

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 14, 2014 AT 6:30 P.M.

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

STAFF PRESENT: Shirley Teigland

OTHERS PRESENT: Trent Bruce, Byron Higgin, Bryan Rogge, Dana 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: \$703.32 Additional Bills Register; Levee & Project Updates – Trent Bruce; Old Tires Ordinance; Boxelder Bug Days Raffle Permit; Mudhens Liquor License.

ITEM 3: ADOPT AGENDA

Koppien 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 Reisdorfer to approve the March 10, 2014 Regular Council meeting minutes and the March 24, 2014 Special Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS AND UPDATES

The Council reviewed the Current Financial Reports for the City; January 14, 2014 Library Board meeting minutes; Minnesota Management & Budget letter and notification to the City for successfully meeting the requirements of the Local Government Pay Equity Act and Minnesota rules Chapter 3920.

ITEM 6: APPROVE DISBURSEMENTS

Teigland motioned, seconded by Koppien, to approve the payment of \$172,669.16 (as listed on the check register summary), to approve the payment of \$14,154.77 (as listed on the payroll check register) and to approve the payment of \$703.32 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

ITEM 7: CONCERNED CITIZENS

The Council reviewed a request by a Thomas Johnson - 509 Monroe Street, to consider a rebate on the additional water used to keep water pipes from freezing. The Council decided at the March 10, 2014 meeting to discuss requests on an individual basis. After reviewing a 12 month history on the account, Johnson motioned, seconded by Reisdorfer to approve a credit equal to 50% of the above average usage. MOTION PASSED UNANIMOUSLY

ITEM 8: SENIOR CITIZENS – APPROPRIATION

Joanne Myrvik requested that the City pay the 1st half of the Senior Citizen Appropriation. Johnson motioned, seconded by Teigland to pay \$7,500.00 with the other approved disbursements. MOTION PASSED UNANIMOUSLY

ITEM 9: SEAL COAT PROPOSAL/CONTRACT

Reisdorfer motioned, seconded by Teigland to accept Fahrner Asphalt Sealers, LLC's seal coat proposal dated March 13, 2014 option #1 (approximately 29,500 square yards at \$1.13 per square yard) and authorize Administrator Teigland to sign the contract on behalf of the City. MOTION PASSED UNANIMOUSLY

ITEM 10: CRACK SEAL PROPOSAL/CONTRACT

Johnson motioned, seconded by Teigland to accept Fahrner Asphalt Sealers, LLC's crack seal proposal dated March 13, 2014 (approximately 1,700 pounds at \$3.13 per pound) and authorize Administrator Teigland to sign the contract on behalf of the City. MOTION PASSED UNANIMOUSLY

ITEM 11: MINNEOTA FIREMAN'S RELIEF ASSOCIATION RAFFLE PERMIT

Teigland motioned, seconded by Johnson to approve the Minneota Fireman's Relief Association's January 1, 2015 Raffle Permit. MOTION PASSED UNANIMOUSLY

ITEM 12: ARBOR DAY PROCLAMATION

Teigland motioned, seconded by Johnson to authorize Mayor Ufkin to sign the Arbor Day Proclamation proclaiming April 25, 2014 as Arbor Day and the month of May 2014 as Arbor Month. MOTION PASSED UNANIMOUSLY

ITEM 13: FRIENDS OF THE LIBRARY

Teigland motioned, seconded by Reisdorfer to authorize Administrator Teigland to sign the MN Historical Society State Capital Projects Grants-In-Aid Agreement No. 1307-00667. MOTION PASSED UNANIMOUSLY

ITEM 14: PERMITS AND LICENSES

- a) Bryan & Dana Rogge – 202 N Madison – 26' x 8' x 9' Front Porch Addition
Teigland motioned, seconded by Koppien to approve the Zoning and Variance Permit for Bryan and Dana Rogge. MOTION PASSED UNANIMOUSLY
- b) Raffle Permit – Boxelder Bug Day Committee
Reisdorfer motioned, seconded by Johnson to approve the Boxelder Bug Day Committee May 31, 2014 Raffle Permit. MOTION PASSED UNANIMOUSLY
- c) On-Sale Liquor License – Mudhens Baseball
Teigland motioned, seconded by Reisdorfer to approve the Mudhens Baseball On-Sale Liquor License. MOTION PASSED UNANIMOUSLY

ITEM 15: FIER, MICHAEL J. & LUANN M.

- a) Warranty Deed – Teigland motioned, seconded by Reisdorfer to convey and warrant to Michael J. and LuAnn M. Fier, as husband and wife, real property in Lyon County, Minnesota, legally described as follows: Commencing at a point on the west line of Lot Three (3), Block One (1) of Ousman Addition to the City of Minneota, ten (10) feet South of the northwest corner of said Lot Three (3); thence North along the west line of lot Three (3) a distance of ten (10) feet; thence East along the north line of Lot Three (3) to the northeast corner of Lot Three (3); thence South along the east line of Lot Three (3) a distance of ten (10) feet; thence West to the point of beginning; according to the recorded plat thereof. MOTION PASSED UNANIMOUSLY

- b) Restrictive Covenant – Teigland motioned, seconded by Johnson to approve the Restrictive Covenant as written for the following legal description: Commencing at a point on the west line of Lot Three (3), Block One (1) of Ousman Addition to the City of Minneota, ten (10) feet South of the northwest corner of said Lot Three (3); thence North along the west line of lot Three (3) a distance of ten (10) feet; thence East along the north line of Lot Three (3) to the northeast corner of Lot Three (3); thence South along the east line of Lot Three (3) a distance of ten (10) feet; thence West to the point of beginning; according to the recorded plat thereof. MOTION PASSED UNANIMOUSLY
- c) Deed Convey – Resolution 14-05 – Teigland motioned, seconded by Koppien to adopt Resolution 14-05 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 Michael J. and LuAnn M. Fier. MOTION PASSED UNANIMOUSLY

ITEM 16: LYON COUNTY FARM SERVICE

The Council discussed a request for a proposed service at the Lyon County Farm Service site as an alternate water option and a memo from the City’s Engineer Trent Bruce. Mr. Bruce stated that due to Minneota’s proximity to the LPRW tower, the City will not experience pressure/volume issues. Ufkin motioned, seconded by Teigland to have City Attorney John Engels draw up an agreement between the City and the Lyon County Farm Service for this service with the understanding that a final review of all plans for the connection and auxiliary water tanks will be done by Engineer Trent Bruce prior to proceeding. MOTION PASSED UNANIMOUSLY

ITEM 17: HOUSE FIRE – 401 N MONROE STREET

The Council discussed the debris from the fire that had to be put in the dump grounds for safety reasons and the need to get this debris disposed of properly to the Lyon County Landfill. Koppien motioned, seconded by Reisdorfer to ask for bids to sort, load and haul the debris to the landfill. MOTION PASSED UNANIMOUSLY

ITEM 18: COMMUNITY GARDEN

The Administrator informed the Council that there had been inquiries about a community garden and asked whether the Council wanted to move forward with the project. Teigland motioned, seconded by Johnson to have City Staff prepare an area of City property near the rolle bolle courts with 10’ x 20’ garden plots. MOTION PASSED UNANIMOUSLY

ITEM 19: POLICE DEPARTMENT

Reisdorfer motioned, seconded by Johnson to purchase the new Computer Information System equipment for the police office and squad cars. The Lyon County Sheriff’s Department will be using this system in the near future for all dispatching and other information. Purchase will be made using vehicle forfeiture and DARE funds. MOTION PASSED UNANIMOUSLY

ITEM 20: SUMMER REC / POOL PERSONNEL

The Administrator informed the Council that the office had received 3 applications for Summer Rec Director; 1 application for Head Life Guard; 11 applications for Lifeguards; and 1 application for Certified Pool Operator. The Council decided that the Summer Rec Committee members would interview the Summer Rec Director Candidates on Thursday, April 22, 2014 beginning at 4:00 p.m.

ITEM 21: CLERK TRAINING

Johnson motioned, seconded by Teigland to register the Clerk, Alexis Ramirez for the 2014 Clerks’ Orientation Conference being held June 18-20, 2014 in St. Cloud, MN. MOTION PASSED UNANIMOUSLY

ITEM 22: CITY ENGINEER - REPORTS

City Engineer Trent Bruce updated the Council on the various projects he has been working on for the City:

- a) 2nd Street, 3rd Street, Jackson, Grant and Lyon Street Utility Improvements: In March DGR submitted a draft Facilities Plan to MPCA and the Public Finance Authority. At this point, the preliminary design is 80% complete with a few minor questions related to storm sewer outlet and existing drainage considerations. Since submittal of the draft Facilities Plan, DGR has been working with MPCA staff to insure adequate information is provided in accordance with the funding requirements along with synchronizing the timeline to ensure Phase 1 of the project can be performed in 2015. To date, the timeline is tracking accordingly. The purpose of the submittal to MPCA and Public Finance Authority is to secure funding for the project through less than market rate loans. The estimated cost for Phase 1 improvements is about \$2.3 million dollars and comprises about 12 city blocks. The Final Facilities Plan is due to the MPCA in June and the City will need to approve a resolution and hold a public hearing. Johnson motioned, seconded by Reisdorfer to schedule the public hearing. MOTION PASSED UNANIMOUSLY
- b) Levee Accreditation/Certification: In 2013 the City received a \$20,000 (50% of \$40,000) grant from the Minnesota DNR toward the first phase of this process. Mead & Hunt is developing a response to FEMA for levee certification. A-Tech performed a video inspection of the interior drainage and outlet pipes in 2013. The videos indicate that the pipes are in fair condition and the City may need to consider a rehab or replacement in the future. Ottetail Power intends to relocate their utility poles along Market Street in 2014 to meet the encroachment requirements documented by USACE. DGR is developing an Emergency Action Plan. This plan will need the City’s review and input prior to finalization. Various maintenance and improvement plans will be developed for future years. These items will include improvements at the outlet structure headwall, additional ditch cleaning/restoration, survey work to identify property line and easements on the west side of the levee, and future storm sewer improvements. DGR will continue to coordinate with Mead & Hunt, US Army Corps of Engineers, FEMA and the MN DNR to complete this process prior to the June completion date.

ITEM 23: OLD TIRES RESOLUTION

The Council discussed whether the City should pass a tire storage resolution. The Council asked the Administrator to research the subject for discussion at a later date.

ADJOURNMENT

Koppien motioned, seconded by Johnson, to adjourn the meeting at 8:18 p.m. MOTION PASSED UNANIMOUSLY.

The next Regular Council Meeting is scheduled for May 12, 2014 at 6:30 p.m.

ATTEST:

Bill Ufkin, Mayor

Shirley Teigland, City Administrator

Council Approved May 12, 2014