

RESOLUTION NO. 2020-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORONOCO,
MINNESOTA APPROVING EXPENDING CARES ACT FUNDS FOR EMPLOYEE
SALARIES RELATED TO THE PANDEMIC, FOR ENGINEERING COSTS AND FOR
ATTORNEY'S FEES RELATED TO THE CITY'S PANDEMIC RESPONSE THE
STAFF TIME**

WHEREAS: The COVID-19 pandemic requires that the City utilize alternate staffing methods to promote social distancing, and also related to tasks associated with protecting city staff and citizens related to the coronavirus pandemic; and

WHEREAS: The City of Oronoco incurred additional staff compensation expense related to paying public works staff to clean and sanitize City Hall, and such expenses were not in the City's budget and were a direct reaction to the coronavirus pandemic; and

WHEREAS: The City of Oronoco purchased hand sanitizing dispensers and sanitizing liquid for use at City Hall and City facilities; and

WHEREAS: The COVID-19 pandemic required the City to pay the City Clerk to stay at home in light of Minnesota Governor Tim Walz Executive Orders 2020-02 and 2020-20 respectively, which by their terms did not allow children to attend public school or daycare and force the City Clerk to stay at home with her children between March 16th and March 27th and again between April 1st and April 10th without working; and

WHEREAS: The City of Oronoco hired its attorney to research various questions related to the use of Cares Act funds and to draft resolutions related to City's expenditure of such funds, and those legal fees were not previously budgeted and were a direct reaction to the pandemic; and

WHEREAS: The City previously adopted Resolution 2020-16 approving the use of Cares Act funds for the remodeling of City Hall to promote safe social distancing, and engaged their engineer for work related to creating the design specifications and bidding documents; and

WHEREAS: The City received \$113,326.00 in Coronavirus Federal Relief Funds from the State of Minnesota that are to be spent on specific criteria that include the following:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). The requirement that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow a local government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as making technological improvements to facilitate compliance with social distancing guidelines;

2. were not expenses accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or local government; and
3. were incurred during the period that begins on March 1, 2020 and ending on December 30, 2020.

; and

WHEREAS: The City Council approved staff expenses related to paying the City Clerk to stay at home in reaction to the Executive Orders of Governor Walz in the amount totaling \$3,456.00; and

WHEREAS: The City Council approved extra staff expenses related to cleaning and sanitizing City Hall and other City facilities in the amount of \$2,887.34; and

WHEREAS: The City Council approved the purchase of sanitizing dispensers and sanitizing liquid in the amount of \$201.57; and

WHEREAS: The City Attorney billed and was paid \$326.00 through October 31, and an additional \$290.00 in the month of November related to providing the City legal advice related to the appropriate use of Cares Act funds and drafting resolution memorializing those expenses; and

WHEREAS: The City's engineer billed the City \$7,900.81 for engineering and design work related to the remodeling of City Hall; and

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORONOCO: That the expenses referenced herein an in the invoice in Exhibit A qualify as reimbursable expenses under the Cares Act grant funds and the expenses are hereby approved; and

BE IT FURTHER RESOLVED: That the following expenses are both approved and to be tracked out of the Coronavirus Federal Relief Funds from the State of Minnesota:

1. City Clerk pay to stay at home - \$3,456.00
2. Staff compensation to clean City facilities - \$2,887.34
3. Sanitizing dispenser and sanitizing liquid - \$201.57
4. Attorney's Fees - \$616.00
5. Engineering Fees - \$7,900.81

Passed and adopted by the City Council of the City of Oronoco, Minnesota this 17th day of November, 2020.

By


Ryland Eichhost, Its Mayor

Attest:


Jerilyn Horton, Its Clerk-Treasurer

VOTE: _____
_____ EICHHORST
_____ SHIELDS
_____ KRAUSE
_____ QUIMBY
_____ NOVAK

Exhibit A

Invoices and Proof of Payment for Related Expenses Follow This Page



Remit To:	Invoice 631436	Date 15-Jul-2020
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Arnold's Supply & Kleenit Co.
 835 38th St. NW
 Rochester, MN 55901
 507-289-2393
 507-289-2318

PO Number
Order Date 13-Jul-2020
Ship Date 15-Jul-2020
Terms Net 15
Due Date 14-Aug-2020
Carrier Best Way

Bill To:	Ship To:
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CITY OF ORONOCO
 115 2ND ST. NW
 P.O. BOX 195
 ORONOCO MN 55960

CITY OF ORONOCO
 115 2ND ST. NW
 P.O. BOX 195
 ORONOCO MN 55960

Description	Item Code	Ordered	Shipped	B/O	Price Tax	Amount
H2ORANGE2 CONCENTRATE-CS/4 GAL	ENV117-04B	1	1	0	133.76 N	\$133.76
E2B2 ECO-BLEND FOR #117	ENV4-252-117	1	1	0	0.00 N	\$0.00
#117 GREEN BOTTLE & SPRAYER	ENV8-550	1	1	0	3.50 N	\$3.50
#117 RED BOTTLE & SPRAYER	ENV8-552	1	1	0	3.50 N	\$3.50

