

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 9, 2019 AT 6:30 P.M.

COUNCIL PRESENT: Council Member Travis Gillund
Council Member Tim Koppien
Council Member Amber Rodas

COUNCIL PRESENT: Mayor John Rolbiecki
Council Member Nancy Reisdorfer

STAFF PRESENT: Shirley Teigland

OTHERS PRESENT: Byron Higgin, Jason Olson, Jeff Olson, Shannon Sweetman, Taylor Williamson

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: \$34,386.62 additional bills register

ITEM 3: ADOPT AGENDA

Koppien motioned, seconded by Rodas 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 Koppien motioned, seconded by Rodas to approve the August 5, 2019 Special Council minutes and the August 12, 2019 Regular Council minutes. MOTION PASSED UNANIMOUSLY

ITEM 5: REPORTS & UPDATES

The Council reviewed the following reports: (5a) – September 3, 2019 Police report as submitted by Chief Bolt; (5b) - the current Financial Report as submitted by Administrator Teigland; (5c) – Y-T-D Budget; (5d) – MN D.O.T. Utility Meeting Minutes; (5e) – Legislators of Distinction; (5f) – Community Foundation. Council members did not have additional questions or comments about the above mentioned reports.

ITEM 6: EXPENSES & DISBURSEMENTS

Koppien motioned, seconded by Rodas to approve the payment of \$103,529.18 (as listed on the check register summary), to approve the payment of \$29,222.39 (as listed on the payroll check register) and to approve the payment of \$34,386.62 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: INSURANCE RENEWAL

Koppien motioned, seconded by Rodas to accept Agreement WC1004281_Q3 for Workers Comp Insurance for the coverage period of 9/8/19-9/8/20 and Covenant Number OML1004147-3 for Property/Casualty Insurance for the coverage period of 9/22/19-9/22/20. MOTION PASSED UNANIMOUSLY. Rodas motioned, seconded by Koppien to authorize Travis Gillund as acting Mayor to sign the Liability Coverage Waiver on behalf of the City stating that the City does not waive the monetary limits on Municipal Tort Liability established by MN Statutes Section 406.04. MOTION PASSED UNANIMOSLY

ITEM 9: RECYCLE SERVICE

Shannon Sweetman and representatives from West Central Sanitation met with the Council to discuss the possibility of entering into a collective agreement with surrounding communities to continue curb-side recycling services. Ms. Sweetman confirmed that their company is available to facilitate such an agreement and have already been in communication with Dem-Con to provide a drop-off site. The Council did not take any action and will wait to see what the County decides in upcoming meetings. If needed, representatives from West Central will come back to the Council with a detailed plan and projected costs.

ITEM 10: RESOLUTION 19-10

Koppien motioned, seconded by Rodas to adopt Resolution 19-10 approving the decertification of Tax Increment Finance District No. 1-2 of the City of Minneota. MOTIONED PASSED UNANIMOUSLY

ITEM 11: RESOLUTION 19-11

Koppien motioned, seconded by Rodas to adopt Resolution 19-11 approving the Proposed 2019 Tax Levy collectible in 2020 with the following sums of money levied upon the taxable property in the City of Minneota for the following purposes: General Fund - \$386,149; Fire Fund - \$76,160; 2010A (2004A Portion) Bond Fund - \$16,152; 2012 LPRW 2005 Sewer Imp Bond Fund - \$65,766; 2016A GO Bond Fund - \$7,000; 2018 GO Bond Fund - \$62,220. MOTION PASSED UNANIMOUSLY

ITEM 12: CLASSIFICATION / COMPENSATION

Koppien motioned, seconded by Rodas to approve the DDA Human Resources, Inc. September 9, 2019 Professional Services Proposal in the amount of \$6,000 to complete a classification and compensation study for the City of Minneota. MOTION PASSED UNANIMOUSLY

ITEM 13: GOLF COURSE ROAD

Rodas motioned, seconded by Koppien to research cost estimates for proposed ditch grading to improve drainage on Golf Course Road to Lyon Street. MOTION PASSED UNANIMOUSLY

ITEM 14: UTILITY PERMIT

Koppien motioned, seconded by Rodas to approve CenturyLink's utility application and proposed route to place, construct and thereafter maintain a utility along 700 E 1st Street. MOTION PASSED UNANIMOUSLY

ITEM 15: ZONING PERMITS

Koppien motioned, seconded by Rodas to approve Zoning Permits applied for by Nona Gottskalkson, William Drown and Adeline Richter. MOTION PASSED UNANIMOUSLY. The Council will address the Zoning Permit application by Carrie Poach at the October 14, 2019 Council meeting.

- a) Gottskalkson, Nona – 209 S Jackson Street – 32' x 36' Addition
- b) Drown, William – 305 & 307 3rd Street W – 2 New Homes
- c) Richter, Adeline – 416 E Lyon Street – 8' x 10' x 8' Utility Shed
- d) Poach, Carrie – 413 E 2nd Street – 23' x 14'7" x 29' x 18'10" Chain-Link Fence

ITEM 16: REHAB LOAN

Rodas motioned, seconded by Koppien to approve a Revolving Rehab Fund loan to Jacki Laleman in the amount of \$2,271 repayable over a period of 9 years. MOTION PASSED UNANIMOUSLY

ITEM 17: CITY CLERK

Koppien motioned, seconded by Rodas to accept Civic Systems, LLC's Purchase Agreement to provide UB, PR and AP software training to the new City Clerk at a cost of \$3,000. MOTION PASSED UNANIMOUSLY.

ITEM 18: CLOSED SESSION

Koppien motioned, seconded by Rodas to close the meeting at 7:32 p.m. to conduct a strategy session in preparation for job negotiations with a new City Clerk. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Rodas to open the meeting at 7:58 p.m. MOTION PASSED UNANIMOUSLY. Koppien motioned, seconded by Rodas to offer the City Clerk position to Laurie Laleman. Starting wage will be based on the 2019 Clerk wage step scale and a variance in vacation policy will be allowed by accruing 8 hours of vacation each month up to a total of 40 hours during the first year of employment. MOTION PASSED UNANIMOUSLY

ADJOURNMENT

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

The next scheduled Regular Council Meeting is scheduled for October 14, 2019 at 6:30 p.m.

ATTEST:

Shirley Teigland, City Administrator

John Rolbiecki, Mayor

Council Approved October 14, 2019