

## 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 13, 2020 AT 6:30 P.M.

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

**STAFF PRESENT:** Shirley Teigland

**OTHERS PRESENT:** Bruce Bossuyt, Mark Buysse, John Noyes

**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: \$15,715.48 additional bills register and Ousman Addition Lot

**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 & EQUALIZATION**

Gillund motioned, seconded by Rodas to open the public hearing at 6:31 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, 2018 through September 30, 2019 there were 11 qualified residential sales in the City of Minneota and 1 commercial sale. The median residential sale price was \$87,200. 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 2018-2019 Sales Listing Study, the City's median ratio is 98.81% and is within the required range. Koppien motioned, seconded by Reisdorfer to close the public hearing at 7:00 p.m. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Rodas to lower the property value on Parcel No. 28-100103.0 from \$68,100 to \$45,000 based on the Normal to Below Normal Condition Policy. MOTION PASSED UNANIMOUSLY

**ITEM 4: COUNCIL MEETING MINUTES**

Koppien motioned, seconded by Gillund to approve the March 9, 2020 Regular Council Meeting Minutes. MOTION PASSED UNANIMOUSLY

**ITEM 6: REPORTS & UPDATES**

The Council reviewed the following reports and had no additional questions or comments: (6a) – 3/6/20 Police report as submitted by Chief Bolt; (6b) - the current Financial Report as submitted by Administrator Teigland; (6c) – Y-T-D Budget; (6d) – 2019 Consumer Confidence Report

**ITEM 7: EXPENSES & DISBURSEMENTS**

Koppien motioned, seconded by Gillund to approve the payment of \$59,640.45 (as listed on the check register summary), to approve the payment of \$27,892.09 (as listed on the payroll check register) and to approve the payment of \$15,715.48 in additional bills (as listed on the second check register summary).

**ITEM 8: CONCERNED CITIZENS**

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

**ITEM 9: INDUSTRIAL PARK**

The Council reviewed an updated draft copy of the Capital Improvement Plan and Victory Drive concept plans along with estimated costs to install utilities and road improvements in the Industrial Park Addition II. The total projected costs for the project are \$600,000 of which \$578,000 is eligible for a percentage of DEED grant monies. Koppien motioned, seconded by Reisdorfer to authorize DGR Engineering to move forward with the Victory Drive project engineering and complete additional research for grant funding. MOTION PASSED UNANIMOUSLY.

**ITEM 10: WATER DEPARTMENT**

Gillund motioned, seconded by Koppien to purchase Beacon Analytical Software from Metering Technologies for the quoted price of \$5,000 to connect the City's meter reading data and optimize the City's utility management and billing. The software quote also includes activation, startup and onsite training. MOTION PASSED UNANIMOUSLY

**ITEM 11: POOL RESURFACE**

The Council reviewed the pool resurfacing proposal as bid by Horizon Commercial Pool Supply in the amount of \$280,160. Reisdorfer motioned, seconded by Gillund to reject the single bid and publish a new RFP seeking new bids. MOTION PASSED UNANIMOUSLY

**ITEM 12: POOL STAFF**

The Administrator informed the Council that to date the City has received 2 applications for the open lifeguard positions. The application period remains open and the City will need a minimum of 12 lifeguards to open the pool this season.

**ITEM 13: PUBLIC WORKS**

The Personnel Committee met March 26, 2020 and reviewed each application and rating scale for all the candidates who has applied for the open Public Works position. Based on the individual rating scales, the Committee's recommendation to the Council is to interview 4 candidates. The Administrator will contact candidates and schedule interview times to meet with the Council on April 20, 2020. In other personnel matters, Gillund motioned, seconded by Rodas to hire Keven Larson for the part-time mower position. MOTION PASSED UNANIMOUSLY

**ITEM 14: ZONING PERMITS**

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

- a) Bagley, Chad – 313 E 4<sup>th</sup> Street – 10' x 12' x 8' Utility Shed
- b) DeVlaeminck, Tim – 301 N Madison – 20' x 22' x 8' Addition
- c) Noyes, John – 104 N Grant – 40' x 40' x 12' Addition
- d) Teigland, Shirley – 208 N Grant – Egress Window

**ITEM 15: OUSMAN ADDITION**

Bruce Bossuyt met with the Council to discuss purchasing an adjacent lot to his property. The Council will consider a proposal at the May 11, 2020 council meeting.

**ADJOURNMENT**

Koppien motioned, seconded by Gillund, to adjourn the meeting at 8:15 p.m. MOTION PASSED UNANIMOUSLY.

*The next scheduled Regular Council Meeting is scheduled for May 11, 2020 at 6:30 p.m.*

ATTEST:

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Shirley Teigland, City Administrator

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John Rolbiecki, Mayor

Council Approved May 11, 2020