



Janesville City Council Members: Mayor Mike Santo, Kari Grisim, Cliff Blaisdell,
John Sprengeler, Jeff Bartelt

**MINUTES OF THE CITY COUNCIL MEETING
CITY OF JANESVILLE, WASECA COUNTY, MINNESOTA
JUNE 13, 2016 CITY HALL 7:00 PM**

I. CALL TO ORDER

The Janesville City Council met in regular session pursuant to due call and notice thereof;
Mike Santo called the meeting to order at 7:00 pm.

Council present: Mike Santo, Mayor
Kari Grisim, Council Member
Cliff Blaisdell, Council Member
Jeff Bartelt, Council Member
Council Absent: John Sprengeler, Council Member
Staff Present: Clinton Rogers, City Administrator
Andrea Moen, Deputy Clerk
Jason Femrite, Engineer

II. PLEDGE OF ALLEGIANCE

City Council and everyone present stood and recited the pledge of allegiance.

III. APPROVAL OF AGENDA

Motion by Bartelt, seconded by Grisim to approve the agenda. Voting in favor: Grisim,
Blaisdell, Bartelt, and Santo; voting against: none; absent: Sprengeler. Motion carried

IV. PUBLIC HEARING – MEDIACOM FRANCHISE AGREEMENT

Opened at 7:02 PM

1. Ordinance 2016-A

Rogers stated this has been postponed to a date in the future. Staff is finalizing a few
details on the Franchise Agreement.

Closed at 7:02 PM

V. CONSENT AGENDA

1. Minutes of last Regular Meeting on May 26, 2016
2. Accept Accounts Payable
3. Accept Accounts Receivable
4. Budget Update – All Funds

Moen stated a bill to Northland Securities was added for our 2014 Bond. Motion by Blaisdell, seconded by Grisim to approve the consent agenda with the addition. Voting in favor: Grisim, Blaisdell, Bartelt, and Santo; voting against: none; absent: Sprengeler.
Motion carried

VI. OLD HWY 14 TURNBACK – 2016 UTILITY IMPROVEMENTS

Derek Olinger, Construction Representative, was present to give council an update. He stated the 1st pay estimate has been submitted with the utilities all in from West St. to Skookum as well as sanitary up to Mott St. Blaisdell asked if still on track for completion date. Olinger replied it will be done this year and right now looking at paving the 1st phase around July 7th weather permitting. Femrite added there is another construction meeting this Thursday which this has been good for communication. In addition the crews will be working Saturdays going forward. Olinger will work with construction crew with paths and barricades for Hay Daze coming up this weekend.

VII. PUBLIC FORUM

Andrew Edwards at 510 W 2nd Street addressed council about a neighboring property sitting empty with high grass, garbage, and cats roaming around. He would like something done with the area and stated his frustration. Santo replied thanking him for bringing it to their attention and it will go through our nuisance policy process of sending a letter and allowing a certain amount of days for compliance; if not taken care of City Staff will handle it.

VIII. NOTICES AND COMMUNICATIONS

IX. COUNCIL REPORTS

X. ADMINISTRATOR REPORTS

Rogers gave reports as presented in the packet.

XI. OLD BUSINESS

1. Pay Estimate #2 – Holly Lane Extension

Rogers stated pay estimate #2 for Holly Lane has been submitted for payment totaling \$71,522.43.

Motion by Bartelt, seconded by Blaisdell to approve Pay Estimate #2 – Holly Lane. Voting in favor: Grisim, Blaisdell, Bartelt, and Santo; voting against: none; absent: Sprengeler. Motion carried

2. Tanker Truck Update – Fire Department

Rogers stated HGACBuy is a company out of Texas that handles some cities in Minnesota for their bidding processes. Chad Schroeder, Captain of Fire Department, added all our homework is done and this contract will see if they will work with us and proves Council authorized it. Blaisdell asked if there is a cost. Schroeder stated the cost is usually figured into the purchase price with an estimate around \$2,000 for this truck. Bartelt asked if we already approved this purchase. Rogers replied no you approved them to look at financing options.

Motion by Bartelt seconded by Grisim to approve contract with HGACBuy. Voting in favor: Grisim, Blaisdell, and Bartelt; voting against: none; absent: Sprengeler; abstained: Santo. Motion carried

XII. NEW BUSINESS

1. Change Order #1 – Old Hwy 14 Street & Utility Improvements

Jason Femrite stated this change order updates quantities and detailing of the street lighting resulting in a reduction in price as well as clearer language.

Motion by Blaisdell seconded by Bartelt to approve Change Order #1. Voting in favor: Grisim, Blaisdell, Bartelt, and Santo; voting against: none; absent: Sprengeler. Motion carried

2. Pay Estimate #1 – Old Hwy 14 Street & Utility Improvements

Rogers stated this is the first pay estimate we received from Heselton Construction for Old Hwy 14 Turnback totaling \$500,409.07. Rogers stated earlier we did receive the remaining money from MnDOT so it's in our account.

Motion by Blaisdell seconded by Grisim to approve Pay Estimate #1 Old Hwy 14. Voting in favor: Grisim, Blaisdell, Bartelt, and Santo; voting against: none; absent: Sprengeler. Motion carried

3. Liquor License Renewals

Rogers stated the liquor license renewals are up for July 1, 2016 – June 30, 2017. He added a few licensees have not paid yet. Santo stated if they don't get that in by end of week may not renew because they were due by June 3 to City Hall.

Motion by Blaisdell seconded by Grisim to approve liquor license renewals pending all conditions are met plus payments received. Voting in favor: Grisim, Blaisdell, Bartelt, and Santo; voting against: none; absent: Sprengeler. Motion carried

XIII. CLOSED SESSION – CITY ADMINISTRATOR PERFORMANCE REVIEW

The closed session began at 7:38 pm. Present were Mayor Santo, Council members Grisim, Bartelt, and Blaisdell (Sprengeler absent). Also present was Administrator Rogers. Rogers provided a guideline for the Administrator's performance review and also provided his 2015 and 2016 goals. Rogers began with summarizing the guidelines. He asked if there are any items the Council would like to discuss. Santo asked if staff meetings are continuing. Rogers stated that most meetings take place, but there have been a few times when staff meetings weren't held due to schedules.

Rogers asked if there was enough info in the City Council packets. The Council agreed and Bartelt stated they are good. If there are any questions from the Council, the Council can ask in advance.

Blaisdell would like to see more aggressiveness on promoting new development in the community. He specifically stated apartments and homes. Blaisdell asked Rogers to help with this. Staff should communicate more with developers and focus on what their needs are.

Blaisdell also stated that he likes and encourages more goal setting and quarterly reports. He would like to see a report on the goals for all departments. Rogers stated he will work on this. He also complimented the team work approach that all city staff has. It makes all departments work well together.

Santo stated the importance of customer service from City Staff. Rogers stated that he can work on developing some customer service training for all city staff.

Bartelt asked how Rogers thinks he is doing. Rogers stated that he would like to have more staff meetings with department heads. He also stated that he would like delegate more. He feels he needs to assign tasks to others. He can work on this with more staff meetings. Santo agreed, stating that there are several staff members that have a lot of experience here.

Rogers then showed goal sheets. Bartelt felt it was a good list of goals. Santo agreed and requested that City Code update is a good goal. It definitely needs to get done and should be a priority.

Rogers stated one goal is to research and develop a pavement management plan. Bartelt agreed and stated that we need to address sealcoating and crack filling. He suggested we

place more money in the budget for this. He stated it is important to maintain existing streets.

Rogers stated that the City's Facebook page has launched. The Council complimented this and Santo stated that we should make sure it is updated regularly. Rogers said a couple staff members are administrators and we will keep it updated on a daily basis, if needed.

Rogers would like to get more interest with our residents to serve and volunteer on committees. Some committees met only on occasion because there are no quorums. It was suggested that we advertise more and use social media in these efforts.

Motion by Blaisdell to adjourn the closed session. Second by Grisim. Motion carried. The closed meeting ended at 7:55 pm.

The regular meeting re-opened at 7:55 pm.

Motion by Grisim to adjourn. Second by Blaisdell. Motion carried and the Regular Meeting adjourned at 7:55 pm.

XIV. ADJOURNMENT

The regular meeting re-opened at 7:55 pm.

Motion by Grisim to adjourn. Second by Blaisdell. Motion carried and the Regular Meeting adjourned at 7:55 pm.

Respectively signed by

/s/ Andrea Moen Date 7/11/16

Andrea Moen
Deputy Clerk
City of Janesville

/s/ Clinton Rogers Date 7/11/16

Clinton Rogers
City Administrator
City of Janesville