

## 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, JUNE 11, 2018 AT 6:30 P.M.

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

**COUNCIL ABSENT:** Council Member Jerry Teigland

**STAFF PRESENT:** Shirley Teigland

**OTHERS PRESENT:** Mike Bubany, Andy Buysse, Beth Buysse, Jeff Buysse, Larry Buysse, Gary Crowley, Byron Higgin

### **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: New Water Service, Extra Bills - \$ 12,246.55 and Zoning Permit – Peterson, Rick.

### **ITEM 3: ADOPT AGENDA**

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

### **ITEM 4: PUBLIC HEARING**

Koppien motioned, seconded by Gillund to open the Public Hearing at 6:33 p.m. MOTION PASSED UNANIMOUSLY. A public hearing is being held relating to the proposed establishment of Tax Increment Financing District No. 1-3 and the adoption of the Tax Increment Financing Plan. Copies of the Tax Increment Financing Plan are on file and available for public inspection at the office of the City Administrator at City Hall. Commissioner Gary Crowley spoke with the Council about the project and stated that the Lyon County Commissioner's Board was in support of the proposed TIF District Plan. Mike Bubany, David Drown Associates, Inc. reviewed a number of items with the Council discussing the TIF plan document, required resolutions, the GO Tax Increment Financing Note Series 2018A terms and conditions, bond payment schedule, bond cash flow and overall administration of the plan with the Council. Mr. Bubany was also available to answer all questions by the Council and interested persons present at the meeting.

Koppien motioned, seconded by Rodas to close the public hearing at 7:10 p.m. MOTION PASSED UNANIMOUSLY

Gillund motioned, seconded by Rodas to authorize John Rolbiecki as Mayor and Shirley Teigland as Administrator to sign the loan agreement made as of the 25<sup>th</sup> of June, 2018, by and between the City of Minneota and the First Independent Bank, Russell, MN. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Gillund to adopt Resolution 18-08 authorizing the issuance, sale and delivery of a \$698,000 General Obligation Tax Increment Note, Series 2018A. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Koppien to adopt Resolution 18-09 approving the establishment of Tax Increment Financing District No. 1-3 within the Tax Municipal District No. 1, and final adoption of the Tax Increment Financing Plan relating thereto. MOTION PASSED UNANIMOUSLY

**ITEM 5: KOMPელიენ FIELD**

Jeff Buysse and Larry Buysse, ISD 414 School Board members, met with the Council to discuss lights in the park that are no longer working. A temporary fix has been installed to allow the lights to be used for a short period of time but due to safety concerns, Ottertail representative Ted Schmitz has informed the Board that the lights need to be fixed as soon as possible to avoid additional liability. The Council reviewed a bid proposal to install a new electric service and remove the existing transformers as submitted by Frank's Electric, Plumbing & Heating, Inc. in the amount of \$21,164. Larry Buysse asked the Council to consider allocating funds from the City's general fund to pay for the expense to repair the lights. Koppien motioned, seconded by Gillund to authorize the payment of 1/2 the cost to Frank's Electric, Plumbing & Heating, Inc. for the installation of a new electric service and the removal of all existing transformers. GILLUND, KOPPIEN AND ROLBIECKI VOTED YES WITH RODAS ABSTAINING. MOTION PASSED. The Council also discussed installing a water service to the concession stand at Kompeliien Field. In order to install this service the City will connect to an existing service line located in Riverside Park, trench the water line under the river and install a small hydrant near the concession stand building for final connection. TE Underground, LLC's bid proposal projected a cost of \$3,200 to trench the water line. Rodas motioned, seconded by Koppien to authorize TE Underground, LLC to trench the water line. MOTION PASSED UNANIMOUSLY

**ITEM 6: MEETING MINUTES**

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments Rodas motioned, seconded by Gillund to approve the May 14, 2018 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

**ITEM 7: REPORTS & UPDATES**

The Council reviewed the following reports: (7a) - the June 4, 2018 Police report as submitted by Chief Bolt; (7b) the current Financial Report as submitted by Administrator Teigland; (7c) – Y-T-D Budget Status Report; (7d) League of MN Cities Insurance Trust letter advising the Council that the City of Minnesota continues to meet the Underwriting Criteria necessary to qualify for No-Fault Sewer Back-Up Coverage.

