

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. July 13, 2020 with the Pledge of Allegiance. Council present: Mayor David Olson, Emily Krage, Cody Mathers, Tony Schultz, and Cheryl Sanden. Staff present: Brett Hurley, Michelle Quinn, Randy Thesing

Public Comment: None

Public Hearing: The time being 6:00 p.m. Mayor Olson opened the Public Hearing on Adopting Ordinances: Natural Gas Franchise Ordinance Renewal for the City of Houston. It was noted the City Attorney had reviewed the agreement and expressed no concerns. It is a standard boilerplate agreement. There being no further public comment, the Mayor closed the public hearing and Council reconvened in regular session.

Minnesota Energy Resources Franchise Agreement: Motion by Schultz, seconded by Sanden to adopt the Natural Gas Franchise Ordinance # 235 Renewal for the City of Houston. This ordinance repeals Ordinance #181 and will expire 25 years from adoption in 2045.

Lincoln Street Project Zenke Payment #2: Matt Mohs reported on pay estimate #2 for Zenke Inc. He noted retainage in the amount of \$21,674.19 is being held and the next pay request will be significantly more. He also provided a project update. It is expected concrete work will begin later in the week. Motion by Sanden, seconded by Schultz to approve the payment to Zenke, Inc. in the amount of \$282,958.28. Motion carried unanimously. It was noted on July 10th a Neighborhood Newsletter went out. The Mayor commented how residents appreciate the ongoing communication related to the project.

Mobile Food Unit Review: There have been no inquiries. It was the consensus of the Council to leave the process in place throughout the pandemic. Unless there are significant developments monthly reviews are to be suspended.

One-way Street/Elm Street: Chief Hurley provided an update related to the proposed Elm Street one-way. It was suggested that the one-way begin at Jackson Street instead of Jefferson and run east to Sherman Street. This change would allow better flow and utilization of the school parking spaces located on the south side of Elm Street. It was clarified that the pedestrian lane would terminate at the east side of the faculty parking area near the junction of Jackson and Elm Streets. Discussion was held. Council requested Chief Hurley speak with the school to request the gates on Elm at Sherman and Ellsworth streets be open during non-school hours.

Appointment of Election Judges: Motion by Mathers, seconded by Krage to adopt Resolution 2020-14 Appointing Election Judges for the 2020 Primary and General Elections. Motion carried unanimously.

Prairie Meadows Purchase Agreement: Motion by Krage, seconded by Schultz to approve the Purchase Agreement with Brian Jon Ohland for the sale of lot 7 of block 3 of Prairie Meadows Addition to the City of Houston and to authorize the signatures of Mayor David Olson and Clerk/Administrator Michelle Quinn on the purchase agreement and closing documents and adopt Resolution 2020-15 Authorizing Sale of Land Parcel 24.0577.000 Through Private Sale.

July 25 Parade: Vicki Hongerholt requested approval of permit to hold a parade. She shared information how the Miss Hoedown Scholarship pageant will take place. It will be a family only event held at the

bandshell. As part of the pageant she would like to host a parade consisting of the Hoedown Float carrying the outgoing court, current year pageant candidates and the candidate sponsors. The parade would be scheduled for Sunday, July 26 beginning at noon with a proposed route with staging on Kilborn Street, traveling west on Maple Street to Sherman Street, south to Elm Street and east returning to Kilborn Street. Per City Code §70.23 motion by Sanden, seconded by Schultz to issue a permit for said parade. Motion carried unanimously.

Nature Center Lead: On the recommendation of the Personnel Committee, motion by Sanden, seconded by Mathers to increase the rate of pay for the Nature Center Lead to \$14.50 per hour based on Mr. Langheinrich's exceptional performance of duties and those duties which exceed the scope of the original position description with regard to maintenance.

CARES Funding: Quinn provided an overview of CARES Act Funding purpose and limitations. Several proposed uses of the funding were presented. Discussion was held. Motion by Schultz, seconded by Sanden to enter into an agreement with CEDA for technical expertise in an amount not to exceed \$1,000, to utilize CARES Act Funds for said purpose, in addition to authorize the use of said funding for all pandemic related cleaning and sanitizing products, PPE, source limiting equipment, qualifying unemployment expenses, overtime expenses resulting from added sanitizing efforts, and for proposals as presented including a laptop for police. Motion carried unanimously.

The goal of engaging CEDA is to determine whether there are unmet financial needs of City businesses which would benefit from a City allocation of CARES Act Funding for business relief.

Proposal for Repair of New Community Center: Quinn reported the proposal received from Kevin Larsen Construction, LLC for the repair of the mansard which was damaged in April remained valid and, if accepted, completion of the repair work could schedule the work for the week of July 20th through 24th. It was noted the Insurance Company has inquired about the status of repairs as the City has received payment for the repair work. Motion by Schultz, seconded by Krage to accept the low quote submitted by Kevin Larsen Construction, LLC in the amount of \$6,448.78 and authorize the repair work be completed.

Change of Status: Fire Chief Skifton submitted written information outlining firefighters are required to serve one year and pass FF1/FF2/Hazmat training and certification prior to being granted regular status. Matt Fitting, Nate Hahn, Andy Halvorson, and Brian Werner have all met the required criteria to have their status changed from probationary to regular. Fitting and Halvorson will be eligible July 15, 2020. Discussion was held. Motion by Mathers, seconded by Sanden to change the status of Fitting, Hahn, Halvorson, and Werner from probationary to regular effective upon their respective 1-year service dates.

Fuel Cards: Quinn reported the City already has after-hours fuel cards. At present, one has been issued to Police. She requested authorization to issue fuel cards to both the Fire Department and Public Works. Both departments have potential need to be refueling after hours during the performance of their duties. Motion by Krage, seconded by Schultz to authorize the issuance of fuel cards to both the Fire Department and Public Works.

Community Center: Brief discussion was held regarding the project schedule and financing.

Carport in alley at 512 Spruce Street. West: Thesing expressed concern regarding plowing in the event the structure is allowed to remain. In addition, the structure impedes City Maintenance's ability to properly maintain the sanitary sewer. Allowing the structure to remain would also set a precedent. Motion by Sanden, seconded by Krage to request Chief Hurley speak with resident to learn intent ahead of the July 17th deadline for compliance and to consult the City Attorney regarding next step to abate the problem if there is a failure to comply.

409 East Cedar Street: Discussion was held. In the event written complaints are received a written notice of violation will be drafted and sent. Any notice will include a stipulation that future complaints will result in elevating the response to either criminal or civil suit. No action to be taken at present time.

Minutes & Bills: Motion by Schultz, seconded by Mathers to approve the minutes of the June 8, 2020 meeting. Motion carried unanimously.

Motion by Krage, seconded by Mathers to pay the bills as presented. Motion carried unanimously.

Department Reports:

Public Works: Thesing suggested disputing credit card billing for 3D target covers since they have not been received to date.

He also presented a quote received from Ole's Excavating for patching. When compared to pricing provided by another competitor Ole's Excavating is the low quote. Motion by Schultz, seconded by Sanden to accept the low quote for patching submitted by Ole's Excavating.

Ballfield signs need to be reviewed with removal of signs for non-renewals and sign hanging layout review.

Thesing reached out to Sugarloaf Ford to learn whether the Ford truck program would be happening again.

Finance: A Single Federal Audit will be conducted on July 21st for the Water Treatment Plant Project and the Semcac Housing Project which the City is a pass-through agency only.

Clerk/Administrator: See update which is on file.

Community Center Reopening: Discussion was held regarding limited re-opening of the Community Center. It was agreed that individuals and/or groups could use the Center if they are willing to check out a key at City Hall and return it when finished. Groups that may desire to utilize the facility include the ladies exercise group and one community member who likes to walk in the upstairs due to safety of footing. This will allow the custodian to focus cleaning efforts. Added hours will be required to clean the facility. Motion by Schultz, seconded by Sanden to authorize the use of CARES Act Funding for added cleaning required for the Center due to the pandemic. These hours are in addition to those regular hours of the custodian.

Adjourn: Motion by Sanden, seconded by Schultz to adjourn the meeting at 7:43 p.m. Motion carried unanimously.