

CITY OF MONTEVIDEO  
CITY COUNCIL PROCEEDINGS  
September 18, 2023

The city council met in regular session Monday, September 18, 2023 in the council chambers at city hall. Council President Schmidt called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Council members present: Bryce Curtiss, Steve Sulflow, Beverly Olson, Dan Sanborn and Nathan Schmidt. Absent: None. Mayor Erich Winter present.

Also present: City Manager Robert Wolfington, City Engineer Mike Amborn, City Attorney Janice Nelson and City Clerk Glennis Lauritsen.

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

**MODIFY: 5A) CONSIDER APPROVAL OF VERIFIED CLAIMS FOR THE PERIOD ENDING SEPTEMBER 14, 2023 IN THE AMOUNT OF ~~\$206,849.75~~ \$230,653.81.**

The revised list reflects the following additions:

LIQUOR

Phillips Wine & Spirits - Inventory \$ 3,110.49

PUBLIC WORKS

Little Falls Machine, Inc. - Truck wing (insurance claim) 5,673.57

Little Falls Machine, Inc. - Front plow (insurance claim) 10,275.00

Little Falls Machine, Inc. - Loader parts 4,745.00

**ADD: 7K) CONSIDER PROPOSAL FOR GIS SERVICE CONTRACT WITH SILVERSMITH DATA.**

**ADD: 7L) CONSIDER RATIFYING MAYORAL APPOINTMENTS TO THE MONTEVIDEO ECONOMIC DEVELOPMENT AUTHORITY (EDA).**

It was moved by Curtiss, seconded by Olson and unanimously passed to approve the minutes of the Regular Meeting of September 5, 2023, as presented.

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

- None.

5. Consent Agenda.

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

5(A) VERIFIED CLAIMS FOR THE PERIOD ENDING SEPTEMBER 14, 2023 IN THE (MODIFIED) AMOUNT OF \$230,653.81.

6. Public Hearings.

- None.

7. General Business.

7(A) PRELIMINARY 2024 TAX LEVY.

Minnesota Statutes require the city to adopt a preliminary 2024 tax levy and certify the levy to the county auditor by September 30, 2023. The levy information was presented, noting that the total proposed levy for 2024 is \$3,099,500, a 4.10% increase over 2023 (\$2,978,150).

BRYCE CURTISS OFFERED RESOLUTION NO. 3882, A RESOLUTION ESTABLISHING THE PRELIMINARY 2024 TAX LEVY, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3882 WAS SECONDED BY STEVE SULFLOW. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, STEVE SULFLOW, BEVERLY OLSON, DAN SANBORN AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 5-0.

7(B) PRELIMINARY 2024 BUDGET.

The 2024 proposed preliminary budget information was reviewed and discussed. The proposed budget for all funds has total revenues of \$15,791,808 and total expenditures of \$15,077,190.

BRYCE CURTISS OFFERED RESOLUTION NO. 3883, A RESOLUTION ADOPTING THE PRELIMINARY 2024 BUDGET, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3883 WAS SECONDED BY DAN SANBORN. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, DAN SANBORN, BEVERLY OLSON, STEVE SULFLOW AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 5-0.

7(C) EDA TAX LEVY FOR 2024.

The city has the authority to levy a tax for use by the EDA. This was approved by the city for 2023 and the EDA requested it again for 2024. This tax is based on a maximum of .01813 of the market value of the city, which was \$53,000 for taxes payable 2023.

BEVERLY OLSON OFFERED RESOLUTION NO. 3884, A RESOLUTION ESTABLISHING AN EDA TAX LEVY FOR 2024, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3884 WAS SECONDED BY STEVE SULFLOW. THOSE VOTING IN FAVOR OF MOTION: BEVERLY OLSON, STEVE SULFLOW, BRYCE CURTISS, DAN SANBORN AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 5-0.

7(D) PUBLIC COMMENT MEETING - 2024 BUDGET & LEVY.

It was moved by Sulflow, seconded by Olson and unanimously passed to set the required public comment meeting to discuss the 2024 Budget and Levy for Monday, December 4, 2023, at 7:00 P.M.

7(E) NUISANCE ABATEMENT - 319 NORTH 9<sup>TH</sup> STREET.

Staff reported that notices had been sent to the property owner of 319 North 9<sup>th</sup> Street on July 19, August 2 and August 23, 2023 concerning nuisance items that needed to be abated, specifically referring to miscellaneous junk/debris throughout the property and on

the rear porch. Each letter asked that the property owner clean-up/remove the materials. No action was taken by the property owner to correct the deficiencies. Therefore, a resolution was prepared which gives the property owner until October 16, 2023 to abate the nuisance and/or address the city council at its October 2nd meeting.

STEVE SULFLOW OFFERED RESOLUTION NO. 3885, A RESOLUTION DIRECTING ABATEMENT OF NUISANCE, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3885 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: STEVE SULFLOW, BEVERLY OLSON, DAN SANBORN, BRYCE CURTISS AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 5-0.

7(F) NUISANCE ABATEMENT - 569 GRAVEL ROAD.

Staff reported that notices had been sent to the property owner of 569 Gravel Road on July 19, August 2 and August 23, 2003 concerning nuisance items that needed to be abated, specifically referring to miscellaneous junk/debris throughout the yard and multiple vehicles on the property that appear to be inoperable. Each letter asked that the property owner clean-up/remove the materials. No action was taken by the property owner to correct the deficiencies. Therefore, a resolution was prepared which gives the property owner until October 16, 2023 to abate the nuisance and/or address the city council at its October 2nd meeting.

DAN SANBORN OFFERED RESOLUTION NO. 3886, A RESOLUTION DIRECTING ABATEMENT OF NUISANCE, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3886 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, BEVERLY OLSON, STEVE SULFLOW, BRYCE CURTISS AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 5-0.

7(G) NUISANCE ABATEMENT - 208 SOUTH 9<sup>TH</sup> STREET.

Staff reported that notices had been sent to the property owner of 208 South 9<sup>th</sup> Street on May 16, June 6 and June 27, 2023 concerning nuisance items that needed to be abated, specifically referring to the presence of non-functioning vehicle, tires and other miscellaneous junk/debris throughout the yard. Each letter asked that the property owner clean-up/remove the materials. Upon reinspection July 25<sup>th</sup>, staff noted that most items

had been cleaned up; however, large piles of wood remained. Therefore, an additional letter was sent dated 7/25/23. As of September 7<sup>th</sup>, no action was taken by the property owner to remove the wood piles. Therefore, a resolution was prepared which gives the property owner until October 16, 2023 to abate the nuisance and/or address the city council at its October 2nd meeting.

BRYCE CURTISS OFFERED RESOLUTION NO. 3887, A RESOLUTION DIRECTING ABATEMENT OF NUISANCE, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3887 WAS SECONDED BY STEVE SULFLOW. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, STEVE SULFLOW, BEVERLY OLSON, DAN SANBORN AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 5-0.

7(H) NUISANCE ABATEMENT - 533 NORTH 4<sup>TH</sup> STREET.

Staff reported that notices had been sent to the property owner of 533 North 4<sup>th</sup> Street on July 20, August 2 and August 23, 2023 concerning nuisance items that needed to be abated, specifically referring to the presence of miscellaneous junk/debris and multiple unlicensed/inoperable vehicles (multiple trucks, jeep, van, boat and trailer) throughout the property. Each letter asked that the property owner clean-up/remove the materials. No action was taken by the property owner to correct the deficiencies. Therefore, a resolution was prepared which gives the property owner until October 16, 2023 to abate the nuisance and/or address the city council at its October 2nd meeting.

DAN SANBORN OFFERED RESOLUTION NO. 3888, A RESOLUTION DIRECTING ABATEMENT OF NUISANCE, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3888 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, BEVERLY OLSON, STEVE SULFLOW, BRYCE CURTISS AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 5-0.

7(I) RATE INCREASE - CITY ATTORNEY FEES.

The city attorney's office, Nelson Oyen Torvik, submitted a written request for an increase in rates, as follows:

- General work - from \$750/month to \$900/month for up to 10 hours. After 10 hours - from \$125/hour to \$150.00/hour.
- Criminal work - from \$150.00/hour to \$175.00/hour.

It was noted that the rates were last changed by the council at its November 6, 2017 meeting, effective January 2018.

It was moved by Sanborn, seconded by Olson and unanimously passed to approve the rate increase, as requested.

7(J) ACCEPTANCE OF GIFTS/GRANTS.

The following gifts/grants have been received by the city:

| <u>Name</u>             | <u>Description</u>  | <u>Amount/Value</u> |
|-------------------------|---|---------------------|
| Federal Aviation Admin. | Grant 1 of 2 - Airport Hangar Renovation/<br>Expansion No. 3-27-0065-023-2023 | \$ 129,218.00       |
| Federal Aviation Admin. | Grant 2 of 2 - Airport Hangar Renovation/<br>Expansion No. 3-27-0065-024-2023 | 255,218.00          |

STEVE SULFLOW OFFERED RESOLUTION NO. 3889, A RESOLUTION ACCEPTING GIFTS/GRANTS AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3889 WAS SECONDED BY BRYCE CURTISS. THOSE VOTING IN FAVOR OF MOTION: STEVE SULFLOW, BRYCE CURTISS, DAN SANBORN, BEVERLY OLSON AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 5-0.

7(K) GIS SERVICE CONTRACT - SILVERSMITH DATA.

It was explained that Silversmith Data is a company out of Michigan that provides GIS services giving communities access to information, including service line location, tree marking and more customizable assets. Using a digital map, staff could pinpoint specific items within the community and create work orders or track information. The maps are housed in the Cloud and would be viewable on a tablet computer. Any staff member could place a mark to identify where a job needs to be completed, with details of the job.

Additionally, infrastructure could be tracked using this system. Staff recommended approving a service agreement with Silversmith Data and the purchase of one (1) GIS tablet. Initial up-front cost would be \$9,481, with an annual hosting fee of \$2,172.

It was noted that \$5,000 is set aside in the CIP for this purpose, along with additional funds within the public works department budget. Additionally, it may also be appropriate to use funds from the Utilities Department based on the proposed uses.

It was moved by Curtiss, seconded by Olson and unanimously passed to authorize the mayor and city manager to execute the service agreement with Silversmith Data and purchase one GIS tablet, as presented.

7(L) EDA APPOINTMENTS.

Two vacancies existed on the Montevideo Economic Development Authority (EDA), one with a term expiring December 31, 2023 and one with a term expiring December 31, 2024. Mayor Winter had appointed Mary Saeger and Wes Duellman to fulfill the unexpired terms. The mayor's appointment needed ratification by the council.

It was moved by Sulflow, seconded by Olson and unanimously passed to ratify the mayoral appointment of Wes Duellman to the EDA, term expiring December 31, 2023 and the mayoral appointment of Mary Saeger to the EDA, term expiring December 31, 2024.

8. Ordinances.

- None.

9. Discussion and Miscellaneous.

- City Engineer Amborn informed the council that work had begun on the 2023 Improvement Project.
- City Attorney Nelson thanked the council for approving the Nelson Oyen Torvik rate increase request.
- City Manager Wolfington stated that he and Council member Sanborn had conducted a drive-around to view nuisance type issues throughout the community. As a result and in

Minutes/City Council  
September 18, 2023  
Page No. 8

light of new state law language, it was suggested that a subcommittee be formed to review/discuss the city's current nuisance ordinance. Council member Olson volunteered to be a part of the subcommittee, along with Sanborn and Wolfington.

Meeting adjourned at 7:25 P.M.

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Glennis A. Lauritsen, Secretary

Approved by council October 2, 2023:

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President - City Council