

CITY COUNCIL SPECIAL MEETING

The Mayor has called for a Special City Council Meeting on April 29, 2021 at 9:00 A.M. for the purpose of reviewing and taking action on the award of firewood bid and contract for the Black Beach Municipal Campground and an FAA Entitlement Funds Transfer of \$450,000 to the City of Owatonna for their use at their municipal airport for project improvements.

9:00 A.M.

Monday, April 29, 2021

Present: Mayor Wade LeBlanc
Shane Hoff
Richard DeRosier
Dustin Goutermont – Via ZOOM
Ben Bautch

Lana Fralich, City Administrator
Bryan Carpenter, Parks & Recreation Director
Joe Rhein, Bolten & Menk – Via ZOOM / Left meeting at 9:15 a.m.
Ronald Roetzel, Bolten & Menk – Via ZOOM / Left meeting at 9:15 a.m.
Troy Klecker, City of Owatonna – Via ZOOM / Left meeting at 9:15 a.m.
Dave Beaver, City of Owatonna – Via ZOOM / Left meeting at 9:15 a.m.

Mayor LeBlanc called the meeting to order at 9:05 a.m.

Agenda – Motion by DeRosier, second Bautch to approve the agenda with the revision of addressing the FAA Entitlement Funds Transfer to City of Owatonna prior to discussion of the Firewood Bid.
MOTION CARRIED.

FAA Entitlement Funds Transfer to City of Owatonna – The FAA has \$450,000 of entitlement funds earmarked for the City of Silver Bay airport. The City has transferred these funds in the past in an effort to keep the entitlement funds local or within the State, instead of them going back to the federal pool if unused. Ron Roetzel, Bolten & Menk, discussed how the funds will be used, timing of the repayment of the funds to the City if a project is identified, and that this does not obligate the city for payback of the funds since the city transferred them instead of using them. There was question if transferring the funds would cause any issues for our pending airport situation with the FAA. Motion Hoff, second Bautch to transfer FAA Entitlement Funds of \$450,000 to the City of Owatonna for their use at their municipal airport for project improvements as presented with reimbursement of the funds in future years upon request, but to not to sign any agreement until the City Attorney has reviewed and authorizes the signatures. MOTION CARRIED.

Mayor LeBlanc – Aye
Member Goutermont – Aye
Member DeRosier – Aye

Member Hoff – Aye
Member Bautch – Aye

Award of Firewood Bid and Contract for Black Beach Municipal Campground – The RFP submitted to bidders that details the species of wood, bundle requirements and a summary of bids was reviewed. Carpenter reported that he requested each bidder provide a sample of their firewood bundles

to compare the wood quality, uniform size, and secure wrapping. He surveyed staff and the majority of the staff chose Singleton's firewood bundles, who also came in with the lowest cost based on a 3-year contract. There was further discussion on cancellation of the contract if issues arise, managing product to insure product remains consistent to the submitted bundle, and that the cost of \$3.25/bundle for 3-year would not be amended without approval. Motion DeRosier, second LeBlanc to award the Firewood Contract for the Black Beach Municipal Campground to BK Singleton Trucking for a 3-year term in the amount of \$3.25 per bundle as presented. MOTION CARRIED.

Mayor LeBlanc – Aye
Member Goutermont – Abstain
Member DeRosier - Aye

Member Hoff – Abstain
Member Bautch – Aye

Motion by LeBlanc, second DeRosier to adjourn at 9:29 a.m.

Minutes taken by Lindsey Klemmer

Attest:



Wade LeBlanc, Mayor



Lana Fralich, City Administrator