



MINUTES
October 6, 2020 / 6:00 pm
REGULAR COUNCIL MEETING

- **CALL TO ORDER:** 6:01 PM
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL:** Oldenburg, Piffner, Walsh, Martell arrived at 6:08 PM, Bissen was absent.
- **ACTION TO CHANGE AGENDA:** Motion to consent the made by Piffner. Second by Oldenburg. Aye: Piffner, Oldenburg, Walsh

1. Consent Agenda:

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 Regular Council Meeting Minutes September 1, 2020

1.2 Bills Payable Through: September 30, 2020

1.3 Consolidated Balance Sheet September 30, 2020

2. **Library/City Hall/City Center Report:** Kirsten Plummer informed the Council that Julie the assistant librarian had resigned from her position. She plans to reach out to the MET program to find a replacement for the position. Kirsten also discussed the Library Boards decision to cancel the Holiday Fair due to limited space for social distancing.
3. **Water/Waste Water/City Engineer Report:** Matt Vetsch informed the Council that they have hauled the biosolids from the wastewater plant to the Davison fields.

4. **Police Dept./City Attorney Report:**

5. **Emergency Management:**

5.1 Well House Siren Quote: Chief Schuldt discussed the need to upgrade the control box on the siren near the well house because when the county made the upgrades they missed the Hokah siren. He has asked the County to assist with the cost of the upgrades due to the fact that it had been their oversight but they were not willing to cover any cost. The cost is \$2,641. Chief Schuldt has expressed his frustrations to the County. The Council had further discussion as to whether the upgrade is necessary because of the other siren located on Main Street. Chief Schuldt noted that the siren is near the mobile home park which is the most vulnerable during a storm. The Council agreed that it was important to move forward with the upgrade. Motion to approve the siren upgrades was made by Oldenburg. Second by Martell. Aye: Martell, Oldenburg, Piffner, Walsh.

5.2 Halloween Trick or Treating: There was discussion with other local communities regarding trick or treating this season. Chief Schuldt had reached out to Houston County Emergency Management to see if there were any specific guidelines. The CDC recommends that anyone participating in trick or treating wear masks and practice social distancing. If any individuals do not want to participate they can leave their outside lights turned off. The staff wanted to make sure that all were on the same page. The Council agreed that anyone who did not want to participate could leave their lights off and recommends those that do decide to participate follow the CDC recommendation to wear face coverings and practice social distancing.

5.3 Building Usage – Open Gym: Chief Schuldt discussed the requests from individuals wanting to use the City facilities. The previous discussion had included concerns of proper cleaning for groups using the facility. After discussion with Houston County Emergency Management, as long as the City posts information about the facility cleaning schedule that would be sufficient. He also noted that the City could provide cleaning supplies for individuals to clean before and after use. Clerk Lindsey also noted that she has had several inquiries to use the facilities for open gym and she had also been contacted by Community Ed in La Crescent to use the gyms for programs they will be providing. There was further discussion about the importance of keeping a schedule and knowing who is coming and going. The Council agreed to open up the gym and to keep a schedule and control of the key. If there are any individuals who cannot follow the guidelines then the facilities will be

closed again. There was also discussion about charging individuals to use the facilities but the Council agreed to not charge individuals to use the building.

6. **Streets / Maintenance Report:** Matt Vetsch informed the Council that the plow truck did not pass the DOT inspection due to several reasons including a cracked and twisted frame. He provided a quote from De Bauche Truck & Diesel for a 2007 Sterling 9500. The cost of the truck is \$31,900 and would include a trade in value of \$4,000 for the old 1998 International Plow Truck. There was discussion as to the cost of repairs to bring the 1998 International Plow Truck to DOT Specs. The Council discussed using the General Fund savings from the pool closure. There would normally be approximately \$19,000 deficit generated from the pool account. Due to the closure in 2020, there will be no deficit. Motion to approve the purchase of the 2007 Sterling 9500 and trade in the 1998 International made by Oldenburg. Second by Pfiffner. Aye: Martell, Oldenburg, Pfiffner, Walsh.

7. **Planning Commission / Zoning Report:**

- 7.1 2020-03 Tom Bernsdorf: Tom provided Matt Vetsch with an engineered plan for the Twin Homes and Matt and Tom went to the site to review the plan. Tom would be turning one of the homes towards 1st street and the elevation would be lower and would not have a basement. The second home would have a basement and face the alley. The different elevations for each home would break up the roof area. Tom notified the Council that his Engineer reviewed the plan with Davy Engineering. Tom was in the audience and also reviewed the changes to his plan. Tom informed that Council that he would not begin building this year, but plans to begin in the spring. He wanted to make sure that he would be okay to wait and the Council informed him that the permit is good for one year. Motion to approve the twin home building permit and water mitigation plan made by Oldenburg. Second by Martell. Aye: Martell, Oldenburg, Pfiffner, Walsh.
- 7.2 2020-07 Grant Ragsdale: Cindy Pfiffner presented a permit application for a 24ft x 32ft garage at 27 Lake Street. The original application included the driveway to the garage angling to the alley but was later changed to run straight to the street. The permit would require an 8 foot variance as the structure would sit along the property line and would not meet the 6 foot setback along the undeveloped alley. There would also be a 2 foot overhang. The Variance Hearing was held on September 29th where the Board heard from the neighboring property owners. The concern was the future development of the alley to allow access to the neighboring property. The Zoning Board had informed the neighboring property owners that the alley is 16 foot wide and would allow enough room for a standard 10 foot alley even with the 2 foot eave overhang. The Zoning Board made a motion to recommend approval of the variance with the stipulation that the City would not vacate the alley. Motion to approve the variance including the 8 foot variance with the stipulation that the City would not vacate the alley made by Martell. Second by Pfiffner. Aye: Martell, Oldenburg, Pfiffner, Walsh.
- 7.3 2020-08 Tom Dolan: Pfiffner presented a permit application for a 13ft by 7ft storage shed at 88 Falls Street which would be attached to the existing garage. The Board approved a motion to recommend approval of the structure. Motion made to approve the permit made by Oldenburg. Second by Martell. Aye: Martell, Oldenburg, Pfiffner, Walsh.

8. **Recreation Board Report:** No Report.

9. **New Business:**

- 9.1 Backup/Technology Updates: Clerk Lindsey provided a quote from Adoni Networks which includes their recommendations based on what we currently have and what we need. They recommended migrating the staff email to the City domain. They also recommended the purchase of Synology hard drive along with the monthly cloud backup support provided through Adoni. Depending on the size of the files to be included this would be approximately \$70-\$80. They also recommended a secure firewall. The portion of the cost which includes the file sharing would be included in the CARES Act funding. The one time cost would be \$1,700.80 and the monthly fees would be approximately \$110 per month with the Adoni monthly cloud backup. Motion to approve the Adoni quote and to include the Adoni monthly cloud backup made by Oldenburg. Second by Pfiffner. Aye: Martell, Oldenburg, Pfiffner, Walsh.

10. **Old Business:**

- 10.1 MN Basic Code: No Report.

10.2 CARES ACT-COVID19 Federal Funding: Clerk Lindsey provided an updated Cares Act funding cost spreadsheet that was previously provided to the Council. She informed the Council that the deadline for the Cares Act Business Relief Grant was on Friday October 2nd at noon. The Cares Act Committee had met on October 5th to review the applications. There were 5 applications received but one was later revoked as it had been awarded under the Houston County Relief Grant. The Committee recommended funding \$3,000 for the other 4 businesses. Lindsey then reviewed the remaining funds to be spent including park signs, the City Office social distancing wall, unemployment expenses, cloud sharing expense, computer remote access, CEDA Admin support, Access Controls, sensor switches, safety/cleaning supplies, squad computers. Lindsey provided a quote for access controls through Custom Alarm which would allow fob access at the City office doors which were previously located at the HVED entrance. This would also include an intercom system for the City Personnel to be able to allow people to enter the building. With the remaining funds, the committee had discussed constructing a conference area for virtual meetings and a separate bathroom for City Personnel from the HVED program. Currently the staff is using the 1st floor ADA bathroom and separating themselves from HVED which eliminates the opportunity for COVID exposure. But this is only a temporary solution as the HVED program may need access to the ADA restroom in the future. The Council had further discussion on the need for the bathroom/conference area and discussed any additional costs to be covered under the building reserve account. Lindsey informed the Council that she would include all of the expenses listed on the spreadsheet included in a Resolution that would be presented at the November 4th meeting.

Lindsey asked for approval of the Business Relief Grant funds, Custom Alarm remote access, and bathroom/conference room construction. Motion to approve the Business Relief Grant funds of \$3,000 to the 4 City businesses and move forward with Custom Alarm remote access and the City Office renovations made by Oldenburg. Second by Pfiffner. Aye: Martell, Oldenburg, Pfiffner, Walsh.

10.3 Davy Engineering Water Study: Matt Vetsch informed the Council that Davy Engineering is continuing to work on funding for the Water Study.

10.4 Lawn Mower: The Council agreed to table the discussion of the purchase of a new lawn mower.

11. Council Member's Comments/Community Input: No Report.

12. Mayor's Comments:

13. Staff Correspondence:

14. Correspondence Received:

15. Announcements:

16. Next Council Meeting

16.1 November 4, 2020 (Changed from November 3, 2020 due to General Election)

17. Items for next Agenda: CARES Act COVID Federal Funding, Water Study, Lawn Mower

18. Adjournment: Motion to adjourn made by Martell at 7:30 PM.