

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 21, 2018**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 21, 2018 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Police Chief Bryon Friedrichs, Public Works Director Matt Zinniel, City Engineer Chuck Boser and City Planner Sarah Morton. Mayor Stone presided thereat. Council Members Johnson and Thomas were absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the February 7, 2018 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Leach and Mayor Stone. Against: None. Absent: Council Members Johnson and Thomas. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Stearns County Attorney Janelle Kendall reported on the 2017 Prosecution Report for the City of Sauk Centre. There were a total of 98 Misdemeanors, 23 Gross Misdemeanors and 50 felonies.

The contract with the County includes adult criminal and juvenile investigative legal advice for all members of Stearns County law enforcement agencies. Their attorneys carry cell phones 24 hours a day, 7 days a week for law enforcement legal advice as needed.

In 2017 Stearns County provided law enforcement with training opportunities (51.5 hours total law enforcement training) and legal updates at no cost to all members of the Sauk Centre Police Department. Additionally, they assist victims of crime as allowed by law through personal help, referrals and restitution collection.

The City of Sauk Centre did not have any adults who qualified for the Diversion Program. There were fourteen juveniles who qualified for diversion.

b. Leslie LeCuver from the Central MN Arts Board presented the following information regarding the CMAB:

- Due to proposals submitted by organizations in Sauk Centre, the City has leveraged \$64,475 in grant funds over the last 4.5 years.
- MN has 11 regional arts councils with every county being represented by a Council.
- CMAB is one of the largest councils in the State, serving Benton, Sherburne, Stearns and Wright counties.
- CMAB has 11 granting programs.
- Total grant investments the CMAB has made in the 4 counties for fiscal year 2017 is \$634,357.
- Locally, the Concert Series, Sinclair Lewis Foundation, Community Legacy Foundation received dollars.

c. Dave Simpkins was present on behalf of the Sinclair Lewis Foundation and gave the following updates:

- Their major projects include the Sinclair Lewis Writer's Conference and the Sinclair Lewis Boyhood Home.
- The Writer's Conference has been happening for 29 years and is the oldest continuous writers conference in Minnesota and the second oldest in the Midwest. They average about 100 writers per year.
- In 2017 visitors to the Boyhood Home included people from 40 states in the United States and Kenya, Slovakia, China, England, Sweden, Spain, Denmark, Japan, Germany, Brazil, France, New Zealand, Russia, Netherlands, Mexico, Ireland, Italy and Norway.
- 6 bus tours have visited the Boyhood Home in 2017.

d. Police Chief Friedrichs gave the January 2018 Police Report stating that there were 449 ICR and 165 Verbal Warnings for a total of 614.

e. Police Chief Friedrichs presented the 2017 Annual report stating that they had a very busy year with the total ICR count being up 403 calls from 2016. Verbal warnings were down 44. From routine traffic stops, officers issued 172 citations to drivers that either did not have a license or have lost their driving privileges. These drivers were still driving in our community, along with 70 drivers that did not have proof of insurance. This was down from 82 in 2016. In 2017 there were 40 arrests for driving under the influence, down from 46 in 2016.

In 2017 the major crime of theft was down having 84 in 2016 to 62 in 2017. Burglaries were up slightly having 14 in 2017 compared to 13 in 2016. The Department also had 2 robbery calls in 2017 and none in 2016. Cases of assault were also down having 4 in 2017 from 10 in 2016. Domestic assaults were also down having 14 in 2017 to 24 in 2016. Sexual assaults were up having 4 in 2017 and 1 in 2016. There was also a major decline in public vandalism and property damage with 17 calls, compared to 33 in 2016.

The Department's canine program continues to be a positive asset in the fight against drugs and crime. 2,224 grams of marijuana was seized along with 144 grams of methamphetamine and 346 pieces of drug paraphernalia. Sergeant Jensen has done many demonstrations with the community and Sonny is well like in the community.

The Community continues to be involved in making calls to report suspicious activity. Calls for suspicious activity, persons, phone calls and vehicles made up 243 calls in 2017 compared to 201 calls in 2016. Community involvement is a great tool in helping the department solve crimes.

Officers spend a lot of their time interacting with children and adults in the community by speaking with children from pre-school to high-school, tours of the police department for various groups, making appearances at sporting events, lunches and community meetings. The department participated in "Shop-With-A-Cop" and "Night to Unite", which were both a big success. It can be as simple as handing out Junior Police Badges and baseball and football cards or getting out and playing some basketball or catch when they see a group of juveniles playing.

The Department has 111 years of combined experience with six full-time employees and data entry/records personnel. For a department of this size, having this many years shows that the officers have great loyalty, dedication and commitment to the department. Having a low turnover rate of officers helps the community to get to know the officers and establish trust in their abilities when working with them. The police department continues to be proactive in enforcement and working with the community, which gives the citizens of Sauk Centre a safer community to live, work and raise a family.

7. ACTION ITEMS

- a. As part of an ongoing application for Tax Increment Financing from Felling Trailers that the Economic Development Authority has met and discussed, staff has reached out to Northland Securities Inc. for consulting assistance. The assistance would be to conduct the legal and financial aspects of establishing an Economic Development TIF District including writing the Plan, providing cost estimates and actuarial estimations and providing for certification of the District to the State.

The costs are billed hourly with a Not-To-Exceed amount of \$6,500.00. As part of the application process for Tax Increment Financing, an escrow account is set up which is funded by the applicant to cover costs. This, in addition to existing funds on hand in TIF District 1-1, will be utilized to cover the costs. No General Fund dollars will be allocated to the project.

A copy of the Agreement, with the tasks to be completed, was presented to the Council for their review.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the Financial Planning Agreement with Northland Securities, Inc. for Tax Increment Financing District 1-12. A vote being recorded as follows: For: Council

Members Leach, Kelly and Mayor Stone. Against: None. Absent: Council Members Johnson and Thomas. The motion passed.

- b. The Economic Development Authority met with representative of Felling Trailers regarding expansions to the facility. Phase I of the expansion involves the construction of a Corporate Headquarters on the site.

The EDA is recommending that the City consider the creation of a Tax Increment Financing District to capture the taxes on the increased tax base for payment to Felling to help defray costs of the construction. The District would be an Economic Development District. The first step in the creation of the District is to call for a Public Hearing. At the hearing estimated tax creation dollars will be available.

The Resolution and Notice sets the hearing for the Wednesday, April 4, 2018. This will allow for notifications to ISD 743 and Stearns County Board and allow for the 30-day comment period to lapse.

A copy of the anticipated timeline was presented to the Council for their review.

Council Member Kelly introduced Resolution No. 2018-09, A Resolution Calling Public Hearing on the Proposed Modification of Development District No. 1 and the Establishment of Tax Increment Financing District No. 1-12 Within the Development District and the Adoption of the Modified Development Program and the Adoption of the Tax Increment Financing Plan Relating to Thereto. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach and Mayor Stone. Against: None. Absent: Council Members Thomas and Johnson. The motion passed.

- c. Sauk Centre Melrose Youth Hockey Association has requested that the City Council consider forgiveness of late fees incurred on their ice time usage billing from for the 2016/2017 Hockey Season.

Billing for October to December ice usage was billed on 12/29/16 and paid on 4/28/17.
Billing for January to February for ice usage was billed on 3/22/17 and paid on 8/10/17.

During that time period, late fees accumulated in the amount of \$532.16.

The Association Board met and is requesting the fees be forgiven.

A motion was made by Council Member Kelly and was seconded by Mayor Stone to require the late fees be paid by the Hockey Association for ice time billing. A vote being recorded as follows: For: Council Member Kelly, Mayor Stone and Council Member Leach. Against: None. Absent: Council Members Johnson and Thomas. The motion passed.

- d. Staff has met on several occasions with representatives from the former Country Club Golf Course regarding potential savings on storm water costs and on needed easements to accommodate those savings.

The Council was presented with a copy of the most recent proposal which deviates from the original plan that piped into the lake via a storm structure.

1. A pond would be constructed adjacent to Main St. N. on the golf course approximately 400' north of Country Club Rd. This pond would collect water from the newly designed Main St. N. This would eliminate the need for piping this water to the lake.
2. A second pond would be located north of the club house along Lake Shore Drive. Water would be piped underground behind the curb of Lake Shore Drive from Country Club Rd to just north of the golf clubhouse and then would daylight into a swale to the pond. The water for this pond would come from much of the area between Main St. and Lake Shore in the Oak and Elm Street portions of the project.
3. The golf course would accept the storm water and eliminate the need for one of the storm structures and would remove that water from being discharged into the lake.
4. Use of these ponds allows for some downsizing of the City pond on 4th Street because not as much water is flowing in that direction.
5. The golf course would construct the ponds to the City specs and eliminate the construction costs from the City project.
6. The golf course would assume maintenance of the ponds including cleanup after rain events.
7. The City would hold an easement in perpetuity for use of the ponds for discharge.
8. The City may be eligible for additional "green" funding through SRWD because of the positive environmental aspects of the proposal.
9. The City and the Country Club Golf Course would need to agree on the value of the easement which would be an assessment credit rather than be a cash payment.

This could be a win/win solution for both parties from an environmental and a cost savings perspective which includes construction costs and ongoing maintenance savings from the elimination of a storm structure with lake discharge.

It was the general consent of the Council to proceed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims	Unpaid Claims	\$86,299.69
		Paid Claims	<u>\$0.00</u>
		Total	<u>\$86,299.69</u>

- b. January Checks \$839,004.74
- c. ElmerZ Restaurant, Bar & Event Center is requesting a Temporary Off-Premise Liquor Permit to utilize their On-Sale Liquor License at Ladies Night Out at the Civic Arena on April 26, 2018.
- d. Resolution No. 2018-10, Resolution Approving an Off-Site Gambling Permit for the Sauk Centre American Legion Post No. 67. The permit would allow for Bingo to be held on July 21, 2018 at Sinclair Lewis Park.

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

11. INFORMATIONAL ITEMS

- a. The Board of Appeal and Equalization Meeting is scheduled for Monday, April 16, 2018 at 1:00 p.m.
- b. Hazardous Waste Collection Day is scheduled for Wednesday, June 13, 2018.

12. ADJOURNMENT

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