

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 8, 2019 AT 6:30 P.M.

COUNCIL PRESENT: Mayor John Rolbiecki
Council Member Travis Gillund
Council Member Tim Koppien
Council Member Nancy Reisdorfer
Council Member Amber Rodas

STAFF PRESENT: Shirley Teigland

OTHERS PRESENT: Nancy Bormann, Byron Higgin, Sherri Kitchenmaster, Omar Laleman, Jeremy Whipple, Eric Skogquist

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 items be added: \$26,978.82 extra check register, Gorecki Addition Change Order #2, Gorecki Addition Pay Request #6, Liquor License and Gorecki Addition Signage.

ITEM 3: ADOPT AGENDA

Koppien motioned, seconded by Gillund, to adopt the agenda as amended with the additions as listed above. MOTION PASSED UNANIMOUSLY

ITEM 4: LOCAL BOARD OF APPEALS AND EQUALIZATION

Koppien motioned, seconded by Rodas to open the Public Hearing at 6:32 p.m. MOTION PASSED UNANIMOUSLY. The purpose of the Local Board of Appeal and Equalization hearing is to provide a fair and objective forum for property owners to appeal their property valuations or classifications. All interested persons were invited to speak with the board and local assessors.

From October 1, 2017 through September 30, 2018 there were 22 qualified residential sales in the City of Minneota and 1 commercial sale. The median residential sale price was \$91,000. The required assessment level for all property types in all jurisdictions in the state of Minnesota is 100%, with an acceptable median ratio falling within the range of 90% - 105%. Based on the 2018 Sales Listing Study, the City's median ratio is 94.49% and is within the required range.

Koppien motioned, seconded by Gillund to close the public hearing at 7:30 p.m. MOTION PASSED UNANIMOUSLY

Koppien motioned, seconded by Reisdorfer to lower the property value on Parcel No. 28-136030-0 from \$70,300 to \$61,900. MOTION PASSED UNANIMOUSLY

Koppien motioned, seconded by Gillund to make no change to the property value on Parcel No. 28-112002-0. MOTION PASSED UNANIMOUSLY

Koppien motioned, seconded by Reisdorfer to lower the property value on Parcel No. 28-117018-0 from \$304,700 to \$284,100. MOTION PASSED UNANIMOUSLY

ITEM 5: MEETING MINUTES

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments Koppien motioned, seconded by Gillund to approve the March 11, 2019 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 6: REPORTS & UPDATES

The Council reviewed the following reports: (6a) - the April 1, 2019 Police report as submitted by Chief Bolt; (6b) the current Financial Report as submitted by Administrator Teigland; (6c) – Y-T-D Budget Status Report; (6d) NPDES Permit Compliance Summary for the period of October 1, 2017-September 30, 2018; (6e) – January 12, 2019 Library Board Minutes; (6f) – Lyon County Historical Society May 16, 2019 reception invitation.

ITEM 7: EXPENSES & DISBURSEMENTS

Rodas motioned, seconded by Gillund to approve the payment of \$27,993.21 (as listed on the check register summary), to approve the payment of \$22,530.17 (as listed on the payroll check register) and to approve the payment of \$26,978.82 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

ITEM 8: CONCERNED CITIZENS

No comments or requests were received either in person or in writing.

ITEM 9: PUBLIC WORKS

Rodas motioned, seconded by Reisdorfer to approve the purchase of a Monroe stainless steel one-way flighted, direct drive, SS spinner assembly w/poly spinner, gravity level, standard spill shields and dual discharge sander through the State Cooperative Pricing for a total cost of \$5,465.08 and to be purchased through Crysteel Truck Equipment. MOTION PASSED UNANIMOUSLY

ITEM 10: RIVERSIDE PARK

The Council looked at pictures of the picnic shelter located in Riverside Park and discussed the obvious need to either repair the shelter or build a new one. The Administrator will talk to local contractors and come back to the Council with additional options.

