

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 3, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 3, 2021 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, City Engineer Keith Yapp and Public Works Director Ben Clink. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve the agenda as presented. A vote being recorded as follows: For: Council Members Wilber, 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 Leach to approve the February 17, 2021 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber 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. Stearns County Attorney Janelle Kendall presented the 2020 Stearns County Prosecution Report for the City of Sauk Centre. There was a total of 77 Misdemeanors, 24 Gross Misdemeanors and 41 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 2020 Stearns County provided law enforcement with training opportunities (15 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 had six adults who qualified for the Diversion Program. All six joined and successfully completed that program. There was one juvenile who qualified for diversion and successfully completed their program.

- b. The Park Board met on Tuesday, March 2, 2021 and discussed the following:
- Welcomed new Board Members Bryan Zollman and Ashley Bruggeman
 - Warren Stone was elected Chair
 - Barry Johnson was elected Vice-Chair
 - Reviewed and approved layout of Sinclair Lewis Campground bathroom/safe room
 - Recommended purchase of day-use dock – see 7d
 - Recommended appointment of Summer Seasonal employment – see 7k
 - Reviewed various outstanding projects including camper cabins, challenge park, master park plan, towerview ball field improvements and arena mural
- c. The EDA met on Wednesday, March 3, 2021 and discussed the following:
- Received Chamber of Commerce monthly update
 - Recommended BDPI Grant approval – see 7f
 - Recommended SCDP Loan/Grant for downtown businesses – March 17 meeting

7. ACTION ITEMS

- a. The Finance Committee met with staff and the City Engineer regarding proposed amendments to the Special Assessment Policy. The Policy was presented to the Council for review. The proposed changes are:
- “Service Life” further defined. (Section 3A)
 - Amends potential financing to include other surface improvements and sanitary and water services. (Section 7D 1)
 - Differentiates between Storm Sewer and Sanitary Sewer (Section 7D 2)
 - Further explains how front foot is adjusted for assessments on cul du sac lots (Section 9A 6)
 - Differentiates between an overlay and rehabilitation which is full depth (Section 10A 5-6)
 - Amends percentage assessed for street reconstruction from 50% to 35%
 - Amends percentage assessed for full depth reclamation from 0% to 35%

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

- b. On January 21, 2021, the City Council authorized the solicitation of bids for the purchase of a new Fire Tanker to replace the City’s 1996 tanker.

Bids were advertised and complimentary requests to bid were sent to companies known to build the trucks.

Bids were publicly opened on February 25, 2021 at 11:00 a.m. with the following bids presented:

Midwest Fire	\$204,750.00
Heiman Fire Equipment	\$218,969.00

Both companies utilized the same chassis and added a tanker apparatus to it.

The Truck Committee at the Fire Department reviewed the bids for compliance with the specifications and recommend that the Council award the bid to Midwest Fire.

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve Resolution No. 2021-11, Resolution Accepting Bid and Authorizing Purchase of Fire Truck with Tanker Apparatus for the Sauk Centre Fire Department. A vote being recorded as follows: For: Council Members Leach, Wilber, Kelly and Mayor Stone. Against: None. Abstain: Council Member Fuechtmann. The motion passed.

- c. The City Council upon recommendation of the Airport Board opted to proceed with an Airfield Maintenance Project at the Airport. This project would be funded in conjunction with the FAA, MnDot Aeronautics and the City and includes sealcoating the runway, turnarounds, aprons taxiways, and entrance road and also includes rehabilitation of the area around the 2000 T Hangar.

The project was bid and bids were publicly opened on February 24, 2021.

The following submitted bids:

Central Specialties, Inc.	\$204,946.08
Riley Brothers Construction	\$207,604.28
Fahrner Asphalt Sealers LLC	\$209,826.56
Asphalt Surface Technologies Corp.	\$228,875.25
Gee Asphalt Systems, Inc.	\$231,657.25
Midwest Paving	\$241,118.60
American Road Maintenance	\$245,130.50
Duininck, Inc.	\$292,622.50
Mark Sand & Gravel Co.	\$452,898.21

The total project cost estimate for the project is \$300,928.08, which includes the construction bid above along with engineering and grant administration. The City share of the project is \$40,198.82, State share is \$50,530.08 and Federal share is \$210,199.18.

It was recommended that the City enter into an agreement with Central Specialties for the project. This award would be contingent upon final execution of FAA and MnDot Grant Funding Documents.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-12, Resolution Accepting Bid and Awarding

Contract for Airfield Maintenance Project. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- d. The Park Board has recommended that the City proceed with the installation of a Day Use Dock to be located in Sinclair Lewis Park. Donations were sought for the project and currently \$11,250 has been received. (\$10,000 for the Conservation Club and \$1,250 from the Big Sauk Lake Association).

Specs were created and quotes were sought for the purchase.

The dock to be 6' wide and 60' long
Shore end ramp 6' wide by 8' long
Aluminum Frame and Decking
Ten Bumpers and Ten Cleats
Wheel Kits

The following submitted quotes for the purchase:

Boomerang Sports, Melrose	Floe Dock	\$11,979.35
Channel Marine & Sports	Hewitt Dock	\$13,109.71
Walks on Water	WOW	\$13,811.00 (4' wide)
Centre Sports, Sauk Centre	Hewitt Dock	\$18,199.00 (4' wide)
Scott Schmeising	Port-a-dock	\$20,310.00 (5' wide)
Minnor, MN Corrections	Minnor	\$29,103.00 (floating dock)

Staff recommended the Floe Dock from Boomerang Sports. This dock is 6' wide to more easily accommodate accessibility, the frame is tube aluminum vs angle or rod, welded aluminum decking vs. cedar or plastic, and the sections are easily disconnected from each other for ease of installation and removal from the lake which can be done by two people.

The Park Board recommended approval of purchase of the Floe Dock from Boomerang Sports.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-13, Resolution Accepting Quote for Day Use Dock. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- e. The Council previously recommended that the City proceed with obtaining quote for the purchase of mini-excavator in conjunction with the Sauk Centre Public Utilities Commission.

Public Works Supervisor Ben Clink and Electric Supervisor Shannon Ellering drafted specifications and quotes were sought for the purchase.

The following submitted quotes for the purchase:

RDO Equipment	John Deere 30G	\$40,921.00
Farm Rite Equipment	Bobcat E35	\$41,413.00
RDO Equipment	John Deere 35G	\$46,318.00
RDO Equipment	Hitachi 35G	\$47,215.00
Midwest Machinery	John Deere 35G	\$56,985.00

The three RDO bids are for varying size machines.

Staff recommended approval of the Bobcat E35 from Farm Rite Equipment. This unit meets the horsepower specifications and also includes an angle backfill dozer blade. The John Deere 30G from RDO was also closely analyzed; however, with the smaller size there were concerns it wouldn't be able to perform as well as the larger models.

This above cost to be split between the two organizations at \$20,460.50 each.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2021-14, Resolution Accepting Quote for Mini Excavator. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- f. As part of the BDPI Grant Agreement for the development of the Unger Ag Land into an Industrial Park, the City is required to file a Declaration on the affected property.

This Real Property Declaration is part of Minnesota Management and Budget's Rules stating that property using funds from this Grant cannot be sold until 125% of the useful life has been exhausted, unless approved by the Commissioner.

In the case of Sauk Centre's grant, the proposal will pay for infrastructure lying under or upon city owned rights of way. As such, the property is not subject to sale which leads to the City requesting a waiver of the Declaration.

A Waiver Request has been drafted and was presented to the Council for their review. If approved, the City will not have to file the Declaration. If denied, the City will have to file a Declaration and will have to develop a separate legal description for the roadways on which to record the Declaration.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to approve the filing request for Real Property Declaration Waiver for BDPI Grant. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- g. The City was selected to receive a grant in the amount of \$1.3 million toward the cost of developing the 59 Acre Unger Ag Land into an Industrial Park.

The Grant Agreement has several items to be addressed:

- Declaration Waiver (as discussed under Agenda Item 7e)
- Commit to Completion Date of December 31, 2023 for final compliance.
- Commit to owning the infrastructure. (cannot privatize)
- Commit to paying Prevailing Wages for the project.
- Commit to funding the balance of the project.
- Eligible Businesses must be manufacturing, technology, warehousing and distribution, research and development or agricultural processing.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to authorize the execution of a Grant Agreement for a construction grant for the Sauk Centre Industrial Park South BDPI project. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- h. The City has the potential Improvement Project for the Unger Ag that that may require the issuance of bonds, if the City so determines.

This project has incurred expenses to date. If the City decides to issue debt for payment of costs for the projects, it is expected that the City would want to reimburse itself for costs incurred to date with bond proceeds. In order to do that and comply with IRS regulations, the City must declare its intent to do so.

Resolution 2021-15 sets forth the procedures relating to compliance with the IRS regulations.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2021-15, Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- i. The City has been working on developing a “Scope of Project” for the planned 2022 Street Reconstruction Project.

The project to include the reconstruction of 2nd St. South, Maple, Walnut, Willow, Cedar with sanitary, water, storm, curb, gutter, sidewalk and street and also the Rehabilitation (full depth mill and overlay) for Park Road, Park Lane, Park View Drive, Hickman, Lakeview, and Sauk Lane.

The City Council must approve a “Scope of Project” and Order a Feasibility Report to be prepared by the City Engineer. The Report would be brought back before the City Council, which will include an Engineer Estimate of the project. At that time the City can Order the Improvement and Call for a Public Hearing on the Proposal.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2021-16, Resolution Ordering Preparation of Feasibility Report for 2022 Improvement Project Including 2nd St. S., Maple, Walnut, Willow, Cedar,

Hickman, Lakeview, Park Lane, Parkview Dr., Park Road, Sinclair Lewis Parking Lot and Boat Access Parking Lot. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- j. Staff has identified various projects to be accomplished in 2021 with the Street Dept. funding allocation for street maintenance to include sealcoating, crackfilling, and overlays. The 2021 budget is \$150,000.

The Operations Committee will have a recommendation on which streets to perform maintenance on which may include a full depth reclamation project.

Preliminary Estimates based upon an inflation of 12% over 2019 bids for the potential projects include:

Morning View Area Streets	Sealcoating	\$68,355.26
Lakeshore/Lakeridge Area	Sealcoating	\$22,502.88
East Street	Full Depth Recl.	\$77,626.00
Eastview Drive	Full Depth Recl.	\$104,420.96
Anjo Drive	Full Depth Recl.	\$99,577.86
10 th St. (Main to Ash)	Full Depth Recl.	\$66,971.52
8 th St. S (Grove Lk to Pleasant)	Full Depth Recl.	\$46,880.06

Full Depth Reclamation is subject to a special assessment for 35% (1/2 to each side of roadway). Prior to filing a special assessment on a parcel, a public hearing must be conducted.

Resolution 2021-17 calls for a public hearing on the 2021 project to be held on April 21, 2021. If the identified project will be for sealcoating or crackfilling a public hearing would not be required and a Resolution Authorizing Solicitation of Quotes could be approved.

The Operations Committee recommended moving forward with Anjo Drive and East Street full depth reclamation and Morningview area and Lakeshore/Lakeridge area for sealcoat.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2021-17, Resolution Receiving Report and Calling for Public Hearing for 2021 Improvements. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- k. Public Works Supervisor Ben Clink submitted the following requests for appointments for Summer Seasonal in the Public Works Department:

Dennis Christianson	Parks/Streets Maintenance (Returning)
Jake Friedrichs	Parks/Streets Maintenance (Returning)
Duane Waletzko	Parks/Streets Maintenance (Arena Winter Seasonal)
John S. Willer	Campground Manager (Returning)

Doug/Cindy Rehlinger Campground Manager Backup (Returning)

Because two of the Parks/Streets Maintenance will be working part time intermittent, Clink requested to advertise for one additional part time employee.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve seasonal employment and authorize advertisement for one part time seasonal employee. A vote being recorded as follows: Council Members Wilber, Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

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	\$61,768.49
	Paid Claims	<u>\$0.00</u>
	Total	<u>\$61,768.49</u>

b. Resolution No. 2021-18 Resolution Accepting Contributions.

Men’s Card Playing Group	\$127.95	Senior Center
Mary Jo Peterson	\$200.00	Ambulance Dept.
Big Sauk Lake Association	\$1,250.00	Park Dept. (Dock)
Gierke Farms Water Fountain/Bottle Filler	\$1,618.57	Arena
Harbor Freight	\$100.00	Police Dept.
Jerome & Janice Rapp	\$20.00	Senior Center

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

The Council thanked those that donated.

11. INFORMATIONAL ITEMS

None.

12. CLOSED SESSION

13. ADJOURNMENT

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