

CITY OF MONTEVIDEO  
CITY COUNCIL PROCEEDINGS  
January 16, 2018

The city council met in regular session Tuesday, January 16, 2018 in the council chambers at city hall. Council President Garbe called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Council members present: Marvin Garbe, Nathan Schmidt, Sandra Hodge and Bryce Curtiss  
Absent: Todd Hay. Mayor Debra Lee Fader absent.

Also present were: City Manager Steven C. Jones, Rodeberg & Berryman Engineer Mike Amborn, City Attorney Janice Nelson and City Clerk Glennis Lauritsen.

It was moved by Curtiss, seconded by Hodge and unanimously passed to approve the agenda, with the following modifications:

**MODIFY:**    5A)    **CONSIDER APPROVAL OF VERIFIED CLAIMS FOR THE PERIOD ENDING JANUARY 12, 2018 IN THE AMOUNT OF ~~\$1,505,862.59~~ \$1,539,842.67.**

Revised amount reflects the following additional claims:

LIQUOR

Locher Brothers, Inc. - Inventory	\$ 13,112.05
Locher Brothers, Inc. - Inventory	4,213.85
Madison Bottling Company - Inventory	3,812.00
Southern Glazer's of MN - Inventory	7,228.46

POLICE

Advanced First Aid, Inc. - Defibrillator	1,800.00
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UTILITY

Hawkins, Inc. - Chemicals	3,813.72
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**MODIFY: 7B) CONSIDER RESOLUTION SUPPORTING A WORKFORCE HOUSING GRANT (MN HOUSING FINANCE AGENCY) FOR ADDITIONAL WORKFORCE HOUSING UNIT DEVELOPMENT.**

Additional materials provided.

**MODIFY: 7C) PRESENTATION OF YEARLY REPORT FROM THE MILWAUKEE ROAD HERITAGE CENTER FOR FORGIVENESS OF LOAN AND CONSIDERATION OF NEW LEASE AGREEMENT FOR LEASE OF THE DEPOT BUILDING.**

New lease provided.

**ADD: 7F) CONSIDER ADDITIONAL BOARDS/COMMISSIONS APPOINTMENTS.**

**ADD: 7G) CONSIDER APPROVAL OF ADDITIONAL WORK BY MORECOM.**

It was moved by Hodge, seconded by Curtiss and unanimously passed to approve the minutes of the regular meeting of January 2, 2018, as presented.

4. Notices/Communications/Announcements or Appearance of Interested Citizens.

4(A) RECOGNITION OF KYLAR HUDDLESTON AND NEVAEH BERRY.

Police Chief Adam Christopher was on hand to publicly recognize Kylar Huddleston and Nevaeh Berry for their efforts and assistance to Colleen Redel, who was being attacked by a dog. Christopher stated that had it not been for the intervention, the injuries to Redel and her own dog would have been substantially worse. Huddleston and Berry were each presented with a Certificate of Recognition and a Police Department "Challenge Coin" in honor of their heroic efforts.

5. Consent Agenda.

It was moved by Schmidt, seconded by Hodge and unanimously passed to approve the following consent agenda items:

- 5(A) VERIFIED CLAIMS FOR THE PERIOD ENDING JANUARY 12, 2018 IN THE (MODIFIED) AMOUNT OF \$1,539,842.67.
- 5(B) SALE OF SEIZED/SURPLUS VEHICLES BY THE POLICE DEPARTMENT (2003 SATURN ION | 2001 NISSAN SENTRA | 1999 PONTIAC GRAND PRIX | 1998 CHEVROLET CAVALIER | 1995 HONDA CIVIC | 2001 CHEVROLET BLAZER | 2008 TOYOTA YARIS).

6. Public Hearings.

- 6(A) REASSESSMENT OF 70-310-0455 (803 NORTH 5<sup>TH</sup> STREET).

Council President Garbe called a public hearing to order at 7:08 P.M. for the reassessment of Parcel #70-310-0455 (803 North 5<sup>th</sup> Street). This property was previously tax forfeited by Chippewa County and in 2017, the property was sold to Donald R. Klyberg. The property had been provided with 2016 Street Improvements (5<sup>th</sup> Street, Washington Avenue to Hamilton Avenue) and with a 2015 Property Clean-up Project for which there are remaining assessments in the total amount of \$7,710.41. The entire public hearing was recorded on CD and will be kept in accordance with the city's adopted records retention schedule, after which time the CD will be destroyed.

In accordance with the city's current assessment policy regarding tax forfeited property, a portion of the balances remaining is forgiven. In this case, there remains a balance due on the 2016 Street Improvement Project in the amount of \$1,748.00 and a balance due on the 2015 Property Clean-up Project in the amount of \$5,962.42. The 2016 Project would be spread over a period of 15 years at 2.7% interest, and the 2015 Project would be spread over a period of 14 years at 3.1% interest. The interest rates reflect the city's current assessment policy regarding tax forfeited properties.

There were no interested persons present to speak to this issue; therefore, President Garbe closed the public hearing at 7:09 P.M.

BRYCE CURTISS OFFERED RESOLUTION NO. 3493, A RESOLUTION ADOPTING REASSESSMENT ROLL (2016 STREET IMPROVEMENT PROJECT), AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3493 WAS SECONDED BY NATHAN SCHMIDT. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, NATHAN SCHMIDT, SANDRA HODGE AND

MARVIN GARBE. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

BRYCE CURTISS OFFERED RESOLUTION NO. 3494, A RESOLUTION ADOPTING REASSESSMENT ROLL (2015 PROPERTY CLEAN-UP PROJECT), AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3494 WAS SECONDED BY SANDRA HODGE. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, SANDRA HODGE, NATHAN SCHMIDT AND MARVIN GARBE. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

6(B) 2018 STREET & SEWER IMPROVEMENTS.

Rodeberg & Berryman Engineer Amborn reviewed the handout prepared for the hearing, including an explanation of the city's current assessment policy, briefly discussing the following proposed projects:

- ◆ Fosnes Avenue (4<sup>th</sup> Street to Highway 29)
- ◆ Canyon Avenue (Parkway Drive to 1<sup>st</sup> Street)

President Garbe called a public hearing to order at 7:12 P.M. to consider the proposed 2018 improvements/assessments. The entire public hearing was recorded on CD and will be kept in accordance with the city's adopted records retention schedule, after which time the CD will be destroyed.

There were no interested persons present to speak to the Fosnes Avenue project.

Sandy Russen, Hughes Realty, was present to ask questions specific to the Canyon Avenue Project, including footage calculation formula, estimated assessments, payment options for those assessments, access during construction, etc. Russen's questions were addressed by the engineer and staff.

There were no other interested persons present to speak to this issue; therefore, President Garbe closed the public hearing at 7:19 P.M.

Other non-assessable projects were also highlighted briefly, including:

- ◆ Cemetery/alley/park improvements
- ◆ Public Works Building Site Utilities
- ◆ South 5<sup>th</sup> Street/State Road - Sanitary Sewer Line Repair

SANDRA HODGE OFFERED RESOLUTION NO. 3495, A RESOLUTION ORDERING IMPROVEMENT AFTER PUBLIC HEARING, DIRECTING THE PREPARATION OF PLANS & SPECIFICATIONS AND AUTHORIZING THE SOLICITATION OF BIDS, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3495 WAS SECONDED BY NATHAN SCHMIDT. THOSE VOTING IN FAVOR OF MOTION: SANDRA HODGE, NATHAN SCHMIDT, BRYCE CURTISS AND MARVIN GARBE. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7. General Business.

7(A) HOSPITAL JOINT POWERS AGREEMENT & BYLAWS.

The city and county have been working on a re-write of the Hospital Joint Powers Agreement and Hospital ByLaws. The biggest change was to have the city and county both have two (2) representatives on the board (up from one). Other changes were made to clarify tasks and amounts needed to trigger city/county approval of expenditures. An outside attorney was used to assist in the re-write.

Existing and proposed documents were compared, with clarifications and questions addressed by the city manager and council member Schmidt, who serves as council representative on the Hospital Board.

It was the consensus of the council that the city manager continue to work administratively with the hospital to obtain the hospital budget, as well as monthly financial reports and board minutes.

It was moved by Curtiss, seconded by Hodge and unanimously passed to approve the new Joint Powers Agreement with the Chippewa County-Montevideo Hospital and to recommend approval of the new board ByLaws.

7(B) WORKFORCE HOUSING GRANT.

It was explained that the city, staff and EDA have been working for some time to add additional workforce housing units in Montevideo. City staff have been working with the Southwest MN Housing Partnership (SWMHP) on the idea of them partnering with the city to build more units, and for them to become the owners. To aid in this endeavor, staff has been working on a grant application to the Minnesota Housing Finance Agency (MHFA) for funds to buy down the cost of the project. The grant application is due January 25<sup>th</sup>, with that application reflecting a \$500,000 request. Staff highlighted other items that need to be worked out for this project, if the grant is awarded.

BRYCE CURTISS OFFERED RESOLUTION NO. 3496, A RESOLUTION SUPPORTING A WORKFORCE HOUSING GRANT, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3496 WAS SECONDED BY NATHAN SCHMIDT. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, NATHAN SCHMIDT, SANDRA HODGE AND MARVIN GARBE. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

Janelle Welling, Hughes Realty, asked questions specific to the proposed development, i.e., # of units, size, floor plan, garage information and estimated completion date.

7(C) MILWAUKEE ROAD HERITAGE CENTER REPORT.

The city has a \$47,700 loan for sale of the railroad property to the MRHC. The city agreed to finance the purchase at 0% interest for 20 years (\$2,385/year), with payment due by December 31<sup>st</sup> of each year. Payments may be forgiven by the city IF the MRHC continues to maintain and operate the facility to the standard required by the city. The MRHC was asked to report their actions over the past year to the city council and formally ask for the payments to be forgiven. Milwaukee Road Heritage Center representative Jim Ruether was present to provide the report and request forgiveness of their loan payment for 2017.

In conjunction, a new Lease Agreement was provided for consideration by the council.

It was moved by Curtiss, seconded by Schmidt and unanimously passed to approve forgiveness of the loan payment for 2017 and to approve the new depot building lease, as presented.

7(D) GRANT ACCEPTANCE/C.A.R.E.S.

The city has received a \$1,500.00 grant from the Montevideo Area Community Foundation to be directed to C.A.R.E.S. (Community Animal Resource & Education Support) to be used for vouchers to individuals to obtain dog rabies vaccinations and licensing. Acceptance of the grant must be approved by resolution of the council.

SANDRA HODGE OFFERED RESOLUTION NO. 3497, A RESOLUTION ACCEPTING GRANT, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3497 WAS SECONDED BY BRYCE CURTISS. THOSE VOTING IN FAVOR OF MOTION: SANDRA HODGE, BRYCE CURTISS, NATHAN SCHMIDT AND MARVIN GARBE. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(E) BAD DEBT WRITE-OFF.

Two (2) miscellaneous bills remain outstanding/uncollectible that need to be written off by the council in the total amount of \$119.87. Both bills were incurred by Plaza 3 Theater/Korwood Cinema for electrical expenses associated with advertising on the city-owned Southtown Plaza Sign. Plaza 3 Theater is no longer in business, and the amount (s) due do not warrant taking the matter to small claims court.

It was moved by Curtiss, seconded by Schmidt and unanimously passed to approve the amount of \$119.87 be written off as bad debt.

7(F) ADDITIONAL BOARDS/COMMISSION APPOINTMENTS.

Vacancies remain on several city boards/commissions as follows:

Airport Commission - 2-year term - term expiring January 2020  
Hospital Commission - 3-year term - term *expired* December 31, 2017  
Local Public Authority (City HRA) - 5-year term - term expiring June 4, 2022  
Convention & Visitor's Bureau - 1-year term - term expiring December 31, 2018  
Montevideo United Way - term expiring March 2019  
Western Mn Prairie Waters Board - 3-year term - term expiring December 31, 2020

Several applications have been received for the opening on the Hospital Commission as well as incumbent Samantha Seeman expressing an interest in reappointment. This appointment was previously tabled pending the outcome of new ByLaws. Inasmuch as the ByLaws modified the membership, this appointment is no longer needed. Rather, a

second council member needs to be appointed. This council appointment was tabled to provide that opportunity to council member Hay, who was not in attendance. Staff was directed to forward the names of the applicants to the hospital for possible appointment as the “at-large” member.

7(G) ADDITIONAL WORK BY MORECOM.

Morecom was hired to complete an IT Audit of the city’s computer systems. In addition, they were hired to complete a number of critical tasks. They have now proposed, and staff is in agreement, with them undertaking some additional work immediately, including \$20,000 in additional upgrades/maintenance/updates and the replacement of three computers (up to \$7,500). Kyle Moorhead of Morecom was on hand to further explain the additional work and to address questions/concerns.

It was moved by Hodge, seconded by Schmidt and unanimously passed to approve the additional work and computer purchases, as outlined, using funds from the CIP and/or individual departmental budgets.

8. Ordinances.

- None.

9. Discussion and Miscellaneous.

- ▶ Council member Hodge conveyed a citizen’s frustration regarding congestion in the area of Windom Avenue/Brookside Manor during a recent fire call. The citizen had gotten “boxed in” and asked Hodge to share the issue with the council. Hodge had assured the citizen that this was a temporary situation, due to the demolition of Brookside Manor.

Meeting adjourned at 8:15 P.M.

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Glennis A. Lauritsen, Secretary

Approved by council February 5, 2018:

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Marvin E. Garbe, President