

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, AUGUST 3, 2016 – 6:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
  - a. Approve Regular Meeting Minutes – 07.20.16 **(P. 1-5)**
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Public Hearings
  - a. Business Subsidy Tax Abatement **(P. 6)**
6. Reports/Presentations
  - a. Park Board Report **(P. 7)**
  - b. EDA Report **(P. 8)**
7. Action Items
  - a. Approve RFP for Comp Plan Update **(P. 9-19)**
  - b. Approve Budget for Aquatic Weed Management **(P. 20)**
  - c. CVB – Board Members **(P. 21-23)**
  - d. Approve Terms of Business Subsidy and Authorize Prep of Final Contract **(P. 24)**
8. Unfinished Business
  - a. Oak Street Update **(P. 25)**
9. New Business
  - a. Meeting Schedule for September **(P. 26)**
10. Consent Agenda **(P. 27-30)**
  - a. Schedule of Claims
  - b. Resolution No. 2016-56 Resolution Accepting Contribution
  - c. Temporary Extension of Out-Door Liquor Permit (Mustang Bar) – Sept. 9 & 10
11. Informational Items **(P. 31)**
  - a. 2015 TIF Reports
  - b. DNR Trail Grant Application - Cross Country Ski Trail Equipment
  - c. BDPI Grant Application
12. Adjournment

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JULY 20, 2016**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, July 20, 2016 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Dave Thomas, Diane Kelly, Heidi Leach, Keith Johnson and Mayor Warren Stone. Also present were City Administrator Vicki Willer, Administrative Assistant Nicki Vogt, Public Works Director Matt Zinniel and City Engineer Keith Yapp. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve the July 6, 2016 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly 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 Sergeant Jensen presented the June 2016 report stating that there were 518 ICRs and 272 Verbal Warnings for a monthly total of 790.

Sergeant Jensen then presented the January – June Canine Report:

- 64 deployments
- 12 stops with no fines
- 901 grams of meth amphetamine
- 22,679 ounces of marijuana
- 274 pieces of drug paraphernalia
- 2.6 grams of heroin
- 23 grams of hash oil
- 110 prescription pills
- 8 guns

The total value of drugs taken off the street is \$335,742.

- b. The Planning Commission met on Tuesday, July 12, 2016 and reviewed the following:
- Building Permit Report
  - Year-To-Date building permit value
  - Recommended Council approval of the RFP for the Comprehensive Plan Update – See 7c
  - Due to the Primary Elections, the August meeting has been re-scheduled for August 16, 2016
- c. The Airport Commission met on Wednesday, July 13<sup>th</sup> and discussed the following:
- Reviewed and discussed the awarded bid for the Airport Improvement Project
  - Discussed alternatives for use while the airport is closed for construction
  - Discussed timing of the project pending written approval of the grant
  - Reviewed preliminary development of Non-Aviation Use of Hangars rental policy

## **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 \$2,271.73.

1. 8310 Properties (Dunham)	\$2,271.73
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Dunham is eligible to receive either fifteen years of payments or \$75,000.00, whichever comes first. Total paid to date including this payment is \$27,693.29. (5 ½ years).

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the abatement payment to Dunham Express for \$2,271.73. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- b. At the last Council meeting, the Finance Committee was directed to review and recommend whether the implementation of a Local Option Sales Tax would be a viable option for payment of the costs for the Trunk Highway 71 reconstruction scheduled for 2014 by MnDot.

The City would be liable for cost share as a percentage of the road and also for City infrastructure which is approximately one hundred years old.

The estimated City Share to be provided by the City Engineer.

One half of one percent sales tax and a motor vehicle excise tax is estimated to generate \$255,000 per year to the City.

With implementation in July of 2017, the City would have collected 1,785,000 at the time construction is to begin in 2024. The City would apply those funds to the project and also issue General Obligation Bonds to fund the balance and use future sales tax to fund the debt service. \$250,000 per year would fund a 2.9 million dollar bond for 15 years or a 3.5 million dollar bond for 20 years (28 years of sales tax).

The Finance Committee recommends that the City authorize the question be added to the ballot for a maximum of 25 years which would begin in July of 2017.

Council Member Leach introduced Resolution No. 2016-55, Authorizing Submission of Question on Ballot Seeking Voter Approval of Implementation of a Local Option Sales Tax. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Leach, Johnson, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- c. At the Planning Commission's July 12<sup>th</sup> meeting, they voted to recommend to the City Council that they approve and submit an RFP seeking proposals for firms or individuals to update the City's Comprehensive Plans. The Council was presented with and reviewed the draft RFP.

