

**REGULAR MEETING
OF THE COUNCIL OF THE
CITY OF VADNAIS HEIGHTS
MARCH 17, 2020**

The meeting of the Council of the City of Vadnais Heights was held on the above date and called to order by Mayor Gunderson at 7:01 p.m.

Everyone present stood and said the Pledge of Allegiance.

ROLL CALL

Upon roll call, the following members were present: Mayor Heidi Gunderson and Council Members: Craig Johnson, Bob Morse, Patricia Youker and Greg Urban.

The following members were absent: None.

Also present were: Kevin Watson, City Administrator, Tim Sandvik, Assistant City Administrator, Nolan Wall, Planning/Community Development Director, Jesse Farrell, Public Works Director, Bob Sundberg, Finance Director, Chris Hearnden, Interim Fire Chief, Erich Hartmann City Attorney and Peggy Aho, Deputy City Clerk.

Mayor Gunderson read her statement about “Declaring a Local Emergency in the City of Vadnais Heights” on March 16. She thanked staff for their diligence and urged Vadnais Heights citizens to follow the advice of the CDC, the Federal Government, the State of Minnesota and others. She also asked residents to check on their neighbors. She thanked the local businesses and citizens for so many acts of kindness.

City Administrator Watson provided several announcements.

APPROVAL OF AGENDA

Upon motion by Johnson, seconded by Morse, it was

20-03-048 “RESOLVED that the March 17, 2020 Regular Meeting Agenda be approved as amended.”

Ayes – 5 Nays – 0

The resolution was adopted.

APPROVAL OF MINUTES

A. March 4, 2020 Regular Workshop Meeting

Upon motion by Morse, seconded by Johnson, it was

20-03-049 “RESOLVED, to approve the March 4, 2020 Regular Workshop Meeting Minutes as presented.”

Ayes – 5

Nays – 0

The resolution was adopted.

B. March 4, 2020 Regular Council Meeting

Upon motion by Youker, seconded by Morse, it was

20-03-050 “RESOLVED, to approve the March 4, 2020 Regular Council Meeting Minutes as presented.”

Ayes – 5

Nays – 0

The resolution was adopted.

APPROVAL OF CONSENT AGENDA

Upon motion by Morse, seconded by Urban, it was

20-03-051 “RESOLVED, that the Consent Agenda Items #7A-7G for the March 17, 2020 meeting be approved as follows:

- A. Consider Approving Claims #79015 Through #79077 and Electronic Claims #1477 Through #1481 for Payment
 - 1. US Bank Payment in the Amount of \$4,264.25
- B. Consider Approving a Public Outdoor Event Permit for F&M Bank for their “Have Lunch With Us” Event on June 16, 2020
- C. Consider Approving a Soliciting/Permit for Custom Remodelers, Inc. including Naseem Burnham, Alex Brumbaugh, Jake Wagner, Nick Eastman, Nanel Mustefa, Ryan Sanford, and Jason Lowe
- D. Consider Accepting a Donation from the Dick DeBilzan Family
- E. Consider Accepting and Acknowledging 2020 Heritage Days Grants/Donations
- F. Consider Adopting Resolution Approving Non-Standard Street Design and Parking Restrictions for County Road D
- G. Consider Approving Recommendation on Hiring Public Works/Public Service Worker II Hunter Peterson.”

Ayes – 5

Nays – 0

The resolution was adopted.

to Greenbriar Street. Staff have reviewed the plans and specifications for the project and recommends approval.

Upon motion by Johnson, seconded by Youker, it was

20-03-053 “RESOLVED that the Council approves the resolution Approving the Plans and Specifications and Authorizing Advertisement of Bids with an April 16, 2020 Bid Due Date for the 2020-3 Improvement Project County Road D from Edgerton Street to Greenbriar Street as presented.”

Ayes – 5

Nays – 0

The resolution was adopted.

NEW BUSINESS

- A. Consider Approval of Resolution Stating Intent to Enter into a Grant Agreement with the Minnesota Pollution Control Agency for a 1D/2D Stormwater System Modeling Grant
Public Works Director/City Engineer Farrell gave an overview of the resolution before the Council for approval which accept matching a portion of the 1D/2D Stormwater System Modeling grant as a part of the MPCA EA Climate Adaptation Grant submitted on March 22, 2020 with a cost to the City of \$10,996. Farrell noted that the City applied for the grant to complete a City-wide 1D/2D stormwater model with SEH to be used in conjunction with regularly planned redevelopment and retrofit projects, to determine how such projects will impact the overall drainage patterns and flood activity within the City, to combat changes to the climate, and increase resiliency. He said that if the project is funded via the grant, the grant will cover 75% of the project costs which are anticipated to be \$43,985. Farrell noted that the 2020 Adopted Budget includes \$250,000 for surface water projects of this nature, and the City’s Surface Water Utility enterprise fund has a fund balance of approximately \$1,700,000.

Council Member Urban asked what the City gets out of doing this project because he doesn’t fully understand. Farrell replied the project, among other things, would help the City identify what neighborhoods might benefit from upsized sewers. Urban asked if this will look at the system capacity of the City’s system or will it be strictly looking at pipes or will it also look at ponds and ditches. Farrell replied that it will basically be looking at piping but eventually could get into to the infrastructure. Urban said that Farrell has brought a lot of these different approaches to the Council, and it is certainly good that the MPCA would cover 75% of the costs, but this is a tremendous amount of money, and he is not totally sure the City will get much out of this work. He asked if this will help the City Engineer do his job. Farrell replied yes and that it is helpful to have a high level analysis of the City’s systems to find where our weak spots are. Urban asked if this is approved by the Council, will Farrell bring it back to the Council with updates on the

progress. Farrell responded that he would. Council Member Johnson said that he would support this project.

Upon motion by Johnson, seconded by Urban, it was

20-03-054 “RESOLVED, that the Council adopts a resolution authorizing the City to enter into a Grant Agreement with the Minnesota Pollution Control Agency (MPCA) for a 1D/2D Stormwater System Modelling Grant as presented.”

Ayes – 5

Nays – 0

The resolution was adopted.

B. Consider Accepting a Bid for the Box Culvert Project

Public Works Director/City Engineer Farrell noted that the City has identified the need to perform significant maintenance at the box culvert beneath Oak Creek Drive West which is the last impediment to Lambert Creek before it gets to East Vadnais Lake. The work would include mobilization and preparation of the site including removal of a significant amount of sediment within the culvert. Staff met with the contractor onsite to discuss and evaluate the project. Farrell noted that this is a difficult and sensitive site and he believes that Frattalone is uniquely qualified to perform the work needed.

Farrell noted that the 2020 Adopted Budget includes \$250,000 for surface water projects of this nature and the City’s Surface Water Utility Enterprise Fund has a current fund balance of approximately \$1,700,000.

Council Member Morse asked what the plans are for closing the street in the project area. Farrell replied that staff will send out a letter to the nearby property owners about the project and how it may affect traffic in the area. He said that he believes that the traffic control won’t cause too much disruption to the community and that work will take about a week. Council Member Johnson stated that he supports doing this project.

Upon motion by Johnson, seconded by Morse, it was

20-03-055 “RESOLVED, that the Council accepts the quotes received from Frattalone Companies, Inc. for improvements and maintenance to the box culvert beneath Oak Creek Drive West at a cost of \$62,950.”

Ayes – 5

Nays – 0

The resolution was adopted.

C. Consider Declaration of Emergency

City Administrator Watson noted Minnesota Statutes Section 12.29, subd. 1 allows a governing body of a local government to extend the period of a local emergency which

was declared by the Mayor on March 16. Watson noted that before the Council are two resolutions. The first resolution is to authorize the City Administrator to make any and all expenditures necessary to deal with the local emergency; and the second resolution is to extend the period of local emergency through May 15, 2020.

Upon motion by Morse, seconded by Johnson, it was

20-03-056 “RESOLVED, that the Council authorizes the City Administrator to make any and all expenditures necessary to deal with the local emergency on behalf of the City of Vadnais Heights.”

Ayes – 5 Nays – 0

The resolution was adopted.

Upon motion by Johnson, seconded by Urban, it was

20-03-057 “RESOLVED, that the Council extends the local emergency through May 15, 2020 and declared that the local emergency invokes the City’s Emergency Management Plan, portions that are necessary for response to and recovery from the emergency be used, and that it recognize that in-person meetings of the City Council, Planning Commission and other commissions are not practical or prudent and directs that these meetings be conducted by telephone or electronic means.”

Ayes – 5 Nays – 0

The resolution was adopted.

D. Consider Designating an Emergency Management Committee and Approving Assignments

City Administrator Watson noted that staff are recommending that an emergency management committee be developed to react to the need for immediate decisions on City matters. Mayor Gunderson recommended that the Committee consist of herself, Council Member Johnson, City Administrator Watson, Assistant City Administrator Sandvik, Interim Fire Chief Chris Hearden and, if necessary, Public Works Director/City Engineer Farrell or Planning/Community Development Director Wall.

Gunderson noted that the Committee would meet as needed, potentially daily in the current environment and that all decisions will ultimately be brought back to the Council for consideration.

Upon motion by Youker, seconded by Morse, it was

20-03-058 “RESOLVED, that the Council approves the designation of an Emergency Management Committee to make real-time decisions as designed by the Mayor.”

Ayes – 5 Nays – 0

The resolution was adopted.

E. Consider Amending the 2020 Compensation/Employee Recognition Plan

City Administrator Watson noted that staff are recommending that language regarding Community Health Emergency Leave be added to the 2020 Compensation and Employee Recognition Plan. He reviewed the proposed new language.

Upon motion by Youker, seconded by Morse, it was

20-03-058 “RESOLVED, that the Council approves the amended 2020 Compensation and Employee Recognition Plan as recommended which incorporates a new section, Community Health Emergency Leave.”

Ayes – 5 Nays – 0

The resolution was adopted.

F. Consider Setting Tuesday, April 7, 2020 Workshop and Agenda

City Administrator Watson noted that the April 7, 2020 Workshop agenda may include a review of the Council’s goals adopted in 2019.

COUNCIL AND DEPARTMENT REPORTS

City Attorney Erich Hartmann noted that EBBQ’s office is continuing to watch the COVID-19 virus issue.

City Administrator Watson noted that staff are putting together a list of businesses that are doing things differently during this troubling time. He thanked staff for helping to navigate the issues and thanked the Council and the Mayor for being readily available.

Mayor Gunderson thanked all staff, fire, Sheriff's office, and the Council Members for their work and reminded people to be calm and be kind.

There being no further business, Council Member Johnson made a motion to adjourn the meeting at 7:39 p.m.

Respectfully submitted,

Kevin Watson, City Administrator

Approved