

**CITY OF ORONOCO
REGULAR MEETING MINUTES
April 19, 2004
7:00PM**

**JASON OTTMAN WAS SWORN IN AS MAYOR OF ORONOCO
BY CHERYL NYMANN, CITY CLERK/TREASURER**

I. CALL TO ORDER

The meeting was called to order by Mayor Jason Ottman at 7:02PM.

II. ROLL CALL

Present: Jason Ottman, Scott Keigley, Joy Bertsinger, Clerk Cheryl Nymann, City Attorney Tom Canan, and members of the Community.

III. APPROVAL OF AGENDA

ADDITIONS: VI. E. Corban Homes

VII. E. 2. Cupboards

3. Electrical – Ward

4. Bases for Ballfields

5. Rekeying Office

F. 4. Clark Property GDP

5. Special Exception Permits

VIII. G. Letter from Senjem

X. D. Clean-Up Day and Letter for Residents

E. Fireworks

XI. F. Chairperson for Council

Motion to approve agenda with above noted additions by Ottman, second by Keigley; all in favor, motion carried.

IV. MEETING MINUTES

A. p. 4 Planning and Zoning, #2 ‘letter from’ Dan Zemke, omit there were

B. #3, Just one ‘I’

C. Item #3 ‘s’ under VanSickle

Tom Canan questioned the length of the term for Mayor and Jason’s Council Seat. The Council seat will be appointed at next months meeting and the term will run through the end of this year (2004), as will the Mayor’s term. Jason will retain his Council seat after his term of Mayor is completed.

Ottman motioned to approve the above meeting minutes, Keigley second; all in favor, motion carried.

V. FINANCES

A. Acceptance of the Financial Reports

Keigley motioned to approve, Ottman second; all in favor, motion carried.

B. Approval of Bills

Ottman motioned to approve, Bertsinger second; all in favor, motion carried.

C. Addition to Bills

Ottman motioned to approve, Keigley second; all in favor, motion carried.

VI. BUILDING PERMITS

A.	Matthew Tupper	205 4 th St NW	Deck
B.	Ronald Melton	435 2 nd Ave NW	Garage
C.	Gerald Wimmer	15 2 nd Ave SW	Alterations
D.	Dan Christopherson	230 E Center St	Addition
E.	Corban Homes	1345 Valley View Dr SW	New Home

Ottman motioned to approve, Keigley second; all in favor, motion carried.

VII. REPORT OF OFFICES, BOARDS & COMMITTEES

A. Olmsted County Sheriff's Department

Nothing to Report

B. Fire Department – John Stolp

Nothing to Report

C. First Responders – Jerry Lubahn

Total of 10 Calls, 5 City, 5 Township

D. Streets & Roads

1. Letters from residents on 2nd Ave NW

Letters submitted along from residents to have the City take over their ‘private drive.’ It was discussed that the City needs to set up guidelines to take over the streets; not just this one, but also Fitzpatrick’s and Stolp’s Cove. Need to set up a date where guidelines can be designated.

2. Stolp’s Cove Road

Discuss later, and set up a meeting to designate guidelines

3. Contract with City Engineer for street improvements – Steve from SEE

4. Call for Street Improvement Bids – Steve from SEE

The map shows all streets to be paved; if authorized by council, the bid specs will be sent out and advertised and the soonest bids could be in would be the 19th of May. There are two lifts and in between the two, property owners will be able to contact the company paving if they want their driveway paved. Bertsinger questioned if width of streets, and curves were considered along with centerlines, culverts, etc. Steve stated that they were told to bid blacktop at the streets were,

and that concerns like the aforementioned were not considered. This clarification was needed on the engineer's part. Stolp questioned if shouldering would be on the bids, and that he could do it a lot cheaper. Council asked Steve to take it out of the contract and put a clause in that the City has the option to do the shouldering. And also to add another statement which roads would be questioned if Council thinks they don't belong on there. Chloride for the roads was also discussed. Larry will contact the County. Inspections on roads for paving will be done by the City Engineer. **Ottman motioned to advertise bids with the noted changes that the City retains the option to eliminate certain roads; Keigley second; AYES: Ottman, Keigley; NAYES: Bertsinger, motion carried.**

5. Open Rock / Plowing Bids

Ottman read bids submitted by Roberson Lime & Rock for crushed rock at \$8/yd.; Larry Stolp for equipment rental of graders for \$72.50, with wing plow \$75/hr and dump trucks \$52.50, with wing plow & sander \$75/hr.; and Ron Haglund for dozer \$80/hr, backhoe \$75/hr, wheel loader \$85/hr, dump truck \$52.50/hr, tractor \$75/hr, and laborers chainsaw, etc. \$30/hr. **Ottman motioned to approve bids, Bertsinger second; all in favor, motion carried.**

E. Community Center

1. HAVA Grant Submittal

Clerk Nymann indicated that the HAVA Grant was submitted and the proposal totaled \$7,499.79 which was mostly exterior fixes.

