

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, SEPTEMBER 18, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 18, 2019 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Joe Fuechtmann, David Thomas, Heidi Leach, Diane Kelly and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner Sarah Morton, Administrative Assistant Nicki Vogt, Public Works Supervisor Ben Clink, Police Chief Bryon Friedrichs and City Engineer Chuck Boser. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve the agenda. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Thomas 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 September 4, 2019 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly, Fuechtmann 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/AWARDS

- a. Police Chief Friedrichs presented the August 2019 Police Report stating that there were 531 ICRs and 325 Verbal Warnings for a total of 856.

Chief Friedrichs stated that the Department recently purchased a Drone to help fight crime and aid in criminal apprehension and search and rescue. The purchase was spearheaded by Schaefer's Market and many local businesses donated towards the purchase, totaling just under \$5,000. The Drone has features including two cameras, speaker, spotlight, strobe light and GPS.

- b. Public Works Director Ben Clink updated the Council on the activity of the department:

- Flashing crosswalk signs are installed and working properly
- Storm sewer outlets will be cleaned in the near future
- Asphalt patching is complete
- Class 5 will be added to streets and alleyways in need
- Sprinkler systems and park bathrooms will soon be winterized

- The Splash Pad was closed after Labor Day Weekend
 - A pollinator garden will be planted near the Indian Burial Ground. Funds for the project were received from the Conservation Club
 - The final Dry-Floor event at the arena was September 14
 - Ice will be installed in the arena the 3rd week of October
 - The outdoor skating rink has been leveled which will make liner installation easier and provide for less water usage
- c. The Airport Board met in regular session on Wednesday, September 11, 2019.
- Received Public Works Activity Report for Airport Related Items
 - Received Update from Engineer on Airport Zoning Update Project
 - Received Update from Engineer on Entrance Road Project – One remaining invoice
 - Received Report that the Runway Project has been closed and all funding reimbursed
 - Discussed potential Grant Application for Main Hangar Door Replacement
 - Recommend Airport/Park Dept. jointly purchase snow removal/lawn mowing tractor
 - Learned that the Hangars are at 100% occupancy
 - Recommend Changes to Fee Schedule for Hangars
 - Received Updated Based Aircraft Report. (23 Aircraft)
- d. The Planning Commission met on Tuesday, September 10th and discussed the following:
- Received Building Permit Report stating that there was a total construction value of \$342,591 in July and \$545,900 in August
 - Held Public Hearing for a variance request – See 7a
 - Moren/Waters fence appeal
 - Sauk Centre Mobile Home Park age of mobile home appeal – See 7b
 - LMCIT Land Use Incentive Program
 - GTS Educational Events

7. ACTION ITEMS

- a. At the Planning Commission Meeting on September 10, 2019, the Commission acting as the Board of Adjustment, conducted a Public Hearing to consider the request of Scott & Sarah Abel at Abel Chiropractic to deviate from the side yard setback requirement to construct an addition on his office building located at 735 Main Street South.

The Ordinance requirement in the RC Zoning District for a side setback is 30 feet. The request is to allow a setback consistent with the existing building at 21.8 feet which would allow the construction of an addition directly to the west of the existing building as shown on the Certificate of Survey presented to the Council.

The Planning Commission Staff Report as well as the Variance Application were presented to the Council for their review.

The Planning Commission recommended that the Variance be granted.

Council Member Kelly introduced Resolution No. 2019-61, Resolution Approving Request for a Variance for Scott A. Abel and Sarah M. Abel. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- b. At the September 10, 2019 Planning Commission Meeting the Board considered an Appeal of the Zoning Administrator's determination regarding the denial of a request to move a manufactured home into the Sauk Centre Mobile Home Park at 320 4th Street N.

The owner of the Park, Sean Ferrari, provided information to the City regarding the condition of a 1999 – 16 X 80 manufactured home that he would like to locate in the City. He requested the City consider the condition of the home rather than the age in making a decision. The City Code currently states that no manufactured home older than ten years old may be moved into the City which was the basis for the initial denial by the Zoning Administrator which was upheld by the Planning Commission.

Due to the Planning Commission's denial of his request, he is now appealing their decision to the City Council again imploring that the Council consider the condition rather than the age of the home and allow him to move the home into the City.

The homes currently in the Park range from 1964 to 1992 models with the majority of the homes constructed in the 1970s. This home would be an average of thirty years newer than those currently in the Park and is constructed to a much higher standard with 2 X 6 walls, a shingled pitched roof and vinyl siding.

It is the intent of the Ferrari to continue to upgrade the homes in the Park; however, the ten-year-old rule is very restrictive and puts the cost point too high, especially with the newer construction standards.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to table this request and hold a Public Hearing to potentially make changes to the Ordinance at a future meeting. A vote being recorded as follows: For: Kelly, Fuechtmann, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- c. The City Council previously authorized the purchase of a Chassis for the proposed replacement of the 1990 Grass Rig for the Fire Department. The second portion of the purchase is for a Grass Rig Platform. The Platform to include a skid that attaches to the chassis and includes the pump, hoses, tank and storage.

The specifications presented to the Council outline the requirements of the Department.

Council Member Thomas introduced Resolution No. 2019-62, Resolution Approving Plans & Specifications for Grass Rig Platform & Advertising for Bids. The motion was seconded

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

- d. With the end of the 2019 Camping Season near, Seasonal Campers with a desire to return in 2020 will be looking to renew their Camping Agreement.

The Seasonal Camping Agreement has been revised and submitted to the League of Minnesota Cities for legal Contract Review and their recommendations have been included in the Agreement.

The format of the Agreement has changed. The substance of the Agreement that is recommended by the Park Board to be changed includes:

- Language that the Agreement can be terminated by the City for any legal reason.
- Strengthens language that renewal is not automatic and that the City has right to decline to renew.
- Two Pets per campsite
- Authorizes use of golf carts
- Adds language that Campground does not provide mowers and tools for Seasonal Campers' use.
- Restricts vehicles to two per site plus the camping unit.
- Quiet time 10:00 p.m. to 8:00 a.m. (Was 11:00 p.m.)
- Adds insurance and indemnification language

The Park Board also recommends that the Seasonal Rate be increased to \$2,000.

2019 Rates:

| | |
|-----------------------------|-----------------------------|
| Sinclair Lewis CG | \$1,800 Inclusive |
| Saukinac | \$1,750 PLUS Electric |
| Shady Rest (Villard) | \$2,250 |
| Riverside Resort (Richmond) | \$3,655 |
| Midway Beach (Osakis) | \$2,600 |
| Camp S'more (Long Prairie) | \$1,465 |
| Oak Park (Garfield) | \$1,850 PLUS \$150 Electric |
| Broken Arrow (Alexandria) | \$2,550 |

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the Seasonal Camping Agreement with the above noted changes, however, quiet time to remain at 11:00 p.m. 2020 rate to be \$2,000. A vote being recorded as follows: For: Council Members Kelly, Thomas, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed.

- e. Public Works Supervisor Ben Clink will have been with the City one year on October 1, 2019. A review of Ben's work has been performed and a Performance Review worksheet was provided to the Personnel Committee for comment.

The following six areas were reviewed:

- Job Knowledge
- Administrative Skills
- Internal Relations
- External Relations
- Human Resources
- Problem Solving

As a result, the following synopsis was developed:

- Receptive to ideas and implements direction in a timely manner.
- Interacts with the public positively.
- Leads by example.
- Has developed the respect of his co-workers and subordinates.
- Follows through on tasks.
- Brings to the table job knowledge and an analytical mind for calculating quantities and costs.
- Researches ways to improve processes and improve ways to utilize existing resources.
- Ask questions.

Ben has exceeded the benchmarks that were expected to be reached after one year of employment and has an overall ranking of Superior. Due to this ranking, City Administrator Willer recommended that Clink advance from Step 1 to Step 3 of the Pay Scale.

A motion was made by Council Member Thomas and was seconded by Council Member Fuechtmann to approve Step Advancement of Ben Clink from Step 1 to Step 3 effective October 1, 2019. A vote being recorded as follows: For: Council Members Thomas, Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

- f. With the Winter Season approaching, Public Works Supervisor Ben Clink is requesting the appointment of the following seasonal staff.

| | | |
|---------------------|----------------------|--------------------|
| Mike Anderson | Arena | Step 4 |
| Tom Broman | Arena | Step 1 (continued) |
| Duane Waletzko | Arena | Step 2 |
| Dennis Christianson | Outdoor Rink/Streets | Step 8 |

Because some of the above are available for very limited hours, Clink is requesting that one additional seasonal be added.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the above seasonal appointments and authorize advertisement for an additional seasonal employee. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- g. One of the items discussed with MnDot regarding the 2024 T.H. 71 Reconstruction Project included the need for stormwater treatment north of the river.

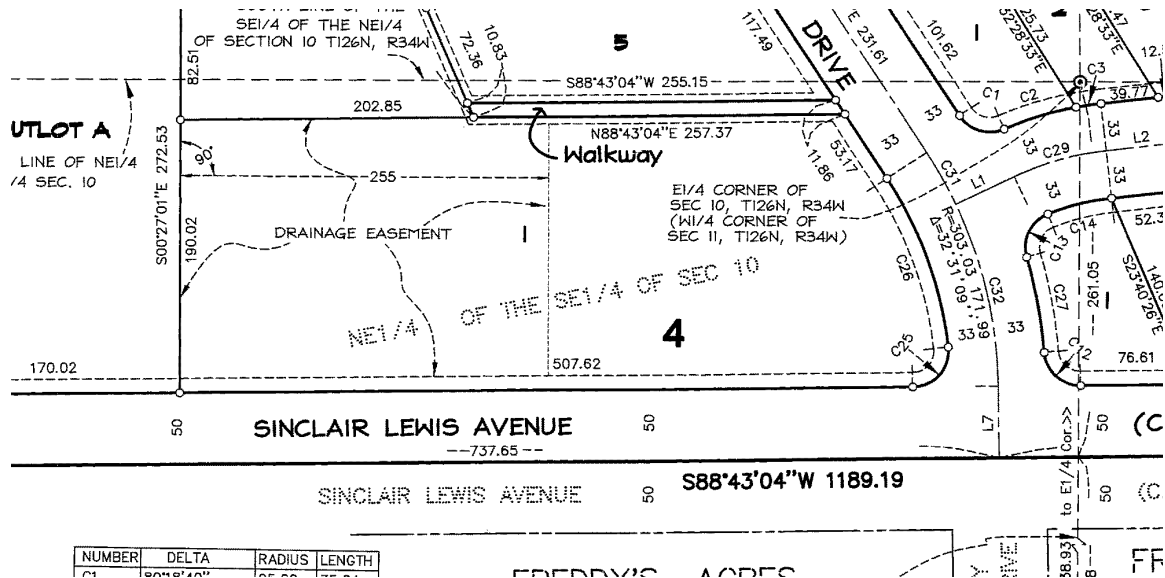
A piece of property is on the market now that would be a viable location. The property is listed for \$17,500. The City has available funds in the Stormwater Utility fund to purchase the land for this future use.

- The property is adjacent to City property between 1st St. N. & 2nd St. N.
- The City currently has a storm line that runs diagonal across the property
- The property is located in a flood plain so cannot be developed for another purpose without significant filling.



Council Member Leach introduced Resolution No. 2019-63, Resolution Authorizing Purchase of Real Estate. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- h. John Felling is the owner of Daybreak Place, Block 4, Lot 1. The City has a drainage easement over the west half of the lot. Felling is proposing to donate the easement area to the City. In order to accept the donation, a lot split would need to be approved and a Deed prepared for execution.



Council Member Kelly introduced Resolution No. 2019-64, Resolution Approving A Minor Subdivision (Lot Split) for Morningview Properties, LLC. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- i. At the September 4, 2019 Council meeting Chief Friedrichs noted that the Mutual Aid Agreements within Stearns County were up for renewal so that all jurisdictions have the same agreement.

The Agreements were presented to the Council for their review.

Council Member Thomas introduced Resolution No. 2019-65, Resolution by the City of Sauk Centre Promoting the Use of Intracounty Mutual-Aid Agreements. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Thomas, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- j. Public Works staff has completed the removal of the wooden play structure at Jaycee Park and installation of the new structure.

Public Works would like to offer the wood structure for sale to the highest bidder. In addition, Public Works has a three-point sprayer that is no longer needed or used that they would like to sell.

Council Member Kelly introduced Resolution No. 2019-66, Resolution Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- k. Over the Summer, Public Works installed new waterlines, parking pads and electric to four sites in the Campground which was very well received.

Public Works Supervisor obtained quotes for the installation of pads, water, and upgraded electric to the lake sites (1-21). These sites are unlevel, the utilities are located along the roadway making it difficult to hook up if backed in, and some of the sites get mushy due to the location by the lake. In addition, the electric is not 50 amp.

The total cost of the upgrades is estimated at \$25,000. This includes approximately \$17,000 for the electric work upgrading all the sites to 50 amp so they will have a 50/30/110 service. Installation is required by an electrician. Water lines to be installed by Public Works, and the installation of crushed asphalt pads by a local contractor with the proper equipment. The funds for the installation are available from current year Campground Revenues. The work is proposed to be completed once the Campground closes for the season on September 30.

