

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 18, 2020**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 18, 2020 at 6:30 p.m. due notice being given thereof. Present were Council Members Joe Fuechtmann, Diane Kelly, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Public Works Supervisor Clink, City Planner Morton and City Engineer Boser. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the November 4, 2020 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Leach, 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. Police Chief Friedrichs presented the October 2020 Police Report stating that there were 90 Verbal Warnings and 552 ICRs for a monthly total of 642.
- b. Public Works Supervisor Clink reported on the Public Works Activities as follows:
 - Two Snow events that caused plowing/snow removal
 - T8 had a hydraulic cylinder rebuilt
 - First \$500 service complete on new router
 - New drop spreader arrived and being wired by staff
 - Christmas light repairs taking place and will be installed within the week
 - New furnace installed in shop building
 - Repairs made to PAPI light system in airport
 - 5010 Inspection completed by MNDOT Aeronautics
 - Repairs completed on Olympia at arena
 - New Olympia should be delivered within the week

- Hockey Association installed rubber flooring around south end of boards in arena
 - Accepted donation of 6 picnic tables
 - One employee quarantined in October for exposure to Covid with one currently being tested
- c. The Planning Commission met on November 10th and discussed the following:
- Reviewed Building Permit Reports for September and October for a total construction value of \$649,000
- d. City Engineer Boser updated the Council on the following projects:
- 2018 CIP
 - Final Pay Request – see 7f
 - 2020 CIP
 - Working with contractor on the next pay application which will include quantities to date
 - Able to work with car wash owners to get roof drainage updated
 - Unger Property
 - Working on preliminary design and cost estimates – draft report will be presented in December
- e. The Airport Board to meet in Regular Session on Wednesday, November 18, 2020 and discussed the following:
- Zoning Ordinance Update Project
 - 2021 Project has been sent to FAA as intended project.
 - Pavement Maintenance – Areas paved in 2018
 - West Hangar Taxilane and Parking Lot Reconstruction
- | | | |
|--------------|--------------|---|
| Project Cost | \$576,830.50 | |
| FAA Share | \$407,587.00 | |
| MnDot | \$ 92,967.00 | |
| Local Share | \$ 76,277.00 | (\$55,629.51 in Account plus \$15,000 transfer in from Airport Fund in 2020 and 2021) |
- Discussion on timing to begin the Crosswind Runway Relocation

7. ACTION ITEMS

- a. When the City Council opted to proceed with the 2020 Street Project for the Improvement of Elm St. S., Elm St. N. and Lake Street, a determination was made that the City Share of the Project and also the amount to be fronted on the Assessed Share would be borrowed from the Hospital Fund 290 as an alternative to outside borrowing due to the relatively low amount of funding needed.

A Resolution was prepared to define the terms of the interfund loan as follows:

Amount Financed:	<u>\$725,000.00</u>
Interest Rate:	<u>2%</u>
Term:	<u>10Years</u>
Payment Frequency:	<u>Annually</u>
First Payment Date:	<u>February 15, 2022</u>
Payment Amount:	<u>\$80,711.73</u>

<u>Pmt.</u>	<u>Principal</u>	<u>Interest</u>	<u>Cum Prin</u>	<u>Cum Int</u>	<u>Prin Bal</u>
1-2022	\$66,211.73	\$14,500.00	\$66,211.73	\$14,500.00	\$658,788.27
2-2023	\$67,535.96	\$13,175.77	\$133,747.69	\$27,675.77	\$591,252.31
3-2024	\$68,886.68	\$11,825.05	\$202,634.37	\$39,500.82	\$522,365.63
4-2025	\$70,264.42	\$10,447.31	\$272,898.79	\$49,948.13	\$452,101.21
5-2026	\$71,669.71	\$9,042.02	\$344,568.50	\$58,990.15	\$380,431.50
6-2027	\$73,103.10	\$7,608.63	\$417,671.60	\$66,598.78	\$307,328.40
7-2028	\$74,565.16	\$6,146.57	\$492,236.76	\$72,745.35	\$232,763.24
8-2029	\$76,056.47	\$4,655.26	\$568,293.23	\$77,400.61	\$156,706.77
9-2030	\$77,577.59	\$3,134.14	\$645,870.82	\$80,534.75	\$79,129.18
10-2031	\$79,129.18	\$1,582.58	\$725,000.00	\$82,117.33	\$0.00

There will also be an interest only payment made on February 15, 2021 for interest accrued from the date of the Resolution. This is estimated at \$3,650.00.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2020-99, Resolution Defining Terms of Interfund Loan Agreement. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

- b. The following Uncollectible Accounts to be removed from the Accounting System and Written off including sending to Stearns County to be certified to taxes, sending to collections, and writing off as bad debt.

The totals include	Sent to Collections	\$4,125.39
	Removed/Corrections	\$1,723.60
	Certified to Taxes	<u>\$487.23</u>
	Total Adjustments	\$6,336.22

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2020-100, Resolution Approving Adjustments to Accounts Receivable. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. It has been four years since the City sought quotes for Cleaning Services for City Buildings.

