

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, JUNE 13, 2016 AT 6:30 P.M.

COUNCIL PRESENT: Council Member Mary Johnson
Council Member Tim Koppien
Council Member Jerry Teigland

COUNCIL ABSENT: Mayor Bill Ufkin
Council Member Nancy Reisdorfer

STAFF PRESENT: Shirley Teigland

OTHERS PRESENT: Jill Anderson, Eric Buysse, Jenny Buysse, Mike Coequyt, Clark Corbin, Dave Fahey, Dale Fier, Scott Fier, Byron Higgin, Roberta Josephson, Brad Minnehan, John Noyes, Duane Peterson, Barb Rye, Cory Sandhurst, Keri Sandhurst, Jeff Sussner, Nacole Sussner, Stephanie Vlaminck, DeAnn Winters, John Winters, Jeff Yeo

ITEM 1: CALL TO ORDER

Acting Mayor Mary Johnson 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: \$15,241.06 additional bills register and Zoning Permit – Gislason Hardware.

ITEM 3: ADOPT AGENDA

Koppien motioned, seconded by Teigland, to adopt the agenda as amended with the additions 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 Teigland motioned, seconded by Koppien to approve the May 9, 2016 Regular Council meeting minutes and the May 12, 2016 Special Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS AND UPDATES

(5a) - The Council reviewed the June 1, 2016 Police report as submitted by Chief Bolt; (5b) – the current Financial Report as submitted by Administrator Teigland; (5c) – the March 8, 2016 Minneota Public Library Board Minutes as submitted by Head Librarian Mary Buysse.

ITEM 6: APPROVE DISBURSEMENTS

Teigland motioned, seconded by Koppien to approve the payment of \$125,576.00 (as listed on the check register summary), to approve the payment of \$29,079.87 (as listed on the payroll check register) and to approve the payment of \$15,241.06 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

ITEM 7: CONCERNED CITIZENS

Acting Mayor Johnson asked whether any person or persons in the audience would like to address the Council with comments, concerns or questions. No comments or requests were made by those present at the meeting.

ITEM 8: 2015 ANNUAL FINANCIAL REPORT

Auditor Steve Haugen, Gerber & Haugen, P.L.L.P. met with the Council to review the City's 2015 Audited Financial Report. Financial highlights of the report were that the City's assets exceeded its liabilities by \$6,539,736 compared to \$6,466,736 in the previous year, and overall revenues for 2015 were \$1,688,511 while overall expenses totaled \$1,615,511. Mr. Haugen stated that the City has not adopted GASB Statement 68, Accounting and Financial Reporting for Pensions for the Minneota Fire Department Relief Association in the governmental activities, and accordingly has not shown activity related to this standard. Mr. Haugen also confirmed that due to the Fire Relief Association's pension fund being well funded the Association elected not to go through an actuary for cost reasons. Mr. Haugen reviewed the statement of revenues, expenditures and changes in fund balances as summarized on pages 18 & 19 of the report. The Council briefly discussed combining the revolving rehabilitation fund and a 2nd rehabilitation fund and asked the Administrator to further review this option with the Auditor prior to any action being taken. With no additional questions or comments for Mr. Haugen, Johnson motioned, seconded by Teigland to approve the 2015 Final Audit Report as presented and authorize Mr. Haugen to file the report with the State Auditor's Office on behalf of the City. MOTION PASSED UNANIMOUSLY

ITEM 9: DEVELOPMENT SERVICES, INC.

Teresa Schreurs, Director of Community Development, DSI, Inc. met with the Council to discuss the DEED Small Cities Development Grant Program. Ms. Schreurs presented the Council with a packet containing program information & requirements that adhere to the following Federal objectives of the program: (1) Benefit people of low to moderate income, (2) Eliminate slum & blight conditions, and (3) Eliminate an urgent threat to public health or safety. Ms. Schreurs explained to the Council that as a small community, Minneota would have a very small chance of being awarded another grant without partnering with other small communities. This year Hanley Falls has expressed interest in becoming a partner with Minneota for the next grant application cycle. DSI, Inc. has restructured their service charge fees to enable cities to go through the grant process in a series of steps rather than paying for the entire process up front. The 1st step is to send out a community interest assessment letter to each household in the community and DSI, Inc. will provide this service to the City for a cost of \$1,500. If the assessment garners enough interest, the City will then have the option of contracting with DSI, Inc. for a cost of \$1,000 to write and submit the preliminary grant application to the U.S. Dept. of Housing and Urban Development for review. The City will be notified in December as to whether the application is competitive and at that time the Council will decide whether to move forward with the final grant application. Teigland motioned, seconded by Koppien to contract with Development Services, Inc. to send out the Community Assessment letters. MOTION PASSED UNANIMOUSLY

ITEM 10: ECONOMIC DEVELOPMENT AUTHORITY

Brian Jeremiason as representative for the Economic Development Authority spoke with the Council in regards to the EDA not being very active in the past couple of years and the great difficulty the EDA has experienced in not being able to enlist people as replacements for members who have retired from the Board. Mr. Jeremiason stated that due to recent developments in the downtown area there has been considerable interest in people wanting to serve on the EDA Board. Mr. Jeremiason said he had reached out to all current members on the board and with no objections from any of the members he asked the Council to consider appointing the following people as new members to the EDA Board: Jenny Buysse, John Noyes, Duane Peterson, Jeff Sussner and Stephanie Vlaminck. Koppien motioned, seconded by Teigland to appoint each person as listed and nominated by Mr. Jeremiason to the Minneota Economic Development Authority Board effective immediately. MOTION PASSED UNANIMOUSLY

ITEM 11: POLICE VEHICLE

Teigland motioned, seconded by Koppien to purchase a 2017 Ford Police Interceptor as per quote number F Minneota K8A 17A from Nelson Auto along with a Class B Uplift package as per proposal #4298 from Pro Action Safety & Sales and a reflective graphics package as quoted by Baker Graphics. The total purchase price with all included packages is \$40,256.52. MOTION PASSED UNANIMOUSLY

ITEM 12: PUBLIC WORKS PICKUP

The Council reviewed a quotation on a 2016 GMC Sierra 1500 Regular Cab Pickup. No action was taken by the Council.

ITEM 13: 2015-2016 LIABILITY INSURANCE

Teigland motioned, seconded by Koppien to authorize the Administrator to sign a Liability Coverage Waiver Form on behalf of the City stating that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes. MOTION PASSED UNANIMOUSLY

ITEM 14: 2016 ADAMS STREET PROJECT

Teigland motioned, seconded by Koppien to authorize Bill Ufkin as Mayor and Shirley Teigland as Administrator to sign on behalf of the City the Construction Contract Agreement by and between the City of Minneota and Duinick, Inc. MOTION PASSED UNANIMOUSLY

Teigland motioned, seconded by Koppien to approve and accept the Construction Performance Bond and Construction Payment Bond in accordance with the 2016 Adams Street Improvements project manual. MOTION PASSED UNANIMOUSLY

Koppien motioned, seconded by Johnson to authorize Bill Ufkin as Mayor on behalf of the City of Minneota to sign the Notice to Proceed notifying Contractor Duinick, Inc. that the Contract Times under the Adams Street Improvements Contract will commence to run on June 13, 2016. MOTION PASSED UNANIMOUSLY

ITEM 15: MN POLLUTION CONTROL AGENCY

Koppien motioned, seconded by Johnson to authorize Shirley Teigland as Administrator to sign on behalf of the City of Minneota the State Revolving Fund Project Schedule Form, Minnesota Rules 7077.0274, Subp. 3. A. MOTION PASSED UNANIMOUSLY

ITEM 16: POOL EMPLOYEES

Teigland motioned, seconded by Koppien to hire Grace Brewers, Brock Buysse, Hannah Buysse, Baily Kaas, Ivy Mahan-Deitte, Sienna Mahan-Deitte, Jared Josephson, Laura Knutson, Rachel Knutson, Brooklyn Nelson, Brooke Sorenson, and Taylor Thooft as Lifeguards, Kim Gades as Pool Manager/Head Lifeguard, Kalley Kloos as Assistant Head Lifeguard and Barb Knutson as Certified Pool Operator for the 2016 Season. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Teigland to increase the Lifeguard hourly rate to \$8.00. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Koppien to increase the Pool Manager/Head Lifeguard rate to \$11.00 and increase the Assistant Head Lifeguard hourly rate to \$10.00. MOTION PASSED UNANIMOUSLY

ITEM 17: SUMMER RECREATION EMPLOYEES

Teigland motioned, seconded by Koppien to approve the following as coaches for the 2016 Summer Rec season: Landon Abraham, Natalie Abraham, Heather Anderson, Grace Brewers, Austin Buysse, Kaley Buysse, Kurt Fier, Barry Gronke, David Haen, Emily Hennen, Carolyn Hoffman, Chad Johnston, Charlie Josephson, Chuck Josephson, Mark Laleman, Amanda Pesch, JD Pesch, Alex Pohlen, Kristy Schumacher, Tom Skorczewski, Sarah Stassen. MOTION PASSED UNANIMOUSLY

ITEM 18: BUSINESS APPLICATION

Koppien motioned, seconded by Johnson to authorize Shirley Teigland as Administrator to sign the Building & Zoning Compliance Form as submitted by Bruce Reyell on behalf of Big Lou's Barber Shop to be located at 109 N Adams Street. MOTION PASSED UNANIMOUSLY

ITEM 19: BRESSON RETIREMENT

The Council reviewed a letter of intent to retire from Kathy Bresson. The Council appreciates Ms. Bresson's 20 years of law enforcement services to the City of Minneota and wishes her well in her retirement.

ITEM 20: ZONING PERMITS

- a) Gislason Hardware – 106 E 1st Street – Paver Installation

Teigland motioned, seconded by Koppien to approve the zoning permit as listed above. MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Koppien motioned, seconded by Teigland, to adjourn the meeting at 8:10 p.m. MOTION PASSED UNANIMOUSLY.

The next scheduled Regular Council Meeting is scheduled for July 11, 2016 at 6:30 p.m.

ATTEST:

Bill Ufkin, Mayor

Shirley Teigland, City Administrator

Council Approved June 13, 2016