

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JUNE 20, 2018**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, June 20, 2018 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Dave Thomas, Heidi Leach, Keith Johnson and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner, Sarah Morton, Police Sergeant Joe Jensen, Public Works Supervisor Matt Zinniel and City Engineer Chuck Boser. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the agenda as presented. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, 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 Thomas to approve the June 6, 2018 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

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

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

a. Dave Sweeney with SRF Consulting gave the final presentation of the Comprehensive Plan, as follows:

- Comprehensive Plan is important to give a clear vision for the future, provides the blueprint on how to achieve the vision and an opportunity to gauge public opinion.
- Public Survey Summary:
  - Promoted via e-mail blasts, Facebook, City website, utility bill flyers
  - 433 responses received (10% of City population)
  - 48 questions
  - 8 topics including community/general, housing, transportation systems, recreational facilities, economic development and downtown, public utilities and related services, zoning and nuisances and demographic information
- Future land use plan
  - Growth Areas:
    - Fairy Lake Road
    - Beltline Road

- TH 28 South
      - 12<sup>th</sup> St. S.
      - 393<sup>rd</sup> Ave.
      - 3<sup>rd</sup> St. N.
      - TH 71/TH 28 intersection
      - Main Street North
    - Redevelopment Areas:
      - Former Golf Course
      - Fairgrounds
  - Quality of life/revitalizing downtown
  - Sidewalk area enhancements
  - Implementation
- b. Police Sergeant Jensen presented the May Monthly Police Report stating that there were 627 ICRs and 384 Verbal Warnings, for a total of 1,011.

New Part-Time Officer Thorstad completed field training as of the 16<sup>th</sup> of June.

- c. City Planner Morton stated that the Planning Commission met on June 12<sup>th</sup> and discussed the following:

- Public Hearing Held regarding the Comprehensive Plan. See 7a.
- May Building Permit Report

- d. Public Works Supervisor Zinniel updated the Council as follows:

- Constructed and installed the fishing pier which the City received from Heritage Legacy Funds
- Splash Pad start-up went well
- Purchased John Deere 4066
- Repainted fountain and pool
- Street patching and sweeping complete
- Crosswalk striping has begun
- Sealcoating projects are almost complete
- Ice-Time Agreements (4 year) signed with the Hockey Association
- One water heater will need to be replaced in the arena
- Lincoln Loop storm sewer pipe ordered
- Zinniel submitted his resignation. See 7g.
- Recommendation to pursue docking area off of Sauk Lake

## **7. ACTION ITEMS**

- a. See 6a.

Council Member Leach introduced Resolution No. 2018-54, Resolution to Adopt the City of Sauk Centre Comprehensive Plan for 2040. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Thomas and Mayor Stone. The motion passed.

- b. In the next few months, the City will be working through the process of selling bonds for the financing of the North End and Getty Street Improvement Projects.

The State offers through the PFA a Credit Enhancement Program which is designed to help cities and counties reduce the costs of borrowing to build certain public facilities. These facilities must include the rehab or replacement of drinking water, sanitary sewer and storm water facilities.

The Program would give an opportunity to enhance the City’s bond rating which would result in a lower interest rate. The City currently has an AA- rating which would be increased to a AA+ rating with the program, which could mean a half a percent reduction in interest rates.

The first step in determining if the City would qualify is to submit an application to the State.

Council Member Johnson introduced Resolution No. 2018-55, Resolution Relating to the Issuance of General Obligation Bonds, Series 2018A; Covenanting and Obligating the City to be Bound by and to use the Provisions of MN Statutes, Section 446A.086 to Guarantee the Payment of Principal and Interest of the Bonds. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- c. Stantec submitted, on behalf of Molitor Excavating, Inc., Pay Request #3 for the Cates Estates Project. The second lift of pavement was installed.

Value Completed to Date	\$146,084.26
Amount Earned	\$146,084.26
Less Retainage 1%	<u>(\$1,460.84)</u>
Subtotal	\$144,623.42
Less Amount Previously Paid	<u>\$122,462.37</u>
Amount Due this Request	<u>\$22,161.05</u>

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Pay Request No. 3 for \$22,161.05. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- d. Stantec submitted, on behalf of Breitbach Construction, Pay Request #1 for the 2018 North Improvement Project.

Value Completed to Date	\$177,955.20
Amount Earned	\$177,955.20
Less Retainage 5%	<u>(\$8,897.76)</u>

Subtotal	\$169,057.44
Less Amount Previously Paid	<u>\$0.00</u>
Amount Due this Request	<u>\$169,057.44</u>

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve Pay Request No. 1 to Breitbach Construction Co. for \$169,057.44. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- e. Application has been received from David Eke for the minor subdivision (lot split) of Lot 1, Block 1, Sauk Centre Industrial Park. The property is located at 414 Lincoln Loop. The proposal includes a shared driveway with easements. The property is zoned I/C and meets all zoning criteria. The intent of the split is to allow the development of one side with financing and the eventual sale of the other side.

A Certificate of Survey was provided and all property pins have been located or set.

Council Member Kelly introduced Resolution No. 2018-56, Resolution Approving a Minor Subdivision (Lot Split) for David Eke. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- f. In 2016, the City Council authorized a ballot question on the November, 2016 ballot that asked the voting public if the City Council should impose a local option sales tax of a half a percent with revenues to be used to fund infrastructure projects (T.H. 71).

The ballot question failed by 150 votes.

The option of including the question on the ballot of 2018 is now under consideration. If the Council wishes to include the question on the ballot, it should approve the attached resolution indicating its intent.

If the ballot question passes, the Council would then submit the proposal through our State Representative and State Senator to be including in a Bill authorizing the tax. If successful, the Council would then pass an Ordinance imposing the tax.

Council Member Thomas introduced Resolution No. 2018-57, Resolution Authorizing Submission of Question on Ballot Seeking Voter Approval of Implementation of a Local Option Sales Tax. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- g. Public Works Supervisor submitted his resignation letter.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to accept Zinniel's resignation. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

The Council thanked Zinniel for his years of service.

- h. City employee, June Messer, who cleans at the library two times per week will be out for medical reasons from July to September. In the interim it is recommended that the City utilize the temporary services of Stephanie LuGrain as an Independent Contractor at \$20/hour. Stephanie is a custodian at Sauk Centre Public Schools.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the utilization of Stephanie LuGrain as an Independent Contractor at \$20/hour for temporary cleaning services at the Sauk Centre Library. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. The following report is a continuation of the report from the June 6 City Council Meeting:

*The Operations Committee met and are recommending the following for the relocation of the Little Red School House.*

1. *The City should be pro-active in finding a new home so that when a sale occurs this issue is resolved.*
2. *The proposal to put the school house at the front of Sinclair Lewis Park is not a recommended location due to the parks designation as Open Space and blocking the view of Sauk Lake which is identified as one of Sauk Centre's best assets.*
3. *The Committee has identified two locations that should be further vetted where the school house can be the centerpiece of a "Rural Education Historical Area".*
  - a. *Fairgrounds*
  - b. *Jaycee Park*

*These two locations were previously identified as potential locations by the Council.*

This item was tabled so the Council could meet in a workshop session to conduct a site visit to the Sinclair Lewis Park location.

The Council then conducted a workshop session including an onsite visit to Sinclair Lewis Park on June 13, 2018 to further consider the location.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to remove Sinclair Lewis Park as an option for the Little Red Schoolhouse and continue to research options, including Jaycee Park and the Fairgrounds. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson and Mayor Stone. Against: None. Against: Council Member Leach. The motion passed.

- b. Plans continue for the Dog Park Project to be located across from the Public Works Garage. The area has been staked and estimates are being obtained for the fencing.

It was the general consent of the Council to allow Carol Griffith to proceed with fundraising for the Dog Park.

- c. City Engineer Boser updated the Council with progress reports on the two Capital Improvement Projects as follows:

- Storm sewer installed on 4<sup>th</sup> St. from Lake St. to Elm St.
- Sanitary sewer installed on 4<sup>th</sup> St. and Main St. intersections, up to 5<sup>th</sup> St.
- Water installed on 4<sup>th</sup> St. and Main St. intersections, up to 5<sup>th</sup> St.
- Paved 06.20.18
- Detour to be removed 06.22.18
- Concrete manholes continue to be a small delay in the project
- Progress ahead of schedule
- Getty St. project starts June 25th

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$276,200.28
		Paid Claims	<u>\$-626.76</u>
		Total	<u>\$275,573.50</u>
b.	May Checks	Paid Claims/Payroll	<u>\$386,855.54</u>

- c. Resolution No. 2018-58 Resolution Accepting Contributions.

Community Legacies Foundation	\$100.00	Park – Splash Pad
Sauk Centre Rotary Club	Fun Bin	Park – Splash Pad
Sinclair East Apartments	\$500.00	Amb. – Training
Waste Management	4 Yd. Dumpster	Street
Sauk Centre Chamber	\$250.00	Street Lighting

It is recommended that the City acknowledge the contributions received and thank the Community Legacies Foundation, Sauk Centre Rotary Club, Sinclair East Apartments, Waste Management and Sauk Centre Chamber.

- d. Request from James Felling representing the Oscar Jacobson American Legion 0417 Little Sauk has submitted an Application & Permit for a 2-Day Temporary On-Sale Liquor

License at the Stearns County Fairgrounds for August 24 & 25, 2018 for an event for the Eagles Healing Nest. Fee and Certificate of Insurance have been provided.

- e. Resolution No. 2018-59 Resolution Approving an Off-site Gambling Permit for the Sauk Centre American Legion Post 67. The permit would allow for a raffle to be held on July 28, 2018 at the Stearns County Fairgrounds.
- f. Request from Jeff Quistorff representing the American Legion Post 67 for a road closure (block between 4<sup>th</sup> and 3<sup>rd</sup> St.) for a Soap Box Derby on Sunday, July 22, 2018.

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

#### **11. INFORMATIONAL ITEMS**

- a. New equipment will be used for the 2018 elections.

#### **12. ADJOURNMENT**

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to adjourn the meeting. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

With no further business to come before the Council, Mayor Stone adjourned the meeting.

Respectfully submitted,

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Mayor Warren Stone

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City Administrator Vicki Willer