

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 3, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 3, 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, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Public Works Supervisor Ben Clink, City Planner Sarah Morton, Police Chief Bryon Friedrichs and City Engineer Keith Yapp. Mayor Stone presided thereat. Council Member Thomas was absent.

2. APPROVAL OF AGENDA

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the agenda. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Thomas. 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 March 20, 2019 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Thomas. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS/AWARDS

- a. The Park Board meeting that was scheduled for Tuesday, April 2nd was cancelled due to lack of quorum.
- b. The EDA met on Wednesday, April 3rd and discussed the following:
 - Mainstreeter Apartment is requesting to exercise the option of purchase of land for \$1.00. See 7h.
- c. The Policy Committee (Council Members Thomas and Fuechtmann) met on Tuesday, March 26th and discussed the following:
 - Rental licensing
 - Congested district parking permit (2 block Main Street – 1 block Sinclair Lewis Ave) – See 7e
 - Capital Assets Policy revision

d. The Operations Committee (Council Members Kelly and Thomas) met on Tuesday, March 26th and discussed the following:

- 2019 crackfilling – See 7b
- 2019 mill and overlay project – See 7c
- 2019 loader purchase – See 7d

7. ACTION ITEMS

a. An application and fee have been submitted by Xcentricos, Inc. DBA Xcentricos Smoke Shop to sell cigarettes at 632 Main St. S. All requirements of the Tobacco Ordinance have been submitted.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the request for a Cigarette License to Xcentricos, Inc. DBA Xcentricos Smoke Shop. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Thomas. The motion passed.

b. The Operations Committee is recommending that the City proceed with obtaining quotes for a 2019 Crackfilling project.

It is recommended that all City streets located east of the river in the Morningview Area be crackfilled. In addition, some miscellaneous streets are also recommended to be included in the bidding process.

It is estimated that approximately \$15,000 will be needed to complete the project.

Council Member Fuechtmann introduced Resolution No. 2019-19, Resolution Approving Advertisement for Quotes for 2019 Crackfilling Improvement Projects. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Thomas. The motion passed.

c. The Operations Committee met and discussed the City's 2019 Mill and Overlay project proposal. 4th Street N. from T.H. 71 east to Heritage Lane is the 2019 project according to the Capital Improvement Plan. Council Member Thomas expressed concern that if the City were to invest the funds to update the roadway that MnDot might change the intersection in 2024 and suggested an alternative roadway be selected.

Staff has estimated the cost for 4th Street N. to be approximately \$90,000. Other projects on the CIP include the Splash Pad parking lot and Birch Street by Holy Family School.

Those projects could be bid as Alternates so the City can select the alternate if funding allows. If the Council decides not to pursue 4th St. N, a different street should be selected.

The City's budget includes \$120,000 for 2019 Projects plus approximately \$70,000 that is set aside from the Small Cities Account from the State that must be used for street maintenance.

4 th Street N. (or alternate)	\$90,000
Splash Pad Parking Lot	
Birch Street (SLA to 2 nd)	

Public Works Director Clink stated that alternate areas discussed included 8th Street, 6th & 7th Street from Highway 71 to Pine Street, 10th Street by Arena.

Council Member Fuechtmann introduced Resolution No. 2019-20, Resolution Approving Advertisement for Quotes for 2019 Mill and Overlay Improvement Projects (4th St. N, Splash Pad Parking Lot, Birch St (SLA to 2nd). The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Thomas. The motion passed.

- d. The Operations Committee is recommending that the City proceed with obtaining bids for the purchase of a payloader. The funding has been set aside in the Capital Projects Sinking Fund.

The estimated cost for the loader is \$175,000.

Council Member Leach introduced Resolution No. 2019-21, Resolution Seeking Bids for Payloader. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Thomas. The motion passed.

- e. The Policy Committee discussed the issue of overnight parking in the downtown Congested District (two blocks of Main St. and one block of SLA).

A request was submitted by Kelly Freeze from the Palmer House requesting that the City consider offering an overnight permit to be used on weekends when the Palmer House sponsors events.

The Committee is suggesting that the City amend the Congested District Parking by adding a section allowing parking by special permit. The following provision to be added to Section 71.06 of the City Code:

(F) Hotel Overnight Special Event Parking. The City Council may allow overnight parking in the Congested District by permit provided the following are met:

(1) An application has been received by the owner in advance of a venue that is requesting the permit.

(a) Permits may be issued from 2:00 a.m. Fridays to 7:00 a.m. on Sundays.

(b) Permits will not be valid during a declared Snow Emergency

(c) No more than ten parking stalls shall be permitted at any given time for the event.

- (2) The Police Department is notified by the Owner in advance of the event.
- (3) The permit is prominently displayed on the vehicle.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve Ordinance No. 788, Ordinance Amending City Code Related to Parking in Congested District, with review in one year. A vote being recorded as follows: For: Council Members Leach, Fuechtmann and Mayor Stone. Against: Council Member Kelly. Absent: Council Member Thomas. The motion passed.

