

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, SEPTEMBER 16, 2020**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 16, 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, Public Works Supervisor Clink, City Planner Morton and City Engineer Yapp. 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 changes. 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 Fuechtmann and was seconded by Council Member Kelly to approve the September 2, 2020 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. 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 August 2020 Police Report stating that there were 555 ICR and 307 Verbal Warnings for a total of 862.
- b. Public Works Director Clink updated the Council on the following:
 - 8th & East St. Storm Sewer line has been cleaned of growth and debris
 - Sidewalks have been cut and repaired to meet ADA requirements
 - Next spring contractor will prepare a sidewalk repair list
 - Salt/Sand has arrived for winter season
 - Repaired potholes and manhole covers in driving lanes
 - Removed trees and completed stump grinding and cleanup
 - Steamer trailer is complete
 - Old truck sold on auction for \$760
 - Senior Centre has received some repairs
 - Arena is being prepped for hockey season

- Outdoor rink received new garage door with safety sensors
- JC park had branches removed from trees
- Water heater replaced at shop
- Bathrooms in campground upgraded
- Looking into options for sidewalk salting during the winter

c. The Park Board met in regular session on September 8, 2020.

- Received Monthly Public Works Report
- Received Monthly Campground Report
- Recommend City Discontinue absorbing Sales and Lodging Tax for Campground beginning 2021
- Recommend Seasonal Camping Rate for 2021 at \$2,100 – see 7e
- Recommend City proceed with Used Ice Resurfacer Purchase – see 7j
- Reviewed 2021 Projects
 - Build Campground Bathroom
 - Relocate Fish Cleaning House
 - Potential Camper Cabins
 - Common Dock Site in Campground
 - Brown’s Park Bathroom

d. The Airport Board met in Regular Session on Wednesday, September 9, 2020

- Discussed Zoning Ordinance Update Project
- Proceeding with Hangar Door Replacement Project
- Considering Amending CIP to Sealcoat runway and taxiway and also Reclaim Asphalt around 2000 T-Hangar. (2021 Project)

Joint Airport Zoning Board - JAZB (2 City, 2 Township, 2 County Representatives)

- Met on September 9, 2020
- Recommended Airport Zoning Ordinance be submitted to MnDot Aeronautics for a Commissioner’s Order of Approval.
- Next step will be adoption by JAZB after Order is received.

7. ACTION ITEMS

a. The levy presented is the levy proposed at the Budget Workshop Meeting. The proposed levy increase for 2021 is 4% which calculates to \$75,916.80.

The Final Levy to be considered at a Public Meeting to be held with the regularly scheduled City Council meeting on December 2, 2020 at 6:30 p.m.

General Fund	1,388,837.00
Special Revenue	
211 Library	25,000.00

226 EDA	20,000.00
230 Airport	15,000.00
260 Senior Center	25,000.00
270 Arena	25,000.00
284 2020 Project Repayment Fund (Elm)	45,000.00
Total Special Revenue	155,000.00

Debt Service:

331 2012A G.O. IMP (4 th)	15,000.00
333 2015A G.O. IMP/SR (Beltline/Centre)	115,000.00
334 2015B G.O Refunding (City Hall/Ash)	125,000.00
336 2018A G.O. IMP (North/Getty)	175,000.00

Total Debt Service 430,000.00

TOTAL 2021 LEVY 1,973,837.00

Council Member Johnson introduced Resolution No. 2020-74, Resolution Adopting Preliminary Property Tax Levy, Collectible in 2021. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- b. An updated budget incorporating the changes that were recommended at the Budget Workshop have been completed. The Expense Budget is as follows:

General Fund	4,546,912.00
Special Revenue	1,740,861.00
TIF	165,500.00
Debt Service	1,544,66.00
Capital Projects	<u>236,000.00</u>
Total Expenses	8,233,940.00

The proposed revenue Budget includes a 4% levy increase resulting in a budget imbalance of expenses over revenue in the General Fund of \$95,368.00 to be narrowed by the time the final levy is adopted.

Council Member Kelly introduced Resolution No. 2020-75, Resolution Adopting Preliminary 2021 Expense and Revenue Budgets for the City of Sauk Centre. The motion was seconded by Mayor Stone. A vote being recorded as follows: For: Council Member Kelly, Mayor Stone and Council Members Johnson and Fuechtmann. Against: None. Absent: Council Member Leach. The motion passed.

- c. The City Camera System in City Hall is outdated and needs to be renewed due to newer technology. As part of the upgrade, additional cameras are recommended to be installed.

Due to the needed technology changes, the project qualifies for CARES Funding so the City can look back and review who has been in and around the building, if needed.

Camera locations will include:

- Outside the PD Entrance
- City Hall Parking Lot
- Front Lobby
- Council Chambers
- PD Garage
- Intoxilizer Room
- Interview Room
- PD Lobby

A copy of the Proposal was presented to the Council for their review. Total cost is \$17,773.08

A motion was made by Council Member Fuechtmann and was seconded by Council Member Johnson to approve Resolution No. 2020-76, Resolution Authorizing Entering into an Agreement for Purchase of Surveillance System. A vote being recorded as follows: For: Council Members Fuechtmann, Johnson, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- d. The City has been working through the process of reviewing and recommending for approval payments for the City's Small Business Relief Grant Program.

As of this date, the City has received 38 applications.

The first round of payments will be to those that have complete applications and documentation. Those who did not have complete applications have been contacted to provide further backup. Some applications were submitted with ineligible expenses.

First Round totaling \$116,923,72:

- America's Best Value Inn
- Cute and Curvy
- Sinclair Lewis Foundation
- Oak Street Salon
- Oak Street Salon
- Hidden Treasures
- Main Street Press
- Star Publications
- Main Street Theatre
- Snap Fitness
- Ding Dong Café

- Palmer House
- 510 Art Lab
- Sauk Centre History Museum
- Sauk Centre CVB
- Sauk Centre Chamber of Commerce
- American Legion Post 67

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the first round of payments for the Small Business Relief Program. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- e. At the Park Board meeting on September 8, 2020, the Board recommended an increase in the Seasonal Camper Rate. They are recommending small incremental increases rather than keeping the rate the same and then a larger increase later.

The current rate is \$2,000 per season. The recommendation is to go to \$2,100 per season including electric.

Other campgrounds in the area include:

Sportsman's - Osakis	\$1,400.00
Camp S'more – Long Prairie	\$1,450.00 (plus electric)
Lazy Days - Miltona	\$1,500.00 (plus electric)
Midway Beach – Osakis	\$2,400.00
Shady Rest - Villard	\$2,500.00
El Rancho Manana - Richmond	\$2,789.64 (additional for lakeside site)

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve the 2021 Seasonal Camping Rate at \$2,100. A vote being recorded as follows: For: Council Members Kelly, Johnson, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- f. Public Works Supervisor Ben Clink will have been with the City two years on October 1, 2020. A review of Ben's work has been performed.

The following six areas were reviewed:

- Job Knowledge
- Administrative Skills
- Internal Relations
- External Relations
- Human Resources
- Problem Solving

As a result, the following synopsis was developed:

- Continues to improve processes with new ideas
- Implements direction of City Council in a timely manner
- Remains positive during public interaction
- Continues to lead by example and will do any task his employees do
- Watches his budget carefully
- Forward thinking

Ben has exceeded the benchmarks expected and it is recommended he advance to the next pay step.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the advancement of Ben Clink to Step 4, effective October 1, 2020. A vote being recorded as follows: For: Council Members Johnson, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- g. Public Works Supervisor Ben Clink submitted the following individuals for winter seasonal employment:

Dennis Christianson	Outdoor Rink	Step 8
Jake Friedrichs	Arena	Step 2
Duane Waletzko	Arena	Step 3
Sara Linow	Figure Skating	\$35.00/hr (1.5/hrs/week + mileage)

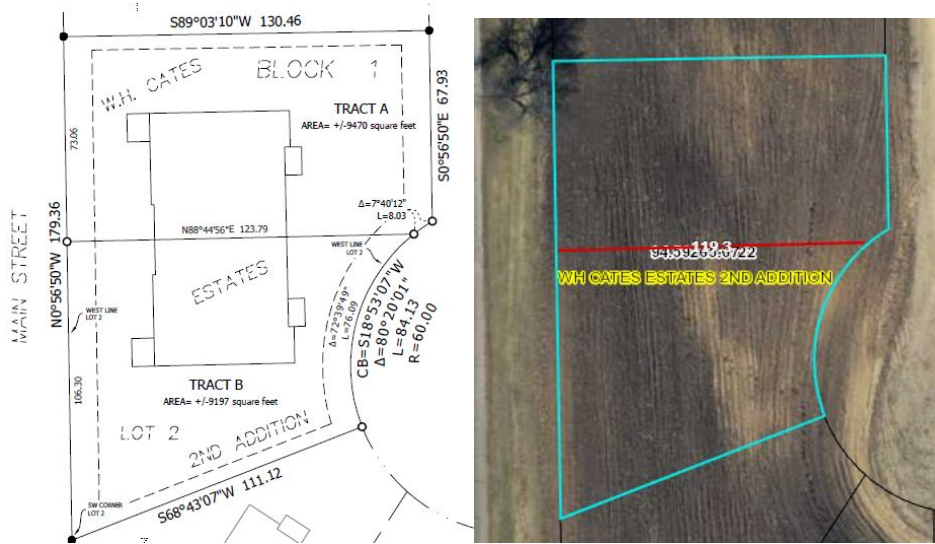
A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve winter seasonal employment. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- h. Pay Request #3 has been received from Breitbach Construction Co. for the 2020 construction project.

