

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, MARCH 10, 2014 AT 6:30 P.M.

COUNCIL PRESENT: Mayor Bill Ufkin
Council Member Mary Johnson
Council Member Nancy Reisdorfer
Council Member Jerry Teigland

COUNCIL ABSENT: Council Member Tim Koppien

STAFF PRESENT: Tim DeVlaeminck, Shirley Teigland

OTHERS PRESENT: Brian Bollig, Joe Gimse, Byron Higgin, Karen Rogge

ITEM 1: CALL TO ORDER

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

ITEM 2: CALL FOR AGENDA ADDITIONS

Mayor Ufkin called for agenda additions. The Administrator asked that the following items be added: \$11,842.03 Additional Bills Register; Appeal and Equalization Meeting; Annual Spring Clean-up; Fire Department Bylaws and Meeting change; Federal Street Lots - Novotny and Wyffels.

ITEM 3: ADOPT AGENDA

Reisdorfer motioned, seconded by Johnson, to adopt the agenda as amended with the addition listed above. MOTION PASSED UNANIMOUSLY

ITEM 4: APPROVE MINUTES

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments, Johnson motioned, seconded by Teigland to approve the February 10, 2014 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS AND UPDATES

The Council reviewed the February, 2014 Police Report and the Current Financial Reports for the City. The Administrator also informed the Council that after completing the recent Standard and Poor's rating process the City has been upgraded to an A+ rating.

ITEM 6: APPROVE DISBURSEMENTS

Johnson motioned, seconded by Reisdorfer, to approve the payment of \$55,671.32 (as listed on the check register summary), to approve the payment of \$16,956.40 (as listed on the payroll check register) and to approve the payment of \$11,842.03 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

ITEM 7: CONCERNED CITIZENS

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

ITEM 8: 4TH QUARTER WATER BILL – 104 E 4TH STREET

Karen Rogge, 102 E 4th Street was at the meeting to discuss a high usage water bill and ask that the Council consider reducing the bill. Mayor Ufkin pointed out that the City does what it can to identify potential leaks but it is not the City's responsibility nor does it have the manpower to monitor individual water usage or water leaks in people's houses. If a weekly report indicates a potential problem at an address, the City Staff, as a courtesy, will hang a notice on the resident's door. It is the responsibility of the home owner to contact a plumber for additional help. Ms. Rogge confirmed that there was an issue with the water softener being stuck open and cycling. The Council suggested that she contact the company providing the rental softener service for additional assistance since it was their product that malfunctioned and caused the additional water usage. The Council also instructed the Administrator to work with Ms. Rogge to set up a payment plan to pay the water bill.

ITEM 9: WATER SERVICE LINE FREEZE UP

The Council discussed the City's request of residents to run a continuous small stream of water to avoid customer's water lines freezing. At this time the Council is not offering any adjustment in billings but would consider requests on an individual basis.

ITEM 10: BOLLIG, INC ENGINEERING – INTRODUCTION PRESENTATION

Brian Bollig and Joe Gimse of Bollig Inc met with the Council to introduce and discuss their engineering and environmental company. Bollig provides a full range of services which include planning, design, construction and funding acquisition. Mr. Bollig reviewed the company's qualifications and examples of past and current projects asking that the Council consider using their services in an upcoming City project. Mayor Ufkin thanked Mr. Bollig for his presentation and the City will keep the brochure and contact information on file.

ITEM 11: SUMMER REC & POOL PERSONNEL

The Council discussed the upcoming season for Summer Rec and the pool. The Administrator was instructed to place ads in the Mascot and on the City's website for Summer Rec and Pool Personnel accepting applications through April 14, 2014. Johnson motioned, seconded by Reisdorfer to advertise for Summer Rec and Pool Personnel. Council members on the Recreation Committee will be responsible for deciding on the time frame needed for interviews and hiring. MOTION PASSED UNANIMOUSLY

ITEM 12: OUSMAN ADDITION – 200 EISENHOWER STREET

The Council reviewed an offer from Mike Fier to purchase 10' of an adjoining lot to his property for a price of \$3,000.00. Ufkin motioned, seconded by Teigland to accept Mike Fier's offer of \$3,000.00 to purchase 10' of Lot 3, Blk3, Ousman Addition. MOTION PASSED WITH JOHNSON VOTING NAY

ITEM 12b: NOVOTNY & WYFFELS LOTS

The Infrastructure Committee met with Bruce & Cindy Novotny and Wayne & Kathy Wyffels on March 6, 2014 to discuss the lots currently owned by Novotny and Wyffels on Federal Street. Mayor Ufkin informed the Council that Mr. Novotny indicated that he wished to invoke his option in section 6 of the November 12, 2003 agreement with the City of Minnesota and sell the vacant land to the City. Teigland motioned, seconded by Johnson to purchase the lots from Bruce and Cindy Novotny for the stated price of \$35,000.00 with Capital Outlay Funds. MOTION PASSED UNANIMOUSLY

The Council also discussed the November 12, 2003 agreement with Wayne & Kathy Wyffels and section 5 which states that for each home constructed on the land and sold to an income-qualifying family, the City will reduce the deferred assessment amount by \$8,000.00. Johnson motioned, seconded by Reisdorfer to increase the amount of deferred assessment amount to \$10,000.00 for each home constructed on the land and sold to an income-qualifying family. MOTION PASSED UNANIMOUSLY

ITEM 13: MINNEOTA PROM COMMITTEE

The Council read a request from the Minneota Post Prom Committee requesting a donation. No action was taken by the Council.

ITEM 14: RECORD DESTRUCTION

The Council reviewed a records destruction report presented by the Administrator. Johnson motioned, seconded by Reisdorfer to adopt Resolution 14-4 and destroy the records as listed on the attached paperwork. MOTION PASSED UNANIMOUSLY

ITEM 15: HENNEN, BRANDON & ANGELA

- a) Warranty Deed – Teigland motioned, seconded by Johnson to convey and warrant to Brandon and Angela Hennen, as joint tenants, real property in Lyon County, Minnesota, legally described as follows: All that part of Lot 5, Block 2, Ousman Addition to the City of Minneota, excepting: Commencing at the southeast corner of Lot 5; thence West along the south line of Lot 5 a distance of 47.5 feet; thence North parallel to the east line of Lot 5 to the north line of Lot 5; thence East along the north line of Lot 5 to the northeast corner of Lot 5; thence South on the east line of Lot 5 to the point of beginning. MOTION PASSED UNANIMOUSLY
- b) Restrictive Covenant – Johnson motioned, seconded by Teigland to approve the Restrictive Covenant as written for all that part of Lot 5, Block 2, Ousman Addition to the City of Minneota, excepting: Commencing at the southeast corner of Lot 5; thence West along the south line of Lot 5 a distance of 47.5 feet; thence North parallel to the east line of Lot 5 to the north line of Lot 5; thence East along the north line of Lot 5 to the northeast corner of Lot 5; thence South on the east line of Lot 5 to the point of beginning. MOTION PASSED UNANIMOUSLY
- c) Deed Convey – Resolution 14-03 – Teigland motioned, seconded by Johnson to adopt Resolution 14-03 authorizing Bill Ufkin as Mayor and Shirley Teigland as City Administrator to execute a deed to convey real estate from the City of Minneota to Brandon and Angela Hennen. MOTION PASSED UNANIMOUSLY

ITEM 16: STENSRUD, RODNEY & LADONNA

- a) Warranty Deed – Johnson motioned, seconded by Teigland to convey and warrant to Rodney and LaDonna Stensrud, as joint tenants, a real property in Lyon County, Minnesota, legally described as follows: Lot 6, Block 2, Ousman Addition to the City of Minneota, Minnesota, described as follows: Commencing at the southeast corner of Lot 5; thence West along the south line of Lot 5 a distance of 45.7 feet; thence North parallel to the east line of the Lot 5 to the north line of Lot 5; thence East along the north line of Lot 5 to the northeast corner of Lot 5; thence South on the east line of Lot 5 to the point of beginning. MOTION PASSED UNANIMOUSLY
- b) Restrictive Covenant – Teigland motioned, seconded by Johnson to approve the Restrictive Covenant as written for Lot 6, Block 2, Ousman Addition to the City of Minneota, Minnesota, described as follows: Commencing at the southeast corner of Lot 5; thence West along the south line of Lot 5 a distance of 45.7 feet; thence North parallel to the east line of the Lot 5 to the north line of Lot 5; thence East along the north line of Lot 5 to the northeast corner of Lot 5; thence South on the east line of Lot 5 to the point of beginning. MOTION PASSED UNANIMOUSLY
- c) Deed Convey – Resolution 14-03 – Johnson motioned, seconded by Teigland to adopt Resolution 14-02 authorizing Bill Ufkin as Mayor and Shirley Teigland as City Administrator to execute a deed to convey real estate from the City of Minneota to Rodney and LaDonna Stensrud. MOTION PASSED UNANIMOUSLY

ITEM 17: NIMS TRAINING – COURSES & TESTING

The Administrator briefly reviewed the NIMS Training and on-line classes which need to be completed in March, 2014. Each council member is required by FEMA to complete the following courses: FEMA IS-100, FEMA IS-200 and FEMA IS-700a.

ITEM 18: DONATION – PORTER FIRE DEPARTMENT

Mayor Ufkin acknowledged and thanked the Porter Fire Department Relief Association for a \$1,000.00 donation to the City of Minneota.

ITEM 19: CITY CLERK POSITION

A list was presented by the Personnel Committee of the top 5 candidates for the City Clerk position recommending that the list of candidates be interviewed by the complete Council. Teigland motioned, seconded by Reisdorfer to schedule an interview with each candidate during a Special Council Meeting March 24, 2014 beginning at 6:00 p.m. MOTION PASSED UNANIMOUSLY

ITEM 20: CHIEF OF POLICE POSITION

a) Interim Police Chief – Pay Rate

Johnson motioned, seconded by Reisdorfer to raise Kathryn Bresson's hourly rate to \$18.84 as compensation for assuming the Interim Chief of Police position. MOTION PASSED UNANIMOUSLY

b) Part-time police officer staffing

Teigland motioned, seconded by Reisdorfer to hire Eric Johnson as a part-time police officer. MOTION PASSED UNANIMOUSLY

ITEM 21: EMPLOYEE REVIEW – CITY ADMINISTRATOR

Due to time constraints the Council had not tabulated the review scoring and it was decided that the review would be rescheduled for the next Council meeting.

ITEM 22: APPEAL & EQUALIZATION MEETING

Notice of the meeting of the Board of Appeals and Equalization in Minneota for 2015 taxes was received. The assessors will be available at City Hall to answer any questions residents might have. Reisdorfer motioned, seconded by Johnson to schedule the Special Council Meeting for April 21, 2014 at 7:00 p.m. MOTION PASSED UNANIMOUSLY

ITEM 23: ANNUAL SPRING CLEAN UP

Teigland motioned, seconded by Johnson to schedule the annual spring clean-up April 30 and May 1, 2014 as confirmed with Olson Sanitation. Specifics and requirements will be posted on the City website. MOTION PASSED UNANIMOUSLY

ITEM 24: FIRE DEPARTMENT – BYLAWS & MEETINGS

The Council reviewed minor changes made to the Fire Department's bylaws and changing the regular monthly meetings to the 2nd Wednesday of each month effective July 1, 2014. Teigland motioned, seconded by Reisdorfer to approve the changes as requested. MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Johnson motioned, seconded by Reisdorfer, to adjourn the meeting at 8:17 p.m. MOTION PASSED UNANIMOUSLY.

The next Regular Council Meeting is scheduled for April 14, 2014 at 6:30 p.m.

ATTEST:

Bill Ufkin, Mayor

Shirley Teigland, City Administrator

Council Approved April 14, 2014