

MEDINA CITY COUNCIL MEETING MINUTES OF AUGUST 4, 2020

The City Council of Medina, Minnesota met in regular session on August 4, 2020 at 7:00 p.m. in the City Hall Chambers. Mayor Martin presided.

Martin read aloud a statement explaining that all City meetings will be held in a virtual format due to the ongoing pandemic. She provided instructions on how members of the public can participate in the meeting.

I. ROLL CALL

Members present: Albers, Anderson, DesLauriers, Martin, and Pederson.

Members absent: None.

Also present: City Administrator Scott Johnson, Assistant City Administrator Jodi Gallup, City Attorney Ron Batty, Finance Director Erin Barnhart, City Engineer Jim Stremel, City Planning Director Dusty Finke, Public Works Director Steve Scherer, and Public Safety Director Jason Nelson.

II. PLEDGE OF ALLEGIANCE (7:09 p.m.)

III. ADDITIONS TO THE AGENDA (7:09 p.m.)

The agenda was approved as presented.

IV. APPROVAL OF MINUTES (7:10 p.m.)

A. Approval of the July 21, 2020 Special City Council Meeting Minutes

Moved by Martin, seconded by Anderson, to approve the July 21, 2020 special City Council meeting minutes as presented.

A roll call vote was performed:

*Pederson aye
Anderson aye
DesLauriers aye
Albers aye
Martin aye*

Motion passed unanimously.

B. Approval of the July 21, 2020 Regular City Council Meeting Minutes

Martin noted that prior to the meeting changes were distributed by staff as suggested by herself, Anderson and DesLauriers for incorporation into the minutes.

Moved by Martin, seconded by Pederson, to approve the July 21, 2020 regular City Council meeting minutes as amended.

A roll call vote was performed:

Pederson aye

Anderson aye
DesLauriers aye
Albers aye
Martin aye

Motion passed unanimously.

V. CONSENT AGENDA (7:12 p.m.)

- A. Approve Labor Agreement between Law Enforcement Labor Services, Inc. and City of Medina**
- B. Appoint Lisa DeMars to Administrative Assistant to Planning and Public Works Position**
- C. Appoint Kaylen Boeddeker to Police Officer Position**
- D. Authorize Recruitment to Fill Vacant Community Service Officer Position**
- E. Resolution No. 2020-41 Accepting Resignation of Kerby Nester from the Planning Commission**

The Council and staff thanked Nester for her service on the Planning Commission.

Martin also welcomed the new members of staff.

Anderson applauded Nelson on the hiring of Kaylen Boeddeker, noting that he is pleased to have a woman joining the department.

Moved by Pederson, seconded by Anderson, to approve the consent agenda.

A roll call vote was performed:

Pederson aye
Anderson aye
DesLauriers aye
Albers aye
Martin aye

Motion passed unanimously.

VI. COMMENTS (7:14 p.m.)

A. Comments from Citizens on Items not on the Agenda

There were none.

B. Park Commission

Scherer reported that the Park Commission met to discuss the CIP and review the Lennar townhome proposal. He reported that the parks continue to be busy and well used.

Gallup noted that the Commission will meet next on August 19th. She reported that they continue to work with the WSB consultant on the park design process.

C. Planning Commission

Finke reported that the Planning Commission will meet the following week to hold three public hearings with respect to: Ditter subdivision and land use applications, Conditional Use Permit for Home Occupation, and the Ordinance related to accessory structures and shed setbacks.

VII. OLD BUSINESS

A. Hickory Drive Street Improvement Project Levying Special Assessment – Public Hearing (7:19 p.m.)

Stremel provided background information on the Hickory Drive Street Improvement Project process, noting that construction occurred primarily in 2019, with the remaining punch list items completed by June 2020. He reviewed the pre-project conditions as well as the completed road project elements and stormwater improvements.

DesLauriers commented that the road looks fantastic.

Stremel reviewed the projects costs. He recommended that the Council hold the public hearing and consider adopting the assessment roll.

Martin opened the public hearing.

No comments made.

Martin closed the public hearing.

1. Resolution No. 2020-42 Adopting Assessment Roll for Hickory Drive Street Improvement Project

Moved by Anderson, seconded by DesLauriers, to adopt Resolution No. 2020-42 Adopting Assessment Roll for Hickory Drive Street Improvement Project.

A roll call vote was performed:

*Pederson aye
Anderson aye
DesLauriers aye
Albers aye
Martin aye*

Motion passed unanimously.

B. Brockton Lane Street Improvement Project Levying Special Assessment – Public Hearing (7:31 p.m.)

Barnhart reported that the project total came in under the budgeted/estimated amount. She stated that because the City did not have to bond for the project, the assessment was delayed until this time and the change in cost will be reflected in the lower assessments. She stated that typically 50 percent of the project is assessed, but the assessment was dropped to 25 percent because only one side of the road was financed by Medina.

Martin opened the public hearing.

No comments made.

Martin closed the public hearing.

1. Resolution No. 2020-43 Adopting Assessment Roll for Brockton Lane Street Improvement Project

Moved by Anderson, seconded by DesLauriers, to adopt Resolution No. 2020-43 Adopting Assessment Roll for Brockton Lane Street Improvement Project.

A roll call vote was performed:

Pederson aye

Anderson aye

DesLauriers aye

Albers aye

Martin aye

Motion passed unanimously.

VIII. CITY ADMINISTRATOR REPORT (7:36 p.m.)

Barnhart provided an update on CARES Act funds. She stated that there has been a lot of discussion by cities regarding what would be considered eligible expenses. She stated that anything directly related to COVID would be an eligible expense but there is still some question related to payroll expenses. She stated that until there is more direction, the City is taking the position that public safety payroll expenses will not be submitted. She stated that the City will begin submitting expenses in September and will continue to do so monthly. She stated that the City continues to evaluate options for spending the CARES Act funds and improvements that would be needed at City Hall related to COVID. She stated that Hennepin County has released a grant program for small businesses and Medina is encouraging its small businesses to apply. She stated that for Medina to release funds to small businesses, it would need to have a grant program in place following the regulations of the CARES Act. She did not think Medina should have its own grant program because of the CARES Act regulations and due to the City's smaller staff. She stated that she will be speaking with finance directors in neighboring cities to share information and discuss ideas.

Martin commented that for those in the private sector it has seemed that these regulations are relatively fluid. She asked what the funds available to the City are, when the funds would need to be expended and for what purposes.

Barnhart replied that the City was allotted \$500,711. She stated that she created a separate investment account for those funds. She stated that the current deadline for expenditures to be purchased and received is November 15th. She stated that the State has released lists of eligible expenses and provided details on the reimbursement and tracking process involved. She reviewed some examples of reimbursed expenses and noted that some larger cities are running their own small business grant programs. She stated that Medina is stocking supplies to ensure there is a sufficient supply of masks and other PPE for the future. She stated that the County and State are helping with things needed for the elections. She stated that staff has been setup to telecommute, with the proper equipment and software options being reviewed in case that 100 percent telecommuting is needed again in the future.

Martin commented that she appreciates that staff is walking the line conservatively to ensure that it does not overspend for items for which the City may not be reimbursed. She asked if there is anything that could be done to assist in accommodating in-person meetings at City Hall. She commented that the building itself is constrained and therefore was unsure if there are improvements that could be made within the limited windows for expenditures.

Pederson expressed appreciation to City staff for their thoroughness in preparing City Hall and staff to continue during COVID.

Anderson agreed that it would be tough to retrofit City Hall to hold in-person meetings.

DesLauriers stated that he too is working in the PPP world and commented that the reporting has not been finally approved to allow expenses to be submitted in the private sector. He commented that staff is doing a great job of managing these funds and encouraged staff to keep up the good work.

Martin commented that in the public sector the decisions are left to the auditors and therefore the opinions rendered may be much more cautious than those provided in the private sector.

Albers agreed that it would be best to continue to be conservative and be careful how those funds are spent to ensure expenses fall within the guidelines.

IX. MAYOR & CITY COUNCIL REPORTS (7:53 p.m.)

No comments.

X. APPROVAL TO PAY THE BILLS (7:54 p.m.)

Moved by Anderson, seconded by Pederson, to approve the bills, EFT 005592E-005607E for \$49,621.79, order check numbers 050468-050526 for \$504,111.96, and payroll EFT 0510380-0510406 for \$50,285.90.

A roll call vote was performed:

Pederson	aye
Anderson	aye
DesLauriers	aye
Albers	aye
Martin	aye

Motion passed unanimously.

XI. ADJOURN

Moved by Anderson, seconded by Pederson, to adjourn the meeting at 7:56 p.m.

A roll call vote was performed:

*Pederson aye
Anderson aye
DesLauriers aye
Albers aye
Martin aye*

Motion passed unanimously.

Kathleen Martin, Mayor

Attest:

Jodi M. Gallup, City Clerk