

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JUNE 17, 2020**

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

The Sauk Centre City Council met via Zoom in a Regular Meeting on Wednesday, June 17, 2020 at 6:30 p.m. due notice being given thereof. Present were Council Members Joe Fuechtmann, 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 and City Engineer Boser. Mayor Stone presided thereat. Council Member Leach was absent.

2. APPROVAL OF AGENDA

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the agenda, with the addition of 7i – Relay For Life Road Closure. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the June 3, 2020 Regular Meeting Minutes, with changes. A vote being recorded as follows: For: Council Members Johnson, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

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

Stacie Michels – Sauk Centre Area Chamber of Commerce. Stacie requested that the City approve a proration of the 2020 liquor license fees. See 7b.

Pat Winters – Bear Trap. Pat asks that the Council be more proactive with the small business community and asks that the Council approve a proration of the 2020 liquor license fees. See 7b.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Sergeant Jensen presented the May Police Report stating that there were 591 ICRs and 176 Verbal Warnings for a monthly total of 767.
- b. Public Works Supervisor Clink updated the Council on the following:
 - Patching complete on Park Road
 - Crack sealing to begin on June 24th and be complete on June 30, weather dependent
 - Crosswalk painting has started and will last approximately two weeks
 - Culvert outlet areas around storm sewers have been cleaned, which includes tree removal, sediment removal and rock replacement, if necessary
 - Excavated an area on Hickman Dr. to repair a storm sewer that was leaking. The repair has been made and the road patched

- The department has planted approximately 40 trees
- The Splash Pad has had some maintenance issues. Parts have been ordered and replaced.
- Kayak rack has been built and the donated kayaks and paddleboards are on the rack and ready for rental
- Beach area is complete and in use. Signs and lights installed. Buoys have been ordered and will be installed when received.
- Assisted the Baseball Association in creating a pitching mound in Towerview Park
- Zero Turn Mower received
- Bathrooms continue to be cleaned daily
- Graffiti has been cleaned/covered up
- Staff repaired a hydrant leak at the airport
- Airport fuel tank vapor locks when near full capacity so a contractor will be conducting repairs
- New Employee Jackson Zenzen has started

c. City Planner Morton presented the Planning Commission report as follows:

- March-May Building Permit Report
- 2020 Zoning Permit Summary

d. City Engineer Chuck Boser updated the Council on the following projects:

2018

- Paved
- Concrete repairs complete
- Monitoring grass situation

2020

- Tree removal complete
- Start on bituminous reclamation and concrete removal
- Utility excavation to begin within the week

7. ACTION ITEMS

a. The City has historically contributed funding to Sauk Centre Public Schools to help with the costs of providing Summer Recreation opportunities to Sauk Centre youth.

The current agreement ran from 2017 to 2019. Earlier in the year the City reached out to the school regarding Summer 2020 activities and at that time it was determined that given the uncertainties in the ability to conduct the programs that a new Agreement for 2021-2023 should be considered and 2020 would be skipped.

Now that it appears some of the programming will be allowed, the school reached back to the City requesting a pro-rated contribution of 70% for 2020. They have stated many of the programs will be able to be provided, some with a shorter timeline.

A motion was made by Council Member Fuechtmann to approve a 70% contribution for 2020 and re-negotiate for the following three years. A motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly and Mayor Stone. Against: Council Member Johnson. Absent: Council Member Leach. The motion passed.

- b. The City received a petition on June 1, 2020 from its on-sale liquor license holders requesting that the City consider granting them a credit on their 2019/2020 license fee for the days they were unable to be open under the Governor’s Order. In addition, they also asked that the City revise its prior deferred payment plan for the 2020/2021 license payment by extending it a minimum of ninety days plus grant flexibility to extend it further. The current deferred payment plan split the fee into three parts due July 1, August 15, and September 30.

The City collects the on-sale license fee as a revenue stream to help offset the additional public safety costs the City incurs with the license holder establishments given the nature of the business. Charging this “user fee” is traditionally more acceptable than raising taxes over all residents and business owners to cover these extraordinary costs.

