

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 9, 2017 AT 6:30 P.M.

COUNCIL PRESENT: Mayor John Rolbiecki
Council Member Travis Gillund
Council Member Tim Koppien
Council Member Jerry Teigland

COUNCIL ABSENT: Council Member Amber Rodas

STAFF PRESENT: Shirley Teigland

OTHERS PRESENT: Jon Buysse, Trent Bruce, Byron Higgin, Brad Minnehan, Riley Rinehart

ITEM 1: CALL TO ORDER

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

ITEM 2: CALL FOR AGENDA ADDITIONS

The Administrator asked that the following item be added: \$10,189.76 additional bills register.

ITEM 3: ADOPT AGENDA

Koppien motioned, seconded by Gillund, 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 Teigland motioned, seconded by Koppien to approve the September 11, 2017 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS AND UPDATES

The Council reviewed the following reports: (5a) - the October 2, 2017 Police report as submitted by Chief Bolt; (5b) the current Financial Report as submitted by Administrator Teigland; (5c) – Y-T-D Budget Status Report; (5d) and the August 15, 2017 Economic Development Authority meeting minutes.

ITEM 6: APPROVE DISBURSEMENTS

Koppien motioned, seconded by Gillund to approve the payment of \$83,810.12 (as listed on the check register summary), to approve the payment of \$22,339.79 (as listed on the payroll check register) and to approve the payment of \$10,189.76 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: HIGHWAY 68 LIQUOR

The Council reviewed items and cost to complete the Konold Corner Storm Sewer Improvements Project. Trent Bruce, City Engineer, stated that the contractor removed additional asphalt and did not saw-cut neat, vertical joints to remove items as per the contract. In order to complete the project in accordance with all contract documents Teigland motioned, seconded by Rolbiecki to remit payment for 40 ton of asphalt at \$72/ton and close out the project. GILLUND, ROLBIECKI AND TEIGLAND VOTED YES WITH KOPPIEN ABSTAINING. MOTION PASSED

ITEM 9: 2016 ADAMS STREET PROJECT

The Council reviewed the Certificate for Payment No. 7, Certificate of Contractor and Indemnity Agreement, Waiver and Release of Lien, Minnesota Revenue Withholding Affidavit (IC-134) and the Engineer's Statement of Final Completion and Owner's Acceptance of Contract Construction documents as related to the Adams Street Improvements Project. Teigland motioned, seconded by Gillund to approve all final project documents and pay out final disbursement costs. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Rolbiecki to adopt Resolution 17-16 declaring a portion of the cost of the Adams Street Project to be assessed against benefited property owners and order the preparation of the proposed assessment. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Gillund to adopt Resolution 17-17 confirming the City Clerk's notification to the Council that the proposed assessment of the cost of the Adams Street Improvement Project has been completed and filed in the City Administrative Office for public inspection. The Clerk is directed to publish notice of a public hearing to be held October 25, 2017 at 6:30 p.m. at City Hall for all persons to be given an opportunity to be heard with reference to such assessments as proposed and related to the Adams Street Improvements Project. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Gillund to approve and adopt the City of Minnesota Deferred Assessment Application. MOTION PASSED UNANIMOUSLY

ITEM 10: PERSONNEL COMMITTEE

An employee met with the Personnel Committee on September 20, 2017 to ask that the Council consider increasing their hourly rate due to having a Certified Pool Operator License. The Committee reviewed all Pay Equity requirements and the League of MN Cities' direction on job classification hierarchy and representative points. The Personnel Committee's recommendation to the Council is to not approve an hourly rate change. The recommendation is based on the following criteria: There is not a significant change in job duties and responsibilities for the employee as is required for a classification change and a wage increase without a classification change would result in the City being out of compliance with Pay Equity laws. Teigland motioned, seconded by Gillund to not make any changes to the employee's hourly rate. GILLUND, KOPPIEN AND TEIGLAND VOTED YES WITH ROLBIECKI ABSTAINING. MOTION PASSED. The Council also reviewed the City's current Personnel Policy and discussed the need to clarify the current vacation policy. Teigland motioned, seconded by Rolbiecki to adopt Resolution 17-15 and amend section 8, vacation policy in the City's Personnel Policy Manual and define vacation accruals based on years of service completed. MOTION PASSED UNANIMOUSLY

ITEM 11: ZONING PERMITS

- a) Kockelman, Dale – 101 N Wilson – 16' x 28' Garage Addition
- b) Teigland, Larry – 403 N Monroe – 6' x 14' x 17' House Addition
- c) White, Frank – 106 N Jackson – 30' x 30' Garage

Teigland motioned, seconded by Gillund to approve all Zoning Permits as listed above. MOTION PASSED UNANIMOUSLY

ITEM 12: RESOLUTION 17-14

Rolbiecki motioned, seconded by Koppien to adopt Resolution 17-14 agreeing with Nordland and Westerheim Townships to combine into one single, accessible, combined polling place beginning with the 2018 elections. Voting will be conducted in the City of Minnesota's Community Center located at 129 E First Street, Minnesota, MN. MOTION PASSED UNANIMOUSLY

ITEM 13: PUBLIC HEARING

Gillund motioned, seconded by Koppien to schedule a public hearing on November 13, 2017 at 6:30 p.m. to hear comment from the public in regard to amending the Zoning Code setback requirements for corner lots. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Gillund to schedule a public hearing on November 13, 2017 at 6:30 p.m. to hear comment from the public in regard to a request to abate taxes on property owned by City Hall Bar and Grill to facilitate the redevelopment of that property. MOTION PASSED UNANIMOUSLY

ITEM 14: SCDG REHAB LOAN SATISFACTION

Teigland motioned, seconded by Koppin to authorize John Rolbiecki as Mayor and Shirley Teigland as City Administrator to sign on behalf of the City, a satisfaction for the Combination Mortgage and Deferred Loan Agreement with Michael J. Tillemans and Yvonne R. Tillemans. MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Koppin motioned, seconded by Rodas, to adjourn the meeting at 7:35 p.m. MOTION PASSED UNANIMOUSLY.

The next scheduled Regular Council Meeting is scheduled for November 13, 2017 at 6:30 p.m.

ATTEST:

Shirley Teigland, City Administrator

John Rolbiecki, Mayor

Council Approved November 13, 2017