

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, AUGUST 5, 2020**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, August 5, 2020 at 6:30 p.m. due notice being given thereof. Present were Council Members Joe Fuechtmann, Diane Kelly, Keith Johnson, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Police Chief Friedrichs, Public Works Supervisor Clink, City Planner Morton and City Engineer Yapp. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the agenda, with changes. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, 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 Leach to approve the July 15, 2020 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Johnson and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS

a. Public Hearing to Consider Easement Vacation.

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

Matthew Wessel, 385 East River Circle, Sauk Centre, has requested that the City consider the vacation of a portion of the stormwater easement that lies on his adjacent parcel. The parcel that the easement covers is Outlot A, East River Heights. An aerial view of the parcel was presented to the Council for their review.

The stormwater pond on the property is currently in use and serves the surrounding properties. The proposal will not interfere with the operation or capacity of the pond. The area that is proposed to be released (vacated) from the existing easement that covers the entire lot is the level area on the NE corner of the property adjacent to County Road 185, as indicated on the aerial view. Vacation of the easement would then allow the construction of an accessory structure on the lot with access from CR 185. The proposal will not interfere with the trail easement along the East side of the property.



Three conditions that are recommended are:

- that the legal description of the vacated area be drafted by a surveyor/engineer
- that the parcel be combined with the parent parcel
- the easement be recorded with the Stearns County Recorder.

Mayor Stone calls three times for persons to speak in favor or oppositions. None spoke. See 7a.

- b. As part of the process for adoption of the Sauk Centre Police Department’s Policy on the operation of its unmanned aerial vehicle (drone), the City must allow for public comment on the Policy.

A copy of the Policy has been posted on the City’s website with a link posted on the Facebook page.

The process is similar to the process for the City’s Policy on Body Worn Cameras.

Members of the Public could comment via Email, Phone Call, Facebook Comment, or in person at this meeting.

Mayor Stone called three times for public comment. See 7i.

Mayor Stone closed the Public Hearings.

6. REPORTS/PRESENTATIONS

- a. Ambulance Director Kathy Struffert presented the Second Quarter Ambulance Report as follows:

- April total calls – 79
- April total billed - \$84,797.60
- May total calls – 52
- May total billed - \$48,551.20
- June total calls – 76

- June total billed - \$70,079.60
 - LUCAS was used two times in second quarter
 - No Mutual Aid Assistance in second quarter
 - COVID has affected service with call numbers being down in May
- b. City Engineer Yapp updated the Council on the following projects:
- 2020 Project:
- South portion sidewalk installation should be complete within two weeks
 - Final restoration and seeding remain
- North Project:
- 2 weeks remain of utility installation
 - Final restoration and seeding will begin mid-September
- c. The Park Board met on Tuesday, August 4th and discussed the following:
- Received campground manager report
 - Discussed updates to Master Park Plan
 - Tabled Brown's Park bathroom project due to bids coming in higher than expected (20% higher than expected)
 - Reviewed Parks Dept. CIP and Budget for 2021
 - Reviewed campground parking allowance
 - Discussed tree removal request in Sinclair Lewis Park
 - Recommend Kayak Rental Coupon for Centracare Employees
 - Recommend changes to how cancelled reservations are charged for ongoing reservations
- d. The EDA met on Wednesday, August 5th and discussed the following:
- Received Chamber of Commerce Report
 - Ready to review first round of Micro-Grant applicants
 - Cancelled Purse Bingo Event
 - Received report from Sauk Centre Opportunities
 - Working on potential sale of lot
 - Recommend Continuing to pursue sale of a portion of the Unger Property (near Truck Stop)
 - Reviewed Cares Act Funding Grant – applications will go live within the week. Businesses affected by pandemic can receive up to \$7,500
 - Working on SCDP loan grant for downtown business
 - Briefly discussed TIF District 1-12 and 1-13

7. ACTION ITEMS

- a. See 5a.

This action is subsequent to the Public Hearing considering the vacation of a portion of an existing utility easement over Outlot A, East River Heights.

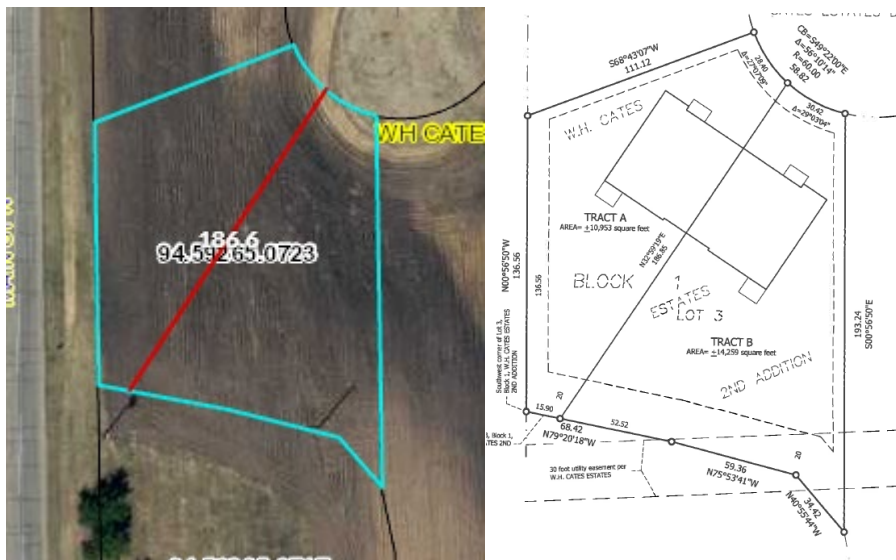
The City has considered and approved a similar application on Lakeshore Drive where a stormwater utility easement covered an entire lot where a portion was released to accommodate the construction of an accessory building.

The Council considered the conditions:

1. Legal Description be drafted by a certified surveyor/engineer.
2. Parcel to combined with adjacent parent parcel.
3. Vacation to be recorded upon the property.

Council Member Johnson introduced Resolution No. 2020-61, Resolution Vacating Utility Easement. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

- b. Brock Leagjeld, DBA Magnificent Properties LLC is requesting approval for a lot split which will subdivide his newly constructed twin home on Lot 3, Block 1, W.H. Cates 2nd Addition. This plat was approved in 2019 with the intent that the lots would be subdivided in the common wall of the proposed twin homes.



A copy of the Certificate of Survey was presented to the Council for their review. The proposed lots meet all zoning criteria as a standalone lot.

A party wall Agreement will be required to be executed as part of the subdivision and sale of the property.

Council Member Fuechtmann introduced Resolution No. 2020-62, Resolution Approving a Minor Subdivision (Lot Split) for Magnificent Properties, LLC. The motion was

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

- c. Heidi Thoennes, 918 Ash Street S, Sauk Centre is requesting a Minor Subdivision of her property to sell to the neighboring lot to the South of her.

Her property has 80 feet of frontage. She can split up to five feet off her property and still maintain compliance with zoning, which requires 75 feet of frontage.

Approval of the lot split does not guarantee approval of subsequent variance request by neighboring property.



Council Member Kelly introduced Resolution No. 2020-54, Resolution Approving a Minor Subdivision (Lot Split) for Heidi Thoennes. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Johnson and Mayor Stone. Against: None. The motion passed.

- d. Ron Nathe, 922 Ash St. South, has applied for a variance to construct a detached accessory building on his property at zero setback from the neighboring property line.

Nathe's reasoning for the zero setback request is that he would not be able to build an accessory building of his desired size (32X26) in the desired location without the variance.

The required setback is five feet from the property line on the north and also five feet from the angled line on the south. An additional consideration is the location of the powerline which requires a fifteen-foot setback from centerline or eleven feet from the nearest wire.

The request was heard by the Planning Commission acting as the Board of Adjustment at their regular meeting on July 14. The Board recommends approval of the request with the condition that he control the runoff from the structure by using gutters and downspouts.



