	
	After discussions, members voted: Ayes – 2, Nays – 2 (Borchardt/Furman) and Absent – 1 (Lindquist). Motion failed.	
	D2 Minutes	INFO

STAFF REPORTS:

7A	ENGINEERING/PUBLIC WORKS	NONE
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7B ADMINISTRATION

B1 Building Official Hours

Konrad explained that the 2014 budget contemplates brings the building official position back to full time. She reported that building is up and new home construction is at the level of 2007. The other area where the additional hours are needed is to get the new building inspection software fully implemented.

Motion by Jensen, seconded by Blomquist, to return the building official position to 40 hours effective immediately. All voted AYE. Motion carried.

B2 Annual Service Appointments

Konrad explained that this resolution sets all annual required designations and appointments. She noted that three bids were received for the official newspaper designation and one will need to be selected.

Jensen asked the City Attorney if all three papers represented are legal and qualifying newspapers for the City.

Motion by Jensen, seconded by Furman, to approve Resolution No. 003-01-13-14, "A RESOLUTION APPOINTING ANNUAL SERVICES FOR THE CITY OF NORTH BRANCH FOR 2014." including designating the Isanti Chisago County Star the official newspaper.

Blomquist said she has noticed from the Isanti Chisago Star that there is a diminished amount of coverage for North Branch. The School Board voted four to one to do the ECM Post Review for their paper.

Blomquist said she does not get the Isanti Chisago Star but when she has made an effort to get it there is nothing in there about North Branch.

Jensen said that he does get this paper for free and there is reasonable coverage of events in the City.

After discussion, members voted: Ayes – 3, Nays – 1(Blomquist) and Absent – 1 (Lindquist). Motion carried.

B3 Fire Contract Sunrise Township

Konrad reported that Sunrise Township has approached the City about providing fire service to north Sunrise Township. Since drafting the agreement the Township is exploring options of having Rush City cover some of the northern most area. She asked for

approval of the contract contingent upon Sunrise Township providing a letter indicating which sections the City of North Branch will cover for fire service.

Fire Chief indicated that they will be able to adequately cover the request of Sunrise Township for fire protection.

Motion by Jensen, seconded by Furman, to approve the Contract with Sunrise Township contingent upon clarification of the number of sections to be covered. All voted AYE. Motion carried.

B4 Fire Department Officers and Donation

Fire Chief Grote outlined the recommended Fire Department Officers for 2014/2015.

Motion by Furman, seconded by Jensen, to approve the Fire Department officer recommendation for the two year terms. All voted AYE. Motion carried.

Grote provided information on calls for 2013. There were a total of 136 calls for the year.

Grote presented \$35,000 to the City from gaming proceeds to go into the Fire Department Equipment Fund. Acting Mayor Borchardt thanked the Fire Department for the donation.

B5 Fourth Quarter Code Enforcement Report INFO

7C BUILDING
C1 Activity Report INFO

7D FINANCE
D1 Financial Report
Hill provided a review of the preliminary financial report for the end of the year.

Borchardt noted that some of the margins were down for the liquor store for 2013. Hill indicated that was correct and said there was a conscious effort to make sure that the City's store remained in the same market margins in the area for price competitiveness.

D2 Revenue and Tax Collection Report INFO

7E LEGAL
E1 Activity Report INFO
Attorney reviewed the report.

NOTICES AND COMMUNICATIONS:

PUBLIC COMMENT

Blomquist said she has a concern about the wording “not on the agenda” and she would like to discuss this with the Mayor. Konrad noted that this is the same language it has not changed for years. Furman said that this is the time for items that are not on the agenda but the Council has allowed discussion during any agenda item.

UNFINISHED BUSINESS:

NONE

NEW BUSINESS:

NONE

MAYOR AND COUNCIL:

12A Upcoming Agendas

INFO

12B 2014 Committee Appointments

Borchardt noted the list was revised to include the Website Committee. Jensen said he thought the website was a one-time deal to pick a vendor but he’ll defer to staff on the need for the Committee. Council discussed the merit of one time committees and standing committees.

Motion by Furman, seconded by Blomquist, to approve the Resolution No. 002-01-13-14, “A RESOLUTION APPOINTING COUNCIL REPRESENTATIVES/LIAISONS TO COUNCIL COMMITTEES AND COMMISSIONS FOR THE CITY OF NORTH BRANCH FOR 2014.” All voted AYE. Motion carried.

Motion by Furman, seconded by Jensen, to adjourn to closed session to discuss the City Administrator’s Review. All voted AYE. Motion carried.

Motion by Furman, seconded by Borchardt, to adjourn the regular session.

ADJOURNED: at 7:52 p.m.

Respectfully submitted,

Bridgitte Konrad, City Administrator

jrl/TOSS