

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MAY 20, 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 20, 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 Planner Morton, 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 Johnson to approve the agenda, with additions. A vote being recorded as follows: For: Council Members Leach, Johnson, Kelly, 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 Kelly to approve the May 6, 2020 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Johnson 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 April Police Report stating that there were 125 Verbal Warnings and 454 ICRs for a total of 579.
- b. Public Works Supervisor Clink updated the Council on the Public Works activities as follows:
 - Sinclair Lewis Campground/Park
 - Sites 1-21 were seeded and the grass is starting to grow
 - Firepits have been moved and installed
 - Docks have been put together and installed
 - All water lines in have been tested and turned on for the season
 - One broken sewer line has been repaired
 - Miscellaneous items left behind in the seasonal area of the campground have been cleaned up and removed
 - Mulch has been installed in the playground
 - Swing seats in poor condition have been replaced
 - Public beach construction has begun

- Cleaning in park bathrooms will take place one time per day, seven days per week
 - Playground equipment will be cleaned once a week
 - Vandalism in Brown's Park, Conservation Park, Skate Park and Campground bathroom
 - Street sweeping is complete
 - Tar patching is in process
 - New tar trailer has been received
 - Tentative scheduling for crackfilling will be the second week in June with sealcoat to follow
 - Park Road will be patched
- c. City Engineer Yapp updated the Council stating that there is a portion of curb to be re-done at the motel and once that is complete the project will be finalized.

The preconstruction meeting for the 2020 project will take place Wednesday, May 20th.

- d. The Airport Board met in regular session on Wednesday, May 13, 2020.
- Joint Airport Zoning Board (JAZB) public hearing will be rescheduled into June.
 - Discussed FFY 2021 Capital Project as potential 80X80 Box Hangar for 90% Federal Funding.
 - Waiting for MnDot Aeronautics to select projects for CIP for SFY 2021. We have several listed projects that are candidates for 75% State Funding.
 - City was awarded \$30,000 for Airport Maintenance from the CARES Act. Board is consider using these funds to replace hangar door on 60X60 Box Hangar if it isn't selected for SFY 2021 Project.

7. ACTION ITEMS

- a. An interview Committee including Public Works Supervisor Ben Clink, City Administrator Vicki Willer and Mayor Warren Stone conducted interviews with eight candidates for the position of Public Works Maintenance on Tuesday, May 12, 2020.

At the conclusion of the interviews, the candidates were ranked that the top-ranking candidate is presented for Council approval for appointment. Because the top four candidates ranked so closely, the Committee is requesting that they be included on a hiring list for up to one year in the event of a vacancy in the Department.

The Interview Committee is recommending the appointment of Jackson Zenzen as Public Works General Maintenance Employee at Step One of the pay scale, pending successful background investigation, and authorize the next three highest-ranking candidates be included on a hiring list for up to one year.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to appoint Jackson Zenzen as Public Works General Maintenance Employee at Step

One of the pay scale, pending successful background investigation, and authorize the next three highest-ranking candidates be included on a hiring list for up to one year.

Zenzen's start date is set for June 8th, following a successful background check.

- b. An Interview Committee including Chief Bryon Friedrichs, Sergeant Joe Jensen, and City Administrator Vicki Willer conducted interviews of four candidates for the position of part time patrol officer.

The Committee recommends the appointment of two of the candidates, Branton Stowell and Eric Grabmeier, to the position pending successful background investigations.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve the appointment of Branton Stowell and Eric Grabmeier as Part-Time Patrol Officers at Step 1 pending successful background investigations. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Johnson and Mayor Stone. Against: None. The motion passed.

- c. The City has had a Campground Refund Policy in place for many years. Campers are required to make a one-night non-refundable deposit when they make a reservation. This deposit is not refunded in the event of a cancellation.

With COVID-19 causing closure of the Campground and other events, the Park Board revisited the Policy. They recommend that if the Campground is open the Policy remains in effect or as an alternative transferred to a later reservation. If the Campground is closed, the deposit would either be refunded or applied to a future reservation.

The Campground has received cancellations for times when the campground is expected to be open reasons such as the cancellation of Sinclair Lewis Days, change of travelling plans due to COVID etc. These campers have requested refunds of their deposits for "COVID related" reasons. The Council should determine if they want to deviate from the Non-Refundable Deposit Policy for "COVID Related" reasons when the campground is open and determine what "COVID Related" is defined as.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Johnson to let the Refund Policy stand as-is. A vote being recorded as follows: For: Council Members Fuechtmann, Johnson, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

- d. At a prior meeting, the City Council approved the implementation of the Emergency Loan Fund Program along with granting the EDA the authority to move forward with completing the loan process.

One loan has been completed.

A motion was made by Council Member Leach and was seconded by Council Member Johnson to approve a Final Emergency Revolving Loan Fund to Hidden Treasure in the

amount of \$10,000. A vote being recorded as follows: For: Council Members Leach, Johnson, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- e. The City initially developed a COVID-19 Preparedness Plan early in the Pandemic. The Plan has been updated with more detail. The purpose of the Plan is to outline procedures and protocols for employees.

The updated Plan was presented to the Council for their review.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the updated Covid-19 Preparedness Plan for the City of Sauk Centre. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- f. With the bids for the Sealcoat and Crackfill Project coming in under budget, there is an opportunity to do some additional asphalt patching. Riley Brothers will be in town in the coming weeks to complete the final lift on the North End Project.

Estimates have been obtained for some additional work while they are here.

Public Works Supervisor, Ben Clink provided additional details:

- Alleyway behind Post Office and alleyway between 5th/6th Street is estimated at \$9,905
- Patching of bad areas in the arena parking lot are estimated at \$5,105

City Engineer Yapp recommended that the City not move forward with the arena parking lot.

