

## 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, OCTOBER 11, 2021 AT 6:30 P.M.

**COUNCIL PRESENT:** Mayor John Rolbiecki  
Council Member Travis Gillund  
Council Member Nancy Reisdorfer  
Council Member Amber Rodas

**COUNCIL ABSENT:** Council Member Tim Koppien

**STAFF PRESENT:** Shirley Teigland

**OTHERS PRESENT:** Matt Boettger

### **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 items be added: \$8,871.93 Extra Check Register, Ron Robben Zoning Permit, Ordinance 21-01, Public Works Pickup.

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

Reisdorfer motioned, seconded by Gillund to adopt the agenda as amended with the additions 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 Rodas to approve the September 9, 2021 Council meeting minutes. MOTION PASSED UNANIMOUSLY

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

The Council reviewed the following reports and had no additional questions or concerns: (5a) – 10/5/21 Police report as submitted by Chief Bolt; (5b) - the current Financial Report as submitted by Administrator Teigland; (5c) – Y-T-D Budget; (5d) – Volunteer Fire Relief Investment Report; (5e) – SCDP Monitoring Report; (5f) – Unemployment; (5g) Public Works pickup. Administrator Teigland confirmed that the City's 2000 Chevy pickup should be replaced prior to doing additional repair work. The Council instructed staff to begin looking for a used truck to replace the Parks Department pickup truck.

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

Reisdorfer motioned, seconded by Rodas to approve the payment of \$144,228.36 (as listed on the check register summary), to approve the payment of \$21,083.47 (as listed on the payroll check register) and to approve the payment of \$8,871.93 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: STOP SIGN**

The Council reviewed a request by Royal Hettling to have a stop sign installed at the corner of Federal Street and Grant Street due to safety concerns. Rodas motioned, seconded by Gillund to approve the installation of a stop sign at the intersection corner of Federal Street and Grant Street. MOTION PASSED UNANIMOUSLY

**ITEM 9: PUBLIC WORKS**

The Council discussed fence options for the new burn site and an email from Trent Bruce, DGR addressing comparison costs between a chain link fence and a wildlife game fence. An estimate from American Fence Company revealed a cost of \$50 per foot for a chain link fence and \$25 per foot for the wildlife game fence. Reisdorfer motioned, seconded by Rodas to approve moving forward with the installation of a wildlife game fence option in lieu of a chain link fence at the new burn site. MOTION PASSED UNANIMOUSLY.

**ITEM 10: GENERAL ADMINISTRATION**

The Council reviewed multi-function copy machine quotes from Office Peeps, Coordinated Business Systems, Ltd and Marco. Rodas motioned, seconded by Gillund to accept Coordinated Business Systems, Ltd proposal and authorize the City Administrator to sign a 60 month lease agreement at a cost of \$92.40 per month along with a maintenance & supplies agreement of \$32.43 per month for a Kyocera TASKalfa 3554ci Copier. MOTION PASSED UNANIMOUSLY

**ITEM 11: HEALTH INSURANCE**

Administrator Teigland shared a letter from Shawn Byrne, Innovo Benefits Administration Manager confirming that 2022 renewal rates in the MN Public Employees Insurance Program will increase 9%. The Council instructed staff to check into other group health insurance options that may be available to the City prior to automatically renewing the group insurance with MN PEIP.

**ITEM 12: CITY INSURANCE**

The Council reviewed the City's premium rates for 2021-2022 Workers' Compensation Coverage and 2021-2022 Property/Liability Insurance rates through the League of MN Insurance Trust. Administrator Teigland informed the Council that there is little change in the Workers' Compensation Insurance cost compared to prior years. The City's Property/Liability Insurance premium is approximately \$3,000 more compared to last year with the increase being a direct result of the recently completed property assessment by an independent assessor. No action was needed by the Council.

**ITEM 13: ZONING PERMITS**

Gillund motioned, seconded by Rodas to approve all zoning permits as listed below. MOTION PASSED UNANIMOUSLY.

- a) Robben, Ron – 108 W 5<sup>th</sup> Street – 20' x 18' x 7 ½' metal car port
- b) VanHecke, Katie – 306 N Adams Street – 24' x 26' x 9' garage and covered porch

**ITEM 14: CONSUMER PRICE INDEX**

Administrator Teigland summarized the latest Consumer Price Index for future consideration in adjusting the City's wage step scale and cost of living adjustments. No action was taken by the Council

**ITEM 15: EMPLOYEE COMPENSATION**

Rodas motioned, seconded by Gillund, to close the meeting at 7:02 p.m. to discuss employee performance evaluations for Timothy DeVlaeminck and Ernest Sorenson. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Gillund to open the meeting at 7:32 p.m. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Reisdorfer to leave Tim DeVlaeminck in his current placement on the wage step scale as a Grade 8, Step 9 employee. Mr. DeVlaeminck will move one step each year and when step 11 is completed he will then move to the correct longevity step based on actual years of service. GILLUND, RODAS AND REISDORFER VOTED YES WITH ROLBIECKI ABSTAINING. MOTION PASSED. Rodas motioned, seconded by Reisdorfer to move Ernest Sorenson from a Grade 6, Step 4 classification to a Grade 7, Step 4 classification. Mr. Sorenson meets all license requirements for a Public Works II job description and the change is effective immediately. MOTION PASSED UNANIMOUSLY

**ITEM 16: ORDINANCE 21-01**

Gillund motioned, seconded by Rodas to adopt Ordinance 21-01, an ordinance regulating food trucks in the City of Minneota. The annual license fee for a mobile food unit will be \$75. MOTION PASSED UNANIMOUSLY

**ITEM 17: ADJOURNMENT**

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

*The next scheduled Regular Council Meeting is scheduled for November 8, 2021 at 6:30 p.m.*

ATTEST:

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Shirley Teigland, City Administrator

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John Rolbiecki, Mayor

Council Approved November 8, 2021