

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 15, 2020**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 15, 2020 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Joe Fuechtmann, Heidi Leach, Diane Kelly and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Police Sergeant Joe Jensen, Public Works Supervisor Ben Clink, Administrative Assistant Nicki Vogt and City Engineers Chuck Boser and Keith Yapp. 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 changes. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, 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 Fuechtmann to approve the January 2, 2020 Regular Meeting Minutes, with changes. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

4. PUBLIC OPEN FORUM (Comments Limited to 3 Minutes)

As the City works through the process of implementing a Body Worn Camera (BWC) program, several steps must be taken.

The City is required to take written or emailed comments on the program and also must allow for public comment at a City Council meeting. Outreach through the City's website and Facebook and the Police Dept's Facebook was also available.

This Public Comment Forum is designed to take comment on general issues relating to the implementation of the Program.

- The City Council budgeted funding for the Program for 2020.
- Police Dept. personnel have attended training on issues relative to the Program.
- A Policy is being developed regarding several issues including:
 - Data classifications, access procedures, and retention policies.
 - Procedures for testing the recording equipment, documenting malfunction reports, and addressing malfunctions.
 - Circumstances under which recording is mandatory, prohibited, or is left to officer discretion.
 - Circumstances under which officers must tell people they are being recorded.
 - Guidelines for when a recording may be ended.

- Procedures for the secure storage of data and the creation of backup copies.
- Procedures to ensure compliance with the policy and to address violations.

As the Policy on BWCs is developed and is to be considered by the City Council, it will be posted for public comment as well and the Final Policy will remain posted on the City of Sauk Centre website.

5. PUBLIC HEARINGS – 2020 PROJECT (IMPROVEMENT & ASSESSMENT)

- a. Mayor Stone opened the Public Hearing and read the Public Hearing procedure. At a previous meeting, the City Council called the hearing on preliminary assessment to be conducted in conjunction with the hearing on the improvement so property owners would know the individual impact of the project up front.

City Engineers Yapp and Boser presented the Council with the following:

- Project locations: Elm St. N. & Lake St. N., Elm St. S., 10th St. S. and Civic Arena Parking Lot
- Existing infrastructure condition on all proposed locations
- Proposed new utility, street and storm information for Elm St. N. and Lake St. N.
- Proposed new utility, storm and new street information for Elm St. S.
- Proposed new street and storm information for 10th St. S.
- Proposed upgrades for Civic Arena Parking Lot
- Goals realized with the projects
- Summary of project costs
 - Elm ST. N. & Lake St. N.
 - Average size residential lot assessment - \$12,169.00
 - Assessment costs (less city assessment) - \$222,519.72
 - City cost - \$138,174.81
 - PUC cost - \$252,147.83
 - 10th St. S.
 - Average size residential lot assessment - \$6,265.58
 - Assessment cost - \$98,506.75
 - City cost - \$98,498.39
 - Civic Arena Parking Lot
 - Assessment Cost - \$435,226.76
 - City Cost - \$0.00
- Total estimated project cost, without arena - \$1,378,628.97
- Total estimated project cost, including arena - \$1,813,855.73

Mayor Stone called for persons to speak in favor/opposition of the projects.

Dana Boschee 519 Elm St. S. – Mr. Boschee asked that each property owner be notified of their individual assessment amounts for the project. Yapp and Boser noted that amounts are calculated by lineal foot by frontage of property of improved street. If a side yard, property owner would pay for anything over 150 feet in depth. All road types are different.

Collector Streets are streets where the City pays a higher percentage due to a higher traffic volume. Elm St. is not a collector street

Mr. Boschee also asked if trees will be removed during the project. Yapp and Boser noted that boulevard trees will be removed so that grading work can be done.

Boschee stated that he has reservations against the project. He also expressed concerns that in late 2019, residents were asked to fix sidewalks and now the city plans to tear them out.

Andrew Waldorf – 302 Elm St. N. Mr. Waldorf expressed the following concerns:

- If 10 feet is removed from his yard, he will have to re-do landscaping. Yapp responded stating that the roadway on Waldorf's side will remain the same.
- Questioned how assessments work. City Administrator Willer stated that the assessment will be pro-rated over a period of 10 years.

Betty Denzer – 520 Lake St. N. Denzer questioned if a drain will be installed near the car wash exit. Yapp responded stating that the project is not going all the way to Main Street due to the 2024 Main Street reconstruct project.

Gail Rosenow – 543 Lake St. N. Rosenow was curious about the status of her sidewalk and her driveway. Yapp responded stating that their sidewalk will be replaced and that her driveway will remain the same.

Barb Carlson – 315 N. Elm St. – Mrs. Carlson expressed the following concerns/questions:

- Questions the necessity of a sidewalk as she feels it isn't necessary. Yapp stated that the carwash is a decision to be made by the council.
- Concerned about the car-wash runoff. Yapp responded stating that the project is not going all the way to Main Street due to the 2024 reconstruct project.

Terry Burton – 1124 Beltline Road. Mr. Burton questioned drainage on 10th Street and the arena parking lot as he feels the 10th Street project doesn't make sense, unless the arena parking lot is fixed.

Robert Sunderman – 1014 Beltline Road. Mr. Sunderman suggests vacating 10th Street.

Andrew Waldorf – Mr. Waldorf questioned if there was a plan in place for vehicles that lose oil. Yapp responded stating that the storm captor will receive oils, etc. so that they won't go in the lake.

Waldorf also asked that the Police Department patrol the arena to be sure that people aren't parking in fire lanes.

Aaron Sandvig – 414 Elm St. S. Mr. Sandvig feels that Elm Street should be a collector street.

Mayor Stone called for additional persons to speak in favor or opposition. None Spoke. Mayor Stone closed the Public Hearing at 8:04 p.m. See 7a.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs presented the December 2019 Report stating that there were 440 ICRs and 172 Verbal Warnings for a total of 612.
- b. Public Works Director Clink presented the Public Works Report as follows:
 - New skid loader arrived
 - Toolcat repairs have been made with warranty
 - From Christmas to the New Year the weather did not allow for good ice at the outdoor rink
 - Sinclair Lewis Campground was prepped for the snowmobile races
 - Holiday décor has been taken down and put away
 - Only 100 LED lights remain to be installed
 - The PUC assisted with airport hangar repair
 - When weather warms, the crew will work on removing ice on sidewalks
 - The arena has been busy with hockey
- c. The EDA met in regular session on Wednesday, January 8, 2020 and discussed the following:
 - Kevin Uphoff to remain Chairman
 - Received Update regarding Chamber Dinner
 - Received Update from Sauk Centre Opportunities
 - Final Documents signed for Pangburn Estates Plat and Association Covenants
 - Small Cities Tax Increment Proposal is under Development
 - New Proposal for all or half of the 59 Acre Parcel by Truck Stop
 - Invite to the Western Stearns CEO Program Gala – January 23, 2020
- d. The Park Board met in regular session on Tuesday, January 7, 2020.
 - Welcomed new Member Logan Gruber
 - Elected Ryan Roelke as Chairman for 2020
 - Affirmed Bylaws for 2020
 - Received Donation of Kayaks and Paddleboards from CentraCare Employees Wellness Committee to be available to Public.
 - Received update on Campground Online Reservation System
 - Recommend updates to Campground Reservation Policy
 - Learned of DNR Grant of \$29,500 to plant trees lost to EAB
 - Received update on Sno-Down Snowmobile Event
- e. The Airport Board met in regular session on Wednesday, January 8, 2020 and discussed the following:

- Tom Wenker voted as Chairman
- Mike Bushard is Vice Chair
- Received Public Works Report
- Entrance Road Grant Closeout Submitted – Final Funding should be received soon.
- Zoning Ordinance Update continuing
- Consideration of building a new 80 X 80 box hangar for FBO during FFY 2020.
 - 90% FAA
 - 5% MnDot
 - 5% City
- Items submitted for State Funded CIP for SFY 2021 (70% State Funded)
 - AWOS Relocation
 - Door Replacement on FBO Hangar
 - T Hangar Door Cable Straps
 - Door Insulation
- Reviewed Five Year Federal Entitlement Summary with yearly allocation and Loan Paybacks.

7. ACTION ITEMS

- a. See 5.

If the City desires to proceed with the Improvement of the Projects considered during the Public Hearing, it should adopt the Resolution 2020-08, Ordering the Improvement.

This Resolution does not adopt the assessment, it authorizes next steps, as follows:

Complete the Plans previously authorized - Underway
 Approve Plans and Authorize Bids – February 19, 2020
 Advertise for Bids - Feb. 24 to March 25
 Open Bids April 9, 2020
 Award Bid April 15, 2020
 Construction – Summer 2020
 Final Assessment Hearing and Adoption of Assessment - September
 Certification of Assessment - November

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2020-08, Resolution Ordering Improvement for 2020 Street Improvement Projects, with the following conditions:

- N. Elm St. and N. Lake St. – leave road 36 feet with foot ROW with sidewalk on the west side
- S. Elm Street – Option 2
- Remove 10th Street and Civic Arena Parking lot from the project.

A vote being recorded as follows: For: Council Member Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- b. At the time the City Council made annual appointments on January 2, 2020, the Fire Department had not yet met to make recommendations to the positions. They have now met and recommend the following:

Fire Chief	<u>Steve Moritz</u>
1 st Assistant	<u>Jeff Bromenshenkel</u>
2 nd Assistant	<u>Ben Clink</u>
Secretary/Treasurer	<u>David Moritz</u>
Training/Safety Officer	<u>Wayne Senst</u>
Acting Mayor	<u>Heidi Leach</u>

Council Member Kelly introduced Resolution No. 2020-09, Resolution Appointing Officers to the Sauk Centre Fire Department and Appointing Acting Mayor. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

- c. The City Council previously authorized the sale of the wooden playground structure that was replaced in Jaycee Park. The purchaser did not pick up the equipment so it was re-advertised. The new purchaser is:

<u>Equipment</u>	<u>Purchaser</u>	<u>Amount</u>
Wood Modular Play Unit	Francisco Lopez	\$425.00

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2020-10, Resolution Authorizing Sale of Excess Equipment. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- d. During the 2020 budget process, the Council reviewed future purchases for the City.

One item of discussion was the conversion of the 1975 Steamer Truck used to thaw storm sewers to a tow behind unit. This would entail purchasing a trailer and moving the steamer equipment off the truck onto the trailer. The 1975 truck would then be taken out of service and sold with proceeds to go toward the new trailer. In addition, the annual insurance on the truck would be cancelled.

Public Works Supervisor, Ben Clink, requested to move forward with obtaining quotes for the purchase of the trailer. The preferred timeline would be to have the new trailer in service prior to the Spring thaw.

The trailer design would be a 16' trailer similar to a car hauler trailer for an estimated cost of \$5,000. Conversion of the equipment could cost approximately \$500 for materials and supplies. The conversion would be completed by staff.

Council Member Fuechtmann introduced Resolution No. 2020-11, Resolution Seeking Quotes for Equipment Trailer. 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.

- e. A Seasonal Employee was appointed by the City Council to work at the Civic Arena in the Fall of 2019. That employee cannot work due to health-related reasons. The position was re-advertised and a candidate for the position is recommended by the Public Works Supervisor. The employee to work mainly in the Civic Arena; however, would be able to assist with snow removal or outdoor rink if needed.

Jake Friedrichs

Seasonal Step One

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the appointment of Jake Friedrichs as a Public Works Department Seasonal Employee. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. An advertisement has been posted in the Sauk Herald and on the City Website and Facebook that a vacancy exists on the City Council. The position to be open until filled.

Prospective candidates are to apply at City Hall by completing a nomination form. Candidate must be a resident of the City and able to vote.

The City Council will select a member from the applicants. The new member to serve for the balance of 2020 and may run in the November General Election for the term of 2021 through 2024.

- b. The Airport Zoning Ordinance has been reviewed by MnDot staff. Their comments are ready for review by the Joint Airport Zoning Board (JAZB). The documentation forms have also been reviewed by MnDot. Their comments have been addressed and resubmitted for final approval.

The Public Hearing to consider the Airport Zoning Ordinance is being scheduled for February. Notice will be published and mailed.

Following the Public Hearing the JAZB will make a final recommendation on the Ordinance.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims - Unpaid Claims \$183,627.83

Paid Claims	<u>\$0.00</u>
Total	<u>\$183,627.83</u>

- b. December Checks Paid Claims/Payroll \$616,747.92
- c. Gambling Application for Exempt Permit request from the Sauk Centre Lions Club for a raffle on August 2, 2020 and pull tabs from July 31, 2020 to August 2, 2020 at the Stearns County Fair Grounds.
- d. Gambling Application for Exempt Permit request from the Sauk Centre Area Chamber of Commerce for a raffle, bingo and paddlewheels on April 18, 2020 at the Sauk Centre Civic Arena.
- e. Gambling Application for Exempt Permit request from the Holy Family School for a raffle on March 1, 2020 at Holy Family School.
- f. Sauk Centre Youth Hockey Association is requesting that a premise permit be issued to them to conduct pull tab gambling at Seed Entertainment, LLC dba American Tap & Eatery located at 1225 Timberlane Drive. Resolution 2020-12

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

11. INFORMATIONAL ITEMS

- a. The HRA Board term of Diane Leukam will expire March 31, 2020. A notice will be placed in the Sauk Centre Herald. The length of the term is five years.

12. ADJOURNMENT

A motion was made by Council Member Fuechtmann and 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 at 8:45 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer