

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MAY 6, 2020**

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

The Sauk Centre City Council met via Zoom in a Regular Meeting on Wednesday, May 6, 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 Engineers Yapp and Boser, Ambulance Director Struffert, Miranda Wendlandt with Clifton, Larson Allen, Stacie Michels with Sauk Centre Area Chamber of Commerce and Administrative Assistant Vogt. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the April 15, 2020 Regular Meeting Minutes as presented and the April 13, 2020 Special Meeting Minutes, with changes. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Fuechtmann 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. Clifton Larson Allen representative Miranda Wendlandt reported on the 2019 audit. She thanked the City of Sauk Centre and the City Council for allowing them to perform the audit and stated that she reviewed the audit with the Finance Committee prior to the meeting. The City of Sauk Centre was issued a clean audit report. She then discussed the following:

- Required Communications
- City's Audit Results
- Cash and Investment Balances
- Fund Balances
- Comparative Governmental Revenues
- Governmental Fund Revenues
- Comparative Expenditures for Governmental Funds
- Governmental Fund Expenditures

See 7a.

b. Ambulance Director Kathy Struffert presented the First Quarter Report for 2020 as follows:

- 40 No loads/cancel, 17 ALS transfers, 56 BLS transfers and 173 billed calls
- Total billed \$214,623.60
- Special event details included Heart Health Month presentation at the Senior Center. No other special event details took place due to Covid 19.
- Mutual Aid assists including Melrose Ambulance and Paynesville Ambulance.
- LUCAS was used two times.

Struffert noted that her EMTs must wear masks, gloves, gowns, safety glasses and they also require patient wear masks. The crew is required to self-monitor and take temperatures often. They are taking extra time post call to sanitize the rig.

Minnesota Department of Health donated 30 gowns as well as \$5,500 for wages and equipment.

c. City Engineer's Yapp and Boser updated the Council on the following:

- 2018 CIP
 - The Contractor was able to complete the application of Hydra Hume and the 1-3-3 starter fertilizer on April 23rd. Stantec will continue to monitor the grass growth throughout the growing season.
 - Construction activity, including concrete repairs and final adjustments to the water curb stops, will likely start sometime in May. Final wear course paving will be later in May or early June.
- 2020 CIP
 - Contracts are completed and have been distributed.
 - Stantec is currently contacting residents via telephone and mail along Elm Street North for notification, information gathering and acquisition of easements. Meetings may begin to be set up with the owners in the near future. They anticipate they will be able to get signatures without entering the residents homes to follow all the orders and guidelines from the State of Minnesota regarding the Covid 19 pandemic.

d. The Park Board met Tuesday, May 5th and discussed the following:

- Rates set for kayak and paddle board rental in Sinclair Lewis Park Beach
- Recommendation to proceed with the construction of bathrooms in Browns Park
- Working on updating park inventory for the Master Park Plan
- Recommend purchase of signage for Sinclair Lewis Park Beach
- Construction of the beach will begin soon
- Recommendation to allow campers to reschedule or cancel reservations due to Covid

- Recommending approval of tree planting incentive due to Emerald Ash Borer
 - Recommendation to open the splash pad consistent with Governor’s orders
 - The tree planted for Arbor Day is located in the triangle by Ding Dong
 - Recommendation to convert seasonal sites 40-42 to nightly/weekly sites through attrition
- e. The EDA met on Tuesday, May 6th and discussed the following:
- Reviewed the draft TIF plan 1-13. The public hearing has been set for June 3. It was sent to the County and School for comment.
 - Reviewed and recommended two emergency loan funds to be approved once all appropriate documents are received
 - Preliminary discussion regarding funding of a feasibility study for a new business
- f. Sauk Centre Public Utility reported the following:
- Audit was approved.
 - Discussed their new Covid work schedule and will continue to follow the hours and shifts that they have been completing
 - The 2019 Drinking Water Report was presented to the Commission
 - The Commission was updated on the projected costs for the Elm Street and Lake Street areas
 - 2019 reliability report showed the utility had high percentage for responses and low outages

7. ACTION ITEMS

- a. See 6a.

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

- b. Pursuant to prior approval by Resolution of the City Council, quotes were sought for the City’s 2020 Crackfilling project. Crackfilling to include Centre Street from Beltline to 12th Street, Getty Street from Beltline north one block, 9th St east of Ash Street, State Road, Cates Estates Drive, Lakeshore Drive from Main to T.H. 71, Oak Street from SLA to Park and 1st St. N. from T.H. 71 to Pine.

<u>FIRM NAME</u>	<u>BID AMOUNT</u>
Simply Surfacing	\$15,250.00
Precision Roadway	\$23,232.00
Allied Blacktop	\$29,445.00
Astech	\$18,885.00
Northwest Asphalt	\$24,510.00
Midwest Asphalt	\$16,836.00

It was noted that Simply Surfacing failed to bid all items; therefore, was excluded from the bid process.

City Administrator Willer asked that the contract be extended to include Beltline Road and 12th Street and Industrial Park Roads which the low bidder can do at the same cost per pound as the initial bid.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2020-36, Resolution Accepting Bid and Authorizing Execution of Contract for Crackfilling Project. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, Johnson and Mayor Stone . Against: None. The motion passed.

- c. Pursuant to prior approval by Resolution of the City Council, quotes were sought for the City's 2020 Sealcoat project. Sealcoating to include Centre Street from Beltline to 12th Street, Getty Street from Beltline north one block, Timberlane Drive, Ash St south of 12th, 9th St east of Ash Street, State Road, Cates Estates Drive, Oak Street from SLA to Park and 1st St. N. from T.H. 71 to Pine.

<u>FIRM NAME</u>	<u>BID AMOUNT</u>
Allied	\$59,287.00
Astech	\$41,075.00

Council Member Fuechtmann introduced Resolution No. 2020-37, Resolution Accepting Bid and Authorizing Execution of Contract for Sealcoating Project. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- d. Neal Rohde submitted his resignation from the Sauk Centre Ambulance Department, effective April 21, 2020. Ambulance Director Struffert is recommending acceptance of the resignation.

A motion was made by Council Member Johnson and was seconded by Mayor Stone to accept the resignation of Neal Rohde, effective April 21, 2020. A vote being recorded as follows: For: Council Member Johnson, Mayor Stone, Council Members Leach, Fuechtmann and Johnson. Against: None. The motion passed.

- e. With the shutdown of the City's liquor establishments at the same time that the renewals are due to be processed, the Council was asked to consider offering a payment plan to the license holders for their approximate \$2,000 annual license fee.

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

- f. See 6e.

The EDA is recommending Council approval of an Emergency Small Business Loan, if all appropriate documentation is presented.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve two Small Business Emergency Loans in the amount of \$10,000/each, if all appropriate documents are received. A vote being recorded as follows: For: Council Members Johnson, Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. At the April 15, 2020 City Council meeting, the Council heard a request to eliminate a sewer service to a vacant lot where the owner has no intention of building or utilizing the service. The property is located at 518 Elm St. S and is part of the 2020 Capital Improvement Project for the City.

The Council declined to eliminate the service from the Plans for the Project; however, they stated they would give consideration to deferring the assessment until a future date. An excerpt from the LMC Special Assessment Toolkit states:

“For undeveloped property it is better to defer an assessment than to postpone it because the city will eventually recoup costs. At the meeting where the council approves the assessment, it may levy the assessment but defer the first installment of the assessment for unimproved property until a designated future year, or until the platting of the property or the construction of improvements. The council may set, by resolution, terms, conditions, standards, and criteria for the deferral and future payments. The city must file a certificate with the county recorder stating the legal description of property subject to deferred assessments, and the amount of the deferred assessment.”

It was the general consent of the Council to defer until developed, sold or assessments expire (11th year), at which time it must be paid in full.

Action on the deferment, will actually occur at the meeting where the final assessment is approved.

9. NEW BUSINESS

- a. With the ongoing situation with COVID-19 the Council was asked to discuss and give consideration whether approvals will be granted for Summer gatherings such as Sinclair Lewis Days, Concerts in the Park etc. Council approvals include street dance, parade, fireworks etc.

The Park Board made a recommendation that the City follow the Governor’s direction.

Chamber Director Stacie Michels stated that the Chamber Board is leaning towards cancellation as surrounding communities have cancelled their festivals.

The City Council stated that they will support any decision made by the Chamber.

- b. City staff and Mayor Stone will be meeting with City Attorney Nick Adams regarding updating the nuisance ordinance proceedings.

City Code allows for various processes to utilize while attempting to gain compliance with clean up efforts, which will be reviewed.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$116,535.63
	Paid Claims	<u>\$2,835.58</u>
	Total	<u>\$119,371.21</u>

- b. Resolution No. 2020-38, Resolution Accepting Contributions. The contributions are as follows:

Walmart	\$2,000.00	Fitness Park
Lions Club of Sauk Centre	\$750.00	Outdoor Rink

- c. Gambling Application for Exempt Permit request from Holy Family School for a raffle on September 4, 2020 at Holy Family School

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

None.

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 7:45 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer