

COUNCIL MEETING MINUTES
Library Media Center
412 2nd Street NW, Ortonville, MN
Tuesday, January 3, 2023
5:00 P.M.

CALL TO ORDER AND ROLL CALL: Mayor Hausauer called the meeting to order at 5:00 P. M. Roll call was taken with the following present: J. Dorry, Sykora, T. Dorry, Berger, Powell and Karels. Absent: None. Staff present: Char Grossman, Deb Ellingson, Scott Huizenga, Sam Berger and Jesse Roscoe. Media: None. Other:

AGENDA AMENDMENTS: ADD: 10.i. Snow Emergency & 10.j. Change of next Council meeting.

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

PUBLIC PARTICIPATION AND CORRESPONDENCE:

4.a. Michell Botker-Interim Librarian

Michelle came before the council to introduce herself as the new Interim Librarian. The council in return welcomed her and wished her the best of luck on her new position.

CONSENT AGENDA:

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

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

APPROVAL OF MINUTES:

6.a.*Approve Minutes Regular Council Meeting 12/19/22

A motion was made by J. Dorry and seconded by Powell and passed to approve the council minutes of the 12/19/22 meeting.

PUBLIC HEARINGS:

7.a.

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

8.a. *Street-Utility Meeting Minutes 12/19/22

STAFF REPORTS:

9.a. None

NEW BUSINESS:

10.a.*Small Cities Grant Agreement

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

**RESOLUTION 23-01
RESOLUTION APPROVING AUTHORIZATION TO EXECUTE GRANT
AGREEMENT WITH THE STATE OF MINNESOTA**

It is resolved by the City of Ortonville as follows:

1. That the State of Minnesota Agreement No. CDAP-21-0042-O-FY23, “Grant Agreement for the Small Cities Development Program” a need of local government to administer projects.
2. The Funds are intended to provide grant funds for eligible SCDP activities.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State.
4. The Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. Nay: None

Resolution 23-01 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
Clerk Administrator

10.b.*Resolution Approving Collection Agency/Unpaid Utility Bills-\$848.80

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

**RESOLUTION 23-02
RESOLUTION APPROVING COLLECTION AGENCY/UNPAID UTILITY
BILLS-\$848.80**

BE IT AND IT IS HEREBY RESOLVED that the properties as listed on file in the Office of the Clerk/Administrator be submitted to the Collection Agency for unpaid utility bills in the amount of \$848.80.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. Nay: None.

Resolution 23-02 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk-Administrator

10.c.*Resolution Appointments of 2023 Fire Department Officers

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

**RESOLUTION 23-03
RESOLUTION APPROVING 2023 FIRE DEPARTMENT APPOINTMENTS**

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Ortonville, Minnesota that the following 2023 Fire Department appointments are hereby approved:

Fire Chief	Chuck Henningson
Assistant Fire Chief	Cody Backstrand
Treasurer	Nick Thymian
Secretary	Nolan Fetters
Training Officer	Jeremy Ohm
Safety Officer	Dustin Kindelberger

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. Nay: None.

Resolution 23-03 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk Administrator

10.d.*Resolution Approving Official Depositories, Newspaper, City Attorney, Radio Station

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

**RESOLUTION 23-04
RESOLUTION APPROVING ANNUAL APPOINTMENTS**

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Ortonville, Minnesota that the following 2023 appointments are hereby approved:

City Attorney-*Fluegel, Anderson, McLaughlin & Brutlag, Chartered*

Official Newspaper – *Ortonville Independent*

Official Radio Station – *KDIO Radio*

Official Depositories – *MINNWEST Bank Ortonville, Cenbank, RBC Wealth Management*

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. Nay: None.

Resolution 23-04 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City-Clerk Administrator

10.e.*Resolution Approving Annual Appointments-Electronic Fund Transfers

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

**RESOLUTION 23-05
RESOLUTION APPROVING ELECTRONIC FUND TRANSFERS**

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Ortonville, Minnesota that the following 2023 appointments are hereby approved:

Electronic Fund Transfers-Charleen Grossman, Debra Ellingson and Clinton Dale

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Bergere, Powell and Karels. Nay: None.

Resolution 23-05 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk/Administrator

10.f.*Resolution Approving Out-Of-State Travel Policy

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

RESOLUTION 23-06
RESOLUTION APPROVING AN OUT-OF-STATE TRAVEL POLICY

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve an out-of-state travel policy as attached.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. Nay: None.

Resolution 23-06 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk Administrator

10.g.*Approve Dakota Pump & Control 2023 Annual Inspection Agreement

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

RESOLUTION 23-07
RESOLUTION APPROVING PUMP INSPECTION WITH DAKOTA
PUMP & CONTROL-MAIN LIFT STATION & LIFT STATION #2

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville, Minnesota to approve an inspection agreement with Dakota Pump and Control for the main lift station and lift station #2.

Upon roll call vote the following voted Aye: Nay: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. None.

Resolution 23-07 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk Administrator

10.h.*Letter of Retirement-K.C. Rushford from Parks Dept. final of February 17, 2023.

A motion was made by J. Dorry and seconded by Powell with T. Dorry voting nay to advertise for a park attendant under the supervision of the city clerk.

10.i. Snow Emergency

A motion was made by Berger and seconded by J. Dorry and passed to specify a specific time when declaring an Snow Emergency where vehicles must be removed from the streets until the street is cleared or are subject to ticket & towed.

A motion was made by J. Dorry and seconded by T. Dorry and passed for a temporary suspension for snow removal on all residential sidewalks.

10.j. Change of next Council Meeting

A motion was made by Hausauer and seconded by Sykora and passed to change the next council meeting for January 16th due to the holiday to January 23rd instead.

UNFINISHED BUSINESS:

11.a.*Master Services Agreement-CliftonLarsonAllen

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

**RESOLUTION 23-08
RESOLUTION APPROVING THE MASTER SERVICE AGREEMENT WITH
CLIFTONLARSONALLEN**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville that the accounting firm of Clifton Larson Allen LLP documents the terms, objectives, and the nature and limitations of the services to continue for 5 years from November 21, 2022 unless terminated earlier by giving appropriate notice with a Master Service Agreement.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. Nay: None.

Resolution 23-08 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk-Administrator

11.b.*Statement of Work-Audit Services-CliftonLarsonAllen

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

**RESOLUTION 23-09
RESOLUTION RETAINING CLIFTON LARSON ALLEN LLP**

**FOR 2022 CITY FINANCIAL AUDIT APPROXIMATE AUDIT FEE OF
\$22,950.00**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville that the accounting firm of Clifton Larson Allen LLP is retained to perform the 2022 financial audit for the City of Ortonville in accordance with its engagement letter and that the Mayor and City Clerk/Administrator are hereby authorized to execute necessary documents as amended by the City Attorney to carry out the intent of this resolution. The stated approximate audit fee of \$22,950.00.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. Nay: None.

Resolution 23-09 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk-Administrator

CONSIDERATION OF BILLS:

12.a. Approve Expenditures-1/3/23

Karels moved and Berger seconded that the following Resolution be adopted:

**RESOLUTION 23-10
RESOLUTION APPROVING EXPENDITURES OF 1/3/23**

BE IT AND IT IS HEREBY RESOLVED that the expenditures as listed in the Council report and on file at the City Clerk's Office in the amount of \$201,929.93 to be paid.

Upon roll call vote the following voted Aye: J. Dorry, Sykora, T. Dorry, Hausauer, Berger, Powell and Karels. Nay: None:

Resolution 23-10 passed this 3rd day of January 2023.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk Administrator

NEW ACTIONS:

13. A motion was made by Hausauer and seconded by Karels and passed to reappoint Scott Simonitch and Gene Hausauer to the Healthcare Board.

EXECUTIVE SESSION:

14.

ADJOURNMENT:

15. Meeting adjourned at 5:40 P.M.

APPROVED:

ATTEST:

Gene Hausauer
Mayor

Charleen Grossman
City Clerk Administrator