A motion was made by Council Member Leach and seconded by Council Member Fuechtmann to approve additional asphalt patching of both alleyways mentioned above. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- g. Sauk Centre Public Schools is requesting the approval of a Parade Permit for a Graduation Parade on Friday, May 29.

Hi Vicki:

Thanks for all your help with our District's Graduation Parade and for getting the Parade Permit on the next City Council Agenda. Please know it is greatly appreciated! Thank you!

Our parade to honor this year's graduates will be on Friday, May 29th beginning at 8:00 p.m. We have worked with Chief Friedrichs and I will get you a map of the parade route as soon as we get it finalized and prior to next Wednesday's Council meeting.

Thanks again Vicki! Have a great weekend and stay well!
Pat

Patrick J. Westby
Sauk Centre Schools Superintendent

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

- h. Three forfeited vehicles that were previously approved to offer for sale have been sold as follows:

Vehicle	Bidder	Amount
2007 Honda Pilot	James Rancourt	\$5,125.00
2001 Chevrolet Tahoe	Brandon Trepanier	\$ 650.00
2006 Chevrolet Malibu	Amy Reiter	\$ 676.00

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

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$ 99,069.45
		Paid Claims	<u>\$ 77,297.88</u>
		Total	<u>\$176,367.33</u>

b.	April Checks	Paid Claims/Payroll	<u>\$312,422.23</u>
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- c. Resolution No. 2020-40 Accepting Contributions.

Dale Emmel	\$1,000.00	Fire Dept.
Men's Card Playing Group	134.69	Senior Center
Carlyn Cole	N95 Masks	Amb. Dept.
Pflipsen Ag	N95 Masks	Amb. Dept.
Denny & Mona Walters	Homemade Masks	Amb. Dept.
Mark Hokonson	Case of Gloves	Amb. Dept.

Jan Pallow	Homemade Masks & 13 gowns	Amb. Dept.
Jo Weir	Material for 13 gowns	Amb. Dept.
Felling Trailers	Girl Scout Cookies	Amb. Dept.
Dave Walters Daughter	Blankets	Amb. Dept.
Eagles Healing Nest	Easter Treats	Amb. Dept.
Al Lawinger Family	EMS Cookies & Cupcakes	Amb. Dept.
Santana Uphus	Stuffed Animals	Amb. Dept.
Holiday	Box of Gloves	Amb. Dept.
Jim & Caroline Toenies	Homemade Masks	Amb. Dept.
Jan & Carla Beste	Homemade Masks	Amb. Dept.
Ginny Thomas	Homemade Masks	Amb. Dept.
Brenda Berg	2 infant CPR Preemie Mannequins	Amb. Dept.
Stan Hirman	\$100.00	Amb. Dept.
Penny Deters	Homemade Masks	Amb. Dept.

d. Every year by June 30th, Liquor Licenses are up for renewal. To date, the following applicants have the appropriate paperwork completed and fee paid. Listed below are the Liquor Licensees and License Number:

- Next Door Bar & Lounge (On-Sale, Off-Sale & Sunday) 2020-06
- Bear Trap (On-Sale, Off-Sale & Sunday) 2020-07
- Mustang Bar III (On-Sale, Off-Sale & Sunday) 2020-08
- Old Course Sauk Centre (On-Sale, Off-Sale & Sunday) 2020-09
- M & M's Corner Bar (On-Sale, Off-Sale & Sunday) 2020-10
- Mezcal, LLC (On-Sale & Sunday) 2020-11
- American Legion Post 67 (On-Sale & Sunday) 2020-12
- The Palmer House (On-Sale & Sunday) 2020-13
- Crazy J's Bar & Grill 2020-14
- American Tap & Eatery (On-Sale & Sunday) 2020-15
- West Side Liquor (Off-Sale) 2020-16
- Walmart, Inc. (Off-Sale) 2020-17
- Sister's Beer Wine & Spirits (Off-Sale) 2020-18

e. Every year by June 30th, On/Off Sale 3.2 Beer Licenses are up for renewal. To date, all of the applicants have the appropriate paperwork completed and fee paid. Listed below are the On/Off Sale 3.2 Beer Licensees and License Number:

- Jitters Java Café (3.2 Beer & Wine) 2020-19
- Isaac's North Star, Inc. (3.2 Off-Sale) 2020-20
- Coborn's (3.2 Off-Sale) 2020-21

f. Every year by June 30th, Cigarette Licenses are up for renewal. To date, the following applicants have the appropriate paperwork completed and fee paid. Listed below are the Cigarette Licensees and License Number:

- Next Door Bar & Lounge 2020-22

- West Side Liquor 2020-23
- Bear Trap 2020-24
- Mustang Bar III 2020-25
- Coborn's 2020-26
- Sauk Centre Fleet Supply 2020-27
- Casey's General Store 2020-28
- Isaac's North Star, Inc. 2020-29
- Walmart, Inc. 2020-30
- Trucker's Inn Truck Stop 2020-31
- Brother's Market Sauk Centre 2020-32
- Sister's Beer Wine & Spirits 2020-33
- Holiday Stationstores, Inc. 2020-34
- Xcentricos Smoke Shop 2020-35
- Crazy J's Bar & Grill 2020-36

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

The Council thanked all that donated.

11. INFORMATIONAL ITEMS

- a. Household Cleanup Day – May 30, 2020
- b. Hazardous Waste Pickup Day – June 10, 2020
- c. Public Hearing on TIF District 1-13 – June 3, 2020 at 6:30 p.m.
- d. Spectrum Lineup Changes

12. ADJOURNMENT

A motion was made by Council Member Leach and was seconded by Council Member Kelly to adjourn the meeting. A vote being recorded as follows: For: Council Members Leach, Kelly, 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 7:33 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer