



MINUTES
July 7, 2020 / 6:00 pm
REGULAR COUNCIL MEETING

- **CALL TO ORDER** : 6:00 PM
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**: Martell, Oldenburg, Bissen, Pffifner, Walsh
- **ACTION TO CHANGE AGENDA**: Add Payables to Badger Meter, Environmental Services, MCFOA, SEMLM
- 1. **Consent Agenda**: Motion to consent the agenda with the addition of Payables to Badger Meter, Environmental Services, MCFOA, SEMLM made by Pffifner. Second by Martell. Unanimous.

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:
June 2, 2020

1.2 Bills Payable Through: June 30, 2020

1.3 Consolidated Balance Sheet June 30, 2020

2. **Water/Waste Water/City Engineer Report:**

2.1 Reservoir Cleaning and Inspection: Matt Vetsch reviewed the quote from Liquid Engineering for cleaning and inspecting of the reservoir. The recommendation is every 3 years and it has been 6 years since our last inspection. They could complete the inspection in the next 2 months. Motion to move forward with Liquid Engineering performing the cleaning and inspection of the reservoir made by Martell. Second by Oldenburg. Unanimous.

3. **Library/City Hall/City Center Report:** Kirsten Plummer provided the Library Board Meeting minutes and noted that the Library Administrators had been meeting with the County Commissioners regarding the increase of Houston County Funding for Libraries. At this time they have not been able to agree on the funding. The next meeting is set for July 21st and the Library directors will be requesting an increase in funding. The County would not be able to decrease funding so Kirsten would be working off the current funding amount for budget planning in hopes that the amount will increase. Kirsten also updated the Council on the Summer Reading Program. She also noted that she has had great feedback from patrons for the new book labels. Kirsten also thanked the Council for the newly seal coated parking lot at the Library.

3.1 LED Upgrades: Matt Vetsch was recommended by Dalco to Noble Conservation Solutions who provide LED solutions for energy efficiency. They came and inspected the City buildings and provided a quote for all buildings. The building that would see the most energy savings would be the City Center. The Fire Station has already had lighting switched out to LED light fixtures as well as the Library. They did not find that the City Hall would provide a great deal of savings because of the usage. Matt also reached out to P&T Electric for a second quote. The City Center price with Noble Conservation Solutions would be \$31,356 after rebates and would provide 66.22% energy savings. The City Center price with P&T Electric would be \$24,726 and also include a \$3,400 plus an additional 25% rebate. Motion to hire P&T Electric to complete LED upgrades at the City Center at a price not to exceed \$24,000 made by Bissen, Second by Pffifner. Unanimous.

4. **Police Dept./City Attorney Report:** Chief Schuldt informed the Council that he has been handling 2 different nuisance violations. Schuldt also noted that they are still working on repairs of the speed trailer and they may need to replace the control board and the cost would be split amongst the other cities and county who share the trailer. Schuldt also informed the Council that he had purchased 2 body cameras which cost approximately \$250. They recently had an incident and they were very happy that they had everything recorded on the new cameras. Schuldt also notified the Council that he recently became aware that the County had changed out the Siren Emergency System and they did not notify the City of Hokah. The siren located near the Well House will need to be updated so that it works with the new siren system. Schuldt asked the Council if they would like him to work to upgrade the second siren and he noted that he was not sure who would cover the cost. The Council agreed that we should check in to the process and see who would cover the cost.

5. **Streets / Maintenance Report:** Matt Vetsch noted that the Seal Coating had been completed and he was happy that they were able to get it done so there is time for it to settle before the winter. He noted that there were a couple areas that he would be asking them to come back and fix, but overall, he thought it went well. Councilman Bissen requested that Public Works work to improve the entry to the City parking lot on Main Street.
6. **Recreation Board Report:** Clerk Lindsey noted that the Baseball and Tball had started up and the Baseball teams were playing games. They had a good turnout of kids signing up.
7. **Personnel Committee Report:** Clerk Lindsey provided the Council with the minutes from the Personnel meeting held on June 24, 2020. Motion to approve Summer Rec Pay Rates, and Election Judge Pay Rates made by Pfiffner, Second by Oldenburg. Aye: Oldenburg, Bissen, Pfiffner, Walsh. Abstain: Martell. The Council agreed the Pool Staff could work on the projects not to exceed 50 hours and asked that the Clerk monitor their schedule to complete the projects.
 - 7.1 Summer Rec Pay Rates: The committee reviewed summer rec pay rates from other neighboring communities and then reviewed each summer rec staff member and their years of service. Pay rates were recommended for each coach to start out at minimum wage with a \$.25 increase in wage for each year of service
 - 7.2 Pool Projects: At the last Council meeting the Rec Board had requested hiring individuals to work on different projects to clean up and maintain the pool. The Committee discussed the list of projects the board would like to complete and recommended the City staff meet with Sam Mullen to get a good idea of what is needed and the time it would take to complete the projects. After meeting with Sam, Matt and Lindsey put together a list of the following: paint shower wall, paint lifeguard stands, weather sealing picnic tables and paint no diving in the deep end of the pool. They figured 20-25 hours total for 2 people.
 - 7.3 Election Judge Pay Rates: The committee reviewed election judge pay rates from other neighboring communities and noted that the City of Hokah has been paying \$10 for election judges and \$10.50 for the Head Judge since 2010. After reviewing this information they recommended the city raise the election judge rate to \$12 and head judge to \$12.50.
 - 7.4 City Board Guidelines: The committee discussed the need for providing clear guidelines and responsibilities of City Board members. The Clerk put together information for those that serve on City board.
8. **Planning Commission / Zoning Report:**
 - 8.1 2020-03 Tom Bernsdorf: Application for a Twin Home with dimensions originally listed as 45 x 112 but the owner informed the committee the dimensions were changed to 40 x 100. The Committee toured the site and noted a concern of the storm water discharge through the neighboring properties. The Committee approved the application contingent on meeting all setbacks and the total property size meeting the 15,000 square foot minimum. Since their meeting the Committee discovered the total lot size is only 14,000 which will require a variance. The property owner discussed his plans and informed the Council that he planned to make sure the layout was corrected and he could control the storm water drainage. The Council would require a variance.
 - 8.2 2020-04 Kevin Walther: Application for an attached garage. 28 x 32. The structure does meet the setbacks. The Committee did approve the application to be recommended to the Council. Motion to approve zoning application 2020-04 made by Martell. Second by Pfiffner. Aye: Martell, Oldenburg, Bissen, Pfiffner. Abstain: Walsh.
9. **New Business:**
 - 9.1 CARES ACT-COVID19 Federal Funding: Clerk Lindsey provided an overview of the CARES Act COVID19 funding. The City of Hokah will be receiving approximately \$40,000. . There are 3 main criteria for using the funds; the funds must be used for COVID19 related expenses, they must not be an expense that was budgeted for, and they must be incurred between March and December 2020. Lindsey noted that there is a great deal of unknowns and guidance is changing daily. Lindsey had a virtual meeting with Houston County City Administrators and had discussions of having all Cities work together and wrap the funds together to distribute local businesses. Lindsey plans to put together a list of the items that can be covered under the CARES Act. Some of these items include supplies for the Fire and Police department and safety supplies, construction of a window in the Clerks office to promote social distancing, and protective supplies for the election judges. The City can then take the remaining funds and use them for Economic Development. Lindsey had reached out to the Houston County EDA director and was looking into what an EDA program could look like. The Council recommended the staff reach out to SEMLM and delegated a subcommittee to work through further discussion. This group will include Clerk Martell, Emergency managers Bob Schuldt, Matt Vetsch and Council member Cindy Pfiffner.
 - 9.2 Utility Bill Credit for City Businesses. At the meeting held on June 2nd the Council had directed Clerk Lindsey to credit businesses for 3 months of water and sewer expenses as a way for the City to offer relief during the COVID pandemic. Clerk Lindsey provided a list of groups that she had considered businesses. The Council had further discussion and could not agree on who should be included as a business which led Councilman Martell to retract his motion from June 2nd, 2020 to credit all businesses for sewer and water expenses. Motion made by Martell, Second by Oldenburg. Unanimous.
 - 9.3 Linda Riddle Community Garden Memorial: Linda Riddle passed away in August of 2019 and her daughter Celeste Mader has asked if she could start a Community Garden as a memorial for her mother. Clerk Lindsey read the proposal plan received from Celeste including the location at 211 Main street. The

Council had discussion about the addition and expressed their concerns as to who would take care of the garden and making sure that it didn't get overgrown. They agreed it was a great tribute to Linda and it could be a great addition to the City. The Council asked for a design plan and also requested that the City staff check in with the City attorney. The Council also wanted to check with HVED as a renter of 211 Main Street.

9.4 Opening City Buildings: Clerk Lindsey had discussed the reopening of the City Hall for individuals to use as an open gym. The Council had discussion and their concern for COVID19 safety and making sure the building was continually cleaned. They decided because it is hard to know when individuals are coming and going and it was adding risk and also additional expenses to continually keep the building clean they would not open the building for open gym at this time.

9.5 Resolution 2020-06 Election Judges: Clerk Lindsey presented Resolution 2020-05 including the list of Election judges for the 2020 election to the Council for approval. Motion to approve Resolution 2020-06 made by Pfiffner. Second by Oldenburg. Aye: Oldenburg, Bissen, Pfiffner, Walsh. Abstain: Martell.

10. Old Business:

10.1 MN Basic Code: No Report.

10.2 Wastewater Energy Efficiency Report: Matt Vetsch informed the Council that he had reached out to Jim Kochie and Matt and Jim discussed adding a timer on the digester for aeration which would be an inexpensive upgrade.

10.3 Highway 16 Speed Limit Reduction: No Update.

10.4 Sidewalk Repairs: Clerk Lindsey sent out a letter notifying the property owners that they had 45 days to complete the repairs on their sidewalks. 126 Main street notified the City that they would like the City to take care of repairs to their sidewalk and they had planned to reshape the area where their retaining wall would be removed. 128 Main Street has been completed 132 Main Street has made plans for their portion to be completed. 134 Main Street would like the City to complete their portion. 138 Main Street had a discussion with Public Works and felt that their portion did not need to be replaced. 142 has not yet communicated their plan. 144 Main Street has someone scheduled to look at their sidewalk. 152 Main Street has agreed to have the City complete their portion. 210 Main Street has also agreed to have their portion completed by the City. There was discussion regarding the clarification of the letter sent to the property owners. There was also confusion as to how individuals who hired other parties to complete their portion of the sidewalk would be reimbursed. In the future, the recommendation was for the City to decide the amount per square foot that they would plan to pay and include that information when the letter is sent out.

10.5 Free Range Exchange Liquor License: Clerk Lindsey notified the Council that after the State was able to complete a physical inspection of the Free Range Exchange, they discovered that the total capacity did not meet the minimum to qualify for a Sunday Liquor License. They had not had the chance to visit the facility due to COVID19 restrictions. Clerk Lindsey would be adjusting the application and reimbursing the Free Range Exchange the \$50 license fee. Clerk Martell also noted that the Free Range Exchange had already paid their fee for the full year and they have not been able to utilize it for the first 3 months of the term. She asked if the Council would agree to reimburse \$200 of their \$800 fee. The Council agreed.

10.6 Playground Equipment: There was discussion regarding the placement of the playground equipment. The Council recommended the flat area near the pool parking lot but asked the staff to reach out to the DNR to ask for permission to install equipment in this area.

11. Council Member's Comments/Community Input:

Martell: Martell provided a job description for the Director of Public Works. He informed the Council that after the previous Director of Public Works left his position for Hokah, there was not a need to hire a new Director as the City had an Administrator who could manage the decisions and administrative duties of this position. At this time, the City of Hokah does not have an Administrator and Matt Vetsch is in a role where he needs to be able to handle the administrative duties for the Public Works Department. He is currently handling many of the responsibilities without the title. Martell recommended that the Council give Matt the title of Director of Public Works. This change in title would not include a change in pay at this time. Motion to appoint Matt to Director of Public Works made by Martell. Second by Oldenburg. Aye: Martell, Oldenburg, Pfiffner, Walsh. No: Bissen.

Bissen: Asked for clarification as to why the City was mowing along County 18 where the property owners had interest in mowing the area themselves. The Council agreed to no longer have City staff mow the area and allow the property owners to maintain.

Community: Tom Bernsdorf commented on the work that was done down at the Ball Park and Como Falls and expressed that he was happy with the outcome.

12. Mayor's Comments: Meet the Mayor – June 16

13. Staff Correspondence:

14. Correspondence Received:

15. Announcements:

16. Next Council Meeting

16.1 August 4, 2020

17. Items for next Agenda: Schedule Budget Meetings, Community Garden, CARES Act, Zoning Permit, Playground Equipment.

18. Adjournment: Motion to adjourn made by Bissen at 8:32 PM. Second by Oldenburg. Unanimous.