



MINUTES
August 4, 2020 / 6:00 pm
REGULAR COUNCIL MEETING

- **CALL TO ORDER:** 6:00 PM
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL:** Martell, Bissen, Pfiffner, Oldenburg (via telephone), Absent: Walsh
- **ACTION TO CHANGE AGENDA**

1. Consent Agenda: Motion to consent agenda made by Bissen. Second by Martell. Aye: Martell, Pfiffner, Oldenburg, Bissen

All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1.1 Minutes:
July 7, 2020

1.2 Bills Payable Through: July 31, 2020

1.3 Consolidated Balance Sheet July 31, 2020

2. Planning Commission / Zoning Report:

- 2.1 2020-03 Tom Bernsdorf: Cindy Pfiffner informed the Council there had been a public hearing held prior to the Council meeting to consider a variance for construction of a Twindo on Mr. Bernsdorfs property on 5th Street. There was several who had concerns regarding the water drainage and per guidance from the City Attorney, the Zoning committee recommended that prior to the approval of the Variance, the property owner would hire a certified engineer to complete a storm water drainage and mitigation plan and provide it to the City engineer for review. The property owner would then abide by all representations of the mitigation plan.
- 2.2 2020-05 Marvin Clevin: Cindy Pfiffner reported a recommendation by the Zoning committee to require a variance for 6 feet as the porch structure does not meet the 30 foot front yard set back. Motion to require a variance of 6 feet made by Martell. Second by Bissen. Aye: Martell, Oldenburg, Bissen, Pfiffner.
- 2.3 2020-06 Linda Welke: Cindy Pfiffner reported a recommendation by the Zoning committee to approve request 2020-06 including an addition of an 8' x 24' deck with roof as it meets all set backs. Motion to approve zoning permit 2020-06 made by Oldenburg. Second by Martell. Aye: Martell, Oldenburg, Bissen, Pfiffner.

3. Water/Waste Water/City Engineer Report:

- 3.1 Davy Engineering Water Study: Alex and Tim from Davy Engineering are finishing up the Water Study and were in attendance to present their evaluation report. They provided the current condition of facility and discussed the issue of the well house not having a separate room for hydrochloric acid which is a highly corrosive chemical and can pose a risk to the operator and pose a risk to the mechanical controls. Current code requires that the chemicals are housed separately. The water quality tests show that Hokah has higher radium levels in well house #2. The city of Hokah does address this issue by mixing Well House #1 and #2. The other concern noted was security around the water facilities. Alex also noted the age of the controls and the problem of having to manually control the mixing of the wells. He also discussed building code issues. The reservoir is in decent shape but there are some vents and access hatches that should be addressed as well as the distribution system. They broke down their recommendations into priorities which include the following:

Priority A: Total Cost \$595,220. Running and installing 3 phase power to Well sites, electrical updates, updating nonfunctioning controls, adding standby power, upgrade of chlorine system, construction separate room for hydrochloric acid chemical storage, well house walls and piping to be cleaned and painted, install new pressure transducer at reservoir, install mixer in reservoir, and adding security measures to access of reservoir.

Water Distribution System: Upsize and upgrade aging mains and upsizing 4 inch water main throughout the city.

Priority B: Construction of a 3rd well. Alex provided 2 different options for a 3rd well and the Cost would be \$335,730 or \$436,570.

Priority C: Construction of a new pit less unit at Well #3 with a total cost of \$55,170 or construction of a Water Treatment Plant at new Well #3 with a total cost of \$2,042,830.

Alex and Mike also provided different options for funding the water projects. Depending on which phase/phases the City decides to move forward with, there are different loans and grants available. They provided several examples of financing options. The Council discussed the current conditions and the need to consider what is needed right away.

4. **Library/City Hall/City Center Report:** Kirsten had provided the Library Board meeting minutes in the Council Packet. Kirsten also notified the Council that she hired a part time employee to help out at the library.
5. **Police Dept./City Attorney Report:** Chief Schuldt discussed his correspondence with HSEM and noted that he would be working to finish up the reporting and submit all information for the July 2019 rain event. He also provided an update regarding two nuisance reports. He had a report from a rental property on Ash street and was working with the owner to attend to the issues. There was also a property near the pool and the owner was notified of the complaint but he had not yet heard back. They have had issues in the past and are usually good at working with the City.
6. **Streets / Maintenance Report:** Matt Vetsch informed the Council that he had picked up the back hoe. They have also been working on painting curbs in town and stripes at the Fire Station.
7. **Recreation Board Report:** Cindy Pfiffner noted that Tball and baseball were coming to an end and there had been a good turnout. She was very happy that the kids were able to participate and have the program this summer.
8. **New Business:**
 - 8.1 Schedule Budget Hearings: After discussion, the Council decided to schedule the budget hearings at the City Center for Tuesday August 18th and Monday August 24th at 6:30 PM.
 - 8.2 Copier Lease: Clerk Lindsey informed the Council that the copier lease would be up at the end of September. She presented the Council with 2 quotes for a new copy lease. The first from the current provider Metro Sales and the second from Tri-State Business Machines. Tri-State Business Machines was \$89.50/mo and included the service plan. Metro Sales was \$125.29/mo and included the service plan. Motion to enter into a 60 month lease with Tri-State Business Machines made by Martell. Second by Bissen. Aye: Martell, Oldenburg, Bissen, Pfiffner.
 - 8.3 Resolution 2020-07-Amending Resolution 2020-06 for 2020 Election Judges: Clerk Lindsey presented Resolution 2020-07 noting that a change to remove Donna Craig and add Jean Vale. Motion to accept the resolution made by Bissen. Second by Oldenburg. Aye: Bissen, Oldenburg, Pfiffner. Abstain: Martell.
 - 8.4 Resolution 2020-08-Cares Act Funding for Elections: Clerk Lindsey presented Resolution 2020-08 to accept Cares Act Federal funding of \$537.70 which could be used for COVID expenses for the 2020 elections. Motion to accept the Resolution made by Pfiffner. Second by Martell. Aye: Martell, Oldenburg, Bissen, Pfiffner.
9. **Old Business:**
 - 9.1 MN Basic Code: No Report
 - 9.2 Wastewater Energy Efficiency Report: No Report
 - 9.3 Linda Riddle Community Garden Memorial: Clerk Lindsey provided a diagram from Celeste Mader showing the plans for the Community Garden to be installed on the upper level green area at the City Center 211 Main Street. The plan shows (8) 6' x 4' planter boxes and (5) 3' x 1' 6" planter boxes and (1) 3' 4" round planter. The Council asked Celeste if she would continue to be involved after the garden was created to help maintain and she stated that she would. Clerk Lindsey noted that she had reached out to the City Attorney who said there were no concerns and it would be a good idea to include some signs near the garden. She also had a discussion with Danielson Insurance who had reached out to the League and noted that there were no concerns. Lindsey also reached out to HVED to see if they had any concerns and they expressed their interest in being able to be a part of the community garden. Motion to approve the plans to install the Community Garden as a Memorial to Linda Riddle made by Martell. Second by Bissen. Aye: Martell, Oldenburg, Bissen, Pfiffner.
 - 9.4 Sidewalk Repairs: Matt Vetsch provided 3 separate quotes for completing sidewalk repairs. Total cost for Schulte Concrete was \$12,425. Total cost for River Valley Concrete was \$13,260. Total for Green Acres Excavating was \$9,300. After discussion a motion to move forward with Green Acres Excavating was made by Pfiffner. Second by Martell. Aye: Martell, Oldenburg, Bissen, Pfiffner.
 - 9.5 CARES Act COVID19 Federal Funding: Clerk Lindsey provided an update on the CARES Act Federal Funding. She provided a list of expenses incurred by the City that would be covered under the CARES Act which at this time totaled \$11,045 and noted that there would more than likely be more expenses incurred including legal expenses related to COVID. The committee met earlier in the week and reviewed the expenses and also discussed moving forward with an Economic Development program. At this time the County had discussed the Cities of Houston County transferring funds to the County program, however, it was not clear whether all Cities would equally participate. The group agreed that it was important to keep the funds with our local businesses. Lindsey had reached out to the City of Houston Administrator who informed her that they had contracted with CEDA to organize their program. Lindsey reached out to CEDA and they provided a proposal which included 2 steps. The first step involved meeting with the Council or

sub-committee to discuss goals and then research and outline options/opportunities for a program. The cost would be \$89/hour not to exceed \$1,000. At that point they could decide to move forward with Step 2 which would include the administration of the program. This cost of both steps would cost approximately 15% of the amount administered. Lindsey noted that if Hokah decided to move forward with a program of our own, this would involve working with Weiser Law and would also include a cost. She noted that she discussed the CEDA program with Wieser and they felt this cost was not out of line and would be comparable. They agreed CEDA may be able to operate an efficient and objective program. Motion to move forward with Step 1 with CEDA made by Martell. Second by Bissen. Aye: Martell, Oldenburg, Bissen, Pfiffner.

9.6 Playground Equipment: The City staff discussed their response from Nichole from DNR. She approved the City installing the Equipment on the location near the pool. There was discussion regarding getting a group of volunteers to finish installing the equipment.

10. Council Member's Comments/Community Input: Tom Bernsdorf asked if there was any other requirements of the ordinance that would cause problems for his variance and if he should submit his engineered plan to the Council or the City Engineer. The Council agreed there were no other requirements of the ordinance and the plan should be reviewed by the City Engineer.

11. Mayor's Comments: Meet the Mayor – July 15

12. Staff Correspondence: No Report.

13. Correspondence Received:

14. Announcements:

15. Next Council Meeting

15.1 September 1, 2020

16. Items for next Agenda: Davy Engineering Water Study, MN Basic Code, CARES Act Federal Funding

17. Adjournment: Motion to adjourn at 7:48 PM made by Bissen, Second by Martell. Unanimous.