

CITY OF WEST OKOBOJI  
REGULAR COUNCIL MEETING  
501 TERRACE PARK BLVD  
MONDAY, November 10, 2025, 6:30 P.M.

**PRESIDING:** Mayor Craig Miner

**COUNCILMEMBERS:** Robert Hein, Mike Paxton, Paul Sieh, and Darlene Powers, absent Mike Olson.

**ADMIN/CLERK/STAFF:** Carol Chicoine

**OTHERS PRESENT:** Steve Hallgren, Steve Wedeking, Aaron Olson (phone)

After the Pledge of Allegiance, Mayor Miner called the meeting to order at 6:30 P.M. Roll call was completed with quorum present. Motion Powers, second Hein, to adopt the agenda. All ayes, motion carried. Motion Paxton, second Powers to approve consent agenda which included minutes from 10/13/25, claims and claims in vacation for November, financials for September and October 2025. All ayes, motion carried.

**Visitors:** Aaron Olson, Partner with TP Anderson, provided information on agreed upon procedures for the city. The review went very well, with no major issues. A few items that were addressed are the following: segregation of duties, (almost all entities have this), a negative balance for FEMA line item, this is common with cities that are dealing with FEMA since reimbursements usually take time to recoup, Tax Increment Financing Certification, the county auditor has not been able to provide the City with the Reconciliation, one of the city council minutes were not posted within 15 days, and Commercial Garbage rates were not documented by ordinance (council is working on this issue already) Ms. Olson told council that Administrator Chicoine did a great job. Chief Brevick could not be in attendance.

**PUBLIC COMMENT:** None.

**OLD BUSINESS:** Discussion was had with the committee that met with a sample of a key fob policy and the recommendation of an annual fee of possibly \$20 fee that will be billed annually on 1<sup>st</sup> quarter utility billing that is sent out in April/May, plus commercial garbage rate matrix to be made. Recycling information flyers and information will be mailed out prior to key fob fee imposed.

**NEW BUSINESS:** Motion Paxton, second Sieh to approve renewals for employee benefits 1/1/26 renewal, all ayes, Olson absent, motion carried. Motion Hein, second Sieh to table invoice for Street Repair from Wahpeton and seek more information and review, all ayes, Olson absent, motion carried. Motion Hein, second Paxton approving **Resolution 2025-24** pay increase Temporary Full-Time Maintenance, roll call vote, all ayes, Olson absent, motion carried.

**Committee report:** None.

**Council Report:** No parking signs to be installed at other city parks, Fuller Park to remove part of the day lilies and possible fence around the park, also add snow fence up at the beach.

**Mayor Reports:** None.

**City Administrator:** West Okoboji has received almost all FEMA reimbursements, Green Waste drop off will be done November 16<sup>th</sup>, will be doing budget workshop on November 25<sup>th</sup>.

**Zoning Administrator:** Permits are still being submitted, there are a few updates the city will need to do with Zoning Code to reflect current legislation and submitting to planning and zoning and city council to be updated.

Mayor Miner called for a motion to adjourn, motion Powers, second Sieh, all ayes, motion carried. Meeting adjourned at 7:32 PM.

---

Attest: Carol Chicoine, City Administrator/Clerk

---

Craig Miner, Mayor