

CITY OF MONTEVIDEO
CITY COUNCIL PROCEEDINGS
April 1, 2024

The city council met in regular session Monday, April 1, 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, Beverly Olson, Dan Sanborn and Nathan Schmidt.
Absent: Bryce Curtiss. Mayor Erich Winter present.

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

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

MODIFY: 5(A) CONSIDER APPROVAL OF VERIFIED CLAIMS FOR THE PERIOD ENDING MARCH 28, 2024 IN THE AMOUNT OF ~~\$702,123.04~~ \$741,685.84.

The revised list reflects the following additions:

LIQUOR

Madison Bottling Company - Inventory \$ 8,973.80

ENGINEERING

Rodeberg & Berryman, Inc. - services 26,600.00

MISCELLANEOUS

Avenu Insights & Analytics - March software support 2,473.00

UTILITIES

Ferguson Waterworks - meters 1,516.00

ADD: 7(E) CONSIDER APPOINTMENT OF DUSTIN CITROWSKE TO THE CONVENTION & VISITOR'S BUREAU.

ADD: 7(F) CONSIDER SETTING WORK SESSION TO DISCUSS GRANT OPPORTUNITIES AND HUMAN RESOURCES NEEDS.

ADD: 7(G) CONSIDER RESOLUTION ACCEPTING GIFTS/GRANTS FROM VARIOUS ORGANIZATIONS AND INDIVIDUALS.

It was moved by Sulflow, seconded by Olson and unanimously passed to approve the minutes of the regular meeting of March 18, 2024, 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 MARCH 28, 2024 IN THE (MODIFIED) AMOUNT OF \$741,685.84.

5(B) APPLICATION FROM THE SENIOR CITIZENS OF THE MONTEVIDEO AREA, INC. TO CONDUCT EXCLUDED BINGO ON JUNE 10 AND OCTOBER 28, 2024 AT THE MONTEVIDEO COMMUNITY CENTER, 550 SOUTH 1ST STREET.

6. Public Hearings.

- None.

7. General Business.

7(A) SMALL CITIES DEVELOPMENT PROGRAM GRANT APPLICATION.

On March 18, 2024 the city council held the required public hearing to consider the submission to the Department of Employment & Economic Development (DEED) of the final Small Cities Development Program Grant application for a multi-family rehabilitation program. Two (2) council members had declared a potential conflict of

interest and, therefore, the matter was tabled to allow staff an opportunity to obtain clarification on how to proceed. According to DEED, council members would be ineligible to work on any of the Small Cities projects in this grant. As such, there would be no reason to declare a conflict of interest. Bernice Robertson, Grant Management Specialist, from the Upper Minnesota Valley Regional Development Commission, was on hand to answer questions/address concerns.

DAN SANBORN OFFERED RESOLUTION NO. 3935, A RESOLUTION AUTHORIZING THE CITY OF MONTEVIDEO TO ACT AS LEGAL SPONSOR FOR THE PROJECT, AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE ANY/ALL AGREEMENTS AND AMENDMENTS THERETO, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3935 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, BEVERLY OLSON, STEVE SULFLOW AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

It was moved by Sanborn, seconded by Sulflow and unanimously passed to approve the Citizen Participation Plan.

7(B) DEPARTMENTAL 2023 ANNUAL REPORT REVIEWS.

The following department heads reviewed and discussed their 2023 annual reports:

- Liquor Store Manager Jeff Andreas
- Public Works Director Aaron Blom
- City Manager Robert Wolfington (Airport, Community Development, Planning)

7(C) STATE GRANT AGREEMENT/AIRCRAFT FUELING SYSTEM REPAIR/UPGRADE.

The city received a grant from the State of Minnesota for \$13,248.57 in state funds for the Aircraft Fueling System Repair/Upgrade Project at the airport. The Grant Agreement was prepared by the state through its Commission of Transportation (Mn/DOT) for approval by the city.

STEVE SULFLOW OFFERED RESOLUTION NO. 3936, A RESOLUTION AUTHORIZING EXECUTION OF MN/DOT GRANT AGREEMENT NO. 1056428

FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION (AIRCRAFT FUELING SYSTEM REPAIR/UPGRADE), AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3936 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: STEVE SULFLOW, BEVERLY OLSON, DAN SANBORN AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(D) SALE OF LAND TO PRAIRIE FIVE COMMUNITY ACTION COUNCIL, INC.

At the December 4, 2023 meeting, the council directed the city attorney to prepare a Purchase Agreement between the City and Prairie Five Community Action Council for land along the east side of T.H. 29/Benson Road known as Parcel ID # 70-808-2305 for the construction of a new food shelf and office building. The motion of the council included contingencies that a Site Plan Review be conducted and that all other costs associated with the property would be borne by the purchaser. These contingencies are provided for in the purchase agreement. A resolution and accompanying Memorandum Purchase Agreement had been prepared by the city attorney and was presented to the council for consideration.

DAN SANBORN OFFERED RESOLUTION NO. 3937, A RESOLUTION AUTHORIZING SALE OF REAL ESTATE, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3937 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, BEVERLY OLSON, STEVE SULFLOW AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

7(E) CONVENTION & VISITOR'S BUREAU APPOINTMENT.

The city appoints three representatives to the Convention & Visitor's Bureau (CVB) with staggered two-year terms. A vacancy exists with a term expiring December 31, 2025. An application had been submitted by Dustin Citrowske.

It was moved by Sulflow, seconded by Olson and unanimously passed to appoint Dustin Citrowske to the Convention & Visitor's Bureau, term expiring December 31, 2025.

7(F) WORKSESSION DATE.

Staff would like to hold a worksession with Council to discuss the following:

- Housing Study needs and funding opportunities (for the study).
- Economic Development Grant for Industrial Development.
- Orderly Annexation Agreement.
- Human Resources needs for the City.

It was moved by Sulflow, seconded by Olson and unanimously passed to set a council worksession for Monday, April 22, 2024 at 7:00 P.M.

7(G) ACCEPTANCE OF GIFTS/GRANTS

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

<u>Name</u>	<u>Description</u>	<u>Amount/Value</u>
French Glass	Donation - Dog park	250.00

DAN SANBORN OFFERED RESOLUTION NO. 3938, A RESOLUTION ACCEPTING GIFTS/GRANTS, AND MOVED ITS ADOPTION. MOTION FOR ADOPTION OF RESOLUTION NO. 3938 WAS SECONDED BY BEVERLY OLSON. THOSE VOTING IN FAVOR OF MOTION: DAN SANBORN, BEVERLY OLSON, STEVE SULFLOW AND NATHAN SCHMIDT. THOSE VOTING AGAINST MOTION: NONE. RESOLUTION PASSED 4-0.

8. Ordinances.

- None.

9. Discussion and Miscellaneous.

- None.

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Meeting adjourned at 7:29 P.M.

Glennis A. Lauritsen, Secretary

Approved by council April 15, 2024:

President - City Council