

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, MARCH 23, 2020

5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
7:00 P.M.

MINUTES

1. CONVENE CITY COUNCIL REGULAR MEETING

Mayor Zerby called the meeting to order at 7:00 P.M.

DUE TO THE CENTERS FOR DISEASE CONTROL'S RECOMMENDATION AND PURSUANT TO MN STATUTE §13D.02 THE SHOREWOOD CITY COUNCIL MEETING WAS HELD ELECTRONICALLY

A. Pledge of Allegiance

B. Roll Call

Present: (At City Hall): Mayor Zerby; City Administrator Lerud, Director of Public Works Brown, City Attorney Keane; (Via electronic means): Councilmembers Johnson, Labadie, Siakel, and Sundberg; City Clerk/HR Director Thone; Finance Director Rigdon; Planning Director Darling; and City Engineer Budde.

Absent: None

C. Review Agenda

Siakel moved, Labadie seconded, approving the agenda as presented.

Roll Call Vote:

Johnson – Aye
Labadie – Aye
Siakel – Aye
Sundberg – Aye
Zerby – Aye

Motion passed 5/0.

2. CONSENT AGENDA

Mayor Zerby reviewed the items on the Consent Agenda.

Siakel moved, Sundberg seconded, Approving the Motions Contained on the Consent Agenda and Adopting the Resolutions Therein.

A. City Council Work Session Meeting Minutes from March 9, 2020

B. City Council Regular Meeting Minutes from March 9, 2020

- C. **Approval of the Verified Claims List**
- D. **Authorize Expenditure for Public Works Equipment, One Wood Chipper,**
- E. **Presidential Nomination Primary Election Update**

Roll Call Vote:

Johnson – Aye
Labadie – Aye
Siakel – Aye
Sundberg – Aye
Zerby – Aye

Motion passed 5/0

3. MATTERS FROM THE FLOOR

Mayor Zerby noted that because this meeting is being held virtually there will be no Matters from the Floor, but encouraged resident to reach out to the Councilmembers if they had any issues that they would like to see brought up at the next Council meeting.

4. PUBLIC HEARING - NONE

5. REPORTS AND PRESENTATIONS - NONE

6. PARKS

A. Report on the March 10, 2020 Park Commission Meeting

Planning Director Darling gave an overview of the action that took place at the March 10, 2020 Park Commission meeting as reflected in those minutes. She noted that the Park Commission selected Back to the Future for the Movie in the Park on August 28, 2020.

7. PLANNING - NONE

8. ENGINEERING/PUBLIC WORKS

A. Authorization to Prepare Feasibility Report and Preliminary Design for Shorewood Oaks Drainage, City Project 20-04

City Engineer Budde explained that a drain tile system was installed in 1987 below the streets of the Shorewood Oaks development. He noted that they believe the drain tile was intended to serve sump pumps from residential homes. He stated that over the years there have been several instances where sump pumps have been unable to discharge enough water into the drain tile. He stated that this area of the City was included in the draft Western Shorewood Drainage Study. He stated that the recommendation is to disconnect the sump pump lines and install a catch basin in the boulevard. He stated that staff is asking for authorization to prepare the feasibility report and preliminary design for this project and noted that this had already been included in the CIP. He gave a brief overview of how they intend to survey and gather information from each home to ensure they do not forget anything.

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Councilmember Johnson stated that some of the neighbors in Shorewood Oaks have taken it upon themselves to video their lines to confirm that they were connected to the system. He asked if that would be taken into consider as part of this or after the feasibility study.

City Engineer Budde stated that information would be explored as part of the questionnaire they are sending out to residents. He stated that if the residents can share that information, the City may not have to repeat the work.

Johnson moved, Labadie seconded, Adopting RESOLUTION NO. 20-025, “A Resolution to Prepare a Feasibility Report and Preliminary Design for the Shorewood Oaks Drainage Project, City Project 20-04.”

Roll Call Vote:

Johnson – Aye

Labadie – Aye

Siakel – Aye

Sundberg – Aye

Zerby – Aye

Motion passed 5/0

9. GENERAL/NEW BUSINESS

A. Emergency Proclamation

City Administrator Lerud explained that on March 17, 2020, Mayor Zerby signed an Emergency Declaration in response to the COVID-19 outbreak. He explained that adopting this resolution will formalize the measures outlined in the emergency declaration. He stated that Planning Commission meetings will only be held if needed, but noted that there may be a need for a meeting in late April or early May in order to comply with the 60-day rule for an application. He noted that Park Commission meetings have been cancelled until further notice. He stated that all City buildings have been closed to the public. He gave an overview of the two items that were added after the original version was distributed in the packet. He stated that the first addition is that there will be no fees or charges assessed for late payments until December 31, 2020. He explained that the second addition to the proclamation is that the City will not issue any solicitor, transient merchant, peddler permits, effectively immediately, and will last until the cessation of the emergency.

Labadie moved, Johnson seconded, Adopting RESOLUTION NO. 20-026, “A Resolution Declaring an Emergency and Strategies to Protect Residents.”

Roll Call Vote:

Johnson – Aye

Labadie – Aye

Siakel – Aye

Sundberg – Aye

Zerby – Aye

Motion passed 5/0

10. STAFF AND COUNCIL REPORTS

A. Administrator and Staff

1. December 2019 General Fund Budget Report

Finance Director Rigdon gave a brief overview of the December 2019 General Fund Budget Report and noted that although it was not finalized, it had been audited, so he does not expect it to change much. He stated that there will be a formal presentation by the auditors on April 27, 2020.

Johnson moved, Labadie seconded, Accepting the December 2019 General Fund Budget Report as presented.

Roll Call Vote:

*Johnson – Aye
Labadie – Aye
Siakel – Aye
Sundberg – Aye
Zerby – Aye*

Motion passed 5/0

Other

Public Works Director Brown stated Public Works still has a full staff and work is continuing to work, at this point. He stated that he met with Emergency Manager, Mike Meehan, the Fire Chief as well as Public Works Superintendents for Tonka Bay and Excelsior. He stated that they discussed assisting each other if any of the cities became short staffed as a result of the COVID-19 outbreak. He noted that they are trying to minimize home visits, but other services should be relatively uninterrupted or changed. He asked that the Council pass along any information or concern from residents that they may hear about.

Planning Director Darling gave an overview on the procedures that have been put into place for collecting planning and building permit applications as well as inspections. She explained that they do have to carry on doing the majority of their work even if City Hall is closed. She stated that there is an application drop box that has been placed just outside the door that will be collected a few times per day. She stated that new home inspections will be proceeding as usual, however, the inspectors need to be unaccompanied during their inspections. She noted that there are some inspections that will be able to be handled via video conferencing rather than in person.

City Administrator Lerud stated that the information shared by Public Works Director Brown and Planning Director Darling are also available on the City website along with additional information pertinent the COVID-19/Coronavirus. He stated that the City Hall building is staffed during normal working hours, but the doors will be locked and it is not open to the public.

B. Mayor and City Council

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Councilmember Labadie reiterated Mayor Zerby's recommendation for residents to contact the Councilmembers with any concerns or issues that they would like the Council discuss, since there will not be any Matters from the Floor right now. She assured residents that the Council will do its best to address their concerns.

Mayor Zerby read aloud the following statement:

The City remains committed to maintaining vital and essential services for our residents. We are also committed to maximizing communication and up to date information to residents on matters pertaining to public safety, health facilities and availability of services. All forms of communication will be used to get these messages across. Even though City Hall is closed, it is important to know that City staff are working on location and remotely and are available by e-mail or phone. Our City Hall hours are normally Monday through Friday 8:00 a.m. to 4:00 p.m. and our main phone number is 952- 960-7900. Messages can be forwarded to the appropriate department. Any service request from the public can be made using SeeClickFix, either by mobile application or web application. This system is monitored Monday through Friday during regular business hours. The Shorewood Community and Event Center is closed and believes they are no longer accepting reservations. Planning and Zoning Counter is currently closed for in person consultation but the public can communication with staff via e-mail or phone. The City can accept materials electronically as well as paper submittals via the drop box or mail. You can visit the City website for the e-mail addresses. Police, Fire and public departments are working to keep their staff safe while continuing to provide essential services. New policies are being created to prepared for staff shortages if needed and communication with surrounding cities is happening to balance the needs of ourselves and our sister cities. With warm weather rapidly approaching it will be increasingly important to keep social distancing in affect for all ages. While the very young are less vulnerable, they are able to spread the virus to those who may be at risk. Our parks and trails remain open for casual use. Please continue to follow all CDC and State recommendations of helping prevent the spread of COVID-19 and stay alert for changing information on our City services. Stay safe and remember to reach out to friends, family, and neighbors using phone calls, video conferencing, and social media as much as possible.

11. ADJOURN

Labadie moved, Siakel seconded, Adjourning the City Council Regular Meeting of March 23, 2020, at 7:30 P.M.

Roll Call Vote:

Johnson – Aye
Labadie – Aye
Siakel – Aye
Sundberg – Aye
Zerby – Aye

Motion passed 5/0

ATTEST:

Scott Zerby, Mayor

Sandie Thone, City Clerk