

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 17, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 17, 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, Public Works Director Ben Clink, City Planner Sarah Morton and Police Chief Bryon Friedrichs. 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 March 3, 2021 Regular Meeting Minutes, as presented. A vote being recorded as follows: For: Council Members Wilber, Leach, Fuechtmann, Kelly 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 February 2021 report stating that there were 397 ICRs and 99 Verbal Warnings for a total of 496.

They are in the process of switching over squads.

- b. Public Works Director Clink presented the Public Works Department report as follows:

- Finished removal of Ash Trees
- Construction of the fish cleaning house has begun
- Repairs made to walking bridge in Sinclair Lewis Park
- Ongoing ice maintenance at arena. The plan is to remove the ice the week of March 21
- Researching options and obtaining quotes for the failed compressor
- Removing all boards and prepping the area for a new set of boards to be installed at the outdoor rink
- Working on chipper box for T8 in preparation for the new plow truck which should arrive mid-April 2021

- Clean-up around building and discarding of scrap metal
 - Snow removal and sanding during snow events
- c. City Engineer Yapp updated the Council as follows:
- 2020 Project – final punch list items to be completed late May 2021
 - Interpretive Center Project – working on preliminary plat and vacation of Getty St.
 - Unger Property – begin work on topo survey followed by the preliminary plat. Earthwork to begin late summer/early fall 2021
 - 2022 Project – starting on topo survey
- d. City Planner Morton updated the Council on the March 9, 2021 Planning Commission Meeting:
- Public Hearing – Klick Zoning Map Amendment – See 7a
 - Public Hearing – Klick Conditional use Permit
 - February Building Permit Report – one permit issued
- e. City Administrator Vicki Willer reported on the March 10, 2021 Airport Board Report.

2018 State Project – Airport Zoning Ordinance has been sent to Stearns County for recording and to Sauk Centre Township adoption.

2021 Airfield Pavement Maintenance Project:

- Includes crack-repair and seal-coat of runway, taxiway, apron, east hangar taxi lanes and entrance road.
- Pavement reconstruction of west hangar taxi lanes and parking lot.
- Bids were opened on February 24, 2021 as follows:
 - Low Bidder – Central Specialties \$204,946.08
 - Total Project Cost \$300,928.08
 - FAA Share (70%) \$210,199.00
 - State Share (17%) \$50,530.00
 - Local Share (13%) \$40,199.00
- Construction will begin approximately September 18, 2021.
- There is a possibility of 100% FAA share on federally eligible portions of construction under the latest COVID relief bill.

20-year Capital Improvement Program. The 2022 projected entitlement fund balance is \$636,847.

7. ACTION ITEMS

- a. At the March 9, 2021 Planning Commission meeting, the Commission held a public hearing and recommend approval of a Zoning Map Amendment for a portion of the Old Course on N. Main Street.

The proposal is to amend the Zoning Map from R-1 Single Family to a R-2 Multi Family Zoning District.

A copy of the existing and proposed Zoning Map was presented to the Council for their review. It was noted that the property directly across Main Street N. is currently zoned R-2 Multi Family with the Mainstreeter Apartment Complex and Fairway Pines Assisted Living on those parcels of land.

Uses that would be allowed, if approved, include:

- Single Family Dwellings
- Two-Family Dwellings
- Multiple-Family Dwellings
- Elderly Housing
- Rooming House
- Housing with Services
- Group Home
- Child Care Center
- Bed/Breakfast
- Government Facilities

The current intended use of the property is to build a multifamily apartment complex; however, rezoning would allow for any of the above uses.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Ordinance No. 802, An Ordinance of the City of Sauk Centre Amending the Official Zoning Map of the City as Outlined in Section 156.036 of the City Code. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- b. Removed from agenda.
- c. Northland Securities, Inc. has presented an Agreement for representing the City in the Development of Tax Increment Financing District 1-14.

The costs will be offset by a billing to the Developer.

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve an Agreement with Northland Securities for development of TIF District 1-14. A vote being recorded as follows: For: Council Members Leach, Wilber, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

- d. Resolution 2021-20 Calls for a Public Hearing on the Creation of Tax Increment Financing District 1-14.

At the hearing the Council may approve the creation of an Economic Development District in the Sauk Centre Industrial Park to all for the capture of increment for the purchase of land by a new business.

The calendar shows the timeline of dates with actions needed to accomplish this prior to the June 30 deadline for certification of the District.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to approve Resolution No. 2021-20, A Resolution Calling Public Hearing on the Proposed Modification of Development District No. 1 and the Establishment of Tax Increment Financing District No. 1-14 Within the Development District and the Adoption of the Modified Development Program and the Adoption of the Tax Increment Financing Plan Relating Thereto. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- e. At a previous meeting the Council discussed the application for a grant to replace the large windows at the Sinclair Lewis Library. The existing windows are from 1902.

The Minnesota Department of Education has available Capital Grants to help pay for such improvements. The City would need to match at 50%. The total estimated cost for the purchase and installation is \$100,000.

Resolution 2021-21 authorizes the Grant Submittal.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2021-21 Supporting Grant Application for the MN Department of Education Library Construction Grant. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- f. Sauk Centre High School proposed to use Sinclair Lewis Park for the 2021 Junior Senior Prom. They are requesting use of the park and closure of Park Road from 6:00 to 10:00 p.m. on May 1, 2021. They will be holding the grand march in the afternoon with a dance in the evening.

As a backup they have reserved the Civic Arena dependent upon the weather. They are requesting waiver of the deposit.

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve the utilization of Sinclair Lewis Park for the 2021 Junior/Senior Prom, approve closure of Park Road and waive the deposit for the use of the Civic Arena. A vote being recorded as follows: For: Council Members Wilber, Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

- g. The City's Copier Contract is up for renewal. The City entered into a lease for three copiers, (upstairs, downstairs, PD) for five years. After that five years was up the City

entered into a three-year contract to continue with the same machines at a reduced rate. That lease is now up.

The City should consider both the option to purchase with a maintenance contract and also the option to lease. Both options will come before the City at a later date for determination of which route to go.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2021-22 Authorizing Solicitation of Quotes for the Lease and/or Purchase of Copiers. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- h. The City Council budgeted to replace the boards at the Outdoor Hockey Rink in 2021 and budgeted \$10,000 toward the purchase with the anticipation to raise additional funding. To date an additional \$15,000 towards the purchase from Black Oak Getty Wind Farm has been received, for a total of \$25,000 available for the project.

Because the cost of lumber is expected to raise significantly in the coming weeks, staff is requesting that the City Council authorize the purchase so the price can be locked in. Area vendors were given the opportunity to submit quotes for the purchase with the following results:

<u>Bidder</u>	<u>Amount</u>
Steiner Lumber, Sauk Centre	\$9,126.10
St. Rosa Lumber, St. Rosa	\$9,394.00
Menards, Alexandria	\$10,038.34

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution 2021-23 Authorizing Purchase of Lumber for Outdoor Rink Replacement. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Council was presented with a checklist that outlines the various tasks remaining to be completed for the BDPI Grant.

The Waiver Request for the Declaration has been submitted to MMB and we are waiting for a response.

- b. The Soil Boring Report for the Information Center Property has been received from Braun Intertec. The full document is available for review (40 pages).

The soils are OK and workable. Building pads themselves may need some over excavation with structural fill placed.

These soils types will be taken into consideration during both real estate negotiations and also platting, site excavation, utility and roadwork.

9. NEW BUSINESS

- a. With the recent passage of the American Rescue Plan at the Federal level, funds will be distributed to local governments. A preliminary estimate of the funds allocated to the City of Sauk Centre is \$510,000.

These funds will have different guidelines for usage with those guidelines to come at a later date. Funds will need to be expended by December 31, 2024.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- | | | | |
|----|----------------------|---------------|---------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$117,486.39 |
| | | Paid Claims | <u>\$0.00</u> |
| | | Total | <u>\$117,486.39</u> |
-
- | | | | |
|----|----------------|--|--------------|
| b. | List of Checks | | \$545,180.93 |
|----|----------------|--|--------------|

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.

11. INFORMATIONAL ITEMS

The following have been received:

- a. Annual Bridge Report – Annual Bridge report has been received from Stearns County. The bridge over Hoboken on Hickman Drive may need some repair. The County will re-inspect to verify.
- b. Pay Equity Compliance – City is in Compliance with the Pay Equity Act. Next report is due in three years.
- c. Sales Tax Collection- After one year of sales tax collection, the City has received \$555,000 in sales tax revenue. These funds are restricted to the construction of T.H. 71. The City can access the funds for payment of engineering fees, land acquisition etc. for the project, use the funds during the project for hard and soft costs, and for payment of bond costs after the project.

12. 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