

City Council Regular Meeting

January 6, 2025 – 6:30 P.M.

Regular Meeting minutes

Oath of Office

Interim Administrator Bohnsack gave the Oath of Office to Mayor Roggenkamp for term expiring December 31, 2026 and Council Members Rebecca Ball and Steve Jensen with terms expiring 12/31/2028.

Call to Order

Mayor Todd Roggenkamp announced the start of the City Council Regular Meeting on January 6, 2025, at 6:30 PM and led the Pledge of Allegiance.

Pledge of Allegiance

Roll Call

Interim Administrator Jerry Bohnsack conducted a roll call with the Mayor Roggenkamp and council members Rebecca Ball, Steve Jensen, Michael Moroni, and Brad Scott in attendance. Staff Present included Interim Administrator Jerry Bohnsack, Deputy Clerk Deb Runksmeier, Police Chief Brian Sandell, and Public Works Supervisor Joe Zierden.

Approval/Amendment of the Agenda

Mayor Roggenkamp opened the floor for any amendments to the agenda, to which there were none. Council member Moroni moved to approve the agenda as written, and was seconded by council member Jensen.

Motion to approve the agenda as written was made by council member Moroni and seconded by council member Jensen, Motion Carried 5-0

Consent Agenda

Mayor Roggenkamp detailed the items under the Consent Agenda, including December 2, 2024 Regular Council and December 20, 2024 Special Council meeting minutes, claims totaling \$463,362.96, and Resolution 02-2025 Authorizing bank signatory. There was no issue raised, and council member Moroni moved to approve the Consent Agenda, seconded by council member Ball.

Motion to approve the Consent Agenda was made by council member Moroni and seconded by council member Ball, Motion Carried 5-0

Open Forum

A member of the public, Bill Totft, addressed the council, expressing gratitude to the council and reinforcing residents' wishes for transparency and accountability. There were no further speakers, and the Open Forum was closed.

Buschmann Road Project Status

Buschmann Road Project

Paul Sandy of WSB Engineering, presenting to the council, provided an extensive update on the design and coordination progress of the Buschmann Road and Ranchette Drive projects, involving design finalization,

engagement with Great River Energy, and coordination with Crow Wing County. The council engaged in questions about cost efficiency and road safety improvements which Sandy addressed.

Authorize Distribution of Appraisals

Sandy elaborated on the necessity of authorizing appraisal distribution for project advancement, detailing the scope and scale of these evaluations.

Mayor Roggenkamp emphasized the council needed to make a directional decision regarding the project. Moroni suggested focusing initially on authorizing appraisal distribution as a necessary step. The council unanimously agreed.

Motion to approve the Just Compensation Memo for distribution of appraisals was made by council member Moroni and seconded by council member Jensen, Motion Carried 5-0

Resolution 01-2025 Annual Appointments & Organizational Structure

Mayor Roggenkamp presented the proposed appointments and organizational structure for various city committees and official roles, thanking those who serve. Council member Jensen motioned the approval of the resolution, seconded by council member Moroni.

Motion to approve Resolution 01-2025 for annual appointments & organizational structure was made by council member Jensen and seconded by council member Moroni, Motion Carried 5-0

Discuss Re-Creation of Committees

Re-Create Committees and Council Liaisons

Mayor Roggenkamp advocated for the restoration of council involvement in committees through liaisons facilitating effective operation and community connection. A deliberative discussion ensued where council members expressed varying levels of support and discern on structuring council liaison roles in different committees. A representative from commissions and committees can present to council when needed. The council decided on reviving critical committees like Personnel, Finance, Streets, and Cemetery, with individual assignments to follow. Moroni as alternate for Streets.

Motion to re-establish Personnel, Finance, and Streets committees was made by council member Moroni and seconded by council member Jensen., Motion Carried 5-0

Motion to approve appointments of Moroni and Ball to Personnel, Roggenkamp and Scott to Finance, Jensen to Streets committees and Jensen as Cemetery Commission Liaison was made by council member Moroni and seconded by council member Jensen., Motion Carried 5-0

Police Equipment Purchase

Police Department LUCAS Purchase

Chief Sandell proposed the purchase of a third LUCAS device, crucial for on-field paramedic duties. It was noted that a grant from Essentia Health reduced the fiscal impact. No objections were raised.

Motion to approve the purchase of an additional LUCAS device at \$18,250.50 for the police department was made by council member Scott and seconded by council member Ball, Motion Carried 5-0

Public Safety Building Maintenance

Public Safety Building Stucco Repair

Chief Sandell explained the need for stucco repairs on the public safety building, facilitated by a substantial Sourcewell grant, reducing the city's cost. There were no further questions.

Motion to approve stucco repairs for \$9,737.50 on the public safety building was made by council member Moroni and seconded by council member Jensen, Motion Carried 5-0

Public Safety Building Furnace Replacement

Sandell continued his presentation with the planned replacement of the building's final aging furnace, previously scheduled in their budget.

Motion to approve the purchase and installation of a furnace at \$12,775 was made by council member Jensen and seconded by council member Ball, Motion Carried 5-0

City Administrator Recruitment

Administrator Recruitment Update

Interim Administrator Bohnsack emphasized ongoing recruitment efforts for a city administrator with MGT firm, updating the council on application status and possible involvement of the personnel committee in screening processes.

Pay Request - City Hall Renovation

City Hall Renovation - HyTec Pay Application #3

Bohnsack mentioned that the request was the third payment for city hall renovations accompanied by proper documentation including lien waivers.

Motion to approve the third pay request of \$93,690.76 to HyTec was made by council member Ball and seconded by council member Moroni, Motion Carried 4-1 Scott Opposed

Staff Reports

Financial Update

Interim Administrator Bohnsack presented the current list of city investments, indicating regular updates will be provided.

Widseth Engineering End of Year Update

Presented by Nick Peterson of Widseth, expressing gratitude towards the city for continued collaboration on significant projects throughout the year, with updates on ongoing projects.

League of Minnesota Cities Insurance Agent

Interim Administrator outlined a request from a different agency to become the city's agent of record, with deliberations deferred to a later year for any process changes. Staff to follow up late summer with more information.

Mayor and City Council Reports

Councilmember Ball spoke about the Community Garden. Councilmember Jensen hopes to proclaim March as Food Shelf Month. Fire District meeting on January 13 with Mayor Roggenkamp as check for 2025.

Agenda Forecast

All attending were informed of the anticipated heavy focus on the Buschmann project in February and a joint session planned for February 11th of councilmembers with planning commission members and external consultants for the Zoning Ordinance re-write and Comprehensive Plan.

Adjourn

Motion to adjourn was made by council member Scott and seconded by council member Ball

Meeting ended at 8:14 p.m.

DRAFT