

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, JANUARY 9, 2017 AT 6:30 P.M.

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

STAFF PRESENT: Bill Bolt, Shirley Teigland

OTHERS PRESENT: 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 elected officials Mayor John Rolbiecki and Council Members Travis Gillund and Amber Rodas.

ITEM 3: CALL FOR AGENDA ADDITIONS

The Administrator asked that the following item be added to the agenda: \$6,033.37 additional bills register.

ITEM 4: ADOPT AGENDA

Teigland motioned, seconded by Rodas, 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 December 12, 2016 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 6: REPORTS AND UPDATES

(6a) - The Council reviewed the December 27, 2016 Police report as submitted by Chief Bolt; (6b) – the current Financial Report as submitted by Administrator Teigland; (6c) – The January 3, 2017 Active Living Committee Meeting Minutes along with the Active Living Plan’s goals and strategies for building healthy communities by encouraging healthy lifestyles. The Committee will be seeking partnerships with the EDA, the schools, the Bug Days Committee and the City to further plan and discuss activities and programs such as Walk Local & Shop Local, Walk! Bike! Fun! curriculum training, bike rodeos, the Sanford Fit Program for after school programming, bike lanes and safety of intersections.

ITEM 7: APPROVE DISBURSEMENTS

Teigland motioned, seconded by Gillund to approve the payment of \$310,137.80 (as listed on the check register summary), to approve the payment of \$21,192.99 (as listed on the payroll check register) and to approve the payment of \$6,033.37 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 HEARING – SMALL CITIES DEVELOPMENT PROGRAM

Mayor Rolbiecki opened the public hearing at 7:00 p.m. Teresa Schreurs from Development Services Inc. met with the Council to discuss the 2017 Small Cities Development Program. The SCDP grant is a federally funded program administered through the State with the primary objective being to make funding available that will benefit low-to-moderate income residents in the community. A homeowner must be both income-eligible and reside in a house which the rehab needs meet the Federal rehab-eligibility requirements. Housing rehab is based on household size and income and this funding is offered through a mix of upfront money from the owner, non-repayable deferred loans and low-interest repayable loans. An income-eligible homeowner can expect to be responsible for at least 10% of the eligible project costs. Commercial building rehab is not based on income but must meet the Federal building rehab-eligible requirements and the building owner can expect to be responsible for at least 30% of the project costs upfront and 35% of project costs as payments to the City with a 10-year amortization. The initial target area of 25-30 houses are included in 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. The Council also reviewed an email from DEED stating that the City's preliminary proposal received a determination of being competitive and that the final applications are due by 4:30 p.m. on February 23, 2017. No members of the community were present at the hearing to make comments, recommendations or suggestions regarding community development needs and priorities in Minneota. Teigland motioned, seconded by Gillund to close the public hearing at 8:00 p.m. MOTION PASSED UNANIMOUSLY. Teigland motioned, seconded by Gillund to authorize Development Services, Inc. to move forward with the final application for the 2017 Small Cities Development Program grant for the City of Minneota. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Gillund to publish a legal notice in the Minneota Mascot requesting proposals for grant administration services no later than noon on February 10, 2017. MOTION PASSED UNANIMOUSLY

ITEM 10: RESOLUTION 17-01

The Council discussed the declared vacancy for a council position with the resignation of Council Member Mary Johnson on October 3, 2016 to be effective December 31, 2016. It was the consensus of the Council to offer the position to Tim Koppien who received the next highest vote tally of 315 votes in the 2016 local election. Teigland motioned, seconded by Gillund to adopt Resolution 17-01 appointing Tim Koppien to serve the unexpired term created by Mary Johnson's resignation. MOTION PASSED UNANIMOUSLY

ITEM 11: RESOLUTION 17-02

Teigland motioned, seconded by Rodas to adopt Resolution 17-02 designating Bank of the West, Banc West Investment Services Inc. and State Bank of Taunton as official depositories and authorizes the City to deposit funds in each financial institution. By resolution The Minneota Mascot is also designated as the City's official newspaper of the City for 2017 and the City Administrator/Clerk should publish all designated public notices in said newspaper. MOTION PASSED UNANIMOUSLY

ITEM 12: RESOLUTION 17-03

Rodas motioned, seconded by Gillund to adopt Resolution 17-03 for certain designations and appointments as required to be made by the City Council for 2017: (1) The City attorney for legal advising, litigation and prosecutions shall be John A. Engels, Attorney. (2) The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Travis Gillund. (3) The Council shall have standing committees consisting of a minimum of 2 Council members and these committees and members for 2017 shall be as follows: (Ambulance & Fire) Koppien & Teigland; (Budget) Rodas & Rolbiecki; (EDA) Koppien & Rolbiecki; (Equipment) Rodas & Teigland; (Infrastructure) Rolbiecki & Teigland; (Nuisance) Koppien & Rodas; (Personnel) Gillund & Rodas; (Police) Koppien & Rolbiecki; (Summer Rec & Pool) Gillund & Rodas; (Water/Sewer Rates) Gillund & Koppien; (Library) Rodas & Teigland. MOTION PASSED UNANIMOUSLY

ITEM 13: 2017 LIQUOR LICENSE

- a) Countryside Golf Club – Combination Liquor License

Teigland motioned, seconded by Rodas to approve the 2017 Combination Liquor License as listed above.
MOTION PASSED UNANIMOUSLY

ITEM 14: EMERGENCY MANAGEMENT

The Council discussed the NIMS (National Incident Management System) Training that is required for all Council Members to ensure the City’s eligibility for FEMA funding. New Council Members will be certified through the Emergency Management Institute Independent Study Program and the required courses will be completed prior to the March council meeting.

ITEM 15: EMPLOYEE REVIEWS

Annual employee reviews will be scheduled at an upcoming council meeting.

ADJOURNMENT

Teigland 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 February 13, 2017 at 6:30 p.m.

ATTEST:

John Rolbiecki, Mayor

Shirley Teigland, City Administrator

Council Approved February 13, 2017