

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 20, 2024**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 20, 2024 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone and Council Members Diane Kelly, Shalon Wilber and Heidi Leach. Also present were City Administrator Vicki Willer, Public Works Director Ben Clink, City Engineer Keith Yapp, City Planner Sarah Morton and Sergeant Joe Jensen. Mayor Stone presided thereat. Council Member Joe Fuechtmann was absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the March 6, 2024 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Leach, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

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

None.

5. REPORTS/PRESENTATIONS

- a. Sergeant Joe Jensen presented the February 2024 Police Report stating there were 843 ICRs. Sergeant Jensen also reported that the two new squad cars have received.
- b. Public Works Director Clink updated the Council on the department's monthly activities:
 - The ice was taken out of the arena.
 - New internet is being installed at the campground.
 - Streets are being swept.
 - Pothole repairs.
 - Looking for summer seasonal help – must be age 16+.
- c. The Planning Commission met on March 12, 2024 and discussed the following:
 - Massman Variance – See 7a.
 - Zoning Map Amendment – See 7b.
 - 2023 Building Permit Total Fee - \$78,924.04.
 - 2023 Land Use Requests - 22
 - 6 - IUP
 - 6 - Lot Splits

- 2 - Preliminary/Final Plat
- 6 - Variance
- 2 - Zoning Amendments

- d. Pam Visit Sauk Centre (VSC) Director Pam Borgmann stated that VSC’s total revenue was \$90,910.00 and total expense was \$87,140.00. VSC sent out over 3,000 issues of the Visitor’s Guide. The largest percentage of the issues were sent to residents in Minnesota.

Borgmann attended the Explore MN Tourism (EMT) Convention in February 23. A highlight of that conference was the introduction of the new Executive Director Laura Bennett McGinty. Laura has great legislative contacts and is looking forward to putting her own stamp on EMT.

Tours:

- Three tours came to tour the Sinclair Lewis Boyhood Home.
- A bike tour brought in over 200 people.

EMT grants have been cut to \$5,000.00 per year and the CVB can choose between in-state advertising or out-of-state advertising. The board chose in-state advertising for 2023.

Short-term rentals started to pay lodging tax in 2023.

- e. The Airport Board met on Wednesday, March 13, 2024 for its regularly scheduled meeting and discussed the following:
- Received Public Works Report.
 - Discussed Timeline and Next Steps for Land Acquisition Proposal..
 - Received Report on Runway Light Inspection
 - Recommended Proceeding with Requesting MnDot to Relocate AWOS.
 - Reviewed CIP for future Projects.
 - Approved Transfer of Expiring Entitlements to Hutchinson.

6. PUBLIC HEARINGS

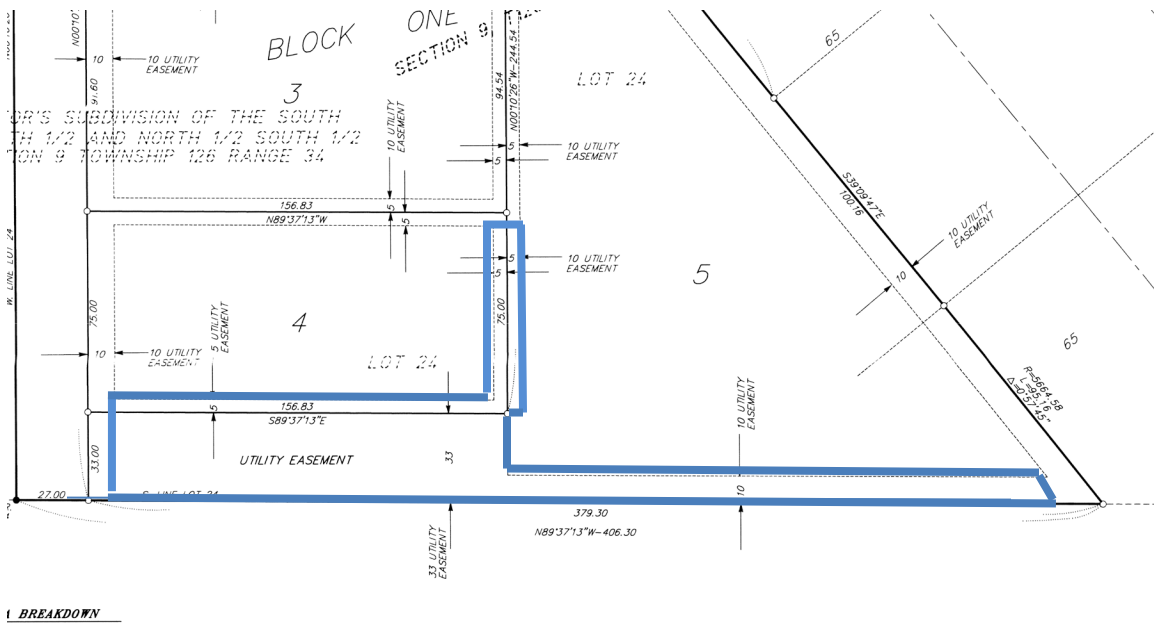
- a. Vacation of Utility Easements – Joseph Anthony Plat

Mayor Stone opened the Public Hearing and read the Public Hearing Procedure.

Applicant, Jason Borgerding is the owner of two lots at 433 and 437 Pendergast Street described as Lots 4 & 5, Block One, Joseph Anthony.

Borgerding is interested in combining the lots and requested that the utility easements located on the common property lines be vacated as well as the larger utility easement on Lot 5. Borgerding is also the owner of the property immediately south of Lot 5. Vacating the easements would allow for the construction of buildings in the future over the lines.

A Notice was published in the Sauk Herald of the hearing.



Stone called three times for persons to speak in favor or opposition. None spoke. See 7c.

7. ACTION ITEMS

- a. The Planning Commission, acting as the Board of Adjustment at its March 12, 2024 regular meeting conducted a Public Hearing to consider the application of Brian Massmann for a variance from the required maximum square footage allowed for an attached garage.

The property is located at 415 Pendergast Street and is legally described as All that part of Block 1 Lots 1 and 2 Joseph Anthony, except the South 23.40 feet of said Lot 2, according to the plat and survey thereof on file and of record in the office of the County Recorder for Stearns County, Minnesota.

The applicant requested relief from the strict application of the requirements of Section 156.022 Accessory Structures which states “On parcels occupied by dwelling units no attached garage or accessory structure shall exceed 1,200 square feet in area.”

Applicant proposed to build an attached garage 1,360 square feet in size, 160 square feet over the maximum allowed.

By allowing the increased size, the applicant will be able to construct the garage along the same roofline as the home with attached front porch along the front of the house.

The Planning Commission and Council recommended the request be approved, with the following:

Findings of Fact:

1. No evidence has been submitted indicating that the location of the new structure would adversely affect the public health, welfare and safety, or be detrimental and injurious to property or improvements in the neighborhood.
2. The request is consistent with the City's Comprehensive Plan by improving the housing stock in our community. A three stall garage is not the minimum standard for new construction or additions to existing garages.
3. The improvements of neighboring properties that front on Pendergast Street vary. The oldest home was constructed in 1890 with a 480 square foot garage. The newest home was constructed in 2020 with a 1,920 square foot garage. The applicant is requesting to exceed the maximum square footage allowed of 1,200 square feet to 1,360 square feet.
4. An attached garage is an allowed use in the Low & Medium Density Residential (R-1) Zoning District.
5. Applicant is not asking for any economic considerations.

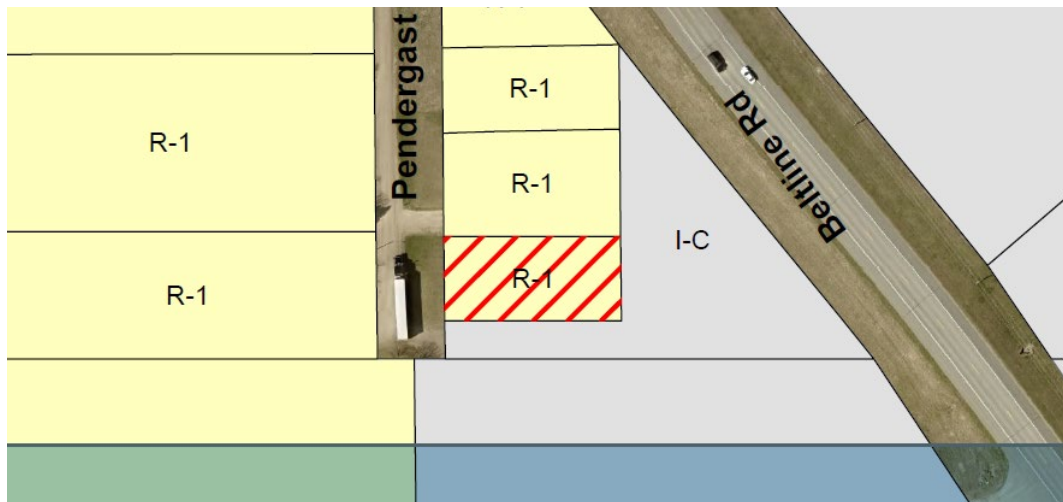
Conditions:

1. The variance is void within 1 year if not acted upon.
2. Nothing related to a home base business can be parked or stored outside.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2024-28, Resolution Approving Request for a Variance for Brian Massmann with Findings of Fact 1-5 and Conditions 1-2. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- b. The Planning Commission, acting as the Board of Adjustment at its March 12, 2024 regular meeting, held a public hearing to consider an application from Jason Borgerding to rezone Lot 4, Block One, Joseph Anthony which is located at 433 Pendergast Street. The lot is currently zoned R-1 Residential. The request is to rezone the parcel to I-C Industrial Commercial. Borgerding rezoned the adjacent Lot 5 which wraps around Lot 4 to I-C in 2021.





Low density residential is shown as yellow on the future land use plan. This designation accommodates single-family detached housing and two-family housing. This is by far the largest residential land use category by acreage and the most prevalent land use category overall. Low-density residential is permitted in the R-1 zoning district.

The Industrial designation provides for manufacturing, wholesale sales, storage, waste management operations, and auto service centers, among other uses of similar intensity.

There is no proposal for construction at this time; however, development could occur in the form of a new plat with multiple smaller lots, one larger lot or a split of the three properties into a different configuration.

Two property owners expressed opposition to the proposal indicating that it encroaches into a platted residential quiet neighborhood, will potentially have large structures, and will increase commercial traffic on a residential road. It could also potentially have uses not compatible with low density residential.

Following the Public Hearing, the Commission recommended that the rezoning be approved with the following:

Findings of Fact

1. The property is owned by Jason & Melanie Borgerding.
2. At this time no new construction is planned for this parcel.
3. The land area, setback, shoreland, floodplain and wetland requirements will be met.
4. No evidence has been submitted that would indicate a depreciation of property values in the surrounding area as a result of the proposal.
5. The immediate vicinity is zoned R-1, and I-C with Pendergast Street running along the west parcel line for 75 feet. All codes (City, State & Federal) will be followed to minimize disturbance to neighboring properties.
6. At this time no new construction is planned for this parcel, therefore the proposal will not create excessive requirements for public facilities such as sewer, water, electricity and neighboring recreational trail segment.

7. Future development of this lot will require the extension of city utilities at the cost of the developer.

Conditions

1. Lots 4 and 5 be combined into one parcel.
2. A privacy fence be constructed adjacent to Lot 3 prior to any construction on the property.
3. No heavy business/semi traffic be conducted on Pendergast Street.

A motion was made by Council Member Kelly and was seconded by Mayor Stone to approve Ordinance No. 830, 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, with Findings of Fact 1-7 and Conditions 1-3. A vote being recorded as follows: For: Council Member Kelly, Mayor Stone, Council Members Leach and Wilber. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- c. See 6a. This action is on the proposed vacation of utility easements on the property lines common to Lots 4 and 5, Block One, Joseph Anthony along with the utility easement located on Lot 5. City Engineer Keith Yapp recommended that a 15' X 30' easement be obtained in the SW corner of Lot 5 for access to the property to the south for future utilities and that the City retain a 5' easement along the southerly boundary of Lot 5.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2024-29, Resolution Vacating Utility Easement. A vote being recorded as follows: For: Council Members Leach, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- d. The Street Department previously replaced its 1997 Dodge Ram Pickup and received authorization to offer it for sale. The pickup was offered for sale on the MinnBid online bidding platform.

The successful bidder is as follows:

BIDDER	Property	AMOUNT
John Stich, Sr.	1997 Dodge Ram	\$1,525.00

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2024-30, Resolution Accepting Bid and Authorizing Sale of Excess Equipment. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- e. City Policies have certain payouts to employees at retirement. These include payout of unused vacation and comp time (if any), and accumulated sick leave at 30%. The employee is also eligible to continue on health insurance by paying 60% of the premium.

Chief Friedrichs requested a deviation from the Policy. The Personnel Committee met and discussed the request and are recommending that Friedrichs be paid out his accumulated sick leave at 75% and be allowed to retain his phone and phone number.

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve the deviation from the policy for payout for Brian Friedrichs. A vote being recorded as follows: For: Council Members Wilber, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- f. The City (Fire Department) has an Agreement with Brodin Studios for the commissioning of a Fallen Firefighter sculpture to be placed in Sinclair Lewis Park.

The Department requested approval of an Addendum to the Agreement to include a 4' X 8' granite wall with inscription and installation for an additional \$19,054.10.

Project to be paid by Department Funds.

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

- g. The City’s 2024 budget includes funding for sealcoating city streets. Streets improved in 2018 – 2020 have been identified as meeting the criteria for sealcoating at this time. In addition, Lake Shore/Lakeridge is also in need of sealcoating. The total sealcoating estimate is \$198,204.42 based upon the cost per yard that was recently obtained by Stearns County for their projects.

Elm/Lake St	\$15,763.61
Elm St South Sinclair-Grove Lake	\$21,175.00
Getty St S	\$10,743.33
Lakeridge Dr	\$59,289.99
Hospital North End	\$0.00
Country Club Rd	\$17,645.83
Lake Shore Dr	\$12,705.00
5th St N (Main to Lakeshore)	\$15,528.33
4th St N (Hospital Side of Main)	\$15,528.33
Oak St N (4th to Country Club)	\$18,351.66
Elm St N (5th to Country Club)	\$11,293.33
	<u>\$198,024.42</u>

The City has in its budget \$175,000 for both sealcoating and crack filling.

It was noted that to stay on budget, if the Council delayed Lake Shore/Lakeridge until 2025 it appeared the budget can be met, or if the Council wished, it could include Lake Shore/Lakeridge and identify alternate funding.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2024-31, Resolution Authorizing Advertisement for Bids for Sealcoating (excluding Lakeshore and Lakeridge). A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- h. Prior to sealcoating, crack filling should be done. Streets have been identified as follows: The city has in its budget \$175,000 for both sealcoating and crack filling.

Elm/Lake St	\$111.93
Elm St South Sinclair-Grove Lake	\$6,014.25
Getty St S	\$1,960.20
Lakeridge Dr	\$12,474.00
Hospital North End	\$0.00
Country Club Rd	\$1,113.75
Lake Shore Dr	\$1,069.20
5th St N (Main to Lakeshore)	\$980.10
4th St N (Hospital Side of Main)	\$4,573.80
Oak St N (4th to Country Club)	\$1,737.45
Elm St N (5th to Country Club)	\$528.00
	\$30,562.68

It was noted, to stay on budget, if the Council delayed Lakeshore/Lakeridge until 2025 it appears the budget can be met, or if the Council wished, it can include Lakeshore/Lakeridge and identify alternate funding.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2024-32, Resolution Approving Advertisement for Quotes for 2023 Crackfilling Project, (excluding Lakeshore and Lakeridge). A vote being recorded as follows: For: Council Members Leach, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. 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	\$72,375.34
		Paid Claims	<u>\$150.00</u>
		Total	<u>\$72,525.34</u>
	List of Checks		\$672,325.73

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 and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

11. INFORMATIONAL ITEMS

- a. Spectrum Lineup Changes

- b. Snow Emergency – Effective 12:00 a.m. 3/22/24 until 10:00 p.m. 3/27/24. Vehicles parked on the street are subject to ticket and tow.

12. ADJOURNMENT

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

With no further business, Mayor Stone adjourned the meeting.

Respectfully submitted:

Mayor Warren Stone

City Administrator Vicki Willer