

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 16, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March , 2022 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Joe Fuechtmann, Shalon Wilber and Heidi Leach. Also present were Engineer Chuck Boser, Police Chief Bryon Friedrichs, City Administrator Vicki Willer, Public Works Supervisor Ben Clink and City Planner Sarah Morton. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the agenda, with the addition of 7j. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the March 2, 2022 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, 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 2021 Stearns County Prosecution Report for the City of Sauk Centre. There was a total of 123 Misdemeanors, 30 Gross Misdemeanors and 26 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 2021 Stearns County provided law enforcement with training opportunities 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 two adults who qualified for the Diversion Program. One joined and successfully completed that program. There were no juveniles that qualified.

- b. Police Chief Friedrichs presented the February Police Report stating that there were a total of 518 calls.
- c. Public Works Director Clink updated the Council on the department's monthly activities:
 - Multiple snow events
 - Street sweeper going through normal spring maintenance
 - Ice was removed from arena and the building was switched over for dry floor events
 - Working on fuel system at the airport
- d. The Planning Commission met on March 8 and discussed the following:
 - Warren Stone appointed Chair
 - Ken Gieske appointed Vice Chair
 - Reviewed building permit reports
 - Discussion of Short Term Rentals
- e. The Airport Board met on Wednesday, March 9, 2022 and discussed the following:
 - Hangar Strap Project is Complete – Waiting on Grant Reimbursement
 - Request to Amend 2022 Maintenance And Operations Grant Submitted
 - Grant Request for Fuelmaster Upgrades Amended
 - Discussed Land Acquisition of RPZ Land
 - Discussed American Rescue Grant – Recommend City Approve Agency Agreement to Mn Dept of Transportation Aeronautics for Grant Administration. See 7e.

7. ACTION ITEMS

- a. At the City Council's March 2, 2022 meeting a bid was awarded for the 2022 Street Improvement Project. At that same time the Council directed the City Engineer to prepare change orders to the project to be brought back before the Council for final approval. These include:
 1. Reduce the scope of the full reconstruct to be west of Oak Street only
 2. Reduce the reclamation area to include Park Road and Hickman Drive only
 3. Remove the Truck Stop stormwater improvements

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve Resolution No. 2022-24, Resolution Approving Change Order for the 2022 Street Improvement Project. A vote being recorded as follows: For: Council Members Leach, Wilber, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

- b. Nathan and Jana Messer submitted a Petition for Annexation for property they own on Beltline Road. Their property is located in both Sauk Centre Township and the City of Sauk Centre and I94 crosses the property.

The request is for the City to annex property in the Township that lies northly and easterly of the freeway and detach the property lying southerly and westerly of the freeway. This would entail both an Orderly Annexation Agreement with the Township to bring the Township property into the City and a Detachment Approval to remove property from the City to the Township.



The above snip of the property shows the freeway bisecting the property. The shaded property is currently in the City. The shaded portion westerly of the freeway to be detached in exchange for the unshaded property easterly of the freeway that will be annexed. The new city limits will be the southwesterly right of way of I94.

Because the freeway crosses the property and is essentially a separate landowner notice of this action was published in the Sauk Herald as required by law.

The Township has agreed to the exchange. Because this is an Orderly Annexation no remuneration is required to be paid to the Township, of which the Township has agreed.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2022-25, In the Matter of the Joint Resolution of the Town of Sauk Centre and the City of Sauk Centre, Designating an Unincorporated Area as in Need of Orderly Annexation and Conferring Jurisdiction Over Said Area to the Office of Administrative Hearings, Pursuant to M.S. §414.0325. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- c. This action is supplementary to the Annexation of the Messer property (See7b).

A Resolution is required of the City to detach the property. The detachment proposed is property that currently lies within the City limits, but located westerly of Interstate 94.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2022-26, Resolution of the City of Sauk Centre Concerning Detachment of Certain Land Pursuant to MN Stat §414.06. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- d. At the February 16, 2022 City Council meeting, the Council authorized quotes/bids be obtained for crack filling and sealcoating on various streets throughout the City.

Packets requesting quotes were sent to contractors known to perform this type of work and was also advertised and posted on the City Website.

Quotes were opened March 14, 2022.

Crack filling Bidder	Amount
Astech	\$19,000.00
National Industrial Maintenance	\$26,550.00
Precision	\$20,450.00
Allied Blacktop	\$30,275.00
Midwest Asphalt	\$14,700.00

Sealcoating Bidder	Amount
Astech	\$172,130.00
Pearson Brothers	\$183,164.40
Morris Sealcoat	\$197,802.84
Allied Blacktop	\$205,232.40

It was noted that the bids were above budget. If the Council wished to bring back to budget they could remove the following:

- 4th St. N. from Main St. going west
- Oak St. N. between 4th and 5th Streets
- 5th St. N. from Main St. to Lakeshore Dr.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2022-27, Resolution Accepting Bid and Authorizing Execution of Contract for Crack filling and Sealcoating Projects, with removal of the following:

- 4th St. N. from Main St. going west
- Oak St. N. between 4th and 5th Streets

- 5th St. N. from Main St. to Lakeshore Dr.

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

- e. The City recently accepted a Federal Airport Rescue Grant (ARG) #3-27-0156-012-2022 for Sauk Centre Municipal Airport. This grant is from the American Rescue Plan Act (ARPA). The grant will reimburse the City up to \$32,000 of airport expenses.

