

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, FEBRUARY 13, 2017 AT 6:30 P.M.

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

STAFF PRESENT: Bill Bolt, Shirley Teigland

OTHERS PRESENT: Rick Bot, Byron Higgin, Teresa Schreurs

ITEM 1: CALL TO ORDER

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

ITEM 2: OATH OF OFFICE

Administrator Teigland administered the Oath of Office to newly appointed Council Member Tim Koppien.

ITEM 3: CALL FOR AGENDA ADDITIONS

The Administrator asked that the following item be added: \$11,810.58 additional bills register.

ITEM 4: ADOPT AGENDA

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

ITEM 5: APPROVE MINUTES

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments Teigland motioned, seconded by Gillund to approve the January 9, 2017 Regular Council meeting minutes.
MOTION PASSED UNANIMOUSLY

ITEM 6: REPORTS AND UPDATES

(6a) - The Council reviewed the February 6, 2017 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) - Lincoln Pipestone Rural Water’s rate increase of \$0.10 per 1,000 gallons effective June 1, 2017; (6e) – Update: housing study contributors; (6f) – Scheduling annual employee reviews.

ITEM 7: APPROVE DISBURSEMENTS

Koppien motioned, seconded by Rodas to approve the payment of \$75,846.41 (as listed on the check register summary), to approve the payment of \$19,590.75 (as listed on the payroll check register) and to approve the payment of \$11,810.58 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: SMALL CITIES DEVELOPMENT GRANT

As part of the Small Cities Grant application, the City is required to solicit proposals for administrative services to implement all SCDP Grant activities and assure compliance with grant conditions and program regulations. Advertisements were published and Development Services, Inc. (DSI) was the only proposal received. The proposal states that DSI's fee for services is \$115,000 with a goal of rehabbing 25 housing and 9 commercial projects. Of this amount, \$80,000 will be paid by the SCDP grant program. Rodas motioned, seconded by Teigland to accept the proposal for administrative services from Development Services, Inc. for the Small Cities Grant as submitted. MOTION PASSED UNANIMOUSLY

The Council was advised that there is approximately \$42,000 in the City of Minneota's SCDP revolving loan fund with additional funds being received monthly from previous SCDP grant recipients. The City anticipates reaching a minimum \$48,000 by June/July, 2017. Teigland motioned, seconded by Koppien to authorize the full amount of the SCDP revolving loan fund, specifically \$47,000 as a committed dollar amount, as well as additional SCDP funds as they become available from continued SCDP loan repayments be allocated to the grant budget as outlined in the SCDP Grant Application. MOTION PASSED UNANIMOUSLY

Teigland motioned, seconded by Koppien to adopt Resolution 17-04 approving the City of Minneota to act as the legal sponsor for the project contained in the Fiscal Year 2017 Small Cities Development Program Grant Application to be submitted on or before February 23, 2017. The Mayor of Minneota and the City Administrator are also hereby authorized to apply to the Department of Employment and Economic Development for funding of the project and execute such agreements and amendments thereto, as necessary to implement the project on behalf of the City of Minneota, MOTION PASSED UNANIMOUSLY.

ITEM 10: ELECTIONS

Rick Bot, Westerheim Township Clerk, met with the Council to discuss the upcoming requirement for all polling places in Lyon County to purchase new voting machines and whether the Council would be willing to allow Nordland and Westerheim Township residents to vote at City Hall. Mr. Bot also stated that the townships are willing to share in the increased costs incurred in combining the polling places and would budget funds to off-set a portion of the new equipment costs. No action was taken and the Council will address the issue at a later date.

ITEM 11: REAL PROPERTY PURCHASE

Carolyn Meiners stopped at the office to inquire as to whether the City is considering a future street project that would widen and change the intersection at Lyon and N Grant Street. Ms. Meiners also stated that if a project is scheduled she is open to discussions with the City in regards to purchasing property from her. No action was taken by the Council.

ITEM 12: EMPLOYEE TRAINING

Administrator Teigland reviewed current employee training needs and asked that the Council approve the following training courses and conference: Scott Holien - MN Shade Tree Short Course – March 14-15, 2017; Tim DeVlaeminck – Wastewater Operations Conference – March 29-31, 2017; Barb Knutson – Certified Pool Operator License Course – prior to pool opening; and Tim DeVlaeminck – Certified Pool Operator License Refresher Course – March 7, 2017. Rodas motioned, seconded by Koppien to approve all training requests for current employees as listed above. MOTION PASSED UNANIMOUSLY

ITEM 13: 2017 BUDGET APPROPRIATIONS

Teigland motioned, seconded by Koppien to approve the Senior Citizens 2017 1st half budget appropriation of \$7,500. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Rodas to approve the 2017 Economic Development Authority budget appropriation of \$10,000. MOTION PASSED UNANIMOUSLY.

ITEM 14: FACEBOOK PAGE

A request was made by Mayor Rolbiecki to consider a Council Facebook page. The Council discussed the positive and negative aspects of implementing such a page and the fact that a page should not be administered by just 1 or 2 council members as the Council is required to speak as a whole. The City’s Social Media Policy also states that “social media content should focus on significant City interest areas and be organized in a manner that avoids duplication, ambiguities and/or conflicting information”. Due to the fact that there are already Facebook pages for the Police Department, Pool, Summer Rec and Fire Department it was suggested that the Council consider implementing a page that could be combined with one of the other existing pages. The Council did not take any action and the Administrator and Chief Bolt will research the subject and return to the Council with additional options and recommendations.

ITEM 15: BIKE LANES – ACTIVE LIVING PLAN

The Council reviewed a request from the Active Living Plan Committee to consider installing bike lanes on certain city streets such as Grant Street and whether the Council would also consider additional signage and painting at the Jackson-Lyon Street intersection. Chief Bolt advised the Council that the streets were not wide enough to install bike lanes and the lanes would not be a proper tool for pedestrian traffic. Mr. Bolt also stated that bike lanes aren’t necessary due to the fact that State Statute already allows individuals to ride bikes on the street. No action was taken by the Council.

ITEM 16: BOARD OF APPEALS & EQUALIZATION

Due to a scheduling conflict for the County Assessor the Council was asked to call for a Special Council Meeting for the purpose of the annual Board of Appeals & Equalization hearing. Rodas motioned, seconded by Gillund to call for a Special Council Meeting to be held at City Hall on April 17, 2017 at 6:30 p.m. MOTION PASSED UNANIMOUSLY

ITEM 17: REHAB LOAN TRANSFER

A request was made of the Council to approve the transfer of the Minneota SCDP Commercial Rehabilitation Program Combination Mortgage & Deferred Loan Agreement between Ufkin’s Furniture & Appliance and the City of Minneota as recorded in Document No. 187069 in the Lyon County Recorder Office to Carrie & Nathan Pohlen as new owners of said described building. Teigland motioned, seconded by Rodas to transfer the SCDP Grant/Loan balance, loan agreement & mortgage as recorded on Document No. 187069 to Carrie & Nathan Pohlen. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Rodas to waive the provision in said agreement that would require Carrie & Nathan Pohlen as new borrowers to repay the deferred loan principal. MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Koppien motioned, seconded by Gillund, to adjourn the meeting at 8:05 p.m. MOTION PASSED UNANIMOUSLY.

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

ATTEST:

John Rolbiecki, Mayor

Shirley Teigland, City Administrator

Council Approved March 13, 2017