ITEM 11: 2018 BRIDGE INSPECTION

The Council reviewed the 2018 routine bridge inspection report for all bridges or culverts with inspection intervals due for the City of Minneota. The report covered a scheduled bridge inspection that was completed for bridge L4650. It is the responsibility of the City to correct any deficiencies on the report and maintain the bridge to maximize the service life of the structure. Public Works staff has been given a copy of the inspection and will correct any deficiencies on the report in a timely manner.

ITEM 12: FROZEN WATER LINE POLICY

Reisdorfer motioned, seconded by Rodas to approve the Frozen Water Line Policy setting forth procedures to help eliminate frozen water lines and what policy measures will be followed in the event of frozen water lines. MOTION PASSED UNANIMOUSLY

ITEM 13: GAMBLING PERMIT

Rodas motioned, seconded by Reisdorfer to approve a Gambling Permit for St. Edward Church/School for bingo events being held August 6, 2019 and November 10, 2019. MOTION PASSED UNANIMOUSLY

ITEM 14: SUMMER RECREATION PROGRAM

Rodas motioned, seconded by Reisdorfer to hire Dave VanWatermuelen as the Summer Recreation Director. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Reisdorfer to hire Alex Pohlen as the Assistant Summer Recreation Director. MOTION PASSED UNANIMOUSLY

ITEM 15: 2018 CONSUMER CONFIDENCE REPORT

The annual Consumer Confidence Report will be posted, published and made available for public inspection. No action needed by the Council.

ITEM 16: RECORDS DESTRUCTION

The Council reviewed Clerk Ramirez’s request for approval to destroy the following records as per the General Retention Schedule in compliance with Minnesota Statute 138.17: 2013 Accounts Payable Ledgers & Journals; 2013 Accounts Receivable Ledgers and Journals; 2010-2013 Bank Statements; 2008-2012 Brokerage Account Bank Statements; 2010-2013 Matured CD Statements; 2013-2015 Utility Billing Registers; 2013 Manual Invoices; 2013 Sales Tax Statements; 2013 Liquor License applications; 2013 Payroll Timesheets; 2013 941 Federal Tax Returns. Koppien motioned, seconded by Gillund to approve the destruction of all public records as listed on Exhibit “A”. MOTION PASSED UNANIMOUSLY.

ITEM 17: ARBOR DAY PROCLAMATION

Mayor John Rolbiecki signed the 2019 Arbor Day Proclamation hereby proclaiming Friday, April 26, 2019 as Arbor Day and the month of May, 2019 as Arbor Month in Minneota.

ITEM 18: GORECKI ADDITION

Gillund motioned, seconded by Koppien to approve the Gorecki Addition Improvements Change Order No. 2 for additional work required to work around existing CenturyLink cables and adjust the final completion date for the project. The contract price will increase by \$19,557.50 and the cost will be split evenly between the City of Minneota, DGR Engineering and CenturyLink. MOTION PASSED UNANIMOUSLY. Gillund motioned, seconded by Koppien to approve Pay Request No. 6 payable to Duninck, Inc. in the amount of \$18,579.63. MOTION PASSED UNANIMOUSLY

ITEM 19: RESOLUTION 18-03 AND 18-04

Koppien motioned, seconded by Gillund to approve an On-Sale Beer License for the Minneota Amateur Baseball Team Association. MOTION PASSED UNANIMOUSLY

ITEM 20: GORECKI ADDITION SIGNAGE

Koppien motioned, seconded by Rodas to accept Western Printing’s April 5, 2019 quote to make a 4’ x 8’ 13 oz. gloss, 4 color process banner with hot weld edges and grommets at a cost of \$110.88. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Reisdorfer to have the High School shop class build and install the sign. MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Koppien motioned, seconded by Reisdorfer, to adjourn the meeting at 8:00 p.m. MOTION PASSED UNANIMOUSLY.

The next scheduled Regular Council Meeting is scheduled for May 13, 2019 at 6:30 p.m.

ATTEST:

Shirley Teigland, City Administrator

John Rolbiecki, Mayor

Council Approved May 13, 2019