A service charge of 1.5%/month (18%/yr)
 will be charged on all past due accounts

Salesman 14
 Cust Acct 70900

Merch Total	\$140.76
Taxable Sales	\$0.00
7.375% Sales Tax	\$0.00
Freight	\$0.00
Ppd Deposit	\$0.00
Total Due	\$140.76

ALL ORDERS BEING PLACED DURING THIS TIME
 ARE NON-RETURNABLE AND NON-REFUNDABLE

Vendor: ARNOLD'S ARNOLD'S SUPPLY

Invoice #	Invoice Date	Description	Amount
	11/03/2020	INV 631436 NOVEMBER 2020	140.76
Check Amt Total:			140.76

INVOICE

Invoice Number
Project Number

1698004
193801717

Top Task 221 Total **308.00**

Top Task 231 **City Hall Remodel Evaluation - Coordination with Architect, and prepare City Hall Phase 1 Improvements bidding documents as directed by City Council, including site visit on August 7 to verify existing conditions. Contractor quote solicitation.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	3.50	154.00	539.00
	18.00	168.00	3,024.00
	<u>21.50</u>		<u>3,563.00</u>
Project Technician	0.75	83.00	62.25
	<u>0.75</u>		<u>62.25</u>
Professional Services Subtotal	<u>22.25</u>		<u>3,625.25</u>

Disbursements

	Current Amount
Direct - Vehicle (mileage)	35.08
Disbursements Subtotal	<u>35.08</u>

Top Task 231 Total **3,660.33**

Top Task 241 **Gauthier Lot Split - Meeting with Tom Gauthier on July 1, 2020 regarding single lot development. Preliminary review of documents, and discuss with Mayor. Review Lot Split Application and prepare review comment memo. Associated follow up correspondence with City Attorney and City Officials.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	6.00	154.00	924.00
	<u>6.00</u>		<u>924.00</u>

005262

Invoice #	Invoice Date	Description	Amount
	11/04/2020	INV 1698006 NOVEMBER 2020	1,338.63
	11/04/2020	✓ INV 1698004 NOVEMBER 2020	10,181.09
	11/04/2020	INV 1698007 NOVEMBER 2020	1,856.63
Check Amt Total:			13,376.35

Date: 11/04/2020

CITY OF ORONOCO

Check#: 5262

INVOICE

Invoice Number 1721815
 Project Number 193801717

Task 210 Total 154.00

Top Task 211 General Engineering - Follow-up on DNR Water Supply Plan; resubmit DNR plan.

Professional Services

Billing Level	Hours	Rate	Current Amount
Senior Scientist	1.00	150.00	150.00
	<u>1.00</u>		<u>150.00</u>
Professional Services Subtotal	<u>1.00</u>		<u>150.00</u>

Top Task 211 Total 150.00

Top Task 220 Sewer and Water Committee - Prepare for and attend Sewer and Water Committee meeting on September 8, 2020. Amend meeting minutes. October 13, 2020 meeting agenda preparation. Correspondence with Mayor, and Water & Sewer Committee meeting cancellation.

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	4.50	154.00	693.00
	<u>4.50</u>		<u>693.00</u>
Professional Services Subtotal	<u>4.50</u>		<u>693.00</u>

Top Task 220 Total 693.00

Top Task 231 City Hall Remodel Evaluation - Prepare Addendum 1. Attend bid opening. Correspondence with Contractors. Tabulate bids and prepare bid summary and recommendation letter. Prepare and distribute construction contracts. Shop drawing review. Structural Engineer site visit and evaluation of truss support requirements. Construction administration and coordination. Prepare Change Order Nos. 1 & 2. Process Contractor's Request for Payment.

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	11.00	127.00	1,397.00

INVOICE

Invoice Number 1721815
 Project Number 193801717

	11.00		1,397.00
	8.00	154.00	1,232.00
	9.00	168.00	1,512.00
	17.00		2,744.00
Professional Services Subtotal	28.00		4,141.00

Project Manager

Disbursements

Direct - Vehicle (mileage)

Current Amount

99.48

Disbursements Subtotal

99.48

Top Task 231 Total

4,240.48

CARES ACT funding BIL

Top Task 241

Gauthier Lot Split - Review lot split information; correspondence with land owner, City Attorney and Mayor. Review and comment on Gauthier easements and license information prepared by City Attorney.

Professional Services

Billing Level

Hours Rate Current Amount

Project Manager

	6.00	154.00	924.00
	6.00		924.00
Professional Services Subtotal	6.00		924.00

Top Task 241 Total

924.00

Tom would reimburse City

Top Task 370

Riverwood Hills Watermain Looping - Follow-up with contractor for remediation of grading and seeding. Site visit for bituminous patching quote project. Measure blanket for turf repair and set stakes for park access signage. Prepare Contractor's Final Request for Payment. Stake Outlot A property corners in Riverwood Hills Park.

Professional Services

Billing Level

Hours Rate Current Amount

Invoice #

Invoice Date

Description

005280
Amount

11/10/2020	INV 1721816 NOVEMBER 2020
11/10/2020	✓ INV 1721815 NOVEMBER 2020

2,201.00
9,348.86

Check Amt Total:

11,549.86

11/10/2020 11:45:00 AM - 11/10/2020 11:45:00 AM

Date: 11/10/2020

CITY OF ORONO CO

Check#:

5281

11/10/2020 11:45:00 AM - 11/10/2020 11:45:00 AM

CARES Act Funds for City Employees

CARES Act Funds for City Employees			
	Time off due to Covid-19 and no child care		
Jerilyn Horton			
	March 26, 2020 - March 27, 2020	\$1,548.00	66 hr x \$24.00 / Hr
	March 31, 2020 - April 10, 2020	\$1,908.00	80 hr x \$24.00 / Hr
		\$3,456.00	Transfer to Fund 100, Dept 41400, Account 41100
	2 hours/wk to sanitize City Hall		
Dan Howard	April 13 - Nov 13, 2020, 1 hour/Wk	\$25.88 / Hr	
Jim Ackman	April 13 - Nov 13, 2020, 1 hour/Wk	\$20.69 / Hr	
		\$93.18 /Hr	
		31 Weeks	
		\$2,887.34	Transfer to Fund 100, Dept 45123, Account 41100

Flaherty & Hood, P.A.

525 Park Street, Suite 470
St. Paul, MN 55103
651-225-8840
Fax 651-225-9088
Billing Questions: 651-225-8840

October 01, 2020

CITY OF ORONOCO
P.O. BOX 195
ORONOCO, MN 55960

Invoice Number: 15183 ✓
Client Number: 6600

BALANCE SUMMARY

Total fees incurred on this invoice	\$2,001.25
Net current charges	\$2,001.25
BALANCE DUE	<u><u>\$2,001.25</u></u>

RE: GENERAL MUNICIPAL MATTERS

Matter Number 00001

PROFESSIONAL SERVICES

Date	Initials	Description	Hrs	Rate	Amount	Total
09/11/2020	MEF	Draft resolution for Cares Act expenses.	1.00 hrs	145.00 /hr	145.00	145.00
09/14/2020	MEF	Review facts related to variance request for driveway at 810 7th Avenue SW. Phone call with Mayor and draft resolution. Draft resolution related to Gauthier lot split.	3.00 hrs	145.00 /hr	435.00	435.00
09/15/2020	CMH	Telephone conference with Flaherty re land use and zoning issues.	0.25 hrs	145.00 /hr	36.25	36.25
09/15/2020	MEF	Phone call with Joe Palen. Amend resolution related to lot split. Phone call with mayor. Draft lengthy email to mayor regarding outstanding issues related to lot split.	3.50 hrs	145.00 /hr	507.50	507.50
09/16/2020	MEF	Phone call with Mayor regarding lot split.	0.75 hrs	145.00 /hr	108.75	108.75
09/21/2020	MEF	Draft license agreement for Gauthier property related to driveway construction.	1.50 hrs	145.00 /hr	217.50	217.50
09/24/2020	MEF	Phone call with Mayor.	0.25 hrs	145.00 /hr	36.25	36.25
09/29/2020	MEF	Respond to email question from Mayor regarding rezoning application process.	0.25 hrs	145.00 /hr	36.25	36.25
09/29/2020	MEF	Phone call with Mayor regarding Gauthier application.	0.25 hrs	145.00 /hr	36.25	36.25

145.00 Pd ✓

OF ORONOCO
J 00001

09/30/2020	MEF	Legal research regarding tiny house ordinance. Draft response email to Paul Jannetto and Mayor. Phone call with Tom Gauthier's attorney regarding lot split alterations.	1.50 hrs	145.00 /hr	217.50
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Current Professional Services Charges:	<u>\$1,776.25</u>
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TOTAL CURRENT CHARGES FOR THIS MATTER	<u><u>\$1,776.25</u></u>
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RE: REAL ESTATE MATTERS

Matter Number 00002

PROFESSIONAL SERVICES

09/21/2020	MEF	Draft two easements related to lot split and send to City staff for review	1.50 hrs	150.00 /hr	225.00
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Current Professional Services Charges:	<u>\$225.00</u>
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TOTAL CURRENT CHARGES FOR THIS MATTER	<u><u>\$225.00</u></u>
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Invoice #

Invoice Date

Description

005229

Amount

10/13/2020	✓ INV 15183 OCTOBER 2020
10/13/2020	INV 15243 OCTOBER 2020

2,001.25

1,360.00

Check Amt Total:

3,361.25

Date: 10/13/2020

CITY OF ORONOCO

Check#:

5229

10/13/2020 10:00 AM

STANDARD FORM NO. 656-108

Flaherty & Hood, P.A.

525 Park Street, Suite 470
St. Paul, MN 55103
651-225-8840
Fax 651-225-9088
Billing Questions: 651-225-8840

September 01, 2020

CITY OF ORONOCO
P.O. BOX 195
ORONOCO, MN 55960

Invoice Number: 15078 ✓
Client Number: 6600

BALANCE SUMMARY

Total fees incurred on this invoice	\$2,063.75	
Net current charges		\$2,063.75
BALANCE DUE		\$2,063.75

RE: GENERAL MUNICIPAL MATTERS

Matter Number 00001

PROFESSIONAL SERVICES

Date	Initials	Description	Hours	Rate	Amount
08/03/2020	MEF	Phone call with Councilmember Krause regarding employment issue.	0.25 hrs	145.00 /hr	36.25
08/04/2020	MEF	Review Rebecca letter to council and brief phone call with Bodin.	0.50 hrs	145.00 /hr	72.50
08/10/2020	MEF	Review emails from Mayor regarding lot split issue and initial review of Joe Palen memorandum.	0.50 hrs	145.00 /hr	72.50
08/11/2020	CMH	Telephone conference with Flaherty re minor subdivision, easement, and development agreement process.	0.50 hrs	145.00 /hr	72.50
08/11/2020	MEF	Review Joe Palen memorandum; phone call with Hood to confer regarding minor subdivision issues; begin drafting memorandum to planning commission and council.	4.00 hrs	145.00 /hr	580.00
08/12/2020	MEF	Complete drafting attorney-client privilege memorandum regarding lot split issue.	3.00 hrs	145.00 /hr	435.00
08/13/2020	CMH	Telephone conference with Flaherty re land use matter.	0.25 hrs	145.00 /hr	36.25
08/13/2020	MEF	Revise memorandum to council and planning commission after conversation with Palen; draft resolution of approval/denial of lot split.	2.00 hrs	145.00 /hr	290.00

08/13/2020	SHH	Formatted and proofread memo for Attorney Flaherty on lot splitting process and prepared exhibits for memo.	1.00 hrs	70.00 /hr	70.00
08/18/2020	MEF	Prepare for and attend meeting.	1.25 hrs	145.00 /hr	181.25
08/26/2020	MEF	Answer Jerilyn's question regarding meeting agendas.	0.25 hrs	145.00 /hr	36.25
08/28/2020	MKR	Cares Act Resolution.	1.00 hrs	145.00 /hr	145.00
08/31/2020	MEF	Draft email response to Mayor regarding using CARES Act funding for loans to religious nonprofits.	0.25 hrs	145.00 /hr	36.25

Handwritten initials and circled amounts: 145.00 and 36.25.

Current Professional Services Charges:

\$2,063.75

TOTAL CURRENT CHARGES FOR THIS MATTER

\$2,063.75

Invoice #

Invoice Date
09/10/2020

Description
INV 15078

005189
Amount

2,063.75

Check Amt Total:

2,063.75

Date: 09/10/2020

CITY OF ORONO

Check#:

5189

Flaherty & Hood, P.A.

525 Park Street, Suite 470
St. Paul, MN 55103
651-225-8840
Fax 651-225-9088
Billing Questions: 651-225-8840

D TOTAL
616.00

November 05, 2020

CITY OF ORONOCO
P.O. BOX 195
ORONOCO, MN 55960

Invoice Number: 15316
Client Number: 6600

BALANCE SUMMARY

Total fees incurred on this invoice	\$290.00	
Net current charges		\$290.00
BALANCE DUE		<u><u>\$290.00</u></u>

RE: GENERAL MUNICIPAL MATTERS

Matter Number 00001

PROFESSIONAL SERVICES

11/05/2020	MEF	Legal research regarding the use of Cares Act Funds for staff salaries related to child care and staying at home. Draft resolution with miscellaneous expenses and send to Mayor with instruction email.	2.00 hrs	145.00 /hr	290.00
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Current Professional Services Charges:

\$290.00

TOTAL CURRENT CHARGES FOR THIS MATTER

\$290.00 *pd*

Invoice #

Invoice Date

Description

005264
Amount

11/06/2020

✓ INV 15316 NOVEMBER 2020

290.00

Check Amt Total:

290.00

Date: 11/06/2020

CITY OF ORONOCO

Check#:

5263