

**COUNCIL MEETING MINUTES
LIBRARY MEDIA CENTER
REGULAR MEETING
412 2nd Street, Ortonville, MN
Tuesday, February 20, 2018
5:00 P.M.**

CALL TO ORDER AND ROLL CALL:

Mayor Hausauer called the Regular Meeting to order at 5:05 P. M. Roll Call was taken with the following present: J. Dorry, Hausauer, Radermacher, Roggenbuck. Absent: M. Dorry, Sykora, Berger. Staff present: Charleen Grossman, Susan Lundell, Scott Huizenga, Sam Berger, Jesse Roscoe, Vicki Oakes. Media: Mike Swenson (Independent). Also: Bob Schlieman.

AGENDA AMENDMENTS:

**ADD: 9.b. Resolution Appointing Taylor Kuechenmeister-Recreation Director
9.c. Resolution Accepting Resignation-Samantha Rushford-Swimming Pool Director-
Advertise Swimming Pool Director Position**

A motion was made by J. Dorry and seconded by Roggenbuck and passed unanimously to approve the agenda amendments as presented.

PUBLIC PARTICIPATION AND CORRESPONDENCE:

a. Bob Schlieman-Apex Engineering

Bob Schlieman of Apex Engineering presented a Preliminary Engineering Report for the proposed 2019 Underground Utility and Street Improvements Project. Schlieman asked the City Council to adopt the Facility Plan for the Project. He asked that the City go through the process to seek low interest loans from the Drinking Water Revolving Fund (DWRF) and the Clean Water Revolving Fund (CWRF).

1. Adopt Resolution Approving and Adopting Facility Plan-Street & Utility Improvements

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

**RESOLUTION 18-20
CITY OF ORTONVILLE, MINNESOTA
RESOLUTION APPROVING AND ADOPTING FACILITY PLAN FOR
4th Street NW, 5th Street NW, 5th Street SE, North Minnesota Street, Dassel Avenue,
Pacific Avenue, Jefferson Avenue, Madison Avenue, Monroe Avenue, Jackson Avenue,
and Lincoln Avenue Underground Utility and Street Improvements**

WHEREAS, pursuant to authorization of the council on February 5, 2018, a Preliminary Engineering Report has been prepared by Apex Engineering Group, Inc. with reference to making utility and street improvements to 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

WHEREAS, a Public Hearing at which the Preliminary Engineering Report with reference to making utility and street improvements to areas listed above was presented and discussed, was held on February 20, 2018.

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

1. Hereby approves and adopts the Preliminary Engineering Report with reference to making utility and street improvements to the areas listed above as the Facility Plan for said project.

Adopted by the council this 20th day of February, 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charlene Grossman
Clerk-Administrator

b. Vicki Oakes-Economic Development Authority Coordinator
Ortonville EDA Coordinator Vicki Oakes gave a presentation on the Opportunity Zones Program which encourages long-term investments for low-income communities. She asked that the City Council provide a letter of support for EDA participation in the Opportunity Zones Program.

A motion was made by Roggenbuck and seconded by Radermacher and passed unanimously to authorize a letter of support be written for the EDA application to participate in the Opportunity Zones Program.

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-02-05-18
- b. *Approve Planning Commission Minutes-02-06-18
- c. *Approve Golf Board Minutes-02-06-18
- d. *Resolution Approving 2018 Golf Course Fee Schedule
- e. *Approve League of MN Cities Insurance Trust-Liability Coverage Waiver Form-Liability Coverage Limits
- f. *Approve Heated Hangar Lease Agreement-Bryan Delage
- g. *Approve Gambling Permit-Fire Relief Assn-10-27-18-Raffle

A motion was made by Roggenbuck and seconded by Radermacher 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. *Approve Planning Commission Minutes-02-06-18
 - 1. Approve Plat-Lot 3 of Lot B of Peninsula Addition

A motion was made by J. Dorry and seconded by Hausauer and passed unanimously to approve the plat for Lot 3 of Lot B of Peninsula Addition, City of Ortonville as presented by the Big Stone County Recorder’s Office.

- b. *Approve Golf Board Minutes-02-06-18
 - 1. *Resolution Approving 2018 Golf Course Fee Schedule

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

**RESOLUTION 18-21
RESOLUTION APPROVING 2018 GOLF FEES**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve the 2018 Golf Fee Schedule.

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

Resolution 18-21 passed this 20th day of February 2018.

APPROVED:

Gene Hausauer
Mayor

ATTEST:

Charleen Grossman
Clerk-Administrator

STAFF REPORTS:

- a. Resolution Approving Deputy Clerk/Administrative Assistant/Accounts Payable Clerk Appointment

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

**RESOLUTION 18-22
RESOLUTION HIRING DEBRA ELLINGSON AS DEPUTY
CLERK/ADMINISTRATIVE ASSISTANT/ACCOUNTS PAYABLE CLERK**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to hire Debra Ellingson as Deputy Clerk/Administrative Assistant/Accounts Payable Clerk as of March 1, 2018 at Grade 6, Step 8.

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

Resolution 18-22 passed this 20th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk-Administrator

- b. Resolution Appointing Taylor Kuechenmeister-Recreation Director

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

**RESOLUTION 18-23
RESOLUTION HIRING TAYLOR KUECHENMEISTER AS SEASONAL
RECREATION DIRECTOR**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to hire Taylor Kuechenmeister as Seasonal Recreation Director as of February 21, 2018 at Step 8.

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

Resolution 18-23 passed this 20th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk-Administrator

c. Resolution Approving Resignation-Samantha Rushford-Pool Director

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

**RESOLUTION 18-24
RESOLUTION ACCEPTING RESIGNATION OF SAMANTHA RUSHFORD-
POOL DIRECTOR**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to accept the resignation of Samantha Rushford from the position of Ortonville Swimming Pool Director effective immediately and to authorize the Clerk-Administrator to advertise to fill the position.

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

Resolution 18-24 passed this 20th day of February 2018.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk-Administrator

NEW BUSINESS:

a. *Approve League of MN Cities Insurance Trust-Liability Coverage Waiver Form-Liability Coverage Limits

A motion was made by Roggenbuck and seconded by Radermacher and passed unanimously to approve the League of Minnesota Insurance Trust Liability Coverage Waiver Form with the stipulation that the City does not waive the monetary limits on municipal tort liability established by MN Statutes, Section 466.04.

b. *Approve Heated Hangar Lease Agreement-Bryan Delage

A motion was made by Roggenbuck and seconded by Radermacher and passed unanimously to approve entering into a 1-Year Heated Hangar Lease Agreement with Bryan Delage.

c. *Approve Gambling Permit-Fire Relief Assn-10-27-18-Raffle

A motion was made by Roggenbuck and seconded by Radermacher and passed unanimously to approve a Gambling Permit for the Ortonville Fire Relief Association Raffle to be held on 10-27-18.

UNFINISHED BUSINESS:

None.

CONSIDERATION OF BILLS:

A motion was made by J. Dorry and seconded by Radermacher 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