

CITY OF MONTEVIDEO  
CITY COUNCIL PROCEEDINGS  
February 20, 2024

The city council met in regular session Tuesday, February 20, 2024 in the council chambers at city hall. Acting Council President Curtiss called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Council members present: Steve Sulflow, Beverly Olson, Bryce Curtiss and Dan Sanborn.  
Absent: Nathan Schmidt. 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 Sanborn, seconded by Olson and unanimously passed to approve the agenda, with the following modifications:

**MODIFY: 5(A) CONSIDER APPROVAL OF VERIFIED CLAIMS FOR THE PERIOD ENDING FEBRUARY 15, 2024 IN THE AMOUNT OF ~~\$320,077.16~~ \$492,439.19.**

The revised list reflects the following additions:

EDA ADMINISTRATION

UMVRDC - Half of 2024 Prairie Waters Membership \$ 2,787.00

MISCELLANEOUS

SW/WC Service Coop - Medica - March premium 83,819.50

POLICE

Kustom Signals, Inc. - Speed/Message trailer 16,548.49

PUBLIC WORKS

Bisbee Plumbing & Heating - Wash bay fan/boiler maintenance 2,603.80

The Sherwin Williams Co. - Paint - blue/yellow/white, etc. 3,311.76

REFUSE

Tostenson, Inc. - January services 43,772.36

UTILITY

Ferguson Waterworks #2516 - Mach 10 CF meters - 3	2,373.42
MN Pollution Control Agency - Water permit annual fees	5,900.00
Minnesota Pump Works - Lift station repairs	5,578.20
Minnesota Pump Works - Old Ford lift station Steel guide rails, etc.	5,667.50

**ADD: 7(I) CONSIDER APPLICATION FROM THE MONTEVIDEO FIRE RELIEF ASSOCIATION TO ALLOW A RAFFLE AT 911 NORTH 11<sup>TH</sup> STREET ON JUNE 15, 2024 DURING THE FIESTA DAYS PANCAKE BREAKFAST.**

**ADD: 7(J) CONSIDER PURSUING MN/DOT GRANT AND PURCHASE OF FUEL MASTER UPGRADE FOR THE MONTEVIDEO-CHIPPEWA COUNTY AIRPORT.**

It was moved by Sulflow, seconded by Olson and unanimously passed to approve the minutes of the regular meeting of February 5, 2024, as presented.

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

- None.

5. Consent Agenda.

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

5(A) VERIFIED CLAIMS FOR THE PERIOD ENDING FEBRUARY 15, 2024 IN THE (MODIFIED) AMOUNT OF \$492,439.19.

5(B) USE OF CITY PROPERTY FOR THE ST. PATRICK'S DAY PARADE ON SATURDAY, MARCH 16, 2024 (CLOSING OF MAIN STREET AND THE AVENUES BETWEEN MERRIAM AVENUE AND SHERMAN AVENUE).

5(C) APPLICATION FROM THE WEST 212 USBC ASSOCIATION (BOWLING CONGRESS) FOR AN EXEMPTION FROM LAWFUL GAMBLING REQUIREMENTS TO ALLOW RAFFLE, TIPBOARD AND PADDLEWHEEL ACTIVITIES AT THE VFW POST #380 ON APRIL 26, 2024.

6. Public Hearings.

6(A) 7:00 P.M. - 2024 IMPROVEMENT PROJECT.

By Resolution No. 3898, the council had received the engineer's report and set this date/time for a public hearing to consider the 2024 Improvements.

Acting President Curtiss called the public hearing to order at 7:05 P.M.

The following project is proposed:

- ◆ Oak Drive, Ridgeview Drive to End;
- ◆ Summit Avenue, 1<sup>st</sup> Street to 3<sup>rd</sup> Street;
- ◆ Black Oak Avenue, 17<sup>th</sup> Street to Runnings Entrance (Optional - applied for Mn/DOT Local Road Improvement Program (LRIP) Grant.)

City Engineer Amborn reviewed and discussed the handout prepared for the hearing, which highlighted each segment of the proposed projects and addressed cost, assessments and the project schedule. Also provided were maps of the areas affected. Amborn informed the council that his office had heard from a couple property owners with general questions about the proposed projects. No other contact had been received for or against the project, either verbally or in writing.

Oak Drive:

- Jim Dahlvang, 1201 Oak Drive, asked questions about the type of curb being proposed and about the storm sewers/catch basins. Engineer Amborn stated that most of the project would utilize standard curb; however, depending on the landscape/drainage, other options could be considered. Dahlvang indicated he owns a vacant lot along Oak Drive and would prefer a drive-over curb in that area and at the cul-de-sac where snow is piled by the city in the winter months. Dahlvang also discussed an area where a catch basin needs to be fixed.
- Ron & Kathy Arneson, 1207 Oak Drive, asked what the start date is for the project. Engineer Amborn reviewed the timeline for the project, noting that the final hearing is scheduled for June 3. The project would probably start after the 4<sup>th</sup> of July.

Amborn stated that the tricky part with this project will be access inasmuch as there is only one entrance/exit at the north end of Oak Drive. He said that access will be a high priority, that there will be a plan in place for minimal interruptions and that the matter will be coordinated with the contractor and homeowners.

Summit Avenue:

- Steven Anderson, 137 Summit Avenue, asked if the water issues in this area will be addressed. He also asked if the proposed mill and overlay will be a permanent fix, or just a “band-aid.” Engineer Amborn stated that no utility improvements are proposed for the project. He indicated that while a complete reconstruct will not take place, the mill and overlay will last for many years. Amborn also explained that the city chooses its annual construction projects according to funds available.

Black Oak Avenue:

- Jacob Herold, Runnings Store Manager, asked questions specific to how their business might be disrupted during the project, including how far the project will extend to the east, and whether both of their exits would be affected. Engineer Amborn stated that the project would extend just past the west entrance due to watermain alignment with no plans to extend past that point at this time. Amborn added that the city and/or contractor would work together to communicate with the business during construction.

It was noted that the Black Oak Avenue improvements are contingent upon a Local Road Improvement Grant. The city applied for the grant funds, which are slated to be awarded in March to mid-April. If unsuccessful, this project would not proceed.

There were no other interested persons present to speak to the project; therefore, the public hearing was closed at 7:32 P.M. The entire public hearing was recorded on a zip drive, which will be kept in accordance with the city’s adopted records retention schedule, after which time the component will be destroyed.

STEVE SULFLOW OFFERED RESOLUTION NO. 3927, A RESOLUTION ORDERING IMPROVEMENT AFTER PUBLIC HEARING, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3927 WAS

SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION:  
STEVE SULFLOW, BEVERLY OLSON, DAN SANBORN AND BRYCE CURTISS.  
THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7. General Business.

7(A) PRESENTATION OF THE CHIPPEWA COUNTY ALL-HAZARD MITIGATION PLAN

Kevin Ketelsen, Community Development Specialist with the Upper Minnesota Valley Regional Development Commission (UMVRDC), was present to discuss the Chippewa County All-Hazard Mitigation Plan. Purpose of the plan is to identify hazards that could impact the county, as well as local communities, and develop strategies to lessen their impact on people and properties.

Ketelsen stated that the planning process began in June of 2022 and the county had a wrap-up meeting in June of 2023. Last spring, Stephanie Weick, Chippewa County Emergency Management Director, presented the draft strategies to council. The county adopted the plan at their January 16, 2024 meeting, with them now seeking adoption by all of the affected communities. Ketelsen noted that a plan is required in order to be eligible to receive FEMA funding.

DAN SANBORN OFFERED RESOLUTION NO. 3928, A RESOLUTION ADOPTING THE CHIPPEWA COUNTY ALL-HAZARD MITIGATION PLAN, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3928 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, BEVERLY OLSON, STEVE SULFLOW AND BRYCE CURTISS. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(B) NUISANCE ABATEMENT - 106 NORTH 13<sup>TH</sup> STREET.

Staff reported that notices were sent to the property owners at 106 North 13<sup>th</sup> Street on November 9, December 5, and December 26, 2023 concerning nuisance items that needed to be abated, specifically referring to the accumulation of miscellaneous junk/debris/trash present on the property, appliances, open containers with junk in them, indoor furniture outside and other miscellaneous items. Each letter asked the property owner to correct the deficiencies. Upon inspection February 1<sup>st</sup>, staff noted that there had been no change.

Therefore a resolution was prepared which gives the property owner until March 15, 2024 to abate the nuisance and/or address the city council at its March 4<sup>th</sup> meeting.

DAN SANBORN OFFERED RESOLUTION NO. 3929, A RESOLUTION DIRECTING ABATEMENT OF NUISANCE, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3929 WAS SECONDED BY STEVE SULFLOW. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, STEVE SULFLOW, BEVERLY OLSON AND BRYCE CURTISS. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(C) SALE OF SURPLUS SQUAD CAR TO GUARDIAN FLEET SAFETY.

Guardian Fleet Safety is currently building out one of the recently purchased squad cars and, therefore, the city's 2018 Ford Explorer will become surplus at that time. Traditionally, the city has sold surplus equipment through MinnBid, a site for the sale of publically owned equipment. However, Guardian has made an offer to purchase the surplus squad for the price of \$6,500, and this would save the city \$835 to have the decals removed from the squad before the sale. Because the offer price is under the \$25,000 threshold, the city can sell the equipment via quotes.

It was moved by Sanborn, seconded by Olson and unanimously passed to approve the sale of the 2018 Ford Explorer to Guardian Fleet Safety for the price of \$6,500.

7(D) SMALL CITIES DEVELOPMENT GRANT APPLICATION PUBLIC HEARING.

On September 5, 2023, the city entered into a contract for professional services with the Upper Minnesota Valley Regional Development Commission (UMVRDC) to secure a Small Cities Development Grant (SCDP) for Multi-Family Rental Rehabilitation Projects. In order to continue with the grant process, a public hearing is required to consider submission of the final application to the Department of Employment & Economic Development (DEED). The public hearing will provide an opportunity for citizen input on community development needs and the proposed activities in the application. Staff recommended a public hearing scheduled for Monday, March 18, 2024 at 7:00 P.M.

It was moved by Sulflow, seconded by Sanborn and unanimously passed to set a public hearing for Monday, March 18, 2024, at 7:00 P.M. for this purpose.

7(E) MN/DOT GRANT AGREEMENT - 2023 HANGAR PROJECT.

Minnesota Department of Transportation Office of Aeronautics is providing the State's portion of costs associated with the FBO Hangar Improvement Project. Funding for this project broke out over a series of grants from the FAA and Mn/DOT Aeronautics. This grant would cover expenses related to an airplane storage hangar that was part of the overall hangar improvement project. The federal portion of this grant is \$129,218 with the state and local match at \$7,179 each. This is part of a larger grant driven project including the hangar expansion for the FBO hangar and the improvements to an airplane storage hangar with lights and a new overhead door.

DAN SANBORN OFFERED RESOLUTION NO. 3930, A RESOLUTION AUTHORIZING EXECUTION OF MN/DOT GRANT AGREEMENT NO. 1056206 FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3930 WAS SECONDED BY STEVE SULFLOW. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, STEVE SULFLOW, BEVERLY OLSON AND BRYCE CURTISS. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(F) 2023 ANNUAL REPORT.

It was moved by Sulflow, seconded by Olson and unanimously passed to accept the 2023 Annual Report.

7(G) 2024 BOARD OF APPEAL AND EQUALIZATION MEETING.

It was moved by Sanborn, seconded by Olson and unanimously passed to designate the date of Monday, April 22, 2024, from 6:00-6:30 P.M. for the purpose of conducting the local Board of Appeal & Equalization Meeting.

7(H) ACCEPTANCE OF GIFTS/GRANTS.

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

<u>Name</u>	<u>Description</u>	<u>Amount/Value</u>
Snap-On Tools	Donation - 85 Piece Drill Set for Fire Truck	\$ 510.00

DAN SANBORN OFFERED RESOLUTION NO. 3931, A RESOLUTION ACCEPTING GIFTS/GRANTS AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3931 WAS SECONDED BY STEVE SULFLOW. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, STEVE SULFLOW, BEVERLY OLSON AND BRYCE CURTISS. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(I) FIESTA DAYS RAFFLE - FIRE RELIEF ASSOCIATION.

DAN SANBORN OFFERED RESOLUTION NO. 3932, A RESOLUTION APPROVING AN APPLICATION TO CONDUCT OFF-SITE GAMBLING (RAFFLE) ACTIVITY JUNE 15, 2024 AT THE MONTEVIDEO FIRE HALL BY THE MONTEVIDEO FIRE RELIEF ASSOCIATION, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3932 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, BEVERLY OLSON, STEVE SULFLOW AND BRYCE CURTISS. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(J) GRANT APPLICATION/PURCHASE OF AIRPORT FUEL MASTER UPGRADE.

The credit card system tied to the Airport Fuel Master System is currently not functioning. An upgrade of the fuel system software/equipment is needed which will also include upgrades to the Internet connection for the credit card system. O'Day Equipment, the company that sold the fuel system provided a quote for \$18,962.53. According to the airport engineers SEH, this would be eligible for grant dollars through Mn/DOT Aeronautics at a 70/30 grant split. SEH is preparing the grant application documents and due to the time sensitive nature of the issue, staff is bringing this forward to address it quickly.

It was moved by Sulflow, seconded by Olson and unanimously passed to authorize the submission of a grant application to Mn/DOT Aeronautics for the Fuel Master System.

It was moved by Sanborn, seconded by Sulflow and unanimously passed to authorize the purchase of a fuel master system at a price of \$18,926.53 with a 70/30 grant split.



8. Ordinances.

8(A) ORDINANCE NO. 985 RE-ZONING PID #70-817-4100.

Ordinance No. 985 was introduced at the February 5<sup>th</sup> meeting to re-zone a section of Parcel ID #70-817-4100 owned by Tom Lauritsen, et al., from CD, Conservation District to R2, Multi-Family Residential District (Medium Density). City Manager Wolfington stated that he had had contact with the property owners who requested the council table this item as they are still working on the utilities issue.

It was moved by Sanborn, seconded by Olson and unanimously passed to table this item to the March 4<sup>th</sup> city council meeting.

8(B) ADOPTION OF ORDINANCE NO. 986

IT WAS MOVED BY STEVE SULFLOW THAT ORDINANCE NO. 986, AN ORDINANCE AMENDING SECTIONS 1 & 7C AND ADDING SECTION 8I OF CHAPTER 2A OF TITLE 3 OF THE MONTEVIDEO CITY CODE, INTOXICATING LIQUOR PROVISIONS, BE ADOPTED. MOTION FOR ADOPTION OF ORDINANCE NO. 986 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: STEVE SULFLOW, BEVERLY OLSON, DAN SANBORN AND BRYCE CURTISS. THOSE VOTING AGAINST MOTION: NONE. ORDINANCE PASSED 4-0.

8(C) ADOPTION OF ORDINANCE NO. 987

IT WAS MOVED BY STEVE SULFLOW THAT ORDINANCE NO. 987, AN ORDINANCE AMENDING THE ADMINISTRATIVE CODE BY AMENDING SECTIONS 2-1-8(H), "VACATION LEAVE" SECTION 2-1-9(A), "SICK LEAVE" SECTION 3-3-6(B)(1) "TRAVEL REIMBURSEMENT" AND SECTION 6-3-1 "PERSONAL PROPERTY MANAGEMENT DEFINITION," BE ADOPTED. MOTION FOR ADOPTION OF ORDINANCE NO. 987 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: STEVE SULFLOW, BEVERLY OLSON, DAN SANBORN AND BRYCE CURTISS. THOSE VOTING AGAINST MOTION: NONE. ORDINANCE PASSED 4-0.

8(D) INTRODUCTION OF ORDINANCE NO. 988

With the recent changes in staffing, the Department Head Section of the Montevideo Administrative Code needs to be modified. The modifications to the listing include removing Building Official and EDA Director and adding Community Center/Communications Director. An ordinance is required to change the Administrative Code; therefore, language was drafted by the city attorney for this purpose.

DAN SANBORN INTRODUCED ORDINANCE NO. 988, AN ORDINANCE AMENDING THE ADMINISTRATIVE CODE BY AMENDING DEFINITION OF DEPARTMENT HEAD.

9. Discussion and Miscellaneous.

- ▶ None.

Meeting adjourned at 7:58 P.M.

---

Glennis A. Lauritsen, Secretary

Approved by council March 4, 2024:

---

President - City Council