Staff recommends updating the duties, review the Agreement, and advertise for persons/companies interested in performing the duties. The current Agreement is up for renewal on February 20, 2021.

The current cleaning service will also be invited to be considered for continued service.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to authorize updating the Cleaning Services Agreement and advertise for the position. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- d. Police Chief Bryon Friedrichs and Sergeant Joe Jensen have requested that the City Council authorize the creation of a Police Officer Eligibility List. This will enable them to begin the process of recruiting and selecting candidates for potential upcoming positions within the Department.

Once advertised, applications will be accepted, interviews will be conducted and associated background investigations will be conducted.

The City could potentially have an officer in place by the end of January.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to authorize the creation of a Police Officer Eligibility List. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

- e. Ambulance Director Kathy Struffert has submitted a resignation on behalf of Noe Zamora effective November 8, 2020.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to accept the resignation of Noe Zamora effective November 8, 2020. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- f. Pay Request #17 (FINAL) has been received from Breitbach Construction Co.

Contract Amount	\$3,213,068.25
Value Completed to Date	\$3,072,725.90
Amount Earned	\$3,072,725.90
Less Retainage	<u>0.00</u>
Subtotal	\$3,072,725.90

Less Previously Paid	-\$3,041,998.64
Failing Tests	<u>-\$815.00</u>
Amount Due this Request	<u>\$30,727.26</u>

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the final Pay Request #17 to Breitbach Company for \$30,727.26. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

- g. The City purchased a Dodge 3500 in 2012. The box was removed and stored and the City owned flatbed was retrofitted onto the vehicle. The removed box has been in storage with the intent of someday putting it back on the truck when offering it for sale. However, with the retrofits and welding that was needed to affix the flatbed, it is unlikely that it would be removed for sale.

This leaves the stored box of no use to the City which is currently occupying storage space.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution 2020-102 Declaring Property Excess and Advertising for Sale. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- h. The Committee for the construction of the Challenge Course has been moving forward with pursuing donations for the Course.

Most of the donations will come through the Sauk Centre Community Foundation. As a pre-requisite for the release of the funds from the Foundation to the City, the Foundation requests a Resolution be adopted by the City authorizing the acceptance in advance.

This Resolution would assure the Foundation that the funds will be used for the intended purpose.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution 2020-103 Authorizing Acceptance of Donation. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Labor Contract Negotiations are scheduled for Monday, November 30, 2020.

9. NEW BUSINESS

- a. Council Member Johnson resigned due to moving out of City limits, which leaves a vacancy.

City Administrator Willer presented the Council with the following options:

1. Accept resignation and leave vacant until January 1, 2021
2. Accept resignation and appoint Shalon Wilber to fill position

A motion was made by Council Member Fuechtmann to declare the position vacant and appoint Shalon Wilber to fill the position, effective December 2, 2020. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach 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 | \$178,440.06 | |
| | | Paid Claims | <u>\$0.00</u> |
| | | Total | <u>\$178,440.06</u> |
-
- | | | | |
|----|----------------|---------------------|-----------------------|
| b. | October Checks | Paid Claims/Payroll | <u>\$1,005,682.05</u> |
|----|----------------|---------------------|-----------------------|

- c. Resolution No. 2020-101 Resolution Accepting Contributions.

Vern & Jeanette Pfeifer	\$100.00	Police Dept.
Girl Scout Troop 171	Girl Scout Cookies	Amb. Dept.
Sauk Centre Fire Dept.	Gowns & N-95 Masks	Amb. Dept.
Sue Cardinal	Homemade Masks	Amb. Dept.
Linda Thom	Kids pillows & Pillow Cases	Amb. Dept.
Jan Pallow	Peaches	Amb. Dept.
Dan Welle	Gift Bags for EMS Workers	Amb. Dept.
CentraCare Clinic	Face Shields	Amb. Dept.
Jan Pallow	Homemade Shoe Protectors	Amb. Dept.
Santana Uphus Family	Stuffed Animals	Amb. Dept.
Janet & John Tracy	Gauze & Tape	Amb. Dept.
Nya Sunder	Blankets for Kids	Amb. Dept.
Brenna Ostendorf	Stuffed Animals	Amb. Dept.

- d. Gambling Application for Exempt Permit request from Sauk Centre Lions Club for a raffle on April 1, 2021 at the Central Minnesota Federal Credit Union.

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, Kelly and Mayor Stone. Against: None. The motion passed.

The Council thanked Vern & Jeanette Pfeifer, Girl Scout Troop 171, Sauk Centre Fire Dept., Sue Cardinal, Linda Thom, Jan Pallow, Dan Welle, CentraCare Clinic, Santana Uphus Family, Janet & John Tracy, Nya Sunder and Brenna Ostendorf for their donations.

11. INFORMATIONAL ITEMS

- a. Spectrum lineup changes.
- b. Public Information Meeting on 2021 Budget – December 2, 2020 – 6:30 p.m.

12. ADJOURNMENT

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