

**COUNCIL MEETING MINUTES
LIBRARY MEDIA CENTER
REGULAR MEETING
412 2nd Street, Ortonville, MN
Monday, April 18, 2016
5:00 P.M.**

CALL TO ORDER AND ROLL CALL:

Mayor Berkner called the Regular Meeting to order at 5:00 P. M. Roll Call was taken with the following present: Hausauer, Sykora, Dorry, Berkner, Reinke, Hasslen. Absent: None. Staff present: Char Grossman, Susan Lundell, Sam Berger, Andrew Buchholz. Also: Karen Oakes, Mary Smithwick, Elsie Perrine, Sue Kaercher Blake, Tim Swanson, Mary Reedy.

AGENDA AMENDMENTS:

ADD: 10.d. Hiring Golf Course Employees

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

PUBLIC PARTICIPATION AND CORRESPONDENCE:

a. Karen Oakes representing the Big Stone Lake Area Chamber presented information regarding the 1st Annual Lake Days Celebration. They asked for the following: permission to use Lakeside Park and the restroom facilities and campground, a temporary beer license, gambling permit, extra policing, an electrician on call, permission for a campfire and extra dumpsters. The City agreed to work with the Chamber on providing what services it can.

A motion was made by Hausauer and seconded by Sykora and passed unanimously to issue a gambling permit to Big Stone Lake Area Chamber of Commerce for June 18, 2016 in Lakeside Park for a raffle.

b. Mary Reedy of Clifton, Larson, Allen gave a presentation on the findings of the 2015 City Financial Audit. She stated it is recommended that the City keep 6 months of reserves on hand to pay expenses and in 2015 the City met that level of funding. She reported that overall the City is financially stable. Additional auditing fees were assessed due to the new Senior Housing Project being included in the audit.

CONSENT AGENDA:

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

- a. *Approve Minutes Regular Council Meeting-04-04-16
- b. *Resolution Approving Delta Dental Rate Increases

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

**RESOLUTION 16-34
RESOLUTION APPROVING DELTA DENTAL RATE INCREASES**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve increases in the dental benefits provided by Delta Dental Group Contract #961916 with contract term of 06-01-16 through 05-31-17 as follows: Employee, from \$33.45 to \$35.10; Employee plus spouse, from \$68.65 to \$72.10; Employee plus children, from \$90.90 to \$95.45; Family from \$131.80 to \$138.40.

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

Resolution 16-34 passed this 18th day of April 2016.

APPROVED:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

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

PUBLIC HEARINGS:

None.

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

a. Planning & Zoning Minutes-04-05-16

A motion was made by Reinke and seconded by Hausauer and passed unanimously to approve the Planning & Zoning minutes of 04-05-16.

It was noted that vacation rentals in the Residential (R-1) zone is not a permitted use.

b. Street Utility Minutes-04-13-16

A motion was made by Hasslen and seconded by Reinke and passed unanimously to approve the Street Utility Minutes of 04-13-16.

1. Resolution Approving Installation Catch Basin by City Crew-Rita Road and Authorize Staking and Acquisition of Easements-\$3,000

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

**RESOLUTION 16-35
RESOLUTION APPROVING HIRING APEX ENGINEERING TO STAKE AND
ACQUIRE EASEMENTS FOR RITA ROAD CATCH BASIN PROJECT-\$3,000.00**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve hiring Apex Engineering to stake and acquire easements for the Rita Road catch basin installation project at an approximate cost of \$3,000.00.

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

Resolution 16-35 passed this 18th day of April 2016.

APPROVED:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

2. Resolution Approving Sealcoat and Other Bids

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

**RESOLUTION 16-36
RESOLUTION ACCEPTING BITUMINOUS PAVING INC.
BID FOR 2016 STREET SEAL COATING**

WHEREAS, the Council of the City of Ortonville had previously advertised for bids for the seal coating of various Ortonville streets, and

WHEREAS, Project bids have now been received and reviewed by the Council, and

WHEREAS, the bid of Bituminous Paving, Inc., Ortonville, Minnesota in the amount of \$31,500.00 for Oil for Seal Coating, \$15,000.00 for Aggregate has been determined by the Council to be the lowest responsible bid for the Project.

NOW THEREFORE BE IT RESOLVED by the Council that:

1. The bid of Bituminous Paving Inc. is hereby accepted.

2. That the Mayor and Clerk-Administrator be and are hereby authorized to execute said contract with Bituminous Paving Inc.

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

Resolution 16-36 passed this 18th day of April 2016.

APPROVED:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

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

RESOLUTION 16-37
RESOLUTION APPROVING BITUMINOUS MIX BID-BITUMINOUS PAVING, INC.

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville, Minnesota to approve accepting the Public Works Director’s recommendation to award bids for the 2016 season’s street and sidewalk repairs to Bituminous Paving, Inc. as follows:

- Bituminous mix \$64.00 per ton laid
- Bituminous mix \$59.00 FOB Odessa Pit

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

Resolution 16-37 passed this 18th day of April 2016.

APPROVE:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

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

**RESOLUTION 16-38
RESOLUTION APPROVING GRAVEL AND OTHER QUOTES**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve accepting the Street Committee recommendations to award bids for the 2016 season’s street and sidewalk repairs as follows:

- Class Five Delivered @ \$6.55 per ton – Sev’s Gravel & Excavating
- Pit Run Delivered @ \$5.25 per ton – Sev’s Gravel & Excavating
- Curb & Gutter Removal & Disposal less than 100 lineal feet @ \$12.50 per lineal foot – Sev’s Gravel & Excavating
- Curb & Gutter Removal & Disposal over 100 lineal feet @ \$6.75 per lineal foot – Sev’s Gravel & Excavating
- Sidewalk Removal & Disposal less than 500 square feet @ \$2.25 per square foot – Sev’s Gravel & Excavating
- Sidewalk Removal & Disposal more than 500 square feet @ \$1.15 per square foot – Sev’s Gravel & Excavating

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

Resolution 16-38 passed this 18th day of April 2016.

APPROVE:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

3. Resolution Adopting Policy-Securing Easements on Future Vacations of Alleys and Streets

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

**RESOLUTION 16-39
RESOLUTION APPROVING POLICY WHEREBY EASEMENTS ARE OBTAINED
AND FILED ON LANDS TO BE VACATED**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to approve a City Policy whereby utility easements will be obtained and officially filed with the proper authorities on all lands to be vacated.

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

Resolution 16-39 passed this 18th day of April 2016.

APPROVED:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

4. Approve 1st Reading-Ordinance 16-03 An Ordinance Installing 2-Hour Parking Restrictions-South Side of Jefferson Street-Between 1st Street & 2nd Street

A motion was made by Sykora and seconded by Hausauer and passed to approve 1st Reading-Ordinance 16-03 An Ordinance Installing 2-Hour Parking Restrictions-South Side of Jefferson Street-Between 1st Street & 2nd Street and on the South Side of Madison Avenue-Between 1st Street and 2nd Street. Nay: Dorry.

5. Approve Placement of Citizens for Big Stone Lake Fundraising Sign

A motion was made by Sykora and seconded by Hausauer and passed unanimously to allow the temporary placement of the Citizens for Big Stone Lake fundraising sign on city property contingent upon approval of Public Works Foreman Kent Novak.

c. EDA Minutes-03-21-16

A discussion was held regarding the development of the Hilltop corner at the intersection of Highway 12 and Highway 7. The EDA rejected an offer proposed by Casey’s convenience store to purchase the site. Further information will be sought from the EDA regarding the rejection.

A motion was made by Hasslen and seconded by Reinke and passed unanimously to approve the EDA Minutes of 03-21-16.

d. EDA Minutes-04-04-16

A motion was made by Sykora and seconded by Reinke and passed unanimously to approve the EDA Minutes of 04-04-16.

1. Approve Paying County Management Payment Through TIF

This has been taken care of. No action.

