

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 7, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 7, 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 Chuck Boser, Public Works Director Ben Clink and City Planner Sarah Morton. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the agenda, with the addition of 7o. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, 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 Fuechtmann to approve the March 17, 2021 Regular Meeting Minutes, as presented. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS – ANJO DR. & EAST ST. IMPROVEMENT

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

Notices were sent to property owners adjoining Anjo Dr. and East St. notifying them of a Public Hearing to be held to consider the improvement of Anjo Dr. and East St. by a full depth reclamation project.

The Council was presented with a copy of the streets that will be affected. The proposal is to upgrade East St. from Sinclair Lewis Avenue to 6th St. and also Anjo Dr. including the cul-de-sac. The upgrade includes a full depth reclamation along with some minor curb repairs. A full depth reclamation is appropriate when the base and underground utilities do not need major repairs. Full depth reclamation removes the asphalt, grinds it up and leaves it in place as base for new asphalt over the top.

The estimated cost of the project is \$177,000. This number is based upon recent bids received for other projects.

Assessments:

- The City Policy calls for an assessment of 35% of the project costs
- The City pays for 65% of the costs

- The assessed costs (estimated at \$62,000) are assessed to the property owners on a front foot basis
- Adjustments are made for corner and odd shaped lots, according to the policy
- The average assessment for East St. is \$1,015
- The average assessment for Anjo Dr. is \$1,381
- The assessment can be paid over two years with interest with property taxes or can be paid in full or part by November 15, 2021 to avoid interest

Timeline:

- April 7, 2021 Public Hearing on Improvement – order improvement – solicit bids
- April 29, 2021 Receive and open bids
- May 5, 2021 Council reviews and awards bid
- May Contracts executed
- June-August Project commences
- September Final assessment hearing

Mayor Stone called for persons to speak in favor, against or needs clarification.

Jerry Pohlmann – 24 Anjo Dr. Mr. Pohlmann stated that the snow plow took out a chunk of his curb several years ago. He recommends that the curb and gutter also be fixed during this project.

Public Works Director Clink stated that it was 28 lineal feet, which was an old approach that was filled with concrete. The removal/replacement of this section has been included in the project.

Mayor Stone called three additional times for persons to speak in favor, against or needing clarification. None additional spoke. Mayor Stone closed the Public Hearing.

See 7a.

6. REPORTS/PRESENTATIONS

a. The Park Board met on Tuesday, April 6th and discussed the following:

- Annual table replacement plan for the Civic Arena
- Recommending arena seasonal pay rate be adjusted – see 7l
- Recommending Council authorizes bids for mower replacement – see 7h
- Recommending updates for 2022 Campground Rates and Arena dry floor rental rates – see 7i
- Recommending Council approval of Day Use Dock Extension – see 7g
- Recommending budgeting for 2022 Master Park Plan update
- Reviewed Towerview Ballfield plans
- Discussed replacement of arena compressor
- Discussed arena study to determine future needs
- Discussed replacement of spray canons in splash pad park
- Reviewed shelter/restroom plans – see 7n

b. The EDA met on Wednesday, April 7th and discussed the following:

- Received update on Information Center property development
- Received and responded to an inquiry on Unger Property
- Recommend proceed with TIF 1-14
- Reviewed SCDP loan – see 7o
- Working with Heartland Gallery owners on potential options

7. ACTION ITEMS

a. See 5a.

The Council was presented with Resolution 2021-24 Ordering the Improvement. Once ordered, firm bids will be obtained and brought back before the Council for final review.

Once reviewed, the Council will have the option to Award the Bid or cancel the project. If awarded, staff will take the necessary steps to implement the project.

After completion, final assessments numbers will be available a Final Hearing on Assessment to be held in Sept/Oct.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-24, Resolution Ordering Improvement for 2021 Street Improvement Projects. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

b. The City is part of a Joint Powers Agreement that includes the State of Minnesota, Bureau of Criminal Apprehension, Stearns County Attorney's Office and the City of Sauk Centre's Police Department.

This Agreement allow the City's Police and Stearns County Attorney's Office on behalf of the City to utilize the State of Minnesota, Department of Public Safety Bureau of Criminal Apprehension tools in conducting their duties.

The current Agreement is up for renewal. The updated Agreements were presented to the Council for their review.

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve Resolution No. 2021-25, Resolution Approving State of Minnesota Joint Powers Agreements with the City of Sauk Centre on Behalf of its City Attorney and Police Department. A vote being recorded as follows: For: Council Members Wilber, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

c. Bill Berg, Public Works Employee, has submitted his Letter of Retirement from the City. Bill has been with the City for 27 years and was integral to the operation of the Civic Arena for many years.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to accept the retirement/resignation of Bill Berg from the Public Works Department. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

His last day with the City will be April 29, 2021.

- d. With the Public Works resignation, a position is now available in the Department. In 2020 the City advertised for an open position in the Department and selected an individual for hire. At that time the remaining candidates were ranked and placed on a hiring list for upcoming appointments.

Because that list is now a year old, the City may want to re-advertise the position and also ask the prior remaining candidates if they are interested.

This will not only give the prior candidates and opportunity to refresh their applications, it will also open it up to other potential candidates that may not have opportunity to apply a year ago.

Potential Timeline:

Advertise the Position	April 8-22
Accept Applications	April 8-31
Review Applications	May 1-8
Conduct Interviews	May 10-18
Council Appointment	May 19
Start Date	June 7

By general consent, the Council authorized proceeding with the hiring process.

- e. With the relocation of Getty Street further to the West, the property along the East side of Getty St. adjacent to the Information Center is now excess property.

The new proposed Plat of Arrowsmith Plat 3 proposes to include the excess right of way in the plat.

The Council was presented with a copy of the proposed Plat.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2021-26, Resolution Setting a Public Hearing on a Vacation of a Part of Getty St. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- f. With the proposed re-platting of the Information Center site, the easements dedicated in the plat need to be vacated. New easements around the perimeter of the new plat will be then dedicated.

The Council was presented with a copy of the easement on the plat. The easement can be vacated following a public hearing of the Council.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2021-27, Resolution Setting a Public Hearing on a Vacation of a Drainage and Utility Easement. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- g. With additional funding available through donations, the Park Board recommends that the City Council authorize advertisement for quotes to purchase two dock extensions for the Day Use Dock. \$5,000 has been received from the Conservation Club and Big Sauk Lake Association for this purpose.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2021-28. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- h. The 2021 Park Budget includes the purchase of mower to replace the City's Ferris Zero Turn mower.

The proposal is to replace the mower with a similar zero turn. \$20,000 has been budgeted. The option to retain the Ferris as a backup mower will be considered after bid opening, dependent upon trade offered.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-29, Resolution Seeking Quotes for Lawn Maintenance Equipment. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- i. The Park Board recommends the following fee schedule amendments.

Campground	Friday-Saturday	\$40.00/night
	Sunday-Thursday	\$35.00/night
	Tents	\$20.00/night

Arena Dry Floor	Increase Deposit to \$500 to allow for excess cleaning. 20% discount for non-profits
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A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve amendments to the Fee Schedule as recommended by the Park Board. A vote being recorded as follows: For: Council Members Wilber, Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

- j. Quotes have been obtained for the installation of the concrete curbing around the perimeter of the new Challenge Park to be installed in the Splash Pad Park.

Two quotes were received from vendors.

Vendor	Quote
A.H. Concrete	\$6,149.00
Buening Masonry, Inc.	\$7,500.00

Concrete to be installed prior to the Installation Company’s arrival which date is yet to be confirmed.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2021-30, Resolution Accepting Quote (A.H. Concrete) for Concrete in the Challenge Park. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- k. With the ongoing cleanup around the City’s buildings and grounds, the City offered for sale excess chain link fencing, gates and panels. All are well used.

Bidder	Amount
Chad Currie	\$890.00

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve Resolution No. 2021-31, Resolution Authorizing Sale of Excess Property. A vote being recorded as follows: For: Council Members Leach, Wilber, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- l. The City has advertised for Summer Seasonal Work for the Parks/Streets Dept.

As an incentive to attract applicants, the staff is considering offering the position at a higher step than Step 1, dependent upon qualifications.

The Park Board recommends Council set the starting rate at Step 5, which is \$15.10/hour.

By general consent, the Council authorizes staff to proceed with the Park Board recommendation of seasonal step 5.

- m. The Airport Master Plan proposed to refurbish the Turf Runway and move it to the South which will include land acquisition of property in the Runway Protection Zone and Safety Zone A. This requires an Environmental Assessment be completed.

A Work Order to complete the project was presented to the Council. The total cost for the EA is \$70,000. The City Share is \$3,500 to be funded with Airport Revenues.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Work Order #9 with Bolton Menk for Environmental Assessment for Land Acquisition. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- n. A draft of the new Campground Shelter/Restroom facility has been and was presented to the Council for their review.

