

## 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, OCTOBER 10, 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:** Trent Bruce, John Engels, Kurt Gillund, Byron Higgin, Teresa Schreurs

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

Mayor Bill 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: \$36,914.14 additional bills register, Volunteer Firefighter, and Temporary Health Care Dwellings Public Hearing.

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

Reisdorfer motioned, seconded by Koppien, 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 Johnson motioned, seconded by Koppien to approve the September 9, 2016 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

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

(5a) - The Council reviewed the October 3, 2016 Police report as submitted by Chief Bolt; (5b) – the current Financial Report as submitted by Administrator Teigland; (5c) – EDA Minutes – August 10, 2016 & August 11, 2016; (5d) – Library Board Minutes – May 11, 2016.

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

Reisdorfer motioned, seconded by Johnson to approve the payment of \$100,199.21 (as listed on the check register summary), to approve the payment of \$20,002.85 (as listed on the payroll check register) and to approve the payment of \$36,914.14 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: DSI – REHAB GRANT**

Teresa Schreurs from Development Services Inc. met with the Council to discuss the 2017 Small Cities Development Program Preliminary Proposal. Hanley Falls will not participate in applying for the SCDP grant so the City of Minneota will be the sole applicant. The initial target area of 25-30 houses has been changed to a tiered program and after 12 months the City will be allowed to expand the program to other areas in the City. Funds currently in the City's Revolving Loan Fund from past SCDP grants must be

leveraged into the new application. Cost to the City will be \$1,000 for the Community Interest Assessment, \$1,000 personnel fees for the Preliminary Proposal, \$3,500 personnel fees for the Full Application along with expenses for mileage, copies, postage, telephone and legal fees. Koppien motioned, seconded by Reisdorfer to authorize DSI to prepare and submit the Preliminary Proposal to the MN Department of Employment & Economic Development (DEED) by the deadline in November, 2016 and leverage the City's Revolving Loan Fund into the new application. MOTION PASSED UNANIMOUSLY

**ITEM 9: INDUSTRIAL PARK**

The Council discussed a number of items with Engineer Trent Bruce and Attorney John Engels that needed to be addressed prior to lots being sold and developed in the Industrial Park Second Addition. It was noted that the EDA Board will decide on a street name as part of the plat process at their meeting October 11, 2016. Mr. Engels will work with the EDA Board and recommend what requirements, expectations, covenants, terms, level of construction and selling price need to be included in the written agreement with property owners. Rite-Way Drainage will install a culvert and maintain drainage without impact to adjacent property owners. Sanitary sewer service lines will be stubbed out from the existing main that runs along the back side of the bus garage and water service will be stubbed out from the existing main on the west end of Golf Course Road. Teigland motioned, seconded by Johnson to provide water & sewer to Lots 1 & 2, Minneota Industrial Park Second Addition with the understanding that the owner of Lot 2 will be required to connect to a future water line along the Industrial Park street when the water line is extended and further developed. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Reisdorfer to waive the sewer connection fees for Lot 1 & 2, Minneota Industrial Park Second Addition. MOTION PASSED UNANIMOUSLY. Based on the expectation that there will be an east/west road through the development, Trent Bruce recommends that the City consider using this as the temporary access to both lots 1 & 2 and keep one entrance off Golf Course Road. Koppien motioned, seconded by Reisdorfer stating that the City will be responsible for construction and maintenance of the Industrial Park Second Addition access road.

**ITEM 10: 2016 ADAMS STREET IMPROVEMENT PROJECT**

Engineer Trent Bruce reviewed a number of items with the Council in regards to the 2016 Adams Street Improvement Project and confirmed that essentially all work in this year's contract will be completed by the 1<sup>st</sup> week in November with the exception of a few punch-list items. Mr. Bruce also indicated that the punch-list items would be reviewed with the General Contractor and resolved immediately. Next year, Duinick Construction will return to the site and fix anything of note and place the last lift of asphalt.

**ITEM 11: RESOLUTION 16-26**

Johnson motioned, seconded by Teigland to adopt Resolution 16-26 requesting transfer of authority of Golf Course Road, Monroe Street and County Road 34. MOTION PASSED UNANIMOUSLY

**ITEM 12: ZONING PERMITS**

- a) Gades, Kim – 313 N Monroe Street – 45' x 16' Driveway

Johnson motioned, seconded by Reisdorfer to approve the Zoning Permit as listed above. MOTION PASSED UNANIMOUSLY

**ITEM 13: SURPLUS EQUIPMENT**

Teigland motioned, seconded by Johnson to declare the 2008 Crown Victoria as surplus equipment. MOTION PASSED UNANIMOUSLY

**ITEM 14: RESOLUTION 16-27**

The Council reviewed a letter from Mary Johnson informing the Council of her intent to resign from her elective office of City Council Member effective December 31, 2016. Reisdorfer motioned, seconded by Koppien to adopt Resolution 16-27 accepting the resignation of City Council Member Mary Johnson effective December 31, 2016 and declare a council vacancy. MOTION PASSED UNANIMOUSLY

**ITEM 15: POLIO ERADICATION DAY PROCLAMATION**

Koppien motioned, seconded by Teigland to authorize Bill Ufkin as Mayor to sign the Polio Eradication Day Proclamation proclaiming Wednesday, October 26, 2016 as Polio Plus Recognition Day and hereby encourage all citizens to join him in recognizing Rotary International for its service in improving the human condition in communities around the world, and further recognize the Rotary Club in Minneota, MN for its outstanding efforts. MOTION PASSED UNANIMOUSLY

**ITEM 16: VOLUNTEER FIREFIGHTER**

Teigland motioned, seconded by Koppien to approve the hiring Collin Kor as a Volunteer Firefighter providing he passes a background check and physical. MOTION PASSED UNANIMOUSLY

**ITEM 17: TEMPORARY FAMILY HEALTH CARE DWELLING**

Koppien motioned, seconded by Reisdorfer to call a public hearing to hear comment from the public regarding the proposed adoption of an ordinance opting out of the requirements of MN Statute 462.3593 regulating temporary family health care dwellings. MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Koppien motioned, seconded by Reisdorfer, to adjourn the meeting at 8:35 p.m. MOTION PASSED UNANIMOUSLY.

*The next scheduled Regular Council Meeting is scheduled for November 14, 2016 at 6:30 p.m.*

ATTEST:

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Bill Ufkin, Mayor

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Shirley Teigland, City Administrator

Council Approved November 14, 2016