

CITY COUNCIL

7:00 P.M.

Monday, August 17, 2020

Present: Mayor Scott Johnson (via ZOOM)
 Carlene Perfetto (via ZOOM)
 Richard DeRosier (via ZOOM)
 Shane Hoff (via ZOOM)
 Dustin Goutermont (via ZOOM)

Excused: Dustin Goutermont

Lana Fralich – City Administrator
 Gary Thompson – Zoning Administrator
 Lisa Abazs – North Shore Area Partners
 Patrick Miller
 Catherine Miller
 Logan Fischer – Silver Bowl
 Jolene Fischer – Silver Bowl

Mayor Johnson called the meeting to order at 7:00 p.m.

Agenda – Motion by DeRosier, second Perfetto to approve the agenda with the addition of Derrick Goutermont resignation from the Fire Department, Confidential Secretary job description and advertisement, Administrative Assistant job description, additions to claims. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

Consent Agenda – Motion by Hoff, second DeRosier to approve minutes from the August 3, 2020 Public Hearing and Regular Council meeting. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

Petitions, Requests and Communications

City Administrator

Resolution 2020-#40 IRRRB Grant Application: The North Shore Area Partners is requesting the City to make application to IRRRB for a commercial redevelopment grant for improvements to the Wells Fargo Building that was recently donated to North Shore Area Partners. The City would act as the fiscal agent of the grant. Abazs reported North Shore Area Partners plans for the future operations with space being created for a medical equipment loan closet, board and staff room, senior center, classes and adult daycare, and staff offices, with room for potential professionals to meet with clients. Motion by DeRosier, second Hoff to adopt Resolution 2020-#40 IRRRB Grant Application and accept funds from IRRRB for this project as presented. MOTION CARRIED.

Mayor Johnson - Aye
 Member Perfetto - Aye
 Member Hoff – Aye

Member Goutermont - Excused
 Member DeRosier - Aye

RESOLUTION 2020 - 40 WAS ADOPTED: 4 aye, 0 nay, 1 excused

Library Clerk Technician Position: The Personnel Committee recommends the hiring of Shannon Walz for the Part-time Library Clerk Technician position, at the starting wage of \$17.82, up to 25 hours per week, 6-months' probation, and a start date of August 31, 2020 pending successful completion of the background check. Motion Perfetto, second Hoff to approve the hire of Shannon Walz for the Part-time Library Clerk Technician position as presented. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

City Attorney

Pat Miller – Letter of Code Violation: Miller received a letter from the City Attorney relating to a code violation Section 1210.03, Subd. 3.J. Miller apologized to the Council for living in his camper and explained that he did not realize he was in violation. He reported that unforeseen medical issues are the reason for occupying the camper for a short period of time. He's requesting to be allowed to stay in his camper until the end of September while he works on his home repairs. The Mayor reported that Council is not sure what the City can do at this time and will ask the City Attorney to look into the request. Thompson reported on the City Code. He confirmed with Miller that they currently are not hooked up to City utilities. Miller reported that they are in the process of redoing the plumbing and electric. Thompson expressed that permits are required for the work that is planned and requested all of the permits and plans be submitted to the City as soon as possible. He noted that all taxes and city utilities must be paid in full before permits can be approved. Once the City receives the required permits, we will work with the City Attorney. Until then, we are bound to the information in the City Attorney's letter, stating if Miller does not comply with the request within fifteen days, law enforcement will issue an administrative citation for code violation. They have until August 21, 2020 to comply.

OLD BUSINESS

Silver Bowl Rent Abatement: Logan and Jolene Fischer previously requested rent abatement for April, May, June, July, and August 2020 due to COVID-19. The Council approved rent abatement for April and May at an amount of \$1,100. June, July, and August have not yet been paid. The Fischer's are requesting abatement of June, July, and August's rent. This would be an additional abatement of \$1,650. L. Fischer reported to the Council their accomplishments, struggles, and future plans for the bowling alley. Hoff asked if anything in the code is restricting them from operating and generating income. L. Fischer commented on the sign restrictions, but that is a moot point as they don't have funds to install a sign. Fralich reported on a potential grant through the CARES ACT, which they will apply for. Motion DeRosier, second Hoff to abate the rent through September with the understanding that should the Silver Bowl receive any grant assistance due to the pandemic, they would work with the City on repayment of rent or a portion thereof. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

At 7:45 pm Gary Thompson, Lisa Abazs, Patrick Miller, Catherine Miller, Logan Fischer, and Jolene Fischer left the meeting.

City Logo: Fralich reported on the City logo and color schemes. There were some suggestions on revisions to the logo. The new logos will be on all the City vehicles, the wayfinding signs, and

letterhead and envelopes. The revised logo will be provided once it is complete, for final Council approval.

Confidential Secretary: Fralich reported on the recommended Confidential Secretary job description and increased hours per week. The original revised job description was written for a full-time worker. Since it is recommended to revise to 25 hours per week, it was suggested to remove items 17-19 from the job description relating to administration duties for the police department. It is recommended to adjust the pay similar to the Library Clerk Technician pay scale and advertise for the position. Motion DeRosier, second Perfetto to approve the amended Confidential Secretary job description, set rate of pay at \$17.82 per hour, hours of up to 25 hours per week, and advertise to fill this position. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

Administrative Assistant: Fralich reported on the recommended Administrative Assistant job description revisions. The City is looking to utilize skill set to help with grant management, capital asset management, website management, and balancing financial reports. The revised job description is recommended for approval. Motion Hoff, second Perfetto approve the revised Administrative Assistant job description as presented. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

NEW BUSINESS

Business Development Process: Councilor Hoff requested to discuss the process for businesses working with the City and having Councilor involvement in the process. Hoff is wondering if there is a better way to handle business opportunities and not rely on one person to handle all the initial inquiries. There was discussion of creating a small committee, much like the Personnel Committee. Fralich reported on the current process, the confidential expectations of the business, and what information businesses are generally seeking such as land availability and costs. The new application for land purchase has made the process better for both the City and the business owner. Fralich often refers new entrepreneurs to the Small Business Development Center to help the entrepreneur walk through the process of development and keep their information confidential until they are ready to request land purchase, funding, or permitting from the City which starts the approval processes. There was discussion on perceptions of the City not allowing or denying business, County or State licensing that impact business decisions, confidential confidence, how can councilors help in the process, and having a committee the Administrator can work with before bringing forth the project. No action was taken.

Fire Department Resignation – Derrick Goutermont: Derrick Goutermont submitted a letter of resignation from the Silver Bay Fire Department effective August 20, 2020. Motion DeRosier, second Perfetto, to accept Goutermont's resignation, with regrets. Council thanks him for his 35 years of service. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

Claims: Motion by Perfetto, second Hoff to approve payment with the additions of \$66,419.81 to North Shore Commercial and Residential for sidewalk repairs from 2019 that was completed in 2020 and \$144,838.90 to TNT for the final draw on the campground contract which accounts for the reduction for the sod for a total of \$249,650.98 in unpaid claims and \$77,813.34 in paid claims. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

Motion by Perfetto, second Hoff to adjourn at 8:20 p.m. Aye-DeRosier, Perfetto, Hoff, and Johnson, Absent-Goutermont MOTION CARRIED.

Minutes taken by Lindsey Klemmer

Attest:



Scott M Johnson, Mayor



Lana Fralich, City Administrator