

**DEEPHAVEN CITY COUNCIL MEETING  
MONDAY, APRIL 6, 2020  
MINUTES  
VIA ZOOM VIDEO CONFERENCING TECHNOLOGY**

1. **CALL MEETING TO ORDER:** Mayor Paul Skrede called the meeting to order at 7:00 p.m.

PRESENT VIA TELECONFERENCE: Mayor Paul Skrede, Councilmember's Melissa McNeill, Kent Carlson, Tony Jewett, and Steve Erickson

STAFF: Police Chief Cory Johnson and City Administrator Dana Young

2. **PLEDGE OF ALLEGIANCE**

The Council did not recite the Pledge of Allegiance this evening due to the fact that the meeting was a video conference.

3. **APPROVE CONSENT AGENDA**

Motion by Councilmember Erickson to approve the Consent Agenda, consisting of the following items:

- A. Approve March 16, 2020 Council Minutes
- B. Approve March 23, 2020 Special Council Minutes
- C. Approve Verifieds
- D. Approve February 2020 Treasurer's Report

Seconded by Councilmember McNeill. Motion carried 5-0 on roll call vote.

4. **MATTERS FROM THE FLOOR**

There were no Matters from the Floor this evening.

5. **PUBLIC HEARING**

- A. **Public Hearing to receive public comment regarding the City of Deephaven's Storm Water Pollution Prevention Program. Comments will be included in the City's annual report to the Minnesota Pollution Control Agency.**

Administrator Young stated that one of the main requirements of the Storm Water Pollution Prevention Plan (SWPPP) is to hold an annual hearing to solicit public comments on the plan. He stated that the City has been required since 2003 to develop a Storm Water Pollution Prevention Plan to reduce pollution entering into area water bodies by establishing best management practices. He noted that our SWPPP and related documents are available for public review on the City webpage.

Mayor Skrede opened the public hearing for public comments. Hearing no comments, Mayor Skrede closed the public hearing at 7:03 p.m.

**6. UNFINISHED BUSINESS**

**A. Review Audit of 2019 Financial Statements**

Steve Wischmann, representing BerganKDV, was present to provide an overview on the audit of the 2019 Financial Statements for Council review.

Motion by Councilmember Erickson to accept the Audit of the 2019 Financial Statements as presented. Seconded by Councilmember Jewett. Motion carried 5-0 on roll call vote.

**B. Authorize Hiring Kaylin Hare, New Police Officer**

Chief Johnson stated that the swear-in ceremony will be held at a later date. He stated that his department has been looking for an officer for quite a while. He stated that they interviewed several candidates and conducted a background check on the top two candidates and Kaylin Hare was selected as the top candidate. He stated that Kaylin seems like a great fit for our department and has been working as a Deputy Sheriff for Meeker County for the past two years.

Motion by Councilmember Jewett to authorize hiring Kaylin Hare as a Full Time Probationary Police Officer at a starting salary of \$5,216.95 per month. Seconded by Councilmember McNeill. Motion carried 5-0 on a roll call vote.

**C. Adopt Resolution No. 15-20, Accepting Bid on St. Louis Ramp Bay Repair**

Administrator Young stated that the launch ramp at St. Louis Bay is used almost exclusively by Deephaven residents during the spring and fall since the ramp is closed during the summer months due to its proximity to Deephaven Beach. The ramp has been in generally poor condition for the past few years and staff has unsuccessfully tried to obtain quotes from contractors on replacing the ramp the past two years.

He stated that in the fall of 2019, staff asked Bolton & Menk to prepare plans & specifications for the installation of a new ramp at St. Louis Bay. A request for a permit has also been submitted to the Minnehaha Creek Watershed District for the project. Bids were received on March 31<sup>st</sup> and the following six bids were received:

<b><u>Bidder</u></b>	<b><u>Total Bid Amount</u></b>
Sunram Construction Inc.	\$ 37,589.00
Blackstone Contractors	\$ 44,798.00
Pember Companies	\$ 52,838.40
Solutions 101	\$ 83,897.60
G.F. Jedlicki	\$104,057.00
Rosti Construction	\$159,662.50

He stated that while the low bid submitted by Sunram Construction Inc. in the amount of \$37,589.00 exceeds the 2020 Marina Fund Budget of \$25,000.00, it represents a much more accurate construction cost for this project as well as the mitigation measures required by the Watershed District.

Motion by Councilmember Erickson to adopt Resolution No. 15-20, Accepting Bids and Awarding the bid to Sunram Construction Inc. in the amount of \$37,589.00 for the 2020 St. Louis Bay Ramp Construction Project. Seconded by Councilmember McNeill. Motion carried 5-0 on a roll call vote.

**D. Other**

Councilmember Erickson provided an update on the City Website and noted that he hopes to have GovOffice Connect, which offers an email blast feature, operational by the end of the month.

**7. NEW BUSINESS**

**A. Present Ordinance No. 04-69, Amending Small Wireless Facility Permit Fees**

Administrator Young stated that the Right-of-Way Management Ordinance was adopted on December 4, 2017 and fees were established shortly thereafter for Small Wireless Facility Permits in the amount of \$195.00. Staff has been contacted by both Verizon and AT&T about the future installation of small wireless facilities in Deephaven and, following these discussions, revisions have been made to both the Small Wireless Facility Permit Application and the maximum permit fee that is allowed to be charged by the State of Minnesota.

He stated that staff recommends amending the current Small Wireless Permit Fee from \$195.00 to \$500 for non-recurring fees, including a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 for each Small Wireless Facility beyond five, or \$1,000 for non-recurring fees for a new pole. He stated that the ordinance will be presented for Council adoption on May 4<sup>th</sup>.

Mayor Skrede suggested presented the ordinance for adoption at our next meeting.

**B. Present Ordinance No. 04-70, Amending Tobacco Ordinance**

Administrator Young stated that the federal minimum age on the sale of tobacco products was raised from 18 to 21 on December 20, 2019. He stated that although the City of Deephaven has not issued a tobacco license to anyone in the city for years, Section 425 of the Sale, Licensing, Possession and Use of Tobacco must still be amended to reflect the age change from 18 to 21. He stated that the ordinance will be presented for Council adoption on May 4<sup>th</sup>.

Mayor Skrede suggested presented the ordinance for adoption at our next meeting.

**C. Other**

Discussion was held regarding whether to keep the City beaches open during the COVID-19 pandemic. The Council decided to keep the beaches open for the present time.

**8. DEPARTMENT REPORTS**

**A. Police Department**

Chief Johnson presented the March Police Report for Council review.

**B. Excelsior Fire District**

Councilmember Erickson provided an update on Excelsior Fire District procedures that are in effect for the COVID-19 pandemic, including duty crew operations, firefighter training and board meeting.

**C. Public Works**

Administrator Young provided an update on recent and upcoming public work activities.

**D. Administration**

Administrator Young provided a brief summary on the following items:

- April Mailings
- Upcoming dates of interest
- 2021 Budget
- Shuck Park Improvement Update
- Rink closures
- Update on 2020 contract renewals
- Submittal of the State Audit Report

**9. ADJOURNMENT**

Motion to adjourn by Councilmember Erickson, seconded by Councilmember McNeill. Motion carried 5-0 on roll call vote. The meeting adjourned at 8:15 p.m.

Respectfully submitted,  
Dana Young  
City Administrator