

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**March 24, 2020
7:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call

*Dave Bartholomay, Mayor
Matt Percy, Council Member
Jennifer Rauner, Council Member
Dean Goldberg, Council Member
Steve McChesney, Council Member
Patrick Antonen, City Administrator*

3. Setting of Agenda **Note:** Consent Agenda items will be acted on with one motion unless a council member requests their placement on the regular agenda -
4.
 - a. Taxpayer Comments
 - b. Council Member Comments
 - c. Mayor Comments

5. COMMITTEE REPORTS

- a. Utilities Commission
- b.

6. COUNCIL BUSINESS

- a. Consent Agenda

Item

Action

- | | |
|---|---------|
| 1. Minutes 3/10/20 Regular Council Meeting (Enclosed) | Approve |
| 2. General Fund Disbursements (Presented at meeting) | Approve |
| 3. Police Disbursements (Presented at meeting) | Approve |
| 4. Fire Disbursements (Presented at meeting) | Approve |
| 5. | Approve |

Council Action _____

- b. COVID -19 Update (verbal)

Council Action _____

- c. Update on 2020 Census (verbal)

Council Action _____

7. **ADJOURNMENT**



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March 20, 2020

Re: Determination that In-Person Meetings are not Practical or Prudent Because of a Health Pandemic or Emergency

To: All Interested Parties:

The coronavirus (COVID-19) has been declared a health pandemic and national, state, and local emergencies have been declared. As a result, as the City's Chief Administrative Officer, I am declaring that it is not practical or prudent to hold City Council meetings in person until such time as the State of Minnesota is determined to no longer be in a state of emergency or this determination is terminated sooner by action on behalf of the City Council. The basis for this determination is as follows:

- On January 31, 2020, the Secretary of the U.S. Health and Human Services declared a public health emergency in response to COVID-19;
- On March 11, 2020, the World Health Organization (WHO) recognized the global outbreak COVID-19 as a pandemic;
- On March 13, 2020, President Donald J. Trump proclaimed the outbreak of COVID-19 in the United States a national emergency; and
- On March 13, 2020, Governor Timothy J. Walz issued Executive Order 20-01 under Minn. Stat. Ch. 12 declaring the outbreak of COVID-19 in Minnesota a peacetime emergency. On March 16, 2020, the Minnesota Executive Council extended Executive Order 20-01 for 30 days.

Pursuant to Minn. Stat. § 13D.021, meetings of a public body subject to Minnesota's Open Meeting Law may be conducted by telephone or other electronic means if the Commission's "presiding officer, chief legal counsel, or chief administrative officer . . . determines that an in-person meeting or a meeting conducted under [Minn. Stat. §] 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under [Minn. Stat. Ch.] 12." While this determination is effective, all City Council and Commission meetings may be conducted by telephone or other electronic means.

Sincerely,

Patrick Antonen
City Administrator

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**Wednesday, March 10, 2020
7:00 p.m.**

1. CALL TO ORDER

Mayor Bartholomay called the meeting to order at 7:45 p.m.

2. ROLL CALL

Also present were Council Members Goldberg and Rauner and City Administrator Antonen. Council Members McChesney and Percy were absent.

3. SETTING OF AGENDA

There were no changes to the agenda.

4. COMMENTS

a. Taxpayer Comments

There were no taxpayer comments.

b. Council Member Comments

Council Member Goldberg reminded the public about a 2020 Census focus meeting on March 24. He also mentioned he has a background in infectious diseases and commented that he and the city administrator will attend a League of Minnesota Cities meeting on cities' preparation for the COVID-19 virus. Goldberg noted that he is a consultant for a number of homeless shelters that are also putting together a process for preparations.

City Administrator Antonen mentioned the city's Emergency Response Plan is currently being updated as it has in the past with the Avian flu, SARS, Swine flu and Y2K. He said the COVID-19 information, including potential issues, is being added. Antonen said he also has other cities' plans and is consulting with the League of Minnesota Cities to help incorporate all of that knowledge into Circle Pines' plan.

Council Member Rauner asked if the plan includes the possibility of emergency responders needing to be quarantined for a number of days. Antonen said staff

will meet with the police chief tomorrow and fire department as soon as possible. He said Centennial Lakes Police Department is the city's emergency manager so they will be heavily involved in this.

Mayor Bartholomay asked if this would include links on the city website to the Minnesota Department of Health or the CDC. Antonen said a section would be developed on the city website.

Antonen commented this could potentially interrupt city services and it is possible city hall could be closed to the public, but all options are being considered. He said it is important for staff to be protected in order to execute the essential operations of the city.

Bartholomay mentioned he works for the state and there are preparations there as well to assist with what may be necessary to keep operations running. He suggested adding links on the city website to information from the Minnesota Department of Health and the CDC.

c. Mayor Comments

Mayor Bartholomay commented on the following:

- Monthly Coffee and Carbs with retired firefighters
- Retirement party for Deputy Fire Chief Dave Bruder
- Census presentation to Centennial School Board March 23
- Thanks to Council Member Goldberg for his 2020 Census efforts and leadership

5. COMMITTEE REPORTS

There were no committee reports.

6. COUNCIL BUSINESS

a. Consent Agenda

Items included:

1. Minutes – 2/12/20 Regular Council Meeting
– 2/26/20 Regular Council Meeting
2. General Fund Disbursements
2. Police Disbursements
3. Fire Disbursements
4. Licenses

Council Member Goldberg asked that his comments in the 2/26/20 minutes under Item 6.b. be amended to reflect that he said Option D was best as it was

the most beautiful route and it also has the most bridges and boardwalk areas, i.e., the most expensive, so we need to consider that in the ultimate decision.

MOTION: Rauner moved, seconded by Goldberg, to approve the Consent Agenda as amended. **Motion carried 3-0.**

b. Ordinance No. 159 Amending Chapter 12, Section 1210.04A to Repeal Chapter 1306

City Administrator Antonen explained that recently staff was alerted to an issue with an optional section in the City Code. He noted that currently the city is finishing a cold storage building of roughly 4,000 square feet at the Public Works facility.

He said in 2004, the city adopted an optional section of the code that would require a building of this type use to be sprinkled. Antonen said the new building will be used to store water and gas meters and supplies for the Utilities departments with nothing flammable in the building, so potentially sprinkling a building like this that is only cold storage would be a waste of taxpayer funds.

Antonen said he consulted with the city attorney and it was determined the city could repeal the option in the City Code which would revert requirements back to the State Building Code that requires buildings of this type use over 12,000 square feet to be sprinkled.

He said the requested action is to approve the first reading of the ordinance that would repeal the optional section of the State Building Code. Antonen added that if the council desires, it could also decide to waive the second reading and order summary publication.

Mayor Bartholomay mentioned he was here in 2004 and is fine with getting rid of the optional piece that was added then, but is not necessary and it is a good idea to repeal that part.

Antonen commented that the sprinkling requirements are in Section 903.2.9 of the Minnesota State Building Code that the city has adopted, and this was an optional provision on top of that.

Council Member Rauner asked how this applies to potential new buildings such as the Down Under site or if the mall were to be redone. Antonen said the key is the type of use and those are commercial uses. He said Casey's is a commercial use of a certain size with a kitchen, so required a sprinkler. He added that the new library also required a sprinkler.

It was noted the optional provision only applied to storage buildings.

Rauner asked if it might be prudent to have some sort of signage on the building to prohibit flammable items from being stored there. Antonen said there is currently a flammable storage room at the Public Works facility where those items are stored. He said items that were previously stored outside and were subject to the weather will now be stored inside to hopefully extend their usefulness to the city.

Council Member Goldberg asked what the cost of a sprinkler system would be. Antonen said it would be roughly between \$40,000 and \$60,000. He noted the building cost \$80,000 to build so a sprinkler system is almost that. He said the building is a completely enclosed, wood frame, metal structure, unheated and uninsulated.

Goldberg commented that council members owe it to the citizens of Circle Pines to be cognizant of their safety from a fire perspective and this structure is all metal so he is not worried about the safety issue, but he thinks the council has an obligation to the city to spend its dollars wisely. For that reason, he said, and the fact that there seems to be no safety risk, it seems prudent to do this. Rauner and Bartholomay agreed. Antonen pointed out there will be insurance on the building.

MOTION: Rauner moved, seconded by Goldberg, to approve First Reading, waive Second Reading and order Summary Publication of **Ordinance No. 159**, an Ordinance Amending City of Circle Pines City Code Chapter 12, Section 1210.04 to Repeal Sections of the Minnesota State Building Code. **Motion carried 3-0.**

7. ADJOURNMENT

MOTION: Goldberg moved, seconded by Rauner, to adjourn the meeting at 7:28 p.m. **Motion carried 3-0.**

Mayor

Clerk

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
03/20	03/11/2020	13117	AXON ENTERPRISE, INC	BODYCAM/TECHNOLOGY	10,446.00
03/20	03/11/2020	13118	CENTENNIAL UTILITIES	FEB UTILITIES	639.27
03/20	03/11/2020	13119	OFFICE OF MN IT SERVICES	WAN SERVICES FEBRUARY	43.20
Grand Totals:					<u>11,128.47</u>

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period
03/11/2020										
11685 AXON ENTERPRISE, INC										
AXON ENT	11685	SI-1643	1	Invoi	BODYCAM/TECHNOLOGY	03/11/2020	03/11/2020	10,446.00	901-42-2100-315	03/20
Total 11685 AXON ENTERPRISE, INC:								10,446.00		
30480 CENTENNIAL UTILITIES										
CENTENNI	30480	031120	1	Invoi	FEB UTILITIES	03/11/2020	03/11/2020	639.27	901-42-2100-380	03/20
Total 30480 CENTENNIAL UTILITIES:								639.27		
150250 OFFICE OF MN IT SERVICES										
OFFICE OF	150250	DV2002	1	Invoi	WAN SERVICES FEBRUARY	03/11/2020	03/11/2020	43.20	901-42-2100-386	03/20
Total 150250 OFFICE OF MN IT SERVICES:								43.20		
Total 03/11/2020:								11,128.47		

3/11/2020 GL Period Summary

GL Period	Amount
03/20	11,128.47
Grand Totals:	11,128.47

Grand Totals: 11,128.47

Report GL Period Summary

GL Period	Amount
03/20	11,128.47
Grand Totals:	11,128.47

Vendor number hash: 192415
 Vendor number hash - split: 192415
 Total number of invoices: 3
 Total number of transactions: 3

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	11,128.47	.00	11,128.47
Grand Totals:	11,128.47	.00	11,128.47