Council Member Leach introduced Resolution No. 2016-67, Resolution Approving Campground Improvement Project. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- l. During the budget cycle, the Council discussed the possibility of purchasing some equipment in 2019 that would otherwise be delayed to 2020. This to be done if the current year budget allowed.

One of the pieces of equipment that has been heavily used and therefore has been costing the City repairs and maintenance costs above normal is the Bobcat Toolcat. Due to the costs to keep the equipment running, staff is requesting approval to solicit quotes for the replacement of the Toolcat with funding through the Parks Department.

The current year budget for the Park Department includes \$15,000 for equipment and \$28,000 for a vehicle. Neither of these two budget items have been utilized. It is anticipated that with a trade of the old Toolcat, a new Toolcat can be purchased and stay within the budget.

Council Member Kelly introduced Resolution No. 2019-68, Resolution Approving Specs and Authorizing Advertisement for Bids for Tool Cat. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- m. The Airport Board, at its September 11, 2019 regular meeting discussed the need for snow removal equipment. Snow Removal equipment is included on the Airports 20-year Capital Improvement Plan; however, it has not been selected for funding by MnDot Aeronautics.

The Board is recommending that the City purchase a tractor/snowblower/mower with existing funds outside the Grant Process so that the equipment would not be restricted for use at the Airport only which is what would happen if purchased with grant dollars. The

Parks Department would share in the cost of the purchase through the trade-in for the existing New Holland Tractor and Ford Tractor Mower.

It is anticipated that the difference between the trade and the cost would be approximately \$29,000. These funds are available in the Airport Fund. Funds were transferred annually into the Project Fund for the Runway Project. Once the project closed out, excess funds transferred over what was needed will be transferred back into Airport Operating which would be used for this purchase.

By structuring the purchase this way, all Departments of the City would be able to use the equipment.

Council Member Thomas introduced Resolution No. 2019-69, Resolution Authorizing Advertisement for Bids for Airports/Parks Tractor. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- n. The Sauk Centre Public Utility Commission (PUC) previously obtained a variance allowing for the construction of a new Warehouse on public property directly to the East of their existing office/warehouse. The building to be used as an Electric Warehouse replacing the existing warehouse located adjacent between Pine and Birch Street N.

Upon completion of the new warehouse, the PUC was to demolish the old building.

Police Chief Bryon Friedrichs has requested that the City and PUC allow him use of the building for the storage of forfeited vehicles. Friedrichs has been researching and planning for an indoor or outdoor facility to store forfeited vehicles, but is waiting for final word on the Legislature on the future of the Forfeiture Statutes. There is the possibility that the Forfeiture Process will be severely restricted or eliminated and as such Friedrichs would like to wait until the future is known before expending funds for this purpose.

The PUC has agreed to allow the use of the facility once vacated; however, the City would need to delay the demolition requirement.

Council Member Fuechtmann introduced Resolution No. 2019-70, Resolution Amending Terms of a Condition of a Variance Issued to Sauk Centre Public Utilities. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Fuechtmann, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- o. Pay Request #12 has been received from Breitbach Construction Co.

| | |
|-------------------------|----------------|
| Contract Amount | \$3,213,068.25 |
| Value Completed to Date | \$2,693,831.24 |
| Amount Earned | \$2,693,831.24 |

| | |
|-------------------------|------------------------|
| Less Retainage | <u>-\$134,691.56</u> |
| Subtotal | \$2,559,139.68 |
| Less Previously Paid | <u>-\$2,210,048.04</u> |
| Amount Due this Request | \$349,091.64 |

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve Pay Request No. 12 to Breitbach Construction Co. in the amount of \$349,091.64. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. Removed from agenda.
- b. City Engineer Chuck Boser updated the Council on Capital Improvement Projects:

North Project:

- Class 5 has been placed on Country Club and Lakeshore
- Phase 1 of wear course started
- Topsoil will be complete within the next week

Getty Street:

- Final walkthrough has been complete
- Retaining wall complete
- Final papers will be signed and Final Pay Request will be submitted

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

| | | | |
|----|----------------------|---------------------|-----------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$519,748.47 |
| | | Paid Claims | <u>\$1,204.23</u> |
| | | Total | <u>\$520,952.70</u> |
| b. | August Checks | Paid Claims/Payroll | <u>\$1,260,257.67</u> |

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

11. INFORMATIONAL ITEMS

None.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer