

## 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, MAY 9, 2016 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:** Bruce Bossuyt, Byron Higgin, Lynn Okrina

### **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**

The Administrator asked that the following items be added: \$14,534.48 additional bills register.

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

Koppien motioned, seconded by Reisdorfer, to adopt the agenda as amended with the addition as 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 April 11, 2016 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

### **ITEM 5: REPORTS AND UPDATES**

(5a) - The Council reviewed the May 3, 2016 Police report as submitted by Chief Bolt; (5b) – the current Financial Report as submitted by Administrator Teigland; (5c) – a letter from Michael J. Bart, Chief, Engineering and Construction Division Levee Safety Officer stating the following: “The Department of the Army Corps of Engineers has completed the 2015 Routine Inspection for the Minneota, MN levee system with the purpose of verifying proper maintenance, owner preparedness and component operation.” The overall system rating for the levee system is Minimally Acceptable and a copy of the inspection report was also attached for the Council’s review. The City’s continued effort to correct noted deficiencies will ensure the project remains eligible for PL84-99 assistance in the future; (5d) – The Council also reviewed a News Release and Certificate from the MN Pollution Control Agency recognizing the Minneota wastewater treatment facilities for maintaining a perfect record of permit compliance during 2015; and (5d) – a reminder that bids will be opened for the Adams Street Project on May 18, 2016 at 3:00 p.m. in City Hall.

### **ITEM 6: APPROVE DISBURSEMENTS**

Reisdorfer motioned, seconded by Johnson to approve the payment of \$67,097.78 (as listed on the check register summary), to approve the payment of \$19,957.92 (as listed on the payroll check register) and to approve the payment of \$14,534.48 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

**ITEM 7: CONCERNED CITIZENS**

Lynn Okrina asked to speak to the Council about Golf Course Road. Mr. Okrina asked the Council if Lyon County is still moving forward with the project to update Golf Course Road. It was noted that the project is still in the review stage and has not been added to the County's 5 or 10 year plan. Mr. Okrina also asked the Council about maintenance on the road. The Council stated that the City would continue to perform routine maintenance on the road, adding gravel when needed, blading and applying dust control. When asked about drainage issues on the road the Council asked the Administrator to consult with the City's engineer to see what options there might be to alleviate the drainage problems.

**ITEM 8: 2015 DRAFT FINANCIAL AUDIT**

The Council reviewed a number of items to be considered prior to the auditors, Gerber & Haugen, P.L.L.P. completing the City's 2015 Annual Audit Report. The General Fund balance exceeds the minimum required balance by \$123,111.25. The consensus of the Council was to transfer the excess funds to the Capital Outlay Fund and the Flood Levee Imp Fund. Reisdorfer motioned, seconded by Teigland to transfer \$72,375.93 to the Flood Levee Imp Fund and \$50,735.32 to the Capital Outlay Fund. MOTION PASSED UNANIMOUSLY

**ITEM 9: BURN SITE**

The Council briefly discussed a preliminary plan and drawing for the relocation of the City's burn site. No action was taken by the Council.

**ITEM 10: FEDERAL STREET LOTS**

During the March 10, 2014 Regular Council Meeting the Council motioned and approved the amending of Section 5 of a November 12, 2003 agreement between the City of Minneota and Wayne & Kathy Wyffels to read "for each home constructed on the land and sold to an income-qualifying family, the City will reduce the deferred assessment amount by \$10,000. Ufkin motioned, seconded by Teigland to amend Section 5 of the November 12, 2003 agreement to include the additional statement "for one home constructed on a single large lot and sold to an income-qualifying family, the City will reduce the deferred assessment by \$20,000. MOTION PASSED UNANIMOUSLY. The agreement also states in section 6: "when all but 3 vacant lots are sold in the Ousman Addition the special assessment on unsold land will be deferred for up to (2) additional years with interest accruing at 6% from the date of a written notice." Reisdorfer motioned, seconded by Johnson to amend section 6 of the November 12, 2003 agreement and remove "with interest accruing at 6% from the date of a written notice." MOTION PASSED UNANIMOUSLY

**ITEM 11: ZONING PERMITS**

- a) Dalager, Michyl – 201 E 2<sup>nd</sup> Street – 24' x 16' x 8' Addition
- b) Hasert, Avis – 211 N Adams Street – 13' x 16' x 8' Utility Shed
- c) Rodas, Amber – 402 E 3<sup>rd</sup> Street – 10' x 29' Deck and Replace Front Steps

Reisdorfer motioned, seconded by Teigland to approve all zoning permits as listed above. MOTION PASSED UNANIMOUSLY

**ITEM 12: OUSMAN ADDITION LOTS**

Bruce Bossuyt met with the Council to ask whether the City would consider selling a 10' portion of the adjacent Lot 3 to his property. Mr. Bossuyt also asked the Council if they would consider selling Lot 3, Wilson Street with a rebate included in the selling price. After additional discussion and reviewing the established precedents in the Ousman Addition the Council declined to consider Mr. Bossuyt's requests.

**ITEM 13: RESOLUTION 16-08**

Koppien motioned, seconded by Johnson to adopt Resolution 16-08, a resolution requesting permission from the MN Department of Transportation to install a marked crosswalk on State Hwy 68 between Grant Street and Railroad Drive. MOTION PASSED UNANIMOUSLY

**ITEM 14: STOP SIGN**

Koppien motioned, seconded by Johnson to replace Yield signs with Stop signs on the corner of 5<sup>th</sup> Street and Madison Street. MOTION PASSED UNANIMOUSLY

**ITEM 15: VEHICLES**

The Council reviewed a memo about replacing the City’s 2000 Chevy ½ ton pickup and 2008 Crown Victoria in 2016 or 2017. No action was taken by the Council and the Administrator will have State Bid Quotes for both vehicles by the next Council meeting.

**ITEM 16: RECORD DESTRUCTION**

Reisdorfer motioned, seconded by Teigland to authorize Clerk Ramirez to destroy all records in accordance with MN Statutes 138.17 and listed in detail on the May 9, 2016 Records Destruction Report. MOTION PASSED UNANIMOUSLY

**ITEM 17: FARM LEASE AGREEMENT**

Koppien motioned, seconded by Johnson to authorize Bill Ufkin as Mayor and Shirley Teigland as Administrator to sign a Land Lease Agreement on behalf of the City with Adam Gorecki for the following described premises and described as Outlots “U” and “V”, except Lots One (1) and Two (2) of the Subdivision of Outlot “V” of Eighth Railway Addition to the City of Minneota, Lyon County, Minnesota. MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Koppien motioned, seconded by Reisdorfer, to adjourn the meeting at 7:54 p.m. MOTION PASSED UNANIMOUSLY.

*The next scheduled Regular Council Meeting is scheduled for June 13, 2016 at 6:30 p.m.*

ATTEST:

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Bill Ufkin, Mayor

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Shirley Teigland, City Administrator

Council Approved June 13, 2016