

## 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 9, 2014 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:** Byron Higgin, Loretta Kern, John Kimpe, Ordean Kopfmann,  
Jesse Morris, Aaron Norman, John Rolbiecki

### **ITEM 1: CALL TO ORDER**

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

### **ITEM 2: CALL FOR AGENDA ADDITIONS**

Acting Mayor Johnson called for agenda additions. The Administrator asked that the following items be added: \$17,187.00 Additional Bills Register; Resolution 14-10 – Facilities Plan; Hot Mix Patching Quotes; and Pool Heater update.

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

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

Mayor Bill Ufkin arrived at 6:35 p.m.

### **ITEM 4: APPROVE MINUTES**

The Council reviewed the prior month Council meeting minutes. With no questions or additional comments, Reisdorfer motioned, seconded by Teigland to approve the May 12, 2014 Regular Council meeting minutes, the May 1, 2014 Special Council meeting minutes and the May 5, 2014 Special Council meeting minutes. MOTION PASSED UNANIMOUSLY

### **ITEM 5: REPORTS AND UPDATES**

The Council reviewed the Current Financial Reports for the City; May 2014 Police Report; the Administrator informed the Council of the following items: the Friends of the Library have been awarded a non-matching Bremer Grant for the ongoing library project in the amount of \$43,540.00; to date 488 remote read water meters and 160 lawn meters have been installed. With 60 meters still in inventory the City would need to purchase an additional 100 meters at a cost of \$25,250.00 to complete the project; a recap of costs to clean up the dump ground fire debris was discussed and based on quotes the Administrator would speak to D & G Excavating about how the bill was calculated to ensure that the City is not charged additional costs. The Administrator also informed the council that the old pool heater had been repaired and could potentially be used, while also cautioning the Council that the cost of running the heater is unknown. Koppien motioned, seconded by Reisdorfer to purchase propane to run the heater and establish whether it is economically feasible to run. MOTION PASSED UNANIMOUSLY.

**ITEM 6: APPROVE DISBURSEMENTS**

Reisdorfer motioned, seconded by Johnson, to approve the payment of \$43,144.81 (as listed on the check register summary), to approve the payment of \$15,376.85 (as listed on the payroll check register) and to approve the payment of \$17,187.00 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: PUBLIC HEARING – 7:00 p.m.**

Mayor Ufkin opened the Public Hearing at 7:00 p.m. Aaron Norman, DGR Engineering was present at the meeting to inform the public about the City considering a sanitary sewer system and storm sewer system improvements project valued at \$5.5 million that would be done in 5 phases. The system is old with several interconnections between sanitary sewer and storm sewer with failing/poor condition pipes/structures in both systems and poor hydraulics and other issues with sanitary sewer and storm sewer pipes. The City is evaluating solutions to the problems identified. The interconnections between the sanitary and storm sewers are illegal and must be fixed. The MPCA is working with the City and thus far has been very receptive to the City's plan and response. The 2015 portion is currently estimated to be about \$2.2 million, depending on the extent of improvements included in the final design. The SRF Loan request will be for \$1.8 million, with additional funding to be handled through bonds, reserves, assessments, and/or outside funding sources. Additional phases will be funded simultaneously and will be addressed in future years. The plans are still preliminary and the City will hold another public meeting after additional funding information has been determined and more detail put into the construction plan. Comments from this meeting will be considered for final project design. Johnson motioned, seconded by Koppien to close the Public Hearing at 7:30 p.m. MOTION PASSED UNANIMOUSLY. Johnson motioned, seconded by Reisdorfer to adopt Resolution 14-10 adopting the Facilities Plan for Sanitary Sewer Collection and Storm Sewer System Improvements of 2014. MOTION PASSED UNANIMOUSLY

**ITEM 9: CHIEF OF POLICE**

Teigland motioned, seconded by Reisdorfer to approve the employment contract with William Bolt as Chief of Police. KOPPIEN, REISDORFER, TEIGLAND AND UFKIN VOTED AYE WITH JOHNSON VOTING NAY. MOTION PASSED. Reisdorfer motioned, seconded by Koppien to adopt Resolution 14-07 requesting that William Bolt be accepted as a member of the PERA Public Employees Police and Fire Plan effective June 23, 2014. MOTION PASSED UNANIMOUSLY

