

**City of Heidelberg**  
**Monthly Meeting Minutes**  
**September 09, 2019**  
**6:00 PM**

Heidelberg City Hall  
31552 181<sup>st</sup> Avenue  
Heidelberg, MN 56071

1. **Present:** Mayor Lori Weldon, Administrator Missy Edwards, Council Members; Therese Hlavac, Art Kasendorf, Shaun Prochaska and Rachel Meger, Treasurer Nancy Pexa. Also present was Corey Block.
2. **Call to Order:** Meeting was called to order by Mayor Lori Weldon.
3. **Minutes:** The August meeting minutes were read, and the treasurers report was given to all council members for their review. Missy will clarify the section of the August minutes to read that the COC inspections are valid for 5 years on a new build and 3 years on an existing build. **Motion** was made by Rachel to approve the minutes with the edit and the treasurer's report. Art second the motion. Ayes- all, Opposed- none. Motion carried.
4. **Unfinished Business:**
  - A. Corey block attended the meeting upon the request of city Council to clarify the building permit process. The homeowner fills out the necessary building permit application. A zoning compliance check with the city administrator will ensue. Valuation builds go to the Building Inspector for a plan review. The fee is paid, and the permit issued by the City Administrator. Flat fee builds obtain a permit from City Administrator, requiring a call to Building Inspector for final inspection. Conditional use permits are required for anything outside of the ordinance requirements. Conditional use permits are brought before the city council. The Building Inspector is allowed by state to use the builders value or the states guidelines to determine the value of a build. He is allowed by the state to use a fair baseline middle to determine a valuation. The valuation numbers used by the Building Inspector have no impact whatsoever on property taxes. It's just a fair way to figure out valuations. The county has their own system to determine property taxes. Move-in houses are inspected on-site **before** being moved to their final lot. The move-in house is inspected on-site to address all the code related items that would

need to be upgraded. The permit is based on the foundation by using a baseline value.

**B.** Since the county is the governing entity over septic systems, the Le Sueur County ordinances state that a Certificate of Compliance (COC) is needed before any addition to the primary structure can begin. The primary structure being the house in “most” instances. Unless the primary structure is not a house and the building has a septic system. A homeowner adding a garage separate from the house would not need a COC because they are not adding on to the living space of the primary structure. The county considers any addition to the primary structure an addition to the living space. The type of space does not matter. It’s the assumption that if a house is growing, the living space is also growing. Replacing roof boards and sheeting is not considered adding to the living space. It’s considered repairing an existing space. If roof space is being added, that is considered an addition to the living space. A Certificate of Compliance is valid for 5 years on a new build and 3 years on an existing build.

**C.** The clerk satisfied the requirements for the Pay Equity Act for the next 3 years.

**D.** A P.O. Box and phone have been acquired for city use.

## **5. New Business:**

**A.** Considering the banks position to no longer police the 2 signatures policy on business checks, the council has determined its good business policy to require all city checks have 2 authorized signatures.

**B.** Pool draining was brought up with a concern for chemically treated water being released on yards, wells, run-off, etc. It was learned that inground pools usually leave water in over the winter months and many above ground pools will leave much of the water in as well. The city does not feel it is a concern currently.

**C.** The city has decided a follow-up letter to residents may be beneficial. This letter will include the changes within the council, the new city phone number, and the Building Inspector’s information.

**D.** Permits #1003 and #1004 were issued.

**6. Bills:** The following bills were presented for payment:

- \$ 50.00 - Doug Filzen for cutting the bar lawn.
- \$ 26.42 - City of Montgomery – ambulance
- \$ 215.88 - Missy reimbursement phone, PO Box, printer ink, paper
- \$ 80.00 - Suel Printing – publishing ordinance 3-2019
- \$ 80.00 - Warnemunde – ordinance draft/file review
- \$ 408.00 - League of Minnesota Cities – membership dues

**Motion** was made by Rachel to pay the bills. Art second the motion. Ayes- all, Opposed- none. Motion carried.

**7. Adjournment:** There being no further business, a **Motion** was made by Therese to adjourn the meeting. Art second the motion. Ayes- all, Opposed- none. Motion carried.

**8. Meeting Schedule:** The next City Council meeting will be held on Monday, October 7, 2019 at 6:00 PM at City Hall.