

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

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 16, 2020 at 6:30 p.m. due notice being given thereof. Present were Council Members Diane Kelly, Shalon Wilber and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Public Works Supervisor Clink, City Planner Morton, Police Chief Friedrichs and City Engineer Boser. Council Members Leach and Fuechtmann were absent. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the December 2, 2020 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. 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 November Police Report stating that there were 76 Verbal Warnings and 455 ICRs for a monthly total of 531.

The deadline for Police Officer applications was Friday, December 11th. Twenty one-one applications were received. They have been reviewed by Sergeant Jensen and Chief Friedrichs. Interviews will be scheduled.

- b. Public Works Director Clink updated the Council on the Public Works activities as follows:

- Filled potholes
- Utilized new cold mix which seems to be working well
- Two ice events that required sanding
- Christmas lights installed Thanksgiving week
- A few park displays did not get put up due to lights not working on displays and the high cost of replacing the controllers

- Installed two safe-zone parking lot signs in the City Hall parking lot which is monitored by camera system in City Hall
- New Drop Spreader used during ice events which was more efficient
- Arena has been closed for three weeks which allowed time for the new bathroom stall dividers to be installed
- Dividers have been installed in the campground and middle park bathrooms
- Prepping to open arena on January 4th
- Completed some work in the campground, including tree trimming and removal
- Started on outdoor rink
- Picnic table repair maintenance ongoing
- Library boiler heating system repairs have been completed

7. ACTION ITEMS

- a. City Administrator Willer presented proposed Resolution No. 2020-112 Resolution Adopting Administrative Fees for 2021 to the Council for their review.

This resolution sets 2021 Administrative user fees, which include items such as park rental, campground, ambulance and public works fees .

A motion was made by Council Member Kelly and was seconded by Mayor Stone to approve Resolution No. 2020-112, Resolution Amending Administrative User Fees for 2021. A vote being recorded as follows: For: Council Member Kelly, Mayor Stone and Council Member Wilber. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- b. City Administrator Willer presented the Council with proposed Resolution No. 2020-113, Resolution to Adopt a Schedule of Offenses and Voluntary Administrative Penalties for 2021.

This Resolution sets fees for violations of the Sauk Centre City Code, including alcohol and cigarette violations, nuisance violations, animal impound, etc.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2020-13, Resolution to Adopt a Schedule of Fees for 2021 Voluntary Administrative Penalties and Fines for Offenses of the City Code, According to §10.98. A vote being recorded as follows: For: Council Members Wilber, Kelly and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- c. City Administrator Willer presented proposed Ordinance No. 797.

This Ordinance Adopts fees for those fees and licenses required to be adopted by Ordinance. This includes land use fees, zoning permits, building permits, animal control licenses, liquor, cigarette and various other licenses.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Ordinance No. 797. An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines, and Providing for Subsequent Review Modification and Amendment. A vote being recorded as follows: For: Council Members Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- d. City Administrator Willer presented the Council with Ordinance 798 which authorizes Summary Publication of Ordinance 797.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Ordinance No. 798, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 797 Summarizing and Reaffirming Fees for City Licenses and Permits and Providing for Subsequent Review, Modification and Amendment. A vote being recorded as follows: For: Council Members Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- e. The Council reviewed the following Board and Commission appointments:

Park Board – 3 position vacant to be appointed for a 2-year term. According to City Code Section 37.21, the Park Board shall consist of five members, appointed by the Council for two-year terms. The terms of Michael Gardner, Ryan Roelike and Barry Johnson will expire December 31, 2020. The following submitted nominations:

Barry Johnson

The Council to appoint one member to the Park Board for a two-year term, effective January 1, 2021 and expiring December 31, 2022.

Planning Commission – 1 position to be appointed for a 3-year term. The Planning Commission shall consist of five (5) members of which are appointed by the City Council from among the residents of Sauk Centre, one (1) member will be appointed from the City Council and four (4) members shall be residents of the City. The term of Kenneth Gieske will expire December 31, 2020. The following submitted nominations:

Kenneth Gieske

The Council to appoint one member to the Planning Commission for a three-year term, effective January 1, 2021 and expiring December 31, 2023.

Public Utilities Commission – 2 positions to be appointed for a 3 year term. The terms of Ted Spanier and Jeff Bromenshenkel will expire December 31, 2020. The following submitted nominations:

**Ted Spanier
Jeff Bromenshenkel**

The Council to appoint two members to the Public Utilities Commission, each for a three year term, effective January 1, 2021 and expiring December 31, 2023.

Senior Center Board – 2 Members to be appointed for a 3 year term. According to the City Code Section 32.03, the Senior Center Board shall consist of 5 to 15 members. Two-thirds of the members shall be citizens of the City and one-third shall be residents of the greater Sauk Centre area. Currently, there are 6 members on the board, plus a Council Representative and staff member. The Code states that the Board may be expanded to fifteen members at any time. The terms of Vonnie Zirbes and 1 opening will expire on December 31, 2020. The following submitted nominations:

Vonnice Zirbes

The Council to appoint one (or more) member(s) to the Senior Center Board for a three-year term, effective January 1, 2021 and expiring December 31, 2023.

Convention & Visitor’s Bureau – 2 positions to be appointed for a 3 year term. According to Ord. No. 665, the Mayor with approval of the City Council shall appoint 8 members to the Board: 5 of whom shall be representatives of the lodging and/or hospitality industry in the city, 1 of whom shall be a representative of the Chamber of Commerce, 1 from the City who will represent the City Council and 1 member at large. The terms of Pam Durbin and Annette Hinnenkamp will expire December 31, 2020. The following submitted nominations:

**Pam Durbin
Annette Hinnenkamp**

The Council to appoint two members to the Convention & Visitor’s Bureau for a three-year term, effective January 1, 2021 and expiring December 31, 2023.

Airport Commission – 1 position to be appointed for a 3 year term. According to City Code Section 32.05., the Airport Commission shall consist of five (5) members all of which shall be appointed by the City Council. One (1) member of the Commission shall be a member of the Sauk Centre City Council three (3) members may be residents of the City of Sauk Centre, eligible to vote in its General and Special Elections and one (1) member shall be a staff person of Sauk Centre Public Works Department. The term of Joseph DiVietro will expire on December 31, 2020. The following submitted nominations:

Joseph DiVietro

The Council to appoint one member to the Airport Commission for a three year term, effective January 1, 2021 and expiring December 31, 2023.

CentraCare Sauk Centre Board – 1 position to be recommended for a 3-year term.

As part of the integration process with CentraCare, the City Council recommended three appointees to the new CentraCare Sauk Centre Board with staggered terms. The term of Joe Uphus will expire on December 31, 2020. The following submitted nominations:

Joe Uphus

The Council to recommend one member to the CentraCare Sauk Centre Board for a three-year term, effective January 1, 2021 and expiring December 31, 2023.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to make the above appointments. A vote being recorded as follows: For: Council Members Wilber and Kelly and Mayor Warren Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- f. The Personnel Committee and representatives from the Teamsters Local 320 Public Works Unit have met and have a Tentative Agreement for the proposal Contract Renewal for three years for 2021-2022-2023.

A copy of the proposal was presented to the Council and is summarized as follows:

1. Holiday Pay Increase for New Year's Day, Thanksgiving Day and Christmas Day.
2. Pay Out of Sick Leave Bank and Discontinuance of Policy on January 1, 2021.
3. One additional hour of vacation when sick leave balance is at maximum allowed.
4. Sick Leave balance to be paid at 30% upon retirement after ten years' service.
5. Funeral Leave increased to five days vs. three and adds step-relations.
6. Vacation accrual begins at 3.1 hours vs 1st year at 1.55 hours per pp.
7. Rest Periods are now referred to as "breaks"
8. Prescription Safety Glasses reimbursed at \$350 per contract (up from \$300)
9. Safety Boots per year reimbursed at \$250 (up from \$200) Not to be revisited in next contract.
10. Wage increase 3% per year.
11. Remove Grade 11 Position (Foreman)
12. Remove Gender specific pronouns, remove roman numerals, fix typos

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the proposal for contract renewal for Teamsters Local 230 Public Works Unit. A vote being recorded as follows: For: Council Members Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- g. The Personnel Committee and representatives from the Teamsters Local 320 Police Unit have met and have a Tentative Agreement for the proposal Contract Renewal for three years for 2021-2022-2023. Discussions are as follows:

1. Court Time Call-Back: When court is cancelled with less than 24 hour-notice on day off, employee will receive 4 hours pay @ 1.5

2. Holiday Pay for New Year's Day, Thanksgiving Day and Christmas Day to be paid at 2X rate of pay.
3. Sick Leave Bank Payout on January 1, 2021
4. Sick Leave Balance to be paid at retirement at 30%
5. One additional hour of vacation if sick leave is at maximum accrual.
6. Funeral Leave extended to five days.
7. Vacation to accrue at 3.1 hours per pay period for first year vs. 1.55
8. Maximum Vacation Accrual to be clarified
9. Duty Weapon to be furnished by City.
10. Salary increase of 3% per year.
11. Longevity increase at 20 years vs. 25
12. Change Gender pronouns
13. Remove roman numerals.
14. Three year contract

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approval proposal for contract renewal for Teamsters Local 320 Police Unit. A vote being recorded as follows: For: Council Members Wilber, Kelly and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- h. With both Union contracts settled, the Council should also approve non-union wage increases. In an effort to maintain Pay Equity Compliance the City has in the past offered the same pay scale changes to non-union employees as union employees.

Therefore, it is recommended that the non-union pay scale be advanced by 3% per year commensurate with the Union increases.

Other benefits including the sick leave payouts, vacation accruals, and funeral leave should also be amended in the Personnel Policy for consistency with other Departments.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the Pay Scale and benefit amendments for non-union employees as presented above. A vote being recorded as follows: For: Council Members Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- i. At the direction and request of the Park Board, plans are being drafted for the construction of a new fish cleaning house at the public access. The old fish cleaning house in the Campground will then be removed from service and allow for the construction of a new bathroom.

The new cleaning house will be larger, have a wash sink, and a central grinder. It is proposed to be constructed similar to the Campground Office with the interior lined with milk house board with epoxy flooring for ease in sanitizing and cleaning. The option of an auto lock on the door and a small bathroom for use by the public access and beach.

The location will be in the grass area at the public access to the north of the willow tree. A tank will be required which will discharge into the sanitary sewer manhole at the lower entrance to campground.

Estimates are being obtained for the construction. It is anticipated that the project costs will be approximately \$45,000. The City will act as the General Contractor.

Sauk Centre Conservation Club has offered to participate in the project.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2020-114, Resolution Approving Plans for Fish Cleaning House & Advertising for Bids. A vote being recorded as follows: For: Council Members Wilber, Kelly and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- j. At its recent EDA meeting the EDA met with Heidi Peper from Stantec regarding a potential grant opportunity for the City for development of the Unger 59 acres into an Industrial Park. The project would include the infrastructure needed to run water/sewer/storm and build the roads for the new Industrial Park and also provide for future development to the north and west.

The grant is the BDI Grant which was funded in the recent bonding bill at the legislature and is dedicated to Greater MN. The grant is competitive and when the funds are depleted there will be no additional funding unless the legislature determines to again fund the program.

The total cost of the project is estimated at 2.9 million. Of that 2.2 million are hard costs. The City would be eligible for a grant for half of those costs or 1.1 million. The balance or 1.8 million would be a City cost and could be funded through an Interfund Loan or Bond Issue to be repaid through lots sales or levy. The City would need to demonstrate that the money is in the bank at the time of application. It doesn't make sense to bond for a project that we don't know we are going to do so it would be a better option to commit funds internally until the project would move forward.

The next step, if the Council wishes to proceed, would be to complete the Grant Application and submit it to the State. There is generally a one-month application period and then another two months to get a response. This would give the City time to decide prior to Spring if the project would continue. If we do enter into a Grant Agreement, we would need to commence the work within 18 months. (potentially 2022).

A motion was made by Council Member Kelly and was seconded by Mayor Stone to approve Resolution No. 2020-115, Resolution of the City of Sauk Centre Approving Business Development Infrastructure Application. A vote being recorded as follows: For: Council Member Kelly, Mayor Stone and Council Member Wilber. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

- k. With the closure of Youth Sports by Governor Walz’s Executive Order, the Civic Arena has remained vacant and unused. The City continues to maintain the ice in the event Youth Sports are allowed to reconvene on December 21, 2020; however, it has since been moved to January 4, 2021.

The City has been asked if we would extend the time for removing the ice later into the Season. In past years, the ice has been taken out at the end of the season in late February as soon as possible to make the arena ready for other events and also due to the warmer weather. With COVID, those other events are not currently scheduled.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the extension of ice removal date. A vote being recorded as follows: For: Council Members Kelly and Wilber and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

8. UNFINISHED BUSINESS

- a. Advertisements for Cleaning Service was completed December 3 and December 10.

Applications will be reviewed and appointment is expected to be made at the January 20, 2021 meeting.

9. NEW BUSINESS

- a. Sauk Centre Opportunities is the owner of Outlots A & B in the Industrial Park. They have extended an offer to the City to donate the ponds.

Staff has some concerns over the donation as the ponds have not been maintained over the years and it appears evident that work needs to be done.

Sauk River Watershed District obtained as estimate of \$4,500 to conduct borings and determine the original elevations and find the bottom or determine if it an actual wetland so that estimates for cleaning can be done. SCO, through their attorney, has also declined to cover those costs.

It may be appropriate for the City to own the ponds so they can be continually maintained; however, it would be prudent for the City to first know what potential costs to the taxpayers would be as a result.

More information will be gathered and the offer will be formally submitted to the Council in January.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$35,815.91
	Paid Claims	<u>\$0.00</u>
	Total	<u>\$35,815.91</u>

b. November Checks Paid Claims/Payroll \$423,100.47

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

11. INFORMATIONAL ITEMS

None.

12. CLOSED SESSION

Mayor Stone recessed the Public Meeting and reconvened the Council in closed session.

Mayor Stone closed the Closed session and reconvened the Public Meeting. He announced that the Council discussed in Closed Session a Letter of Intent submitted to purchase a part of the Information Center Property.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to proceed with a Letter of Intent to purchase property. A vote being recorded as follows: For: Council Members Kelly and Wilber and Mayor Stone. Against: None. Absent: Council Members Leach and Fuechtmann. The motion passed.

13. ADJOURNMENT

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