

City of Oronoco
MINUTES
Regular City Council Meeting
Tuesday, June 21, 2022
<https://us02web.zoom.us/j/87946515063>

I) CALL TO ORDER

Mayor Eichhorst called the June 21, 2022, Regular City Council meeting to order at 6:32 p.m.

II) ROLL CALL

Council present: Mayor Eichhorst, Councilors Bergner, Novak, Phillips, Richards
Staff present: Interim City Administrator Sunny Bjorklund Schultz; Deputy Clerk Ranae Rohe;
Public Works Director Cain Dolan
Consultants present: City Attorney Mike Flaherty; City Engineer Joe Palen of Stantec

III) PUBLIC HEARING – *Item removed agenda (see IV)*

a) ~~NAK Rezone and CUP approval or denial~~

IV) APPROVAL OF AGENDA

Mayor Eichhorst moved to approve the agenda as amended:

- a) To remove Item III) Public Hearing (applicant withdrew application prior to the meeting, but after the agenda had been prepared);
- b) To removed corresponding Item VI. c) Ordinances & Resolutions; and
- c) To add National Night Out as Item VI. i) iii).

Second by Councilor Novak. Voice vote followed. Motion carried 5-0.

V) PUBLIC FORUM

Shane Briggs, contractor for Property Owners Trudy and Neil Miller at 1120 2nd Street, NW, requested the Council consider paying for the grinder station needed for the Miller's new home.

Mayor Eichhorst explained that the timing was unfortunate, but the Millers property was defined as undeveloped at the time funding was calculated and approved. Accordingly, the city is obligated to bring water and sewer stubs to within five feet of the property line only.

VI) DEPARTMENTS & COMMITTEE REPORTS

a) OCSO – Sgt. Mark Chambers

Substituting for Sgt. Mark Chambers, Deputy X appeared before the council to offer a brief report on recent activity within the city. Having spoken prior to the meeting, Mayor Eichhorst and the Deputy noted:

- It was helpful to learn that no camping is allowed now at Oronoco Park; law enforcement can respond appropriately should there be activity after park closes
- Speeds average 29-30 miles per hour; having 2 fixed speed signs appears helpful
- There was an incident of vandalism in the park facilities, including a broken towel dispenser. Council and staff agreed that the restrooms need to be closed and locked.

Any road count equipment would be obtained through the county.

b) PLANNING & ZONING

i) State of Committee

Council members discussed the Planning & Zoning Committee's lack of membership and infrequency of meetings which led to the public hearing (Item III above) coming before the Council. Although the applicant subsequently withdrew the application, Planning & Zoning Committee

membership and attendance is of concern. It was noted that the Chair of the Committee has relayed that he believes he has other potential members interested in serving. Phillips and Richards will follow up.

City Attorney Flaherty stated that the statute is clear in requiring a public hearing, whether before the Committee or Council. Individual cities may determine who has authority to make final decisions; in Oronoco, the Committee makes a recommendation to the Council, which makes final decision.

c) **ORDINANCES & RESOLUTIONS – *Item removed agenda (see IV)***

- ~~i) Ordinance 2022-02 NAK Rezone – approval or denial~~
- ~~ii) Resolution 2022-13 NAK FLUP & Rezone – approval or denial~~
- ~~iii) Resolution 2022-14 NAK CUP – approval or denial~~

d) **WATER & SEWER**

- i) WWTF Contract 1 project
- ii) Phase 1A Wastewater, Sanitary Sewer & Watermain Improvements Construction
City Engineer Joe Palen of Stantec provided an overview of work progressing within the city, noting that the WWTF is rising above ground; the addition of a third utility crew and longer days should prove helpful; directional boring is moving along; planting and restoration work is going on in the background.

Council would like to see the streets watered to minimize dust; every Monday morning would be great.

iii) Project Funding Signage Selection

- (1) Need number of signs to install per Schad Tracy quote – approval

Motion by Eichhorst, seconded by Phillips, to accept the quote from Schad Tracy for \$662.59 for Project Funding signage as required by PFA. Voice vote followed; motion carried (5-0).

e) **STREETS & ROADS**

- i) Olmsted County Maintenance Agreement

Motion by Eichhorst, seconded by Phillips, to approve the Maintenance Agreement between the City and Olmsted County as presented. Voice vote followed; motion carried (5-0).

f) **PARKS & TRAILS**

- i) Riverwood Hills Park pathway construction quotes
City Engineer Palen reported that four bids were received for a pathway at Riverwood Hills Park. Palen noted that the cost is higher than a year ago, largely because of increases in bituminous prices. It was noted that the 8-ft wide bituminous-paved trail is already reduced from the originally planned 10-ft and should be the minimum width.

The budget for the year for the project was \$92,000. Given the cost of the path, tables, benches, and a gazebo are likely to be deferred until next year.

Motion by Eichhorst, seconded by Bergner, to approve pathway construction at Riverwood Hills Park by Schumacher Excavating at a cost of \$56,285. Voice vote followed; motion carried (5-0).

- ii) Opening bathrooms for large or group rentals at Oronoco Park

The current fee schedule calls for a \$30 park rental fee with no access to bathrooms, water, electricity. Council discussed raising that fee and adding a key deposit fee for those wishing to have facilities opened/closed for their rental. Council agreed that any adjustment in fee or deposit would be made as

part of approving the 2023 budget and fee schedule. However, Council did agree that it is likely that reservations for that park are made with an expectation that there will be access to facilities.

Motion by Novak to amend the contract for all future 2022 rentals at Oronoco Park that the current \$30 rental fee includes use of facilities (electricity, water). Second by Richards. Voice vote followed; motion carried (5-0).

Public Works Director Dolan and Deputy Clerk Rohe will collaborate with existing staff to open and close the facilities with no need to address any key deposit at this time.

g) PUBLIC WORKS

- i) Adding or replacing Fuel Cards

Motion by Phillips, seconded by Eichhorst, to approve acquisition of new Shell fuel credit cards (3 for Fire Department; three for Public Works). Voice vote followed; motion carried (5-0).

h) DOWNTOWN ORONOCO GOLD RUSH DAYS – Chair, Mayor Ryland Eichhorst

- i) 2022 Gold Rush August event

Mayor Eichhorst gave an update on behalf of the Gold Rush Days committee, noting:

- Contracts are coming in, a good sign of enthusiasm for the event
- The car show will be from 2p – 5p on Saturday
- Minutes from the June meeting with further details will be available soon

i) PERSONNEL/COMMUNITY CENTER

- i) Tyler Tech Training for Admin staff

Council considered a request for training funds for city staff to learn more about the Tyler Tech software used by the city. Thus far, Tyler Tech has been helpful in resolving intermittent issues and answering questions, but dedicated training may be a more effective and efficient approach. Councilor Novak asked Deputy Clerk more about her thoughts. Rohe said the quote for \$1,500 would be interactive training and may not require the quoted time (four hours) per module and that the time could be moved about and may be used at the staff’s discretion.

Mayor Eichhorst noted that the software was new to Interim City Administrator Bjorklund Schultz and that she did not know of any other city using it. Staff will conduct additional research as part of the budget process. Accordingly, by consensus, Council agreed to hold off on any Tyler Tech training at this time.

- ii) The two new public works seasonal employees are being paid at a rate higher than that of the returning second-year seasonal employee.

Motion by Bergner to raise the pay of the second-year employee to match that of the two new seasonal employees, from \$15.00 to \$16.00/hour, retroactively to the beginning of the season. Eichhorst offered a friendly amendment to raise the second-year employee to \$16.50/hour, which Bergner accepted.

Phillips seconded the motion as amended. Voice vote followed; motion carried (5-0).

- iii) National Night Out

Mayor Eichhorst has reach out to two people, and a third prospect is in sight, to assist with the event. The budget is \$1,500, which was donated from Gold Rush. August 2nd is the date.

VII) PETITIONS, REQUESTS & COMMUNICATIONS

None.

VIII) UNFINISHED BUSINESS

a) Personnel Policy

The Personnel Policy continues to be under review and revision. Upon completion, the Policy will be brought before full Council for consideration.

The Interim City Administrator has recommended that payday for employees be moved from Tuesday to Friday to allow for more time for accurate review, calculation, resolution of questions and processing with less stress. This is particularly critical when holidays fall or are observed on Mondays following the end of the pay period. Staff and the personnel committee support the change. If staff determines the change contradicts existing Personnel Policy, the matter will be returned to Council for formal action.

IX) NEW BUSINESS

X) CONSENT AGENDA

Motion by Bergner, seconded by Phillips, to remove Item (f) Streets & Roads from the Consent Agenda. Voice vote followed; motion carried (5-0).

Public Works Director Dolan indicate that he feels the city can forego the three manholes and 3rd Avenue repair at this time. Public Works staff has performed the 3rd Avenue repair in house.

Motion by Bergner, seconded by Eichhorst, to remove Item (h)(iv) Mayo Clinic Blood Drive August 22, 2022, from the Consent Agenda. Voice vote followed; motion carried (5-0).

Public Works Director Dolan suggested postponing the event for at least a week, as the 22nd of August is the day following Gold Rush. Deputy Clerk will research a new date for the Blood Drive.

Motion by Novak, seconded by Richards to approve the Consent Agenda as amended to remove Items (f) Streets & Roads and (h)(iv) Mayo Clinic Blood Drive August 22, 2022. Voice vote followed; motion carried (5-0).

a) WATER AND SEWER

- i) Staab construction Pay Request #6 for \$2,063,771.47 – Approval
- ii) Fitzgerald Excavating & Trucking Pay Request #4 for \$2,072,885.81 – Approval
- iii) Resident Notice #4 available to public on City Website and Facebook – FYI

b) FIRE DEPARTMENT – Dan Sundt, Fire Chief

- i) Runs = 2 (5/30 Car in ditch OFR/PIFD assist, 5/27 large backyard fire
- ii) Riverland Invoice for training \$1370 – Approval
- iii) 5 new Turn Out gear sets \$13,500 – Approval
 - (1) Fire Safety Quote \$2,660 – quote per set
- iv) Danielle Johnson completed Fire Training/Certification - FYI
- v) 3 new members – Approval
 - (1) Chris Bachman
 - (2) Adam Brase
 - (3) Shannon Huschka

c) FIRST RESPONDERS – Dan Sundt, 1st Responder Director

- i) Runs 6 City and 5 Township
- ii) Fire Safety Quote \$640.36 - Approval
- iii) Citizen’s adult CPR/AED training 6/29 at 6:30 pm - FYI
- iv) Johann establishing a rehab tend for OFR – will get offered to surrounding communities
 - (1) Training on this in July – FYI
 - (2) Approve reimbursement
- v) 2 new members – approval
 - (1) Shannon Huschka
 - (2) Lori Bachman

d) EOC – Pat McGovern, Director

e) DOWNTOWN ORONOCO GOLD RUSH

- i) Liquor License – Approval
 - (1) Oronoco Lion’s Club and Oronoco Fire Relief

f) STREETS & ROADS

- i) Estimate from Durst Outdoor Services \$15,838 - Approval

g) PARKS & TRAILS

- i) Arborist Quote for \$1,562 – Approval
- ii) Allis Park panel quote \$2488.76 – Approval
 - (1) Panels to match existing panels

h) PERSONNEL/COMMUNITY CENTER

- i) Interim city Administrator contract minor language revision – Approval
- ii) Interim City Administrator being added as a signatory – Approval
- iii) Land Use training for Ranae \$129 – Approval
- iv) Mayo Clinic Blood Drive August 22, 2022 – Approval
- v) Pine Island Bank CD renewal - Approval

i) TASK LIST

j) MEETING MINUTES

- i) Fire Department 5/9/22
- ii) First Responders 6/6/22
- iii) Parks & Trails 6/6/22
- iv) Planning & Zoning CANCELED
- v) DOGR 5/9/22
- vi) Water & Sewer 5/10/22
- vii) City Council 5/17/22 & 6/6/22

k) FINANCIAL

- i) Pine Island Bank report
- ii) Invoice Status Report
- iii) Water Summary

XI) ADJOURNMENT

Motion by Eichhorst, seconded by Novak, to adjourn the June 21, 2022, City Council meeting at 8:05 p.m. Motion carried by unanimous voice vote.

Ryland Eichhorst, Mayor

Sunny Bjorklund Schultz, Interim City Administrator