

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 20, 2020**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 20, 2020 at 6:30 p.m. due notice being given thereof. Present were Council Members Diane Kelly, Shalon Wilber, Heidi Leach, Joe Fuechtmann and Mayor Warren Stone. Also present was City Administrator Vicki Willer. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve the January 6, 2021 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Wilber, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs presented the December 2020 Police Report, stating that there were 414 ICRs and 120 Verbal Warnings for a monthly total of 534.

The Department converted to a new Data Entry system in December, 2020.

Interviews for the Full-Time position were conducted. See 7h.

- b. Public Works Supervisor, Ben Clink, updated the Council on the Public Works activities:
- Took over maintenance from Stearns County of Sinclair Lewis Ave. from East St. to County Road 17
 - Ice damn removal completed on the hangar doors
 - Insulation repairs completed on various hangar doors
 - Installed new LED lights in library – approximately halfway done with the project
 - Ice has been a challenge at the outdoor rink due to weather issues; however, both rinks were open at the time of the meeting. The rink is staffed Friday-Sunday
 - Christmas lights were taken down for the season

- Routine maintenance was conducted on equipment; including new cutting edges on plows
 - The planned purchase of the Olympia has been put on hold as staff was informed that it does not meet United States emission requirements
 - Received a grant from Black Oak Windfarm for the Outdoor Rink
 - Snowmobile Races on the lake will be held on January 23rd
 - Sold 1997 Chevy plow pickup for a cost of \$3,800
- c. The Planning Commission met on January 12, 2020 and conducted a Public Hearing on a proposed zoning map amendment for a mixed use commercial/residential planned unit development district. The Commission tabled action on this item until the February 2021 meeting.

The Commission also reviewed Building Permit Reports as follows:

November: 4 permits were issued with a total construction value of \$76,000.

- 0 - New Dwelling
- 1 - Residential Miscellaneous Permits
- 0 - Residential Detached Accessory Structure Permits
- 0 - Residential Mechanical Permits
- 0- Commercial New Buildings
- 3 - Commercial Miscellaneous
- 0 - Commercial Mechanical
- 0 - Municipal Buildings
- 0- Tax Exempt
- 0 - Demolition
- 0 - Void Permit

December: 6 permits were issued with a total construction value of \$86,000.

- 0 - New Dwelling
- 5 - Residential Miscellaneous Permits
- 0 - Residential Detached Accessory Structure Permits
- 0 - Residential Mechanical Permits
- 1 - Commercial New Buildings (attached to an existing building)
- 0 - Commercial Miscellaneous
- 0 - Commercial Mechanical
- 0 - Municipal Buildings
- 0 - Tax Exempt
- 0 – Demolition
- 0 - Void Permit

- d. The Airport Board met in Regular Session on Wednesday, January 13, 2021 and discussed the following:

- Welcomed New Member Shalon Wilber
- Joint Airport Zoning Board (JAZB) meeting set for February 4, 2021.
- 2021 Project (Pavement Maintenance) City Council Action on February 3, 2021

Estimated Project Cost	\$576,830.50
FAA Share	\$407,587.00
MnDot	\$ 92,967.00
Local Share	\$ 76,277.00
- Discussion on FAA requirement regarding non-aeronautical use of hangars.
- Discussion on Hanger Door lining repairs.
- Reviewed Response to 5010 Inspection

e. The EDA met in regular session on Wednesday, January 6, 2021 at 12:00 p.m.

- Received Chamber of Commerce report from Brent Lieser
 - Memberships and Renewals are up
 - Elf on the Shelf (BJ Welle) generated about \$1,500
 - Annual Dinner will be virtual this year
- Receive Report from Kevin Uphoff, Sauk Centre Opportunities. They now have a signed purchase agreement for the last lots in the Industrial Park.
- Proposed TIF in Industrial Park. Buyer has applied for a grant, and if successful will go thru with their project.
- Continued discussion on Info Center property. Third party to the project will be in Sauk Centre on January 13.
- Finalization of BDPI Grant from DEED for 1.1 million for Unger Land development is being completed.
- Discussion on Town Clock and whether it should be repurposed and installed somewhere on Main Street.

7. ACTION ITEMS

a. Two Sauk Centre Fire Department Fireman have submitted their retirements from the Department.

- John Egan has been with the Department since July 1992
- Bruce Westbrook has been with the Department since June 1995

Both retirements are effective January 7, 2021.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to accept the resignations of John Egan and Bruce Westbrook from the Sauk Centre Fire Department. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

b. In 2010 the City entered into an agreement with Catholic Charities for the use of the Senior Center for Senior Dining and Meals on Wheels. In exchange for use of the facility Catholic

Charities reimburses the City for added cleaning and refuse removal costs. (\$285 per month)

Catholic Charities is requesting a renewal to continue through 2021. The Council was presented a copy of the Agreement for their review.

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve the Agreement with Catholic Charities for the use of the Senior Center for Senior Dining and Meals on Wheels with an expense reimbursement of \$285/month. A vote being recorded as follows: For: Council Members Leach, Wilber, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

- c. Removed from agenda.
- d. The City's Capital Improvement Plan and Proposed Budget for 2021 includes the purchase of tanker truck for the Fire Department to replace the existing 1996 truck.

Because the purchase is expected to exceed the Competitive Bidding Threshold, bids should be sought for the replacement.

Specifications have been prepared by a Committee of the Fire Department in consultation with the truck manufacturers. Specifications are available for review at City Hall.

Delivery of the truck is expected to take fourteen months after the bid is awarded.

Council Member Kelly introduced Resolution No. 2021-04, Resolution Soliciting Bids for a Tanker Truck for the Sauk Centre Fire Department. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber and Mayor Stone. Against: none. Abstain: Council Member Fuechtmann. The motion passed.

- e. The 2009 Dodge Ram Pickup Box and a 1997 Dodge Ram Tailgate were advertised through online bidding with MinnBid with the successful buyers listed below.

<u>BIDDER</u>	<u>Property</u>	<u>AMOUNT</u>
Paul Rieger	2014 Truck Box	\$1,230.00
Route 66 Classics	1997 Tailgate	\$ 50.00

Council Member Fuechtmann introduced Resolution No. 2020-05, Resolution Authorizing Sale of Excess Property. The motion was seconded by Council Member Wilber. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- f. As part of the application process for the BDPI Grant from DEED, the property we are expected to utilize the funds for has to be properly zoned for its intended use.

When the City annexed the property into the City, it came in as “un-zoned”. The City’s Zoning map needs to be formally changed to Industrial/Commercial.

A public hearing can be held before the Planning Commission of February 9, 2021 to consider the amendment to the Zoning Map.

The EDA recommends the City proceed with the process.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the application for zoning map amendment for Unger land. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- g. A letter has been received from the Sauk Centre Melrose Youth Hockey Association regarding their ice billing contract with the City.

The contract for the 2020-2021 season states that SCHYHA will pay for 395 hours of ice at \$100 per hour (\$39,500). The season is from MEA weekend through February.

Since that time, the City agreed to keep ice in the Arena through March to allow for an extended season to help make up for the month it was closed due the Governor’s Order.

The Association is requesting that the City only charge for hours used at the contract rate which is estimated at 300 hours (\$30,000). This includes the hours in March would have otherwise been in addition to the \$39,500 contracted amount and purchased at the fee schedule rate of \$130.

The request is based upon lost fundraising opportunities for the Association, loss of tournament registrations, loss of concessions and loss of gambling revenues.

The Council considered the following:

- The City continued to maintain the ice during the times the Arena was closed in December.
- The City will be paying approximately \$5,000 extra in utilities to keep the ice in for the extra month (March).
- The labor should be a wash because there were less staff hours in December. The potential income expected from the Long Prairie Arena being closed for renovation will not materialize.

Youth Hockey President, Mike Anderson, stated that they applied for several grants; however, none have been successful. Their request is a flat rate of \$30,000.

A motion was made by Council Member Leach to table action on this item until February, pending results of grant application. Motion failed due to lack of second.

A motion was made by Council Member Kelly to approve the request of the Sauk Centre Youth Hockey Association to reduce the ice rate to \$30,000. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Wilber and Mayor Stone. Against: Council Member Leach. The motion passed.

- h. According to prior Council action, an advertisement was published for the creation of a hiring list for the position of a Full Time Patrol Officer. It is expected this list will be used for two or three positions throughout the year as needed.

Applications were received, candidates were selected for interviews, and interviews were conducted by City Staff and the Mayor and the applicants were ranked in order.

Background investigations were conducted and the candidates further narrowing the list.

The Department is now requesting that one officer, Mark Grinsted, be appointed to fill the newly created full time patrol officer position.

The position to be offered at the closest step to his current position along with forty hours of earned vacation.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to appoint Mark Grinsted at Step 2 and forty hours of vacation, effective upon passage of final background and any physical testing required. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Finance Committee is meeting with the City Engineer to discuss potential amendments to the Special Assessment Policy. The Policy should be in front of the City Council in February.
- b. The final numbers are being gathered for the Fish Cleaning House construction at the Public Access. It is expected this will be in front of the Council on Feb. 3.
- c. Bids for the Brown's Park Bathroom should be in front of the Council on Feb. 3.

9. NEW BUSINESS

- a. The Department of Education, who oversees libraries, has a Grant Opportunity for both operation and construction of libraries.

As the owner of the library in Sauk Centre, the City should consider applying for a grant for the replacement of the windows. The original windows have deteriorated and offer very little protection from the weather, both hot and cold.

It was estimated the window replacement to cost \$100,000. The grant is a 50/50 split so the City would have to provide for 50% of the cost from other sources.

Once the application is available, it will come before the Council for approval.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- | | | | |
|----|----------------------|---------------|--------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$43,308.42 |
| | | Paid Claims | \$0.00 |
| | | Total | <u>\$43,308.42</u> |
- b. December Checks Paid Claims/Payroll \$543,026.78
- c. 2020 Contribution List. These organizations/individuals have contributed money or in-kind services to the City in 2020. The list was published in the Sauk Centre Herald on 1/21/21.
- d. Gambling Application for Exempt Permit request from the Holy Family School for a raffle on March 7, 2021 at Holy Family School.

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

The Council thanked those that donated to the City in 2020.

11. INFORMATIONAL ITEMS

- a. Stearns County Public Hearing – Ordinance 617.
- b. Fire Service Assessments have gone out – No in person meeting.
- c. Spectrum Channel Lineup Change.

12. ADJOURNMENT

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to adjourn the meeting. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Wilber 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