

## 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, FEBRUARY 9, 2015 AT 6:30 P.M.

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

**STAFF PRESENT:** Shirley Teigland, Bill Bolt

**OTHERS PRESENT:** Kevin Anundson, Eric Bot, Deb Gilbertson, Lisa Gillund, Travis Gillund, Tracy Grossman, Charles Hettling, Byron Higgin, Scott Knutson, Brad Minnehan, Matt Moon, Stephanie Moon

### **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: \$8,241.77 additional bills register.

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

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

### **ITEM 4: OATH OF OFFICE**

City Administrator administered the Oath of Office to elected Council Member Mary Johnson.

### **ITEM 5: SEALED BIDS – FORMER LIBRARY BUILDING**

City Administrator Teigland opened the following sealed bids and read each bid as presented with intended use statements: 1) Moon Photography - \$12,500 – Moon Photography & boutique for children; 2) Charles Hettling - \$25,600 – history & education purposes of the Viet Nam war; 3) Dennis Swedzinski - \$25,500 – sales & secretarial office space; 4) Jerome Bottelberghe - \$13,500 – private mental health practice, American Red Cross, Southwest EMS services; 5) Area Development of Minneota - \$25,600 – update building where needed and rent to a tenant that would align with ADOM's mission statement of economic development in Minneota. Teigland motioned, seconded by Reisdorfer to close the meeting at 7:46 pm to consider sealed bid offers for the sale of the former library building as per Minn. Stat. 13D.05, subd.3(c). MOTION FAILED. Johnson motioned, seconded by Teigland to reject all bids and advertise for new sealed bids to be due by February 20, 2015, 5:00 p.m. and schedule a Special Council Meeting for February 23, 2015 at 6:00 p.m. to open the bids. MOTION PASSED UNANIMOUSLY. Johnson motioned, seconded by Reisdorfer to rescind the motion to reject all bids and the rescheduling of sealed bids and Special Council Meeting motion. JOHNSON, KOPPIEN, REISDORFER AND TEIGLAND VOTED AYE WITH UFKIN ABSTAINING. MOTION PASSED. Johnson motioned, seconded by Teigland to accept the Area Development of Minneota's bid in the amount of \$25,600 for the former library building legally described as the Southwesterly 60 feet of Lot 14, Block 3, Original Plat of the City of Minneota. JOHNSON, KOPPIEN AND TEIGLAND VOTED AYE, REISDORFER VOTED NAY AND UFKIN ABSTAINED. MOTION PASSED.

**ITEM 6: APPROVE MINUTES**

The Council reviewed the January 12, 2015 Regular Council Meeting minutes. Council Member Johnson asked that the names on 2 motions be corrected. With no questions or additional comments, Johnson motioned, seconded by Reisdorfer to approve the corrected January 12, 2015 Regular Council meeting minutes. MOTION PASSED UNANIMOUSLY

**ITEM 7: REPORTS AND UPDATES**

(7a) - The Council reviewed the February 3, 2015 Police report as submitted by Chief Bolt; (7b) – the current financial reports for the City; (7c) – the 11/14/14 Book Committee of the Minneota Public Library meeting minutes; and (7d) – a print out of the Lyon County Elected Officials/Senior Leaders Roles and Responsibilities ICS-402 course which was attended by Nancy Reisdorfer and Shirley Teigland.

**ITEM 8: APPROVE DISBURSEMENTS**

Johnson motioned, seconded by Teigland, to approve the payment of \$40,655.95 (as listed on the check register summary), to approve the payment of \$18,767.84 (as listed on the payroll check register) and to approve the payment of \$8,241.77 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

**ITEM 9: WATER MANAGEMENT ISSUES OR CONCERNS**

The Council did not have any issues or concerns for the upcoming Yellow Medicine River Watershed One-Plan kick-off meetings. The Council did ask that the City be represented at these meetings with 1 or 2 employees from the City's Public Works Department.

**ITEM 10: RESOLUTION 15-02 – LIBRARY SURPLUS**

Koppien motioned, seconded by Reisdorfer to adopt Resolution 15-02 declaring certain Library equipment and furniture as excess City property, and authorizing the sale of all listed equipment and furniture. MOTION PASSED UNANIMOUSLY

**ITEM 11: RESOLUTION 15-03 – DONATION**

Johnson motioned, seconded by Reisdorfer to adopt Resolution 15-03 accepting the donation of 8 – Dell Optiflex 780 computers, 8 – 22” View Sonic monitors and 8 sets of headphones by Norwood Sisson, Scottsdale, AZ, while also designating that the equipment be used in the Library. MOTION PASSED UNANIMOUSLY.

**ITEM 12: RESOLUTION 15-04 – USDA PAPERWORK**

Koppien motioned, seconded by Reisdorfer to adopt Resolution 15-04 granting authority to Shirley Teigland as City Administrator to sign on behalf of the City of Minneota on certain matters concerning the USDA. MOTION PASSED UNANIMOUSLY

**ITEM 13: LIQUOR LICENSE**

Teigland motioned, seconded by Johnson to approve the 2015 Off-Sale Liquor License for Highway 68 Liquor, Inc. MOTION PASSED UNANIMOUSLY

**ITEM 14: ZONING PERMIT**

- a) Rogge, Lawrence – 308 N Jefferson – Remove front & back porches – 14’ x 30’ two-story addition

Johnson motioned, seconded by Teigland to approve the zoning permit as listed above. MOTION PASSED UNANIMOUSLY

**ITEM 15: SHADE TREE COURSE**

Koppien motioned, seconded by Reisdorfer to approve Scott Holien attending the Shade Tree Short Course March 17-18, 2015. MOTION PASSED UNANIMOUSLY.

**ITEM 16: WASTEWATER OPERATIONS CONFERENCE**

Reisdorfer motioned, seconded by Koppien to approve Tim DeVlaeminck attending the MPCA Wastewater Operations Conference March 25-27, 2015. MOTION PASSED UNANIMOUSLY

**ITEM 17: RESOLUTION 15-05 - RECORD DESTRUCTION**

Koppien motioned, seconded by Johnson to adopt Resolution 15-05 authorizing the City Clerk to destroy applicable records as listed on Resolution 15-05 attached paperwork in accordance with Minnesota's Records Retention Schedule. MOTION PASSED UNANIMOUSLY

**ITEM 18: INCENTIVE TRAINING**

The Council discussed offering an incentive to up to 3 individuals in order to gain additional WSI certified lifeguards. Johnson motioned, seconded by Ufkin to offer the following incentive: The City will pay \$100 when registered and accepted for the course. The City will also pay the individual an additional \$100 after completing the course and lifeguarding the season with no written reprimands in their employee file. MOTION PASSED UNANIMOUSLY

**ITEM 19: SUMMER REC REGISTRATION**

Ufkin motioned, seconded by Johnson to hire Tyson Sonnenburg as the Summer Rec Director for the 2015 season. MOTION PASSED UNANIMOUSLY

**ITEM 20: EMPLOYEE REVIEWS**

The City Council will conduct annual employee reviews during a Special Council Meeting scheduled for March 2, 2015 beginning at 6:00 p.m.

**ADJOURNMENT**

Koppien motioned, seconded by Reisdorfer, to adjourn the meeting at 8:05 p.m. MOTION PASSED UNANIMOUSLY.

*The next scheduled Special Council Meeting is scheduled for March 2, 2015 at 6:00 p.m. and the next scheduled Regular Council Meeting is scheduled for March 9, 2015 at 6:30 p.m.*

ATTEST:

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Bill Ufkin, Mayor

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Shirley Teigland, City Administrator

Council Approved March 9, 2015