

City of Oronoco

**Tuesday, August 16, 2022
Regular City Council Meeting
MINUTES**

I) CALL TO ORDER

Mayor Ryland Eichhorst called the September 20, 2022, Regular Meeting to order at 6:35 p.m.

II) ROLL CALL

COUNCIL PRESENT: Mayor Eichhorst; Councilors Bergner, Richards, Phillips and Krause

COUNCIL ABSENT: None

STAFF PRESENT: Interim Administrator Sunny Bjorklund Schultz

III) APPROVAL OF AGENDA

Motion by Eichhorst, seconded by Bergner to approve the agenda as amended at request of Richards to remove Item X.2 from the Consent Agenda and make it Item VI. C. 6. Voice vote followed. Motion carried (5-0).

IV) PRESENTATIONS

None.

V) PUBLIC FORUM (3-minute time limit per person)

Resident Laura Quest appeared before Council to speak to three issues related to the water improvement project: destroyed mailbox and mail/package deliveries; vehicle damage she sustained that yet has not been paid for by contractor; and speeding as a result of 1st Street NW rerouting. Quest provided documents supporting her comments.

Mayor Eichhorst, after three calls, closed the public forum period at 6:42 p.m.

VI) DEPARTMENTS & COMMITTEE REPORTS

A. OCSO – Sgt. Mark Chambers

B. PLANNING & ZONING

1. FYI: Unapproved Minutes of August 11, 2022

C. WATER & SEWER

Consulting City Engineer Joe Palen addressed concerns cited by Resident Quest noting that there will be access issues for another 2-4 weeks. Palen then provided an overview of the project updates as listed on the agenda. Palen also noted there is a coordination meeting scheduled with the contractor for Thursday, 8/25, at 10 a.m. at City Hall to which council members may wish to attend. In addition, a tour of the WWTF was scheduled for Friday 9/09 at 00 a.m. Staff will post for a possible quorum for both dates.

1. FYI: No minutes for August 9, 2022; meeting cancelled to accommodate elections
2. Update: WWTF Contract 1 project
3. Update: WWTF Contract 1 Change Order #1 (nothing in packet; Joe Palen will report)
4. Update: Resident Notice #8 available to public at City Hall and on City Website & Facebook
5. Middle Fork Zumbro Mussel Survey Proposal from Daguna Consulting relating to MPARS Permit 2021-2663 Oronoco WW Collection System & Watermain Improvements

Motion by Eichhorst, seconded by Bergner to approve the Mussel Survey Proposal from Daguna Consulting in the amount of up to \$1,600 as presented. Voice vote followed. Motion carried (5-0)

6. Fitzgerald Excavating & Trucking Pay Request #6 for \$603,258.66 (*moved from consent agenda*)
Given comments from Resident Quest, Councilor Richards said that he, too, had concerns about the contractor's performance or lack thereof that was impacting residents. Richards asked what might be done to compel the contractor to perform better and more in line with the contract before issuing payment(s). Council and staff discussion ensued.

Motion by Eichhorst, seconded by Richards to approve Fitzgerald Pay Request #6 contingent upon a response to the 8/17 letter to be drafted by Engineer Palen and signed by himself, Administrator Bjorklund Schultz and Mayor Eichhorst addressing issues of: contract schedule, schedule, resident access issues, schedule for watering, and resolution of the Quest insurance claim. Voice vote followed. Motion carried.

D. STREETS & ROADS

1. FYI: Notice of Road Closures as part of Sanitary Sewer Construction

E. PARKS & TRAILS

1. FYI: No minutes for August 1, 2022; meeting cancelled
2. Paving Trail from Timberline to 6th Street SE

Motion by Eichhorst, seconded by Phillips to accept the quote outlined in the Stantec Memo and cost estimate, Voice vote followed. Motion carried (5-0). [Sunny to confirm option approved]

F. PUBLIC WORKS

1. Resolution 2022-19 Acknowledging Sale of City Assets

Motion by Eichhorst, seconded by Novak to adopt Resolution 2022-19 Approving Sale of Items from Public Works Department and Acknowledging Proceeds from Said Sale of City Assets. Roll call vote followed. Motion carried (5-0).

G. DOWNTOWN ORONOCO GOLD RUSH DAYS – Chair, Mayor Ryland Eichhorst

1. FYI: Approved Minutes of July 11, 2022
2. Update: 2022 Gold Rush August event

H. PERSONNEL/COMMUNITY CENTER

1. MCFOA Region VI Meeting, August 31, Albert Lea
Bjorklund Schultz reported that the event had just been cancelled for lack of confirmed attendance but spoke to the import of networking and being able to respond to such invitations as they become available. Council agreed that the Interim Administrator can approve such events.
2. Clerks Academy, Training for Deputy Clerk, Sept. 8-9, Saint Paul
Motion by Novak, seconded by Phillips to approve payment for the Clerks Academy for Deputy Clerk Rohe as requested. Voice vote followed. Motion carried (5-0).
3. Staffing Proposal
Interim Administrator Bjorklund Schultz reported on the difficulty staff is having with the current filing system. Locating historical documents that might affect incoming requests is particularly time consuming. Bjorklund Schultz said she would like to hire a Project Specialist, preferably as a contract position, to move from a topic-based filing system to an address-based system where all things pertaining to a specific property will be found within one file rather than spread throughout the system by topic. The position will be built into the 2023 budget.
Motion by Bergner, seconded by Richards to approve posting for a Project Specialist as requested by the Interim Administrator. Voice vote followed. Motion carried (4-0; Novak absent).

4. NNO
Deputy Clerk Rohe provided a recap of National Night Out. Despite having been facilitated in a condensed timeframe, all agreed the event was a good one
5. Mayors Conference 9/30 and 10/1 [added during meeting]
Motion by Bergner, seconded by Phillips to approve Mayor Eichhorst's attendance at a Mayors Conference as requested. Voice vote followed. Motion carried (5-0).

I. FIRE DEPARTMENT

1. FYI: OFD Relief Association Minutes of July 11, 2022
2. FYI: OFD Fire Department Minutes of July 11, 2022
3. FYI: JULY RUNS = 1 (to shed fire on 8/6)
4. FYI: THANK YOU to Public Works staff for the nice job on new firehall kitchen doors, painting of doors and pillars, and floor stripes
5. Resolutions 2022-18 Acknowledging Sale of City Asset
By unanimous vote on May 17, 2022, Council did approve the Fire Departments request to sell by auction the 1984 Grass Rig (592). This resolution acknowledges receipt of proceeds from the sale.
Motion by Eichhorst, seconded by Bergner to adopt Resolution 2022-18 Acknowledging Proceeds from sale of City Asset, 1983 Chevrolet K30 Pierce Fire Truck (Grass Rig 592) in the amount of \$9,449.00. Roll call vote followed. Motion carried (4-0; Novak absent) .
6. Discussion: iPads in main First Responder & Fire Department Vehicles, devices & carrier services
Council discussed the request from Fire Chief Sundt for the purchase of two iPads and three mounts along with the service plan to support the operation of the devices. The Interim Administrator will coordinate with the Public Works Director, who is also Assistant Fire Chief, to determine the best path forward and report back to Council. It is noted that the operational service plan is included in the 2023 budget and there should be sufficient funding available for the 2022 purchase of the devices and initial plan costs.
7. FYI: BILLS
 - i. \$75.00 MN Fire Service Certification Board to recertify 3 members
 - ii. \$50.00 MN State Fire Department Association – Region 15, 2022 dues
 - iii. \$67.73 Johann Sonnenberg, reimbursement for training supplies and printer ink
 - iv. \$1,785.32 Hayfield T-Shirts Etc. LLC, annual bill for Gold Rush t-shirts that they wear (paid from equipment/gambling fund)
Motion by Eichhorst, seconded by Phillips to approve the request for and payment of purchase of T-shirts from Hayfield T-Shirts Etc., LLC as requested by the Oronoco Fire Department. Voice vote followed. Motion carried (4-0; Novak absent).

J. FIRST RESPONDERS

1. FYI: OER Minutes of August 1, 2022
2. FYI: JULY CALLS: 4 City; 3 Township
3. ACTION ITEM: APPROVAL (OR DENIAL) OF NEW MEMBER – ELIZABETH AMUNDSON
Background check has been completed; Applicant is good to go upon approval by Council.
Motion by Bergner, seconded by Richards to approve Elisabeth Amundson as a member of the Oronoco First Responders. Voice vote followed. Motion carried (4-0; Novak absent).

VII) PETITIONS, REQUESTS & COMMUNICATIONS

None.

VIII) UNFINISHED BUSINESS

A. ACTION ITEM: Scheduling Budget Workshops

Interim Administrator Bjorklund Schultz noted that one budget workshop had been held on 8/03, but others would be needed to reach consensus for a resolution to adopt the 2023 Preliminary Budget and Levy by the 9/30 deadline. She said she would like to have council position to adopt the resolution at its 9/20 regular meeting. Council consulted their calendars and agreed on the following three dates and times:

Tuesday, August 30 at 6:00 p.m.

Wednesday, September 7 at 6:00 p.m

Wednesday, September 14 at 6:00 p.m

IX) NEW BUSINESS

A. RESOLUTION NO. 2022-20 DECLARING A VACANCY ON CITY COUNCIL

Motion by Eichhorst, seconded by Richards to adopt Resolution 2022-20 Declaring a Vacancy to Exist in the Office of an At-Large Council Member with Term Expiring January 3, 2023. Roll call vote followed. Motion carried (4-0).

Council then discussed filling the vacancy. It was noted that two candidates had filed an application seeking to fill two seats on council; one of whom is incumbent Jim Phillips. Both candidates clearly have expressed an interest in serving on council.

Motion by Richards, seconded by Phillips to approve the appointment of the second person who had filed an application for city council to fill the vacant council seat, subject to that individual be willing to accept the appointment. Voice vote followed. Motion carried (4-0).

X) CONSENT AGENDA

1. Staab construction Pay Request #8 for \$1,890,975.95
- ~~2. Fitzgerald Excavating & Trucking Pay Request #6 for \$603,258.66 → moved to Item VI. C. 6~~
3. MN Association of Small Cities Membership Renewal/Reminder, July 2022-June2023, \$960.90
4. Minutes of July 19, 2022, City Council Regular Meeting
5. FINANCIALS
 - a. Pine Island Bank report
 - b. Invoice Status Report for July 2022
 - c. Water Summary for July 2022
 - d. Budget Comparison as of July 31, 2022 (with YTD actuals as %age of CY budget)

Motion by Bergner, seconded by Eichhorst to approve the Consent Agenda as amended for the removal of Item X. 2 discussed earlier as Item IV. C. 6. Voice vote followed. Motion carried (4-0).

XI) ADJOURNMENT

Motion by Eichhorst; seconded by Bergner to adjourn the August 16, 2022, regular meeting at 9:19 p.m. Motion carried.



Sunny Bjorklund Schultz, Interim City Administrator



Ryland Eichhorst, Mayor