

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JULY 15, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, July 15, 2015 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Dave Thomas, Diane Kelly, Heidi Leach and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp and Public Works Supervisor Matt Zinniel. 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 with the addition of Unfinished Business 8a – Progress Report. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly 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 Kelly to approve the July 1, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson, 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

- a. Police Chief Friedrichs stated that in June there were 358 ICRs and 335 Verbal Warnings for a total of 693. He also reported that the new squad has been received. The equipment is being installed in the vehicle and it is being detailed. The squad should be operational within a week.
- b. City Planner Morton reported on the Planning Commission Meeting as follows:
 - Review of the April – June Building Permit Reports
 - Accept Fire Department Standard Operating Guidelines
 - See 7f – Approve Ordinance No. 760 Amending City Code
- c. The Park Board met on Tuesday, July 7, 2015 and discussed the following:
 - Received Campground Report – Rentals are up.
 - Splash Pad Update – Concrete is in and structures are here. Rain Garden and Sidewalks to be installed.

- Recommendation on Public Access Dock Replacement
 - Received information on Youth Hockey Arena Dance – October 3, 2015
 - Discussed options for relocation of Fish Cleaning House
 - Received report on Towerview Ballfield Improvements
- d. The Airport Board met on Wednesday, July 8, 2015 in regular session and discussed the following:
- Warranty Work on New Pump at Fueling Station to be done week of July 13th
 - Runway Lights Repaired – SWPPP Quarterly Testing Performed
 - Discussed Inspection Items to be Corrected
 - Farming too close to runway
 - Farm Roads too close
 - Wild Animal Count
 - Tree Height issue
 - Badger, Gopher and Coyote Holes to be filled
 - Fly In July 19, 2015 from 8:00 a.m. – 1:00 p.m. (Breakfast and Rides)
 - Recommend Appointment to Board Position vacated by Tom Johnson – See 7b
 - Working to formalize Airspace Easement over DNR Property

7. ACTION ITEMS

- a. The City of Sauk Centre previously entered into a contract with Dunham Express (8310 Properties) to abate the City share of property taxes for a number of years as an incentive to locate in Sauk Centre. The payment is made to Dunham on a semi-annual basis. The amount due is \$2,277.19

| | |
|--------------------------|------------|
| 8310 Properties (Dunham) | \$2,277.10 |
|--------------------------|------------|

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the Abatement Payment to 8310 Properties in the amount of \$2,277.10. A vote being recorded as follows: For: Council Members Johnson, Kelly, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- b. With the retirement of Tom Johnson, a vacant position exists on the Airport Commission. City Code states the following: One member of the Commission shall be a Public Works Representative.

The Airport Commission is recommending that Matt Zinniel be appointed to fill the vacancy.

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

- c. The Park Board reviewed the options for the replacement of the dock at the Public Access in Sinclair Lewis Park. The 2015 adopted budget includes \$7,500 for the dock. The Conservation Club has donated \$1,000 towards the purchase.

| NAME | DOCK TYPE | LENGTH/WIDTH | PRICE |
|----------------|-----------------------|--------------|-------------|
| MINNCOR | Steel Frame/Wood Deck | 6' X 40' | \$6,322.50 |
| MINNCOR | Steel Frame/Wood Deck | 6' X 60' | \$9,262.50 |
| Channel Marine | Aluminum | 6' X 40' | \$9,101.95 |
| Channel Marine | Aluminum | 6' X 60' | \$13,911.80 |
| Stubbs Marine | Shoremaster Polydock | 4' X 60' | \$9,600.00 |

The Park Board recommends that the City purchase a 6' X 40' dock from MINNCOR. This dock is the same type used by the DNR at its accesses.

A motion was made by Council Member Leach and was seconded by Kelly to approve Resolution No. 2015-43, Resolution Accepting Bid and Authorizing Purchase of a Dock System for Sinclair Lewis Park Public Access. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

- d. Ryan West has submitted an application for a minor subdivision of property adjacent to his home at 743 Hickman Drive. The current fee owner of the parcel is John W. and Joann S. Meyer. The proposal is to purchase segments of adjoining property and combine them with his home property resulting in a larger parcel.

The Council was presented with the Certificate of Survey. The purchase is for a part of Outlot B and a part of Outlot C. One resolution for each Outlot is required.

The resulting parcel will comply with all City Codes and Restrictions.

Council Member Thomas introduced Resolution No. 2015-44, Resolution Approving Minor Subdivision (Lot Split) for John W. Meyer and Resolution No. 2015-45, Resolution Approving a Minor Subdivision (Lot Split) for John W. and Joann S. Meyer. 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.

- e. The Fire Department has been working to update its Bylaws. Those bylaws are now "Standard Operating Guidelines" (SOGs)

- Removed "Bylaws" and inserted "Standard Operating Guidelines"
- Removed "Treasurer" Duties. All funds are handled by City Administration.
- Appointment to Membership is by City Council action.
- Officer's Duties Defined
- Evaluation Test Updated

The Fire Department Membership has reviewed the updates and recommend its adoption.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the Standard Operating Guidelines for the Sauk Centre Fire Department. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- f. The Planning Commission, at its July 14, 2015 meeting is expected to recommend updates to the City Code. The update under consideration is to amend the group daycare provisions.

1. Current Code Defines Family Daycare as 14 or fewer in the home. The State has divided Family Daycare into two separate types for licensing purposes in addition to amending the definition from “Day Care” to “Child Care”. The following two definitions reflect those changes. New is underlined. Removed is ~~struck through~~.

FAMILY DAY-CHILD CARE means a facility that provides care, protection and supervision of ~~14~~ 10 or fewer children in a private residence for periods of less than 24 hours for a fee.

GROUP FAMILY CHILD CARE means a facility that provides care, protection and supervision of 14 or fewer children in a private residence for periods of less than 24 hours for a fee.

2. In addition to the above Family Daycare that is provided within a private residence, the City Code also includes Group Day Care/Nursery School which is now referred to as a Child Care Center under State Administrative Rules. The following reflects that change.

CHILD CARE CENTER ~~**GROUP DAYCARE/NURSERY SCHOOL**~~ means a state-licensed nonresidential facility where child care, protection and supervision services are provided for a fee on a regular basis for periods of less than 24 hours. This use requires a large, sensitively located outdoor play area and it generates about 2 vehicle trips or 4 vehicle trips per child per day.

In Sauk Centre these Centers are considered a Conditional Use vs. a Permitted Use when they exceed 12 persons. It has been requested that this be updated to 14 in the Zoning Chart. The reasoning behind this is that should a person licensed in their home for 14 children want to move their business out of the home and operate as a Child Care Center they would be able to operate with up to 14 before being required to obtain a Conditional Use Permit.

In addition to modifying the definitions above, the chart below also reflects those changes.

| | | | | | | | | |
|------------------|---|-----|-----|-----|-----|------------------|-----|-----|
| Zoning Districts | A | R-1 | R-2 | R/C | R-M | C-1 ⁵ | C-2 | I/C |
|------------------|---|-----|-----|-----|-----|------------------|-----|-----|

| Human Care Uses | | | | | | | | |
|---|-------|-------|-------|-------|---|---|---|---|
| Family day care <u>Child Care serving 10</u> 14 or fewer persons | A | A | A | A | A | A | N | N |
| <u>Group Family Child Care serving 14</u> <u>or fewer persons</u> | A | A | A | A | A | A | N | N |
| Group day care <u>Child Care Center</u> serving 12 14 or fewer persons | CU/IU | CU/IU | CU/IU | P | N | P | P | N |
| Group day care <u>Child Care Center</u> serving more than 12 14 persons | N | N | CU/IU | CU/IU | N | P | P | N |

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve Ordinance No. 760, Amending City Code Amending Definitions Relating to Child Care Uses and Updating Zoning Chart. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- g. At the April 15, 2015 meeting, the City Council adopted a Resolution calling for a public hearing on a Street Reconstruction Plan for the intended purpose of issuing debt for the Beltline Road project which was rescheduled on May 20, 2015 for June 3, 2015

The Council held a public hearing on that date and adopted a Resolution Adopting a Street Reconstruction Plan. A new hearing is recommended due to changes in dollars to be held on August 5, 2015.

Council Member Johnson introduced Resolution No. 2015-47, Resolution Setting a Public Hearing to Consider Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Leach, Thomas and Mayor Stone. Against: None. Absent: None. The motion passed.

8. UNFINISHED BUSINESS

- a. City Engineer Yapp reported on the Beltline/Centre Street Project as follows:

- All pipe is in ground on Beltline west of Main Street
- Jacking started on 07.15.15

- Pipework will begin on Centre Street
- Detour will slightly change once Centre Street work begins
- Finish date is tentatively scheduled for mid-September

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda items:

- | | | | |
|----|----------------------|---------------|---------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$264,516.24 |
| | | Paid Claims | <u>\$28,759.66</u> |
| | | Total | <u>\$293,275.90</u> |
-
- | | | | |
|----|-------------|-------------------------|---------------------|
| b. | June Checks | #2356E-#2655E | <u>\$268,909.71</u> |
| | | #36403-#36484 | |
| | | 3 Payroll ACH Transfers | |
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- c. Resolution No. 2015-46, Resolution Accepting Contributions. The contribution received was from the Men’s Card Playing Group in the amount of \$231.00 to be used for the Senior Center.
- d. Gambling Application for Exempt Permit request from Eagle’s Healing Nest for a raffle and Bingo on August 29, 2015 at Eagle’s Healing Nest.
- e. Gambling Application for Exempt Permit request from Punkins and Monkeys Preschool for a raffle on October 25, 2015 at American Legion Post 67.

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

The Council thanked the Men’s Card Playing Group for their donation.

11. INFORMATIONAL ITEMS

- a. Each year the State Demographer’s office conducts population estimates based upon trends including housing permits.

The 2014 estimate of Sauk Centre’s population is 4,406.

12. ADJOURNMENT

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