

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MAY 19, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, May 19, 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 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 Leach and was seconded by Council Member Wilber to approve the agenda, with additions. A vote being recorded as follows: For: Council Members Leach, Wilber, Fuechtmann, Kelly 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 5, 2021 Regular Meeting Minutes, as presented. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

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

Paul Post – Mr. Post was present on behalf of the active senior citizens of Sauk Centre. They would like the City to consider putting in pickleball courts.

Mayor Stone stated that this item will be added to the next Park Board meeting agenda.

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 includes two lots in the Sauk Centre Industrial Park and would reimburse Sauk Centre Opportunities for a discounted land sale to a new business.

The project will include the construction of a minimum 3,600 sf manufacturing plant with a minimum value of \$300,000. The use of Tax Increment is to reimburse for land acquisition costs of \$55,800. Said reimbursement to be paid to Sauk Centre Opportunities who will be providing the land to the Developer up front at no charge.

Tammy Omdahl from Northland Securities stated that, if approved, for a period of up to nine years, the increase in local property taxes from the proposed development would be

captured to assist the project and to reimburse for the land acquisition. The City is not providing any money up-front. Payment will follow with PAYGO.

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

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

Mayor Stone closed the Public Hearing. See 7a and 7b.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs presented the April 2021 Police Report stating that there were 122 Verbal Warnings and 511 ICRs for a total of 633.

Friedrichs also noted that the new squad car is up and running. The equipment should be installed in the second new squad soon.

- b. Public Works Supervisor, Ben Clink reported on the following Public Works activities:

- Finished new water line installation for seasonal campers
- Ran gas line to the new Fish Clean Station, dirt work complete and plumbing to be complete May 20th
- Leveled all parking pads for campers
- Seeded black dirt areas
- Replaced women's sink in the east bathroom
- Repaired drain/urinal that was not in operation
- Installed all docks, including the new day-use dock near the bandshell
- Mowing and trimming all parks
- Prepping fountain for painting
- Built new pad for Little Red Schoolhouse and assisted in moving the Schoolhouse to Jaycee Park
- Vandalism to Jaycee Park sprinkler/riser pipe has been repaired and is now operational
- Splash pad bathrooms open and operational. Splash pad to be opened Memorial Weekend
- Work has begun on Fitness Park with installation to be complete by the 4th of July
- Pothole patching on daily basis
- ¾ way through planting trees funded through EAB grant
- The volleyball net poles in Jaycee Park were crooked so the crew fixed and installed the net
- Cleaned storm outlet by Beltline and Sinclair Lewis Avenue
- Repairs made to the Fuelmaster

- c. Engineer Keith Yapp updated the Council on the following:

- 2020 Project – waiting for contractor to begin work

- Interpretive Center Site – See 7g.
 - Sauk Centre Industrial Park South – working through preliminary design
 - 2022 Project – working on Feasibility Report
- d. City Planner, Sarah Morton reported on the May 11th Regular Meeting as follows:
- Two Public hearings – See 7d and 7e
 - Building Permit Report - As of April there is approximately two millions dollars’ worth of new construction.
- e. The bi-monthly meeting of the Sauk Centre Airport Board was held on Wednesday, May 12, 2021.
- Applied for reimbursement from MnDot for Zoning Update for \$46,875.00.
 - Airfield Maintenance Project scheduled for Sept 18, 2021
 - Discussed Land Acquisition Environmental Review for Crosswind Runway
 - Reviewed 20 Year CIP and Entitlement Balances
 - Reviewed Total City cost for 2021 projects.
 - FAA \$299,571.98
 - MnDot \$50,530.08
 - City \$21,826.03
 - Total \$371,928.08

7. ACTION ITEMS

- a. See 6a.

Resolution 2021-39 is the formal approval of the creation of Tax Increment Financing District 1-14. The complete document was available for review at city hall and has been provided to the City Council under separate cover.

- Approves Modification of Dev. District 1 (Entire City)
- Modifies Overall Development Program
- Establishes TIF District 1-14
- Approves Tax Increment Financing Plan

Resolution 2021-51 authorizes an interfund loan for advancement of costs that will be reimbursed with TIF funding. This will be paid back with the 5% the City retains for admin costs.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2021-39, Resolution Approving Modification of Development District No. 1, Approving the Modification of Development Program Therefor, Establishing Tax Increment Financing District No. 1-14 Therein and Approving the Tax Increment Financing Plan Therefor. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

A motion was made by Council Kelly and was seconded by Council Member Wilber to approve Resolution No. 2021-51, Resolution Authorizing Interfund Loan for Advance of Certain Costs in Connection with Tax Increment Financing District No. 1-14. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- b. The Contract for Private Development is an Agreement between the City, the Developer, (Lawinger Brothers) and Sauk Centre Opportunities (SCO).

The Agreement defines how the City captures the increment and remits it to Sauk Centre Opportunities as reimbursement for land costs. The Agreement also commits the Developer to build a building of the size and value that will generate the increment needed to make SCO whole. It also lays out jobs to be created and the anticipated pay of those jobs.

Size	Minimum 3,600 sf - Proposed 6,350
Value	Minimum \$300,000
Jobs	6
Land Cost	\$55,800

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

- c. The Sauk Centre Municipal Airport has been granted \$13,000 in funding from the recent Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) which is funding directly from the FAA to reimburse eligible airport expenses.

The City is eligible for reimbursement of expenses under this Act until July 31, 2025.

The Agreement outlines the FAA, Local Gov't and MnDots Duties and responsibilities necessary for compliance.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2021-45, Resolution Authorizing Execution of Grant. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- d. St. Paul's Church applied for a variance to construct an addition onto an existing garage closer to the road rights of way of Birch St. S. and 2nd St. S than is allowed by Ordinance.

The Planning Commission recommended Council approval with Findings of Fact and Conditions.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2021-46, Resolution Approving Request for Variance for St. Paul’s Church. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- e. Roger Majeski at 1065 Getty Street S. is requesting a variance from his side yard setback. The setback requirement is 15 feet. The request is for 6.90 feet for the construction of a detached accessory structure.

The Planning Commission recommended Council approval with Findings of Fact and Conditions.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2021-47, Resolution Approving Request for a Variance for Roger H. Majeski. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Wilber, Kelly and Mayor Stone. Against: None. The motion passed.

- f. At the April 7, 2021 City Council meeting the Council authorized the solicitation of quotes for the purchase of a new lawn mower to replace the City’s Ferris mower.

The following quotes were received with the bid price and price less trade if it is decided to trade in the 2011 Ferris Mower.

<u>Bidder</u>	<u>Equipment</u>	<u>Bid</u>	<u>Net</u>
31 HP			
Midwest Machinery	'21 JD Z950R Z Trak	13,500.00	8,500.00
Centre Power Sports	'19 Cub Cadet Pro Z 760L	8,830.98	8,830.98
Powerhouse Outdoor	'21 Toro 72965	12,626.08	10,126.08
37 HP			
Farm-Rite Equipment	'21 Bobcat ZT7061SP	10,450.00	7,000.00
Midwest Machinery	'21 JD Z970R Z Trak	14,250.00	9,250.00
Ollies Service Inc.	'20 Ferris IS3200ZBVE3761	13,500.00	10,300.00
Powerhouse Outdoor	'21 Toro 72946	13,043.64	10,543.64

Items considered were: Horsepower (quotes divided into two categories)

- Price
- Serviceability
- Comfort and Operation
- Availability of Parts

Public Works Supervisor Clink noted that Centre Power Sports offered a trade in price of \$4,500 which would make the net cost \$4,330.98.

Clink recommended accepting bid for the machine with a higher horsepower. Of the 37 HP machines, the Ferris is the only one available now, with the remaining to be ordered with a time frame for delivery of 4-8 weeks.

Clink stated all machines were tested. His recommendation is the Ferris from Ollies Service, Inc.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2021-48, Resolution Accepting Quote for Mower (Ferris – Ollies Service, Inc) with no trade in. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- g. The City is moving forward with the Information Center Redevelopment. The Plans and Specifications for the project have been completed and presented to the Council for their review.

The Plans include the complete redevelopment of the property including tree removal, building demolition, grading, fill, and site prep and installation of sanitary water, municipal water and storm sewer.

The timeline for this phase is:

- | | |
|---------------------------|-----------------|
| • Approve Plans and Specs | May 19, 2021 |
| • Authorize Adv for Bids | May 19, 2021 |
| • Accept Bids until | June 11, 2021 |
| • Award Bid | June 17, 2021 |
| • Start Construction | July 6, 2021 |
| • Phase I Completion | July 31, 2021 |
| • Final Completion | August 21, 2021 |

City Engineer Yapp highlighted the following:

- Existing site
- Concept plan
- Site grading plan
- Pond area
- Utilities
- Phase 1 storm sewer

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2021-49, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for 2021 Public Improvement Project, setting Special Meeting to award bids on June 17, 2021. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- h. In review, representatives the Sauk Centre Baseball Association, Sauk Centre Public School, Sauk Centre Park Board and Sauk Centre Fire Department have met and are working on the expanded development of the Towerview Fields into regulation baseball fields. This expansion will require the acquisition of additional property to the north to accommodate it.

The Tri-Cap Board is anxious to work with the City and has agreed to sell the City 32' of their property along its southern boundary. The property was identified as Tract B on the survey that was presented to the Council.

The purchase price is not a cash price, but is in the form of an exchange for excavation work. Tri-Cap intends to construct an addition on their facility in the future which will require the removal of fill to accommodate that expansion. The purchase price for this sale will be to perform that excavation and will also allow the use of the removed material for the field renovation. The cost of the excavation work is anticipated to be covered with fundraising efforts of the Committee.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2021-50, Resolution Authorizing Execution of Closing Documents. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- i. Mickey Welle submitted her resignation for the Sauk Centre HRA Board, effective immediately. Her term was set to expire on March 31, 2022.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to accept the resignation of Mickey Welle from the HRA Board, effective immediately. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Wilber, Kelly and Stone. Against: None. The motion passed.

A replacement will be appointed at a future meeting.

- j. Mayor Stone and Council Member Leach are on the Finance Committee and Personnel Committee and recommended that City Administrator Willer be given a bonus check worth 3% of her 2021 annual income. The reason for this recommendation is for all of her work done, including grants, working with Covid issues, real estate transactions, personnel items, etc.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve a 3% bonus check for City Administrator Willer. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. Thirty-One applications were received for the Public Works Maintenance Position.

The Personnel Committee (Mayor Stone and Council Member Leach) along with City Administrator Willer and Public Works Supervisor Clink independently reviewed and ranked the applicants. Each was then given a composite score and the top five were selected for interview.

Interviews will be held the week of May 24 with the anticipation an appointment could be made at the June 2 City Council meeting.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$187,240.75
		Paid Claims	<u>\$6,307.19</u>
		Total	<u>\$193,547.94</u>

b.	April Checks	Paid Claims/Payroll	<u>\$327,105.55</u>
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c. Every year by June 30th, 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) 2021-08
- Bear Trap (On-Sale, Off-Sale & Sunday) 2021-09
- Mustang Bar III (On-Sale, Off-Sale & Sunday) 2021-10
- Old Course Sauk Centre (On-Sale, Off-Sale & Sunday) 2021-11
- Whiskey’s Corner Bar (On-Sale, Off-Sale & Sunday) 2021-12
- Mezcal, LLC (On-Sale & Sunday) 2021-13
- American Legion Post 67 (On-Sale & Sunday) 2021-14
- The Palmer House (On-Sale & Sunday) 2021-15
- Crazy J’s Bar & Grill (On-Sale, Off-Sale & Sunday) 2021-16
- West Side Liquor (Off-Sale) 2021-17
- Walmart, Inc. (Off-Sale) 2021-18
- Sister’s Beer Wine & Spirits (Off-Sale) 2021-19

d. Every year by June 30th, 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:

- Isaac’s North Star, Inc. (3.2 Off-Sale) 2021-21
- Coborn’s (3.2 Off-Sale) 2021-22

e. Every year by June 30th, 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 2021-23
- West Side Liquor 2021-24
- Bear Trap 2021-25
- Mustang Bar III 2021-26
- Coborn's 2021-27
- Sauk Centre Fleet Supply 2021-28
- Casey's General Store 2021-29
- Isaac's North Star, Inc. 2021-30
- Walmart, Inc. 2021-31
- Trucker's Inn Truck Stop 2021-32
- Brother's Market Sauk Centre 2021-33
- Sister's Beer Wine & Spirits 2021-34
- Holiday Stationstores, Inc. 2021-35
- Whiskey's Corner Bar 2021-36
- Crazy J's Bar & Grill 2021-37

f. Gambling Application for Exempt Permit request from Sauk Centre Chamber of Commerce for a Sinclair Lewis Days raffle at Next Door Bar on July 17, 2021.

g. An Assembly Permit Request from Deb Holt for a Corpus Christi Procession to be held on June 6, 2021 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.

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

11. INFORMATIONAL ITEMS

The following Information Items have been received:

- a. Spring Clean-Up Day May 22, 2021 – Civic Arena Parking Lot
- b. Hazardous Waste Pick-Up Day June 16, 2021 – Civic Arena Parking Lot
- c. Spectrum Lineup Changes

12. CLOSED SESSION – Pursuant to Mn Stat. §13D.05. – Personnel

The City Council met and discussed a personnel issue to amend a previous action. Direction was provided to City Staff to carry out the resolution.

13. CLOSED SESSION – Consider Sale of Real Estate

A counteroffer for the sale of a part of the former Unger property was rejected.

14. ADJOURNMENT

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, Wilber, 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