2. Cupboards

Bertsinger stated that the cupboards weren't going to work in the kitchen, but may be able to put them up in the Shop. Council agreed to have Ward put them up in the shop.

3. Electrical Work

Winkel's Electric bid to take care of electrical in attic came in at \$1,169.00. **Ottman motioned to spend \$1,169.00 from Community Center Special Fund to have Winkel's Electric fix the electrical in the attic; Keigley second; all in favor, motion carried.**

4. Bases for Ballfields

Ward noted that the bases and pitching rubber for the ballfield on the West Side of the Highway were shot. There's money in the Park & Rec Budget to purchase new ones. **Ottman motioned to use the money from Park & Rec budget not to exceed \$350.00 to purchase new bases and pitching rubber, Keigley second; all in favor, motion carried.**

DISCUSSION, Keigley noted that the gopher holes at these ball fields were deep and the bleachers were broken and needed to be removed or fixed. The cost for a 2X10X14 planks would be \$20/board. **Keigley motioned to spend \$400 maximum to repair the bleachers, Ottman second; all in favor, motion carried.**

5. Rekey office
Bertsinger noted that it has been customary to rekey the offices and building after someone leaves office, and wondered if it was necessary after VanSickle's resignation. Keys were returned and Keigley didn't feel it needed to be done.

F. Planning & Zoning

1. Wittlief Annexation as Interim Residential

Bertsinger motioned to have the Wittlief Annexation be brought in as Interim Residential, Ottman second; all in favor, motion carried.

2. FYI Whittington Acres Preliminary Plat Continuance to next P & Z Meeting
The continuance extends the Plat for another 60 days.

3. Covington – Property Split

The property split was approved by P & Z. Question regarding if it would effect Hwy. 52, and it will not.

4. Clark Property GDP – Dan Zemke

They want to submit a request for annexation when the moratorium is lifted, and wondered if they could submit the preliminary plat at the same time; and they wanted questions and comments from the Council. Discussions centered around Park access, access to highway 52, whether MnDOT has to review also, phasing wells, storm water, shore land issues. This is tabled because it is premature until the moratorium is lifted and access issues to 52 are addressed.

5. Special Exception Permits

Discussion centered around special exception permits and special use permits, and if they should go to P & Z or Elected officials. It was stated that these should be combined into one and call it a conditional use permit. **Bertsinger authorized Canan to work on this, Ottman second; all in favor, motion carried.**

G. Downtown Oronoco Gold Rush

1. 81% of the funds received are in for booths.

H. Sewer

Bertsinger reported that Olmsted County did not get the grant/loan program.

Ottman called for a recess at 8:45PM

Reconvened at 8:55PM

I. Coon Grove Site

1. Committee Set Up

So far there was 1 name on the list

VII. PETITIONS, REQUESTS & COMMUNICATIONS

- A. Clerk Nymann will be out of the office April 20-April 30 for surgery. Doris Mulholland will be in. See schedule for her hours.
- B. Letter from James Kern
James is requesting a key to the Community Center to do h is yoga. Council stated that they didn't want to set a precedent, and that others may abuse this. They would like to accommodate him, but he will need to come in when the Community Center is open.
- C. Letter from Sally Volner
Sally questioned the security that will be taking place at the RV Park that Tilly's is developing; and was also concerned about the traffic that would be pulling out onto highway 52 from the RV Park. City stated that if there's an issue, the City shouldn't have to pay for OCSO, and that maybe a private security company should be looked at by Tilly's. A letter should go out to Mark mentioning these concerns to copy it to Sally; along with a suggestion that he have a plan recommending an alternative approach to highway 52 for the RV's.
- D. Letter from Hiram Petty
He was wondering how his place was to be accessed during construction. The Council suggested to start having the Highway 52 meeting again because it keeps residents informed. **The next Highway 52 Meeting will be on May 27th @ 7:00PM.**
- E. Letter from Tom Novak
He's concerned about the pond between Riverwood Hills I & II. It is not City Land, and it was there when land was developed. It's Dan's liability on it. Dan should be asked to tell us where it sits on the Parkland and Outlot, and his intentions with it.
- F. Letter from Jackie Hall
Her letter and Ron Phelps letter were acknowledged for their interest of sitting on the vacant Council seat.
- G. Letter from Senjem
A letter of support he sent to MnDOT Commissioner Carol Molnau that something to be done about the intersections on Highway 52. An email thanking him for his support should be sent, and let him know about the upcoming Hwy. 52 meetings.

VIII. ORDINANCES & RESOLUTIONS

- A. Ordinance Violation-Shelley Nakata
Clerk Nymann indicated a letter was sent about the garbage surrounding her place, and that it needed to be cleaned up. It was indicated that the Health Dept.

can issue a citation because of public and environmental health. Ottman will look at this and talk to Sgt. Darnell. Attorney Canan will get a sample Ordinance about this issue for the next meeting.

- B. Ordinance Violation-Roger Webb
Issue of junk cars in yard. Certified letter was sent last fall to get it cleaned up. Sgt. Darnell was present and said that he will get the paperwork filed for a citation.
- C. Golf Carts-State Statutes
Nothing is being done about this tonight.
- D. Deadline for letters submitted in response to applications
Clerk Nymann asked to have a deadline set for letters to be received for Public Hearings and Council Meetings. **Ottman motioned to set a deadline of 7 days for letters to be submitted to City Hall, otherwise they would not be addressed until the next meeting; Keigley second; all in favor, motion carried ALSO: Bertsinger motioned to set City policy that and annexations, development plans, and plat review needed to be submitted in both electronic and paper format, Ottman second; all in favor, motion carried.**

X. OLD BUSINESS

- A. Orderly Annexation Agreement with Township
Moratorium on annexation ends May 9th; Meeting scheduled for May 5th at 7:30PM to work on this.
- B. Capping Well on City Property
Finding it is a problem, as it's been 15 years since it's been used. Don Schmidt owned it at one time. Jason will talk to him.
- C. Changing Council Meeting Dates to 2/month
Maybe there should be one meeting to discuss Ordinances, GDP's, etc. It was determined that Council will meet just one time per month for now.
- D. Fireworks
Jason will check on to see what Merle ordered and the music. Tilly's will not be catering this.
- E. Clean Up Day
Add the highway 52 meeting to this letter. Jason will talk to Arlen Unger for the scrap metal. Jeanne Wittlief will be doing the meal again (Joy will call her). And Bertsinger said she may not be there that day.

IX. NEW BUSINESS

A. Ward Field's 3 month evaluation

Keigley stated that he reviewed Ward's performance, and that Ward's supervisors comments were also at the bottom of the review sheet. All council has been extremely pleased with Ward's performance and indicated a pay increase would be implemented. Discussion to bring Ward's pay up to where the previous maintenance person's was at the time of his departure. **Keigley motioned to give Ward Field a \$1.50/hr. pay increase; Ottman second; DISCUSSION Bertsinger noted that there would be no 6 month review; and it would be effective today; all in favor, motion carried.** Ward thanked the Council members and stated he enjoyed working for the City.

B. Onyx Contract

Clerk Nymann indicated that there is no record of a contract with Onyx. Clerk Nymann will get a contract from Karen Watson.

C. P.I. Telephone Franchise Agreement

This is a nonexclusive agreement. Canan suggested going to an agreement that had a smaller time frame (instead of 15 years, go to 5 years). Pine Island Telephone will be contacted to see what they propose.

D. Erosion on RWH I & II

Clerk Nymann had pictures of erosion problems in these areas and the silt fences that were down. A letter will be sent to Dan F. to fix this problem. Also Zumbro Hills run-off is still a problem and the township will be contacted for that.

E. Computer for Office

A good time to order the computer would be while Cheryl is gone. **Keigley motioned to purchased the computer out of special revenue funds, and have Ed Simon set it up; Ottman second; all in favor, motion carried.**

F. Chairperson

An Acting Mayor is needed. **Jason Ottman appointed Scott Keigley as Acting Mayor.**

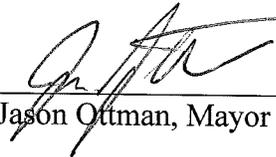
XI. PUBLIC FORUM

Gerald Stolp was present to discuss the fact that 4 wheelers are going onto 59th AVE and it is cutting into the blacktop.

XII. ADJOURNMENT

Keigley motioned to adjourn at 10:30; Ottman second; all in favor, motion carried.

Respectfully submitted:



Jason Ottman, Mayor



Cheryl Nymann, Clerk/Treasurer