

MAPLE LAKE CITY COUNCIL

April 21, 2020 Minutes

CALL TO ORDER

The meeting was called to order at 7:58 by Mayor Borell

ROLL CALL

Council Members Present: Todd Borell, Deb Geyen, Heather Kadlec, Kirk Larson, and Kristen Logas.

Absent: None

Others Present: City Administrator Sabrina Hille, Deputy Clerk Elizabeth Borell, and City Attorney Dave Anderson

OPEN FORUM

AGENDA APPROVAL

A motion was m/s/p, Geyen/Kadlec, to approve the agenda as written. All present voted in favor.

CONSENT AGENDA

- a. Approval of the 3/23/2020 Emergency Special Meeting Minutes
- b. Approval of the 3/17/2020 Minutes
- c. Approval of 4/21/2020 Disbursement List, January Check Register, January Financials and Liquor Financials
- d. Approval of Engineer's Report
- e. Approval of P & Z Report
- f. TKDA January Airport Master Plan and ALP Update
- g. TKDA Payment
- h. Liquor Store Report – Ang Berthiaume
- i. Donations –
 - Gearhead Day - \$1,000
 - Ambassadors - \$225

A motion was m/s/p, Borell/Geyen, to approve the consent agenda. All present voted in favor.

WRIGHT COUNTY SHERIFF'S DEPARTMENT

Deputy Rudolph reported that the Sheriff's Department handled 64 cases for the month of March there, including medical, suspicious vehicles and a couple Executive Order complaints.

DEPARTMENT REPORTS

a. Administrative Report – Sabrina Hille

Hille stated that things are different with no one in the office. Staff has been able catching up on things that have been put aside until time permitted. Staff is continuing to communicate electronically.

b. Maintenance Report – Sabrina Hille for Jerry Sawatzke

Jerry would like to purchase 10 trees for the City Parks. There is \$2500 in the budget.

A motion was m/s/p, Borell/Kadlec to approve the purchase of 10 trees for the City Park. All present voted in favor.

Maple Lake Township is graveling their roads by Spruce Ave N and would like to do our portion as well. The cost would be \$2,595.

A motion was m/s/p Borell/Loqas to approve Maple Lake Township graveling the city's portion of Spruce Ave N at a cost of \$2,595. All present voted in favor

The City received on bid for the Playground system from Todd Borell for \$25.00

A motion was m/s/p, Geyen/Kadlec, to approve the bid from Todd Borell for the Playground system for \$25.00. All present voted in favor.

Jerry is asking for the City Council to decide on whether to proceed with the May 16th Clean-up Day.

A motion was m/s/p, Geyen/Kadlec, to postpone the May 16th Clean-Up Day until September. All present voted in favor.

Sawatzke would like to move the compost site back to its original location to reduce staff hours maintaining it. The City could install a gate that only City Residents would have the code to and be able to use. Jerry got prices for the following; Gate & Opener with a 2000 code capacity \$11,200, 30 feet of chain link fence \$540.00, Wright Hennepin Power \$950.00, Lengyel Lectric \$2,920.00 and MP Nexlevel Camera \$1,500.00. The Total cost of the project would be \$17,140.00.

Borell suggested that Sabrina Hille look at the budget to make sure it fits in the budget, discuss it at the next workshop and then a decision can be made at the May Council meeting.

NEW BUSINESS

a. Personnel Policy

A discussion was had regarding the new Personnel Policy, clarifications were made to Holiday Pay for Employees, Death Benefits and Daily Hour limits for overtime. An Employee must work a minimum of 32 hours to receive benefits of sick pay, vacation and Holiday pay. City Attorney, Dave Anderson, stated he had suggested to Hille that the hours worked to receive benefits be the same across the board for all part time employees. Hille clarified that 30 hours is the maximum hours allowed for all part-time employees.

A motion was m/s/p, Borell/Geyen, to approve the new Personnel Policy. All present voted in favor.

b. Essential Services Plan

A discussion was had regarding essential services at the workshop prior to the meeting and the decision was to follow the Governor's Executive Order until May 4th, then vote at the May workshop to move forward with any changes. Maintenance to remain one person per vehicle, Liquor Store will continue with the adjusted hours and City Staff will continue to work from home.

