

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 20, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 20, 2019 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Joe Fuechtmann, David Thomas, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Public Works Supervisor Ben Clink, Administrative Assistant Nicki Vogt, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Police Sergeant Joe Jensen and City Engineer Chuck Boser. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve the March 6, 2019 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Thomas 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/AWARDS

- a. Police Chief Friedrichs presented the February Police Report stating that there were 419 ICRs and 102 Verbal Warnings for a total of 521.

Police Chief Friedrichs then presented Sergeant Jensen with a Medal of Commendation for an event that occurred on September 14, 2018.

- b. The Planning Commission met on Tuesday, March 12th and discussed the following:
- Reviewed February 2019 Building Permit Report with 13 permits issued at a value of \$328,000
 - Continued discussion of a proposed amendment to the Sign Ordinance
- c. Public Works Supervisor Clink presented the Public Works Department Report as follows:
- Inlets/outlets were recently cleaned
 - Airport snow removal has consumed quite a bit of time

- Ice has been removed from the arena floor
 - Potholes are being patched
 - Setup has begun for the street sweeper
 - Maintenance is being conducted on all winter equipment
- d. Library Coordinator, Melissa George, presented the Council with the Great River Regional Library report:
- Circulation is down
 - New happenings at the Library include android tablets, self-checkout, expanded DVD collection, etc.
 - They are working on increasing juvenile checkout
 - They are gearing up for their summer reading program
 - They will be starting learning circles for English language learners
- e. Andrea Kerfeld, Community Garden Representative, updated the Council on their progress and upcoming plans:
- All Spaces for the Children’s Garden group were filled in 2018
 - For updates on the Garden, they have created a Facebook page
 - Financial support has been received from the Sauk Centre Community Garden, Centracare, Rotary Club, Lions Club, Tree Top Nursery and many more individual donors
 - Garden shed, wheelbarrows, hoses, etc. have been donated. They asked permission to place the shed on the property to keep tools safe and tidy
 - The Garden Club is writing grants and raising money to keep the garden financially sound
- Kerfeld thanked the City for their help and cooperation in the last year.
- f. The EDA met on Wednesday, March 20th and discussed the following:
- Recommended Council approval of an SCDP Deferred Loan Agreement and Repayment Agreement – See 7d
 - Heard a proposal for development on the Cates Estates Property
- g. The Airport Commission met on Wednesday, March 13th and discussed the following:
- The Airport entrance road paving project was completed on November 16th. Punch list items include shoulder grading repairs which will be completed Spring 2019.
 - A Joint Airport Zoning Board has been established. A draft Ordinance will be available for review at an upcoming meeting.
 - Reviewed the 20-year CIP

7. ACTION ITEMS

- a. At the March 6, 2019 City Council meeting, a Resolution was passed which authorized seeking quotes for the purchase of an equipment trailer for the Public Works Department.

Specifications were outlined and quotes were received from the following two vendors.

Felling Trailers	\$8,400.00
Midsota Manufacturing, Inc.	\$7,626.16

Although the quote from Midsota Manufacturing, Inc. is \$774.95 less, staff is recommending that the City purchase the Felling trailer for the following reasons:

1. There are two hydraulic arms to lift the trailer on the Felling trailer vs one on the Midsota trailer.
2. The Felling trailer is I-Beam construction allowing for paint protection on all exposed surfaces.

Council Member Kelly introduced Resolution No. 2019-17, Resolution Accepting Quote for Equipment Trailer. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- b. A request has been received to extend the closing date on the sale of the Railroad Property. The closing is contingent upon approval of all zoning approvals. The Final Plat is still being worked on along with the Bylaws and Declarations.

The PUD and Preliminary Plat approvals are complete and the Engineer’s utility concerns have been met.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the execution of the amendment to the Purchase Agreement to extend the closing date to on or before July 31, 2019. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. The EDA has recommended the City approve the execution of the Repayment Loan Agreement and Deferred Loan Agreement with Artistic Image.

Vendor	Amount	Qualified
First Rate Glass, Inc.	12,599.69	12,599.69
Beam	13,590.90	13,590.90
Beam	3,500.00	3,500.00
Buttweilers	589.00	589.00
Bieniek’s	900.00	900.00
Kleinschmidt	18,548.75	12,191.88
Steiner	<u>2,784.23</u>	<u>1,463.70</u>

Totals	52,512.57	44,835.17
Deferred Loan (Grant) 40%		17,934.07
Zero Interest Loan 30%		<u>13,450.55</u>
Total Amount of Support		31,384.62

A motion was made by Council Member Fuechtmann and was seconded by Council Member Thomas to approve the execution of loan documents for a total of \$31,384.62. A vote being recorded as follows: For: Council Members Fuechtmann, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- d. Work has continued with the Roundtable Committee on developing a Grant Application for the DNR Outdoor Recreation Grant for a total of \$165,000. This grant would be applied toward the development of a Challenge Park near the Splash Pad.