Minnesota Department of Aeronautics will act as the “go-between” for the fund transfer. The City will submit a reimbursement to MnDot Aeronautics who will in turn submit to the FAA. The funding will take the reverse order from the Federal level to the State to the City.

In order to implement this process, an Agency Agreement for Federal Airport Expenses Reimbursement was presented for approval. This is the exact process that the City went through to obtain reimbursement for \$30,000 in CARES Funding in 2021.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-28, Authorization to Execute MN Department of transportation Agency Agreement for Federal Airport Expense Reimbursement. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- f. Every ten years following the completion of the Census, district boundaries of legislative and congressional districts are re-drawn to ensure that each district has an equal number of residents.

The new District Boundaries for the Minnesota Legislature have been finalized. A copy of the new District Boundaries for Stearns County was presented to the Council for their review. The new boundaries do not affect the City’s precinct or polling place, but it does change our Representation in the State House of Representatives.

The City is now required to Re-Establish our precinct and polling place essentially confirming what we approved in November remains unchanged.

Resolution No. 2022-29 meets those requirements.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2022-29, Resolution Reestablishing Precincts and Polling Places. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- g. Pay Request #2 for Mark Lee Excavating for the Anjo Drive/East Street Mill and Overlay project has been presented for payment. Retainage of \$7,888.05 was held pending submittal of lien waivers and the IC134 form. In addition to the retainage, the quantities exceeded the estimate as well at an additional cost of \$14,591.50.

Total Project Cost:	\$157,761.00 (per contract)
Additional Quantities	\$ 14,591.50
Total Earned	\$172,352.50
Paid to date:	< <u>\$149,872.95</u> >
Retainage Due	<u>\$ 22,479.55</u>

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Pay Request #2 for Mark Lee Excavating. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- h. The City included the replacement of the Elgin Street Sweeper in the 2022 budget.

Public Works Director Clink obtained a bid for the purchase through the State Bidding Process. The city can work with the State Bid or can Advertise for Bids if it feels a lower bid can be obtained; however, the State Bid will increase after March 31.

On occasion a vendor will have a carryover unit in stock that they can sell at less than State Bid; however, that is not proven to be the case in recent years because units are difficult to come by and there are none available at this time. If we place an order, the unit would arrive in 2023.

The total cost will be approximately \$250,000.00 (less trade of 2001 Elgin Crosswind)

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-30, Resolution Accepting Bid and Authorizing Purchase of Street Sweeper for the Sauk Centre Public Works Department. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- i. The Street Sweeper funding will come from a combination of sources including the Street Dept. and Stormwater Utility. However, staff continues to work to obtain outside funding as well.

It was requested that the City submit a request to Sauk River Watershed District to participate in the funding of the Sweeper. Preliminary estimates calculate that the sweeper will remove 84,380 pounds of solids and 72 pounds of phosphorus based upon four sweepings per year. With the goal of the Watershed to reduce phosphorus from reaching Sauk Lake, we believe they may be agreeable to active participation.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve submittal of grant request to Sauk River Watershed District. A

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

- j. Over the past several years staff has been researching various options for managing city assets as it relates to public improvements including water/sewer/roads/signs/hydrants/storm sewer/sidewalks among others. The software would include mapping of the City's assets via GPS with the ability to include maintenance records etc.

Recently, a proposal was received from Silvermith Data to contract with them for implementation of an asset management system that would be web based, multiple users could log in and various permissions can be granted to employees tasked with separate duties. The Public Utility and the City would share the account and each would purchase; however, much equipment they would each need such as GPS tablets, etc.

The Public Utility Commission reviewed the proposal at its meeting on March 14 and are recommending that the City and they proceed together with the proposal.

The cost to the City will be initially \$1,000 for setup, \$600 Data package, payment of a \$750 annual fee and the cost to purchase a GPS Tablet at \$3,100 for a total year one cost of \$5,450. On an ongoing basis the cost will be the \$750 annual fee and a \$600 data plan for a total of \$1,350.

The Fire Dept. has expressed interest as well and would cover associated costs of \$400 for a tablet and \$600 data package.

The City also reviewed and received a quote from Stantec to utilize the ERIS Program; however, after reviewing the added complexity and cost, the PUC and City Staff are recommending to go with Silversmith.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Agreement with Silversmith for Asset Management Program. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Land Acquisition process is moving forward. The signed purchase agreement has been returned to the City.

The Abstract is currently being updated. Following a Title Opinion, closing can be scheduled. This could happen sometime between April 4th and April 18th.

9. NEW BUSINESS

- a. Sauk Centre Public Utility will be removing overhead powerlines in concurrence with the 2nd Street Reconstruction Project in 2022. The City currently has street lights on the electric poles.

It was proposed that City staff and PUC staff work to acquire and install new street lights for the project similar to how it has been done for other projects in the past.

New poles and lighting is estimated to cost approximately \$20,000.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve street lighting improvements for 2nd Street Project. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$133,405.94
		Paid Claims	<u>\$504.00</u>
		Total	<u>\$133,909.94</u>
b.	February Checks	Paid Claims/Payroll	<u>\$457,517.90</u>

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, Wilber and Mayor Stone. Against: None. The motion passed.

11. INFORMATIONAL ITEMS

- a. Spectrum Lineup Changes.
- b. Household Hazardous Waste – June 15, 2022 – 10:00 a.m. to 2:00 p.m.

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, Wilber, Kelly, 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