

City Council Regular Meeting

February 3, 2025 – 6:30 P.M.

Meeting minutes

Call To Order

Mayor Roggenkamp called the meeting to order at 6:30 PM.

Roll Call

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

Pledge Of Allegiance

The Pledge of Allegiance was recited.

Consent Agenda

Mayor Roggenkamp read out the items on the consent agenda, which included the proclamation for March Food Share Month, accepting the planning and zoning administrator's resignation, minutes from the January 6, 2025 regular council meeting, and claims totaling \$406,725.63.

Council member Moroni moved to approve the consent agenda. Council member Ball seconded the motion. The motion carried 3-0

Open Forum

Bill Toft addressed the council regarding the lack of transparency in the past and the \$110,000 buyout of a former administrator. He discussed his findings from police reports about a handgun left in the bathroom at City Hall. Mr. Toft expressed concern about the hostile environment created by the administrator carrying a handgun and questioned the circumstances that led to the buyout.

City Hall Building Project Status Report

Andy Pickar from Hy-Tec provided an update on the City Hall building project. He reported that despite weather challenges in January, the roof was completed and temporary heat was installed in the addition. Mechanical and electrical rough-ins were in progress.

Change Order - Entry Doors Access Control \$13,618.72

Andy Pickar explained that this change order was for adding four additional card readers and electric strikes to enhance security in the administrative area.

Change Order Furniture

Administrator Bohnsack clarified that this change order removed \$130,000 from Hy-Tec's contract for furniture. The city would independently purchase the furniture to save on sales tax and miscellaneous costs.

Consider Shingle Existing Roof \$36,840

Andy Pickar presented the option to replace the entire roof with new shingles. The existing shingles were found to be older than initially thought, and there were concerns about color matching. The council discussed the benefits of replacing the entire roof now for consistency and long-term planning.

Council member Moroni moved to accept the change orders for entry door access controls (\$13,618.72) and shingling the existing roof (Cost to be determined utilizing Gordian process). Council member Ball seconded the motion. The motion carried unanimously. Council member Moroni moved to accept the change order reducing the contract by \$130,000 for furniture. Council member Ball seconded the motion. The motion carried unanimously.

Hy Tec Pay Application #4

Administrator Bohnsack presented Hy-Tec's pay application #4 for \$464,891.48 for work completed to date.

Council member Moroni moved to approve Hy-Tec pay application #4 for \$164,065.75. Council member Ball seconded the motion. The motion carried unanimously.

Sanitary Sewer Expansion Discussion - Widseth

Discuss Sanitary Sewer Extension Airport Road To Terminal Road To Red Oak Lane Preliminary Engineering

Nick Peterson presented an iteration of the feasibility study for extending sanitary sewer down County Road 11, Terminal Road, and Red Oak Lane. The proposed extension would service a new hardware store development and allow for future expansion. The council discussed the costs, potential assessments, and the need for further investigation of alternatives, including connecting to an existing sewer on Robin Lane. The council requested more information on options and costs before making a decision.

Capital Improvement Plan Streets - Widseth

Streets CIP

Nick Peterson provided an update on the progress of the Capital Improvement Plan for streets. He reported that the streets committee had been meeting and providing valuable feedback. The current budget of \$300,000 was found to be insufficient to improve all roads in the next 10 years, with a total estimated cost of \$15 million. The committee would continue working on recommendations and inputs, with a goal to present a final plan to the council in April.

Zoning Code Update HKGI

Interim Administrator Bohnsack reported that the zoning ordinance rewrite project with HKGI had started but was put on hold due to staff changes. He recommended suspending the work until new staff, including a new administrator and planning person, were in place. The council agreed to pause the project and cancel the planned joint meeting on February 11th.

Administrator Search Update

MGT Timeline

Bohnsack reported that 23 applications were received for the administrator position, with 10-11 meeting the minimum qualifications. The council decided to hold a special meeting on February 11th at 6:30 PM to screen candidates and narrow down the list for interviews. The first round of virtual interviews was scheduled for the week of March 3rd. The council agreed that the entire council should be involved in the screening and interview process.

Staff Reports

Investments & Fund Balance As Of December 31, 2024

Administrator Bohnsack presented the monthly report on investments and fund balance. He suggested meeting with the finance committee in March to discuss the budget and funding options.

Mayor and City Council Reports

Mayor Roggenkamp reported on the quarterly fire district meeting, which he chaired. He mentioned that the budget and two capital expenditures for trucks were approved, contracts for fire services were signed, and the firefighter relief fund contribution was increased. Council member Ball confirmed the mayor's report.

Suspend Regular Session

Adjourn

Mayor Roggenkamp adjourned the open meeting to move into closed session at 7:25 p.m.

Move To Closed Session Under Minn. Stat. § 13D.05, Subd. 3(C) Buschmann Road Reconstruction Project Parcels.

Reopen Meeting at 8:35 p.m.

Consider Soliciting Competitive Bids For Buschmann Road Tree Removal

Council member Moroni moved to authorize WSB to solicit quotes for tree removal along Buschmann Road. Council member Ball seconded the motion. The motion carried unanimously.

Adjourn

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

Meeting ended at 8:36 p.m.