Part of the application requires a Resolution of Support from the City of Sauk Centre who is the ultimate owner.

Council Member Leach introduced Resolution No. 2019-18, Resolution Supporting Grant Application. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- e. The City of Fairmont has contacted the City inquiring if the City would be willing to authorized the transfer of Airport Entitlement Dollars from the City’s balance to the City of Fairmont so they may complete the construction of a T-Hanger.

In exchange, Fairmont, will transfer an equal amount of its Airport Entitlement Dollars to Sauk Centre in 2021 or 2022.

The amount requested is \$150,000.

Sauk Centre Airport currently has two other transfers that will be coming back to the City in 2021 or 2022. These are to Hawley and Hutchinson for a total of \$212,000

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the transfer of entitlement dollars to Fairmont with a return payback in 2021 or 2022. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- f. Pam Borgmann, representing Visit Sauk Centre, requested that the City Council approve the closure of Sinclair Lewis Avenue from Main Street to Elm Street on May 18, 2019 for an Art Event.

That request was tabled at the last Council meeting due to concerns over the potential closure of SLA from Oak to Elm where there wouldn’t be a detour for heavy traffic.

The request has been amended to be the closure of Sinclair Lewis Avenue for one block only from Main to Oak. The date has been changed to September 14, 2019.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the closure of Sinclair Lewis Avenue on September 14, 2019 from Main Street to Oak Street. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

Committees are currently working on the following:

- a. Rental Ordinance
- b. Downtown Overnight Parking Permit Policy

9. NEW BUSINESS

- a. Department Heads have compiled proposed equipment purchases for 2019 with expected costs.

By general consent, 2019 equipment purchase discussion has been sent to the Operations Committee.

- b. Each year the Operations Committee reviews the Capital Improvement Plan and recommends whether the proposed Street Department project should be undertaken or if a different project would be a better option.

The project currently in year 2019 is a mill and overlay of 4th Street N. (from T.H. 71 by Jaycee Park going Easterly approximately four blocks)

In 2018 the City projects were Sealcoating and the Cold Storage Building Floor. In 2017 the City project was State Road

By general consent, discussion of the 2019 Road Maintenance Project has been sent to the Operations Committee.

- c. Staff recommended that the Capital Asset Policy be updated to more closely reflect the useful life of the City's assets.

By general consent, updates to the Capital Asset Policy has been sent to the Policy Committee for their review.

- d. National Service Recognition Day is April 2, 2019. The Central Minnesota Foster Grandparent Program encourages the recognition of its volunteers.

Volunteers in our community through the Program work at the Beacon Program, Holy Family School, Punkins and Monkeys Preschool, and Sauk Centre Public Schools.

In 2018, volunteers served 8,734 hours.

Mayor Stone publicly recognize the following Foster Grandparent volunteers:

Myrna Bowman
Anna Mae Deters
Jan Durbin
Grace Edgar
Sue Coenen
Pam McLellan
Judy Weller

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- | | | | |
|----|----------------------|---------------|---------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$158,252.53 |
| | | Paid Claims | <u>\$0.00</u> |
| | | Total | <u>\$158,252.53</u> |
- b. February Checks \$462,812.65
- c. Gambling Application for Exempt Permit request from Knights of Columbus Council 4863 for bingo and a raffle for July 31 and August 1-4. 2019 at the Stearns County Fairgrounds.
- d. 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 May 16, 2019.

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, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

11. INFORMATIONAL ITEMS

- a. Sergeant Joe Jensen will advance to Step 8 on April 7, 2019 and Andrew Rousslange will advance to Step 8 on March 21, 2019.
- b. The Local Board of Review and Equalization meeting is set for April 15, 2018 at 1:00 p.m.
- c. Big Sauk Lake Association will be applying to spray 15 acres on Big Sauk Lake
- Application by Sauk River Watershed District
 - Approval by MN DNR
 - Payment from the Weed Harvester account by Sauk River Watershed District
- d. Spring Cleanup is set for May 4, 2019 in the Civic Arena Parking Lot.
- e. 2018 Annual Bridge Report.

f. Charter notification.

12. ADJOURN

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer