

## 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, MARCH 9, 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:** Nancy Dilley, John Noyes, Wendy Sarazyn

**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 item be added: \$17,744.39 additional bills register

**ITEM 3: ADOPT AGENDA**

Koppien motioned, seconded by Reisdorfer to adopt the agenda as amended with the addition 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 Gillund to approve the February 10, 2020 council minutes. MOTION PASSED UNANIMOUSLY

**ITEM 5: REPORTS & UPDATES**

The Council reviewed the following reports and had no additional questions or comments: (5a) – 2/27/20 Police report as submitted by Chief Bolt; (5b) - the current Financial Report as submitted by Administrator Teigland; (5c) – Y-T-D Budget; (5d) – 1/22/20 Active Living Committee minutes; (5e) – FEMA – Jackson/Grant Project

**ITEM 6: EXPENSES & DISBURSEMENTS**

Koppien motioned, seconded by Reisdorfer to approve the payment of \$73,055.98 (as listed on the check register summary), to approve the payment of \$18,421.16 (as listed on the payroll check register) and to approve the payment of \$17,744.39 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: FRIENDS OF THE LIBRARY**

Wendy Sarazyn and Nancy Dilley, Friends of the Library, informed the Council that the Friends have collected sufficient funds to move forward with installing an elevator that will run from the 1<sup>st</sup> floor of the Library to the Opera Hall and asked that the Council give them permission to move forward with the project. Rodas motioned, seconded by Reisdorfer to approve the installation of the elevator. MOTION PASSED UNANIMOUSLY. There was additional discussion about the need to repair bricks on the outside of the building. No action was taken by the Council.

**ITEM 9: INDUSTRIAL PARK**

The Council discussed cost estimates and exhibits for Victory Drive and Golf Course Road concepts as provided by DGR Engineering. Estimated costs to install water, sewer and road in the Industrial Park 2<sup>nd</sup> Edition is \$690,000. If the project is expanded to include work on Golf Course Road the project cost estimate would increase to \$1,220,000. DGR Engineering is waiting to hear back from DEED about what part of either projects would be eligible for grant funding. The Council will discuss the projects in greater detail when they meet with Financial Advisor Mike Bubany during a work session scheduled for the purpose of updating the City's Capital Improvement Plan. No action was taken by the Council.

**ITEM 10: USDA COMMUNITY FACILITIES**

The Council reviewed information on the USDA Community Facilities Direct Loan & Grant Program that provides funding to small communities of 5,500 or less. The Administrator explained that after going through a pre-application conference call with Jeff VanBuren, USDA it was confirmed that the City is eligible for funding to purchase a new Custom Pumper Fire Truck. Based on median household income the City will qualify for a 15% grant with the remainder of the cost being split between Fire Department funds and a 2.7% fixed income rate direct loan. Reisdorfer motioned, seconded by Koppien authorizing Administrator Teigland to complete the Community Facilities Direct Loan & Grant application and file all necessary paperwork. MOTION PASSED UNANIMOUSLY

**ITEM 11: CAPITAL IMPROVEMENT PLAN**

The Council examined draft copy #1 of the City's Capital Improvement Plan as updated by DGR Engineering. Additional changes and updates will be made to the plan at the upcoming Council work session scheduled for Tuesday, March 24, 2020.

**ITEM 12: POOL RESURFACE**

Koppien motioned, seconded by Rodas to publish the Request for Proposals for the Minneota Municipal Pool Repair Project with sealed proposals being due April 10, 2020. MOTION PASSED UNANIMOUSLY

**ITEM 13: HEALTH CARE SAVINGS PLAN**

The Council received information on Health Care Savings Plans in the agenda packet for purposes of information only. No action was taken by the Council.

**ITEM 14: PUBLIC WORKS**

The City will begin advertising immediately for a Public Works Maintenance Worker and will accept applications at the City Office until 5:00 p.m. on Thursday, March 26, 2020. Personnel Committee Council members will review all applications, supporting information and rating scales and determine which candidates will be invited to participate in an interview session with all Council members.

**ITEM 15: POOL PERSONNEL**

The City will advertise for the following Pool staff positions: Manager, Assistant Manager, Certified Pool Operator and Lifeguards. Personnel Committee Council members will review all applications, meet with candidates as needed and return to the Council with recommendations for the full Council's consideration in hiring all pool personnel.

**ITEM 16: LIQUOR LICENSE**

Koppien motioned, seconded by Reisdorfer to approve a 1-Day Liquor License for a St. Edward School event taking place March 21, 2020 and an On-Sale Liquor License for Mudhens Amateur Baseball. MOTION PASSED UNANIMOUSLY

**ITEM 17: ZONING PERMIT**

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

- a) John Noyes – 104 N Grant Street – 40' x 50' x 12' building

**ADJOURNMENT**

Koppien motioned, seconded by Gillund, to adjourn the meeting at 7:20 p.m. MOTION PASSED UNANIMOUSLY.

*The next scheduled Regular Council Meeting is scheduled for April 13, 2020 at 6:30 p.m.*

ATTEST:

---

Shirley Teigland, City Administrator

---

John Rolbiecki, Mayor

Council Approved April 13, 2020