

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 12, 2015 AT 6:30 P.M.

COUNCIL PRESENT: Mayor Bill Ufkin
Council Member Tim Koppien
Council Member Nancy Reisdorfer
Council Member Jerry Teigland

COUNCIL ABSENT: Council Member Mary Johnson

STAFF PRESENT: Shirley Teigland, Bill Bolt

OTHERS PRESENT: Francis DeSmet, Byron Higgin

ITEM 1: CALL TO ORDER

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

ITEM 2: CALL FOR AGENDA ADDITIONS

Mayor Ufkin called for agenda additions. The Administrator asked that the following items be added: \$216,006.23 additional bills register.

ITEM 3: ADOPT AGENDA

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

ITEM 4: OATH OF OFFICE

City Administrator administered Oath of Office to elected Mayor Bill Ufkin and Council Member Jerry Teigland.

ITEM 5: APPROVE MINUTES

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments, Teigland motioned, seconded by Koppien to approve the December 8, 2014 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 6: REPORTS AND UPDATES

(6a) - The Council reviewed the January 2, 2015 Police report as submitted by Chief Bolt; (6b) – the current financial reports for the City; and (6c) – Indoor Archery League – Chief Bolt informed the Council that there are several residents along with a local 4H Chapter who have expressed an interest in having an indoor archery range in Minneota. Chief Bolt inspected an area of the basement in the Senior Citizen Center that is currently not being used and stated that this would nicely accommodate 5-6 shooting lanes. The Administrator spoke with Senior Center Coordinator Joanne Myrvik and received positive feedback in regards to the basement being used for such a purpose. Chief Bolt also stated that he was not asking the City for funds to support the archery range as it is expected that fees and donations from memberships will be sufficient to cover expenses. Chief Bolt asked the Council's permission to use the basement in the Senior Citizen Center and move forward with organizing an indoor archery league. Teigland motioned, seconded by Reisdorfer to grant permission to Chief Bolt to use the Senior Citizen Center's basement for an indoor archery league. MOTION PASSED UNANIMOUSLY

ITEM 7: APPROVE DISBURSEMENTS

Koppien motioned, seconded by Reisdorfer, to approve the payment of \$56,256.32 (as listed on the check register summary), to approve the payment of \$19,078.13 (as listed on the payroll check register) and to approve the payment of \$216,006.23 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: DEER SHOOT IN CITY LIMITS

The Council reviewed a Special Archery Deer Hunt application. Chief Bolt explained to the Council that prior to implementing a special deer hunt within the city limits the city would need to get approval from the State of MN Big Game Program. Chief Bolt also stated that there is a need for the special hunt due to deer causing a significant negative impact to native plant communities and/or trees in the city and to adjacent landowner's vegetation, along with numerous complaints regarding deer on roadways as traffic hazards. Between 9/9/15 – 12/31/15 there will be 10 tags issued permitting 10 specifically assigned consecutive days of hunting for each tag. Only one hunter is permitted in the field at a time and only during the dates listed on their tag. Chief Bolt will implement a qualification shoot prior to issuing tags and dated tags will be given by lottery. All harvested deer must also be inspected before butchering by Chief Bolt. Teigland motioned, seconded by Koppien to submit the Special Deer Hunt Recommendation Form to Leslie McInenly, Big Game Program Leader with the State of Minnesota for consideration. MOTION PASSED UNANIMOUSLY

ITEM 10: RESOLUTION 15-01 – OFFICIAL DEPOSITORIES AND NEWSPAPER

Reisdorfer motioned, seconded by Teigland to designate Bank of the West, Minneota, MN, Bank of the West Investment Services, and State Bank of Taunton as official depositories for the City and The Minneota Mascot as the City's official newspaper. MOTION PASSED UNANIMOUSLY.

ITEM 11: 2015 COUNCIL COMMITTEE APPOINTMENTS

Mayor Ufkin appointed Nancy Reisdorfer as Acting Mayor. The Council also reviewed the 2015 City Council Committee Appointments: Ambulance/Fire – Koppien & Teigland, Budget – Reisdorfer & Ufkin, EDA – Koppien & Ufkin, Equipment – Reisdorfer & Teigland, Infrastructure – Teigland & Ufkin, Nuisance – Koppien & Reisdorfer, Personnel – Johnson & Ufkin, Police – Koppien & Ufkin, Summer Rec/Pool – Johnson & Reisdorfer, Utility Rates – Koppien & Johnson, Library – Reisdorfer & Teigland. Koppien motioned, seconded by Reisdorfer to approve the 2015 Council Committee appointments as listed. MOTION PASSED UNANIMOUSLY

ITEM 12: CITY OF GHENT - PATROL

The Council reviewed a letter sent to the City of Ghent by Administrator Teigland confirming that the City of Minneota will not be able to help the City of Ghent with their law enforcement needs at this time.

ITEM 13: GERBER & HAUGEN, AUDITORS LETTER OF ENGAGEMENT

Koppien motioned, seconded by Reisdorfer to authorize the Administrator to sign an agreement with Gerber & Haugen, P.L.L.P. to provide the City of Minneota with audit services for the year ending December 31, 2014. MOTION PASSED UNANIMOUSLY

ITEM 14: LIBRARY BUILDING – 103 N JEFFERSON STREET

Teigland motioned, seconded by Ufkin to declare the city owned property/building located at 103 N Jefferson Street as surplus property and advertise for sealed bids. Sealed bids will be accepted at the City Administrative Office until 5:00 p.m. February 6, 2015. Bids will be opened at the February 9, 2015 Regular Council meeting. MOTION PASSED UNANIMOUSLY.

ITEM 15: VOLUNTARY FIREMAN HIRE

Koppien motioned, seconded by Teigland to approve the hiring of Grant Moose as a volunteer fireman dependent upon passing the standard background check. MOTION PASSED UNANIMOUSLY

ITEM 16: INFRASTRUCTURE COMMITTEE MEETING

The Administrator informed the Council that the Infrastructure Committee and Public Works employees would be meeting with the City's engineer Trent Bruce to discuss a variety of potential projects: Adams Street Sewer Improvement, Levee Improvement Projects and Federal Street lot development. After reviewing the list of projects the Council did not have any additional items to add to the agenda.

ITEM 17: ICS – TRAINING COURSE

The Council reviewed an email from Tammy VanOverbeke, Lyon County Emergency Management, inviting council members and the administrator to attend a course taught by Joseph Kelly, Director of MN Homeland Security & Emergency Management. The purpose of the course is to familiarize elected officials and administrators with Incident Command System (ICS) principles and their role in supporting emergency management. Nancy Reisdorfer expressed an interest in attending the course and the Administrator will complete the registration forms as needed.

ITEM 18: CHIEF OF POLICE – PROBATION PERIOD

The Administrator informed the Council that William Bolt has successfully completed the probationary period and is eligible for a salary increase as agreed upon in the June 9, 2014 employment agreement with the City of Minneota. Reisdorfer motioned, seconded by Koppien to approve the salary increase per the employment agreement. MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Koppien motioned, seconded by Reisdorfer, to adjourn the meeting at 7:16 p.m. MOTION PASSED UNANIMOUSLY.

The next Regular Council Meeting is scheduled for February 9, 2015 at 6:30 p.m.

ATTEST:

Bill Ufkin, Mayor

Shirley Teigland, City Administrator

Council Approved February 9, 2015