

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, SEPTEMBER 12, 2016 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

OTHERS PRESENT: Jenny Buysse, Gary Crowley, Kurt Gillund, Byron Higgin, Roberta Josephson, Brad Minnehan, Duane Peterson, Jeff Sussner, Larry Teigland, Stephanie Vlaminc

ITEM 1: CALL TO ORDER

Mayor Bill Ufkin 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: \$62,740.28 additional bills register, FEMA Grant Agreement and Zoning Permit – Okrina, Lynn.

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: APPROVE MINUTES

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments Johnson motioned, seconded by Teigland to approve the August 8, 2016 Regular Council meeting minutes and the August 29, 2016 Special Council meeting minutes. MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS AND UPDATES

(5a) - The Council reviewed the September 7, 2016 Police report as submitted by Chief Bolt; (5b) – current Financial Report as submitted by Administrator Teigland; (5c) – Minneota Community Active Living Survey; (5d) – 2016 Levee Routine Inspection Sponsor Transmittal Form.

ITEM 6: APPROVE DISBURSEMENTS

Reisdorfer motioned, seconded by Teigland to approve the payment of \$383,463.50 (as listed on the check register summary), to approve the payment of \$26,704.87 (as listed on the payroll check register) and to approve the payment of \$62,740.28 in additional bills (as listed on the second check register summary). MOTION PASSED UNANIMOUSLY

ITEM 7: CONCERNED CITIZENS

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

ITEM 8: COUNTY COMMISSIONER CANDIDATE

Gary Crowley met with the Council to introduce himself as a candidate running for the District 4 Lyon County Commissioner seat.

ITEM 9: PROPERTY/CASUALTY INSURANCE RENEWAL

Reisdorfer motioned, seconded by Johnson to adopt Resolution 16-21 establishing limited clean up and property damage protection for sewer back-up and water main breaks for water and sewer customers. MOTION PASSED UNANIMOUSLY. Johnson motioned, seconded by Teigland to add equipment breakdown insurance coverage to protect the City from unexpected cost and expenses associated with equipment and machinery breakdown. MOTION PASSED UNANIMOUSLY

ITEM 10: ADAMS STREET PROJECT 2016

Reisdorfer motioned, seconded by Johnson to authorize Mayor Ufkin and Administrator Teigland to sign the Minnesota Public Facilities Authority project Point Source Implementation Grant Agreement and the Clean Water Revolving Fund Loan Agreement. MOTION PASSED UNANIMOUSLY. Reisdorfer motioned, seconded by Teigland to approve Pay Request #3 in the amount of \$281,358.78 to be paid to Duinck Inc. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Reisdorfer to approve a change order for the Adams Street Improvements Project and install a new storm sewer pipe through the Cenex parking lot to the existing intake along Highway 68. MOTION PASSED UNANIMOUSLY. Johnson motioned, seconded by Reisdorfer to adopt Resolution 16-25 authorizing the issuance and sale of a \$713,791.00 General Obligation Revenue Note, Series 2016A, and provide for its payment. MOTION PASSED UNANIMOUSLY

ITEM 11: RESOLUTION 16-22

Administrator Teigland reviewed the proposed 2017 budget along with a summarized comparison of the 2017 budget calculations and the 2016 final budget amounts. Items that impacted the increases or decreases in all budget categories are as follows: General Administration increases 2.8% due to new equipment purchase; Public Safety decreases 9.45% due to purchasing a new civil defense siren in 2016; Public Works increases 10.3% due to the State of MN not funding a Small Cities Assistance program that would have generated \$22,000 for road maintenance and repair; Park and Recreation increases 5.5% due to raising the pool staff wage scale; Miscellaneous budget items including Boxelder Bug Days, EDA, professional services and unallocated insurance increased 48% due to an increase in the EDA appropriation in 2017; Library budget remains the same as the prior year budget; Fire Department increases 18.8% due to the replacement of the building's furnace & A/C; and bond payments increased \$35,214 in 2017 due to required interest payments and special assessment certification taking place in 2017 and collectible in 2018. The overall 2017 proposed budget will require a 7.5% increase in the City's levy. The Administrator and Budget Committee will review additional modifications to the budget prior to the Council certifying a final levy in December.

ITEM 12: INFRASTRUCTURE / EDA LAND COMMITTEE

The Council reviewed minutes of the Infrastructure and EDA Land Development Committee meeting and subsequent discussions about future development in the Industrial Park. The Committee's recommendation to the Council is to enter into an agreement with DSI to analyze infrastructure and development costs. Johnson motioned, seconded by Reisdorfer to authorize Administrator Teigland to sign the agreement with DSI to analyze infrastructure & development costs associated with 2 potential housing subdivisions, provide the City with a detailed report of costs & potential benefits along with recommendations on how best to proceed with developing one or both of the subdivisions. MOTION PASSED UNANIMOUSLY

ITEM 13: HEALTH INSURANCE REFUND

The Council reviewed the SWWC SC Minnesota Cities Group Insurance Pool settlement of which the City is a member of through a joint powers agreement. Due to a favorable group experience rating the City received a check in the amount of \$18,706.80. Teigland motioned, seconded by Johnson to keep the City's 2017 HSA contribution to eligible employees at \$723.90. MOTION PASSED UNANIMOUSLY

ITEM 14: BROADBAND APPLICATION

Reisdorfer motioned, seconded by Johnson to approve CenturyLink's application permit to construct fiber optic cable routes on some streets in Minnesota. The project is designed to provide improved internet capability to rural households in areas surrounding the City. All placements within the City will be done by directional bore to minimize impact to City residents. MOTION PASSED UNANIMOUSLY

ITEM 15: RESOLUTION 16-23

Johnson motioned, seconded by Reisdorfer to adopt Resolution 16-23 in support of Midco submitting a grant application to the State of Minnesota Border to Border Broadband Grant Program. MOTION PASSED UNANIMOUSLY

ITEM 16: 2017 FIRE RATES

Chief Sussner asked the Council to approve a 3% increase in the Township per section rate. Johnson motioned, seconded by Koppien to raise the Township per section rate to \$182.30. MOTION PASSED UNANIMOUSLY. The Administrator also informed the Council that in 2018 the City will need to replace 18 air tanks for the Fire Department which currently cost \$6,000 each. The consensus of the Council was to submit an application to FEMA this year and if the City is not eligible for grant money in 2016 a new application will be submitted for fiscal year 2017. Reisdorfer motioned, seconded by Koppien to authorize the Administrator to sign a FEMA Fire Grant Application Service Agreement with DSI to prepare and submit a grant application prior to the November deadline. MOTION PASSED UNANIMOUSLY

ITEM 17: 2017 AMBULANCE RATES

The Administrator summarized North Ambulance Service's annual rate increases and the need to increase the City and Township per capita rates accordingly. Johnson motioned, seconded by Reisdorfer to increase the per capita rates from \$5.70 to \$6.00. MOTION PASSED UNANIMOUSLY

ITEM 18: ZONING PERMITS

- a) Okrina, Lynn – 111 Golf Course Road – 32' x 24' x 10' Metal Building
- b) Schmig, Nathan – 400 N Adams – Driveway Addition
- c) Sonnenburg, Todd – 504 Truman Street – 69' x 54' x 9' House
- d) Wambeke, Dennis – 311 W 3rd Street – 18' x 11'6" x 8' Addition

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

ITEM 19: LOSS CONTROL AUDIT

The Council reviewed a letter from Troy Walsh, League of MN Loss Control Consultant. Mr. Walsh met with the Administrator August 23, 2016 to discuss loss control topics pertaining to the City. The primary purpose of Mr. Walsh's visit was to complete a basic Data Security Survey. As technology continues to develop, cities will be faced with growing technological risks and having policies and procedures in place can help mitigate these risks. The Administrator will review Mr. Walsh's recommendations and update the Council of additional actions as needed. Johnson motioned, seconded by Reisdorfer to adopt the Social Media & Website Use Policy as presented by the Administrator. MOTION PASSED UNANIMOUSLY

ITEM 20: DRIVEWAY

The Council reviewed a request from Harold Stienessen, 103 Century Drive, to be reimbursed for ½ the cost of additional cement used when replacing his driveway. Reisdorfer motioned, seconded by Teigland to not reimburse Mr. Stienessen for additional expenses as requested. MOTION PASSED UNANIMOUSLY

ITEM 21: STORAGE LEASE AGREEMENT

Johnson motioned, seconded by Reisdorfer to authorize the Administrator to sign on behalf of the City the 2017 storage lease agreement with Swede Farms. MOTION PASSED UNANIMOUSLY

ITEM 22: PUBLIC WORKS PICKUP

Johnson motioned, seconded by Koppien to consider the purchase of a new public works pickup during the 2018 budget process. MOTION PASSED UNANIMOUSLY

ITEM 23: RESOLUTION 16-24

Koppien motioned, seconded by Johnson to adopt Resolution 16-24 accepting a donation from the Shaokatan Sportsmen Club in the amount of \$456.00 for pool expenses. MOTION PASSED UNANIMOUSLY

ITEM 24: EDA HOUSING SURVEY

Stephanie Vlaminc reviewed a contract/proposal from Jay Thompson, Viewpoint Consulting Group, Inc. for a comprehensive housing needs analysis for the City of Minneota. The cost and staff time to complete this scope of services will be \$10,800 and Ms. Vlaminc asked if the City would consider cost sharing with the EDA or pay the entire cost for the analysis. Because other cities have expressed interest in being a part of the analysis it was decided that the next step should be to schedule a meeting with Mr. Thompson and representatives from Minneota, Canby, Cottonwood and Ghent to review the proposal.

ADJOURNMENT

Koppien motioned, seconded by Johnson, to adjourn the meeting at 8:00 p.m. MOTION PASSED UNANIMOUSLY.

The next scheduled Regular Council Meeting is scheduled for October 10, 2016 at 6:30 p.m.

ATTEST:

Bill Ufkin, Mayor

Shirley Teigland, City Administrator

Council Approved October 10, 2016