

CITY OF MONTEVIDEO
CITY COUNCIL PROCEEDINGS
January 2, 2024

The city council met in regular session Tuesday, January 2, 2024 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: Steve Sulflow, Nathan Schmidt, Beverly Olson and Bryce Curtiss.
Absent: Dan Sanborn. Mayor Erich Winter present.

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

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

**ADD: 4(B) PRESENTATION OF LETTER FROM TONYA FULLER
DISCUSSING CITY ORDINANCE 3-2A-7(C) - LIQUOR
LICENSING.**

**MODIFY: 7(N) CONSIDER RESOLUTION ACCEPTING GIFTS/GRANTS FROM
VARIOUS ORGANIZATIONS & INDIVIDUALS.**

- Updated resolution provided.

**ADD: 7(O) CONSIDER GRANT AGREEMENT WITH THE MINNESOTA
DEPARTMENT OF HEALTH SOURCE WATER PROTECTION
IMPLEMENTATION PROGRAM.**

It was moved by Curtiss, seconded by Sulflow and unanimously passed to approve the minutes of the regular meeting of December 18, 2023, as presented.

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

4(A) PRESENTATION OF 2024 INSURANCE PACKAGE.

Jon Kuhlmann, Citizen Alliance Agency, presented the city's 2024 insurance package information. Kuhlmann highlighted the coverage and associated premiums, noting that

the city's package is down in premium mainly due to the worker's compensation portion. The dividend is also down, from \$24,000 in 2023 to \$8,000 in 2024 due to property damage claims payouts.

4(B) PRESENTATION OF LETTER FROM TONYA FULLER.

City Manager Wolfington presented a letter received from Tonya Fuller in regards to liquor licensing a new business at 1403 Black Oak Avenue known as Sunset Lodge Entertainment. The business will be licensed as a restaurant and also involves axe throwing and golf simulation activities. City Code 3-2A-7C prohibits the city from issuing a liquor license for this location due to its proximity to a school or church (within 200'). The letter requested review of existing ordinance language to accommodate the business.

Council members stated it was unfortunate that the business did not research this issue prior to purchasing the property; however, they also conveyed their desire to help a new business thrive in the community. Council discussed the possibility of adding language to the existing Zoning Code that would provide for a conditional use permit for this purpose. In addition, modifications would also be necessary to the licensing chapter of the City Code. Following discussion, staff was directed to work with the city attorney on proposed ordinance language.

5. Consent Agenda.

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

5(A) VERIFIED CLAIMS FOR THE PERIOD ENDING DECEMBER 28, 2023 IN THE AMOUNT OF \$1,851,951.71.

6. Public Hearings.

- None.

7. General Business.

ORGANIZATIONAL ITEMS OF BUSINESS:

7(A) SECRETARY TO COUNCIL/2024.

It was moved by Curtiss, seconded by Sulflow and unanimously passed to appoint Glennis A. Lauritsen as Secretary to the council for the period of January 1, 2024-June 28, 2024 and to appoint Tami Schuelke-Sampson as Secretary to the council for the period of June 29, 2024-December 31, 2024.

7(B) ACTING CITY MANAGER / ACTING CITY CLERK FOR 2024.

BRYCE CURTISS OFFERED RESOLUTION NO. 3913, A RESOLUTION PROVIDING FOR AN ACTING CITY MANAGER (GLENNIS LAURITSEN 1/1-6/28/24 | TAMI SCHUELKE-SAMPSON 6/29-12/31/24) AND ACTING CITY CLERK (YESENIA RIOS) WHEN SUCH MAY BE REQUIRED, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3913 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, BEVERLY OLSON, STEVE SULFLOW AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(C) DEPOSITORIES FOR 2024.

It was moved by Sulflow, seconded by Olson and unanimously passed to designate the following institutions as depositories for city funds:

Old National Bank, Montevideo
Minnwest Bank, Montevideo
Co-Op Credit Union, Montevideo
4M Fund/League of Minnesota Cities
RBC Capital Markets, LLC

7(D) WIRE TRANSFER OF FUNDS.

BRYCE CURTISS OFFERED RESOLUTION NO. 3914, A RESOLUTION AUTHORIZING WIRE TRANSFER OF FUNDS, AND MOVED ITS ADOPTION.

MOTION FOR ADOPTION OF RESOLUTION NO. 3914 WAS SECONDED BY STEVE SULFLOW. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, STEVE SULFLOW, BEVERLY OLSON AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(E) ACTING MAYOR /2024.

STEVE SULFLOW OFFERED RESOLUTION NO. 3915, A RESOLUTION PROVIDING FOR AN ACTING MAYOR (BRYCE CURTISS), AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3915 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: STEVE SULFLOW, BEVERLY OLSON, BRYCE CURTISS AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(F) ACTING CITY ATTORNEY/2024.

BRYCE CURTISS OFFERED RESOLUTION NO. 3916, A RESOLUTION PROVIDING FOR AN ACTING CITY ATTORNEY (MATT HAUGEN) WHEN SUCH MAY BE REQUIRED, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3916 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, BEVERLY OLSON, STEVE SULFLOW AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(G) APPOINTMENT OF LICENSE INSPECTOR FOR 2024.

It was moved by Curtiss, seconded by Sulflow and unanimously passed to appoint Police Chief Ken Schule as license inspector for 2024.

7(H) OFFICIAL NEWSPAPER DESIGNATION/2024.

It was moved by Sulflow, seconded by Olson and unanimously passed to designate the Montevideo American-News as the city's official newspaper for 2024.

7(I) HUMAN RIGHTS OFFICER/ALTERNATES FOR 2024.

It was moved by Curtiss, seconded by Olson and unanimously passed to appoint the city manager as the human rights officer, with the city clerk (Glennis Lauritsen 1/1-6/28/24 | Tami Schuelke-Sampson 6/29-12/31/24) and police chief designated as alternate human rights officers.

7(J) APPOINTMENT OF HEARING OFFICER FOR 2024.

It was moved by Sulflow, seconded by Olson and unanimously passed to appoint Jeremy Blackwelder as administrative hearing officer for 2024, at the rate of \$200.00/hour, including windshield time to/from Montevideo (same rate as 2023.)

7(K) HAYUNGA RETIREMENT RESOLUTION.

BRYCE CURTISS OFFERED RESOLUTION NO. 3917, A RESOLUTION OF APPRECIATION FOR BYRON HAYUNGA (RETIRED 12/31/23), AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3917 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, BEVERLY OLSON, STEVE SULFLOW AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(L) PERA ELIGIBILITY - AARRON WROBLESKI.

STEVE SULFLOW OFFERED RESOLUTION NO. 3918, A RESOLUTION PROVIDING FOR ELIGIBILITY INTO PERA POLICE & FIRE FUND FOR PART-TIME POLICE OFFICER AARRON WROBLESKI, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3918 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: STEVE SULFLOW, BEVERLY OLSON, BRYCE CURTISS AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(M) MN/DOT GRANT AGREEMENT NO. 1055688 (HANGAR EXPANSION).

The Minnesota Department of Transportation Office of Aeronautics is providing the state portion of the FBO Hangar Building Expansion Project at the airport through a \$14,167

grant. Council was provided with Contract No. 1055688 and an associated resolution for review/consideration.

BRYCE CURTISS OFFERED RESOLUTION NO. 3920, A RESOLUTION AUTHORIZING EXECUTION OF MN/DOT GRANT AGREEMENT #1055688 FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3920 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: BRYCE CURTISS, BEVERLY OLSON, STEVE SULFLOW AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(N) ACCEPTANCE OF GIFTS/GRANTS.

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

<u>Name</u>	<u>Description</u>	<u>Amount/Value</u>
Nicholas & Donna Krueger	Donation - Poundmaster Services	\$ 50.00
Minnwest Bank	Donation - Shop With a Cop	1,000.00
Montevideo Fire Relief Assn.	Donations:	
	Truck Fund	43,500.00
	Youth Activities	10,000.00
MN Dept. of Health	Grant - SWIFT Contract #240686 (2024 Well Siting, expires 8/29/25)	10,000.00

STEVE SULFLOW OFFERED RESOLUTION NO. 3919, A RESOLUTION ACCEPTING GIFTS/GRANTS AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3919 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: STEVE SULFLOW, BEVERLY OLSON, BRYCE CURTISS AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(O) DEPARTMENT OF HEALTH GRANT AGREEMENT NO. 240168.

Minnesota Department of Health Grant Agreement No. 240168 was presented for consideration. The grant is one of two grants the city applied for to site a new well. Both grants are for \$10,000, with one grant requiring a \$10,000 matching component and one

grant no matching component. During the December 18, 2023 meeting, the council approved Grant Agreement No. 240686 (the matching grant).

It was moved by Sulflow, seconded by Olson and unanimously passed to authorize the mayor and city manager to sign and submit the grant paperwork for Agreement No. 240168 (expiring December 15, 2024).

8. Ordinances.

- None.

9. Discussion and Miscellaneous.

Prior to moving into Closed Session for the city manager performance review, council members were polled for additional items.

- ▶ Council member Olson commended the “Shop With a Cop” Program. She had witnessed a shopping event at Runnings and personally witnessed the activity and its affect on the children and the officers alike.
- ▶ City Manager Wolfington updated the council on various construction activity, including projects at the airport, community center and library.

At 7:33 P.M., the council took a short recess to allow members of the public to leave the council chambers prior to the Closed Session.

9(A) CLOSED SESSION - CITY MANAGER PERFORMANCE REVIEW.

At 7:35 P.M., the council moved into Closed Session to conduct a performance review of City Manager Robert Wolfington. In attendance were Council members Curtiss, Olson, Sulflow and Schmidt, Mayor Winter, City Manager Wolfington and City Clerk Lauritsen. Wolfington was asked to leave the chambers while discussion took place, after which he returned. The entire Closed Session was recorded on a flash drive which will be kept in accordance with the city’s adopted records retention schedule, after which time the media will be destroyed.

The Closed Session ended at 7:54 and the council moved back into regular session.

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It was moved by Curtiss, seconded by Olson and unanimously passed that City Manager Wolfington be given a 5% cost-of-living salary increase, which is the same as was given to all other employees.

It was noted that Council President Schmidt would provide a public summary statement at the January 16th meeting.

Meeting adjourned at 7:55 P.M.

Glennis A. Lauritsen, Secretary

Approved by council January 16, 2024:

President - City Council