

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 15, 2020**

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

The Sauk Centre City Council met via Zoom in a Regular Meeting on Wednesday, April 15, 2020 at 6:30 p.m. 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, Police Chief Friedrichs, Public Works Supervisor Clink, City Engineer Yapp and Administrative Assistant Vogt. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Johnson and was seconded by Council Member Fuechtmann to approve the April 1, 2020 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Johnson, Fuechtmann, Leach, 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. City Administrator Willer reported on the 2019 Stearns County Prosecution Report for the City of Sauk Centre. There was a total of 7 Misdemeanors, 34 Gross Misdemeanors and 43 felonies.

The contract with the County provides prosecution services including coverage of all petty misdemeanor, misdemeanor and gross misdemeanor state law violation that ordinarily fall within City jurisdiction. The prosecution services include 24 hour per day, 7 day per week access to on-call attorneys, no cost access to all on-going peace officer training and advice, complete victim/witness services and all legal services related to civil forfeitures.

The City of Sauk Centre had five adults who qualified for the Diversion Program. One of those joined and successfully completed that program. There were five juveniles who qualified for diversion and successfully completed their program.

- b. Police Chief Friedrichs presented the March Police Activity Report stating that there were 153 Verbal Warnings and 463 ICRs for a total of 616.

Friedrichs also stated that the Department has been busy as it relates to calls relating to domestic and behavioral health.

See 7d.

c. Public Works Supervisor Clink presented the Public Works report as follows:

- 107 trees removed (98 Ash Trees in boulevard) resulting in 1,846 inches removed. If contracted at previous rates, the bill would have been approximately \$7,000, noting that the stump grinder essentially paid for itself.
- Trees have been removed in the area of the new public swim beach.
- Repairs have been made to the library and arena.
- When weather improves, the crew will begin sweeping streets
- Improvements are being made to the campground including grass seeding, dock installation, fire rings, etc.
- The city is aware of pothole issues and will begin when hotmix becomes available.
- The crew will begin 10 hour workdays starting April 20th with one employee working Fridays.

d. City Engineer Yapp updated the Council on the 2020 street projects:

2020-CIP

- Contracts are in the process of being submitted by the Contractor. Once received and reviewed by the City Engineer, they will be sent to the City for signatures.
- Stantec is currently contracting residents along Elm St. N. for notification, information gathering and acquisition of easements.

2018 CIP

- Construction activity will likely start in May with the concrete repairs and turf amendments.
- Final wear course paving will be late May or early June.

7. ACTION ITEMS

a. The City Council previously approved Resolution No. 2020-32, resolution authorizing the solicitation of quotes for the purchase of a lawn mower to replace the Kubota.

Quotes were obtained as follows:

Vendor	Model	Gross	Net
Midwest Machinery	JD Z997R w/72" Deck	\$21,500.00	\$9,500.00
Powerhouse Outdoor	Toro 72076 w/72" Deck	\$23,521.00	\$18,784.99

The gross price is the Government price. The net is after trade of the City's existing Kubota mower.

Council Member Johnson introduced Resolution No. 2020-35, Resolution Authorizing Purchase of Mower. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

- b. Ambulance Director Kathy Struffert is requesting the following step advancements for EMTs.

Chanda Lofquist	Step EMT-B Level 3	April 22, 2020
Nicole Westbrook	Step EMT-B Level 3	June 4, 2020

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

- c. Upon review of the new Authority granted to the City to loan prior MIF Revolving Loan Fund dollars to retail and service industries, the following terms are to be determined:

- Loan Amount or Range
- Interest Rate
- Term of Loan
- Ability to Convert to Grant
- Collateral (UCC or Real Estate)
- Eligibility Criteria

City Administrator Willer stated that the City has approximately \$250,000 in the revolving loan fund available.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to earmark \$125,000 of the revolving loan fund for small business loans valued at \$1,000-10,000 with a max of 5 years at 0% interest. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Johnson and Mayor Stone. Against: None. The motion passed.

A draft of an Agreement will be available to review along with criteria similar cities are utilizing at a future meeting.

- d. Police Chief Friedrichs is recommending that Steve Nagle be hired as a Part-Time Patrol Officer at Step 1 of the pay scale, effective April 15, 2020, pending successful background check.

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

8. UNFINISHED BUSINESS

- a. Public Works Full-Time Candidates for interview have been selected from the pool of applicants. The selection was based upon review of the Personnel Committee along with the Public Works Director and City Administrator.

Letters were sent to the candidates stating they had been selected but that interviews are pending. Interviews will be set at a later date.

- b. City Hall is open; however, closed to walk-in-traffic. Employees can be contacted via telephone, e-mail or can ring the doorbell and someone will assist. A drop box is also located outside of City Hall for drop offs.

It was the general consent of the Council to follow Governors Stay At Home Orders as it relates to Sinclair Lewis Campground. If refunds are requested, staff to offer credit or alternate dates.

It was the general consent of the Council to install snow-fence around all City parks.

The Community Garden is planned to open and asks that users maintain appropriate social distancing guidelines.

9. NEW BUSINESS

- a. Dana Boschee at 518 Elm St. S. is requesting that the City Council remove the installation of a sanitary sewer service to his vacant lot on Elm Street. He lives across the street and utilizes the vacant lot for a garden.

A copy of his request was presented to the Council for their review.

The lot in question is a buildable lot according to the City Code. It previously had a home on it that was demolished.

City Engineer Yapp recommended that all services be installed. He also noted that there is no cost for a change order.

A motion was made by Council Member Kelly and was seconded by Council Member Yapp to keep sewer services in the project and look into deferral options. A vote being recorded as follows: For: Council Members Kelly, Yapp, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$118,691.17
		Paid Claims	<u>\$4,735.00</u>
		Total	<u>\$123,426.17</u>
b.	March Checks	Paid Claims/Payroll	<u>\$356,198.28</u>

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.

11. INFORMATIONAL ITEMS

- a. Severe Weather Awareness Week – April 13-17, 2020
- b. Spectrum Charter Lineup Changes

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at 7:34 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer