

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JUNE 5, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, June 5, 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, Administrative Assistant Nicki Vogt, City Planner Sarah Morton, Police Chief Bryon Friedrichs and City Engineer Keith Yapp. 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 Thomas and was seconded by Council Member Fuechtmann to approve the May 15, 2019 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. 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 met on Tuesday, June 4th and discussed the following:

- Recommend approval of temporary employee – see 7b
- Recommend purchase of Jaycee Park playground equipment – see 7d
- Authorized Hockey Association's purchase of sound system for the arena
- Discussion held regarding campground boat and trailer parking
- Discussion held regarding day use dock by pier
- Authorized permit application for a beach in Sinclair Lewis Park
- Recommendation to move up Tool Cat replacement on CIP

b. The EDA met on Wednesday, June 5th and discussed the following:

- Heard progress of railroad property development
- Discussed sale of property – See 7f
- People have expressed interest in development of Unger Property by Truck Stop

7. ACTION ITEMS

- a. Pay Request #8 has been received from Breitbach Construction Company and is recommended for approval by the City Engineer.

Contract Amount	3,213,068.25
Completed to Date	1,730,447.37
Material on Hand	<u>87,322.52</u>
Amount Earned	1,817,769.89
Less Retainage	-90,888.49
Less Previously Paid	<u>-1,696,526.75</u>
Amount Due this Request	<u>30,354.64</u>

A motion was made by Council Member Thomas and was seconded by Council Member Fuecthmann to approve Pay Request No. 8 for \$30,354.64. A vote being recorded as follows: For: Council Members Thomas, Fuecthmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- b. With several planned absences in the Public Works Department in the coming weeks/months, Public Works Supervisor Clink is requesting that an employee to be classified as “Temporary” be appointed to help fill the vacancies to assist the department with routine operations including mowing, trimming, cleaning, etc.

Tom Bromen assisted the Department as a Volunteer/Service Worker in the Spring. This worked out very well and Bromen proved to work independently and reliably.

The Park Board has recommended that the Council appoint Bromen to the position.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the appointment of Tom Bromen as temporary public works maintenance staff at Step 1 of the pay scale. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. Ambulance Director Kathy Struffert has recruited an individual interested in completing EMT training and working as an EMT for the Department.

Struffert is recommending the appointment of Cassidy Holmquist to the Program with an appointment as a Probationary EMT effective upon her successful completion of required training and background.

A motion was made by Council Member Fuecthmann and was seconded by Council Member Thomas to approve the appointment of Cassidy Holmquist effective upon successful completion of the required training. A vote being recorded as follows: For: Council Members Fuecthmann, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- d. The Park Board reviewed playground structures for the replacement of the wood structure at Jaycee Park. The units are on Clearance and can be obtained via Competitive Purchasing.

The three final designs are:

Lumber Ridge	\$12,090.00
Mullin's Cove	\$12,275.00
New Brunswick	\$14,434.00

The Park Board recommended that the New Brunswick Unit be purchased for \$14,434.00.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to purchase the Mullin's Cove. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly, Fuecthmann and Mayor Stone. Against: None. The motion passed.

- e. Removed from agenda.
- f. The EDA has been meeting with a Developer to consider an offer to purchase and develop Lot 1, Block 1, W.H. Cates First Addition. This is the remainder strip of property owned by the City between the Cates Estates Cul-Du-Sac and Main Street N.

The Developer is proposing three twin homes that would be offered individually for sale.

The deciding factor for this development is the cost of bringing in fill to bring the property up to the level needed for development. It is estimated that 10,000 yards of material will be needed to prepare the lot.

The EDA has the following recommendation:

The City authorize the sale of the property for a total of \$40,000 which includes \$10,000 toward the balance of Special Assessments and \$30,000 towards the cost of the lot and the cost of bringing in fill to make the property ready for construction. Also, the City should require a reversion clause on the property if the Developer fails to begin construction within two years.

If the City determines not to sell the lot, it should consider filling the lot to prepare for a future buyer due to the availability of fill at the present time because of the current street project.

A motion was made by Council Member Thomas and was seconded by Council Member Fuechtmann to approve Resolution 2019-36 for the sale of Lot 1, Block 1, W.H. Cates First Addition under the terms and conditions recommended by the EDA. A vote being recorded as follows: For: Council Members Thomas, Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

- g. The Operations Committee previously recommended that the City Council approve advertising for bids for the replacement of the Payloader.

Several payloaders were brought onsite for staff to review and specifications were developed for a potential purchase.

Resolution No. 2019-33 approves those specifications and authorizes the advertisement for bids with a potential bid award to occur at the July 17 City Council meeting.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2019-33, Resolution Seeking Bids for Payloader. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- h. The Public Utilities Commission unexpired term of Roy Walz will expire on December 31, 2019. The following submitted nominations:

Bryant Miyazaki
John Egan
Wayne Senst

Mayor Stone stated that he feels that two of the three candidates are qualified for the position as they have a background in the industry. Mayor Stone's recommendation is Wayne Senst.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to appoint John Egan to the Public Utilities Commission for the unexpired term of Roy Walz effective June 5, 2019 and expiring December 31, 2019. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Thomas, Kelly and Fuechtmann. Against: Council Member Leach and Mayor Stone. The motion passed.

8. UNFINISHED BUSINESS

- a. Updated proposed language has been included in the Rental Registration Ordinance which will be reviewed by the Policy Committee.

Once the requirements are set, the next step will be to identify the final process for the Inspectors. Following that the City should finalize a budget in order to establish a fee.

Following that, the City can officially adopt the Ordinance.

- b. City staff continues to work on developing plans for working with the Emerald Ash Borer issue in the City. The Tree Board (Park Board) will continue to work on the Final Policy. A proposed budget for the upcoming year will be presented to the City Council during the budget process.
- c. The Legislature passed the Local Options Sales Tax for Sauk Centre which was sent to the Governor for approval which has now been signed. Next steps for the City include:
 - Pass an Ordinance imposing the tax. (Proposed for June 19 meeting)
 - File a Certificate of Approval and Copy of Ordinance with Secretary of State.
 - Notify Department of Revenue at least 90 days before tax takes effect.
 - Implement tax on first day of calendar quarter.
 - Provide Dept. of Revenue with:
 - Ordinance
 - Proof of filing with Secretary of State
 - Zip Code Information (Code plus four digits of area of collection)
 - City's Financial Information
 - A list of Vendors who will be collecting tax.
- d. City Engineer Yapp updated the Council on the progress of the 2019 CIP Projects as follows:
 - The project is moving along as scheduled
 - Oak Street utilities have been installed
 - Subgrade work for gravel has begun
 - Sanitary sewer on Elm Street will be completed by June 7
 - Infiltration ponds have been seeded
 - One issue arose where a basement was filled with water

9. NEW BUSINESS

- a. Removed from agenda.
- b. MnDot has assigned a Project Engineer to the T.H. 71 Reconstruct Project slated for 2024.

The first meeting will be held on June 13 and will include MnDot's Engineers, Planner, and Outreach Personnel. The City participants include the City Engineer, Public Works Supervisor, Police Chief, City Administrator, Water/Wastewater and Electric Personnel.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$238,608.667
	Paid Claims	<u>\$100.00</u>
	Total	<u>\$238,708.67</u>

- b. Resolution No. 2019-33 Resolution Accepting Contributions. The contributions are as follows:

Men's Card Playing Group	\$189.62	Senior Center
Lance & Melanie Mueffelman	\$1,500.00	Fire Dept.

- c. Requests from James Metcalf representing the American Legion Post 67, for two Temporary 3.2 On-Sale Beer License Permits for:
- i. The term of one day, on July 19, 2019 for a Beer Garden at the Sinclair Lewis Park.
 - ii. The term of five days, on July 31 – August 4, 2019 for the concession stand at the Stearns County Fair.
- d. Resolution No. 2019-34 Resolution Approving an Off-site Gambling Permit for the Sauk Centre American Legion Post 67. The permit would allow for a bingo to be held on July 20, 2019 at the Sinclair Lewis Park.
- e. Request from Tony Jensen from American Tap & Eatery for a Temporary Extension of Premise Permit from 1p.m. – 12:30 a.m. in the back-parking lot on June 6-8, 2019 with an outdoor band and acoustic shows.

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 and Lance and Melanie Mueffelman for their donation.

11. INFORMATIONAL ITEMS

- a. Hazardous Waste Pickup Day – June 12, 2019 – Arena (Stearns County HHW)
- b. Concerts in the Park - schedule

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,

Mayor Warren Stone

City Administrator Vicki Willer