It was the general consent of the Council to table action on the RFP to further review the RFP, including the meeting schedule.

- d. An updated Aquatic Vegetation Survey has been received from the Big Sauk Lake Association. The Survey was conducted by RMB Environmental Laboratories. The survey is the tool used to determine how much, if any, acreage is to be sprayed for Curlyleaf Pondweed in 2017. A draft Annual Work Plan and Budget has also been prepared.

The City Council, in conjunction with the BSLA, should determine a budget amount to submit to the Sauk River Watershed District for inclusion in the 2017 budget from its Aquatic Vegetation Fund.

CLP was found in 21% of the samples taken where 30% was found the prior year. 97.4 acres of possible treatment area has been identified as shown on Page 7 of report, as follows:

North end:	73.1 acres
NE of narrows:	14.8 acres
Lower Lake	9.5 acres

In 2016, 23 acres were sprayed for CLP. The rate per acre for spraying is \$312.00.

	<u>ACRES</u>	<u>AMOUNT</u>
10%	9.74	\$3,038.88
20%	19.48	\$6,077.76

30%	29.22	\$9,116.64
40%	38.96	\$12,155.52
50%	48.70	\$15,194.40
60%	58.44	\$18,233.28
70%	68.18	\$21,272.16
80%	77.92	\$24,311.04
90%	87.66	\$27,349.92
100%	97.40	\$30,388.80

It was the general consent of the Council to table action on this item until the Council has an opportunity to meet with the Big Sauk Lake Association to discuss.

**8. UNFINISHED BUSINESS**

a. City Engineer Yapp presented the Council with the following update on Oak Street:

- Utilities have been placed
- Curb is in
- Gravel is in
- Sidewalks will be installed in one week
- Aggregate and blacktop will be installed in two weeks

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

- |    |                      |               |                    |
|----|----------------------|---------------|--------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$60,613.70        |
|    |                      | Paid Claims   | <u>\$1,500.00</u>  |
|    |                      | Total:        | <u>\$62,113.70</u> |
- 
- |    |        |                    |  |
|----|--------|--------------------|--|
| b. | Checks | #00159E to #00200E |  |
|    |        | #37414-37494       |  |
|    |        | 3 Payroll ACH      |  |

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, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

**11. INFORMATIONAL ITEMS**

- a. The City received a notice from the State Demographer showing that Sauk Centre's estimated population is 4,435.
- b. Notice of Candidate filing for the City Council. Affidavits for Candidacy can be filed August 2<sup>nd</sup> through August 16<sup>th</sup>. Two four year terms that are currently filled by David Thomas and Diane Kelly are expiring.

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at 6:50 p.m.

Respectfully submitted,

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Mayor Warren Stone

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City Administrator Vicki Willer

City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016  
**Subject:** Public Hearing – Business Subsidy Agreement  
**Agenda Item:** 5a

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**Description/Summary**

Whenever a City offers a Business Subsidy for Private Development, it must first hold a public hearing if the Subsidy has an expectation of reaching a total cost of over \$150,000.

Because of the possible water/sewer extension for the apartment development on N. Main Street, the total could exceed \$150,000, thus a public hearing was scheduled to obtain public comment on the project.

The property is 8.8 acres owned by the City which had a total cost of \$41,500. The City has platted the property into three lots with a cul du sac. Two of the lots are to be reserved for development for apartment buildings. The City is to bear the cost of the water/sewer extension and construction of the cul du sac along with the land cost and reimburse itself thought abatement of property taxes on the new apartments. The new apartments will carry a minimum assessment agreement to assure the City that the value will support the taxes needed to repay the City for its costs.

The project will be a two part project. The first lot will be transferred and developed under a certain time frame. If the project goes well and meets expectations the Developer may request the second lot. This option will be released in five years.

The total costs to the City attributable to this property for all the lots is estimated at \$250,000. There will be assessments applied to Lot 1 for water/sewer/street and to the existing six-plex for street costs.

**Action Requested:**

**Conduct Public Hearing.**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

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City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016  
**Subject:** Park Board Report  
**Agenda Item:** 6a

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**Description/Summary**

The Park Board to meet on Tuesday, August 2, 2016.

**Action Requested:**

Receive Report

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016

**Subject:** EDA Report

**Agenda Item:** 6b

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**Description/Summary**

The EDA to meet on Wednesday, August 3, 2016.

**Action Requested:**

Receive Report

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016  
**Subject:** RFP for Comp Plan Update  
**Agenda Item:** 7a

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**Description/Summary**

At the last Council meeting, the City Council tabled action on the RFP for the Comp Plan Update to verify the number of meetings and detail requested.

Since that time, the RFP has been scaled down in an attempt to meet expected budget.

**Action Requested:**

**Review and Approve RFP for Comp Plan Update**

**Action Taken:**

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**Motion:**

**Second:**

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*City of Sauk Centre  
Minnesota*

*Request for Proposals*

*For Updating the  
Comprehensive Plan*



Proposals are due to the City by 4:00 p.m.  
On September 15, 2016

City of Sauk Centre  
320 Oak Street South  
Sauk Centre, Minnesota 56378  
[www.ci.sauk-centre.mn.us](http://www.ci.sauk-centre.mn.us)

### **Plan Update Scope:**

The city is seeking a consultant team (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to update the city's Comprehensive Plan with the objective of providing the city council, planning commission, city staff, city residents, and the business and development community with a comprehensive, internally consistent and legally defensible tool to guide the City's decision making and development over the next 23 years, to the year 2040. The updated plan will help maintain collaborative and respectful relationships within the community and surrounding neighbors, and establish or confirm existing policies and priorities for coordinated development/redevelopment and necessary infrastructure expansion.

### **The consultant team will:**

- Review, update and revise, as appropriate, the contents of the Comprehensive Plan, along with updating technical and supporting data.
- Identify unnecessary, redundant and inconsistent information with the existing document and recommend approaches (e.g. organization, formatting) to develop a more concise and usable document that contains relative data but is not a receptacle of statistics that are not informative to long range planning.
- Design the comprehensive plan document, including development of the format and layout, as well as production of high-quality illustrations and graphics. Undertake the primary responsibility for editing and writing a cohesive comprehensive plan document. This will include editing existing text or drafting new clear, concise text and policies that are supported by information in exiting documents, new plans and studies, data analysis, public input, best practices and/or successful application in other jurisdictions.
- Support city staff in the presentation of materials and amendments to the planning commission and city council.
- Coordinate and support a public participation process for this update. Prepare and produce high quality public outreach materials graphically and in writing describing facts, findings, analysis, and alternatives for public meetings, open houses, webpage and hearings.

### **The scope of work for this update will include, but is not limited to the following tasks:**

- Outline a public participation plan, work plan and schedule that will allow this update to be reviewed and approved by the City Council before March 31, 2018.
  - Plan presentations, public hearings and workshops will be scheduled during the update. The purpose of these meetings will be to provide an overview of the update process, present progress updates; receive citizen elected official, commission member and staff comments; present the draft and final report and ancillary materials to the planning commission and city council.

- Presentations incorporated into the public participation should include, but not be limited to the following:
  - General Workshops/Open Houses for the Public (up to 3)
  - Meetings with task force (up to 6)
  - Informal public meetings/presentations/updates to the Planning Commission & City Council during regular meetings. Staff will present and will require support only. These will be ongoing during the process.
  - Planning Commission Public Hearing (up to 2)
  - City Council Final Presentation (1)
- Review and analyze local conditions, the existing Comprehensive Plan maps and text, and documents developed and utilized by the City.
- Update the elements and appendices to reflect the past changes and future trends and desired outcomes of the community, ensure internal and external consistency, and eliminate unnecessary redundancies:
  - **Chapter 1 – Introduction:** Revise and Update
  - **Chapter 2 – Characteristics of the Community** – Review and Identify areas that may require revisions. This may be better suited for the Appendix.
  - **Chapter 3 – Demographic Trends & Assumptions** – Review and Update. This may be better suited for the Appendix.
  - **Chapter 4 – Land Use** – Update as necessary including the land use analysis to ensure existing policies are relevant and recommend new policies if gaps are identified to help direct growth and development. This is expected to be the most comprehensive section of the Plan and includes a Historical review, as well as various intensities of residential, commercial, and industrial development. This will include Shoreland and Floodplain Regulations discussion and review.
  - **Chapter 5 – Housing** – Update including review of existing housing inventories, analyze new data and projected housing needs, validate the number of housing units needed to serve the city’s projected growth.
  - **Chapter 6 – Transportation** – Review and Update with special emphasis on T.H. 71 reconstruction and incorporate Long Range Capital Improvement Plan for City streets.
  - **Chapter 7-8-9 Municipal Utilities** – Consolidate into one chapter and include newly revised Wellhead Protection Plan, Water and Wastewater Plant updates, and electrical updates. Coordination with Public Utility Staff will be necessary.
  - **Chapter 10 – Public Buildings** – Revise and Update with assistance of staff.
  - **Chapter 11 – Parks and Recreation** – work with Park Department Staff and the city’s Park Board to update this element using the Master Park Plan and other updates.
  - **Chapter 12 – Airport** -Incorporate new Master Plan and ALP. No additional update is required.
  - **Chapter 13 – Economic Development** – Work with EDA and update the current economic and market data. Identify challenges and recommend solutions that may assist with growth.

- **Chapter 14 – Implementation** – Update recommendations and policies for implementation of the Plan.

## **II. REVIEW**

### **A. Qualification Based Selection**

The City of Sauk Centre intends to select and award an agreement to the consultant(s) evaluated to be best qualified to perform the work in Section B (Scope of Work) based on extent and quality of consultants resources, cost, communication and presentation skills, compatibility and quality and extent of experience. Other performance factors may also be considered

### **B. Review and Recommendation Process**

Based upon review of the submitted proposals a selected number of consultants will be invited to interview. The City staff will recommend to the City Council a consultant that is proposed to be retained.

### **C. Financial Liability Limitations**

The City shall not be liable for any expenses incurred by the applicant in connection with this solicitation including but not limited to expenses associated with the preparation of statement, attendance at interviews, and preparation of compensation fee schedule or final contract negotiations.

### **D. Rights of Review**

The City reserves the right to reject any and all proposals or to request additional information from any and all applicants.

### **E. Selection Criteria**

The City anticipates that the successful team will include experienced individuals in the following disciplines: urban design, urban planning, landscape architecture, transportation, housing trends as well as economic development and redevelopment.

Proposals will be independently evaluated by the selection committee. The following criteria will be used in order to ascertain which proposal best meets the needs of the City:

#### **1. Project Approach and Organization (0 to 25 points)**

How will the consultants assigned to the project develop the update to the Comprehensive Plan?

- a. Description of approach to prepare the update.
- b. How do they plan to facilitate, encourage and implement public participation?
- c. Describe the various web-based techniques and social media networks that will be utilized in the outreach effort.
- d. What is the consultants approach to performing the scope of work effectively and efficiently?

- e. What is the proposed schedule for completing the study?
- f. How much time will be budgeted for the interaction with community stakeholders?
- g. Responsiveness of the written proposal in clearly stating an understanding of the potential work to be performed.

**2. Related experience (0 to 25 points)** What is the experience of the consultant in connection with development of a Comprehensive Plan?

- a. What is the depth and variety of experience in said area as well as length of experience?
- b. What are the qualifications of staff to be assigned?
- c. What will be the assigned role of each staff member?
- d. What are the technical and professional skills of each team member?

**3. Schedule of Deliverables (0 to 25 points)**

- a. What will be the proposed consultant(s) project schedule and the staffing plan that will facilitate completion of the plan in a timely manner? How many on-site visits are planned?
- b. Please provide an estimated time schedule for this proposal, which shows the amount of time per category and total amount of time necessary to complete this project.

**4. Compensation (0 to 25 points)**

- a. Demonstration of successful previous budget performance and experience in meeting project budgets.
- b. Description of approach to budgeting.
- c. Presentation of firm's best offer; firm "not to exceed".

### III. PROPOSAL INSTRUCTIONS

#### A. Proposal Submission

One electronic and five paper copies of the proposal shall be submitted to:

Sarah Morton  
City Planner/Zoning Administrator  
City of Sauk Centre  
320 Oak Street South  
Sauk Centre, MN 56378  
320-352-2203 Ext. 2301  
sarah.morton@ci.sauk-centre.mn.us

All responses, questions and correspondences should be directed to Sarah Morton. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials.

#### B. Timeline

1. City releases Request for Proposal (RFP)..... August 8, 2016
2. RFPs due to City of Sauk Centre.....September 15, 2016
3. Review of RFPs is completed.....September 23, 2016
4. Notification to consultants of interview schedule.....September 30, 2016
5. Interviews.....October 15-30, 2016
6. Decision made..... October 31, 2016
7. Contract consideration by City Council.....November 2, 2016
8. New contract begins..... November 15, 2016

**NOTE: ALL PROPOSALS MUST BE RECEIVED BY SEPTEMBER 15, 2016 AT SAUK CENTRE CITY HALL NO LATER THAN 4:00 P.M.**



## IV. PROPOSAL CONTENT

During the evaluation process, the City of Sauk Centre shall reserve the right to request additional information or clarifications from a consultant, or to allow corrections of errors and/or omissions.

The following material is required to be received by September 15, 2016 for a proposing consultant to be considered:

### A. Cover Letter/Title Page

Title page showing the following: request for proposal subject; the consultant's name, address, telephone and email address of the contact person; and the date of proposal.

### B. Transmittal Letter

A signed letter of transmittal briefly stating the consultants understanding of the work to be performed, the commitment to perform the work within the requested time periods, a statement why the consultant believes that it is the best qualified to perform the services and a statement that the proposal is an irrevocable offer.

### C. Statement of Qualifications

The proposal for technical qualifications (items 1 through 9 below) shall be limited to seven pages except resumes, references, and supplemental information.

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the consultants in conformity with the requirements of this request. The substance of the proposals will carry more weight than form or manner of presentation. The technical proposal should demonstrate the qualifications of the consultant and of the particular staff to be assigned to this engagement.

#### 1. General Information

Provide general information and a brief history of the Consultant's firm. Include similar information on key sub-consultants, if any, proposed for the project.

#### 2. Project Understanding

Include a summary of the Consultant's understanding of the project.

#### 3. Project Approach

Provide specific approaches, methods, and assumptions that will be utilized to accomplish each work item in Section 2.

#### 4. Personnel Qualifications – Resumes

For each member of the professional staff proposed to be assigned to this engagement, please provide the following information:

- a. Identification of key personnel who will manage the project and who can negotiate and execute a contract.

- b. Names and proposed roles of other individual team members.
- c. Education and experience biographies of all team members addressing the qualifications and considerations of the RFP.
- d. Describe the qualifications of the consultant to perform the work requested. Include information about pertinent prior experience.
- e. An outline of the proposed function of the individual and their back-up as well as their experience in that specific assigned function.

**5. References**

- a. Include a list of municipal clients where related services are provided by the professional staff proposed along with the name and telephone number of a person who may be contacted at that municipality.
- b. Include a list of previous or current services provided to the City of Sauk Centre.
- c. Include a list of private clients for whom work has been or is being performed within the City of Sauk Centre, the type of project, the specific activities performed, and the name of a person who may be contacted at the private client.

**6. Schedule**

Provide a proposed schedule from project initiation to final completion. The schedule should include a listing of key task within each phase, key milestones and approximate dates, and deliverables.

**7. Additional Information**

- a. Include any other information that is believed to be pertinent but not specifically requested elsewhere in this RFP.
- b. Describe the consultant's use of technology to enhance client services or reduced costs including how the consultant leverages technology to do so.
- c. Describe research capabilities and references utilized.
- d. Provide a statement of how the work load of the City of Sauk Centre would be accommodated and what kind of priority it would be given including capability to maintain reasonable response times.

**8. Compensation/Fee Schedule**

- a. Include the chargeable hourly rate for services or personnel not included in the scope. If multiple consultants are collaborating on the RFP submittal please identify the specific

segment of the scope for each assigned consultant and the associated pricing. The City will accept bids on the full scope or parts of the scope.

Identify pricing for each segment of the scope listed below:

- Participation Process
  - Planning Services
    - Update of Existing Plans and exhibits
    - Analysis of Future Issues and exhibits
    - Implementation and exhibits
  - Technical Services
    - Natural Environment Plan and exhibits
    - Transportation Plans and exhibits
    - City Services Plan and exhibits
- b. Provide a fee schedule for incidental/disbursement services and other costs the City will be charged in addition to those noted in 4a.
- c. Include a sample bill and information on the consultants billing process. The City requires electronic detailed monthly billing statements which shall include dates or service, professional and support staff hours identified, description of services, charge for each service.

**9. Supplemental Information**

- a. Provide a copy of Liability Insurance Certificate in a minimum amount of \$2,000,000

**V. Affirmative Action**

The City of Sauk Centre requires affirmative action, therefore, the consultant selected shall not discriminate under the contract against any person in accordance with federal, state and local regulations. The City of Sauk Centre does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other bias protected by law in the admission or access to, or treatment or employment and, its programs, activities, or services.

**VI. Contract Terms and Conditions**

Upon selection of a Consultant(s), an Agreement or Contract of Services shall be entered into by the City and the Consultant(s). It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis with the following conditions:

- a. Deletion of specific components, such as individual project meetings, will be at the discretion of the City. Payment or reimbursement shall be made based on actual hours worked on the various tasks required for the project.
- b. The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided hard copy and digital documents throughout the project, the consultant shall supply the City of Sauk Centre with fully electronic files upon project completion.

### **A. Negotiations and Contract Execution**

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a consultant(s) be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another consultant or reject all of the statements of proposal. Upon completion of negotiations agreeable to the City and consultant(s), a contract shall be executed.

### **B. Contract Ethics**

1. No elected official or employee of the City of Sauk Centre who exercises any responsibility in the review, approval, or implementation of the proposal shall participate in any decision which affects his/her direct or indirect financial interests.
2. It is a breach of ethical standards for any person to offer, give, or agree to give any City employee or Council person, or for any City employee or Council person to solicit, demand, accept, or agree to accept from another person or consultant, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The consultant(s) shall not assign any interest in this contract and shall not transfer any interest in the same without prior written consent of the City.
4. The consultant(s) shall not accept any private client or project which, by nature, places it in an ethical conflict during its representation of the City of Sauk Centre.
5. The City requires affirmative action and, therefore, the consultant selected shall not discriminate under the contract against any person in accordance with federal, state and local regulations.

#### **Links to resource materials:**

- City' Webpage:  
<http://www.saukcentre.govoffice2.com/>
- Comprehensive Plan:  
<http://www.saukcentre.govoffice2.com/vertical/sites/%7BD28FAE32-EDE3-421C-BD2D-FA8E76EA5F8C%7D/uploads/%7B725D8A1E-CD74-4889-A644-375668552578%7D.PDF>
- Link to City Code:  
[http://www.saukcentre.govoffice2.com/vertical/sites/%7BD28FAE32-EDE3-421C-BD2D-FA8E76EA5F8C%7D/uploads/2015\\_City\\_Code.pdf](http://www.saukcentre.govoffice2.com/vertical/sites/%7BD28FAE32-EDE3-421C-BD2D-FA8E76EA5F8C%7D/uploads/2015_City_Code.pdf)

City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016

**Subject:** 7b

**Agenda Item:** Aquatic Weed Management Budget

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**Description/Summary**

The BSLA (Big Sauk Lake Association) to meet on Saturday, July 30, 2016 with two members of the City Council to discuss and recommend a budget for 2017 spraying activities on Big Sauk Lake for Curly Leaf Pondweed.

**Action Requested:**

**Approve Budget as Recommended by Committee.**

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016  
**Subject:** CVB Board Members  
**Agenda Item:** 7c

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**Description/Summary**

At the July 13, 2016, CVB meeting, Sarah Weber submitted her resignation from the CVB Board citing that she is unable to devote the proper amount of time and attention to the position. Sarah served in the at-large position.

In addition, Pam Borgmann submitted her resignation as of July 25 which is when she accepted the position as CVB Director for the Board. Pam served as Hospitality member.

Also, Andrea Kerfeld, served on the Board as a representative of the Chamber of Commerce. Her term automatically expired when she no longer worked for the Chamber.

The Council should accept the resignation and seek to fill the positions. The City has received inquiries and will also advertise for interested persons.

**Action Requested:**

**Accept Resignations from CVB Board.**

**Action Taken:**

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**Motion:**

**Second:**

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Mrs. Sara Weber  
432 1<sup>st</sup> Street South  
Sauk Centre, MN. 56378  
July 14, 2016

Ann Carlon and CVB Board Member's  
CVB Director  
Convention & Visitors Bureau  
601 Sinclair Lewis Ave, Suite 101  
Sauk Centre, MN. 56378

Dear Ann Carlon and CVB Board Member's:

It is with regret that I tender my resignation from the Convention & Visitors Bureau board of directors, effective immediately. During the July 13, 2016 meeting I felt that I am unable to devote the proper amount of time and attention to the Board due to growing my Businesses', running a Non-Profit Organization and desiring more family time with my husband and our four children.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past 3 ½ years, and I offer my best wishes for its continued success.

Sincerely,

Mrs. Sara Weber  
CVB Board President

## Wendy Drobny

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**From:** Ann Carlon <info@visitsaukcentre.com>  
**Sent:** Wednesday, July 27, 2016 2:58 PM  
**To:** Wendy Drobny  
**Subject:** Resignation

As of July 25, 2016 I have resigned from the Convention and Visitors Board. Pamela Borgmann

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Pamela Borgmann  
Sauk Centre CVB  
601 Sinclair Lewis Ave Suite 1  
Sauk Centre, MN 56378  
855-444-SAUK



City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016  
**Subject:** Business Subsidy  
**Agenda Item:** 7d

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**Description/Summary**

As presented at the Public Hearing, the following terms and conditions are recommended for the Business Subsidy Contract for the new apartment complex on Main St. N.

1. Subsidy for a maximum of qualified costs incurred.
2. Maximum number of years for subsidy repayment is 10 years.
3. Subsidy payments shall be made to the EDA for reimbursement of costs and not to the Developer.
4. Construction to begin no later than June 1, 2017.
5. Minimum Assessment Agreement for \$ \_\_\_\_\_ for Lot 2 beginning with taxes payable in 2018.
6. Transfer of Lot 2 to include a reversion clause if development does not begin within two years and completion no later than four years.
7. Lot 3 to be held in City's name and reserved for Developer. Lot 3 to be transferred to Developer upon request only upon satisfactory completion of Lot 2. This option shall expire five years from the date of this Agreement. Transfer of Lot 3 shall include provisions for development and shall not be held by Developer for investment or resale purposes.
8. Transfer of property to include land and assessments.
9. City to provide for water/sewer extension to serve Lots 1-3 and for curb/gutter/paving of existing street and cul du sac.