2. Approve Expansion of Scope of Northridge Committee

Addressed in Unfinished Business.

e. Golf Board Minutes-04-05-16

A motion was made by Hasslen and seconded by Hausauer and passed unanimously to approve the Golf Board Minutes of 04-05-16.

f. Board of Review Minutes-04-11-16

A motion was made by Dorry and seconded by Reinke and passed unanimously to approve the Board of Review Minutes of 04-11-16.

1. Approve Value Reduction-Parcel #22-1605-000 from \$95,600 to \$86,100-Marilyn Hanson
A motion was made by Reinke and seconded by Hausauer and passed unanimously to approve the recommendation of the Board of Review to reduce the value of Parcel #22-1605-000 from \$95,000 to \$86,100 (Marilyn Hanson).

g. Police Commission Minutes-04-01-16

A motion was made by Hausauer and seconded by Sykora and passed unanimously to approve the Police Commission Minutes of 04-01-16.

STAFF REPORTS:

None.

NEW BUSINESS:

a. Resolution Hiring Justin Leuthhardt-Seasonal Part-Time Park Worker-April 19-Step 1 Seasonal Wage Schedule

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

**RESOLUTION 16-40
RESOLUTION HIRING JUSTIN LEUTHHARDT AS PART TIME PARK
EMPLOYEE**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to hire Justin Leuthhardt as Part-Time Seasonal Park employee starting April 19 at Step 1 on the Seasonal Wage Schedule.

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

Resolution 16-40 passed this 18th of April 2016.

APPROVED:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

b. Approval of 1st Reading-Ordinance 16-02-An Ordinance Vacating A Portion of Flora Street and Alleys in Connolly Subdivision

A motion was made by Reinke and seconded by Hausauer and passed unanimously to approve the 1st Reading-Ordinance 16-02-An Ordinance Vacating A Portion of Flora Street and Alleys in Connolly Subdivision Contingent upon Obtaining and Filing Utility Easements.

c. *Resolution Approving Delta Dental Rate Increases
Resolution under Consent.

d. Resolution Hiring Golf Course Employees

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

**RESOLUTION 16-41
RESOLUTION HIRING LOGAN SCHOON AND JOE AMBRAMOWSKI AS
SEASONAL PART TIME GOLF COURSE GROUND MAINTENANCE EMPLOYEE**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to hire Logan Schoon and Joe Ambramowski as seasonal part time Golf Course ground maintenance workers at Step 1 on the Seasonal Wage Schedule.

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

Resolution 16-41 passed this 18th of April 2016.

APPROVED:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

e. Approval of Participation in Minnesota Work Force Center Employment Program
A motion was made by Reinke and seconded by Hausauer and passed unanimously to approve Tim Larson as part time seasonal worker at the Golf Course under the Minnesota Work Force Center Employment Program.

UNFINISHED BUSINESS:

- a. Water Purchase Agreement-Water Plant Billing Dispute Agreement-Big Stone City
The purchase agreement is being considered by Big Stone County officials. No action.
- b. Resolution Appointing Committee Members to Determine Use of Vacated Nursing Home

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

**RESOLUTION 16-42
RESOLUTION APPOINTING MEMBERS TO NORTHRIDGE COMMITTEE**

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to appoint the following people to the Northridge Committee: Bill Powell, Mel Reinke, Steve Berkner, Tom Oakes, Kim Sykora and Gene Hausauer.

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

Resolution 16-42 passed this 18th of April 2016.

APPROVED:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

c. Resolution Paying Additional Audit Expense

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

RESOLUTION 16-43
RESOLUTION AUTHORIZING PAYMENT OF ADDITIONAL AUDIT EXPENSE-
\$4,000.00

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Ortonville to authorize the payment of an additional audit expense in the amount of \$4,000.00 to Clifton, Larson, Allen from the General Fund. This increase was due to unforeseen audit expenses related to the Senior Housing Project.

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

Resolution 16-43 passed this 18th of April 2016.

APPROVED:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator

CONSIDERATION OF BILLS:

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

NEW ACTIONS:

None.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

A motion was made by Sykora to adjourn at 6:15 P.M.

APPROVE:

ATTEST:

Steve Berkner
Mayor

Charleen Grossman
Clerk-Administrator