

CITY OF GHENT
APPROVED MINUTES
REGULAR COUNCIL/EDA MEETING
TUESDAY, FEBRUARY 13TH, 2024

The regularly scheduled City Council/EDA meeting for the City of Ghent was held on Tuesday, February 13th at 6:30 p.m. Council members present were Mayor Doug Anderson, Adam DeRoode, Tim VanKeulen, Zac Boerboom, & Ross Williams Administrator/Clerk, Dawn Vlaminck - Public Works Director, Jesse Christianson

OPEN MEETING: Mayor Anderson called the meeting to order @ 6:30 p.m.

PLEDGE OF ALLEGIANCE was recited.

APPROVE MINUTES: A motion was made by VanKeulen and seconded by DeRoode to approve the minutes of the January meeting. All in favor, motion carried.

APPROVE AGENDA: A motion was made by VanKeulen and seconded by Boerboom to approve the agenda. All in favor, motion carried.

CITIZEN'S COMMENTS: No comments were heard.

LYON COUNTY SHERIFF'S DEPT: Sherriff Wallen was present with the monthly call report.

2023 WATERMAIN & SANITARY SEWER IMPROVEMENTS: Council reviewed the email from Bryan Bye detailing progress and next steps. The email contained 90% plans. This month we will start to contact individual property owners and work out any issues/details with their properties that need to be included in final plans. A motion was made by DeRoode and seconded by Boerboom to have Wisdeth submit for permitting to the MN Department of Health and MN Pollution control. All in favor, motion carried.

LETTER OF MAP REVISION (LOMR): We have received the final LOMR which will go into effect on May 24th, 2024. This revision will place Gruhot (249 East Barber) and Blomme (East Barber) into the floodplain. We had anticipated this change and fill was placed prior to this change. A motion was made by Williams and seconded by Boerboom to allow Bolton & Menk to move forward with the survey & submissions necessary to remove the Gruhot and Blomme property from the floodplain.

RESOLUTION #02-14-24 ACCEPTING A DONATION FROM THE BLUEBIRD CONSERVATION CLUB: A motion was made by Williams and seconded by DeRoode to adopt Resolution as presented. All in favor, motion carried. The Bluebird Conservation Club has officially dissolved. The city council would like to thank them for their years of service caring for the RIM Easement acreage. The ownership of the acreage has recently been transferred into the City's name and with this resolution, the \$28,968.56 of funds will be transferred into a maintenance fund and used to do any maintenance and improvements that are required by the Board of Water and Soil Resources contract. After consulting their staff, the city will move forward with the recommended maintenance to probably include a burn by the Ghent Fire Department. A motion was made by DeRoode and seconded by Boerboom to invest \$25,000 of these funds in the purchase of a 12 month CD @ 5% interest. All in favor, motion carried.

SHADE TREE DIVERSIFICATION GRANT: We have received our contract and have started work on tree removal in Legion Park. We will start the process of contacting residents that have trees that need to be removed and work to identify the first 25 trees to be removed and planted this season. Residents will have input regarding the type of tree and location of the replanting.

NUISANCE ENFORCEMENT: Dawn ran out of time to get enforcement letters sent out this month. Council would like to continue with compliance with the Schroepfer and Monzon properties.

CITY HALL RENOVATIONS: Work is moving along nicely.

CITY WEBSITE: Our current website host govoffice has been purchased by Catalis. The cost for a basic website will be increasing from \$700/year to \$2,000/year. Dawn did a lot of research and is recommending that we change our website host to Municipal Impact. There is a set up fee of \$450 and then the cost is \$665/year. A motion was made by Boerboom and seconded by Williams to move our website to Municipal Impact. All in favor, motion carried. A motion was made by Williams and seconded by DeRoode to change our domain name to ghentmn.gov as recommended by the league of MN cities. All in favor, motion carried.

IworQ: Dawn also presented the company IworQ to the council. This program would work through our website to allow us to manage building and zoning permits, do ordinance management, and to improve documentation and work flow. With our upcoming projects, Dawn feels that we could use the program to manage our tree grant and private sewer services as well. This program would link all activity to the parcel # of the resident for easy of record keeping and historical recall. Dawn's workload is getting to the point that she needs assistance with workflow and organization of the information. This program will allow for all work to get done and be accessible to council member and staff and be organized. A motion was made by Boerboom and seconded by Williams to purchase the ordinance and permitting portion of the program for \$5,000/year for a term of three years. All in favor, motion carried. We will look for funding sources to cover this expense.

CAPITAL IMPROVEMENT PLANNING: Council reviewed a draft list that Dawn had pulled from DeRoode's email. Dawn commented that a top priority should be to develop a fleet inventory by August, so that we can more effectively budget the upgrade of vehicles and equipment with appropriate budgeting. Council will continue to work on this plan.

305 EAST BURLINGAME: The property line of this lot does not line up with the lots across the street creating a very large boulevard that Jesse currently maintains. A motion was made by Williams and seconded by Boerboom to allow the lot to be extended approximately 15' to line up with the neighboring right of way. All in favor, motion carried. The council will rely on the EDA to make decisions regarding adjusting the cost or possibly splitting this lot into two lots for sale.

ADJOURN: A motion was made by Williams and seconded by DeRoode to adjourn. All in favor, motion carried. Meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Dawn Vlaminck,
Administrator/Clerk