

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MAY 5, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, May 5, 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, Police Chief Bryon Friedrichs, 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 Fuechtmann and was seconded by Council Member Kelly to approve the agenda, with additions. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve the April 21, 2021 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Leach, Wilber, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS

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

a. TIF DISTRICT 1-14

The purpose of this Public Hearing is to to consider the creation of TIF District 1-14.

This TIF District would reimburse Sauk Centre Opportunities for a discounted land sale to a new business.

Notifications were sent to the School District and Stearns County for comment.

Due to a delay in the legal publication, it is recommended that the City open the Public Hearing and continue it until May 19, 2021 when it can be held and meet statutory guidelines for publication.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to table the Public Hearing on TIF District 1-14 until May 19, 2021. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

b. Public Hearing on Vacation of Excess Property – Getty St.

As part of the development of the Information Center Property and also the relocation of the adjacent Getty Street to the west, excess property between Getty Street and the existing Arrowsmith Plat 2 exists.

The new plat of Arrowsmith Plat 3 includes that excess property and is contingent upon the vacation of the excess right of way.

A copy of the affected property was presented to the Council. Getty Street will remain the standard 66' road width.

Mayor Stone called three times for persons to speak in favor, against or for clarification. None spoke. See 7b.

c. Public Hearing on Vacation of Utility Easements – Arrowsmith Plat 2

As part of the development of the Information Centre Property, a new plat has been approved.

The prior plat of Arrowsmith Plat 2 included a utility easement around the perimeter. The proposal is to vacate that utility easement in its entirety. A similar easement is dedicated around the perimeter of the new plat, Arrowsmith Plat 3.

Mayor Stone called three times for persons to speak in favor, against or for clarification. None spoke. See 7c.

6. REPORTS/PRESENTATIONS

- a. The EDA met on Wednesday, April 28, 2021 at Noon in the City Hall Conference Room. The meeting was held to receive and discuss an offer to purchase the Unger Ag Land.

At the meeting the EDA met with representatives for the Buyer and presented a plan that could potentially work for the Buyer and the City could continue to develop the property in accordance with the Grant Agreement.

See 12.

- b. The Park Board met in regular session on Tuesday, May 4, 2021 and discussed the following:

- Received Public Works Dept. Monthly Report
- Approved three-year Agreement for Mosquito Spraying for SLD
- Recommend Approval of Agreement with APEX for Arena Improvements
- Accepted a Donation of a Memorial Bench for Wander
- Received Report on Towerview Park Land Acquisition
- Discussed Development of Memorial Benches and Trees Policy
- Received Report on Red School House Relocation – 5.10.21

- Received Progress Report on Fish Cleaning House and Shelter
- c. City Engineer Keith Yapp reported on the following:
- a. Information Center Specifications Update. Actively working on plans and specifications. The plan is to go to bid early June with construction to begin early August.
 - b. Sauk Centre Industrial Park South – Platting & Development Specs. Concept plan has been put together. Preliminary work for utility plans. See 12.
 - c. 2021 Elm and Lake Street Project
 - d. 2022 2nd Street Project. Working on feasibility report.

7. ACTION ITEMS

- a. See 6a.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to table action on Resolution No. 2021-39, Resolution Creating TIF District 1-14. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- b. See 5b.

This action is subsequent to the Public Hearing Vacating the Excess Property along Getty Street. This vacated property will then be added to Arrowsmith Plat 3. The final right-of-way width of Getty Street will remain at 66’.

The language in the Resolution also authorizes execution of a Quit Claim Deed from the City to the City to create the lot that will then be included in the Plat.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2021-40, Resolution Vacating Excess Property. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. See 5c.

This action is subsequent to the Public Hearing to consider the vacation of utility easements around the perimeter of Arrowsmith Plat 2.

New easements will be dedicated in the new plat of Arrowsmith Plat 3.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-41, Resolution Vacating Utility Easements. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- d. In accordance with prior action of the City Council the City advertised for bids for the full depth reclamation of Anjo Drive and part of East Street.

Bids were opened on April 29, 2021 at 11:00 a.m. with the following results:

Bidder	Project	Amount
Astech	Anjo	130,350.20
Central Specialties	Anjo	94,508.40
Duininck, Inc.	Anjo	103,199.40
Ferguson Asphalt	Anjo	106,156.67
Knife River	Anjo	112,142.60
Mark Lee Excavating	Anjo	84,523.10
Riley Bros Construction	Anjo	89,724.20
Astech	East	114,210.20
Central Specialties	East	81,101.40
Duininck, Inc.	East	90,839.00
Ferguson Asphalt	East	91,716.62
Knife River	East	99,908.00
Mark Lee Excavating	East	73,238.00
Riley Bros Construction	East	76,162.50

After verification of submittals and bid bond, the apparent low bidder is Mark Lee Excavating for a total bid of \$157,761.10 which is under the estimate of \$170,000.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2021-42, Resolution Awarding Bid to Mark Lee Construction. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

- e. Personal property has been sold as a result of the ongoing cleanup of City properties.

Tanks were advertised on MinnBid and sold for \$90 to Mikes Sanitation.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to approve Resolution No. 2021-43, Resolution Authorizing Sale of Excess Property. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- f. Upon recommendation of the Park Board, staff met with Apex who is a company that specializes in Arenas providing advise and expertise on long term needs.

They have proposed to do an analysis of the building and assist with developing a long-range capital improvement plan with estimated costs at a rate of \$5,000.00. Any extra requests made by the City will be billed at an hourly rate.

Step 1— Building Walk Throughs

- Do a site visit and walk through of the ice arena, interview key building heads.

- Collect Information on existing mechanical, refrigeration, electrical, and plumbing systems and evaluate interior finishes, enclosure, and sitework conditions.
- Evaluate the age and condition of all existing mechanical, refrigeration, electrical, and plumbing systems.
- Coordinate with facility staff to identify improvements, modifications and establish current as-built Architecture, Structural, Mechanical, and Electrical conditions.

Step 2 – Assemble Data

- Assemble report including:
 - Age, condition assessment and recommendation for the
 - Refrigeration System
 - Electrical System
 - Mechanical System
 - Fire Safety System
 - Finishes System
 - Sitework System
 - Identify current Facility Condition Index Rating
 - Recommended plan for improvements including work schedule

The Park Board reviewed the proposal and recommended Council approval.

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

- g. Central MN EMS Joint Powers Board has asked that all Central MN cities with EMS Services recognize the work done by EMTs by declaring May 16-22 as EMS Week and encourage the Community to recognize the important services members to team contribute.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve a Proclamation declaring May 16-22, 2021 as Emergency Medical Services Week. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. BDPI Grant Update – Next step is signing the Grant Agreement which is on hold pending Real Estate Action. See 12.
- b. Info Center Redevelopment – Met with two of the businesses on Monday, May 3, 2021 with and discussed the following:
 - Business 1 waived all contingencies and want to move closing up by a few months.
 - Business 2 in process of drafting their Letter of Intent.

- c. Employee Recruitment Public Works – 31 Applications were received and are being reviewed by the Personnel Committee. Interviews to be conducted late May.
- d. Campground Safe Room/Restrooms – In Engineering Review for engineer stamp. (necessary for public buildings). The hope is that the old building can be removed late fall and footings installed so the work can begin Spring 2022.
- e. ARP Funding – First installment expected in June. Recommendations on projects at May 19 meeting.
- f. Plow Truck Progress – Chassis has arrived and at Jayco for installation of the plow body. Potential delivery to City in July.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$172,422.68
		Paid Claims	<u>\$10,431.18</u>
		Total	<u>\$182,863.88</u>

- b. Resolution No. 2021-44, Resolution Accepting Contributions.

Men’s Card Playing Group	\$94.81	Senior Center
Beatrice Zehrer Family	\$2,000.00	Senior Center

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

The Council thanked the Men’s Card playing group and the Batrice Zehrer Family for their contributions.

11. INFORMATIONAL ITEMS

The following Information Items have been received:

- a. Spectrum Lineup Changes

12. CLOSED SESSION – Real Estate Offer – Unger Property

Mayor Stone closed the Public Meeting and Reconvened in Closed Session. The City Council met in closed session pursuant to Statutory Authority to discuss a Counter Offer on the prospective sale of City owned property.

Mayor Stone closed the Closed Session and Reconvened the Open Meeting.

He announced that staff had been given direction on the counteroffer parameters and will bring back results at a future meeting.

13. ADJOURNMENT

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to adjourn the meeting. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly 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