

## MINUTES OF THE MINNEOTA CITY COUNCIL MEETING

PURSUANT TO CALL AND DUE NOTICE THEREOF, THE CITY COUNCIL OF THE CITY OF MINNEOTA, COUNTY OF LYON, STATE OF MINNESOTA, MET IN REGULAR SESSION IN THE CITY COUNCIL CHAMBERS ON MONDAY, APRIL 9, 2018 AT 6:30 P.M.

**COUNCIL PRESENT:** Mayor John Rolbiecki  
Council Member Travis Gillund  
Council Member Tim Koppien  
Council Member Amber Rodas  
Council Member Jerry Teigland

**STAFF PRESENT:** Shirley Teigland

**OTHERS PRESENT:** Kevin Anundson, Richard Downing, Byron Higgin, Brad Minnehan, Bill Ufkin, Wayne Wyffels

### **ITEM 1: CALL TO ORDER**

Mayor John Rolbiecki called the regular monthly meeting to order at 6:30 p.m.

### **ITEM 2: CALL FOR AGENDA ADDITIONS**

The Administrator asked that the following items be added: \$19,068.54 additional bills register and new library board candidate.

### **ITEM 3: ADOPT AGENDA**

Koppien motioned, seconded by Gillund, to adopt the agenda as amended with the additions as listed above. MOTION PASSED UNANIMOUSLY

### **ITEM 4: LOCAL BOARD OF APPEALS AND EQUALIZATION**

Koppien motioned, seconded by Gillund to open the Public Hearing at 6:50 p.m. MOTION PASSED UNANIMOUSLY. The purpose of the Local Board of Appeal and Equalization hearing is to provide a fair and objective forum for property owners to appeal their property valuations or classifications. All interested persons were invited to speak with the board and local assessors.

From October 1, 2016 through September 30, 2017 there were 11 qualified residential sales in the City of Minneota and 3 commercial sales. The median residential sale price was \$80,000. The required assessment level for all property types in all jurisdictions in the state of Minnesota is 100%, with an acceptable median ratio falling within the range of 90% - 105%. Based on the 2017 Sales Listing Study, the City's median ratio is 98.57% and is within the required range. In 2017 the value of residential property in the City was on average increased 2% and commercial property was increased 6%.

Lyon County Assessor Sherri Kitchenmaster also informed the Council that the County made one major change this year in switching the City's property tax records to the vanguard software system for valuing properties. This new software system replaces the current process of hand calculating property value formulas and ensures standard methods, processes and procedures are followed.

Koppien motioned, seconded by Gillund to close the public hearing at 7:10 p.m. MOTION PASSED UNANIMOUSLY

Teigland motioned, seconded by Rodas to make no change to the property value on Parcel No. 28-100117-0. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Gillund to make no change to the property value on Parcel No. 28-100118-0. MOTION PASSED UNANIMOUSLY.

Gillund motioned, seconded by Koppien to make no change to the property value on Parcel No. 28-100119-0. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Gillund to make no change to the property value on Parcel No. 28-100120-0. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Rodas to make no change to the property value on Parcel No. 28-100120-0. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Teigland to reduce the property value on Parcel No. 28-100099-0 from \$41,300 to \$25,300 due to a value entry error by the local assessor. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Gillund to reduce the property value on Parcel No. 28-110006-0 from \$2,600 to \$1,300. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Koppien to reduce the property value on Parcel No. 28-110006-1 from \$3,800 to \$300. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Gillund to reduce the property value on Parcel No. 28-110006-2 from \$4,400 to \$3,400. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Rodas to reduce the property value on Parcel No. 28-110007-0 from \$3,600 to \$1,600. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Rodas to change the property classification on Parcel No. 28-110007-0 from Commercial to Residential. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Rodas to reduce the property value on Parcel No. 28-104034-0 from \$265,500 to \$241,800. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Koppien to reduce the property value on Parcel No. 28-142041-1 from \$200,100 to \$100,100 due to a value entry error by the local assessor. MOTION PASSED UNANIMOUSLY

**ITEM 5: MEETING MINUTES**

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments Teigland motioned, seconded by Koppien to approve the March 12, 2018 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

**ITEM 6: REPORTS & UPDATES**

The Council reviewed the following reports: (6a) - the April 2, 2018 Police report as submitted by Chief Bolt; (6b) the current Financial Report as submitted by Administrator Teigland; (6c) – Y-T-D Budget Status Report; (6d) State of MN vs. Gerald Glen Worner – an investigation regarding certain charges for certain vehicles sold under State contracts; (6e) – Background information on MN Energy Resources – natural gas distribution; (6f) – January 18, 2018 Library Board Minutes; (6g) - MN Dept. of Natural Resources Certificate of Completion – 2017 Water Conservation Report; (6h) – The Computer Man, Inc. Quote #617357 – HP Elite Desk 800 G3 Desktop Computer to replace the Water Meter Reading Center computer.

**ITEM 7: EXPENSES & DISBURSEMENTS**

Rodas motioned, seconded by Gillund to approve the payment of \$65,071.77 (as listed on the check register summary), to approve the payment of \$22,112.27 (as listed on the payroll check register) and to approve the payment of \$19,068.54 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

**ITEM 8: CONCERNED CITIZENS**

No comments or requests were received either in person or in writing.

**ITEM 9: RESOLUTION 18-06**

Teigland motioned, seconded by Rolbiecki to adopt Resolution 18-06 to abate certain deferred special assessments against property owned by Wayne B. Wyffels and Kathleen J. Wyffels, parcel number 28-116001-2 and reduce the special assessment from \$14,726.00 to \$10,000.00. MOTION PASSED UNANIMOUSLY

**ITEM 10: RESOLUTION 18-05**

Teigland motioned, seconded by Rodas to adopt Resolution 18-05 calling a public hearing on the establishment of Tax Increment Financing District No. 1-3 within Municipal Development District No. 1 and the adoption of the Tax Increment Financing Plan relating thereto, pursuant to and in accordance with MN Statutes 469.174 to 469.1794, as amended (the “Act”). MOTION PASSED UNANIMOUSLY

**ITEM 11: FIRE DEPARTMENT**

Rodas motioned, seconded by Koppien to approve the Minneota Fire Department Standard Operating Guidelines effective May 1, 2018. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Teigland to hire Matthew Boettger, Keith Downing and Jason Myhre as volunteer firemen. The positions are conditional on passing a medical physical, background check and final approval by the firemen membership. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Koppien to approve a MN Lawful Gambling LG220 Application for Exempt Permit as submitted by the Minneota Fire Department Relief Association for a raffle being held January 1, 2019 at the Minneota Fire Hall. MOTION PASSED UNANIMOUSLY

**ITEM 12: MOSQUITO SPRAYING**

Teigland motioned, seconded by Koppien to approve a request by the public school to spray the Kompelien Field area for mosquitoes. The City will charge \$75 per spray. MOTION PASSED UNANIMOUSLY

**ITEM 13: SUMMER REC DIRECTOR**

The Council reviewed a proposed plan for the Summer Rec Director position. The City would offer the same base salary but would divide the position responsibilities between 3 people. Tyson Sonnenburg will be in charge of baseball, Heidi Boerboom will direct softball and a grounds keeper will also be added to the position. Rodas motioned, seconded by Teigland to approve the Summer Rec Director position as described and hire Tyson Sonnenburg for baseball and Heidi Boerboom for softball. MOTION PASSED UNANIMOUSLY

**ITEM 14: WALKING PATH KIOSK**

The Council reviewed 2 quotes from Minneota Building Center for materials to build a kiosk which will be placed near the walking path behind the pool and near the intersection of County Road 10. Materials quoted for a kiosk without a bench is \$829 and with a bench the cost is \$990. The kiosk will be built and installed by Matt Buysse's high school shop class. The Statewide Health Improvement Partnership (S.H.I.P.) will contribute \$500 to the project and the Minneota Active Living Committee will contact other city organizations for donations and additional funding. The Council tabled a request for funding and will discuss options at a future meeting.

**ITEM 15: RECORD DESTRUCTION**

Koppien motioned, seconded by Rodas to authorize the Clerk to destroy all records in accordance with MN Statutes 138.17 as listed in detail on the April 9, 2018 Records Destruction Report. MOTION PASSED UNANIMOUSLY

**ITEM 16: LIFT STATION GENERATOR**

Koppien motioned, seconded by Gillund to authorize Shirley Teigland as Administrator to sign on behalf of the City a one year preventative maintenance agreement with Pioneer Critical Power Inc. for services performed on the main lift station generator at a cost of \$1,189. MOTION PASSED UNANIMOUSLY

**ITEM 17: PEDDLER LICENSE**

Teigland motioned, seconded by Gillund to approve a peddler's license as applied for by MIDCO to solicit door to door. MOTION PASSED UNANIMOUSLY

**ITEM 18: SMALL CITIES REHAB PROGRAM**

Rodas motioned, seconded by Gillund to approve a loan between the City of Minneota Small Cities Rehab Program and Robert Anderson for 10% of rehab costs typically paid through other leverage in the amount \$1,513. The loan will be for a period of 3 years and will bear an interest rate of 2%. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Rodas to consider loan requests on an individual basis. MOTION PASSED UNANIMOUSLY

**ITEM 19: RESOLUTION 18-03 AND 18-04**

Teigland motioned, seconded by Koppien to adopt Resolution 18-03 accepting a donation from the Shaokatan Sportsmen Club in the amount of \$385 to be used for pool operation expenses. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Koppien to adopt Resolution 18-04 accepting a donation from Ottertail Power Co. in the amount of \$289.32 for labor and equipment use to put up Christmas decorations. MOTION PASSED UNANIMOUSLY

**ITEM 20: MEMORIAL DAY PROGRAM**

The Council reviewed a request from Jim Fink asking the Council members to be present at the Memorial Day Program being held at 8:00 p.m. on May 28, 2018 at the American Legion for the dedication of Veterans Park. The program will conclude with a ribbon cutting ceremony in the park and Mr. Fink also requested that Mayor Rolbiecki be prepared to say a few words at the ceremony.

**ITEM 21: ARBOR DAY PROCLAMATION**

Mayor John Rolbiecki signed the Arbor Day Proclamation proclaiming April 27, 2018 as Arbor Day and the month of May 2018, as Arbor Month in Minneota.

**ITEM 22: EMPLOYEE REVIEWS**

Koppien motioned, seconded by Rodas to close the meeting at 8:27 p.m. to review and discuss annual employee reviews. MOTION PASSED UNANIMOUSLY.

Teigland motioned, seconded by Rodas to reopen the meeting at 8:40 p.m. MOTION PASSED UNANIMOUSLY.

**ADJOURNMENT**

Koppien motioned, seconded by Rodas, to adjourn the meeting at 8:41 p.m. MOTION PASSED UNANIMOUSLY.

*The next scheduled Regular Council Meeting is scheduled for May 14, 2018 at 6:30 p.m.*

ATTEST:

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Shirley Teigland, City Administrator

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John Rolbiecki, Mayor

Council Approved May 14, 2018