**Action Requested:**

**Approve Terms and Authorize Final Development of Contract.**

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016

**Subject:** Oak Street

**Agenda Item:** 8a

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**Description/Summary**

Keith Yapp to update Council on Oak Street Project.

**Action Requested:**

Receive Information

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

---

**Meeting Date:** August 3, 2016  
**Subject:** Meeting Schedule for September  
**Agenda Item:** 9a

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**Description/Summary**

The Preliminary Levy must be certified to Stearns County prior to the end of September.

In 2015, the City Council did not hold a meeting on the first Wednesday and held a budget meeting on the second Wednesday instead. Delaying the meeting to the 2<sup>nd</sup> Wednesday gave the Finance Committee time to meet and go over the budget first.

The levy was adopted the 2<sup>nd</sup> meeting of the month on the 3<sup>rd</sup> Wednesday.

Does the City Council wish to utilize the same schedule?

OR

The Council could meet three weeks in a row by adding the 2<sup>nd</sup> Wednesday and still keep the 1<sup>st</sup> and 3<sup>rd</sup>.

**Action Requested:**

**Input on Meeting Schedule for Budget in September.**

**Action Taken:** \_\_\_\_\_

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

# City of Sauk Centre Staff Report

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**Meeting Date:** August 3, 2016  
**Subject:** Consent Agenda  
**Agenda Item:** 10a-c

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## Description/Summary

The Council to consider the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$112,559.56
	Paid Claims	\$ 0.00
	Total	<u>\$112,559.56</u>

- b. See attachment 10b - Resolution No. 2016-56 Resolution Accepting Contributions.

Men's Card Playing Group	\$174.38	Senior Center
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It is recommended that the City acknowledge the contributions received and thank the Men's Card Playing Group.

- c. Request from Missy Terres dba Mustang Bar III, Inc. for Temporary Extension of Premise Permits for a Grand Opening with music on September 9 & 10, 2016 in the back parking lots (Geyermann's & Winter's) from 8:30 p.m. - 12:30 a.m.

## Action Requested:

**Approve Consent Calendar as Presented.**

## Action Taken:

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**Motion:**

**Second:**

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# Schedule of Claims

City of Sauk Centre

1st Meeting — August 2016

Date of Meeting: 8.3.16

Vendor	Dept.	Purpose	Amount
Alpha Medical Equipment, Inc.	Ambulance	Medical Supplies	\$ 99.80
Bost Construction	City Hall	replace formica on edges of conference table	\$ 245.00
Bound Tree	Ambulance	Medical Supplies	\$ 137.39
CentraCare - Sauk Centre	Street	Random drug screening	\$ 30.75
CentraCare - Sauk Centre	Ambulance	vaccine and immunizations	\$ 174.75
Chase Card Services	Various	GIS charges, cleaning supplies, handsoap, outdoor	\$ 473.53
City of St. Cloud	Police	5 day training	\$ 550.00
FP Mailing Solutions	Various	Postage	\$ 500.00
Ilgen Excavating	Oak Street	Sewer and water	\$ 1,298.57
Indieke, Mary	Ambulance	Refund patient services	\$ 25.00
Infinisource	Finance	Monthly Time Keeping Software Charge	\$ 141.50
Innovative Office Solutions, LLC	GnGvt	laminator and pouches	\$ 198.60
Interstate All Battery Center	Ambulance	Ion battery	\$ 171.60
Jim's Wholesale	Senior Center	candy for parade unit - Sinclair Lewis Days	\$ 52.50
Keprns	Police	Badges	\$ 276.18
Konica Minolta	Various	Monthly Copier maintenance 7.1.16 - 8.1.16	\$ 485.00
Minnesota Dept of Administration	Police	Monthly Squad lease - June 2016	\$ 1,902.00
MN Dept of Labor & Industry	P&Z	State Building surcharge fees - Qtr 2 2016	\$ 1,639.42
Pacific Interpreters	Police	Over the Phone Interpreting	\$ 53.65
Red Power Diesel	Fire	Unit 3 repairs	\$ 1,031.65
Rihm Kenworth	Fire	Oshkosh Cab over Aircon Air conditioning repairs	\$ 898.91
Sanitation Services	Park	Restroom rental	\$ 169.00
Sauk Centre CVB	Gn/Cmpg	Lodging Tax - June 2016	\$ 6,223.16
Sauk Centre Public Schools	Park	SummerRecPrgm support: Pmt 3 of 3 — 2016	\$ 2,666.68
Sauk Centre PUC	GnGvt	1st half of PERA Aid	\$ 1,496.50
Sauk Centre PUC	Various	Utility charges: June 1, 2016 to July 1, 2016	\$ 15,004.01
Schmeez Concrete	Oak Street	patch in new block wall and grout stone from back	\$ 750.00
Stantec	2016 CIP Street	Oak Street Reconstruction	\$ 19,976.81
Stantec	Beltline/Centre Street	Beltline/Centre Street Project - construction observation	\$ 1,421.18
Stantec	P&Z	Ash Street South striping plan	\$ 429.00
Star Claims	Ambulance	June 2016 billing fees	\$ 1,728.00
Steiner Lumber	Park/Street	treated 2X4s, mirrors, paint, pine, galv. box	\$ 112.16
Struffert, Kathy	Ambulance	Reimb ff/parade/fai/Night to Unite candy (Sams Club)	\$ 141.94
Todd Malecha	TIF 1-1	Racetrack cleanup	\$ 51,108.32
US Autoforce	Police	Goodyear tires for the squad	\$ 506.00
Vogt, Sally	Various	Cleaning Services July 1-15	\$ 441.00
		<b>Total</b>	<b>\$ 112,559.56</b>
<b>Paid Prior to Meeting</b>			
			-
<b>Claims Appr by Council</b>			<b>\$112,559.56</b>
<b>Additions</b>			-
<b>Totals Claims This Batch</b>			<b>\$112,559.56</b>

X \_\_\_\_\_ Date: \_\_\_\_\_  
 CtyAdmr/Clk

**RESOLUTION NO. 2016-56**  
**RESOLUTION ACCEPTING CONTRIBUTION**

**WHEREAS**, a contribution of \$174.38 was received by the City from the Men's Card Playing Group, and

**WHEREAS**, the Men's Card Playing Group has requested that the City allocate the contribution to the Sauk Centre Senior Center.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA** that the City accept the contribution received and commend the Men's Card Playing Group for their generosity.

Adopted by the Sauk Centre City Council this 3<sup>rd</sup> day of August, 2016.

\_\_\_\_\_  
Mayor Warren Stone

ATTEST: \_\_\_\_\_

City Administrator Vicki M. Willer



CITY OF SAUK CENTRE

TEMPORARY EXTENSION OF OUT-DOOR LIQUOR PERMIT APPLICATION

Date(s) of Event: Sept 9th + 10th 2016  
 Applicant: Mustang Bar III Inc.  
 License #: 001095-83061  
 Contact Person: Missy Terres  
 Phone Number: 320-250-5913  
 Address: 515 Sinclair Lewis Ave  
Sauk Centre, MN 56378

Type/Reason for Event: Grand Opening  
 Beginning/Ending Time of Event: 8:30 p.m. - 12:30 a.m.  
 Estimated Number of Participants: 100  
 Describe Area Involved: Back parking lot and patio  
 Type of Activities: Band

- Attach site map of area involved.
- Neighbors notified of Event(s) (attach signed approval)
- Number of security personnel that will be on hand. 2

Melissa Terres Signature of Applicant  
7/8/16 Date

\*For Office Use Only\*

Requirements/Remarks:

- 1) Proof of Liquor Liability Coverage that extends to the area where event is being held listing the City as additional insured.
- 2) 18+ allowed inside fenced area.
- 3) Event Area to be contained by contiguous fencing.
- 4) Alcohol must be dispensed in plastic containers.
- 5) Security personnel shall be provided by the applicant; a sworn Peace Officer is required for events with over 1,000 participants.
- 6) Noise to cease at 10:30 p.m. (Sunday - Thursday ) & 12:30 a.m. (Friday & Saturday)

Fee Required: \$ 50.00 PD Rpt #98

Date Approved by Council: \_\_\_\_\_

City of Sauk Centre  
Staff Report

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**Meeting Date:** August 3, 2016  
**Subject:** Informational Items  
**Agenda Item:** 11 a-c

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**Description/Summary**

- a. 2015 TIF Reports have been filed with the State Auditor. Disclosure will be published on August 11 in the Sauk Herald.
- b. The DNR Trail Grant Application for the Cross Country Ski Trail Equipment was not successful this round.
- c. BDPI Grant Application for the road/utility extension into the racetrack property is being finalized.

**Action Requested:**

**Information Only.**

**Action Taken:**

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**Motion:**

**Second:**

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