

**COUNCIL MEETING MINUTES
LIBRARY MEDIA CENTER
REGULAR MEETING
412 2nd Street, Ortonville, MN
Monday, February 5, 2018
5:00 P.M.**

CALL TO ORDER AND ROLL CALL:

Mayor Hausauer called the Regular Meeting to order at 5:00 P. M. Roll Call was taken with the following present: J. Dorry, Sykora, Hausauer, Berger, Radermacher, Roggenbuck. Absent: M. Dorry. Staff present: Charleen Grossman, Susan Lundell, Scott Huizenga, Sam Berger, Jason Mork, Jesse Roscoe. Media: Mike Swenson (Independent). Also: Bob Schlieman.

AGENDA AMENDMENTS:

None.

PUBLIC PARTICIPATION AND CORRESPONDENCE:

a. Bob Schlieman-Apex Engineering

Bob Schlieman of Apex Engineering presented an outline and map of the proposed 2019 capital improvement project areas. Schlieman asked the City Council to authorize the preparation of a Preliminary Report/Facility Plan. Once completed the City may take advantage of low interest loan dollars from the Public Facilities Authority (PFA) if qualified. Schlieman recommended the Council amend the proposed outline of the project by including more of North Minnesota Street, namely, North Minnesota Street from Monroe Avenue to Jefferson Avenue. The Council consensus was to include the additional area into the proposed Resolution for the preparation of the report. The estimated cost of preparing the report was \$12,000 to \$15,000.

1. Resolution Ordering Preparation of Report on Improvements

J. Dorry moved and Berger seconded that the following Resolution be adopted:

RESOLUTION 18-12

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT
FOR 4th STREET NW, DASSEL AVENUE, PACIFIC AVENUE, 5th STREET NW, 5th
STREET SE, MINNESOTA STREET N, JEFFERSON AVENUE, MADISON AVENUE,
MONROE AVENUE, JACKSON AVENUE AND LINCOLN AVENUE**

WHEREAS, it is proposed to improve the following areas:

- 4th Street NW from Osen Avenue to Pacific Avenue
- 4th Street NW from Madison Avenue to Monroe Avenue
- Dassel Avenue from 4th Street NW to Orchard Street
- Pacific Avenue from Cliff Street to Orchard Street
- 5th Street NW from Pacific Avenue to Jefferson Avenue

- 5th Street NW from Monroe Avenue to Jackson Avenue
- 5th Street SE from Jackson Avenue to Lincoln Avenue
- Minnesota Street N from Stephens Avenue to Jackson Avenue
- Jefferson Avenue from 5th Street NW to Minnesota Street N
- Madison Avenue from Second Street NW (Trunk Highway 7) to Jefferson Avenue
- Monroe Avenue from Second Street NW (Trunk Highway 7) to Minnesota Street N
- Jackson Avenue from Second Street NW (Trunk Highway 7) to Minnesota Street N
- Lincoln Avenue from Second Street SE (Trunk Highway 7) to 5th Street SE

by making improvements to the sanitary sewer collection system, water distribution system, storm sewer collection system, street, curb and gutter, sidewalk, retaining walls, and adjoining driveways, and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ORTONVILLE, MINNESOTA:

That the proposed improvement be referred to Bob Schlieman with Apex Engineering Group for study and that he is instructed to report to the board with all convenient speed advising the board in a preliminary report as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in common with some other improvement, and the estimated cost of the improvements as recommended.

Resolution 18-12 passed this 5th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charlene Grossman
Clerk-Administrator

CONSENT AGENDA:

Mayor Hausauer asked if there were any additions, corrections, or deletions to be made to the Consent Agenda.

