

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 16, 2018**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 16, 2019 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Dave Thomas, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner Sarah Morton and City Engineer Keith Yapp. Mayor Stone presided thereat. Council Member Joe Fuechtmann was absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve the January 2, 2019 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS/AWARDS

- a. Police Chief Friedrichs presented the December 2018 Police Report stating that there were 208 warnings and 421 ICRs for a monthly total of 629.
- b. The Planning Commission met in regular session January 8, 2019 and discussed the following:
 - Received year-end reports
 - 7 new homes built in 2018, totaling 1.9 million dollars
- c. Public Works Supervisor Ben Clink reported the following:
 - Christmas snowstorm occupied a considerable amount of time with hauling snow, blowing snow, clear airport hangars, etc.
 - Holiday decorations have been taken down and put in storage
 - Repairs are being completed at the library
 - Outdoor ice rink maintenance

- Researching the purchase of a 2019 pay loader
- d. The Airport Board met in regular session on Wednesday, January 9, 2019 for its regular bi-monthly meeting and discussed the following:
- Welcomed new member Dave Thomas
 - Elected Officers for 2019 – Tom Wenker is Chairman, Mike Bushard is Vice-Chair.
 - Reviewed the Closeout Report for the Airport Runway – Expect reimbursement of \$248,517.00 and project will be complete.
 - Discussed Airport Zoning Update – Waiting for appointment of Stearns County Representative to the Joint Airport Zoning Board, then first meeting will be scheduled.
 - 2018 Entrance Road Project is complete with the exception of some shouldering. Retainage will be withheld until that is finished in the spring. Then this project will also be closed out. Reimbursement for expenses incurred to date has been submitted.
 - The Airport Master CIP was amended to include approximately \$140,000 in repairs to doors at the 2000 T-Hangar and the FBO Hangar. If awarded this would be a 70%/30% grant. This is an add-on grant if funds are available for a 2020 project. (July 1, 2019-June 30, 2020)
 - Bulletin Board in AD building will be updated to include new information.
- e. The EDA met in regular session on Wednesday, January 9, 2019 for its regular monthly meeting and discussed the following
- Welcomed new members Heidi Leach and Joe Fuechtmann
 - Elected Officers for 2019 – Kevin Uphoff, Chairman, Jeanne Marthaler, Vice-Chairman, Heidi Leach, Secretary.
 - BJ Welle, Chamber Representative gave report on Chamber Activities. Current Focus is on the Annual Meeting/Awards Ceremony on January 21.
 - Kevin Uphoff, Sauk Centre Opportunities Representative, reported that SCO is reviewing their protective covenants on what can locate in the Industrial Park.
 - The SCDP Loan to JAMMDD is wrapping up. Most invoices have been submitted to the City and will be reviewed for eligibility and payment. Currently, the estimated qualified costs to date are \$28,000.
 - Reviewed the Marketing Contract for the Info Center and the 59 Acre Tract by the Truck Stop. The contract is now month to month and the Realtor has been invited to attend the next meeting.
 - Progress is moving forward on the Railroad Townhomes Project. The engineer/surveyor is working on the plat layout. The contractor is finalizing building plans.
 - An updated report of EDA activities and financials is being prepared for the next meeting.
- f. Removed from agenda.

7. ACTION ITEMS

- a. The Council considered the following Board and Commission appointments.

- 1.) **Park Board – 1 position 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 term of Amy Trisko expired December 31, 2018. The following have submitted nominations:

**Barry Johnson
Roger Harrison**

Mayor Stone recommended appointment of Roger Harrison.

- 2.) **Convention & Visitor’s Bureau – 3 positions to be appointed for 3 year terms and 1 position for an unexpired term.** According to City Code §112.15, the Mayor, with approval of the City Council shall appoint 8 members to serve on the Convention and Visitors Bureau, 1 of whom shall be a representative of the Chamber of Commerce, 1 from the City who will represent the City Council and the remaining 6 from representative businesses and/or individuals within the community.

The City Council appointed Warren Stone as the Council representative at its regular meeting on January 2, 2019.

The terms of JoAnn Thorson, Kelley Freese and Nicki Vogt expired December 31, 2018. Also, an unexpired term for a representative of the Chamber of Commerce is to be appointed. The Chamber Board recommends that Stacie Michels fill that position.

The following submitted nominations:

**JoAnn Thorson
Kelley Freese
Nicki Vogt
Roger Harrison
Stacie Michels (Chamber of Commerce)**

Mayor Stone recommended appointment of JoAnn Thorson, Kelley Freese, Nicki Vogt and Stacie Michels.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to appoint Roger Harrison to the Park Board and JoAnn Thorson, Kelley Freese, Nicki Vogt and Stacie Michels to the Convention and Visitors Bureau. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas and Mayor Stone. Against: None. Absent: Fuechtmann. The motion passed.

- b. Removed from agenda.

- c. Removed from agenda.
- d. At the December 2018 City Council meeting, the Council passed a Resolution Supporting the Detachment of Property south of the Section Line on the SE corner of the City.

A copy of the map of the detachment was presented to the Council for their review.

At that time there was discussion regarding the 66' access drive to the property in question. This is the same 66' that was previously (prior to current owner) anticipated to be the access to not only the owner's property, but also a landlocked parcel and the City's stormwater/park parcel. At the time of platting of the land it was stated at the Planning Commission meeting that 66' would be an easement for those purposes; however, in the end it was sold, effectively cutting off that access.

The landlocked parcel has the option to petition the City through the court system to establish a "cartway" to give access. However, he is not pursuing that option until after the City has reviewed other options.

The property is now for sale and the 66' access strip of land is being offered to the City for \$15,000. If accepted, the City would then control the parcel for access purposes, and could either develop the roadway or designate it as a minimum maintenance road. In addition, the City would control the parcel for future expansion to the south.

(Joe Fuechtmann arrived)

A motion was made by Kelly and was seconded by Thomas to the execution of a Purchase Agreement at a cost of \$15,000. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. Local Option Sales Tax – Paul Anderson will sponsor a bill which will go to the Property Tax Committee. A member of the City will be expected to testify at the Committee meeting. A date is unknown at this time.
- b. Scheduling Conference for Thorson Special Assessment Appeal is set for January 14 at Stearns County Court. An update will be available at the meeting, but is expected that a Discovery Process will begin at that time.
- c. Campground Attendant Position has been advertised and remains open until January 31 at 12:30 p.m.
- d. Advertisement for Bids for SCBA Equipment open until January 31 at 11:00 a.m.

9. NEW BUSINESS

- a. The Local Board of Appeal and Equalization is scheduled for Monday, April 15, 2019 at 1:00 p.m. A quorum of the Council must be present. The County Assessor will be present at the meeting to discuss the property tax assessment (values) for 2020. Owners have the opportunity to attend the meeting to appeal the value of their property.
- b. Council Member Training can now be completed online to obtain your Certificate so the City can continue to act as its own Board of Appeal. Attached is information on how to access the website to take the course. The deadline is February 1, 2019 to be eligible for this fiscal year. Not all members need to be certified, but at least two members should be.

Currently, Diane Kelly, has completed the training which expires this year. Other members' training has expired and should be renewed.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$114,824.45
	Paid Claims	<u>\$2,721.18</u>
	Total	<u>\$117,545.63</u>

b. December Checks	Paid Claims/Payroll	<u>\$729,767.46</u>
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- c. Resolution No. 2019-06 Resolution Accepting Contributions.

Sauk Centre Fire Relief Association \$32,000.00 Fire Dept.

- d. 2018 Contribution List. These organizations/individuals have contributed money or in-kind services to the City in 2018. The list was published in the Sauk Centre Herald on 1/24/19.
- e. Gambling Application for Exempt Permit request from the Holy Family School for a raffle on March 3, 2019 at Holy Family School.

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

The Council thanked the Sauk Centre Fire Relief Association for their donation.

11. INFORMATIONAL ITEMS

- a. The term of Robert Polipnick on the HRA Board will expire on March 31, 2019. A notice will be placed in the Sauk Centre Herald regarding the vacant seat. The length of the term is five years.

- b. The annual meeting with the Townships/City to review the annual fire service assessments has been scheduled for Tuesday, February 19, 2019 at 7:30 p.m. The meeting will be publicly noticed so a quorum of the Council may attend.
- c. The Safe Routes to School Grant Application has been submitted to MnDot for a Planning Grant. This grant includes participation by the School, the City, the County and CentraCare.
- d. The MN DNR Outdoor Recreation Grant is now taking solicitations. The Park Board has recommended that the City apply for that grant for the proposed Fitness Playground. Due date is March 31, 2019. Staff has been working with representatives from the Community Foundation on this proposal. The Council will be asked in a future meeting for support of the application as we get further details.
- e. Tri-Cap has reached out to the City to see if anyone on the Council would consider serving on the Tri-Cap Board. Previously, most Board members are from County positions, but because of Tri-Caps presence in Sauk Centre they are suggesting it might be a good idea to have a representative from Western Stearns County.

12. ADJOURN

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