Contract Amount	\$954,481.34
Value Completed to Date	\$624,377.38
Amount Earned	\$624,377.38
Less Retainage	<u>-\$31,218.86</u>
Subtotal	\$593,158.52
Less Previously Paid	234,204.16
Amount Due this Request	<u>\$358,954.36</u>

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Pay Request No. 3 for \$358,954.36 to Breitbach Construction Co. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- i. Brock Leagield, DBA Magnificent Properties, LLC, is requesting approval for a lot split which will subdivide his newly constructed twin home on Lot 2, Block 1, W.H. Cates 2nd Addition. This plat was approved in 2019 with the intent that the lots would be subdivided in the common wall of the proposed twin homes.



A copy of the Certificate of Survey and application was presented to the Council for their review. The proposed lots meet all zoning criteria as a standalone lot.

A party wall Agreement will be required to be executed as part of the subdivision and sale of the property.

This is the final split of three lots that were part of the original subdivision.

A motion was made by Council Member Johnson and was seconded by Council Member Fuechtmann to approve Resolution No. 2020-77, Resolution Approving Minor Subdivision for Magnificent Properties, LLC. A vote being recorded as follows: For: Council Members Johnson, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- j. At the Budget meeting discussion was held about the purchase of a new Ice Resurfacer (Zamboni) for the Civic Arena. At the meeting the Council suggested that the budget be reduced and the City look for a used resurfacer.

With the use expected to go up due to the temporary closure of the Long Prairie Arena, the date the new unit will be needed has been expedited.

Public Works began searching for a replacement unit with the following results;

Arena Warehouse LLC	2010 Olympia Millennium 1800 hours	\$45,535
CTM Services Inc.	2010 Olympia Millennium 3000 hours	\$56,490

It was discussed that this could potentially be a 2021 purchase; however, with the current availability of a 2010 model with 1800 hours where 3000 is the norm, the Council may want to secure the unit from Arena Warehouse LLC for \$45,535.00

Preliminary discussion with Arena Warehouse indicated that if the City were to commit to the purchase, they would hold it until 2021 if necessary. Or the City could purchase and have it in service when ice goes in in October.

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve Resolution 2020-79 Authorizing Purchase of 2010 Olympia from Arena Warehouse, LLC. A vote being recorded as follows: For: Council Members Kelly, Johnson, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

8. UNFINISHED BUSINESS

- a. A meeting has been scheduled to respond to the two Bargaining Unit’s proposals for updated Agreements on September 22, 2020. The Finance Committee will be reviewing costs associated with each request and will respond to the proposal at the meeting.
- b. The Challenge Park Obstacle Course Project continues to move forward. A grant has been secured from the equipment manufacturer; however, the grant has to be accepted and a commitment be made before October 31, 2020.

The Committee met with City staff on Wednesday, September 16, 2020 and discussed the next steps.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims -

Unpaid Claims	\$511,632.02
Paid Claims	<u>\$0.00</u>
Total	<u>\$511,632.02</u>
- b. August Checks Paid Claims/Payroll \$1,168,967.87
- c. Resolution No. 2020-78 Resolution Accepting Contributions. The contributions are as follows:

Men’s Card Playing Group	\$100.35	Senior Center
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- d. Request from Missy Terres dba Mustang Bar III, Inc. for Temporary Extension of Premise Permits for a band on September 12, 2020 in the back parking lots (Mead's Building & Old Main Street Drug Building) from 9:00 p.m. – 12:30 a.m.

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

The Council thanked the Men's Card Playing Group for their donation.

11. INFORMATIONAL ITEMS

- a. Public Hearing on Assessments – 2020 Project and Unpaid Utilities – October 7, 2020.

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 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