**ITEM 10: FIREMEN'S RELIEF ASSOCIATION**

John Rolbiecki reviewed current financial information on the Fire Relief Pension Fund. Presently the pension fund is approximately 140% over funded and is projected to continue to grow in the coming years well beyond the State recommended levels of 95-105%. The funding assumptions are adequately conservative accounting for 0% to 5% asset growth with actual long term performance being better. There has not been a pension increase since 2007 and the Council was asked to consider the proposed benefit level increase to \$1,100.00. Johnson motioned, seconded by Koppien to approve the increase in pension benefit levels from \$1,000.00 to \$1,100.00. MOTION PASSED UNANIMOUSLY. The Council also reviewed proposed changes to the Bylaws of the Minneota Fire Department Relief Association that conform to the State recommended verbiage and current MFD current practices. Teigland motioned, seconded by Reisdorfer to adopt the updated Bylaws of the Minneota Fire Department Relief Association. MOTION PASSED UNANIMOUSLY. Reisdorfer motioned, seconded by Johnson to approve the hiring of Jerik Gossen and Trent Hennen as Volunteer Firemen. MOTION PASSED UNANIMOUSLY

**ITEM 11: LIBRARY**

Terms of 3 Library Board members are ending and each has expressed an interest in serving another term. Teigland motioned, seconded by Reisdorfer to approve Judy Hagen, Lorelee Miller and Audrey Timm as Library Board members for another term. MOTION PASSED UNANIMOUSLY. In other business, the Administrator informed the Council that in the past the Library has been closed on Saturday's during the summer months and Head Librarian Mary Buysse has asked to continue with this schedule. The Council decided that it was not necessary to take action on this request on a yearly basis since the Library has followed this schedule in the past.

**ITEM 12: EMERGENCY PLAN – RESOLUTION #14-08**

Johnson motioned, seconded by Reisdorfer to adopt Resolution #14-08 adopting the May 2014 Emergency Action Plan for the South Branch Yellow Medicine River Flood Response to ensure that in the event of a significant flood event, the City's facilities, equipment and manpower will be used in a coordinated, effective way, so as to successfully and safely perform flood mitigation and response operations. MOTION PASSED UNANIMOUSLY

**ITEM 13: OPERATIONS & MAINTENANCE MANUAL – RESOLUTION #14-09**

Johnson motioned, seconded by Koppien to adopt changes and additions to paragraph 22 on page 8 and paragraph 29 on page 10 of the 1963 Operations and Maintenance Manual: Flood Control Project on the South Branch Yellow Medicine River at Minneota, Minnesota. MOTION PASSED UNANIMOUSLY.

**ITEM 14: MN PUBLIC FACILITIES AUTHORITY LETTER**

Reisdorfer motioned, seconded by Johnson to authorize Administrator Teigland to sign the MN Public Facilities Authority letter requesting placement on the PFA Intended Use Plan for the 2015 construction season for proposed sanitary sewer collection and storm sewer system improvements project. MOTION PASSED UNANIMOUSLY

**ITEM 15: ACCESS CHANNEL**

The Administrator informed the Council that the access channel's computer will need to be replaced. Johnson motioned, seconded by Koppien to purchase a new computer for the access channel. MOTION PASSED UNANIMOUSLY

**ITEM 16: ZONING PERMITS**

- a) Vernon Heald – 509 E 1<sup>st</sup> Street – 12 x 27 Deck
- b) Jim Heline – 504 E 6<sup>th</sup> Street – 16 x 24 Patio
- c) Gabriela Dominguez – 4529 Vans Street, Lot 29 – 8 x 10 x 10 Kitchen Addition & Porch

Teigland motioned, seconded by Koppien to approve the Zoning Permits as listed above. MOTION PASSED UNANIMOUSLY

**ITEM 17: STREET LIGHT**

The Administrator informed the Council that Ottertail Power Co. will not replace a light and bury the cable at the intersection of Lyon and Eisenhower Street without a cost to the City as had been discussed in the May council meeting. After reviewing Ottertail's material and labor estimate of \$1,527.69 Teigland motioned, seconded by Koppien to move forward with the project. MOTION PASSED UNANIMOUSLY

**ITEM 18: FACILITIES PLAN – RESOLUTION #14-10**

Johnson motioned, seconded by Reisdorfer to adopt the 2014 Facilities Plan for Sanitary Sewer Collection and Storm Sewer System Improvements. MOTION PASSED UNANIMOUSLY

**ITEM 19: STREETS – HOT MIX PATCHING QUOTES**

The Council reviewed quotes from Fuller Paving of \$140.00 per ton and Thompson Excavating of \$164.00 per ton to mill out areas, fix and compact bases, and patch all areas as noted on the 2014 Streets repair map with an estimated 171 tons of hot mix. Johnson motioned, seconded by Reisdorfer to accept Fuller Paving’s quote of \$140.00 per ton. MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**

Koppien motioned, seconded by Reisdorfer, to adjourn the meeting at 7:35 p.m. MOTION PASSED UNANIMOUSLY.

*The next Regular Council Meeting is scheduled for July 14, 2014 at 6:30 p.m.*

ATTEST:

\_\_\_\_\_  
Bill Ufkin, Mayor

\_\_\_\_\_  
Shirley Teigland, City Administrator

Council Approved July14, 2014