



Box 263
Audubon, Minnesota 56511
218-439-6582 • Fax 218-439-3910
<http://www.audubonmn.govoffice2.com/>

AUDUBON CITY COUNCIL MINUTES

Regular Meeting
April 12, 2021 ~ 6:30 PM
Audubon City Hall

1. CALL TO ORDER

1.01 Meeting called to order by Mayor Tony Gordon at 6:30 PM at Audubon City Hall.

2. ROLL CALL

- 2.01 Members Present: Shane Bakken, Brian Beto, Tony Gordon, Tiffaney Holm, Jessica Wiedenmeyer
- 2.02 Members Absent: None
- 2.03 Staff Present: Eric Hegna, Rij Koehnen, Jake Lorsung, Stephanie Poegel, Chris Wiedenmeyer
- 2.04 Contracted Services: Patrick Bakken – Ramstad, Skoyles & Winters
- 2.05 Guests:
 - 2.05.1 Attending through ZOOM: Diane, Heidi, Kate, Tim Stempf

3. APPROVE AGENDA

M/S: Holm/Beto to approve agenda as presented

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

4. PROFESSIONAL COURTESY

5. CONSENT AGENDA

- 5.01 Approve proposed Council Minutes: regular meeting 03-08-2021, special meeting 03-23-2021
- 5.02 Income Statements
- 5.03 Utility Billing Clerk Report
- 5.04 Resolution 2021-10 – Resolution Accepting Donations for Fire

M/S: Holm/Bakken to approve agenda as presented

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

6. DISBURSEMENTS

- 6.01 Final Bills & Checks = \$36,611.73
 - 6.01.1 General Fund = \$19,178.40 + \$9,366.61 = \$28,545.01
 - 6.01.2 Fire Fund = \$1,780.15
 - 6.01.3 Rescue Fund = \$1,231.41
 - 6.01.4 Water Fund = \$3,667.48
 - 6.01.5 Sewer Fund = \$1,387.68
 - 6.01.6 Debt Services 2005A = \$0.00
 - 6.01.7 Debt Services 2006A = \$0.00
- 6.02 Proposed Bills & Additional Bills = \$29,584.84 + \$6,950.38 = \$36,535.22
 - 6.02.1 General Fund = \$24,547.32 + \$3,198.86 = \$27,746.18
 - 6.02.2 Fire Fund = \$1,682.33 + \$300.23 = \$1,982.56
 - 6.02.3 Rescue Fund = \$57.17 + \$1,852.79 = \$1,909.96
 - 6.02.4 Water Fund = \$2,406.21 + \$1,207.84 = \$3,614.05
 - 6.02.5 Sewer Fund = \$891.81 + \$390.66 = \$1,282.47
 - 6.02.6 Debt Services 2005A = \$0.00

6.02.7 Debt Services 2006A = \$0.00
 6.03 Journal Entries

CITY OF AUDUBON
Journal Entries

03/26/21 9:39 AM
 Page 1

Current Period: April 2021

Batch Name 2020 Res Funds

Refer	201918	2020 CD's from Unreserved to Reserved Funds	Debit	Credit
Journal Entry		G 100-25300 Unreserved Fund Balan	\$142,278.32	\$0.00
Journal Entry		G 100-25310 Fund Balance-Reserved	\$0.00	\$142,278.32
Journal Entry		G 201-25300 Unreserved Fund Balan	\$67,398.50	\$0.00
Journal Entry		G 201-25310 Fund Balance-Reserved	\$0.00	\$67,398.50
Journal Entry		G 202-25300 Unreserved Fund Balan	\$15,950.28	\$0.00
Journal Entry		G 202-25310 Fund Balance-Reserved	\$0.00	\$15,950.28
Journal Entry		G 601-25300 Unreserved Fund Balan	\$13,049.16	\$0.00
Journal Entry		G 601-25310 Fund Balance-Reserved	\$0.00	\$13,049.16
Journal Entry		G 602-25300 Unreserved Fund Balan	\$34,283.40	\$0.00
Journal Entry		G 602-25310 Fund Balance-Reserved	\$0.00	\$34,283.40
Transaction Date	3/26/2021		Total	
			\$272,959.66	\$272,959.66

Fund Summary

Refer	201918	100 GENERAL FUND	Debit	Credit	Difference
		201 FIRE FUND	\$142,278.32	\$142,278.32	In Balance
		202 RESCUE FUND	\$67,398.50	\$67,398.50	In Balance
		601 WATER FUND	\$15,950.28	\$15,950.28	In Balance
		602 SEWER FUND	\$13,049.16	\$13,049.16	In Balance
			\$34,283.40	\$34,283.40	In Balance

For each fund the Debits MUST equal Credits to be In Balance.

M/S: Beto/Bakken to approve disbursements as presented.

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

7. GUESTS:

7.01 Junk & Disorderly

7.01.1 Requested fees for vendors be waived for flea market they are holding this summer. The business model is that all purchases go through Junk & Disorderly and no vendors will be accepting payments on their own. Due to this model the consensus of the Council is that fees be waived as long as vendors complete the application.

8. RESCUE

8.01 President’s Report

8.01.1 Written report reviewed.

8.02 Exit Interviews for Volunteer Employees

8.02.1 Consensus of Council to only conduct exit interviews for full-time employees.

9. FIRE DEPARTMENT

The City of Audubon is an Equal Opportunity Lender, Provider and Employer.

9.01 Chief's Report

9.01.1 Written report reviewed.

9.01.1.1 Leaks in hall discussed. Council directed Chief Wiedenmeyer to contact Koehnen.

M/S: Holm/Beto to approve Dave Wang as new firefighter.

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

M/S: Beto/Wiedenmeyer to approve Fire Department Form SC-20 and approve signing by Poegel.

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

10. POLICE DEPARTMENT

10.01 Written monthly log reviewed.

10.02 Deer hit with squad.

10.03 Wiedenmeyer asked about consideration of body cams. Discussion. Council directed Hegna to look into camera costs and directed Poegel to obtain policies from other communities.

11. PUBLIC WORKS

11.01 Written maintenance report reviewed.

11.01.1 Beto suggested thank you to Vareberg for his help getting things going with Koehnen. Consensus to think for a month.

11.01.2 Fire Hall – will go through with Chief Wiedenmeyer. There was a lot of water in the shop also. Council allows for Fire Chief and Koehnen to decide if Fire Hall leak is at an emergency repair status and move forward accordingly.

11.01.3 Property owners who have contacted Council members have been contacted.

M/S: Bakken/Holm for City to cover fees needed to maintain medical cards for CDL.

M: Beto to amend to add for City to pay for all licenses.

Motion died for lack of second.

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

12. CLERK/TREASURER

12.01 Written clerk's report reviewed.

12.01.1 Social Media Record Retention

12.01.1.1 Council asked for additional quotes.

M/S: Wiedenmeyer/Holm to have virtual presentation of 2020 City of Audubon audit.

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

M/S: Beto/Holm to pay for ½ of filling basement at 480 Eagle Street

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Nay

Motion Carried (3-1)

12.02 Payroll reviewed

13. ATTORNEY ITEMS

13.01 Wieber Agreement

13.01.1 Easement agreement has not been received or recorded.

14. OLD BUSINESS

The City of Audubon is an Equal Opportunity Lender, Provider and Employer.

14.01 JH Signs Invoice

14.01.1 Poegel to contact Vareberg on exact request of JH Signs.

14.02 City Hall Opening

14.02.1 Discuss in May and have plexiglass barrier put up in Clerk's office.

14.03 RFP for Job Classification

M/S: Holm/Beto to approve letting the RFP for the Job Classification and Compensation Study

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

14.04 RFP for Public Works & Snow Plowing

14.04.1 Remove II.5.

M/S: Wiedenmeyer/Beto to rescind the motion to approve the RFP for the Job Classification and Compensation Study

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

M/S: Wiedenmeyer/Bakken to table RFP for Job Classification and Compensation Study to May meeting so Council can look at a consolidated RFP.

M/S: Wiedenmeyer/Bakken to amend to table to April 27 meeting

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

M/S: Wiedenmeyer/Holm to no to RFP to obtain quotes from at least 3 entities for Water and Wastewater

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

15. NEW BUSINESS

15.01 Meeting Attendance

15.01.1 Consensus that members could attend meetings through ZOOM if they are feeling ill.

15.02 Resignation of Nola Johnson

M/S: Holm/Beto to regretfully accept resignation of Nola Johnson.

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

15.03 Posting of Utility Billing Clerk Position

M/S: Bakken/Beto to approve posting for Utility Billing Clerk based on previous process.

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

M/S: Beto/Bakken to offer to Disrud to cover office at previous hourly rate to come in as much as possible with the exception of Tuesday when T. Holm when cover.

15.04 Audubon's 150th Anniversary

15.04.1 Gordon will organize event for September; suggestion of a bird of the month and scavenger hunt.

16. VISION

16.01 Wiedenmeyer shared goals:

16.01.1 Aging Infrastructure

16.01.2 Inflow & Infiltration

16.01.3 For Council to work as a cohesive and transparent unit to address the needs of the City of Audubon and its residents; to have council and employees, both paid and volunteer, to work

The City of Audubon is an Equal Opportunity Lender, Provider and Employer.

within the City's budgets to achieve the needs of the City and residents in a conducive manner while respecting everyone's opinions, people's rights, and ability to ask questions; the ability to disagree respectfully and to have transparency throughout the entire government body.

16.02 Bakken suggestions:

16.02.1 New Development/Home incentives

16.02.2 4 Fields area – Change use to something else

16.03 Each member should bring a prioritized list for next meeting.

17. ANNOUNCEMENTS

REGULAR MEETINGS

City Council Meeting – Monday, **May, 10, 2021** 6:30 PM

EDA Meeting – Wednesday, **July, 7, 2021** 5:00 PM

SPECIAL MEETINGS

Board of Appeal & Equalization – April 27, 2021

Truth in Taxation – December 13, 2021

18. ADJOURNMENT

M/S: Beto/Bakken to adjourn at 9:47 PM.

Roll Call Vote: Bakken – Aye; Beto – Aye; Holm – Aye; Wiedenmeyer – Aye

Motion Carried

THESE MINUTES WERE OFFICIALLY APPROVED AT THE MAY 10, 2021 REGULAR COUNCIL MEETING.