

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2020**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 19, 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, Keith Johnson and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Public Works Supervisor Ben Clink and City Engineers Keith Yapp and Chuck Boser. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve the February 5, 2020 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Johnson, Kelly 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. Police Chief Friedrichs presented the Council with the 2019 annual report stating that the department made 46 DWI arrests which was down from 51 in 2018. Eighteen of the 46 were for being under the influence of a controlled substance. DWI breakdowns are 11 – 4th degree, 11 – 3rd degree, 6 – 2nd degree and 0 – 1st degree.

In 2019 officers issued 4 citations for careless driving and 3 citations for inattentive driving, compared to 3 and 5 in 2018 and 5 and 6 in 2019.

The department is often asked to assist other agencies with an investigation or call that they are working on, as shown in the graph below:

Agency Assists	<u>2019</u>	<u>2018</u>	<u>2017</u>
MN State Patrol	74	90	80
Stearns County	112	123	137
Melrose PD	60	78	42

Todd County	14	19	10
K-9	14	15	22

In 2019 the Sauk Centre Police Department retained \$16,867.91 in forfeitures, which was a considerable increase from just over \$7,000 in 2018. These funds came from 10 vehicles. Five of the forfeitures were alcohol related offenses and the remaining 5 were drug related offenses. The Department also had one abandoned vehicle, which was sold to a salvage yard for \$25.00.

A total of 162 were spent on training done outside of our department. The cost of this training was \$6,879, which consisted of \$5,050 in salaries, \$1,555 in class fees, \$45 for meals, \$299 for transportation and \$198 for lodging. Our officers also train on the P.A.T.R.O.L courses, which is an online training program where each officer does at least one hour each month. We pay \$720 per year for this online training.

The 2019 budget was \$999,982. In the police administration portion of the budget, the department ended with a surplus of \$1,495.22. For the police patrol portion of the budget, there was a deficit of \$28,127.67. There was a surplus in the emergency service/siren expenditures of \$3,785.15 leaving a total deficit of \$22,847.30 in the overall expenditures portion of the budget. On the revenue side, there was an excess of \$36,369.56 which left an excess of \$16,579.42.

Police Chief Friedrichs also presented the January 2020 report stating that there were 473 ICRs and 97 Verbal Warnings for a total of 570.

- b. Fire Chief Moritz presented the 2019 Fire Department Annual Report. He stated that there were a total of 122 calls in 2019, in comparison to 114 in 2018. The department billed out \$19,540, received \$4,941.82 (2018) and \$13,520.00 (2019), collections/write-offs of \$4,015.00, leaving \$5,265.00 unpaid. The department received a total of \$57,150.00 in grants/reimbursements/donations in 2019.

The Department had two firefighters retire in 2019, three were hired and 3 are on the waiting list.

- c. Ambulance Director Struffert presented the 2019 Ambulance Department Year-End Report noting that they provide additional services such as the Stearns County Fair, Demolition Derby, parades, sporting events, EMS week, CPR and 1st Aid Classes, community education classes as well as providing CPR/1st Aid courses to hospital staff and local businesses.

The Council reviewed the following:

- 2019 total calls/runs was 911, which was an increase from the 2018 total of 897
- 2019 total calls by month.
- 2019 total transported patients.

- Sauk Centre Centracare is the main destination hospital for a majority of the calls.
- Average patient age.
- Runs by City/Township with Sauk Centre holding the majority of the runs.
- Overview of special event details
- Overview of Mutual aid

The department had 707 total billed calls, totaling \$843,552.50 being billed out. The total amount collected in 2019 was \$474,528.53.

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$267,386.50. See 7a.

- d. Pam Borgmann presented the 2019 CVB/Visit Sauk Centre (VSC) Report. Their goal continues to be increase tourism, meetings, events and to position Sauk Centre as a destination of choice. Visit Sauk Centre has seen an increase in events in 2019 and the new marketing plan has gained over 2,600 followers on Facebook alone. Visit Sauk Centre continues to promote Sauk Centre through print ads, distribution of Visitors Guides, social media sites and through their website.

2019 highlights:

- BAM (Bike Across Minnesota) spent one night in Sinclair Lewis Park as they traveled the bike trails and roadways of Minnesota. Positive feedback was received from participants who said they would come back for an extended stay. VSC worked in conjunction with the Parks Department, City of Sauk Centre and BAM to provide the best experience for guests of 350. The weather was beautiful and the event was a success.
- Michaela Rae was hired to build a new website and manage all social media platforms. VSC noticed a dramatic increase in followers. Michaela Rae hired Matt Mead to produce drone footage for all seasons.
- Supported local organizations, including Sinclair Lewis Foundation, Artify Sauk Centre, Youth Hockey Association, Palmer House events, Caramel Apple Ride.
- Numerous day tours were conducted which were mostly tours of the Sinclair Lewis Home and History Museum.
- Grants were written to Explore MN Tourism for advertising and Black Oak Wind Farms for City Beautification.
- A new Meeting Space Brochure was printed which updated our meeting spaces and capacities.
- A new Art Crawl Event was hosted in September and is planned to be an annual event.
- Collaborated with the Sauk Centre Chamber of Commerce on Sinclair Lewis Days and numerous other events.
- 3,200 Visitors Guides sent to 65 Information Centers and other CVBs.
- Lodging Revenue:
 - 2016 - \$56,158
 - 2017 – \$52,640

- 2018 - \$57,627
 - 2019 – \$56,964
- e. City Planner Morton reported on the February 11, 2020 Planning Commission meeting as follows:
- Received Building Permit Reports
 - November – 9 permits issued with a total construction value of \$150,828.20
 - December – 6 permits issued with a total construction value of \$68,869
 - January – 7 permits issued with a total construction value of \$258,250
 - 2019 Building Permit Value of \$4,353,286.81
 - 2019 Housing Units – 2,046
- f. Public Works Director Clink presented the Public Works Department report as follows:
- Outdoor rink had one Sunday in January where it needed to be closed due to warm weather and water pooling.
 - The boards at the outdoor rink are starting to show their age with the wood rotting in certain areas so the crew will check into options for replacement.
 - One large panel of grass broke at the arena during a Varsity game. This has been replaced.
 - Ice will be removed from the arena early March.
 - Staff widened all the sidewalks in town.
 - Residents are not cleaning sidewalks properly and it has become an issue
 - Continue to work on Ash Tree removal.
 - Staff has been busy removing snow, salting and sanding on parking lots, sidewalks, etc.
 - Staff will be cleaning one outlet of the Industrial Park storm pond as it has a large amount of sediment buildup.
 - Waiting for quotes to be returned for installation of Sinclair Lewis Park Beach.

7. ACTION ITEMS

- a. See 6c.

The Ambulance Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$267,386.50 (Medicare required adjustment).

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve ambulance department adjustments of \$267,386.50. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- b. Jesse Hoppe has been with the Sauk Centre Ambulance Department since June of 1997. Ambulance Director Struffert is recommending that Hoppe advance to Step 4 effective February 1, 2020.

A motion was made by Council Member Johnson and was seconded by Council Member Leach to approve the step advancement of Jesse Hoppe to Step 4 of the Ambulance pay scale. A vote being recorded as follows: For: Council Members Johnson, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

c. The plans and specifications for the 2020 project have been prepared and City Engineers Boser and Yapp updated the Council on the 2020 project:

- Elm St. S. new intersection detail/layout, new alley apron and apron for Ding Dong parking lot, curb revision, utility improvements
- Elm St. N. utility improvements
- Lake St. N. new sanitary and water/utility services, street design, north curblines will remain in same location, south location will move out, sidewalk is going to stay same
- Regarding car wash drainage, installation of trench drain to collect water and drain into storm sewer pipe
- Proposed bid opening date of March 26, 2020
- Estimated project cost of \$1,200,000

Council Member Kelly introduced Resolution No. 2020-17, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for 2020 Street Project. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

d. The 2020 Budget includes funding for the potential purchase of a Hot Mix Trailer. The trailer would be used for transporting hot mix for pothole repair. It can also be used in the winter to warm up cold patch for use when hot mix plants aren't open.

The trailer has a warming system in it so tar can be held over from one day to the next. There are also several safety features built into the system that our current trailer doesn't have.

Public Works Supervisor, Ben Clink requested that the City authorize him to solicit quotes for the potential purchase and bring those to a future meeting for consideration.



Council Member Johnson introduced Resolution No. 2020-18, Resolution Seeking Quotes for Hot Mix Trailer. The motion was seconded by Council Member Fuechtmann. A vote

being recorded as follows: For: Council Members Johnson, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- e. Two vehicles have been forfeited to the Police Department by the Stearns County Attorney's Office. Chief Friedrichs is requesting that they be considered as excess property and advertised for sale. The vehicles are as follows:

2001 Chevrolet Tahoe
2006 Chevrolet Malibu

Council Member Fuechtmann introduced Resolution No. 2020-19, Resolution Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- f. Live Barn is a company that broadcasts games via the internet for the public to watch offsite via a subscription. Live Barn is requesting a contact with the City of Sauk Centre to broadcast Youth Hockey events at the Arena. This would give parents, grandparents, etc. the opportunity to watch games remotely.

Live Barn will install and be the owner of the equipment. City staff will be able to control which games get broadcast. The Agreement does not include Varsity Hockey due to Minnesota State High School Rules.

The Agreement was presented to the Council for review. Alexandria has been using Live Barn for ten years and is very happy with the service.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve an Agreement with Live Barn for broadcasting from the Civic Arena. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- g. The Personnel Committee met on February 14th with City Administrator Willer and Public Works Director Clink to consider the needs of the Public Works Department due to the retirement of Dave Beilke. The Committee recommends the City proceed with advertising for the position of Public Works Maintenance as well as a Summer Seasonal Position.

The Public Works Maintenance position would be a shift position with the ability to shift evenings and weekends for work at the Civic Arena. The employee must have a CDL license or the ability to obtain one within 6 months.

The timeline is as follows:

- Advertise: February 20 – March 12
- Applications accepted through March 16
- Committee review week of March 16-20

- Interviews and background to be completed by April 1
- Council action April 15
- Employment to commence May 1

The Summer Seasonal position will mainly work in Parks Department for mowing and trimming but will intermittently work in the Street Department.

The 2020 wage for the Maintenance Position at Step 1 is \$22.50 per hour, plus benefits and the Summer Seasonal position is \$11.90 per hour.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve advertisement for Public Works Maintenance and Summer Seasonal Employee. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- A draft of the issues identified in the Safe Routes to School (SRTS) planning grant process has been prepared and submitted to the Committee for their review. Following the review, the SRTS Draft Plan will be compiled and recommendations from the plan will be brought forward. This plan to be adopted by the City Council.
- Removed. (see 7g)

9. NEW BUSINESS

- The City Public Works Department has been actively working to keep the sidewalks clear. In addition to city staff working on widening and ice removal, they have removed snow on various sidewalks when the snow was not removed within the allotted timeframe after a snow event.

The City Ordinance states that the adjoining property owner shall remove snow, dirt, or debris within 24 hours. The City can then remove the snow and bill the owner. In actuality, staff doesn't inspect and remove snow until approximately 72 hours after an event. However, there continue to be residents who do not have the removal completed which results in removal and a bill to the owner.

Issuance of a bill results in one of the following:

1. The owner realizes they didn't get to it and pays the bill.
2. The owner realizes they didn't get to it but won't pay the bill.
3. The owner emphatically states it was already done and that the City didn't do it.
4. The owner denies responsibility for the sidewalk.
5. The owner requests the bill be removed.

Currently, four individuals fall under Category 3-4-5 where they insist it was already done or insist they cannot be held liable for the sidewalks and they request the bill be removed.

This issue comes up periodically and it is requested that the Policy Committee review the Code and either recommend a change or uphold the existing Code so these issues can be taken care of.

By general consent, review of the Code will be sent to the Policy Committee for their review/recommendation.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims - Unpaid Claims \$190,734.43
Paid Claims \$52.00
Total \$190,786.43
- b. List of January Checks \$1,325,180.98
- c. Sauk Centre Youth Hockey Association has submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License for beer & wine tasting at the Sauk Centre Civic Arena on March 28, 2020. Fee and Certificate of Insurance is being provided.
- d. Resolution No. 2020-20 Resolution Approving an Off-site Gambling Permit for the Community Connection of Sauk Centre. The permit would allow for a Raffle to be held on June 12, 2020 at the Stearns County Fairgrounds.

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

11. INFORMATIONAL ITEMS

- a. Board of Appeal and Equalization Meeting – April 13, 2020 – 1:00 p.m.
- b. Joint Airport Zoning Board (JAZB) Public Hearing – March 19, 2020 – (City Hall)
- c. Day at the Capital Opportunity – March 18-19, 2020
- d. City Audit with Clifton Larson Allen – March 9-13, 2020
- e. Presidential Nominating Primary – March 3, 2020 (City Hall)

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Stone adjourned the meeting.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer