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CITY COUNCIL MEETING AGENDA
TUESDAY NOVEMBER 17, 2020

CITY COUNCIL MEETING TIME: 6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. ****Consent Agenda****
All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.
 - a. Approval of City Council Minutes from the October 20, 2020 Regular City Council Meeting.
 - b. Approval of City Council Minutes from the November 10, 2020 Special City Council Meeting.
 - c. Approval of Accounts Payable; Check Numbers TBA.
5. Set Agenda – Anyone Not on the Agenda can be Placed Under Open/Misc.
6. Reports of Boards and Committees by Council and Staff.
7. Discussion to Approve Payment of Routine and Previously Contracted Claims.
 - a. RESOLUTION 20-1117-2020
8. City Hall Renovation Update:
 - a. Consider approval of Alternate Bid Items.
9. Open/Misc.
10. Adjourn.

MINUTES OF A REGULAR MEETING OF THE
INDEPENDENCE CITY COUNCIL
TUESDAY, OCTOBER 20, 2020 –6:30 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a regular meeting of the Independence City Council was called to order by Mayor Johnson at 6:30 p.m.

3. PLEDGE OF ALLEGIANCE.

Mayor Johnson led the group in the Pledge of Allegiance.

2. ROLL CALL

PRESENT: Mayor Johnson, Councilors Betts (virtual), Spencer, McCoy and Grotting

ABSENT:

STAFF: City Administrator Kaltsas, Assistant to Administrator Horner

VISITORS: WHPS Chief Kroells

3. ****Consent Agenda****

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council Minutes from the October 6, 2020 Regular City Council Meeting.
- b. Approval of Accounts Payable; Checks Numbered 19944 and 19945, 20005 to 20028 (Checks Numbered 19946-20004 were not printed as a result of being out of order and will be used for next check run).

Motion by Spencer, second by McCoy to approve the Consent Agenda. Ayes: Johnson, Betts, Spencer, McCoy and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

4. SET AGENDA – ANYONE NOT ON THE AGENDA CAN BE PLACED UNDER OPEN/MISC.

5. REPORTS OF BOARDS AND COMMITTEES BY COUNCIL AND STAFF

Spencer attended the following meetings:

- Department of Fisheries meetings

Grotting attended the following meetings:

- None

McCoy attended the following meetings:

- None

Betts attended the following meetings:

- Chamber of Commerce Meeting (zoom)

Johnson attended the following meetings:

- Highway 55 Executive Meeting (zoom)
- Orono Healthy Youth Committee Meeting (zoom)
- Wright Hennepin Coop Annual Meeting
- Regional Council of Mayors Meeting (zoom)
- Orono School Board Meeting (zoom)
- Election Judge Training Webinar
- Chamber of Commerce Meeting
- Northwest League of Municipalities
- Regional Council of Mayors World Food Day Virtual Meeting
- Two Sessions of Toward Zero Deaths

Horner attended the following meetings:

- Met with BKV architects

Kaltsas attended the following meetings:

6. West Hennepin Public Safety Director Gary Kroells: Presentation of the September 2020 Activity Report.

Kroells stated at the end of September 30, 2020 West Hennepin Public Safety (WHPS) handled year-to-date a total 3,986 incident complaints. For the month of September, 269 incidents were in the city of Independence and 149 in the city of Maple Plain. He highlighted some incidents.

for a complete report see the City Council packet

7. City Hall Renovation Update:

- a. Review preliminary construction schedule and temporary office plans.

Kaltsas said the City has been working with our contractor on the coordination and timing of the project. Our contractor has provided the City with a tentative schedule and initial construction site plan. Based on the discussions and information provided, there will be an approximately 4-6-month period where access to the community room and City Hall offices will be limited. Staff is working on a plan to accommodate the construction and limit disruption to City services. It is currently anticipated that construction will commence immediately following the election.

The City has discussed the possibility of temporary relocating the City Hall office and public facing window in order to avoid construction conflict, additional costs with staging, temporary and frequent disruptions to service and to expedite the overall construction process. Staff has reviewed several options including bringing in a construction trailer, relocating offices to the WHPS side of the building and relocating offices to the Public Works front office. For a wide array of reasons, staff believes that relocating to the Public Works front office will be the most suitable and efficient option. Having access to our network, phones, a nonportable restroom and a front facing door are all benefits of temporarily relocating to this space versus other options. Staff will review the draft schedule with Council and the discuss the process, plans and timing of the project.

Kroells stated WHPS would convert the garage to the have a public area with window. He said it would not be that complicated. Johnson asked if there would be a space in the garage for public meetings? Kaltsas said he would have to look at it further to determine feasibility. McCoy suggested Council could come in the back

door and then have the actual meeting in the conference room. Johnson said it is nice that Staff can continue working until the offices are done without disruption to work time. McCoy said he liked the idea of fixing up Public Works and saving that rent money. Betts agreed that she liked the idea of using the Public Works building.

8. Cares Act Funding Discussion:

- a. Approval of Business Corona Virus Relief Grant Awards.
- b. Cares Act Funding Current Balance and Additional Organizational Funding Considerations.

Kaltsas said the City received \$283,505 dollars in federal Cares Act Funding. The City has already paid for eligible expenses relating to increased costs associated with operating during the pandemic. Eligible expenses include technology upgrades, a new data tower at City Hall, PPE supplies, additional cleaning costs, additional staff time due to remote conditions and printing and mailing of information to residents.

The City has expended approximately \$59,000 to date. The City is in the process of assessing and moving forward with several additional projects that would meet eligibility criteria and provide additional flexibility relating to navigating the pandemic and protecting City resources and staff. The City has also received requests from outside organizations for funding. Staff would like to further discuss funding outside organizations and remaining projects and expenses with City Council. As it relates to the information provided above, the City has determined that the encouragement and the financial support of economic development and redevelopment in the City is in the best interests of the health, safety, success and common welfare of the citizens of Independence. The 2020 COVID-19 Pandemic has presented significant challenges and economic impacts to many residents and businesses. In September 2020, the City Council made \$50,000 available to Independence businesses in the form of the Corona Virus Business Relief Grant Program.

Applications were directly mailed to as many local businesses known to be in existence within the City. As of the time this report was prepared, the City has only received one application. As a result of the limited number of applications received, staff is recommending that Council extend the program through November 5th. The proceeds from the Cares Act Funding needs to be utilized by November 15th, 2020. This will allow the City to continue to market the program and solicit additional applications.

It is recommended that the City Council approve the application from Ox Yoke Inn and award the requested grant in the amount of \$2,000. It is also recommended that the City extend the grant program until November 5th, 2020.

McCoy asked about the fire side and Kaltsas said that we do not pay fire directly. Betts said she thought there was a difference between fire and police and the police side is easier to process.

Johnson noted that we are in WeCAN territory and they have seen a lot of increased rent costs and people needing rent money and food. Spencer asked if organizations needed to provide a formal request and provide documentation of what they are spending the money on. Kaltsas said there is paperwork to process and document expenditures. He noted the City of Orono gave money to Orono schools. Johnson said he would like to give to the school districts. Kaltsas said we could create a proportional share for the districts.

Spencer said if the grant was not fully utilized maybe we could give 5k to fire, 10k to Orono and Delano schools, 5k to Rockford and Mound and 2500k to WeCAN and Delano Senior Center.

Johnson noted we heard from Ox Yoke but have there been any others. Kaltsas said that was the only one to date.

Kaltsas said there would be a formal resolution for this in the next City Council Workshop.

Motion by Spencer, second by McCoy to approve the Corona Virus Relief Grant Award to Ox Yoke Inn in the amount of \$2000.00. Ayes: Johnson, Betts, Grotting, McCoy and Spencer. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

7. OPEN/MISC.

8. ADJOURN.

Motion by Spencer, second by Grotting to adjourn at 7:40 p.m. Ayes: Johnson, Betts, Grotting, McCoy and Spencer. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

Respectfully Submitted,
Trish Gronstal/ Recording Secretary

MINUTES OF A WORK SESSION OF THE
INDEPENDENCE CITY COUNCIL
THURSDAY NOVEMBER 10, 2020 –7:00 A.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a work session of the Independence City Council was called to order by Mayor Johnson at 7:00 a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

PRESENT: Mayor Johnson, Councilors Betts (zoom), Spencer, Grotting (zoom) and McCoy

ABSENT: None

STAFF: City Administrator Kaltsas, Public Works Supervisor Bode, Assistant to Administrator Horner, City Attorney Vose (zoom)

VISITORS: WHPS Chief Kroells (zoom), Vince Velie (zoom), Attorney Mark Theirot (zoom), ABDO Steve McDonald

4. APPROVAL OF ACCOUNTS PAYABLE;

Checks Numbered 19971 to 20004 & 20029-20042 (Checks Numbered 19944-2004 were previously missed and are now being used. Checks numbered 19947-19970 were voided due to a printer malfunction error)

Motion by McCoy, second by Spencer to approve the accounts payable. Ayes: Johnson, Betts, Spencer, McCoy and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

5. DISCUSSION REGARDING COMPLIANCE OF THE CONDITIONAL USE PERMIT GRANTED FOR THE PROPERTY LOCATED AT 3315 COUNTY ROAD 92 N. (PID NO. 09-118-24-34-0004).

Johnson noted that Staff said the neighbors were not notified and thoughts on rescheduling. It was noted that Council may benefit from input from neighbors. Velie and his attorney weighed on optional dates that would work for them in the rescheduling of this item.

Motion by McCoy, second by Spencer to table the Discussion of the CUP regarding the property at 3315 County Road 92 N until the December 1, 2020 Council meeting at 6:30 and will be conducted through zoom. Ayes: Johnson, Betts, Spencer, McCoy and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

6. GENERAL ADMINISTRATION:

a. 2021 Budget/Finance

- o Final Budget and Levy Review/Discussion

Kaltsas said the recycling contract will be approved at the next meeting. He noted the highest priority right now is to get the bonding bill passed for local roads. 60k was what received prior and that would be very helpful if approved again. LMC has noted workmen's comp will be going up this next year. Vehicles and

other liabilities should remain flat. Betts said she would like to see us remain about where we are with the financials. Grotting said it was a good discussion and he liked where things are at. Johnson noted there is not a change in valuation between the time started and the next meeting. Spencer said the policy has been that when values skyrocket, we use that time to capture funds from when we treated property owners reasonably during those skyrocketing times. Kaltsas said values in Independence are undervalued to market. Grotting noted that the outer ring reacts more quickly based on economy than the rest of the metro area. Kaltsas said it would be brought back at the December 1, 2020 meeting.

b. City Hall Facility Renovations Update

o Review and Discussion of Add Alternates

Kaltsas noted staff will be relocated temporarily to Public Works. Public Works is getting a refresh to allow for suitable office space for Staff. Kaltsas addressed the add alternates (see comments below):

Alt. 1: (Pavement behind City Hall). Johnson asked how many parking spaces would be lost when the new gates will be put up. Kaltsas said it should not be too many that are lost but did not have a definitive number yet. Spencer said that would be good for rainwater capture and could possibly be an opportunity for an Eagle Scout project or something to make it more interesting than just a mowed grass area. Kaltsas said that was an interesting idea. Kroells said the only negative is the generator control box that maybe could be screened off.

Alt. 2. Kaltsas said the conference room would be getting new millwork and carpet. Kaltsas asked if the old tv cabinet could be removed as it is no longer used. The countertop will be updated. Kaltsas noted the estimated cost is 5k but he is confident it will be less than that and feels it would be nice to have the upgrades to make it match the rest of the building.

Alt. 3. Kaltsas said the contractor asked about adding ceiling fans in the lobby that will help the air move. They are around 10k and are large industrial type slow moving fans that will make the space more comfortable. Betts asked about possibly venting the space instead. Kaltsas noted it will have all new mechanicals and this would be an upgrade to help with the airflow. McCoy said he would rather spend 10k now rather than 20k later. Johnson said with the high ceilings it makes sense to him. McCoy said the air quality would be better. Johnson said it would keep the heat from settling up in the ceiling. Grotting said he agreed more with Betts view and just going with the forced air system. Spencer said he thought the price was not unreasonable and also thought it would look really nice.

Alt. 4. Kaltsas noted the carpet will be replaced in the offices in WHPS.

Alt. 6: Kaltsas noted the raised planter but recommends cutting it out of the plans. He said it was too expensive and one could be done later for 3-5k on the side. Spencer said he would rather see the space first and then revisit it as it can easily be done later. Betts agreed with Spencer's comments.

Alt. 7: Kaltsas noted in the same patio area that there could be tile stone that will match the tile in lobby instead of plain cement. By providing a seamless look. He said it was a nominal cost in the scheme of things. Spencer said he likes the idea of extending the tile out and then revisiting the planter later. Betts noted moss could accumulate which could be a big maintenance problem. She liked the idea as long as it was not going to be more work. Grotting asked what the bid for 13k included. Kaltsas said it was for restoration and removal. Grotting said he appreciated Betts comments but likes the idea of extending the tile out.

McCoy asked about the new maintenance building. Kaltsas said he just got the plans and will be going out for bids. He said the challenge is adding ambulance changes the occupancy rating requiring a firewall separation

and storm shelter. Kaltsas said they are working on a lease agreement with North Memorial which could be substantial revenue and a long-term lease. He said the bidding will go out within the next few weeks.

c. Administration

o Cares Act Money Distribution

Kaltsas noted the deadline is November 15th to submit costs. He said public safety payroll is a legitimate cost for this and Kroells has come up with the numbers for that. Kaltsas said it would be a one-time reimbursement for WHPS payroll. This would zero us out and we could then redistribute to other organizations. Kaltsas noted the City was looking at card readers and security cameras as part of the funding as well. Kaltsas noted only one local business applied for the funding.

Motion by Betts, second by Spencer to approve the Cares Act Money Distribution Plan. Ayes: Johnson, Betts, Spencer, McCoy and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

o 2021 Public Works Capital Purchase of New Pickup Truck

Kaltsas said there will be a new truck purchased for Public Works and this was all part of the capital equipment plan for 2021. It will be a ¾ ton with a full cab and 4 doors. It has been adequately budgeted for to be purchased in 2021 and Staff has researched and found the lowest priced one at 47k which is a 2021 F250. Kaltsas said the City would like to keep the S10 pickup as the trade-in price was very low. He noted it would be an opportunity to have 3 pickups which would be useful. Bode said the 4 doors would be very beneficial. Spencer asked if there was another charge with the plow. Bode said it did not include a plow but that would be separate pricing. Bode said a plow would be around 6k. Kaltsas said a plow is budgeted for but not in the capital plan budget. Bode said it makes plowing cul-de-sacs easier.

Motion by Spencer, second by Betts to direct Staff to purchase the Ford F250 as described and to retain the S10 for use as well in Public Works. Ayes: Johnson, Betts, Spencer, McCoy and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

7. MISC.

Kaltsas noted the Providence Homeowners Association took a formal vote and requested that the City not restripe the road. They feel traffic speeds have slowed without the striping. Spencer said that since it was an original bike path so if it was not striped does that change the fact that is a bike path. Betts noted that road was widened to make that extra path. She said a lot of walkers on this road don't live in Providence and the walkers want the path. Betts said this road is not only for Providence homeowners and these other walkers from other areas like the striping. She said she would like to see the striping continue because once it's gone its much harder to put back.

Kroells said he agrees with McCoy that when it is not marked the speed limit goes up. He noted the speed limit was lowered to 25 because of the addition of the bike lane and if that is removed than the speed limit has to go back up to 30.

Johnson agreed with Betts that once we don't do it, it will be much harder to put back. He noted without the striping there is no safe space to walk and bike. He said it is a public road not private for one area. Spencer agreed that the speed limit argument makes sense.

Grotting asked why the association doesn't like it. Kaltsas said they don't like it aesthetically and they feel it slows people down without it although there is no data to support that. Grotting asked about different designs and Kaltsas said that has been done but the design used is the best one that addressed all requirements. Betts noted people are more apt to park without a stripe. Johnson stated it was a public road and we need to do what is right for the City and all residents.

Motion by Betts, second by Spencer to direct Staff to continue to stripe the road which is not an exclusive road to Providence homeowners and is used by other residents as well noting the speed limit would be increased without it . Ayes: Johnson, Betts, Spencer, McCoy and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

4. Adjourn

Motion by McCoy, second by Spencer to adjourn at 8:33 a.m. Ayes: Johnson, Betts, Spencer, McCoy and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.

Respectfully submitted,

Trish Gronstal, Recording Secretary

BUDGET MEMO

TO: CITY ADMINISTRATOR
FROM: AEM FINANCIAL SOLUTIONS, LLC
SUBJECT: BILL PAYMENT RESOLUTION
DATE: 11/13/20

Requested City Council Action

Consider approval of the proposed resolution allowing routine and previously contracted bill payments prior to scheduled City Council meeting dates and payment claim listing will be provided at the subsequent council meeting.

Background

To eliminate late payments, the proposed resolution allows the City Administrator to approve claims payments before council meetings. The City Administrative Official will present to the City Council at the first council meeting after payment of claims a list of the claims paid and an explanation of the payment.

Attachments: RESOLUTION 20-1117-01



RESOLUTION NO. 20-1117-01

**A RESOLUTION APPROVING THE DELEGATION OF
AUTHORITY FOR PAYING CLAIMS**

WHEREAS, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorize the City to delegate authority to pay certain claims against the City by a City Administrative Official:

WHEREAS, the City Administrator is a City Administrative Official;

WHEREAS, the City of Independence desires to authorize the City Administrator to pay all routine and previously contracted claims that the City Administrator deems just, correct, and valid;

WHEREAS, all checks drawn for payment of claims must be signed by the City Administrator and the Mayor:

WHEREAS, the City Administrator will present to the City Council at the first council meeting after payment of claims a list of the claims paid and an explanation of the payment.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Independence, Hennepin County, Minnesota as follows:

That the City Administrator of the City of Independence is authorized to pay all claims presented to the City if in the City's Official's discretion, the claims are just, correct and valid.

This resolution was adopted by the City Council of the City of Independence on this 17th day of November 2020, by a vote of ___ ayes and ___ nays.

Marvin Johnson, Mayor

ATTEST:

Mark Kaltsas, City Administrator

City of Independence
City Hall Renovation Alternate Approvals

To: City Council
From: Mark Kaltsas, City Administrator
Meeting Date: November 17, 2020

Discussion:

The City Hall bids included a series of add alternates that staff would like to review with Council. The City bid the following add alternates:

1. Community room parking lot: Remove existing asphalt and base course, prep soils and install seed for limits indicated on landscape planting plan.
2. Millwork in Conference 127 (large conference room): Remove and replace existing millwork countertops at north and south side of the room with solid surface SSQ-1.
3. Ceiling fans in Lobby A and Lobby B: Provide (1) 84" dia. fan at Lobby A and (2) 84" dia. fans at Lobby B. Hunter Trak model, no light, 54" rod, medium gray. <https://www.hunterfan.com/pages/industrial-commercial-ceiling-fans-trak>
Our engineers have proposed these as an optional feature to address air stratification in the lobby spaces, given their height and our skylights. Spaces will be comfortable without these fans, which would specifically move warm air down from the ceiling rather than letting it naturally rest at the level of the trusses.
4. Replace carpet and base at eleven rooms in West Hennepin Public Safety, as indicated on the drawings. Work includes:
 - a. Removal of existing sheet carpeting and adhered carpet base. Includes portion requiring cutting around existing millwork to remain at open office areas.
 - b. Wall patching and repair at gwb partitions, including paint touch ups.
 - c. Installation of new carpet and resilient wall base.
6. This alternate and the associated pricing was identified to be inaccurate at the time the bids were provided. Staff will not be recommending approval of this alternate and will want to revisit the raised planter beds adjacent to the rear patio at a future time with Rochon Corp.
7. Use similar stone tile in lieu of concrete to match interior flooring on the rear patio spaces.

Alt #1 Cmty Pkg Lot	\$13,850.00
Alt #2 Millwork Top	\$5,120.00
Alt #3 Destrat Fans	\$9,850.00
Alt #4 Cpt/Base at WHPS	\$22,300.00
Alt #5 NOT USED	
Alt #6 Raised Planting Bed	\$23,100.00
Alt #7 East Patio Finish	\$3,650.00
Alt #8 NOT USED	

Based on staff and Council discussion at the most recent workshop, staff is recommending the following alternatives to be approved by City Council:

Alternate #1:	\$13,850
Alternate #2:	\$5,120
Alternate #3:	\$9,850
Alternate #4:	\$22,300
Alternate #7:	\$3,650
TOTAL:	\$54,770

City Council Recommendation:

It is recommended that the City Council approve Alternates 1, 2, 3, 4 and 7 and authorize the City Administrator and Mayor to execute the requisite contract documents adding those alternates to the contract scope.