

City of Oronoco
City Council
AGENDA
August 20, 2024
Regular Meeting @ 6:30 pm
<https://us02web.zoom.us/j/84471783929>

I) CALL TO ORDER

II) ROLL CALL

Mayor Ryland Eichhorst
 Councilor Paul Pendergrass

Councilor Jim Phillips
 Councilor Jim Richards
 Councilor Erv DeVlaeminck

STAFF PRESENT:

City Engineer Joe Palen
 City Attorney Mike Flaherty

City Administrator Jason Baker
 Public Works Director Cain Dolan
 Deputy Clerk Ranae While

III) APPROVAL OF AGENDA (as is or as amended) M: _____ 2nd: _____ Vote: _____

- a) Amendments to agenda:
i)

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.

You will be timed. Begin speaking when the GREEN card is raised; the YELLOW card indicates you have 30 seconds left; and the RED card indicates you have reached your 3-minute limit and must stop.

- a) **Public Forum was opened by Mayor Eichhorst at _____**

V) PUBLIC HEARING

- a) Public Hearing on proposed Sewer System Improvement: River Bend Estates Subdivision Sanitary Sewer System Improvements
- b) **ACTION:** *Resolution 2024-31 Declaring Cost to be assess, and ordering preparation of proposed assessment.
- i) "Motion to accept Resolution 2024-31 Declaring Cost to be assess, and ordering preparation of proposed assessment."
(1) **Motion Made By:** _____ **Seconded By:** _____
(2) Discussion:
(3) **Result:**

VI) PETITIONS, REQUESTS & COMMUNICATIONS

- a) **UPDATE:** Smith & Schafer- 2023 Financial Audit 2023
- i) Representatives from the Smith & Schafer will present their 2023 financial summary for the City of Oronoco.

VII) DEPARTMENTS & COMMITTEE REPORTS

- a) **ORONOCO COUNTY LAW ENFORCEMENT**
- i) *Olmsted County Sheriff's Office Monthly Numbers Report
- b) **PUBLIC WORKS – Cain Dolan Public Works Director**
- i) **UPDATE:** Monthly report.

c) WATER & SEWER – City Engineer Joe Palen

i) **ACTION:** *Recommended approval of Change Order #3 with Fitzgearld Excavating and Trucking Company for \$136,659.26.

(1) "Motion to approve Change Order #3 with Fitzgearld Excavating and Trucking Company for \$136,659.26."

(a) **Motion Made By:** _____, **Seconded By:** _____

(b) Discussion:

(c) **Result:**

ii) **UPDATE:** Tentative Open House – Friday, Sept 10, 2024, 10 AM

d) PLANNING AND ZONING

i) **UPDATE:** WSB Project Update

(1) Senior planner, Lori Johnson, reached out to City Administrator Jason Baker and City Engineer Joseph Palen seeking input on various zoning chapters that she is drafting. Specifically, the following areas over the next month and a half: Shoreland District; Floodway District; Flood Fringe District; General Flod Plain District; Wetland District; and Subdivision Ordinance.

ii) **ACTION:** *Stantec Consulting Services Inc., in conjunction with WSB, requests the approval of additional funds to provide technical review, comment, coordination and project management on an hourly basis plus reimbursable expenses in accordance with Stantec’s Master Services Agreement with the City of Oronoco. Stantec’s labor and expenses for the work is estimated to be within the range of \$4,500 to \$6,500 per their proposal.

(1) “Motion to approve additional funds up to \$6,500 for Stantec’s technical review, comment, coordination and project management with WSB for updating city zoning ordinances.”

(a) **Motion Made By:** _____, **Seconded By:** _____

(b) Discussion:

(c) **Result:**

iii) **ACTION:** * Resolution 2024-30 Declaring a hazardous building and ordering removal of hazardous conditions or razing of hazardous buildings.

(1) “Motion to accept Resolution 2024-30 declaring a hazardous building and ordering removal of hazardous conditions and buildings.”

(a) **Motion Made By:** _____, **Seconded By:** _____

(b) Discussion:

(c) **Result:**

e) FIRE DEPARTMENT

i) **ACTION:** Accept Mike Klennert resignation

(1) "Motion to approve the resignation of the identified fire department member."

(a) **Motion Made By:** _____, **Seconded By:** _____

(b) Discussion:

(c) **Result:**

ii) **UPDATE:** *Monthly Minutes in Consent Agenda

f) FIRST RESPONDERS

i) **UPDATE:** *Monthly Minutes in Consent Agenda

g) ECONOMIC DEVELOPMENT AUTHORITY (EDA)

i) **UPDATE:** *Monthly Minutes in Consent Agenda

ii) **UPDATE:** EDA Coordinator, Rebecca Charles, has found a grant that would help cover a portion of the cost to conduct a community identity and branding process. After the completion of the Oronoco Community Engagement Report, it was identified that the city is in need of a new branding process that takes into account the city’s new water and sewer services and the opportunities for community growth that it offers current residents and potential commercial partners.

iii) **ACTION:** *Approve the support letter to Southern Minnesota Initiative Foundation to go with the application for the Small Town Grant, written by Rebecca Charles.

iv) "Motion to approve the support letter to Southern Minnesota Initiative Foundation for the Small Town Grant."

(a) **Motion Made By:** _____, **Seconded By:** _____

(b) Discussion:

(c) **Result:**

h) PARKS & TRAILS

i) **UPDATE:** Olmsted County Joint Preliminary Damage Assessment for FEMA

(1) *Stantec- 2024 Oronoco Flood Damage Memo (Joe Palen and Staff)

(2) *Olmsted County Joint Preliminary Damage Assessment (Stantec Staff)

(3) *Olmsted County News Release (Jason Baker)

i) CITY ADMINISTRATOR REPORT & AGENDA ITEMS

i) **UPDATE:** City Administrators Monthly Report

(1) **ACTION:** *Approve the purchase of new software for Financial and Personnel Management. Including the following: General Ledger, Accounts Payable, Cash Receipting, Accounts Receivable, Utility Billing, Payroll, and Timesheets. Also included in the new software will be updated online bill pay and payment processing, Data conversion and database setup, and implementation/training. The purchase of this new software will take part over multiple years (2024-2026) as outlaid in the proposal and comparisons chart.

(a) "Motion to approve the purchase of BS&A Software package at the proposed price according to the payment schedule in the proposal."

(i) **Motion Made By:** _____ **Seconded By:** _____

(ii) Discussion:

(iii) **Result:**

(2) **ACTION:** *Acceptance of three-year snow removal and street sanding bid by Ottman Excavating Inc. at the mentioned prices listed in the proposed bid contract.

(a) "Motion to accept Ottman Excavating Inc. three-year bid proposal."

(i) **Motion Made By:** _____ **Seconded By:** _____

(ii) Discussion:

(iii) **Result:**

j) STREETS & ROADS

i) Nothing to report

VII) UNFINISHED BUSINESS

i) **UPDATE:** *Letter from Cedar Woodlands II HOA

VIII) NEW BUSINESS

a) **ACTION:** Go into a **Closed Session**- The council will meet with legal counsel to discuss pending/threatened litigation related to the Cedar Woodlands Second Homeowners Association.

i) "Motion to close meeting pursuant to MS 13D.05, Subd. 3(b), as permitted by the attorney-client privilege."

(1) **Motion Made By:** _____, **Seconded By:** _____

(2) Discussion: None

(3) **Result:**

IX) CONSENT AGENDA – Approve all items with one motion → M: _____ 2nd: _____ Vote: _____

a) Discussion:

i) FYI: Fitzgerald's Pay Request #29 for \$302,402.31 with 5% retainage (cover pg. only)

ii) FYI: Council Meeting minutes 7/16/24

iii) FYI: Special Council Meeting minutes 7/25/24

iv) FYI: First Responder calls (June): 6 Township, 3 city

v) FYI: First Responder meeting minutes 8/5/24

vi) FYI: Fire Department calls: 0

vii) FYI: Fire Department meeting minutes 7/8/24

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- viii) FYI: Fire Department- City Administrator approved \$1,677 for mobile turnout gear rack
- ix) FYI: Fire Relief meeting minutes 7/8/24
- x) FYI: Fire Relief Special meeting minutes 8/1/24
- xi) FYI: Fire Relief Special meeting- Request for information from City. City Administrator will meet with Fire Relief President and Secretary to discuss.
- xii) FYI: Water & Sewer meeting minutes 8/13/24
- xiii) FYI: EDA meeting minutes 7/23/24
- xiv) FYI: Building Permits July 2024
- xv) FINANCIALS
 - (1) *Water Summary for July 2024
 - (2) *Frandsen Bank & Trust Account Summary
 - (3) *Revenue & Expense Report YTD as of July 31, 2024
 - (4) *July 2024 Check Register

X) ADJOURNMENT → M: _____ 2nd: _____ Vote: _____ AT: