

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, SEPTEMBER 2, 2020**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 2, 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, 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, Kelly, Johnson 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 Fuechtmann to approve the August 19, 2020 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

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

Stacie Michels – 613 Lakeshore Dr. Stacie was present because of Action Item 7e – Michels Variance Request. She stated that based on the shape of her lot and setbacks, they are requesting the variance. She also stated that factors for this request include lot shape, drop-off to the lake, block neighbor view, etc.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. City Engineer Yapp reported on the following projects:

2020 CIP

- Black dirt in
- Seeding is schedule for the following week, weather permitting
- Curb to be installed in north part of project within the week with paving to follow

b. Removed from agenda.

c. The EDA met on September 2, 2020 and discussed the following:

- Welcomed new board member, Brent Lieser, Chamber of Commerce Representative

- Reviewed proposed purchase offer to purchase 10 acres of Unger Property (59 acre parcel south of town)
- Learned about Sauk Centre Opportunities project in Industrial Park
- Received update on Cares Act Small Business Grant Program

7. ACTION ITEMS

- a. With the 2020 Street Projects wrapping up, the City Council should select a date to hold the Final Assessment Hearing on the Project.

October 7, 2020 is recommended which would allow for the timing needed to advertise and send notice to the property owners of the assessment.

Council Member Leach introduced Resolution No. 2020-67, Resolution Calling a Hearing on Assessment for 2020 Elm S, Elm N and Lake Street Improvements. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Johnson and Mayor Stone. Against: None. The motion passed.

- b. Each year the City Council reviews outstanding invoices for utilities and service payments and has the option to certify these unpaid invoices for collection with property taxes.

Prior to Certification to Property Taxes, the owners of said properties are afforded the option of attending a public hearing on the proposal.

October 7, 2020 is recommended to conduct the public hearing.

Council Member Johnson introduced Resolution No. 2020-68, Resolution Calling for a Public Hearing on Proposed Assessments for Unpaid City and Utility Service Charges. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Johnson, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- c. Infants Remembered in Silence, Inc. (IRIS), a non-profit organization, is requesting that the City adopt a Resolution endorsing October 15th as Pregnancy and Infant Loss Remembrance Day.

IRIS works with thousands of people who have experienced the death of a child during pregnancy through early childhood. Bereaved parents remember these children with a 7 pm candle lighting on October 15.

October was initially proclaimed as National Pregnancy and Infant Loss Awareness month back in 1988 by President Reagan.

Council Member Leach introduced Resolution No. 2020-69, Resolution Recognizing National Pregnancy and Infant Loss Remembrance Day. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- d. Jon Ahrens, on behalf of John Meyer, has submitted an application for a Minor Subdivision. The request is to subdivide a portion of Meyer's property and consolidate or combine it with the adjacent Ahrens property.

The property is located off Park Rise Street (undeveloped Right of Way off Hickman Drive) as shown on the survey presented to the Council. Meyers is the owner of a large tract of land and Ahrens is proposing to purchase a portion of it. A copy of a Certificate of Survey was provided along with the legal description of the property to be removed from the larger tract and added to Ahrens tract.



Council Member Fuechtmann introduced Resolution No. 2020-70, Resolution Approving a Minor Subdivision (Lot Split) for John W. Meyer. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Johnson and Mayor Stone. Against: none. The motion passed.

- e. On August 18, 2020, the Planning Commission, acting as the Board of Adjustment conducted a public hearing to consider the application of Walter and Stacie Michels for a variance from the Road Right of Way to construct a detached accessory building.

The property is located at 613 Lake Shore Drive and is zoned R-1 Residential.



The property currently has a 10 X 20 detached garage (identified as shed on the attached survey) located 20' from the Road Right of Way. The request is to replace the 10 X 20 detached garage with a 28' X 42' detached garage located at the same setback. The current City Code requires a 30' setback from the road right of way.

The staff report presented to the Board of Adjustment states that granting the variance would allow the owners to avoid moving the garage further back where the lot slopes toward the lake and less ground disturbance and fill would be required. It also states moving further back would block the neighbor's view.

The application states that reasonable use of the property would be deprived if the variance was not granted because it would limit the size of the garage that could be built, would block windows of main living space and would cause possible issues with runoff to lakeshore. No specific practical difficulty or hardship was stated; however, reference was made to a large amount of fill and blockwork would be needed if the garage were pushed further back causing more land disturbance with potential runoff concerns to the lake.

Members of the Board of Adjustment were sympathetic to the neighbor and the potential impact of their view were the garage to be moved further back from the road.

One letter was received in opposition to the proposal stating no hardship would occur if the Ordinance that requires a 30-foot setback was followed, citing that it would set a precedent for any future requests.

The Board recommended approval of the Variance by a 3 – 2 vote.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2020-71, Resolution Approving Request for a

Variance for Walter G. Michels. A vote being recorded as follows: For: Council Members Fuechtmann and Leach. Against: Council Members Johnson, Kelly and Mayor Stone. The motion failed.

- f. At the August 19, 2020 regular City Council meeting, the Council adopted a Resolution Authorizing the Solicitation of Quotes for the proposed purchase of a Public Work vehicles.

