

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JULY 20, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, July 20, 2022 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Joe Fuechtmann, Shalon Wilber and Heidi Leach. Also present were Engineer Keith Yapp, Public Works Supervisor Ben Clink, Police Chief Bryon Friedrichs, City Administrator Vicki Willer and City Planner Sarah Morton. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve the July 6, 2022 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

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

Diane Haskamp, 110 South 8<sup>th</sup> Street, Sauk Centre. Ms. Haskamp was present to talk about the properties located on 8<sup>th</sup> Street and Ash, specifically the Lade and Callahan properties. She feels both properties look like dump sites. She has spoke with both City Hall staff and Police Staff and states they have done nothing. She feels these properties are reducing her property values and asks that something be done.

**5. PUBLIC HEARING**

- a. Tax Increment Financing District 1-16

Mayor Stone opened the Public Hearing and read the Public Hearing Procedure.

Tammy Omdahl with Northland Securities presented the proposed Tax Increment Financing District 1-16 to the Council. This is a housing district which, if approved, will allow for the developer of a housing project to recoup costs for the installation of public infrastructure over a period of years.

Ms. Omdahl presented the Council with the Tax Increment Financing Plan for District 1-16.

Mayor Stone called three times for persons to speak in favor or against the proposal. None spoke. Mayor Stone closed the Public Hearing. See 7a.

## **6. REPORTS/PRESENTATIONS**

a. Police Chief Friedrichs presented the June Police Report stating that there were a total of 802 calls.

b. Public Works Supervisor Clink updated the Council on the Departments activities:

- Installed three radar signs
- Sealcoating complete for the year
- Spot tar patching now that holes have been filled
- Tree trimming around street signs and stop signs
- Beach area has been cleaned and drug out
- Added rocks to boat landing
- Working with DNR to assist with placing more concrete pads to extend boat ramp
- Splash pad was closed two weekends due to filter pump inoperable
- Preparations for Sinclair Lewis Days
- Tree watering
- Weed spraying
- Installing sidewalk to shelter in campground
- New fuel purchase at airport

c. City Planner Morton stated they met on July 19 and discussed the following:

- Steichen Variance – See 7g
- 40 Building Permits were issued in June for a total value of \$826,000

d. City Engineer Keith Yapp updated the Council on the following projects:

### South Industrial Park

- 2-3 weeks pipe work remain
- 2 weeks dirt work remain
- Street work to begin mid-August

### 2022 Project

- Phase 1 paved
- Concrete work to begin July 21
- Phase 2 pipe work to begin July 25
- Completion mid-late September

### Meyer Parcel

- Beginning stages of platting

e. Patty Roth with Centracare Health updated the Council on the Nursing Home expansion project:

- Went from 90 to 130 parking spots

- New section to be opened in September
- f. The Airport Board met in regular session on Wednesday, July 13, 2022 at 1:00 p.m. Items for discussions included:
- Runway Maintenance Project Final Punch List/Closeout Report – Compass Rose Issues
  - Land Acquisition Grant Timeline – 2023 Grant
  - Hangar Door Grant Final Report – Request for Reimbursement has been submitted.
  - Fueling Grant Timeline -Waiting for return of fully executed grant.
  - AD Building Grant – Modifying Scope of Project – See 7h
  - Other Misc Grant Submittals Completed – CRRSA (CARES) and 2022 M&O
  - Discussion on Potential Uses for Bipartisan Infrastructure Grant Project
- g. The Finance Committee met on Tuesday, July 12, 2022 to review the results of the recent Sidewalk Inspections and provide direction to staff on the project.

The Inspections were completed by the contractor with the results as follows:

Grinding	\$47,433
Remove & Replace	<u>\$54,473</u>
Total	\$101,906

The City share of the above is \$20,884.20. The balance to be paid by the City and the billed to owners. The owners do have the option to do the work themselves.

Due to the size of the project, the Committee has reduced the scope of the project by removing the outlying areas and repairing or replacing the main corridor items in 2022 which is where the majority of trip hazards are the most prevalent.

Letters will go out to the property owners in the coming weeks.

**7. ACTION ITEMS**

- a. See 5a.

This action is subsequent to the Public Hearing to consider the adoption of Tax Increment Financing District 1-16. The creation of the District will set the framework which a Contract for Private Development will be drafted for future approval.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to table action on a Resolution approving TIF District 1-16 until a Developer’s Agreement is received. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- b. George Eilertson, Northland Securities, was in attendance and presented the results of the Bond Sale for the 2022A. At a prior meeting the Council authorized the procedure which allows for the sale of bonds to finance the City's 2022 Public Improvement Project.

The City's AA- Bond Rating has been affirmed by Standard and Poors.

Eilertson reported the following information regarding the bond sale:

- 15 year term
- Payback is with two sources:
  - Special assessments – 36%
  - Levy – 64%
- Received bids from five different investment banks. Low bid being 3.04%
- Call date is February 1, 2030 and thereafter
- Closing date is August 18, 2022

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-63, Resolution Awarding Sale of 2022A Bonds. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- c. This item is a continuation of discussion held at the July 6 City Council meeting regarding the request for an exception to the City Code to allow for a second driveway on property on Lakeshore Drive as follows:

Ann and Ron Bergemann, 829 Lakeshore Drive, have requested two deviations from the City Code regulating curb cuts and driveways.

The Bergemann's state:

*We purchased our property in Sauk Centre in 2013. We enjoy using it 12 months of the year. With the recent restriction of overnight parking on the street during winter months we will have trouble using our property. Our garage will not accommodate our pickup. If we park our pickup tight to the garage outside it still has 3 feet sticking out beyond the curb. When we bring our snowmobiles along in the winter there is also no place to park our trailer as it is 28 feet long. The easiest and least expensive solution would be to grant permission to park overnight on the street during the restricted period. It is unlikely that this would happen more than a few nights per month. If there is no way around the parking restriction, we would like a variance to change part of our curb to the surmountable curb style that is common on most of the newer section of Lakeshore Drive towards Highway 71. This would allow us to park next to our garage off the street. If this is the direction that you choose to allow, we also want a permit to create a concrete pad next to our garage.*



The City Code states: § 96.020 (c) 9: Residential uses shall be limited to 1 curb cut access per street frontage, except properties with 100 lineal feet of frontage or more may be allowed an additional curb cut provided the curb cuts measure at least 66 feet distant from each other.

The Bergemann's currently have 66 feet of frontage with an approximate 22-foot wide concrete drive up to their garage. Adjacent to the driveway is a street light and utility boxes for cable/telephone. The request is to either allow them to park on the street during the parking restriction period or create a surmountable curb that would allow them additional access to the lot for parking beyond the light and utility boxes.

The City Standard is to construct a standard curb with a three-foot taper and a four-foot apron. Since the City Code allows one access per 100' lot and the construction standard is for a xxx curb with taper and apron two deviations would need to be granted by the City Council. The Council can condition the approval if they choose.

Options include:

1. Grant second curb cut (approach). Remove existing second approach at property line and install new twelve foot or \_\_\_\_\_foot cut a minimum of five feet from existing driveway. Curb Cut to meet City Construction standards for taper and apron.
2. Grant second curb cut (approach). Allow new twelve foot or \_\_\_\_\_foot cut a minimum of five feet from existing driveway without removal of existing second approach. Curb Cut to meet City Construction standards for taper and apron.
3. Grant deviation from construction standard and convert entire frontage to surmountable curb which would allow access across entire lot.
4. Deny request.

The Council tabled the request to allow for some answers to additional questions. Staff reached out to the Bergemann's asking the following:

1. What is the status of the phone/cable boxes? With the boxes gone they appear as if they are being removed.
2. Would you have the ability to back between the garage and the light pole? What is the distance from the corner of the garage to the pole? Could you back between them to park onto your yard parallel with the street in the winter when ground is frozen?
3. Can you use the common approach on the north side of your property by the electrical box to back onto your property?
4. Is the common approach used by the neighbor for access onto his property?

Response:

1. The cable boxes that are a mess right now are due to an auto accident that took place in December. The cable companies still have not repaired them despite numerous phone calls. That is the second accident in that location in the last three years.
2. Accessing our property from the area between the light pole and the garage is not possible. I have tried. There would only be 2 to 3 inches of clearance on each side which does not allow to turn the vehicle and Park parallel to the street or the garage.
3. We also cannot use the common approach which lies on the property line.
4. Neither us or the neighbor can use it because there is not clearance for anything bigger than a lawnmower due to the power transformer. If the city would move the transformer to a different location, we could easily use that approach.

It would certainly be much easier if the city would approve an odd even parking ordinance in the winter months like many other communities do. Unfortunately, it sounds like a couple members of the Council are against anything like that. All we are proposing is to modify our small section of curb to a surmountable curb very similar to the northeast section of Lakeshore Drive. At least half of Lakeshore Drive currently uses that type of curb.

To recap: (in order of preference)

- 1-modify the parking ordinance
- 2-move the power transformer
- 3-allow a surmountable curb

A motion was made by Council Member Kelly to deny the request and was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach and Mayor Stone. Against: Council Members Wilber and Fuechtmann. The motion passed.

- d. Kathy Struffert, Ambulance Director, has requested that the City authorize an advertisement for individuals interested in becoming EMTs. A class is being hosted by the Department which will make it more attractive for candidates.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve advertisement for applicants interested in attending EMT courses.

A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, and Mayor Stone. Against: None. Council Member Wilber was absent. The motion passed.

- e. Pay Request #4 has been received from Mark Lee Excavating for the 2021 Arrowsmith construction project.

Contract Amount	\$412,387.00
Change Orders Approved	\$77,027.12
Total Contract	\$489,414.12
Value Completed to Date	\$527,957.52
Amount Earned	\$527,957.52
Less Retainage	\$10,559.15
Subtotal	\$517,398.37
Less Previously Paid	\$458,123.08
Amount Due this Request	\$59,275.29

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Pay Request No. 4 to Mark Lee Excavating for \$59,275.29. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- f. The third pay application has been received from C&L Excavating for the 2022 Street Project (2<sup>nd</sup> Street):

1. Original Contract	\$6,495,562.69
2. Change Order (reduce size of project)	(1,821,101.67)
3. Revised Contract Amount	\$4,674,461.02
4. Completed to Date	\$1,885,374.03
5. Material on Hand	0.00
6. Amount Earned	\$1,885,374.03
7. Less Retainage 5%	(94,268.70)
8. Less Previously Paid	1,106,874.09

9. Amount Due \$684,231.24

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Pay Request No. 3 to C&L Excavating for \$684,231.24. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. Absent: Wilber. The motion passed.

- g. The Planning Commission, acting as the Board of Adjustment, is scheduled to conduct a Public Hearing on Tuesday, July 19, 2022 at 4:30 p.m. to consider a variance request.

The variance request is for property owned by Keith and Christine Steichen at 1329 Lakeview Drive. The request is to allow a detached accessory structure at 15 feet from the corner side setback when 25 feet is required. This will allow the construction of a 30' X 36' garage fifteen feet from the road right of way of Hickman Drive. The Planning Commission recommended the Council approve the variance request.



A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-64, Resolution Granting Variance to Keith and Christine Steichen. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- h. At the Airport Board meeting on July 13, 2022, the Board discussed potential improvements to the AD Building at the Airport. Items for improvement include new roof,



windows, and siding for the existing building. A preliminary estimated for the AD building improvements came in at \$22,500.00. In addition, the Board discussed needed improvements for the courtesy car garage.

The Board directed staff to draft a plan to connect a garage stall for the courtesy car to the AD building. A copy of the Plan is attached for review. The Board recommends that the City authorize that quotes be sought to for the addition and upgrades to the building.

The source of funds for the project is a \$32,000 Airport ARPA Grant Funds along with Airport Operating Funds on hand.

If the City were to build a new building with FAA Funding, the new building grant requirements would be more that the Board felt necessary. Similar sized airports have incurred costs for new AD buildings in the 1.5 million dollar range which the Board felt was excessive and therefore opted to move forward with a renovation and addition option.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve solicitation of quotes for A/D building improvements and repairs. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council to consider the following Consent Agenda Items:

- a. Schedule of Claims -

Unpaid Claims	\$955,451.27
Paid Claims	<u>\$5,655.00</u>
Total	<u>\$961,106.27</u>
  
- b. June Checks                      Paid Claims/Payroll    \$1,284,930.57
  
- c. Request from Scott Kowski, representing the American Legion Post 67, has submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License for the Beer Garden for CentraCare’s Employee and Family Day in Sinclair Lewis Park on August 18, 2022. Fee and Certificate of Insurance are being provided.

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

**11. INFORMATIONAL ITEMS**

None.

**12. ADJOURNMENT**

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