

## 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, NOVEMBER 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

**COUNCIL ABSENT:** Mayor John Rolbiecki

**STAFF PRESENT:** Shirley Teigland

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

Acting Mayor Travis Gillund 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: \$48,582.28 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 and Council Member Tim Koppien asked that the adjournment motion in the October 26, 2020 be corrected to reflect Mr. Koppien making the motion. The error was acknowledged and item #5 in the October 26, 2020 minutes was corrected. Koppien motioned, seconded by Reisdorfer to approve the October 19, 2020 and October 26, 2020 Council meeting minutes.  
MOTION PASSED UNANIMOUSLY

### **ITEM 5: REPORTS & UPDATES**

The Council reviewed the following reports and had no additional questions or comments: (5a) – 11/2/20 Police report as submitted by Chief Bol; (5b) - the current Financial Report as submitted by Administrator Teigland; (5c) – Y-T-D Budget; (5d) – Continuing Disclosure Report Year Ending December 31, 2019; (5e) – Main Lift Station Control Panel update

### **ITEM 6: EXPENSES & DISBURSEMENTS**

Reisdorfer motioned, seconded by Rodas to approve the payment of \$106,161.17 (as listed on the check register summary), to approve the payment of \$19,496.28 (as listed on the payroll check register) and to approve the payment of \$48,582.28 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: RIGHT OF WAY**

The Council reviewed a Zoning Permit as approved for Chris Swoboda and subsequent request addressing the Right of Way. The Council will review additional information at the December 14, 2020 meeting.

**ITEM 9: POOL RESURFACE**

The Council reviewed a significant cost increase change order on the Pool Resurfacing Project due to a number of hollow areas being found. No action was taken by the Council and a request was made for additional information prior to formal action by the Council.

**ITEM 10: PAY EQUITY**

The Council viewed a Notice of Pay Equity Compliance dated October 26, 2020 for successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 – 471.999 and Minnesota rules Chapter 3920. The notice is a result of an official review of the City’s 2020 pay equity report by Minnesota Management & Budget.

**ITEM 11: 2021 PRELIMINARY BUDGET**

Administrator Teigland summarized changes made to the 2021 Preliminary Budget reducing the levy from 9.53% to 5%. The Council will review additional modifications to the budget prior to certifying a final levy in December.

**ITEM 12: AUDITOR AGREEMENT**

Reisdorfer motioned, seconded by Rodas to authorize John Rolbiecki as Mayor to sign the Auditor Agreement between the City of Minneota and Jacobson & Bergerstrom, PPLP for audit services provided for the year ending December 31, 2020. MOTION PASSED UNANIMOUSLY.

**ITEM 13: ENERGY AUDIT**

Ottertail Power Company conducted a free energy assessment/audit on a number of the City’s building facilities and provided a written report outlining their findings and suggestions to make the City’s facilities more energy efficient. The Administrator will examine the report for additional opportunities in energy-efficient upgrades and estimated incentives. Brian Wimmer, Franklin Energy will also help in developing a proposal for future consideration.

**ITEM 14: RESOLUTION 20-10**

Koppien motioned, seconded by Reisdorfer to adopt Resolution 20-1 declaring a 1986 Ford Pickup as surplus equipment and calling for sealed bids which shall be due in the City office no later than 4:30 p.m. November 23, 2020. MOTION PASSED UNANIMOUSLY

**ITEM 15: RESOLUTION 20-11**

Reisdorfer motioned, seconded by Rodas to adopt Resolution 20-11 accepting the following donations: Eidsvold Township - \$5,325; Nordland Township - \$2,700; and Westerheim Township - \$4,042.50. Donations are to be used to purchase a Groves Extractor front load washer and a Groves gear dryer for the Fire Department. MOTION PASSED UNANIMOUSLY

**ITEM 16: RESOLUTION 20-12**

Rodas motioned, seconded by Koppien to adopt Resolution 20-12 accepting a \$20,000 donation paid directly to Go Get FRED, Inc. for the Pool Resurface Project by an anonymous donor. MOTION PASSED UNANIMOUSLY

**ITEM 17: RESOLUTION 20-13**

Koppien motioned, seconded by Reisdorfer to adopt Resolution 20-13 designating the City of Minneota Community Center located at 129 E First Street as its combined polling place with the City of Minneota, Nordland Township and Westerheim Township. MOTION PASSED UNANIMOUSLY.

**ITEM 18: MAYOR PROCLAMATION**

Rodas motioned, seconded by Reisdorfer to support the Mayor’s Proclamation recognizing January 24, 2021 through January 30, 2021 as Minneota School Choice Week. MOTION PASSED UNANIMOUSLY

**ITEM 19: 2020 GENERAL ELECTION**

Koppien motioned, seconded by Rodas to schedule a Special Council meeting to be held Friday, November 13, 2020 at 6:30 p.m. in Council chambers to canvass and certify the 2020 General Election results. MOTION PASSED UNANIMOUSLY.

**ITEM 24: ADJOURNMENT**

Koppien motioned, seconded by Reisdorfer, to adjourn the meeting at 7:15 p.m. MOTION PASSED UNANIMOUSLY.

*The next scheduled Regular Council Meeting is scheduled for December 14, 2020 at 6:30 p.m.*

ATTEST:

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Shirley Teigland, City Administrator

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Travis Gillund, Acting Mayor

Council Approved December 14, 2020