

CITY OF MONTEVIDEO  
CITY COUNCIL PROCEEDINGS  
August 3, 2020

The city council met in regular session Monday, August 3, 2020 in the council chambers at city hall. Due to the COVID-19 pandemic, the meeting was also available via ZOOM (Meeting I.D. #91932004269). Council President Schmidt called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Council members present: Nathan Schmidt, Todd Hay, Steve Sulflow, Dan Sanborn and Bryce Curtiss. Absent: None. Mayor Jim Curtiss present.

Also present: City Manager Robert Wolfington, City Attorney Janice Nelson, Economic Development Director Alek Schulz and City Clerk Glennis Lauritsen.

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

**MODIFY:    5A)    CONSIDER APPROVAL OF VERIFIED CLAIMS FOR THE PERIOD ENDING JULY 30, 2020 IN THE AMOUNT OF ~~\$529,997.52~~ \$2,905,264.15.**

The revised list reflects the following additions:

LIQUOR

MN Department of Revenue - Sales Tax	\$    23,908.00
--------------------------------------	-----------------

MISCELLANEOUS

CEDA - Economic Development Services/August	6,839.16
Old National Bank - Internal Transfers	2,325,000.00
Fusion Cloud Services - Phone Bill/July	2,216.38
Fusion Cloud Services - Phone Bill/August	2,187.30

UTILITY

Hawkins, Inc. - Chemicals	5,155.53
MN Department of Revenue - Sales Tax	8,113.00

CAPITAL EQUIPMENT & FACILITIES

Chippewa Co. License Bureau - Title/Registration/PW Pickup	1,847.26
--	----------

**ADD:            7G)    CONSIDER APPROVAL OF GRANT PROGRAM UTILIZING  
COVID-19 CARES ACT FUNDS FOR BUSINESS ASSISTANCE.**

**ADD:            7H)    CONSIDER APPROVAL OF CHANGE ORDER REQUESTS  
FROM RJM FOR THE PUBLIC WORKS FACILITY PROJECT.**

It was moved by Sanborn, seconded by Curtiss and unanimously passed to approve the minutes of the Regular Meeting of July 20, 2020, as presented.

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

- Pastor Michael Merry, Hope Reformed Church, 606 North 11<sup>th</sup> Street, was present to ask how the city is responding to the Governor's face covering mandate from a law enforcement aspect. City Manager Wolfington explained that masks will be made available by local law enforcement for those individuals not in compliance, keeping in mind that state enforcement supercedes local enforcement measures.

4(A) INTRODUCTION/OATH OF OFFICE - POLICE OFFICERS.

Police Chief Ken Schule introduced Part-Time Police Officer Blake Nelson (hired June 30, 2020). Mayor Curtiss administered the Oath of Office.

It was noted that Full-Time Police officer Matthew Anderson was on duty and had responded to a call; therefore, his introduction/oath of office was postponed to later in the meeting (see page 4).

5.            Consent Agenda.

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

5(A) VERIFIED CLAIMS FOR THE PERIOD ENDING JULY 31, 2020, IN THE  
(MODIFIED) AMOUNT OF \$2,905,264.15.

6.            Public Hearings.

- None.

7. General Business.

7(A) CONDITIONAL USE PERMIT - WECKWERTH ACCESSORY BUILDING.

In a meeting held earlier this evening, the Montevideo Planning Commission held the required public hearing on a conditional use permit request from Anthony Weckwerth, 1647 Benson Road, for a proposed accessory building exceeding 1,000 square feet. Weckwerth proposed the construction of a 14' x 28' addition to an existing 24' x 28' detached garage, resulting in a total area of 1,064 square feet. The commission unanimously recommended approval, with the following condition(s):

1. The city reserves the right to review this permit at any time and to add additional conditions to preserve and protect the character of the area.

It was moved by Hay, seconded by Curtiss and unanimously passed to approve the conditional use permit, as recommended by the planning commission.

7(B) CONDITIONAL USE PERMIT - AMERICAN SURPLUS STORAGE BUILDING.

In a meeting held earlier this evening, the Montevideo Planning Commission held the required public hearing on a conditional use permit request from American Surplus/Ice Castle Fish Houses, 3134 East Highway 7, to allow the construction of a 30' x 50' light manufacturing building in a B2 District. The building will be of steel construction and used for cold storage. The commission unanimously recommended approval, with the following condition(s):

- 1) The applicant must remain in compliance with all past conditional use permits, with the exception of the item which addressed drainage. Applicant has acquired an approximate 5-acre parcel to the west which was purchased for the purpose of providing natural drainage flow to the southwest.
- 2) The city reserves the right to review this permit at any time and to add additional conditions to preserve and protect the character of the area and to lessen the impact of industrial/manufacturing uses on this highway frontage property.

It was moved by Curtiss, seconded by Sulflow and unanimously passed to approve the conditional use permit, as recommended by the planning commission.

7(C) SITE PLAN REVIEW - AMERICAN SURPLUS STORAGE BUILDING.

In a meeting held earlier this evening, the Montevideo Planning Commission conducted a site plan review for a proposed 30' x 50' steel storage building for American Surplus/Ice Castle Fish Houses, 3134 Highway 7 East. The commission unanimously recommended approval.

It was moved by Curtiss, seconded by Sanborn and unanimously passed to approve the site plan review, as recommended by the planning commission.

7(D) CONDITIONAL USE PERMIT - MAYC FOR WORKROOM FITNESS CENTER.

In a meeting held earlier this evening, the Montevideo Planning Commission held the required public hearing on a conditional use permit request from the Montevideo Youth Center (MAYC), 802 North 2<sup>nd</sup> Street, to allow a fitness center to be located within a portion of the building located in a R2 - Residential Multiple (Medium Density) District. The Workroom, LLC, would be the tenant, moving from, its downtown location to this location, in order to provide more space. The commission unanimously recommended approval, with the following condition(s):

1. The city reserves the right to review this permit at any time and to add additional conditions to preserve and protect the character of the area.

Staff further noted that a representative of the Workroom was present to state that the parking area will be addressed (resurfaced) and that they are working with a technician to help mitigate any noise created from music playing.

It was moved by Sulflow, seconded by Hay and unanimously passed to approve the conditional use permit, as recommended by the planning commission.

At this time, Item 4(A) was revisited.

4(A) CONTINUED - INTRODUCTION/OATH OF OFFICE.

Police Chief Ken Schule introduced Full-Time Police Officer Matthew Anderson (hired April 20, 2020). Mayor Curtiss administered the Oath of Office.

7(E) DEPARTMENTAL 2019 ANNUAL REPORT REVIEWS.

2019 Annual Report presentations were given by Public Works Director Aaron Blom (Streets/Parks/Cemetery/Municipal Swimming Pool), Police Chief Ken Schule and Liquor Store Manager Jeff Andreas.

7(F) CHANGE ORDER/T-HANGAR BUILDING (POLE RELOCATION).

City Manager Wolfington reported that as a part of its July 21<sup>st</sup> meeting, the Montevideo-Chippewa County Airport Commission met with Airport Engineer Shawn McMahon, SEH, to discuss relocation of the post in the hangar bay to accommodate enough space for two aircraft. McMahon indicated that Mn/DOT has indicated a willingness to do a 70/30 split between Aeronautics and the Airport; however, proof of that willingness has not yet been received. Total cost of moving the post to the desired location (to the end wall) is \$23,942.00. With the proposed split, that leaves \$7,182.60 to be shared between the city and county, or \$3,591.30 each.

Wolfington added that the original building manufacturer has signed off on the new design and, therefore, it would be covered by warranty.

Following discussion, it was moved by Hay, seconded by Sulflow and unanimously passed to approve the Change Order, as recommended by the airport commission, contingent upon written proof of Mn/DOT participation.

7(G) COVID-19 GRANT PROGRAM FOR BUSINESS ASSISTANCE.

The City of Montevideo has received \$398,000 in funds through the Federal COVID-19 Assistance Program. The funds are intended to help the community respond to COVID-19 related expenses and can be used to help businesses impacted by the pandemic. Staff recommended starting a grant program to assist businesses in Montevideo that have been impacted, earmarking \$100,000 for an initial round of grants. A proposed Business Assistance Program was developed by staff and provided to the council for review and consideration. It was noted that these funds need to be spent by November 15<sup>th</sup>.

City Manager Wolfington asked that a subcommittee be formed, including two council members, the mayor, city manager and economic development director. Council members Sanborn & Sulflow volunteered, and Mayor Curtiss stated he was also willing to serve in this capacity.

It was moved by Hay, seconded by Curtiss and unanimously passed to approve moving forward with the COVID-19 Grant Program.

7(H) CHANGE ORDERS - P.W. FACILITY.

Two Change Orders were presented for consideration on the public works building construction project. The first Change Order is the deletion of a mock-up panel for the project and a change in the materials used for the precast, totaling a reduction in project cost of \$46,669. The second Change Order is a change to all dark grey exterior precast, replacing a lighter panel due to quality control issues in coloring resulting in an additional \$2,850.

It was moved by Curtiss, seconded by Sulflow and unanimously passed to approve the Change Orders, as presented.

8. Ordinances.

- None.

9. Discussion and Miscellaneous.

9(A) MAYOR/COUNCIL COMPENSATION.

Changes to mayor and council compensation can only be approved in an election year and, according to State Statutes, an ordinance changing council salaries must be published by November 5<sup>th</sup>. Current compensation is \$6,845.28 and was last changed in 2018). Since that time, city staff has received increases of 2.5% (2019) and 3.0% (2020). In the past, it was suggested that increases match staff increases and, therefore, staff had suggested that a 5.5% increase may be appropriate.

It was moved by Sanborn, seconded by Hay and unanimously passed that there be no increase in mayor/council salaries.

- City Manager Wolfington relayed the city engineer's progress update on the 2020 Improvement Project.

Minutes/City Council  
August 3, 2020  
Page No. 7

- ▶ Council was reminded of the 2021 Budget Worksession on Monday, beginning at 5:30 P.M.

Meeting adjourned at 7:53 P.M.

---

Glennis A. Lauritsen, Secretary

Approved by council August 17, 2020:

---

Nathan Schmidt, President