- a. *Approve Minutes Regular Council Meeting-01-16-18
- b. *OAHs-December Minutes-12-05-17 & 12-18-17
- c. *EDA Minutes-01-08-18
- d. *Police Commission Minutes-01-31-18
- e. *Approve Gambling Permit-BS Health Care Foundation
- f. *Approve Gambling Permit-BS Co Pheasants Forever
- g. *Approve Gambling Permit-BS Lake Area Chamber
- h. *Hangar-Tie Down Lease Agreement-Todd & Sara Verheul
- i. *Approve Beer License-Casey’s Retail Company

- j. *Resolution Approving Mutual Aid Agreement-West Central and Southwest Fire Department Associations
- k. *Resolution Accepting Resignation-Susan Lundell-Deputy Clerk-May 1
- l. *Resolution Accepting Resignation-Judy Roberts-Deputy City Clerk-Billing Clerk
- m. *Resolution Accepting Resignation Sara Wollschlager-Summer Recreation Coordinator-Effective Immediately

A motion was made by Radermacher and seconded by J. Dorry and passed unanimously to approve the Consent Agenda as presented.

PUBLIC HEARINGS:

None.

ACCEPTANCE OF BOARD AND COMMITTEE MINUTES AND, WHERE NECESSARY, COUNCIL ACTION ON THEIR RECOMMENDATIONS:

- a. *OAHS-December Minutes-12-05-17 & 12-18-17
- b. *EDA Minutes-01-08-18
- c. *Police Commission Minutes-01-31-18

1. Hire Temporary Full-Time Officer

Police Chief Mork asked to hire a temporary full-time Police Officer in the absence of an officer taking the 17 week National Guards training.

A motion was made by Berger and seconded by Roggenbuck and passed unanimously to authorize Police Chief Jason Mork to advertise for a temporary full-time Police Officer whose employment would last approximately 17 weeks.

2. Establish 1-Year Eligibility List

Police Chief Mork asked permission to establish a 1-Year Eligibility List for prospective employees.

A motion was made by Hausauer and seconded by Sykora and passed unanimously to authorize the Police Chief to establish a 1-Year Eligibility List for prospective employees.

STAFF REPORTS:

- a. Clerk-Administrator Char Grossman reported she will be advertising internally and in the newspaper, if needed, for the following positions: Deputy Clerk/Administrative Assistant, Deputy Clerk/Billing Clerk and Recreation Director.

A motion was made by Berger and seconded by Sykora and passed unanimously to authorize City Clerk Administrator Charleen Grossman to advertise internally and in the newspaper, if needed, for the following positions: Deputy Clerk/Administrative Assistant, Deputy Clerk/Billing Clerk and Recreation Director.

Water Superintendent Sam Berger reported on the recent water problem. The alarm at the water plant did not go off when the water level in the water tower got low. The water tower emptied and there was no guarantee that there was not backflow that may have gotten into the water when it refilled. Tests were done and the City got clearance for citizens to use the water for drinking.

Public Works Foreman Scott Huizenga reported on recent snow removal efforts.

NEW BUSINESS:

- a. *Approve Gambling Permit-BS Health Care Foundation
- b. *Approve Gambling Permit-BS Co Pheasants Forever
- c. *Approve Gambling Permit-BS Lake Area Chamber
- d. *Hangar-Tie Down Lease Agreement-Todd & Sara Verheul
- e. *Approve Beer License-Casey’s Retail Company
- f. *Resolution Approving Mutual Aid Agreement-West Central and Southwest Fire Department Associations

Radermacher moved and J. Dorry seconded that the following resolution be adopted:

RESOLUTION 18-13
RESOLUTION APPROVING SOUTHWEST AND WEST CENTRAL FIRE
DEPARTMENT ASSOCIATION MUTUAL AID AGREEMENT

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville that the Mutual Aid Agreement between the Southwest and West Central Fire Department Association and the City of Ortonville is approved and that Mayor and City Clerk/Administrator are hereby authorized to execute necessary documents to carry out the intent of this resolution.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, Hausauer, Berger, Radermacher and Roggenbuck and the following voted Nay: None.

Resolution 18-13 passed this 5th day of February 2018.

APPROVED:

ATTEST:

 Gene Hausauer
 Mayor

 Charlene Grossman
 Clerk-Administrator

- g. *Resolution Accepting Resignation-Susan Lundell-Deputy Clerk-May 1

Radermacher moved and J. Dorry seconded that the following Resolution be adopted:

RESOLUTION 18-14
RESOLUTION ACCEPTING RESIGNATION OF SUSAN LUNDELL

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to accept the resignation of Susan Lundell from the position of Deputy Clerk/Administrative Assistant as of May 1, 2018.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, Hausauer, Berger, Radermacher, Roggenbuck. Nay: None.

Resolution 18-14 passed this 5th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk-Administrator

h. *Resolution Accepting Resignation-Judy Roberts-Deputy City Clerk-Billing Clerk

Radermacher moved and J. Dorry seconded that the following Resolution be adopted:

**RESOLUTION 18-15
RESOLUTION ACCEPTING RESIGNATION OF JUDY ROBERTS**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to accept the resignation of Judy Roberts from the position of Deputy Clerk/Billing Clerk as of April 30, 2018.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, Hausauer, Berger, Radermacher, Roggenbuck. Nay: None.

Resolution 18-15 passed this 5th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk-Administrator

i. *Resolution Accepting Resignation Sara Wollschlager-Summer Recreation Coordinator-Effective Immediately

Radermacher moved and J. Dorry seconded that the following Resolution be adopted:

**RESOLUTION 18-16
RESOLUTION ACCEPTING RESIGNATION OF SARA WOLLSCHLAGER**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to accept the resignation of Sara Wollschlager from the position of Summer Recreation Coordinator effective immediately.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, Hausauer, Berger, Radermacher, Roggenbuck. Nay: None.

Resolution 18-16 passed this 5th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk-Administrator

j. Resolution Designating March 2 as Rena Bagne Day-110 Years Old

Berger moved and Sykora seconded that the following resolution be adopted:

**RESOLUTION 18-17
RESOLUTION DESIGNATING MARCH 2 AS RENA BAGNE DAY IN THE CITY OF
ORTONVILLE**

WHEREAS, the Governing Body of the City of Ortonville, Minnesota has become aware that long-time city resident Rena Bagne will reach the age of 110 years old on March 2;

NOW, THEREFORE, BE IT RESOLVED that it is our honor and privilege to name March 2 as Rena Bagne Day in the City of Ortonville.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, Hausauer, Berger, Radermacher, Roggenbuck and the following voted Nay: None.

Resolution 18-17 passed this 5th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charlene Grossman
Clerk-Administrator

k. Resolution Approving Purchase-Greensmower-\$14,000

Hausauer moved and Radermacher seconded that the following Resolution be adopted:

RESOLUTION 18-18
RESOLUTION APPROVING PURCHASE OF TORO GREENSMOWER-
\$14,000.00

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve the purchase of a Toro Greensmaster mower for the Golf Course in the amount of \$14,000.00.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, Hausauer, Berger, Radermacher, Roggenbuck and the following voted Nay: None.

Resolution 18-18 passed this 5th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charlene Grossman
Clerk-Administrator

UNFINISHED BUSINESS:

a. Resolution Approving Appointed Officials, Commissions & Boards

Hausauer moved and Radermacher seconded that the following Resolution be adopted:

RESOLUTION 18-19
RESOLUTION APPROVING APPOINTED OFFICIALS, COMMISSIONS &
BOARDS

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville that the following 2018 Appointments be adopted: SEE ATTACHED.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, Hausauer, Berger, Radermacher, Roggenbuck. Nay: None.

Resolution 18-19 passed this 5th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk-Administrator

CONSIDERATION OF BILLS:

A motion was made by Berger and seconded by J. Dorry and passed unanimously to approve the bills as presented.

NEW ACTIONS:

None.

ADJOURNMENT:

Meeting adjourned at 6:00 P.M.

APPROVE:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk-Administrator