

**Minutes of the Public Hearing to consider and possibly adopt proposed assessments for the
2024-2025 Street & Utility Improvements
Monday, October 13, 2025 at 6:00 PM**

Members present: Leach, Schneider, Prokosch, Lingl, Sander (late)

Others present: Dave Woelfel, John Thompson, Bill Helget, Bolton & Menk, Inc., and Mike Marks

The hearing to discuss final assessment for 2024-2025 Street & Utility Improvements was called to order by Assistant Mayor Prokosch.

Bill Helget, Bolton & Menk, Inc., reviewed the cost summary and basis of the assessments for the improvements, which included watermain improvements on Birch Ave from 11th Street to 10th Street, and 11th Street from Birch Avenue to Cherry Avenue. Ranch Wood Drive, from 4th Street to approximately 150' west of the intersection, and 4th Street, from Ranch Wood Drive to approximately 100' north of the intersection. Assessment procedures were reviewed. According to City policy, new streets are assessed at 2/3 of the cost to adjacent property owners and 1/3 to the City, and replacement streets are assessed at 20% of total street construction costs; all based on linear front footage, with corner lots being assessed 100% of the long side and 50% of the short side. Mike Marks was present to ask why he received two notices and asked questions about the Ranchwood Drive sewer system. Should the Council approve the final assessment roll later during the regular meeting, property owners will have 30 days from 10-13-25 to pay the assessment. If not paid by 11-12-25, the assessments will be certified to the County Auditor-Treasurer for collection with property taxes, over 20 years at 2.5% interest.

The hearing was closed around 6:34 PM by Mayor Sander.

**Minutes of the Regular Meeting of the Bird Island City Council
Monday, September 8, 2025 at 7:00 PM**

The regular meeting was called to order by Mayor Sander.

A motion was made by Prokosch and seconded by Leach to approve payment of the claims and to approve the minutes from the last regular meeting. Passed unanimously. A motion was made by Lingl and seconded by Leach to approve the land use permit for The Broaster contingent upon Public Works final inspection. Passed unanimously. A motion was made by Lingl and seconded by Leach to approve a storage shed for Marty Athmann contingent upon Public Works final inspection. Passed unanimously.

2024 Infrastructure Project Matt Miller, Bolton & Menk, Inc., was present to update the Council on the 2024 Infrastructure Project and what the next steps will be. A motion was made by Lingl and seconded by Prokosch to table Pay Request #5-FINAL until the November meeting. Passed unanimously. A motion was made by Lingl and seconded by Schneider to approve Resolution 4-25 Adopting final assessment roll for the 2024-2025 Street & Utility Improvements. Passed unanimously.

Public Works Water plant is still running on one high service pump, the second pump is installed but hasn't been turned on yet. The electrical system feeding the water plant was discussed changing it from a corner grounded delta system to a 480/277v wye system. Raising water rates were discussed to be able to help pay for this change. A motion was made by Lingl and seconded by Schneider to accept the estimate from WZ Electric to update the electric service at the water treatment plans. Passed unanimously. Administrator will work on calculating potential rate increase to help cover costs. Maintenance has started getting things ready for winter. Missing street signs have been ordered and will be installed when they are delivered.

- Zoning Violations A letter was received from Rhonda Ware stating they will be living/staying upstairs of the building located at 236 South Main Street and will be in compliance of the zoning ordinance. The Council discussed how to proceed with the property located at 105 & 115 South Main Street. A motion was made by Lingl and seconded by Prokosch to move forward with an injunction to have the City attorney file a motion with the court to order the violator to immediately vacate the property at 105 & 115 South Main. Passed unanimously.
- Mobile Office Sullivan Auctions had until October 1, 2025 to have the mobile office removed from 101 Ash Avenue and it hasn't been moved. Allen Henslin relayed they are in the process of disconnecting the electricity from the building and putting it into transport mode. It will no longer be anchored down and can be moved if we were to get some winter weather. They have building listed for sale but are also looking at getting it moved to one of their other locations.
- Resolution 5-20 The Council reviewed Resolution 5-20: Adopting a Policy for Sale of Residential Lots. The group was in agreement that the resolution does need to be updated. Administrator Ahl will bring some examples to a future meeting.
- Resolution 5-25 A motion was made by Lingl and seconded by Schneider to approve Resolution 5-25, Designating Annual Poling Place as the Municipal Building located at 660 Birch Avenue in Bird Island, MN. Passed unanimously.
- Part-Time Help A motion was made by Lingl and seconded by Prokosch to approve the hiring of Pete Caspers as Part-Time/On Call Maintenance employee. Passed unanimously.

Meeting adjourned.

Tracey Ahl, City Administrator