Quotes were obtained through Fleet Management for both Four Wheel Drive and Two Wheel Drive vehicles with Extended Cabs and Four Doors with the following results:

Vehicle	Vendor	Amount
Dodge 1500 2WD Ext. Cab	Dan Welle Southtown	\$22,500
Chevy 1500 2WD Ext. Cab	Dan Welle Southtown	\$24,300
Ford F150 2WD Ext. Cab	John Wiese Ford	\$23,997
Dodge 1500 2WD 4 Door	Dan Welle Southtown	\$24,800
Chevy 1500 2WD 4 Door	Dan Welle Southtown	\$26,800
Ford F150 2WD 4 Door	John Wiese Ford	\$31,096
Dodge 1500 4WD Ext. Cab	Dan Welle Southtown	\$25,500
Chevy 1500 4WD Ext. Cab	Dan Welle Southtown	\$26,800
Ford F150 4WD Ext. Cab	John Wiese Ford	\$26,258
Dodge 1500 4WD 4 Door	Dan Welle Southtown	\$28,700
Chevy 1500 4WD 4 Door	Dan Welle Southtown	\$28,900
Ford F150 4WD 4 Door	John Wiese Ford	\$35,274

Public Works Supervisor Ben Clink recommended the City purchase the Dodge 4 Wheel Drive Extended Cab 2020 model from Dan Welle Southtown for \$25,500. The cost to advance from 2 wheel drive to 4 wheel drive is minimal and 4 wheel drive is often needed.

Council Member Johnson introduced Resolution 2020-72, Resolution Accepting Quote for Purchase of Public Works Vehicle. 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.

- g. Jody LaVoi submitted her resignation from the CentraCare Sauk Centre Board. LaVoi has accepted a position at CentraCare in Melrose and as such is no longer eligible to serve on Sauk Centre’s Board.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to accept the resignation of Jody LaVoi from Centracare Sauk Centre Board. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- h. With the resignation of Jody LaVoi from the CentraCare Sauk Centre Board the CentraCare Sauk Centre Board has nominated a replacement to fill LaVoi's remaining term.

Neal Linscheid has been nominated to fill the term expiring December 31, 2021.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the appointment of Neal Linscheid to the Centracare Sauk Centre Board. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- i. Aimee Goodwin has submitted her resignation from the Sauk Centre Ambulance Service effective August 27, 2020.

Ambulance Director Kathy Stuffert is recommending that Noe Zamora be appointed as a Probationary EMT contingent upon a favorable background check being completed.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to accept Resignation of Aimee Goodwin effective August 27, 2020 and approve appointment of Noe Zamora as a Probationary EMT contingent upon a favorable background check. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- j. The City previously appointed two members to the Joint Airport Zoning Board. The Board has met and will have additional meetings regarding the updating of the Airport Zoning Ordinance.

One City member, Mike Bushard, has expressed interest in stepping down from the Board.

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve Resolution 2020-73 Appointing Members (Mayor Stone) to Joint Airport Zoning Board. A vote being recorded as follows: For: Council Members Kelly, Johnson, Leach and Leach. Against: None. Abstain: Mayor Stone. The motion passed.

8. UNFINISHED BUSINESS

- a. Applications have been coming in for the CARES Acts Grants through the City's program and also online through the Stearns County Portal. City staff can access the applications on the portal for processing.

Stearns County and the cities that are processing their own applications have been meeting virtually as it is the intent of most cities to have a similar program.

Stearns County recently extended their deadline to September 18 and raised the cap on the eligible amount of the grant to \$15,000.

A motion was made by Council Member Johnson and was seconded by to Kelly to extend the deadline to September 18, 2020 and raise the limit to \$15,000. A vote being recorded

as follows: For: Council Members Johnson, Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

- b. The Budget Workshop is set for September 3, 2020 at 5:00 p.m. in the City Council Chambers.

The Council will hear the budget from Department Heads in the following order:

1. Fire – Steve Moritz
2. Ambulance – Kathy Struffert
3. Police – Joe Jensen
4. Planning – Sarah Morton
5. Public Works – Ben Clink
6. Everything Else – Vicki Willer

The Finance Committee meets on the budget on Tuesday, September 1.

9. NEW BUSINESS

- a. The 2021 proposed purchases in the 2021 proposed budget are included in the current five-year Capital Improvement Plan. However, moving forward the Plan should be amended and updated to reflect revised needs and costs.

The Council could hold a separate meeting to discuss long range purchases for the City or as an alternative forward the task to the Operations Committee.

A related item will be revising the Capital Assets Policy to more closely reflect the useful life of the City’s assets.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$48,807.38
	Paid Claims	<u>\$0.00</u>
	Total	<u>\$48,807.38</u>

- b. Gambling Application for Exempt Permit request from Punkins & Monkeys Nursery School for a raffle on October 25, 2020 at the Holy Family School.

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: Council Members Kelly, Leach, Fuechtmann, Johnson and Mayor Stone. Against: None. The motion passed.

11. INFORMATIONAL ITEMS

- a. Airport JAZB Meeting – September 9, 2020 – 5:00 p.m.

12. ADJOURNMENT

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

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

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer