

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 12, 2017 AT 6:30 P.M.

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

COUNCIL ABSENT: Mayor John Rolbiecki

STAFF PRESENT: Shirley Teigland

OTHERS PRESENT: Kay Drown, Byron Higgin, Yvette Kloos, Joe Lucht, Ian Weber,
Mary A Wervey

ITEM 1: CALL TO ORDER

Acting Mayor Travis Gillund 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: \$15,845.62 additional bills register, mosquito spraying, Marlene Polejewski zoning permit and Jerry Teigland zoning permit.

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: APPROVE MINUTES

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments Koppien motioned, seconded by Teigland to approve the May 8, 2017 Regular Council meeting minutes.
MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS AND UPDATES

The Council discussed the following reports: (5a) - the June 6, 2017 Police report as submitted by Chief Bolt; (5b) – the current Financial Report as submitted by Administrator Teigland; (5c) – Y-T-D Budget Status Report; (5d) – the April 11, 2017 & May 9, 2017 EDA meeting minutes; (5e) – the March 14, 2017 Library Committee meeting minutes; (5f) – a quote from WW Goetsch Associates, Inc. for parts and labor to replace 2 16” valves in the lagoon equipment building at a cost of \$25,306.00; and (5g) – the Sanitary Survey Report summarizing an on-site inspection of the City’s community public water system along with a review of the system’s water source, facilities, equipment, operation, maintenance and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. No deficiencies were reported.

ITEM 6: APPROVE DISBURSEMENTS

Teigland motioned, seconded by Koppien to approve the payment of \$76,122.91 (as listed on the check register summary), to approve the payment of \$18,944.70 (as listed on the payroll check register) and to approve the payment of \$15,845.62 in additional bills (as listed on the second check register summary).
MOTION PASSED UNANIMOUSLY

ITEM 7: CONCERNED CITIZENS

Kay Drown asked to speak with the Council about having to cut down an ash tree on her property. Although the tree was located near power lines Ottertail Power Co. declined to remove the tree. The Council also confirmed with Mrs. Drown that the City does not have grant opportunities for tree removal and because the tree is on private property and not on the boulevard the City will not remove the tree or subsidize the cost for removal. No additional action was taken by the Council.

ITEM 8: ZONING PERMITS

- a) Antony, David – 403 E 2nd Street – 10’ x 12’ Utility Shed
- b) Dollar General Store – 209 W 1st Street – 85’ x 92’ x 20’ Building
- c) Frie, Courtney – 507 E 1st Street – 18’ Patio
- d) Hoffman, Randy – 508 N Jackson – 16’ x 20’ Deck
- e) Minneota Public School – Outlot J – 28’ x 8’ Concession Stand Addition
- f) Menken, Dick – 307 E 4th Street – Demolish House
- g) Myhre, Terri – 302 E 3rd Street – 26’ x 10’ Deck
- h) Polejewski, Marlene – 105 Century Drive – 10’ x 16’ Deck
- i) Teigland, Jerry – 314 W 3rd Street – 12’ x 16’ x 8’ Storage Shed

Teigland motioned, seconded by Rodas to approve Zoning Permits “a-h” as listed above. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Koppien to approve Zoning Permit “i” as listed above. GILLUND, KOPPIEN AND RODAS VOTED YES WITH TEIGLAND ABSTAINING. MOTION PASSED. Teigland motioned, seconded by Rodas to eliminate the permit fee on the Minneota Public School’s zoning permit application. MOTION PASSED UNANIMOUSLY

ITEM 9: 2016 ANNUAL FINANCIAL STATEMENT

The Council reviewed the final draft of the City’s 2016 Annual Financial Statement. Berg & Eisfeld Accounting, PLLP audited the City’s governmental activities, business-type activities, each major fund and the aggregate remaining fund information for the City as of and for the year ended December 31, 2016. The Administrator pointed out that all department expenses were kept within budget constraints and the City’s assets exceeded its liabilities with the total combined net assets increasing 11.8% between 2015 and 2016. Teigland motioned, seconded by Rodas to approve and accept the Annual Financial Report for the year ended December 31, 2016 as presented. MOTION PASSED UNANIMOUSLY

ITEM 10: POLICE PART-TIME OFFICER

Koppien motioned, seconded by Rodas to authorize Police Chief Bill Bolt to make a conditional job offer to Aaron Beek for the position of part-time police officer. MOTION PASSED UNANIMOUSLY

ITEM 11: CITY OF MINNEOTA BROCHURE

The Active Living Plan Committee made arrangements with Impressions by Chelsea Lund to create a brochure in accordance with their vision “to create an environment that promotes opportunities for walking and biking in and around the community”. The cost of the Minneota Walking & Biking Guide will be funded in part by the Statewide Health Improvement Partnership (SHIP) and the City of Minneota. Rodas motioned, seconded by Koppien to approve an initial payment of \$200.00 to Impressions by Chelsea Lund. MOTION PASSED UNANIMOUSLY.

ITEM 12: RESOLUTION 17-09

Koppien motioned, seconded by Teigland to adopt Resolution 17-09, a resolution adopting the Lyon County All-Hazard Mitigation Plan. MOTION PASSED UNANIMOUSLY

ITEM 13: MUTUAL AID FIRE AGREEMENT

Rodas motioned, seconded by Koppien to approve the Southwest Fire Department Association & West Central Fire Department Association Mutual Aid Agreement and authorize John Rolbiecki as Mayor and Shirley Teigland as Administrator to sign the agreement on behalf of the City. MOTION PASSED UNANIMOUSLY

ITEM 14: SEWER TELEVISIONING

The Council reviewed a sanitary sewer lateral and main inspection quote from Empire Pipe Services to televise the sanitary sewer main in the Mikkelson addition at a cost of \$7,313.15. Prior to the City spending funds on televising the lines a letter will be sent out to each resident to review City Ordinance requirements for sump pump discharge and verification of individual systems for compliance with the City Code.

ITEM 15: HOUSING STUDY

The Council reviewed a draft copy of the Housing Needs Assessment Study as prepared by Jay Thompson, Viewpoint Consulting Group, Inc. With no additional comments or questions by the Council Mr. Thompson will finalize the study as presented.

ADJOURNMENT

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

The next scheduled Regular Council Meeting is scheduled for July 10, 2017 at 6:30 p.m.

ATTEST:

Shirley Teigland, City Administrator

John Rolbiecki, Mayor

Council Approved July 10, 2017