

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 8, 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: Barb Knutson

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: \$19,448.12 additional bills register, Zoning Permit Application: 401 S Jefferson

ITEM 3: ADOPT AGENDA

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

ITEM 4: MEETING MINUTES

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments Reisdorfer motioned, seconded by Rodas to approve the May 11, 2020 Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS & UPDATES

The Council reviewed the following reports and had no additional questions or comments: (5a) – 6/1/20 Police report as submitted by Chief Bolt; (5b) - the current Financial Report as submitted by Administrator Teigland; (5c) – Y-T-D Budget; (5d) – Silver Spur Saddle Club

ITEM 6: EXPENSES & DISBURSEMENTS

Koppien motioned, seconded by Reisdorfer to approve the payment of \$60,552.29 (as listed on the check register summary), to approve the payment of \$18,059.34 (as listed on the payroll check register) and to approve the payment of \$19,448.12 in additional bills (as listed on the second check register summary).

ITEM 7: CONCERNED CITIZENS

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

ITEM 8: LIBRARY

Rodas motioned, seconded by Reisdorfer to accept a resignation letter from Mary Buysse. MOTION PASSED UNANIMOUSLY. The Council thanks Mary for 34 years of service with the City and wishes her all the very best in the coming years. Head Librarian applications will be accepted at the City Office through June 17, 2020 and the Council will review all applications at a Special Council Meeting being held June 22, 2020. The Administrator also outlined the required Covid-19 protocol being followed to reopen the Library.

ITEM 9: OUSMAN ADDITION

Koppien motioned, seconded by Gillund to execute a Warranty Deed to convey and warrant to Bruce J. Bossuyt and Jami Bossuyt husband and wife, real property in Lyon County, Minnesota legally described as follows: Lot 3, Block 1 Ousman Addition to the City of Minneota, according to the recorded plat thereof subject to the attached protective covenants. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Gillund to adopt Resolution 20-06 authorizing John Rolbiecki as Mayor and Shirley Teigland as City Administrator to execute a Warranty Deed to convey real estate from the City of Minneota to Bruce J. Bossuyt and Jami Bossuyt. The purchase price for the property shall be \$7,500 plus all closing costs, legal fees, abstracting and related expenses. The conveyance shall be subject to protective covenants as approved by the City Council which shall be attached and incorporated into the deed of conveyance. MOTION PASSED UNANIMOUSLY

ITEM 10: SUMMER RECREATION

Due to Covid-19 restrictions all Summer Recreation activities are cancelled. Rodas motioned to pay the Director \$3,500. Without a second, the motion was not considered. Reisdorfer motioned, seconded by Koppien to authorize the payment of \$2,500 to Rec Director David VanWaterMeulen. KOPPIEN, REISDORFER, RODAS AND KOPPIEN VOTED YES WITH GILLUND ABSTAINING. MOTION PASSED

ITEM 11: SWIMMING POOL

Administrator Teigland updated the Council on efforts to secure enough lifeguards to facilitate opening the pool in Phase III of the Governor's plan. Covid-19 regulations will be an extra burden in the opening process and specific policies will need to be adopted and strictly adhered to. The Administrator also confirmed that YMCA staff will certify all new lifeguards and the goal is to open the pool the 1st week in July.

ITEM 12: TRANSIENT MERCHANT

Koppien motioned, seconded by Reisdorfer to approve an application for a Transient Merchant License as applied for by Sandra Callens – Fork on the Road Food Truck. MOTION PASSED UNANIMOUSLY

ITEM 13: MORTGAGE SUBORDINATION

Koppien motioned, seconded by Rodas to authorize John Rolbiecki as Mayor and Shirley Teigland as Administrator to sign a subordination agreement by and between the City of Minneota and Bremer Bank, NA for a mortgage dated the 2nd Day of May, 2019, executed by Alyssa Engler, a single person, which recorded in the county of Lyon, State of Minnesota, as Document No. 219862 covering property located at 403 N Jefferson Street, Minneota, MN. MOTION PASSED UNANIMOUSLY

ITEM 14: CITY ENGINEER

The Council reviewed an update from Trent Bruce, DGR Engineering that summarized a number of projects, both current and proposed. City Staff assisted Ottetail Power Co. with identifying existing easements such that new power lines can be installed. All restoration work will be completed by Ottetail Power. The City will need to consider the impacts of the burn pit and begin planning for the transition to the new location. Grading at the new site is completed and work including a fence/gate and gravel surfacing should be planned. The estimated cost to complete the project is \$80,000-\$100,000. Also discussed were asphalt street repairs for the 2020 construction season and the need for resurfacing work in order to maintain the life expectancy of streets in the Ousman Addition. Rather than expending asphalt patching budget monies Mr. Bruce advised that an asphalt overlay in the area be incorporated with other future Infrastructure Projects to provide additional cost savings. The Grant and Jackson Street Improvements are complete with a few punch-list items remaining. The plans for Victory Drive are nearly complete, pending final decisions from the City on extent of the project and timeline for construction. Plat work also needs to be completed and without specific information on proposed lot sale size DGR Engineering is unable to finalize plans and coordinate with the appropriate funding sources to accommodate the project. Based on recent feedback from the City, DGR has begun the planning process for a 2022 Infrastructure Project. This is anticipated to be a large project and it will take some time to work through the necessary funding and approval process, but the goal will be to begin construction in April 2022. The final project reviewed was the Jefferson Street Bridge. Mr. Bruce indicated that after discussions with the County the bridge replacement would require a maximum investment from the City of approximately \$20,000 with additional work (sidewalk/trail extension, erosion control work, etc.) being extra cost to the City.

ITEM 15: ZONING PERMITS

Gillund motioned, seconded by Rodas to approve the following Zoning Permits as listed below. MOTION PASSED UNANIMOUSLY

- a) Houselog, Troy – 404 E 1st Street – 26’ x 40’ Cement Patio
- b) Stienessen, Harold – 103 Century Drive – 55’ Fence
- c) Tolk, Chris – 403 N Washington – 40’ x 6’ Fence
- d) Welsh, Nathan – 502 E 6th Street – 12’ x 20’ Cement Patio and 3’ x 8’ Cement Pad
- e) Yost, Ryan – 117 E Lyon Street – 9’ x 108’ Driveway and Sidewalk
- f) Janiszkeski, Doug – 401 S Jefferson Street – 6’ x 18’ x 7’ Porch Enclosure

ITEM 16: FIRE DEPARTMENT

Administrator Teigland informed the Council that office staff is working with USDA to secure grant/loan funds to purchase a new Pumper Truck at a cost of \$387,549. A Public Hearing will need to be scheduled in the near future as required. No action by the Council is required at this time.

ITEM 17: ANNUAL AUDIT

The Council reviewed a letter from Jacobson & Bergerson, PPLP, Licensed CPA Firm stating “we are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Minneota for the year ended December 31, 2019. The firm expects to begin the audit on approximately June 3, 2020 and issue a final report on approximately June 30, 2020.” Reisdorfer motioned, seconded by Rodas to authorize budget transfers to other funds as listed. MOTION PASSED UNANIMOUSLY

ITEM 18: CIVIL DEFENSE SIREN

The City has ordered a new civil defense siren that will be placed in the vicinity of the Minneota Manor and the Gorecki Housing Addition, completing the City’s process of upgrading all civil defense sirens. Koppien motioned, seconded by Rodas to declare the old siren as excess property. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Gillund to donate the excess civil defense siren to the City of Amiret, MN. MOTION PASSED UNANIMOUSLY

ITEM 19: HEALTH SAVINGS

Gillund motioned, seconded by Reisdorfer to approve the payment of \$750 payable to Further, HSA Account Administrator for the City. The contribution is prorated and based on completed months of employment with the City and will be deposited in Public Works Employee Ernest Sorensen’s Health Savings Account. MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Koppien motioned, seconded by Gillund, to adjourn the meeting at 7:30 p.m. MOTION PASSED UNANIMOUSLY.

The next scheduled Regular Council Meeting is scheduled for July 10, 2020 at 6:30 p.m.

ATTEST:

Shirley Teigland, City Administrator

John Rolbiecki, Mayor

Council Approved July 10, 2020