



CITY COUNCIL MINUTES

COUNCIL CHAMBERS

**MONDAY, DECEMBER 22,
2025**

6:00 PM

Call to Order/Roll Call/Pledge of Allegiance

The City Council meeting was called to order by Mayor Tom Spooner at 6:00 pm. Councilors in attendance included Mandy Barnes, Adama Doumbouya, Royal Ross, John Rowan and Chuck Thiele. Councilor Peter van Sluis was absent. Also in attendance were City Administrator Jessica Kinser, City Clerk Heather Slechts, Community and Economic Development Director Dave Wanberg, Fire and Code Services Director Dusty Dienst, Public Works Director Travis Block, Finance Director Kindra Papenfus, City Engineer Mark DuChene, Library Services Director Delane James, Planning Manager Harry Davis, Human Resources Director Kevin Bushard and Parks and Recreation Director Rochelle Anderholm-Parsch.

Approve Agenda

Motion by Rowan, seconded by Doumbouya to approve the agenda as presented and carried unanimously.

Presentations/Introductions – None

Approve minutes of the December 9, 2025, City Council Meeting and the December 16, 2025 Special City Council Meeting

Motion by Ross, seconded by Barnes to approve the Minutes of December 9, 2025, City Council Meeting and December 16, 2025, Special City Council Meeting and carried unanimously.

Requests to be Heard – None

Consent Agenda

- A. Claims List
- B. Resolution 2025-359 Approve Joint Powers Agreement (JPA) with State of Minnesota Financial Crimes Task Force
- C. Approve Private Hangar Land Lease
- D. Resolution 2025-357 Approve the 2025 Capital Asset Policy
- E. Resolution 2025-358 Approve Write-Off of Uncollectible Accounts Receivable Balances
- F. Approve November 2025 Financial Report
- G. Resolution 2025-365 Accept Donations to Buckham Memorial Library
- H. Approve Significant Industrial User Contract
- I. Approve Provisional Discharge Permit for Leachate with Rice County
- J. Resolution 2025-364 Approve Task Order No. 16 with Foth for Airport Obstruction Mitigation Project
- K. Resolution 2026-361 Approve 2026 CIP Purchase - Loader
- L. Resolution 2026-360 Adopt 2026 Snow and Ice Control Guidelines
- M. Resolution 2025-366 Approve Quote for Library Exterior Cleaning Project
- N. Resolution 2025-362 Initiate Project and Order Feasibility Report for 2026 MSA Street Overlay Improvements - Contract 2026-02
- O. Resolution 2025-363 Initiate Project and Order Feasibility Report for 2026 Street Reconstruction Improvements - Contract 2026-03

Councilors Ross and Barnes requested Consent Agenda item E. Resolution 2025-358 Approve Write-Off of Uncollectible Accounts Receivable Balances be removed for further discussion.

Motion by Rowan, seconded by Thiele to approve Consent Agenda A-D and F-O and carried unanimously.

Councilor Ross stated that this is a no-win for the Council, and he was not comfortable writing off a balance for a previous councilor. City Administrator Jessica Kinser stated that an error occurred, and Sara Caron reported it, we have changed the process to ensure that this does not happen again. Councilor Barnes stated that councilors are held at a higher standard, she thanked Caron for calling in the error, but she would like to try to collect the funds. Councilor Thiele stated that he didn't like the idea of Caron being allowed to keep the money. Ross asked if they could table the discussion. Mayor Spooner stated that he would vote against sending Caron to collections as she was told that this would be written off, she may want to do something else to get it taken care of. Thiele stated that he would like to give her one more chance to come pay the balance.

Motion by Barnes, seconded by Rowan to approve Resolution 2025-358 Approve Write-Off of Uncollectible Accounts Receivable Balances and send Carons balance to collections.

Roll Call Vote:

Aye: Councilors Barnes, Doumbouya, Rowan

Nay: Councilors Ross, Thiele and Mayor Spooner

Motion failed.

Motion by Ross, seconded by Thiele to approve Resolution 2025-358 Approve Write-Off of Uncollectible Accounts Receivable Balances with removal of Sara Caron's balance and to work with Caron to collect the balance due.

Roll Call Vote:

Aye: Councilors Doumbouya, Ross, Rowan, Thiele and Mayor Spooner

Nay: Councilor Barnes

Motion carried 5:1

Public Hearings – None

Items for Discussion

Ordinance 2025-17 Approve a Zoning Text Amendment to P/I Public Institutional Zoning Requirements (Second Reading) and Approve Ordinance 2025-17 Summary Publication

Planning Manager Harry Davis stated that the Council approved the first reading of Ordinance 2025-17 on December 9, 2025. Since that approval, no substantial changes to the ordinance have been made.

Motion by Ross, seconded by Barnes to approve Ordinance 2025-17 Approve a Zoning Text Amendment to P/I Public Institutional Zoning Requirements (Second Reading)

Roll Call Vote:

Aye: Councilors Barnes, Doumbouya, Ross, Rowan, Thiele and Mayor Spooner

Nay:

Motion carried 6:0

Motion by Doumbouya, seconded by Ross to approve Ordinance 2025-17 Summary Publication

and carried unanimously.

Bids – None

Boards and Commissions Reports, Announcements and Project Updates

City Administrator Jessica Kinser stated that the council chat will be on January 10, 2026, at Viaduct Park.

Adjournment

Motion by Doumbouya, seconded by Barnes to adjourn the City Council meeting and carried unanimously.

The meeting was adjourned at 6:23 pm.

Respectfully Submitted,

Signed by:

A handwritten signature in black ink that reads "Heather J. Slechta". The signature is written in a cursive style and is positioned above a horizontal line.

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Heather Slechta
City Clerk