• Liquor Store

A discussion was had on the documents prepared by Liquor Store Manager, Ang, in regard to Hazard Pay for Liquor Store employees due to the possibility of COVID-19 exposure from high traffic in the store

A motion was made by, Geyen, to approve Hazard Pay for Liquor Store employees while the COVID-19 is a risk, motion failed due to no second.

Election Judges Pay

Hille stated it would be smart to consider raising the wage for election judges from \$10/hour to \$12/hour. Hille stated it is difficult to recruit election judges and perhaps a higher wage would help. A motion is needed to set the election judge wage and it needs to be in place by June for the upcoming election. The consensus was to vote at the May meeting

d. Library Donation

The library is asking for \$10,000 donation from the City.

A motion was m/s/p, Geyen/Larson, to approve the Library donation in the amount of \$10,000. All present voted in favor.

e. 2020A Bond Documents

Hille stated that the bond for 2020 Water Main project will be a PFA loan which needs a Resolution to approve the Bond. Hille stated that there also need to be a motion to begin the PFA loan agreement.

A motion was m/s/p, Geyen/Borell, to adopt **Resolution 2020- XX approving the issuance of the General Obligation Bond 2020A.** All Ayes, zero Nays.

A motion was m/s/p, Borell/Geyen, to approve PFA Agreement. All present voted in favor.

f. Revolving Loans

Hille stated that the Council needs to look at how to handle payments and interest on the current Revolving Loans. Hille stated that all three are retail and are affected by the Governor's Executive Order. Borell suggested that no payments or interest be sought until the business is back up and running for at least 30 days

A motion was m/s/p, Geyen/Larson to approve putting Revolving Loan principle and interest on hold until the three businesses are up and running for at least 30 days once the businesses are allowed to open again. All present voted in favor.

OTHER BUSINESS

a. 2020 Water Main Update

Hille stated that not too much has changed. Gravel stated that if school is canceled further the County would like to start the project earlier. Gravel stated that construction should start late May. The assessment hearing will be late this fall.

b. Committee Reports

- 3/23/2020 – Council Emergency Meeting – Mayor Borell

The City Council met to declare a local emergency as a formality and discuss how to handle employees to keep them safe.

Geyen stated that a Mask Drive will be happening at the Fire Department on Saturday, April 25, 2020. It will be a drive by pick up from 9am-11am.

Borell questioned City Attorney, Dave Anderson, if the City needs to do anything regarding the Governor's Order allowing the restaurants to sell beer, wine and/or seltzers with food orders. Anderson stated it was a Bill that went through Congress and gave the on-sale restaurants the approval to sell specific liquors as off-sale along with food orders. The City can deny it if they choose, but not many Cities are denying it.

Geyen stated that she had heard that if the SBA runs out of relief money it might be possible for Cities to assist their small business through the Revolving Loan program. Borell stated that the Federal Government is putting together another \$500 billion-dollar relief package. Anderson stated that since this is Federal money it can be 100% forgiven.

City Attorney, Dave Anderson gave an update on the Museum property. Anderson stated he has reached out to some third-party Inspection Firms as directed, but they are not interested. If the Council chooses to move forward, staff could take photos of the property from publicly accessible locations, the photos would be reviewed to determine violation(s) and apply for a warrant if necessary. Anderson stated that this is probably the best we can do at this time. Borell raised the question of using a drone. Anderson didn't feel this is currently necessary.

Dates to Remember/Announcements

- City Council Workshop, Tuesday May 5, 2020, 7 pm
- City Council Tuesday, May 19, 2020 at 7:00 pm
- Primary Election Tuesday, August 11, 2020
- General Election Tuesday, November 3, 2020

Adjournment

A motion was m/s/p, Borell/Kadlec, to adjourn at 9:04 p.m. All present voted in favor.

Attest,


Deputy Clerk