

**COUNCIL MEETING MINUTES  
LIBRARY MEDIA CENTER  
REGULAR MEETING  
412 2<sup>nd</sup> Street, Ortonville, MN  
Monday, August 17, 2015  
5:00 P.M.**

**CALL TO ORDER AND ROLL CALL:**

Mayor Steve Berkner called the Regular Meeting to order at 5:00 P. M. Roll Call was taken with the following present: Hausauer, Sykora, Dorry, Berkner. Absent: Hasslen, Thomas, Reinke. Staff present: Char Grossman, Susan Lundell, Jason Mork. Media: Mike Swenson (Independent). Also: Dan Behnke, Barret Wicklund, Randy Fischer, Josh Fischer, Laura Milbrandt, Laurie Hendrickson.

**AGENDA AMENDMENTS:**

**ADD: 10.e. Liquor License Application**

A motion was made by Hausauer and seconded by Sykora and passed unanimously to approve the Agenda as amended.

**PUBLIC PARTICIPATION AND CORRESPONDENCE:**

a. Joshua Fischer-Director-Ortonville Ambulance Service

Randy Fischer, Operations Director of the Stevens County Ambulance, asked the Council to consider transferring the remainder of their contract with the City of Ortonville for ambulance services to the Grant-Roberts Ambulance Service. Fischer stated it would be easier for Grant-Roberts to staff the City's ambulance service since it is only 10 miles away versus 50 for Stevens County. He stated it is getting more difficult to find volunteers to serve on the ambulance. Barret Wicklund of the Grant-Roberts Ambulance Service stated he hoped to staff the Ortonville site with 2 EMTs during the daytime hours should the remainder of Stevens County's contract be transferred to them.

Mayor Berkner called for a workshop in the near future to consider the transfer of the remainder of the Stevens County Ambulance Service contract with the City to the Grant-Roberts Ambulance Service.

**CONSENT AGENDA:**

Mayor Berkner asked if there were any additions, corrections, or deletions to be made to the Consent Agenda.

a. \*Approve Minutes Regular City Council Meeting-08-03-15

b. \*Change Next Council Meeting Date-Tuesday-September 8

A motion was made by Hausauer and seconded by Dorry and passed unanimously to approve the Consent Agenda as presented.

**PUBLIC HEARINGS:**

a. Community Development Block Grant-Small Cities Development Program

Mayor Berkner closed the regular meeting and called the public hearing to order at 5:15 P.M. This public hearing was called to allow for testimony regarding the Small Cities Community Development Block Grant Program targeting commercial and residential areas. Laura Milbrandt and Laurie Hendrickson of the Prairie Five Program gave an update on improvements to the City’s housing and commercial buildings.

There being no further testimony offered, Mayor Berkner closed the hearing at 5:25 P.M. and called the regular meeting to order.

**ACCEPTANCE OF BOARD AND COMMITTEE MINUTES AND, WHERE NECESSARY, COUNCIL ACTION ON THEIR RECOMMENDATIONS:**

a. Accept Personnel Committee Minutes-08-05-15

A motion was made by Sykora and seconded by Hausauer and passed unanimously to accept the Personnel Committee minutes of 08-05-15.

1. Accept 2016 Golf/Parks Wage Schedule

Dorry moved and Hausauer seconded that the following Resolution be adopted:

**RESOLUTION 15-091  
RESOLUTION APPROVING 2016 GOLF/PARKS WAGE SCHEDULE**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve the 2016 Golf/Parks Wage Schedule as presented for Seasonal Employees commencing January 1, 2016.

Upon roll call vote the following voted Aye: Hausauer, Sykora, Dorry, Berkner. Nay: None.

Resolution 15-091 passed this 17<sup>th</sup> day of August 2015.

APPROVED:

ATTEST:

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Steve Berkner  
Mayor

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Charleen Grossman  
Clerk-Administrator

2. Resolution Hiring Kent Novak-Interim Public Works Foreman-Grade 8 Step 11

Hausauer moved and Sykora seconded that the following Resolution be adopted:

**RESOLUTION 15-092  
RESOLUTION APPROVING HIRING KENT NOVAK AS INTERIM PUBLIC WORKS  
FOREMAN**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville that Kent Novak be hired as the Interim Public Works Foreman at wage scale Grade 8, Step 11 commencing immediately.

Upon roll call vote the following voted Aye: Hausauer, Sykora, Dorry, Berkner. Nay: None.

Resolution 15-092 passed this 17<sup>th</sup> day of August 2015.

APPROVED:

ATTEST:

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Steve Berkner  
Mayor

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Charleen Grossman  
Clerk-Administrator

3. Resolution Hiring Kenneth C. Rushford-Street Department-Grade 3 Step 1 Full Time with Benefits

Hausauer moved and Dorry seconded that the following Resolution be adopted:

**RESOLUTION 15-093  
RESOLUTION APPROVING HIRING KENNETH RUSHFORD IN STREET  
DEPARTMENT**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville that Kenneth Rushford be hired full-time in the Street Department at wage scale Grade 3, Step 1.

Upon roll call vote the following voted Aye: Hausauer, Sykora, Dorry, Berkner. Nay: None.

Resolution 15-093 passed this 17<sup>th</sup> day of August 2015.

APPROVED:

ATTEST:

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Steve Berkner  
Mayor

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Charleen Grossman  
Clerk-Administrator

b. Accept Street-Utility-Airport Minutes-08-10-15

A motion was made by Dorry and seconded by Sykora and passed unanimously to accept the Street-Utility-Airport Committee minutes of 08-10-15.

1. Review Draft Assessment and Fee Policy-Street & Utility Projects  
The proposed Assessment and Fee Policy was reviewed. No action taken.
2. Resolution Approving Quote-Peninsula Vegetation Removal

Hausauer moved and Sykora seconded that the following Resolution be adopted:

**RESOLUTION 15-094**  
**RESOLUTION APPROVING QUOTE RIDGEVIEW EXCAVATING INC.-PENINSULA**  
**VEGETATION REMOVAL- \$2,070.00**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve a quote from Ridgeview Excavating, Inc. for the removal of vegetation in the Peninsula area at a cost of \$2,070.00.

Upon roll call vote the following voted Aye: Hausauer, Sykora, Dorry, Berkner. Nay: None.

Resolution 15-094 passed this 17<sup>th</sup> day of August 2015.

APPROVED:

ATTEST:

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Steve Berkner  
Mayor

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Charleen Grossman  
Clerk-Administrator

Sykora moved and Hausauer seconded that the following Resolution be adopted:

**RESOLUTION 15-095**  
**RESOLUTION APPROVING APPLICATION FEE TO MINNESOTA DEPARTMENT OF**  
**NATURAL RESOURCES FOR LAKE VEGETATION REMOVAL-\$1,000**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve paying the application fee of \$1,000.00 to the Minnesota Department of Natural Resources for a lake vegetation removal permit. (Peninsula Area).

Upon roll call vote the following voted Aye: Hausauer, Sykora, Berkner. Nay: Dorry.

Resolution 15-095 passed this 17<sup>th</sup> day of August 2015.

APPROVED:

ATTEST:

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Steve Berkner  
Mayor

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Charleen Grossman  
Clerk-Administrator

3. Review Waste Management Extension Proposal-Rate Schedule

Waste Management representative Dan Behnke asked Council Members if there was some confusion regarding Waste Management’s request for a 5-Year contract extension that included a reduction in the residential garbage rates and the adjustment downward of most commercial rates. The Council expressed concern regarding the high rates that the commercial district pays for garbage disposal. The consensus of the Council was to let the current contract expire and put the whole contract out on bids at that time.

4. Resolution Approving Hiring SEH-Water Rate Study-\$4,450

A motion was made by Hausauer and seconded by Berkner and passed unanimously to table hiring SEH to do a Water Rate Study.

**STAFF REPORTS:**

Clerk-Administrator Char Grossman stated Utility crew was handling a water line break. She also reported the swimming pool will close on August 22.

**NEW BUSINESS:**

- a. \*Change Next Council Meeting Date-Tuesday-September 8
- b. Resolution Pre-Authorizing Mayor & Clerk-Administrator & City Attorney to Execute Airport Improvement Grant Agreement-Slurry Seal Project

Hausauer moved and Sykora seconded that the following Resolution be adopted:

**RESOLUTION 15-096**  
**RESOLUTION APPROVING PRE-AUTHORIZATION TO EXECUTE MINNESOTA**  
**DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT**  
**IMPROVEMENT EXCLUDING LAND ACQUISITION**

It is resolved by the City of Ortonville as follows:

1. That the Mayor, Clerk Administrator and City Attorney are pre-authorized to execute current Airport Agreements and any amendments on behalf of the **City of Ortonville**.

Upon roll call vote the following voted Aye: Hausauer, Sykora, Dorry, Berkner and the following voted Nay: None.

Resolution 15-096 passed this 17<sup>th</sup> day of August 2015.

APPROVED:

ATTEST:

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Steve Berkner  
Mayor

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Charleen Grossman  
Clerk-Administrator

- c. Resolution Approving MMUA 2015-16 Safety Management Program-\$8,000.00

Dorry moved and Hausauer seconded that the following Resolution be adopted:

**RESOLUTION 15-097  
RESOLUTION ACCEPTING THE AMENDMENT TO SERVICES AGREEMENT  
WITH MMUA FOR THE SAFETY COMPLIANCE GROUP**

WHEREAS, the Safety Management Program Service Agreement entered into between the Minnesota Municipal Utilities Association and the City of Ortonville, dated July 7, 2015, contract number 59-2016 of the safety compliance group is amended as follows:

Duration from October 1, 2015 until September 30, 2016  
Compensation \$8,000.00

NOW THEREFORE BE IT RESOLVED by the Council that:

1. The Agreement is hereby approved as amended as of August 17, 2015.
2. That the Clerk-Administrator be and is hereby authorized to execute amended Agreement.

Upon roll call vote the following voted Aye: Hausauer, Sykora, Dorry, Berkner and the following voted Nay: None.

Resolution 15-097 passed this 17<sup>th</sup> day of September 2015.

APPROVED:

ATTEST:

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Steve Berkner  
Mayor

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Charleen Grossman  
Clerk-Administrator

d. Resolution Approving Professional Services Agreement-Apex Engineering-Utility, Street, Drainage Improvements-Area Near Water Tower

Berkner moved and Hausauer seconded that the following Resolution be adopted:

**RESOLUTION 15-098**

**RESOLUTION APPROVING APEX PROPOSAL FOR PROFESSIONAL SERVICES FOR ORTONVILLE-UTILITY STREET DRAINAGE IMPROVEMENTS-AREA NEAR WATER TOWER**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve the Apex proposal for professional services for the Ortonville Utility, Street and Drainage Improvements Project-Area near Water Tower contingent upon City Attorney approval.

Upon roll call vote the following voted Aye: Hausauer, Sykora, Dorry, Berkner and the following voted Nay: None.

Resolution 15-098 passed this 17<sup>th</sup> day of August 2015.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Berkner  
Mayor

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Charleen Grossman  
Clerk-Administrator

**UNFINISHED BUSINESS:**

a. Liquor License Approval-Daniel M. Petersen, Jr.

A motion was made by Dorry and seconded by Hausauer and passed unanimously to approve the issuance of an off-sale liquor license to Daniel M. Petersen, Jr. provided all the appropriate documents are submitted to the City.

**CONSIDERATION OF BILLS:**

A motion was made by Hausauer and seconded by Sykora and passed unanimously to approve the bills as presented.

**NEW ACTIONS:**

None.

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

A motion was made by Sykora to adjourn the meeting at 6:00 P.M.

APPROVE:

ATTEST:

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Steve Berkner  
Mayor

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Charleen Grossman  
City Clerk-Administrator