



## SENIOR ADVISORY COMMISSION

Agenda for January 21, 2021 – 9:00am

Via Zoom Meeting – Link:

<https://us02web.zoom.us/j/88242171291?pwd=ZllyZnUrNkU1SS9lNitQL2JNM29wQT09>

### SENIOR ADVISORY COMMITTEE and PARTNERS

*Communicating the social, economic, recreational, cultural, and personal needs of the senior portion of the City's population.*

#### COMMISSION MEMBERS

Carolyn Durbin\*, JR Hoernemann\*, LaVonne Kroells\*, Lois Schultz\*, Tom Simmons\*, Kay Hampshire\*, Cathleen Williams\*

#### SENIOR HOUSING ADVISORS

Bonita Heilman – The Haven, Laurie Hilgers – The Harbor, Brenda Schmitz – Peace Villa, Anne Marie Stolp – Oak Grove

#### COMMUNITY/CITY REPRESENTATIVES

Alan Krueger\*– City Council, Karen Hallquist – City Hall, Corp. Jordan Voigt –CC Sheriff Office, Dawn Plummer– CC Public Health  
(\*) voting members

1. Call meeting to order
2. Oath of Office – Renewal of Commissioners LaVonne Kroells & JR Hoernemann
3. Appointment of Officers
4. Adopt agenda
5. Approve minutes from December 17, 2020
6. New Business
  - a. Review new agenda format
  - b. Open Meeting Law Review
  - c. Bidding and Quote Process for Minnesota Municipalities
7. Senior Residence Updates
  - a. Harbor / Haven
  - b. Peace Villa
  - c. Oak Grove
8. Senior Services/Project Updates
  - a. NYA Senior Center
  - b. City Bus
9. Community Updates
  - a. Carver County Public Health
  - b. NYA City Council
  - c. Carver County Sheriff's Department - Triad
10. Adjournment

Next Senior Advisory Meeting – Thursday, February 18, 2021 @ 9:00am via Zoom Meeting



TO: Senior Advisory Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: January 21, 2021

SUBJECT: Appointment of Officers

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### Background

At the first meeting of each year, the Senior Advisory Commission elect officers for the Commission.

In 2020:

- LaVonne Kroells served as Senior Advisory Chair
- Carolyn Durbin served as Senior Advisory Vice Chair
- Staff was designated as Secretary, similar to previous years

### Action

Elect officers for 2021.

*Norwood Young America*



**SENIOR ADVISORY Minutes**  
**December 17, 2020 – 9:00 AM**  
**Via Zoom Meeting**

**Attendance:**

Commission Members Present: Carolyn Durbin, Cathleen Williams, LaVonne Kroells, Kay Hampshire, Anne Marie Stolp (Ad Hoc Member – Oak Grove)  
Staff Present: Karen Hallquist (Economic Development Director)  
Others Present: Carol Lagergren, Mayor

**1. Call Meeting of Senior Advisory Commission to Order:**

*Kroells called the commission meeting to order at 9:03 AM.*

**2. Approve Agenda**

*Motion: CW/CD to approve the agenda. Motion passed 4-0.*

**3. Approve Minutes of November 19, 2020 meeting**

*Motion: CW/KH to approve the minutes as submitted. Motion passed 4-0.*

**4. New Business**

**a. 2020 Annual Report**

Hallquist shared the brief annual report for 2020. This will be provided to the City Council at their January meeting for review.

**b. 2021 Goals**

Commission will review the goals at the beginning of the year to start acting on them.

**5. Senior Residence Updates**

**a. Harbor/Haven**

Hilgers shared via email:

Harbor update: 4 open apts; 1 reserved.

Haven AL update: 7 open apts

Haven MC update: 6 open apts

COVID updates: Current: 1 positive resident & 0 team members

Residents recovered: 10

Team Members recovered: 22

Deaths due to complications from COVID-19: 7

Our facility wide testing this past Monday came back with all negative tests on residents and team members. We will be testing again on Dec 21 and if we test all negative again, we can go back to communal dining and activities. We are currently doing all meals in the resident apartments and there are no group activities going on at this time. With the negative testing this week, we can start to do hallway activities now.

**a. Peace Villa**

Willems shared on behalf of Schmitz that all apartments are full along with regular activities being held. Masks and social distancing efforts taken.

**b. Oak Grove**

Stolp shared there are two – 1 bedroom & den apartments available. Residents continue to self-isolate. Staff was able to provide holiday gifts to each resident. CDA may open the fitness center again. There is a new program through Humanity Alliance – Heidi Pavett 612-799-1785 which offers weekend meals to be delivered to the complex by local chefs. Stolp also shared that Mackenthun's delivers leftover food each week to both Oak Grove and Peace Villa. There is still food remaining after residents take the food.

Discussion was had on how those leftovers could be offered to community seniors in need. Staff will research options on connecting with those people.

## **6. Senior Services/Project Updates**

### **a. Senior Center**

Closed until further notice.

### **b. City Bus**

The city bus will be starting to run grocery and appointment trips again on Tuesdays and Thursdays. Residents must call City Hall and give one-weeks-notice for a reservation. All medical trips are to go through SmartLink.

## **7. Updates from Community**

### **a. Carver County Public Health**

Carver County Public Health has been very busy dealing with COVID. Plummer was unable to make the meeting as she works with contact tracing.

### **b. NYA City Council**

Lagergren had updates on the following:

- Public Service Director has prepared a COVID Snow Plow Preparedness plan to identify priority routes, extra drivers and local businesses who could assist if City is short staffed due to COVID.
- Liquor licenses were refunded to those affected by the last Executive Order shutdowns.
- A Steering committee has been organized by local citizens to research the viability of a locally owned food co-op. City staff continues to research an independent grocer.
- Laurie Hilgers was at the last City Council meeting to present the budget for the Harbor and COVID updates.
- The Final 2021 Budget for the City was approved with a 2.8% increase. Street projects this year include Oak Lane, 2<sup>nd</sup> Ave and lift station and minor street repair.
- NYA Fire Department is doing well with COVID and staying healthy. Community calendars were delivered.
- Hwy 212 major construction is completed with finishing touches to be done in spring.

### **c. Carver County Sheriff's Department - Triad**

Williams reported that Triad will start up again in January. Hallquist shared that new town Deputy Jordan Voigt will attend meetings starting next month as well.

## **8. Adjournment**

*Motion: CW/CD to adjourn. Motion passed: 4-0.*

Next scheduled meeting on January 21, 2021 at 9AM via Zoom.

Respectfully submitted,

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Karen Hallquist, Economic Development Director





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4. Adopt agenda
5. Approve minutes from December 17, 2020
6. Updates

#### ***Monitor and expand housing options for seniors –***

- 6.1 Senior Residence Updates
  - a. Harbor / Haven
  - b. Peace Villa
  - c. Oak Grove

#### ***Provide safe options for seniors to get around –***

- 6.2 City Bus

#### ***Identify and promote education and social options for seniors -***

- 6.3 NYA Senior Center
- 6.4 Carver County Public Health
- 6.5 Carver County Sheriff's Department

7. New Business
  - 7.1 Senior Page in City Newsletter
8. NYA City Council Update
9. Adjournment

Next Senior Advisory Meeting – Thursday, February 18, 2021 @ 9:00am via Zoom Meeting



Date: November 18, 2020  
To: Members of Senior Advisory Commission  
From: Carol Lagergren  
Re: Open Meeting Law Review

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. The law applies to state and local multimember governmental bodies, including committees, commissions and subcommittees, and nonprofits created by political subdivisions.

**When does the Commission need to follow this law?**

*A meeting is a "meeting" for purposes of the law when a quorum or more of the governmental body is gathered—in person or by electronic means, whether or not action is taken or contemplated.*

**How do telephone and email conversations apply?**

*A public body subject to the law should be cautious about using e-mail to communicate with other members of the body. Although the statute does not specifically address the use of e-mail, it is likely that the court would analyze use of e-mail in the same way as it has telephone conversations and letters. That is, private communication about official business through telephone conversations or letters by a quorum of a public body subject to the law would violate the law. Serial communication through telephone conversations or letters by less than a quorum with the intent to avoid a public hearing or to come to an agreement on an issue relating to official business could also violate the law.*

**What about social gatherings?**

*The open meeting law does not apply to chance or social gatherings of members of a public body.<sup>16</sup> However, a quorum of a public body may not, as a group, discuss or receive information on official business in any setting under the guise of a private social gathering.*

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### **Frequently asked questions:**

#### **Why is this law important?**

The Minnesota Supreme Court has articulated three purposes of the open meeting law:

- To prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences
- To assure the public's right to be informed
- To afford the public an opportunity to present its views to the public body

#### **What specific steps can be taken to stay compliant with the Open Meeting Law:**

- The primary requirement of the open meeting law is that meetings be open to the public.
- The law requires public bodies to give notice of their meetings.
- The law requires relevant materials to be publicly available.

#### **Gifts to Public Officials:**

**An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person.**

- **"Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.**
- **Typical threshold is \$5. An exception would be for food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program.**

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Date: November 18, 2020  
 To: Members of Senior Advisory Commission  
 From: Carol Lagergren  
 Re: Bidding and Quote Process for Minnesota municipalities

Based on our conversations at the last Council workshop meeting and after reading several guidance documents from the League of Minnesota Cities, the following information has been summarized:

***Contracts include any agreement entered in by a municipality for the sale and purchase of supplies, materials, equipment, or the rental thereof, or the construction, alternation, repair or maintenance of real or personal property.***

Type of Contract	Guidelines	Award Options
Contracts over \$175,000	Competitive bidding process	Award based on sealed bids to lowest responsible bidder *  Award based on best value criteria shared on RFP **
Contracts from \$25,000 to \$175,000	Competitive bidding process  Direct negotiation with at last two quotes, if possible, kept on file for at least one year	Award based on sealed bids to lowest responsible bidder *  Award based on quotes to lowest responsible bidder *
Contracts less than \$25,000	Direct negotiation with at last two quotes, if possible, kept on file for at least one year  Buy or sell on the open market	Award based on quotes to lowest responsible bidder *

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\* **Lowest responsible bidder** allows for factors such as the bidder's financial responsibility, integrity, skill and ability, and the likelihood that the bidder will do satisfactory work.

\*\* **Best value option** must have criteria listed in the RFP and can be used on one project per year or 20% of the total yearly projects, whichever is more. Best value should be based on:

- Quality of performance on previous contracts
- Timeliness of performance on previous contracts
- Level of customer satisfaction on previous contracts
- Record of performing projects on budget and ability to minimize cost overruns
- Ability to minimize change orders
- Ability to prepare appropriate project plans
- Technical capabilities
- Qualification of key personnel
- Ability to assess and minimize risk

### **Frequently asked questions:**

#### ***Why is this process important?***

*The intent of this bidding/quote process is to:*

- *ensure city taxpayers receive the benefit of the lowest obtainable price from a responsible contractor;*
- *provide contractors a level playing field on which to compete for city contracts;*
- *limit the discretion of contract making officials in situations that are susceptible to fraud, favoritism or other abuse.*

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***What specific steps can be taken to keep purchases and contracts free from antitrust problems?***

- *Use competitive bids or quotations even when the law does not require them.*
- *Avoid using vendor-furnished specifications that might unnecessarily limit competitive bidding. When consultations prepare bid specifications, they generally should not bid on the contract.*
- *Avoid purchasing from a company in which a councilmember or other city decision maker in the purchasing process has an interest (this is also prohibited under the state's conflict of interest laws).*
- *Avoid informal, unrecorded communications with suppliers.*
- *Do not accept gifts from suppliers (something generally prohibited by the state gift law).*
- *Be sure that when performance bonds or bid bonds are required, they are either legally necessary or are for the purpose of ensuring responsible bidders. Bond requirements can serve as a restriction on bidders and may not be necessary when purchasing standard materials.*
- *Be wary of giving local vendors preference in public purchasing when it limits competition. This does not mean cities must avoid contracting with a local vendor when all other things are equal. Likewise, if the bidder's location has an impact on the contract's cost (such as for delivery charges or repairs), it may be an important factor to consider when determining the lowest responsible bidder.*
- *Emphasize non-restrictive specifications that facilitate competitive bidding.*

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