Because the City has not incurred those costs during the time the businesses were closed, it may want to consider rebating a pro-rated share of the fee back to the establishments. Several other cities and counties have implemented some type of discount/rebate. Stearns County calculated their fee on a per day basis through July 1. Rather than giving a check back to the business owners, they issued a credit on the upcoming renewal. Other cities have rebated to June 1. Yet others have discounted the upcoming renewal

The City has nine regular on-sale licenses (\$1,750) and one on-sale non-profit license. The Council was presented with the following options:

Option 1:	No credit/rebate.		
Option 2:	Credit per day to June 1 (74 days)	\$4.80/day	\$355.20
Option 3:	Credit per day to July 1 (105 days)	\$4.80/day	\$504.00

A motion was made by Council Member Fuechtmann to approve Option No. 3 and continue with existing payment plan. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Fuechtmann, Johnson, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- c. The 2020 Budget includes funding for the purchase of an edger machine for edging sidewalks, curbs etc.

The Public Works Supervisor’s recommendation is to go with the Gyrat EZI Edger. Although it is more expensive than the Ventrac, there are reasons that it is a better option for the City, as follows:

- The Ventrac is built specifically for the Ventrac machine and will require a lot of modifications to make it work with our tractor. The Gyrac needs a 2” square tube mounted to the tractor which we can manufacture in house and easily mount to the 2025 tractor that we already own.
- The Ventrac operates with weights that are removable. The Gyrac operates with a hydraulic cylinder to provide down pressure and edge areas that are hard.
- Visibility is much better on the Gyrac as it is right next to the operator’s seat instead of out in front of the machine.
- The Gyrac has a dual action pivot system that will follow the edge of the concrete a lot better than the Ventrac.
- With this edger we will be able to maintain sidewalks and curb lines with greater efficiency than renting a hand edger. We will also be able to maintain these edges on a timelier basis with the reduced labor needed to complete this project. In the past it takes numerous people to edge along sidewalks. With this edger we can reduce that to one person and cover 10 times more distance in the same amount of time.
- Edging really cleans up a sidewalk or curb line and makes things look very nice. This would allow the department to do this more often.
- The wear parts such as the bearing and disc can be sourced from a US supplier, so we do not need to get those from Australia.

Council Member Kelly introduced Resolution No. 2020-47, Resolution Authorizing Purchase of Edger. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Kelly, Johnson, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- d. The Council was presented an update to the City’s COVID Preparedness Plan. The prior plans have focused primarily on employee areas. The changes to this plan add additional precautions in public areas.

The Plan is required to be submitted to the State by June 29.

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

- e. At the last Council meeting the Council authorized moving forward with conducting a fireworks display on July 17 or a later date.

The Council was presented with an Agreement with Premier Pyrotechnics provided the groundwork for the display. They have also provided the necessary insurance needed.

Upon return of the Agreement and Deposit, the display will be locked in. The City will act as the intermediary to receive funding and forward it to the contract holder when due.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the Agreement with Premier Pyrotechnics for a fireworks display. A vote

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

f. See 7e.

The application for a fireworks display has been prepared for approval and all necessary information has been received.

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

g. The Convention and Visitor's Bureau's primary source of revenue is the remittance of lodging tax revenue from the City. The City retains five percent of the collections for administration costs.

Due to the Pandemic, lodging tax receipts are down approximately 41%. This is making it difficult for the CVB to meet prior obligations for advertising and social media contracts.

As a way for the City to assist the CVB which is a City Board, the Council has the option to reduce the Admin Fee retainage on a temporary basis. This would help the Board continue operations and meet its prior obligations.

A reduction to one percent for 2019/2020 would generate \$2,472.76 to the CVB to date which is approximately five percent of its annual operating expenses.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve the reduction in administrative fee retainage to 1% effective January 1, 2019 through December 31, 2020. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

h. With the campground closed for the month of May, several reservations were moved or cancelled with refunds. The Council approved the refunds because the campground was closed. At that time the Council voted that the existing policy that the deposit is non-refundable should stand during times the campground is open.

One individual that reserved and paid a deposit on ten sites during Sinclair Lewis Days is requesting her deposit of \$30.00 for each site be refunded. This is contrary to the Council's previous action of non-refundable deposits if the campground is open. Thirteen other campers have also cancelled for COVID reasons such as cancelled family trips, cancelled County Fair, etc. and have forfeited deposits totaling \$462.47. If the City grants the refund for the ten Sinclair Lewis Days sites it should also consider refunds for the other various COVID reasons.

The total dollar amount of deposits that were unable to be moved to future reservations is \$762.47 (including the \$300 deposit for the ten Sinclair Lewis Days sites.)

A motion was made by Council Member Kelly to keep the no-refund policy. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Member Kelly and Mayor Stone. Against: Council Members Fuechtmann and Johnson. Absent: Council Member Leach. The motion failed due to lack of majority vote.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Johnson to grant refunds; but withhold a \$10 administrative fee per site. A vote being recorded as follows: For: Council Members Fuechtmann, Johnson and Mayor Stone. Against: Council Member Kelly. Absent: Council Member Leach. The motion passed.

- i. Representatives from Relay for Life are requesting the closure of Park Road on August 1, 2020 from 6:00 to 11:00 p.m. for the Relay for Life Luminary Event.

They typically hold the event at the fairgrounds, however, there is a scheduling conflict with another activity at the fairgrounds that date. At this point it is uncertain if the event will be drive through or walk through due to gathering restrictions.

The road would be closed from Oak St. to the Boat Access. Luminaries will be set up along the roadway and cars will be allowed to drive through or people to walk through to observe the event.

A motion was made by Council Member Johnson and was seconded by Council Member Fuechtmann to approve the road closure request. A vote being recorded as follows: For: Council Members Johnson, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. 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	\$75,929.64
		Paid Claims	<u>\$8,833.08</u>
		Total	<u>\$84,762.72</u>

b.	May Checks	Paid Claims/Payroll	<u>\$462,515.96</u>
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- c. Resolution No. 2020-48 Resolution Accepting Contributions.

Black Oak Wind, LLC	\$2,000.00	Fire Dept.
John & Christine Felling	\$100.00	Fire Dept.

Mark Haskamp	\$50.00	Amb. Dept.
CentraCare Foundation	\$3,880.58	Parks
- Kayaks/Paddleboards/Paddles/LifeVests		

- d. Request from the downtown bars (Mustang, Next Door, Crazy J's & Corner Bar) for a Temporary Extension of Premise Permit and road closure for a Sinclair Lewis Days Street Dance on July 18, 2020. The road closure request is a one block area from Main Street (Stoplights) to Oak Street. Eric Hellermann plans to close the road at 2:00 P.M. for the street dance and re-open at 3:00 A.M. following clean-up. The fenced area will be from the Palmer House across to Geyerman's and at the intersection of Oak Street.

The Street Dance/Road Closure Permit will be sent to Jodi Teich at the County after Council approval.

- e. Request from Eric Hellermann dba Next Door Bar & Lounge VIII, LLC for Temporary Extension of Premise Permits for a 11th Anniversary Party with music on August 1, 2020 in the back-parking lots (Next Door's & Food Shelf's) from 6:00 p.m. - 3 a.m.
- f. Due to COVID-19 and the cancellation of the Stearns County Fair, the Sauk Centre Lions Club would like to amend their previously issued gambling permit by removing the pull-tabs and only having the raffle on August 26, 2020 and to be located at 1181 Main Street South, Sauk Centre.

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

The Council thanked Black Oak Wind, LLC, John & Kristine Felling, Mark Haskamp and Centracare Foundation for their donations.

11. INFORMATIONAL ITEMS

- a. Charter Channel Lineup Changes

12. ADJOURNMENT

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