



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
AUGUST 22, 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
John Sprengeler, Council Member
Council Absent: Jeff Bartelt, Council Member
Cliff Blaisdell, Council Member
Staff Present: Clinton Rogers, City Administrator
Andrea Moen, Deputy Clerk
Brandon McCabe, City Planner
Dan Murphy, Building Official

II. PLEDGE OF ALLEGIANCE

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

III. APPROVAL OF AGENDA

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

IV. CONSENT AGENDA

1. Minutes of last Regular Meeting on August 8, 2016
2. Minutes of last Work Session August 16, 2016
3. Accept Accounts Receivable
4. Audit City Bills for Payment
5. Budget Report – Year to Date

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

V. PUBLIC FORUM

Resident Nowell Schroer at 307 Scott Street was present to bring attention to the water issue in their development. He stated a 10 inch farmer's tile is used for drainage in the area which runs from Main Street behind city garage through backyards east to my property. This was hit back in the day when a catch basin was put in but when the development was added behind us – Eastwood Estates – water drainage became an issue because never got tied back in leaving my basement and other surrounding neighbors with an issue. This is the fourth time I have had water in my basement. Ron Seifert had a proposal to get that tile tied back in when the street construction occurred. In addition, the City agreed they would pay for it at that time but needed all people to sign off on it but a few people did not sign off on it so never got fixed. Something needs to get done with it now because a big issue and needs to be tied into storm sewer somehow. Vern Schueler at 319 Heidi Ave reiterated the same thing with the proposal back around the street project and last minute two people wouldn't sign it. Sprengeler questioned how deep the tile is and resident Shawn Wandrie at 305 Scott Street replied NE corner of his garage its about 4-5 ft. and deeper on the other NW side. Schroer said he is going to go with a camera to see where it is plugged if City workers want to come down there as well. Rogers said we will be in touch.

Resident Tim Oelke at 708 N Market Street was present because noticed nothing was being put into place for 2017 for street project. He understands it's been pushed back with Old Hwy 14 but over the past two years he has had water in his basement 5-6 times with replacing carpet twice. He added if there was something that can be done until then such as finding the pipe that goes into my house and put a check valve in there until road gets done. I need some type of direction I can't keep on worrying about water coming up the floor drain. Santo stated we will be bring this up for discussion on the agenda for later tonight.

VI. NOTICES AND COMMUNICATIONS

VII. COUNCIL REPORTS

Santo stated at the Nursing Home Board meeting it was relayed their having a good year.

VIII. ADMINISTRATOR REPORTS

Rogers gave reports as presented in the packet. Council requested to see Gambling Reports quarterly going forward.

IX. OLD BUSINESS

1. Road Closure – St. Ann Church
 - A. Resolution 2016-35

Rogers explained the St. Ann's Church is having their annual Fall Festival September 9-12th and need portion of Skookum Street closed for that duration.

Motion by Sprengeler seconded by Grisim to approve Resolution 2016-35. Voting in favor: Grisim, Sprengeler, and Santo; voting against: none; absent: Bartelt and Blaisdell. Motion carried.

2. Improvements to Market Street – Capital Improvement Plan

Rogers explained when we have the street rating done plus sewer video complete we will get a capital improvement plan put into place hopefully by next year. He added Market Street does need to be a priority. Santo added he would like getting Tim Oelke a temporary fix until this street is addressed. Dan Murphy says a temporary situation especially with sewer backing up is capable. Rogers will talk with the engineer and get back to Oelke.

X. NEW BUSINESS

1. Building Permit Fee Schedule Proposal

Brandon McCabe stated Dan Murphy, the City Building Official, has respectfully requested to amend the original agreement with the City since 2005. Currently it states permit fees plus plan review revenues are all split 50/50. Murphy would like to collect 100% of plan reviews and remain permit fees at 50/50 starting 2017. In addition McCabe stated Murphy advised raising the fee schedule which we currently follow the 1985, 1988, and 1991 Uniform Building Code schedule. The latest schedule available provided by the state is 1997 which would raise fees by 32-35%. This being said we do collect revenue from this but this is not a revenue generator for the city. EDA does recommend to adopt the 1997 fee schedule.

Sprengeler asked the breakdown of plan reviews for last year. McCabe replied in 2015 we collected about \$3,600.00 in plan reviews alone. Murphy added that plan review time has increased a lot due to additional requirements since the update of 2015 code.

Murphy went on to state they recently purchased a cloud based software system to track building permits and plan reviews. This helps with less paper copies, faster response time out in the field, and reduce time for surcharge reports. Santo questioned if this is something we purchase. Murphy stated they purchased the software and the Cities pay CBS a monthly user fee which you have four different options based on your needs/wants of the City. McCabe suggests to Council if they choose this program to go with at least Option C to utilize all options available through the program except online payments.

Santo asked if fees would cover the cost of this program. McCabe stated it will be \$1,200.00 a year and would be covered with raised fee schedule.

Motion by Santo seconded by Sprengeler to adopt the 1997 Fee Schedule with arrangement of 50/50 permit fees and 100% plan review fees to CBS. Voting in favor: Grisim, Sprengeler, and Santo; voting against: none; absent: Bartelt and Blaisdell. Motion carried.

Motion by Grisim seconded by Santo to approve Option C of City Force Website through CBS. Voting in favor: Grisim, Sprengeler, and Santo; voting against: none; absent: Bartelt and Blaisdell. Motion carried.

2. Library Card Sign Up Month – September
 - A. Resolution 2016-36

Santo stated the librarian brought to his attention that they would like the month of September claimed as Library Card Sign Up month.

Motion by Sprengeler seconded by Grisim to approve Resolution 2016-36. Voting in favor: Grisim, Sprengeler, and Santo; voting against: none; absent: Bartelt and Blaisdell. Motion carried.

XI. ADJOURNMENT

Sprengeler made motion to adjourn, seconded by Grisim at 7:50 PM. Voting in favor: Grisim, Sprengeler, and Santo; voting against: none; absent: Bartelt and Blaisdell. Motion carried.

Respectively signed by

/s/ Andrea Moen _____ Date 9/13/16 _____

Andrea Moen
Deputy Clerk
City of Janesville