Council Member Johnson introduced Resolution No. 2020-55, Resolution Approving Request for a Variance for Ron Nathe Jr – two feet from vertical wall. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Fuechtmann and Mayor stone. Against: None. The motion passed.

- e. At the July 15, 2020 City Council meeting, the Council approve the solicitation of quotes for the repair/replacement of the hangar door on the City’s box hangar at Sauk Centre Municipal Airport.

The existing door is failing and is requiring the use of a lift to open and close which is a large safety concern. In addition, the door is causing warping and bending of the support structure and the insulation and lining are failing. Due to these reasons, there is no viable way to repair the existing door and replacement is recommended by the Airport Board.

The recommended door is a hydraulic door lift that is self-supporting and attached to the outside of the opening. This door does not rely on the building structure for its support.

Public Works Supervisor gathered quotes from manufacturers known to supply the doors along with quotes for removal, installation and insulation with the following results:

Bidder	Amount	Adjustments	Final
Schweiss Door Company	\$20,146.00	\$7,236.88	\$27,382.88
Midland Door Solutions	\$20,168.00	\$7,236.88	\$27,404.80
Powerlift	\$19,159.00	\$7,236.88	\$26,395.88

Council Member Fuechtmann introduced Resolution No. 2020-63, Resolution Authorizing Purchase of Hangar Door. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- f. Pay Request #16 has been received from Breitbach Construction Co. This request is a result of reducing the retainage on the project from 4% to 1% with the expectation that the final pay request will be issued in the Fall with closeout of the project.

Contract Amount	\$3,213,068.25
Value Completed to Date	\$3,072,725.90
Amount Earned	\$3,072,725.90
Less Retainage	<u>-\$30,727.26</u>
Subtotal	\$3,041,998.64
Less Previously Paid	-\$2,949,001.87
Failing Tests	<u>-\$815.00</u>
Amount Due this Request	<u>\$92,181.78</u>

A motion was made by Council Member Johnson and was seconded by Council Member Leach to approve Pay Request No. 16. A vote being recorded as follows: For: Council Members Johnson, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- g. Ambulance Director, Kathy Struffert, has presented for approval the appointment of the following two EMTs for the Department:

Jackie Ostendorf	From Probationary EMT to EMTB-1
Joseph Akambase	To Probationary EMT

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the above EMT appointments. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- h. Each year Big Sauk Lake Association presents its budget proposal for 2021 for Aquatic Vegetation Management on Big Sauk Lake to the City Council. The budget is then included in the Sauk River Watershed District's budget. The 2020 Weed Survey is the basis for the budget.

Proposed budget and spray area were presented to the Council for their review.

A motion made by Council Member Kelly and was seconded by Council Member Fuechtmann to acknowledge the 2021 budget for aquatic weed management on Big Sauk Lake. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- i. See 5a.

The Public was given opportunity to ask questions and comment on the proposed Unmanned Aerial Vehicle Policy (Drone) though phone, email, or public comment at the City Council Meeting.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve the Policy in the Operation of Unmanned Ariel Vehicles. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- j. The Police Department previously hired two part time police officers to fill shifts for the Department. One of those officers is now being considered for a full-time position in a neighboring City.

Chief Friedrichs is requested permission to move forward with seeking a replacement.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve moving forward with hiring of Part-Time Police Officer. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The CARES Act Small Business Assistance Grant Program is to be rolled out to the Public early August.

The Grant Requirements are the same as those adopted by Stearns County. Applications are available for download from the City website. If Stearns County receives an application from a Sauk Centre business, they will forward to the City.

Applications will be open until the end of August at which time they will be reviewed, ranked, and recommended for payment.

9. NEW BUSINESS

- a. MnDot and the City have worked on developing a Citizen Survey to gather input on community needs and desires for the reconstruct project scheduled for 2025.

The Survey will go live in mid-August.

12. ADJOURNMENT

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