

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 5, 2020**

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 5, 2020 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Joe Fuechtmann, Heidi Leach, Diane Kelly and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Public Works Supervisor Ben Clink, Administrative Assistant Nicki Vogt and City Engineer Keith Yapp. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve the agenda as presented. A vote being recorded as follows: For: Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the January 15, 2020 Regular Meeting Minutes and the January 30, 2020 Special Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

4. PUBLIC OPEN FORUM (Comments Limited to 3 Minutes)

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. The EDA met on Wednesday, February 5, 2020 where they met with an applicant about potential gap financing for the construction of their new business to be located in the Industrial Park.

7. ACTION ITEMS

- a. With the resignation of David Thomas from the City Council in January, the Council shall appoint a member to fill the position until the next election. The appointment will begin immediately and run through the end of 2020.

The position was advertised with five individuals requesting consideration for the appointment. The five candidate's nomination forms were provided to all members of the City Council and are listed below in alphabetical order.

Barry Johnson
Keith Johnson
Lynette Ostendorf

Brandy Peterson
Shalon Wilbur

The position to be filled by a simple majority vote of the City Council. The candidates have been invited to attend the meeting and were given the chance to introduce themselves to the Council.

Barry Johnson – Mr. Johnson stated that he was the 2017 Campground Manager and currently serves on the Park Board. He wants to become more involved within the community.

Keith Johnson – Mr. Johnson stated that he has previously served 12 years on the City Council, as well as serving terms on the EDA, Park Board and Airport Commission. Two years ago, he changed careers which led him out of town so he felt he wouldn't be able to provide the attention needed to serve the citizens so he opted not to run again. Times have changed and he is ready to be more involved.

Brandy Peterson – Ms. Peterson says that she is 30 years old and has been a resident of the Sauk Centre for 4 years. Her plan is to have her children attend school in Sauk Centre. Ms. Peterson stated that she grew up in the foster care system so she feels it is important that the people in the system are represented.

Shalon Wilber – Mr. Wilber stated that he has been in the Sauk Centre/Melrose area for his entire life. He is employed by Diversicom and with that, he has been involved in many community events. In college, he studied government and politics. Shalon records City Council meetings for the cities of Sauk Centre, Melrose and Eden Valley. He likes the process of the meetings and it has given him the urge to serve his community. He currently serves on the Planning Commission. Wilber thanked the Council for the opportunity.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to appoint Keith Johnson to the Council for the remainder of Dave Thomas term (expiring 12.31.20). A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

- b. The Council considered an appointment to the Planning Commission. The Planning Commission shall consist of five (5) members of which are appointed by the City Council from among the residents of Sauk Centre, one (1) member will be appointed from the City Council and four (4) members shall be residents of the City. One position on the Commission is currently vacant. The following have submitted nominations:

Barry W. Johnson

A motion was made by Council Member Leach and was seconded by Council Member Kelly to appoint Barry W. Johnson to the Planning for a three-year term, effective January 1, 2020 and expiring December 31, 2022. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Johnson and Mayor Stone. Against: None. The motion passed.

- c. With the retirement of City Attorney Tom Mayer, City staff has been researching potential firms or individuals to fill that position. Mayor Stone and Administrator Willer attended an informal interview/meet & greet with the Sauk Centre Public Utility Commission and met several candidates. In addition, staff has reached out to other firms known to provide these services.

Two firms were invited to attend an informal interview on February 5, 2020 at 5:00 and 5:30.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to appoint Pemberton Law Firm as the City Attorney. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- d. At the January 15, 2020 City Council meeting the Council discussed and took public comment on a Policy governing the use of Portable Recording Devices aka Body Worn Cameras by the Sauk Centre Police Department.

The Policy has been formatted to the Sauk Centre Police Departments format and was presented to the Council for their review.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Policies and Procedures for the Use of Portable Recording Devices by the Sauk Centre Police Department. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- e. Brian Thorstad submitted his resignation from the Sauk Centre Police Department effective February 5, 2020. Brian has served as a part time patrol officer since March 7, 2018. He has accepted a full-time position with the Sherburne County Sheriff's Department.

In his letter Thorstad states *“Working with my coworkers and my bosses at Sauk Centre Police Department has been one of the best experiences of my life. I have really enjoyed being a part of the community as well. Thank you for allowing me to advance my career in law enforcement and allowing me to serve the community of Sauk Centre.”*

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to accept the resignation of Brian Thorstad from the Sauk Centre Police Department. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- f. With the resignation of Thorstad and also the limited hours other part time officers are available to cover shifts, Chief Friedrichs is requesting permission to begin the process of hiring two part time officers.

The I-94 corridor cities have been working together to develop a hiring list and Sauk Centre would look to that in addition to other advertisements for potential candidates.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to authorize advertisement for Police Officers. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- g. On February 1, 2019, June Messer, Library Custodian was moved onto the wage step scale for the City. She was placed on Step One.

Upon the one-year anniversary of the Step Placement, she is scheduled to advance to Step 2.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to acknowledge Advancement to Step Two for June Messer effective February 1, 2020. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Johnson and Mayor Stone. Against: None. The motion passed.

- h. At the January 15, 2020 City Council meeting the Council approved a Resolution authorizing the solicitation of quotes for the purchase of an equipment trailer to be used for converting the steamer truck to a steamer trailer.

Quotes were obtained as follows:

Bidder	Equipment	Amount
Winter's Recreation	Felling FT-10-I	\$7,345.13
Midsota Manufacturing	Nova CT-14	\$5,035.33

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution 2020-14 Authorizing Purchase of Trailer from Midsota Manufacturing. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- i. The City Council included in the 2020 budget funds to construct a beach in Sinclair Lewis Park. A Beach Permit application was submitted to the Department of Natural Resources, which has been approved.

Public Works Supervisor, Ben Clink, prepared specifications for the beach construction which is now presented to approval along with a request to solicit bids.

The specs include removing and relocating the sidewalk, excavation to remove topsoil, creating access points to the lake and installing a sand blanket.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution 2020-15 Approving Specs and Ordering Quotes for Public Beach. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

a. City Engineer Yapp updated the Council on the 2020 street improvement project stating that plans are going well and they are moving closer to the bid process. He also reported the following:

- Soil borings were recently completed
- Elm St. N., Lake St. – the east side is higher than the west side and it will remain that way

9. NEW BUSINESS

a. With the retirement of Dave Beilke from Public Works, the City should consider hiring prior to Spring. As always, with a retirement the City should consider staffing needs as well as changes to duties that may be reflected in the job descriptions.

The Personnel Committee will meet with City Staff to determine what the needs of the Department are prior to consideration of filling the position.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$248,902.60
		Paid Claims	<u>\$308.74</u>
		Total	<u>\$249,211.34</u>

b. 2019 Contribution List. These organizations/individuals have contributed money or in-kind services to the City in 2019. The list was published in the Sauk Centre Herald on 1/23/20.

c. Resolution No. 2020-16, Resolution Accepting Contributions.

The Men’s Card Playing Group	\$183.56	Senior Center
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A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

The Council thanked the Men’s Card Playing Group and all others for their generous donations in 2019.

11. INFORMATIONAL ITEMS

a. Charter (Spectrum) Lineup Changes

12. ADJOURNMENT

A motion was made by Council Member Kelly and was seconded by Council Member Leach to adjourn the meeting. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

With no further business to come before the Council, Mayor Stone adjourned the meeting at 7:06 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer