

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, MAY 15, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, May 15, 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 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, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the May 1, 2019 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

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

Sauk Centre Community Foundation/Artify Sauk Centre Representative Mark Raitor gave an update on the Sinclair Lewis statue stating that it is nearing completion and will be ready for unveiling in July. Site preparation at the Library will begin soon (lighting, walkways, etc.) They will have an unveiling ceremony in July around Sinclair Lewis Days.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS/AWARDS**

- a. Police Chief Friedrichs presented the April 2019 Police Report stating that there were 277 Verbal Warnings and 449 ICRs for a monthly total of 726.
- b. Public Works Supervisor Ben Clink updated the Council on the following Public Works activities:
  - Working on Community Garden expansion
  - Dog Park water line has been installed
  - Campground is open and operating
  - Campground office building is under construction
  - Splash Pad will be open by Memorial Weekend, weather permitting
  - Pothole patching will begin soon
  - Staff finished milling ash-wood before May 1 and the bark has been disposed of

- Staff is demo-ing three loaders in preparation for bids
  - There will be shortages in staffing during the summer months due to vacations, sick leave, etc.
- c. The Airport Board met on Wednesday, May 8, 2019 in regular session and discussed the following:
- 2018 Federal Project – Entrance Rd
  - 2018 State Project – Zoning Ordinance
  - Capital Improvement Program – 2020 Project
  - Five Year FAA Funding Summary
  - Transfer to Fairmont of 2018/2019 Entitlements of \$150,000 completed
  - Maintenance Items – Snow Removal Repairs and lighting repairs.
- d. Council Members Diane Kelly and David Thomas were appointed as an Ad Hoc Committee to meet with representatives of the Fair Board regarding the potential placement of the Red School House on the Fair Property.

The Fair Property is one of two remaining locations proposed earlier as a potential new home for the school house. The other being on Main Street at the intersection of 3<sup>rd</sup> St. N.

Council Members Kelly and Thomas along with Administrator Willer met with representatives from the Fair Board on Saturday, May 11, 2019. Fair Board Representatives were Shannon Olson, Jodi Deschene and Jackie Spoden-Bolz.

Issues discussed included ownership, maintenance and upkeep, insurance, location, and use including who would be responsible for opening and closing during the fair and at any other time.

Upon conclusion of the meeting, representatives from the Board indicated that they did not have the needed resources nor the required space availability to proceed and declined to take on the project.

**7. ACTION ITEMS**

- a. In the Fall of 2018 the Operations Committee reviewed a proposal to install flashing crosswalk signals at two locations on T.H. 71. One to be installed at 4<sup>th</sup> St. S and one to be installed at the crosswalk by the Dam.

Quotes were obtained for the purchase.

Mobotrex (Availed Blinker System)	\$16,078.00
Traffic Safety Corporation	\$17,376.00

The quote includes four poles with accessories. Pedestrians will push a button signaling signs on both sides of the road to flash (wireless technology). Poles will be solar powered

and will have the ability to be moved when the highway project is under construction in the future. Installation will be completed by City Staff.

Council Member Thomas introduced Resolution No. 2019-29, Resolution Accepting Quote for Crosswalk Signals. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

b. The Sauk Centre Area Chamber of Commerce has requested the following uses of various City parking lots, parks, and streets for Sinclair Lewis Days.

1. Amazing Race Medallion Hunt – Civic Arena Parking Lot – Friday, July 19 – 3:00 p.m.
2. DJ on Trailer by Shelter for Kids/Band in Band Shell for Adults w/beer garden provided by American Legion/Pontoon & Boat Parade – Close Park Road & Use of SL Park – Friday, July 19 – 7:00 p.m. to Dusk.
3. Food Vendors – Use SL Parking Lot - Friday, July 19 – 7:00 p.m. to Dusk.
4. Fireworks - Close Park Road & Boat Landing for Fireworks Permit - Fri., July 19 – 6:00 p.m. to dusk. (Map attached regarding Fireworks).
5. Crazy Days – Use of Downtown Sidewalks for Crazy Days Sale, Sat. July 20.
6. Craft Fair/Family Fun Festival – Close Park Rd & Use of SL Park & Parking Lot – Sat., July 20, 7:30 a.m. to 4 p.m.
7. Chip Timed 5K & 1 Mile Run – Start/Finish by Splash Pad – Use of Trail & Splash Pad Shelter, Close 1 Lane on Hickman Drive & Lake View Drive – Sat., July 20, 8 a.m. and 10 a.m.
8. Approval of Parade Road – Industrial Park – SL Ave.- Elm – 6<sup>th</sup> – Getty St – 10<sup>th</sup> to Civic Arena Parking Lot - Sat, July 20, 7:00 p.m. – Rain Date is Sunday, July 21, 2 p.m.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the uses listed above, as requested by the Sauk Centre Area Chamber of Commerce. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

c. An application has been submitted and the fee has been paid by Seed Entertainment, LLC DBA American Tap & Eatery to sell cigarettes at 520 Sinclair Lewis Avenue.

A motion was made by Fuechtmann and was seconded by Leach to approve the request for a Cigarette License to Seed Entertainment, LLC DBA American Tap & Eatery. A vote

being recorded as follows: For: Council Members Fuecthmann, Leach, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- d. The Council authorized staff to submit a counter-offer to the Getty Street Assessment Appeal proposal submitted at the May 1<sup>st</sup> Closed Session of the meeting.

The offer was submitted to the appellant's attorney and response has been received, accepting \$17,304.25 with a two-year deferral or until sold, whichever comes first. Appellant has also asked that the I94 alternate route sign be relocated.

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

- e. Jackie Spoden-Bolz, on behalf of Community Connections of Sauk Centre is requesting that a premise permit be issued to them to be able to conduct pull tab gambling at American Tap & Eatery, located at 520 Sinclair Lewis Avenue.

Council Member Leach introduced Resolution No. 2019-30, Resolution Approving Gambling Premise Permit for the Community Connection of Sauk Centre. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Thomas and Mayor Stone. Against: None. The motion passed.

- f. Interviews were conducted for the position of Part Time Police Officer on May 9, 2019 and May 14, 2019.

Interview Committee was Chief Bryon Friedrichs, Sergeant Joe Jensen and City Administrator, Vicki Willer.

Due to the loss of two of our current part time officers, Chief Friedrichs is requesting the appointment of two officers, Alyssa Engfer and Madison Honer.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve the appointment of Engfer and Honer to the Sauk Centre Police Department as Part-Time Officers. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. A Public Informational Meeting was held on Wednesday, May 8, 2019 on a potential Rental Inspection and Licensing Program for the City. Invitations were sent to 163 known landlords in the City renting over 700 rental units. The meeting was well attended.

A Power Point Presentation was given along with a question/answer/comment session.

The general position of the landlords is a concern that this will be a duplication of what they are already doing (insurance inspections), that the cost could be prohibitive to upgrade units to the minimum standards established by the State of Minnesota, and how the inspection/licensing process would work. Several stated the costs would be passed onto the tenants potentially pricing them out of their home.

Following the meeting, information was posted on the City Website regarding landlord & tenant rights, the City's draft Ordinance, the inspection checklist and a summary of what inspectors would be looking for.

Also, several that were in attendance that didn't speak at the meeting contacted City Hall the following day encouraging the Council to proceed.

The Policy Committee will convene and review the comments taken at the meeting for potential incorporation into the Ordinance and will report to the Council at a future date a recommendation on whether or not to proceed with the Program.

It was the general consent of the Council to proceed with a Rental Licensing and Registration Ordinance.

- b. City Engineer Boser reported on the North Capital Improvement Project stating that the second phase is off to a good start. They are currently installing sanitary sewer on Oak Street with watermains to follow. June 10<sup>th</sup> is the date schedule for work on the corner by the hospital. School bus pick-up/drop-off has been working well. Golf course ponds have been graded. Crews are working on street light revisions.

**9. NEW BUSINESS**

- a. Stearns County has been working to develop a Program allowing for early voting. This is similar but distinct from Absentee voting in that a resident can come to City Hall anytime the week preceding an election, obtain a ballot, vote and place it in the machine. No mailing is required.

Some cities in Stearns County including Sauk Centre will be implementing the program for the three 2020 elections.

- March 3, 2020 Presidential Primary (1<sup>st</sup> time in Minnesota)
- August 11, 2020 Primary
- November 3, 2020 General

Residents of Sauk Centre can begin voting on the Tuesday prior to the election during regular business hours at City Hall and on the Saturday preceding the election.

The County will reimburse the City for some costs for staffing etc.

## **10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims -
- |               |                    |
|---------------|--------------------|
| Unpaid Claims | \$45,500.44        |
| Paid Claims   | <u>\$21.75</u>     |
| Total         | <u>\$45,522.19</u> |
- b. April Checks
- |                     |                     |
|---------------------|---------------------|
| Paid Claims/Payroll | <u>\$275,587.20</u> |
|---------------------|---------------------|
- c. Resolution No. 2019-31 Resolution Accepting Contributions.
- |                          |            |                     |
|--------------------------|------------|---------------------|
| Men's Card Playing Group | \$135.04   | Senior Center       |
| Friends of Kevin Fischer | \$240.00   | Shade Tree Donation |
| Donald & Janice Spehn    | \$3,500.00 | Police Department   |
- d. Gambling Application for Exempt Permit request from Sauk Centre Lions Club for pull-tabs on August 1-4, 2019 at Stearns County Fair.
- e. Every year by June 30<sup>th</sup>, Liquor Licenses are up for renewal. To date, the following applicants have the appropriate paperwork completed and fee paid. Listed below are the Liquor Licensees and License Number:
- Next Door Bar & Lounge (On-Sale, Off-Sale & Sunday) 2019-11
  - Bear Trap (On-Sale, Off-Sale & Sunday) 2019-12
  - Mustang Bar III (On-Sale, Off-Sale & Sunday) 2019-13
  - Old Course Sauk Centre (On-Sale, Off-Sale & Sunday) 2019-14
  - M & M's Corner Bar (On-Sale, Off-Sale & Sunday) 2019-15
  - Mezcal, LLC (On-Sale & Sunday) 2019-16
  - American Tap & Eatery (On-Sale & Sunday) 2019-17
  - ElmerZ (On-Sale & Sunday) 2019-18
  - American Legion Post 67 (On-Sale & Sunday) 2019-19
  - The Palmer House (On-Sale & Sunday) 2019-20
  - West Side Liquor (Off-Sale) 2019-21
  - Hartmann's Moonshine Shoppe (Off-Sale) 2019-22
  - Walmart, Inc. (Off-Sale) 2019-23
  - Northside Liquor (Off-Sale) 2019-24
- f. Every year by June 30<sup>th</sup>, On/Off Sale 3.2 Beer Licenses are up for renewal. To date, all of the applicants have the appropriate paperwork completed and fee paid. Listed below are the On/Off Sale 3.2 Beer Licensees and License Number:
- Jitters Java Café (3.2 Beer & Wine) 2019-25
  - Isaac's North Star, Inc. (3.2 Off-Sale) 2019-26

- g. Every year by June 30<sup>th</sup>, Cigarette Licenses are up for renewal. To date the following applicants have the appropriate paperwork completed and fee paid. Listed below are the Cigarette Licensees and License Number:

• Next Door Bar & Lounge	2019-27
• West Side Liquor	2019-28
• The Moonshine Shoppe	2019-29
• Bear Trap	2019-30
• Mustang Bar III	2019-31
• Coborn's	2019-32
• Sauk Centre Fleet Supply	2019-33
• Casey's General Store	2019-34
• Isaac's North Star, Inc.	2019-35
• Walmart, Inc.	2019-36
• Trucker's Inn Truck Stop	2019-37
• Brother's Market Sauk Centre	2019-38
• Northside Liquor	2019-39
• Holiday Station Stores, Inc.	2019-40
• Xcentricos Smoke Shop	2019-41

- h. An Assembly Permit Request from Deborah Holt for a Corpus Christi Procession to be held on June 23, 2019 at Our Lady of Angels. About 200 people are expected to attend. The procession will be from Our Lady of Angels Church down Ash Street to St. Paul's Church and back down Birch Street.
- i. Mark Brush from Seed Entertainment, LLC dba American Tap & Eatery has requested to have Off- Sale added to their liquor license. The fee of \$100.00 has been provided.

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

The Council thanked the Men's Card Playing Group, Friends of Kevin Fischer and Donald & Janice Spehn for their donations.

## **11. INFORMATIONAL ITEMS**

- a. Recycling Cleanup Day – May 18, 2019 - Arena
- b. Hazardous Waste Pickup Day – June 12, 2019 – Arena (Stearns County HHW)
- c. Ladies Night Out – May 16, 2019 – Arena
- d. BSLA Annual Meeting – May 25, 2019 – 8:00 a.m. – First Lutheran Church
- e. OSHA Inspection Report – Public Works
- f. Emerald Ash Borer Meeting Update

**12. ADJOURNMENT**

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 7:10 p.m.

Respectfully submitted,

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Mayor Warren Stone

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City Administrator Vicki Willer