

REGULAR CITY COUNCIL MEETING
APRIL 4, 2023
7:00 P.M.
ROYALTON CITY CENTER

Call to Order/Attendance

Mayor Weiss-Pesta called the Regular City Council meeting to order. The pledge of allegiance was said.

People present: Kristen Houle, CliftonLarsonAllen; Brian Steffen; Duane Klisch; Jeremy Klisch; Sheila Bergren, Morrison County Record; Phil Martin, Bolten-Menk; Tim Majaski, Planning and Zoning; Ted VanHove, Fire Chief; Stacy Dillenburg, Deputy Clerk and Leah Walberg, City Clerk.

On roll call members present were: Weiss-Pesta; Schott, Sowada, Verley and Lanners.

Minutes

Schott moved to approve the minutes of the Regular City Council meeting on March 7, 2023, 2nd by Verley. Put to a vote with all members voting aye. Motion carried.

Public Forum

None

2022 Audit, CliftonLarsonAllen

Kristen Houle, CliftonLarsonAllen, City Auditor, reviewed the 2022 audit management letter and financial statement. Verley moved to accept the 2022 CLA financial audit as presented, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Brian Steffen and Duane Klisch, 18289 Nature Road

Brian Steffen, Duane Klisch, and Jeremy Klisch addressed the council about their future expansion of their feedlot at 18289 Nature Road. Due to the changes of their feedlot to Tier 2, Morrison County is requiring them to obtain a CUP (conditional use permit) and variance, with the city being notified because of the proximity. They had attended a planning and zoning meeting and there were no objections from the commission. Verley moved to approve the feedlot expansion with "no objections", 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

Department Reports

Police Department– General report submitted.

Resolution 4-4-23-2, Sourcewell Community Impact Funds Application

Chief McDonald prepared a grant for Sourcewell's Community Impact Funds for Local Governments program. Within the grant request, he is asking for \$46,091.16 to fund computers and radios. Verley moved to adopt Resolution 4-4-23-2, Sourcewell Community Impact Funds Application, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Public Works-General report submitted.

Verley moved to reinstate Tina Harrington to full time Water/Wastewater Operator as of April 10, 2023 with a pay of \$29.11, 2nd by Schott. Put to a vote with all members voting aye. Motion carried.

Through the St. Cloud Technical College, cities can help students in the water/wastewater program with internships. Verley moved to approve hiring an intern for \$18.00 for the two (2) week program, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Verley reported on the performance of Public Works Assistant Tom Kalis. Verley moved to approve moving Tom Kalis from Step 2 to Step 3, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Schott moved to approve Looking Good Lawn for the lawn care at the Royalton Splash Park for the 2023 season for \$780.00, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Fire & Rescue –General report submitted.

Travis Blais, Fire Department, had submitted leasing quotes of copiers/scanners to be used for the Fire & Rescue Department. After reviewing the leasing costs of the machines and what the needs of the department are, Sowada moved to approve up to \$350.00 for the Fire & Rescue Department to purchase a printer from Sourcewell with a match grant, 2nd by Verley. Put to a vote with all members voting aye. Motion carried.

City Office – General report submitted.

Verley moved to accept the Petty Cash Transaction report for January - March, 2023, as submitted, 2nd by Schott. Put to a vote with all members voting aye. Motion carried.

Data Inventory Policy

After reviewing the data inventory policy, Verley moved to add keeping recorded council minutes for one (1) year after approved, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Old Business

Cedar Street/South Driftwood Street Project

Phil Martin, Bolton-Menk, updated the council about the end of the Cedar/South Driftwood Street Project. He briefly informed the council about the changes that occurred throughout the project and the past change orders that were approved. At this time, change order #6 was presented with an increase net contract cost of \$59,641.00. Verley moved to approve Change order #6, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Phil Martin, Bolton-Menk, informed the council that now with the approval of change order #6, the final pay request for the Cedar/South Driftwood Street is ready. Verley moved to approve the final pay request #10 for \$285,856.43 to be paid to J. R. Ferche, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

North Hawthorn Street Project

Phil Martin, Bolton-Menk, briefed the council that after attending the pre-construction hearing on March 29, 2023 with Morrison County, the project has a 60 working day permit and the project will start on the June 5, 2023. The plans include installing a sidewalk and parking lane on the west side of the road along with the extended infrastructure. The project will start on the north side of Hawthorn and work south.

Certificates of Deposit

A print out of the monies in the Designated fund was presented at the March 7, 2023 meeting. After reviewing the presented accounts and amounts up to \$205,000.00, Schott moved to approve the certificates of deposit at 4.65%, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Technology Upgrades

The council had reviewed their technology needs as well as the needs of the departments to upgrade. Sowada moved to submit the Sourcewell grant for 50% match for up to 7 laptops, 1 printer/scanner and 1 docking monitor, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

Clean up Day 2023

Verley moved to set May 20, 2023, for the annual Spring Cleanup Day, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

ARPA funds

In 2021-2022, ARPA (American Rescue Plan Act) funds were awarded to cities to help with various projects within the city. A set amount of \$67,672.51 was set aside for the Cedar/South Driftwood Street project, allowing for the remainder of \$67,372.49 to be used. Jason McDonald, Police Chief, requested the use of around \$3,000 to purchase a light bar for the 2021 Chevy Tahoe. After some discussion, Sowada moved to approve the Police Department to purchase and install the light bar and center console up to \$3,000.00 from the police budget, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

Resolution 4-4-23-1, Adoption of the Morrison County All-Hazard Mitigation Plan

After review, Lanners moved to adopt Resolution 4-4-23-1, Adoption of the Morrison County All-Hazard Mitigation Plan, 2nd by Verley. Put to a vote with all members voting aye. Motion carried.

Arbor Day Proclamation, April 28, 2023

Schott moved to adopt the 2023 Arbor Day Proclamation and setting Friday, April 28, 2023 as Arbor Day in Royalton, Minnesota, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Access to City Buildings

A compilation of building key holders was presented to the council. It was decided to have a policy developed to have the city hall building code changed after each employee exit.

City Banners/Industrial Park Sign

Council reviewed banner designs from Froggy's Signs. No action was taken.

2023 Board of Review

Mayor Weiss-Pesta reminded the council about the 2023 Board of Review on April 19, 2023 at 1:00 pm at City Hall which requires two trained council members and a quorum.

Planning and Zoning

Tim Majaski, Planning and Zoning updated the council on working projects.

Added agenda items

Councilman Schott notified the council that Officer Katie Wild would like to purchase her firearm from the city of Royalton. After some discussion, Verley moved to approve Officer Wild to purchase her firearm, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Bills

Schott moved to pay all bills presented with the check numbers of 38734-38773 in the amount of \$55,683.80, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Adjournment

Sowada moved to adjourn the meeting at 9:52 p.m., 2nd by Verley. Put to a vote with all members voting aye. Motion carried.

City Clerk, Leah Walberg