

City of Oronoco

City Council

AGENDA

January 17, 2023

Regular Meeting @ 6:30 pm

<https://us02web.zoom.us/j/87357004539>

I) **CALL TO ORDER**

Mayor Eichhorst called the January 17, 2023, regular Council meeting to order at 6:30 p.m.

II) **ROLL CALL**

Council Present: Mayor Eichhorst; Councilors Bergner, Richards, Phillips and Krause

Staff Present: Consulting City Engineer Joe Palen; City Administrator Sunny Bjorklund Schultz

III) **APPROVAL OF AGENDA**

Motion by Eichhorst, second by Richards, to approve the agenda as presented.

Voice vote followed. Motion carried (5-0).

IV) **PUBLIC FORUM (3-minute time limit per person)**

The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be pertinent to City business and must adhere to Data Privacy Rules, no employee's name may be used. Please do not expect action from the Council this evening regarding your concerns. To address the City Council during public forum, please step up to the podium and state your name and address and fill out the form provided. Speakers will be recognized only once.

After three calls for comment, Mayor Eichhorst closed the Public Forum at 6:51 p.m.

V) **PUBLIC HEARING RE: ORDINANCE 2023-01 AMENDING THE ORONOCO CITY CODE, CHAPTER 151, ZONING STANDARDS RELATING TO HOME OCCUPATIONS**

A. Council Discussion on Code Amendment to Chapter 151 relating to Home Occupations

B. Open Public Hearing

Mayor Eichhorst opened the Public Hearing at 7:08 p.m.

C. Close Public Hearing

After three calls for public comment, Mayor Eichhorst closed the Public Hearing at 7:10 p.m.

D. **ACTION: Resolution 2023-04 Adopting Ordinance No. 2023-01 Amending Oronoco City Code, Chapter 151, Zoning Standards Relating to Home Occupations**

Motion by Eichhorst, second by Phillips, to adopt Resolution 2023-04 Adopting Ordinance No. 2023-01 amending the home occupations city code to correct and align both text and use chart in Oronoco City Code, Chapter 151.

Roll call vote followed. Motion carried (5-0).

VI) **DEPARTMENTS & COMMITTEE REPORTS**

A. **OCSO – Sgt. Mark Chambers**

1. Incidents/Calls – December 2022

Council reviewed the Incident/Calls for Service for the month of December 2022, as provided by Sgt. Chambers. There was a total of 44.

B. **WATER & SEWER – CITY ENGINEER JOE PALEN**

1. FYI: January 10, 2022 Minutes -UNAPPROVED

2. Update: WWTF Contract 1 project

Consulting Engineer Joe Palen provided an update on the WWTF Contract 1 progress, noting:

- that with warmer weather in the forecast, crews will be working on installing forms and getting ready for remaining concrete pours for the SBR/Splitter Box;
 - the admin building will have a good amount of activity over the next few weeks;
 - window installation began today;
 - electrical and plumbing contracts are set to being some of the rough-in work;
 - sheetrock is scheduled for later this month along with installation of the remaining overhead door/
3. Update: Sanitary Sewer Collection System and Watermain Improvements Contracts 2-3
Engineer Palen also provided an update on the progress of Sanitary Sewer Collection System and Watermain Improvements Contracts 2-3.
 4. FYI: Resident Notice #17 available to public at City Hall and on City Website & Facebook
 5. ACTION: WWTF Contract 1 REVISED Change Order #2
At the December 20, 2022, council meeting Council approved Change Order #2 to WWTF Contract 1 in the amount of \$36,020.00. Engineer Palen now reviewed a revised Change Order #2 in the amount of \$31,880.00, which is a reduction of \$4,140.00 and represents a deduct that had been missed in the previous calculation.

Motion by Eichhorst, second by Richards, to approve the REVISED Change Order #2 to WWTF Contract 1 as presented.

Voice vote followed. Motion carried (5-0).

6. Discussion: Oronoco Park Grinder Station – **ACTION: TO SOLICIT QUOTE FROM CONTRACTOR**
Engineer Palen and council discussed the issue of including a grinder station in Oronoco Park, which would be outside of the Phase 1A scope of work and not part of Phase 1A project funding. Palen said estimated cost is \$16,000.00 with the grinder pump, plumbing connections and electrical. Mayor Eichhorst suggested funding could come from Capital Improvement or American Rescue Plan Funds.
Motion by Phillips, second by Bergner, to authorize Engineer Palen to pursue soliciting a quote from the Phase 1A contractor for installation of a grinder station at Oronoco Park.

Voice vote followed. Motion carried (5-0).

7. FYI: Stantec 2023 Rate Letter
8. FYI: Daguna Final Report – Mussel Survey of the Middle Fork Zumbro River for the Cedar Woodlands Site

The required Mussel Survey resulted in finding only a single live male Plain Pocketbook. No Level II survey was warranted and “it is extremely unlikely that this project would affect any state-listed mussel species.”

C. PUBLIC WORKS → No report.

D. FIRE DEPARTMENT

1. FYI: Minutes of December 12, 2022
2. FYI: 5 Runs on 12/15 MVA Hwy 52, 12/16 Lift Assist Casey’s, 12/21 Lift Assist Group Home, 12/31 Fire Alarm (cancelled), 1/8 Gas Smell
3. FYI: **BILLS:**
[note: no action necessary as (a) was pre-approved in December to come from gambling funds]

a) A-Z Embroidery & Screen Printing LLC	\$3,553.00	jackets
b) A-Z Embroidery & Screen Printing LLC	\$ 280.00	jackets
c) Fire Safety USA	\$ 97.95	leather-front bullard

E. ORONOCO FIRE RELIEF ASSOCIATION

1. FYI: Minutes of December 12, 2022

F. FIRST RESPONDERS

1. FYI: Minutes of January 2, 2023

2. FYI: 8 city runs; 10 township
3. FYI: BILLS:
[ACTION is required for item (a)]
 - a) Allied Medical Training \$2,145.00 Christopher Buller
Motion by Eichhorst, second by Phillips, to approve Allied Medical Training for Christopher Buller at a cost of \$2,145.00 as presented. Voice vote followed. Motion carried.
 - b) Johann Sonnenberg reimbursement \$ 378.85 jackets
4. ACTION: Resolution 2023-03 Accepting Year-end 2022 Donations from Lance Sorenson and Olmsted Medical Center
Motion by Bergner, second by Eichhorst, to adopt Resolution 2023-03 Accepting Year-end 2022 Donations from Lance Sorenson (\$400) to the Oronoco First Responders and from Olmsted Medical Center (\$200) on behalf of the Oronoco Fire Department and First Responders. Roll call vote followed. Motion carried (5-0).

G. EMERGENCY OPERATIONS

H. STREETS & ROADS

I. DOWNTOWN ORONOCO GOLD RUSH DAYS

J. PLANNING & ZONING

1. FYI: 2022 Building Permit Activity report
The City issued 87 building permits in 2022. Total value of the permits was \$11,147,266.69 of which the WWTF accounted for \$9,000,000.00.
2. FYI: Minutes of 12/08/22 Meeting - UNAPPROVED

K. PARKS & TRAILS

1. FYI: No meeting in January, so no minutes to include

L. PERSONNEL/COMMUNITY CENTER

1. ACTION: HIRING PROCESS UPDATE AND REQUEST FOR APPROVAL TO HIRE
 - CA request for authorization to hire PW Assistant
 - CA request for authorization to hire PT Project Assistant
 - CA request for authorization to hire Administrative Assistant
 City Administrator Bjorklund Schultz provided an update to Council on activities to date on filling the three vacant positions and requested authorization to hire, with input from the Public Work Director and Deputy Clerk, in order to expedite the process.
Motion by Bergner, second by Phillips, to authorize the City Administrator to hire employees to fill vacant positions. Voice vote followed. Motion carried (5-0).

VII) PETITIONS, REQUESTS & COMMUNICATIONS

City Administrator Bjorklund Schultz included communications from the following groups in the Council packet. Other groups mentioned during discussion with Council included both Rochester and Pine Island Chambers of Commerce.

- A. ROCOG Rochester-Olmsted Council of Governments
- B. ZRRWT Zumbro River Regional Water Trail
- C. SEMLM Southeastern Minnesota League of Municipalities (Mayor Eichhorst serves on Board)
- D. LMC League of MN Cities – City Day on the Hill, March 9
- E. Board of Appeal & Equalization Training enables council members to review property tax appeals
<https://www.revenue.state.mn.us/board-appeal-andequalization-training>

VIII) UNFINISHED BUSINESS

- A. Discussion: Committees and Commissions (extension from 11/22 special meeting)
Given the time, it was agreed that this discussion would again be tabled.

IX) NEW BUSINESS

- A. Action: Resolution 2023-01: Approving Official Designations
Motion by Eichhorst, second by Bergner, to adopt Resolution 2023-01 Approving Official Designations for 2023 as amended to insert Councilor Phillips as Acting Mayor and as an Authorized Signatory. Roll call vote followed. Motion carried (5-0).
- B. Action: Resolution 2023-02: Approving Committee Appointments
The City Attorney's memo regarding a potential separation of Gold Rush to an independent entity separate from the City, as recommended by the City Administrator, has not yet been received. Thus, Mayor Eichhorst's request that Gold Rush be added to the list of Committees cited in the Resolution. It was acknowledged, too, that once established, the Oronoco EDA will be added to the list, as it will also be bound by Open Meeting Law and required appropriate posting(s).
Motion by Eichhorst, second by Bergner, to adopt Resolution 2023-02 Approving Committee Appointments as amended (a) to recognize Councilor Phillips as Acting Mayor an appointee to the Personnel Committee and (b) to add Gold Rush to the list of committees with a meeting time of 6:00 p.m. on the 2nd Monday of each month and appointment of all eligible Council members. Roll call vote followed. Motion carried (3-2; Krause nay and Richards abstenting).

X) CONSENT AGENDA – Approve all items with one motion

Motion by Richards, second by Phillips, to approve the following Consent Agenda items as presented. Voice vote followed. Motion carried (5-0).

1. Staab construction Pay Request #13 for \$527,651.41 (cover pg only in packet)
2. Fitzgerald Excavating & Trucking Pay Request #11 for \$232,682.94 (cover pg only in packet)
3. FINANCIALS
 - a. Water Summary for December 2022
 - b. Invoice Status Report for December 2022 totaling \$2,011,501.87
 1. General Fund 100: \$ 251,137.53
 2. TIF 1-1 Fund 220: \$ 200.00
 3. WAC/SAC Fund 410: \$1,755,764.60
 4. Water Fund 600: \$ 4,399.74
 - c. Frandsen Bank & Trust – December 2022 checks 6723-6795 totaling \$2,011,501.87
 - d. EFT Payments for December 2022 totaling \$28,844.13
 - e. Frandsen Bank & Trust Account Summary
 - f. Budget Comparison as of December 31, 2022 (with YTD actuals as %age of CY budget)

XI) ADJOURNMENT

Motion by Eichhorst, second by Bergner, to adjourn the January 17, 2023 regular meeting at 9:30 p.m. Voice vote followed. Motion carried (5-0).


Ryland Eichhorst, Mayor

Attest:

Sunny Bjorklund Schultz, City Administrator