- f. The Policy Committee recommends that the City proceed with a Rental Registration & Inspection Ordinance.

The Committee has reviewed the Draft Ordinance and are suggesting that a Public Informational Meeting be held to gather comments and concerns prior to adoption of an Ordinance in its final form.

By general consent, a Public Information Meeting has been scheduled for May 8th at 6:00 p.m. regarding Rental Registration and Licensing Ordinance.

- g. The City previously entered into a Purchase Agreement to purchase a 66' strip of land immediately south of East River Heights.

The closing date has been set for April 26, 2019 under the same terms and conditions as was proposed in the Purchase Agreement.

Council Member Kelly introduced Resolution No. 2019-22, Resolution Authorizing Execution of Closing Documents. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. Absent: Council Member Thomas. The motion passed.

- h. The EDA heard a request to execute the Option to Purchase Lot 2, W.H. Cates Estates 1st Addition from the Developers of Mainstreeter Apartments for the purchase price of \$1.00. Their plan is to build Townhomes on this lot.

The EDA is recommending a reversion clause if the Townhomes are not built within 5 years.

A motion was made by Council Member Fuechtmann to authorize the option of purchase of property for \$1.00 for the transfer of the property to Mainstreeter Apartment Developers with a 5-year reversion clause. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Thomas. The motion passed.

8. UNFINISHED BUSINESS

- a. The Local Option Sales Tax is still on the table at the Capital.

Testimony was heard on March 27, 2019 by the Senate Tax Committee.

The House Tax Committee has included Sauk Centre in the bill to be presented to the House. The Committee has yet to recommend the final form of the bill.

MnDot has been in contact with the City to begin discussion on the 2024 Project. At this time, it will be staff meeting so the MnDot Project Manager and the City can fully understand the scope of the project. Following that meeting there will be additional meetings to bring in other stakeholder to gather input.

- b. The Policy Committee reviewed the Capital Assets Policy, particularly the section on the years of depreciation that should be accounted for each asset.

It was noted that several of the assets are not retained as long as the Policy anticipated.

The Committee recommends that Department Heads review the policy for future amendments.

- c. A meeting has been scheduled for May 11th with a Committee of the Fair Board to determine if the fairgrounds would be a fit for the relocation of the Red School House.

The Council Committee is Dave Thomas and Diane Kelly who volunteered to serve on this ad hoc Committee in 2018.

- d. The Draft Airport Zoning Ordinance has been completed.

A meeting of the Joint Airport Zoning Board is being scheduled after which a Public Hearing will be held regarding the update.

Notice of date and time will be provided when available.

9. NEW BUSINESS

- a. EAB (Emerald Ash Borer) is an insect that is a wood-boring insect pest of ash trees. Ash is the only known host of this borer in the United States. EAB has been located in Sauk Centre.



- The City is conducting an inspection to determine the infected area.
- Owners in the area will be notified via postcard to inspect their trees and contact City Hall if they suspect EAB
- City staff will be attaching information cards to infected trees that will be marked with a red ring. Owners will be sent written notification to remove trees within 15 days. All wood must be chipped or burned before April 30.
- City will be cutting and chipping or burning boulevard or park trees until April 30.
- Depending on size or location of tree City may be able to cut/chip/burn trees on private property with permission of landowner. Owner will be responsible for stump removal.
- Treatment of ash trees between 12 and 20 inches in diameter may be an option to prolong life of tree.
- Action must be taken quickly as the EAB hatch early May

It was the general consent to allow City Staff to cut EAB infected trees on private property during April, 2019.

- b. On, March 22, 2019, OSHA conducted a Programmed Inspection in Sauk Centre.

Programmed indicates that we were selected by OSHA but we didn't know they would be coming.

The inspection consisted of auditing the City's Safety Training Manuals, Safety Program, Posting Requirements and also inspection of the Public Works Facility.

Minor infractions were discovered relating to a non-functioning outlet and a hoist inspection sticker.

The final report has not yet been received.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$43,526.47
	Paid Claims	<u>\$14,120.00</u>
	Total	<u>\$57,646.47</u>

- b. Resolution No. 2019-23, Resolution Accepting Contributions. The Contribution is as follows:

Men's Card Playing Group	\$202.47	Senior Center
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- c. Resolution No. 2019-24, Resolution Approving an Off-Site Gambling Permit for the Community Connections of Sauk Centre. This permit will allow for a raffle to be held on June 21, 2019 at the Stearns County Fairgrounds.

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

The Council thanked the Men's Card Playing Group for their donation.

11. INFORMATIONAL ITEMS

- a. Board of Review and Equalization – Monday, April 15, 2019 at 1:00 p.m.
- b. City League of Minnesota ADA Survey – The Council was presented with the ADA letter dated April 8, 2019
- c. County Comprehensive Plan. The County has started the process of updating the County's Comprehensive Plan. Please go to <https://shapestearns.com/> for the project website and to participate online and sign up for project updates

12. ADJOURN

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, Kelly and Mayor Stone. Against: None. Absent: Council Member Thomas. 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