

CITY COUNCIL

7:00 P.M.

Monday, June 1, 2020

Present: Mayor Scott Johnson
Carlene Perfetto
Richard DeRosier
Shane Hoff
Dustin Goutermont

Lana Fralich – City Administrator
Tim Costley – City Attorney

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

Agenda – Motion by Goutermont, second Perfetto to approve the agenda with the addition of the Treasurer's Report – February, 2020. MOTION CARRIED.

Consent Agenda – Motion by Goutermont, second Hoff to approve minutes from the May 18, 2020 Regular Council meeting minutes and the January 2020 and February 2020 Treasurer's Reports. MOTION CARRIED.

Petitions, Requests and Communications

Black Beach Campground Ribbon Cutting Ceremony: The ribbon ceremony was held today at 1:00 p.m. Senator Bakk, Representative Ecklund, and Asst. IRRRB Commissioner Jason Metsa, were in attendance. The public was not invited due to COVID-19. The ceremony was posted Facebook live. A videographer recorded and took pictures of the ceremony which will be posted on our City websites at www.silverbay.com and www.blackbeachcampground.com for the public to view. The Council thanks everyone that has participated in the development of the campground.

City Administrator

COVID-19 City Operations and Updated Preparedness Plan: Fralich reported on the Liquor Store and Library operating procedures during COVID-19. The Police lobby will be closed after hours until further notice. Changes to the health questionnaire regarding attendance at events of more than 10 people has been eliminated in accordance with the Center for Disease Control, thus the City's COVID-19 Preparedness Plan has been revised by eliminating the question relating to this question. Motion by Perfetto, second Goutermont to approve the revised COVID-19 Preparedness Plan as presented. MOTION CARRIED.

Black Beach Campground Host: The Parks and Recreation Director and the Personnel Committee are recommending awarding the Campground Host contract to Jasmine Godwin-Dykstra, pending successful completion of a background check. Motion by DeRosier, second Goutermont to award the Black Beach Campground Host, as an independent contractor, based upon proposal pending successful completion of a background check, paid monthly and not to exceed \$10,880 for the season. MOTION CARRIED.

Confidential Secretary Position and Job Description: The Council reviewed two job descriptions – one for the Confidential Secretary position that is currently vacant and the Administrative Assistant position that is currently filled. There was discussion of moving the Confidential Secretary position to a full-time position and adding duties to their job in an effort to add duties to the Administrative Assistant position. The Personnel Committee has discussed this along with recognizing the needs of the City such as street improvements, housing, economic development, etc. They've also discussed our community's potential growth, and the work the City has been doing relating to projects and grants to help make improvements, such as the campground and water and wastewater upgrades. There was discussion on the increased administrative needs relating to financial management, human resources, regulatory compliance, public assistance, project development, grant writing, grant administration, and economic development and how it is expected to continue due to the City growth. The Personnel Committee recommends that Council discuss moving forward with filling the Confidential Secretary position, whether it be full-time or part-time. Mayor Johnson reported that he's in favor of moving the position to full-time, but is up for discussion. Hoff reported he'd like to see more data to show the validity of creating the full-time position. Motion Hoff, second DeRosier, to move forward with advertising for the Confidential Secretary position as a part-time position with no changes to the job description. Aye – Hoff, DeRosier, Perfetto, Goutermont, Nay - Johnson MOTION CARRIED.

City Attorney


OLD BUSINESS

NEW BUSINESS

Claims – Motion by Perfetto, second Hoff to approve payment of \$326,060.98 in unpaid claims and \$168,661.98 in paid claims. MOTION CARRIED.

Motion by Perfetto, second DeRosier to adjourn at 7:25 p.m. MOTION CARRIED.

Minutes taken by Lindsey Klemmer



 Scott M Johnson, Mayor

Attest: 

 Lana Fralich, City Administrator