**ITEM 8: EXPENSES & DISBURSEMENTS**

Rodas motioned, seconded by Koppien to approve the payment of \$32,012.22 (as listed on the check register summary), to approve the payment of \$20,199.15 (as listed on the payroll check register) and to approve the payment of \$12,246.55 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

**ITEM 9: CONCERNED CITIZENS**

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

**ITEM 10: 2017 FINANCIAL AUDIT**

The Council reviewed a Draft Copy of the City's Annual Financial Report for the year ended December 31, 2017. The City's total governmental activities revenues consisted of program revenues of \$684,895, property taxes of \$568,222, unrestricted aids and payments from the state of \$467,797, special assessments of \$197,645 and interest and miscellaneous revenue of \$19,884. Expenses totaling \$1,281,713 consist mainly of general government administration and miscellaneous expense of \$248,523, public safety expense of \$292,338, public works expense of \$473,952, parks and recreation expense of \$110,251, library expenses of \$64,265, interest and fees on long-term debt of \$83,303, and housing and economic development expense of \$9,081. The Water and Sewer Funds reported operating losses for the year and these losses are caused primarily by depreciation expense. Overall expenditures were favorable or under budgeted expenditures and all line items experienced a favorable variance. Rodas motioned, seconded by Gillund to approve the following transfers to complete the 2017 financial audit: Reduce the GO Revenue Note 2016A transfer by \$5,816; transfer \$22,553.14 from the General Fund to the Capital Outlay Fund; transfer \$20,728.56 from the General Fund to the Flood Levee Improvement Fund; transfer \$4,000 from the Garbage Fund to the Flood Levee Improvement Fund; transfer \$61,746.13 from the General Fund to the Adams Street Improvement Fund; transfer \$7,514.66 from the Rehab Money Market to the Rehabilitation Fund; transfer \$100,000 from Fire Department checking to a CD; and transfer \$32,800.06 from the TIF Brokerage to the 2010A Bond Fund. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Gillund to approve the 2017 Annual Financial Report for the year ending December 31, 2017. MOTION PASSED UNANIMOUSLY

**ITEM 11: ZONING PERMITS**

- a) Buysse, Beth – 103 Wilson Street – 14’ x 14’ Utility Shed
- b) Jacobs, Gregory – 108 Wilson Street – 12’ x 16’ Deck & Walkway
- c) Jelen, Kim – 503 Washington Street – 10’ x 15’ Patio and 114’ x 35’ x 93’ Fence
- d) Meyer, Cody – 410 N Jefferson Street – 8’ x 12’ Playhouse
- e) Minneota Public School – Kompelien Field – 58’ x 18’2” x 18’ Dugout Addition
- f) Peterson, Rick – 204 N Adams – 30’ x 12’ Deck

Koppien motioned, seconded by Rodas to approve all zoning permits as listed above. MOTION PASSED UNANIMOUSLY

**ITEM 12: POOL STAFF WAGES**

Koppien motioned, seconded by Rodas to approve lifeguard hourly wage rates: Head Lifeguard - Kim Gades - \$11.25/hour and Kalley Kloos - \$11.00/hour, Assistant Head Lifeguards - \$9.00/hour, Lifeguards - \$8.50/hour and WSI Instructors - \$8.70/hour. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Gillund to approve hiring Brock Buysse and Sienna Mahan-Diette as lifeguards. MOTION PASSED UNANIMOUSLY

**ITEM 13: MORTGAGE & DEFERRED LOAN SATISFACTION**

Gillund motioned, seconded by Koppien to authorize John Rolbiecki as Mayor and Alexis Ramirez as Clerk to sign a Satisfaction of Combination Mortgage & Deferred Loan Agreement on behalf of the City of Minneota as executed between Shirley Teigland and the City of Minneota. MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Koppien motioned, seconded by Gillund, to adjourn the meeting at 7:40 p.m. MOTION PASSED UNANIMOUSLY

*The next scheduled Regular Council Meeting is scheduled for July 9, 2018 at 6:30 p.m.*

ATTEST:

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Shirley Teigland, City Administrator

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John Rolbiecki, Mayor

Council Approved July 9, 2018