

## MAPLE LAKE CITY COUNCIL

May 19, 2020 Minutes

### **CALL TO ORDER**

The meeting was called to order at 7:00 pm 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, Public Works Director Jerry Sawatzke, City Attorney Phil Gravel, City Attorney Dave Anderson, and George Eilertson from Northland Securities

### **OPEN FORUM**

### **AGENDA APPROVAL**

*A motion was m/s/p, Kadlec/Geyen, to approve the agenda with the addition of Custom Bagfitters Sidewalk Sale under New Business f, compliance safety measures for restaurants and bars under New Business q. All present voted in favor.*

### **CONSENT AGENDA**

- a. Approval of the 5/5/2020 Workshop and Special Meeting Minutes
- b. Approval of the 4/21/2020 Minutes
- c. Approval of 4/21/2020 Disbursement List, April Check Register, April Financials and Liquor Financials
- d. Approval of Engineer's Report
- e. Oak Ave 2020 Water Main Project Update
- f. Approval of P & Z Report
- g. TKDA April Airport Master Plan and ALP Update
- h. Liquor Store Report – Ang Berthiaume

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

### **WRIGHT COUNTY SHERIFF'S DEPARTMENT**

Deputy Kiesling was present and reported that in Maple Lake April there were 64 cases, which included burglary, suspicious persons, traffic complaints, structure fire and motor vehicle stops.

### **DEPARTMENT REPORTS**

#### **a. Administrative Report – Sabrina Hille**

Hille stated the staff is currently still working from home. She stated that she is working on final bond and starting to look at numbers for the 2021 budget. Hille stated that the interview process with public works is currently in progress.

#### **b. Maintenance Report – Jerry Sawatzke**

Sawatzke stated that the maintenance department continues to do their routine daily business. Sawatzke stated that the new playground at the City Park is going up and the new one at Bolduan is complete. He stated that the hanging baskets were put up today.

**NEW BUSINESS**

**a. Hazard Pay Clarifications**

Hille stated that Hazard Pay ended Sunday with the expiration of the Executive Order to Stay Home. Overtime pay needs to be clarified as to whether it will be paid as hazard pay or normal overtime pay. Logas stated she felt overtime should be at the normal overtime pay rate not hazard pay.

A motion was m/s/p, Logas/Larson, to clarify that hazard pay is paid on 40 hours only, any overtime hours will be paid at the regular overtime rate. All present voted in favor.

**b. Essential Services Plan**

**• Stay Safe Business Plan**

Sabrina went through the plan she put together to transition staff back into the office.

A motion was m/s/p, Logas/Borell to adopt the Stay Safe Business Plan for Maple Lake in accordance with the Governors Order. All present voted in favor.

Sabrina stated that at the last special meeting Council voted to have staff continue to work from home until May 31<sup>st</sup>. Dave recommended extending working from home through June 2<sup>nd</sup> until after the council workshop because of the current Governor's Order to continue to work at home if it is possible and stated that hopefully there will be more direction from the Governor with the Stay Safe plan by then.

A motion was m/s/p, Borell/Logas to extend City Hall staff working from home until June 2<sup>nd</sup>. All present voted in favor.

**c. 2020A Bond Documents**

**• Resolution Providing Issuance, Sale and Delivery of the \$1,585,000 General Obligation Utility Revenue Bonds, Series 2020A**

George Eilertson explained that the bond is to finance the Oak Ave project, a lift station and demolition of the old wastewater treatment plant. Eilertson stated that he worked with Sabrina on first Bond Rating Call and it worked out very well. The bond amount is less and will be closing June 18, 2020.

A motion was m/s/p, Borell/Logas, to adopt **Resolution 2020-11** Providing for the Issuance, Sale and Delivery of \$1,465,000 General Obligation Utility Revenue Bonds, Series 2020A. Ayes 5, Nays 0.

**d. 120 8<sup>th</sup> St NW Update and Resolution**

Hille stated that the property owner at 120 8<sup>th</sup> St NW was to have secured the structure by 5/19/2020. The property owner has complied so the Resolution is no longer needed.

**e. Ambulance Aid Terms and Conditions**

Hille explained that this was Aid that was automatically distributed to the city due to our service with Medicaid and Medicare, and it is used for purchases to prepare and prevent COVID-19.

A motion was m/s/p, Borell/Geyen, to accept the Ambulance Aid issued to the City by the Department of Health & Human Services. All present voted in favor.

**f. Custom Bagfitters Sidewalk Sale**

Geyen stated she was contacted by Custom Bagfitters asking for permission to have sidewalk sales through the summer. They discussed having a 10 X 20 tent which will have to be in the street. The current ordinance states business owners must not have the sidewalk covered more than 3 feet from the building. Borell stated he would like to table this discussion to the June 2<sup>nd</sup> workshop.

**g. Compliance Regulations for Restaurants and Bars**

Geyen questioned where the regulations for the opening of bars and restaurants will come from. Dave stated that the Governor will be putting forth rules and regulations for the reopening of the bars and restaurants soon, and noncompliance will be handled by the Law Enforcement; the city should not be burdened with adding additional rules and regulations.

**h. Part time benefits**

A discussion was held in reference to accounting staff looking for clarification on how part-time Holiday pay is to be calculated. Hille stated it needs to be clear in the new Employee Handbook. The options are for it to be pro-rated based on hours worked or to use half time of 4 hours.

A motion was m/s/p, Logas/Larson, to use half-time (4hours) for part-time administrative staff for Holiday pay. All present voted in favor.

A motion was m/s/p, Borell/Kadlec to pay Liquor Store part-time employees time and half for actual hours worked on a Holiday. All present voted in favor.

Overtime calculations will be discussed at the June 2<sup>nd</sup> workshop.

**Miscellaneous /Other Business**

**a. 2020 Water Main Update**

Phil Gravel gave an update on the project stating the contractor proposed 2 changes in the schedule. The first is a cost saving measure. The City will save \$39,000 if they choose to completely close Oak Ave N for 8 weeks to push the project along quicker. The second change is to replace all the sidewalk/curb and driveways on both sides of Oak Ave N at a cost of \$34,000. That would be a net savings of \$5,000 for the City. The assessments won't change for the residents.

A motion was m/s/p, Borell/Geyen, to direct Stantec to work with the County in completely closing Oak Ave N for 8 weeks in order to speed up the project; and to proceed with the replacement of all the sidewalk on both sides of Oak Ave N. All present voted in favor.

**b. Gear Head Get Together**

The Gear Head committee is looking at deciding on the festival either moving forward or being cancelled at the end of June. Borell stated the Chamber needs to be involved, it is not a City Council decision. Borell stated the Governor may not allow it, it can be looked again at the end of June.

**c. Maple Lake High School Graduates**

Borell congratulated all the 2020 graduates and stated there are bigger and better things out there for them. Geyen felt that the City could provide a congratulations letter signed by the Council to each of the seniors. Hille will put something together and have it signed by all the City Council members sign.

**d. Compost Site**

A lengthy discussion was held to follow up on the original discussion at last month's meeting regarding moving the compost site back out to its original location and installing an electric security gate, camera system and card code system.

A motion was m/s/p, Borell/Logas, to move the compost facility back to County Road 37, add an electric security gate with a card code system and camera system for \$17,000. Ayes 3, Nay 2.

**e. Committee Reports**

- Council Workshop – 5/5/2020

Borell stated that the City Council discussed the Essential Services Plan after May 4<sup>th</sup>, Liquor Store Hazard Pay, Part Time Benefits, Playground materials, and closing City parks during COVID-19

- f. Maple Lake Beach** - Borell received a call regarding the beach. He suggested putting up signs regarding social distancing.
- g. Workshops and Meetings** - Borell stated he would like to start having meetings and workshops back at City Hall in June.

**Dates to Remember/Announcements**

- City Council Workshop, Tuesday June 2, 2020, 7:00 pm
- City Council Meeting, Tuesday, June 16, 2020 at 7:00 pm
- Primary Election Tuesday, August 11, 2020
- Gear Head Get Together, August 22, 2020
- General Election Tuesday, November 3, 2020

**Adjournment**

A motion was m/s/p, Logas/Kadlec, to adjourn at 9:00 p.m. All present voted in favor.

Attest,

  
Deputy Clerk