

Meeting was held at West Concord City Hall

**PRESENT:** Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

(Arrived at 7:01pm)

**ABSENT:** None

**ALSO PRESENT:** Administrator Cory Hinz, City Clerk-Treasurer Lauren Highfill, City Accountant Michelle Lee.

**OATH OF OFFICE**

City Administrator, Cory Hinz, swore in new Council Members Christina Peterson and Crystal Nielsen.

**PUBLIC COMMENT**

Resident Sandra Sullivan presented her concern about the noise pollution from cattle trucks driving on city roads.

**ADDITION TO AGENDA**

**MOTION TO APPROVE ONE-YEAR EXTENSION OF AGRICULTURAL LAND LEASE WITH DAN RABE**

The City Council Granted a one-year extension on the Agriculture Land Lease Agreement with Dan Rabe leasing 6 acres of tillable agricultural fields located North of the Brush Dump and West of 6th Street.

**MOTION:** Motion to approve renewal of Land Lease with Dan Rabe.

Motion was made by Councilmember Collin Ripley, seconded by Councilmember Crystal Nielsen.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**CONSENT AGENDA**

1. Approval of City Council Meeting Minutes of December 15, 2022
2. Approval of Truth in Taxation Hearing Minutes of December 15, 2022
3. Approval of Municipal Liquor Store Hearing Minutes of December 15, 2022
4. Approve Payment of Claims, dated 12-30-2022, in the amount of \$52,635.32
5. Approve Payment of Claims dated, 1-6-2023m, in the amount of \$50.00

6. Approve Payment of Claims (Bond Payments), dated 1-11-2023, in the amount of \$355,647.54
7. Approve Payment of Claims, dated 1-18-2023, in the amount of \$9548.78.
8. Approve Cardinal's Club 21 Plus Pre-Valentine's Day - One Day Liquor License for February 11, 2023, to be held at the West Concord Bell Tower Center
9. Resolution 2023-10: Accepting Donation
10. Approve January 19, 2023, Personnel Committee Minutes: Part-Time Police Officer

**MOTION:** Motion to approve Consent Agenda, all items.

Motion was made by Councilmember Collin Ripley, seconded by Councilmember Jeff Burse.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**CITY BUSINESS:**

**RESOLUTION 2023-01: INCLUDING THE APPROVAL OF THE CITY COUNCIL CALENDAR OF MEETINGS, OFFICIAL NEWSPAPER, OFFICIAL DEPOSITORY, OFFICIAL INVESTMENT ADVISOR, CITY ATTORNEY, CITY ENGINEER, SIGNATORY AUTHORITY, AND WEED INSPECTOR**

The following designations were approved by the City Council of West Concord:

1. The place, date and time of regular City Council meetings shall be the third Thursday of the month at 7:00 PM in West Concord Bell Tower Center (401 Main Street West Concord, MN 55985). Special meetings shall be called as needed by the Mayor or two Council Members. Emergency meetings may be called by the Mayor or two Council Members in situations that warrant immediate attention and action. All City Council meetings are subject to Open Meeting Law and agendas will be posted at City Hall. In cases of emergency meetings, all reasonable attempts will be made to notify Council Members and the media. The Open Meeting Law may not apply in meetings concerning matters of personnel.
- 2) The official newspaper of the West Concord City Council shall be the Dodge County Independent.
- 3) The primary depository of West Concord City funds shall be Heritage Bank West Concord, MN.
- 4) The Investment Advisors: Ameritrade and Ehlers Public Finance Advisors
- 5) The City Attorney for legal advising and litigation shall be Kennedy & Graven and for prosecutions it shall be Weber, Leth & Woessner.
- 6) The City Engineer shall be Joe Palen – Stantec Consulting Services, Inc.
- 7) Those given signatory authority on behalf of the City of West Concord are Mayor Jeffrey McCool, City Administrator Cory Hinz, City Clerk – Treasurer, Lauren Highfill, and Accounting Clerk Michelle Lee.

- 8) The city of West Concord chooses not to require an MD&A (Management, Discussion & Analysis) report for year-end financial reports.
- 9) The City Weed Inspector shall be Keith Clammer, Maintenance Supervisor.

**MOTION:** Motion to approve Resolution 2023-01

Motion was made by Councilmember Jeff Burse, seconded by Councilmember Collin Ripley.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**RESOLUTION 2023-02: APPOINTMENT OF ACTING MAYOR**

A resolution was adopted appointing Councilmember Crystal Nielsen as Acting Mayor

**MOTION:** Motion to approve Resolution 2023-02

Motion was made by Councilmember Jeff Burse, seconded by Councilmember Collin Ripley.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**RESOLUTION 2023-03: AUTHORIZATION AND APPROVAL FOR CITY ADMINISTRATOR TO PAY INCIDENTAL BILLS**

A Resolution was adopted authorizing City Administrator Cory Hinz to Pay Incidental Bills.

**MOTION:** Motion to approve Resolution 2023-03

Motion was made by Councilmember Collin Ripley, seconded by Councilmember Crystal Nielsen.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**RESOLUTION 2023-04: APPROVING FEE SCHEDULE – PLEASE NOTE CHANGES ARE IN “BLUE”**

City staff recommended incorporating a new Minor Subdivision Fee of \$150.00 to the 2023 City of West Concord Fee schedule and increasing the Water Utility Rates based upon the December 15, 2022 City Council Meeting approving the 2023 West Concord Financial Management Plan. City staff also added the 2023 Pool Fees to the 2023 City of West Concord Fee Schedule. An amendment to the fee schedule was made to add a fee of \$300/month, starting in April, for those who have not had a new water meter installed.

**MOTION**: Motion to approve Resolution 2023-04

Motion was made by Councilmember Jeff Burse, seconded by Councilmember Collin Ripley.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**RESOLUTION 2023-05: STATING ANNUAL DESIGNATIONS AND APPOINTMENTS FOR 2023**

A resolution was approved stating the following Designations and Appointments for City Council:

Sidewalks & Streets: Burse and Peterson

Police: McCool and Ripley

Fire & Ambulance: Nielsen and Peterson

Sewer & Water: Burse and Peterson

Park & Recreation: McCool and Ripley

Personnel: McCool and Nielson, Library – Burse and Nielson

EDA: McCool and Ripley

Liquor Store: All Councilmembers

Planning & Zoning: All Councilmembers

Budget: All Councilmembers

Finance: All Councilmembers

Building Permits: All Councilmembers

City Ordinance(s): All Councilmembers.

**MOTION**: Motion to approve Resolution 2023-05

Motion was made by Councilmember Christina Peterson, seconded by Councilmember Crystal Nielsen.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**MOTION TO APPROVE 2023 FIRE RELIEF ASSOCIATION OFFICERS**

A motion was presented to approve the 2023 Fire Relief Association Officers. The new officers are as follows:

President: Dave Breederland Term Expires 12/31/2023

Vice President: Jeremy Chilson Term Expires 12/31/2024

Treasurer: Matt Coy Term Expires 12/31/2025

Secretary: Kayla Woodard Term Expires 12/31/2024 (Temporary)

Trustee: Rick Braithwaite Term Expires 12/31/2023

Trustee: Dylan Persinger-Woodcock Term Expires 12/31/2022

Trustee: Councilmember Nielsen's Term Expires 12/31/2023  
Trustee: Councilmember Peterson's Term Expires 12/31/2023

**MOTION**: Motion to approve Fire Relief Association Officers  
Motion was made by Councilmember Jeff Burse, seconded by Councilmember Collin Ripley.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley,  
Councilmember Christina Peterson, Councilmember Crystal Nielsen.  
Nays: none

**MOTION TO APPROVE 2023 LIBRARY BOARD MEMBERS**

A motion was made to approve the 2023 Library Board Members as follows:

President: Colleen Hayne  
Vice President: Karen Peterson  
Secretary: Michelle Lee  
Member: Kayla Forehlich  
Member: Heather Phillips  
Member: Al Gilbert

**MOTION**: Motion to approve 2023 Library Board Members  
Motion was made by Councilmember Crystal Nielsen, seconded by Councilmember Collin Ripley.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley,  
Councilmember Christina Peterson, Councilmember Crystal Nielsen.  
Nays: none

**MOTION TO APPROVE 2023 ECONOMIC DEVELOPMENT AUTHORITY (EDA) MEMBERS**

A motion was made to approve the 2023 Economic Development (EDA) Members:

President: Dan Rabe  
Vice President: Curt Rapp  
Secretary: Zach Bubany, CEDA Representative  
Member: Jeff McCool  
Member: Collin Ripley  
Member: Steve Boe  
Member: AJ Vontauffkirchen

Mayor McCool and Councilmember Collin Ripley were designated City Council representation to the 2023 EDA Committee.

**MOTION:** Motion to approve 2023 EDA Members

Motion was made by Councilmember Christina Peterson, seconded by Councilmember Jeff Burse.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**RESOLUTION 2023-06: APPROVE 3% COST OF LIVING INCREASE**

City staff recommended a 3% increase to all City of West Concord part-time and full-time employees (excluding Part-Time Pool Staff and Part-Time Police Officers) commencing January 1, 2023. The increase was supported by the Personnel Committee and incorporated into the approved 2023 City of West Concord Operating Budget and Liquor Store Budget.

**MOTION:** Motion to approve Resolution 2023-06

Motion was made by Councilmember Christina Peterson, seconded by Councilmember Jeff Burse.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**RESOLUTION 2023-07: APPROVE 2023 PART-TIME LIFEGUARD HOURLY WAGES**

City staff recommended the following hourly wages for the 2023 Part-Time Lifeguards. This would be in addition to a \$1.00 p/h increase for Water Safety Instructor Certification and a .25¢ p/h increase for Pool Lesson Certification:

- 1st Year Lifeguard: **\$13.00 p/h** (current: \$9:00 p/h)
- 2nd Year Lifeguard: **\$14.00 p/h** (current: \$10.00 p/h)
- 3rd Year Lifeguard: **\$15.00 p/h** (current: \$11.00 p/h)
- Pool Manager: **\$13.00 p/h** (current: \$11.80 p/h)

The increase was supported by the Personnel Committee and incorporated into the approved 2023 City of West Concord Pool Operating Budget.

**MOTION:** Motion to approve Resolution 2023-07

Motion was made by Councilmember Jeff Burse, seconded by Councilmember Collin Ripley.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**RESOLUTION 2023-08: APPROVE THE ADOPTION OF THE FULL-TIME-EXEMPT LIQUOR STORE LIAISON POSITION TO BE FILLED BY THE CURRENT PART-TIME LIQUOR STORE LIAISON, CHARLIE PHILLIPS**

City Staff recommended converting the current Part-Time Liquor Store Liaison to Full-Time Exempt Status. This business adjustment was recommended at the September Liquor Store 2023 Budget Work Session and incorporated into the 2023 approved Liquor Store Operating Budget.

**MOTION**: Motion to approve Resolution 2023-08

Motion was made by Councilmember Crystal Nielsen, seconded by Councilmember Jeff Burse.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**RESOLUTION 2023-09 - DESIGNATING POLLING PLACE**

The City of West Concord, MN designates the West Concord City Hall, 180 Main Street, West Concord, MN as the polling place for the City of West Concord.

**MOTION**: Motion to approve Resolution 2023-09

Motion was made by Councilmember Collin Ripley, seconded by Councilmember Christina Peterson.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

**TREE REMOVAL QUOTES FOR THE 2023 WEST CONCORD EMERALD ASH BORER (EAB) GRANT INITIATIVES**

City Staff reached out to three local tree removal companies for tree removal service quotes to move forward with the 2023 City of West Concord Protect Community Forests by Managing Ash for Emerald Ash Borer (EAB) Grant Initiatives. City Staff recommended awarding the 2023 tree removal work to the lowest responsible bidder Boyum Tree Service LLC, in the amount of \$7,100.00.

Note: This cost is a reimbursable expense identified in the grant agreement with the Minnesota Department of Natural Resources.

**MOTION**: Motion to approve Tree Removal Quote

Motion was made by Councilmember Collin Ripley, seconded by Councilmember Christina Peterson.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

### **JUNE 24, 2023 “SCOUTING IN WEST CONCORD” PROPOSAL: JOHN ZELLER**

John Zeller presented “Scouting in West Concord” an event proposed for June 24, 2023. John is seeking the City of West Concord to sanction the event and provide approval for use of a site for camping, evening campfire, access to water buffalo, portables, and use of recreation and park amenities.

No motion was made but the Council Supported ‘Scouting in West Concord’ is pending further details. Discussions begin on water and bathroom access as well as proposed activities within the City of West Concord. The event would support the West Concord Historical Societies New Scouting Display. The idea is that the event becomes an Annual Boy Scouting event.

### **REPORT OF OFFICERS**

#### **REPORT FROM CITY ADMINISTRATOR**

1. December 2022 Rent from West Concord Historical Society: \$2,586.06
2. Municipal Liquor On & Off Sale Monthly Report
3. 2023 Dodge County Local Board of Appeals & Equalization (LBAE) and Open Book Meeting is Scheduled for Tuesday, April 25, 2023, from 6:00 pm – 6:30 pm at the West Concord City Hall.

#### **REPORT FROM WEST CONCORD LIBRARIAN**

A monthly report was attached to the Agenda for the West Concord Library

### **REPORT FROM WEST CONCORD PUBLIC WORKS**

Keith presented his Emerald Ash Borer Tree replacement plan and asked for approval with his order of trees from Jim Whiting Landscaping, in the amount of \$6,014.00. The Mayor explained that the trees must be removed within a specific seasonal period. The removal process will begin immediately.

**MOTION:** Motion to approve Tree Order from Jim Whiting

Motion was made by Councilmember Crystal Nielsen, seconded by Councilmember Christina Peterson.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none



CITY COUNCIL MEETING  
January 19<sup>th</sup>, 2023  
7:00 P.M.

CITY OF WEST CONCORD  
180 MAIN STREET  
WEST CONCORD, MN 55985

**REPORT FROM PEOPLE SERVICES**

Monthly Report was attached to the Agenda

**REPORT FROM WEST CONCORD POLICE CHIEF**

Monthly Report was attached to the Agenda

**REPORT FROM WEST CONCORD FIRE CHIEF**

Monthly Report was attached to the Agenda

**Adjournment:**

(Meeting Adjourned at 8:31pm)

**MOTION:** Motion to Adjourn. Motion was made by Mayor McCool, seconded by Councilmember Collin Ripley.

Ayes: Mayor Jeffrey McCool, Councilmember Jeff Burse, Councilmember Collin Ripley, Councilmember Christina Peterson, Councilmember Crystal Nielsen.

Nays: none

Attest:

Mayor Jeffrey McCool

By: \_\_\_\_\_

Attest:

By: \_\_\_\_\_

Lauren Highfill, City Clerk