Features include:

- o Storm Shelter Capacity meets Campground Capacity guidelines
- o All plumbing in 2X6 interior walls.
- o Two restrooms accessible from inside the common area.
- o Two showers each in men's/women's. One each is accessible
- o Women's has three restroom stalls.
- o Men's has one stall and two urinals
- o Each has two sinks with mirrors and GFI outlets
- o Exterior is split face block where exposed with possible separate colored ribbon.
- o Roof is spancrete with a usable roof area with perimeter fencing
- o Storm Proof Door with screen door.
- o Storm Proof Window in common area and small storm windows in each restroom

The Park Board is recommending Council approval. If approved, estimated construction to begin after Labor Day 2021.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution 2021-34, Resolution Approving Plans and Authorizing Bids for the Sinclair Lewis Campground Shelter. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- o. Amy Poepping, Sprinkle of Joy, submitted an application for a SCDP Grant/Loan. The EDA reviewed the application and recommend its approval.

The project location is at 316 and 318 Main Street South. The project to include the installation of insulation and fire protection and updated electrical work.

Payment for costs would be divided between the applicant and the City as follows:

- 30% Paid by Owner
- 30% Paid by City as a Zero Interest Deferred Loan
- 40% Paid by City as a Loan convertible to a Grant

Constructions costs include:

Tri County Foam Insulation:	Spray Insulation	\$16967.00
	Thermal Barrier for Fire Code	\$5,951.00
Essler Electric:	Upgrade electrical deficiencies	<u>\$7,600.00</u>

\$30,518.00

Contractor	Item	Amount	Owner	0% Loan	Grant
Tri County Ins.	Spray Insulation	16,967.00	5,090.10	5,090.10	6,786.80
	Thermal Barrier	5,951.00	1,785.30	1,785.30	2,380.40
Essler Electric	Upgrade Electric	7,600.00	2,280.00	2,280.00	3,040.00
		30,518.00	9,155.40	9,155.40	12,207.20
			9,155.40		21,362.60
			Owner Pays		City Pays

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve the SCDP Loan Agreement with Sprinkle of Joy. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. Conditional Use Permit – Golf Course Apartments. A Developer Agreement was provided to the Developer for Review. A notification was sent that the City will utilize its option for a sixty-day extension for action. If the Agreement is not complete within that sixty days the City has the option to request in writing additional time or approve the application or deny it.
- b. Industrial Park Stormwater Pond – A meeting is being scheduled with the Operations Committee (Council Members Wilber and Kelly), City Staff and representatives from SCO.
- c. Information Center Development - Site grading and utility plan is currently being completed by the City Engineer. A public hearing is being held on April 13 at the Planning Commission for the plat. The Council to hold the vacation hearings as scheduled.
- d. Unger Property Development - Surveying is underway. Will be using a drone to gather data.
- e. 2nd Street/Hickman Road Improvements - Site work for Feasibility is underway. Potential Public Hearing in August.
- f. 2020 Project – Punch list items will begin within the month with final paving in June.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$59,971.39
		Paid Claims	\$0.00
		Total	<u>\$59,971.39</u>

b. Resolution No. 2021-32 Resolution Accepting Contributions.

Men’s Card Playing Group	\$123.92	Senior Center
Eagles Healing Nest	Valentine Cookies	Ambulance Dept.
Black Oak Wind, LLC	\$1,000.00	Fire Dept.
Sauk Centre Conservation Club	\$3,000.00	Park Dept. – Dock
Big Sauk Lake Association	\$2,000.00	Park Dept. - Dock

c. Resolution No. 2021-33, Resolution Approving an Off-site Gambling Permit for the Community Connection of Sauk Centre. The permit would allow for a Raffle to be held on August 20, 2021 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: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

The Council thanked the Men’s Card Playing Group, Eagles Healing Nest, Black Oak Wind, LLC, Sauk Centre Conservation Club and Big Sauk Lake Association for their donations.

11. INFORMATIONAL ITEMS

The following Information Items have been received:

- a. Tree City – Arbor Day Proclamation – April 30, 2021
- b. Board of Review and Equalization – April 12, 2021 1:00 – 1:30
- c. Cleanup Day – May 22, 2021 - 8:00 to Noon – Civic Arena
- d. Hazardous Waste – June 16, 2021 10:00 – 2:00 – Civic Arena

12. CLOSED SESSION

13. 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, 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