

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, OCTOBER 21, 2020**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, October 21, 2020 at 6:30 p.m. due notice being given thereof. Present were Council Members Joe Fuechtmann, Diane Kelly, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Public Works Supervisor Clink, City Planner Morton, Police Sergeant Joe Jensen and City Engineer Yapp. Mayor Stone presided thereat. Council Member Johnson was absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the October 7, 2020 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Leach, Kelly and Fuechtmann. Against: None. Abstain: Mayor Stone. Absent: Council Member Johnson. 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 September Police Report stating that there were 194 Verbal Warnings and 541 ICRs for a monthly total of 735.

Jensen also reported the following:

- The night crew continues to check doors on businesses in town to be sure they are secured. There were 3 open doors in September.
- After 5 p.m. the department responded to 10 dog calls, which is an increase from previous months.
- 5 thefts relating to political signs.

- b. Public Works Supervisor Ben Clink reported on the Public Works Department Activities as follows:

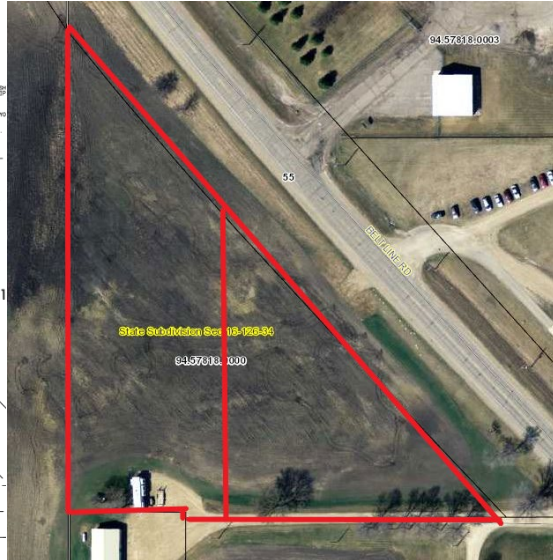
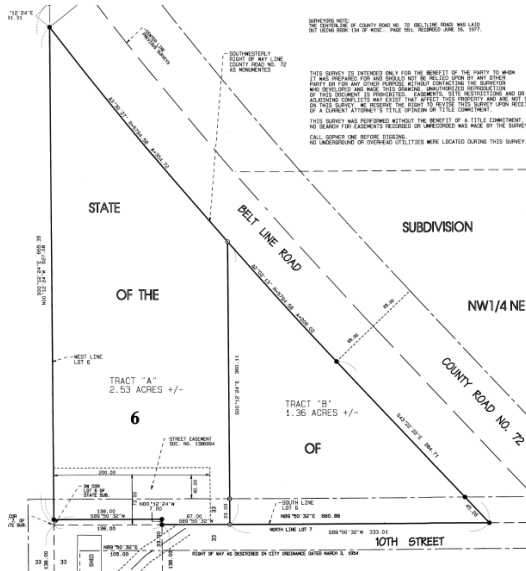
- Work completed at outdoor rink including light upgrades, new concrete entrance pads and new covered entrances
- Airport hangar door installed with all necessary work complete

- Ice has been installed in the civic arena. Hockey practice started October 17th
 - Two arena bathrooms received new partitions (downstairs) with the two upstairs bathroom to be completed in the near future
 - All park bathrooms, sprinklers systems, etc. have been winterized
 - All docks have been pulled out for the season
 - Picnic tables have been put in storage for the winter
 - Street sweeping is in progress as weather allows
 - Truck DOT completed early October
 - Final tar patching the first week of October
 - Started running new water line in the campground on 10 seasonal sites
 - Corrected some pad issues in Sinclair Lewis Campground
 - Used new snow pusher and it worked well and saved time
- c. Ambulance Director Kathy Struffert presented the Third Quarter Ambulance Report as follows:
- July total calls – 82
 - July total billed - \$79,719.00
 - August total calls – 86
 - August total billed - \$81,323.20
 - September total calls – 67
 - September total billed - \$69,459.60
 - LUCAS was used 3 times in the third quarter
 - COVID has affected service with call numbers being down
- d. Challenge Park Committee Representatives Brenda Jennissen and Mark Klaphake updated the Council as follows:
- Fundraising going well and the Committee is confident all funds will be raised
 - The Equipment Manufacturer applied for a grant, which was received in the amount of \$18,000. To pursue the grant, the equipment must be purchased by the end of October, 2020 – See 7h
 - Sauk Centre Community Foundation has been the fiscal host for fundraising dollars

7. ACTION ITEMS

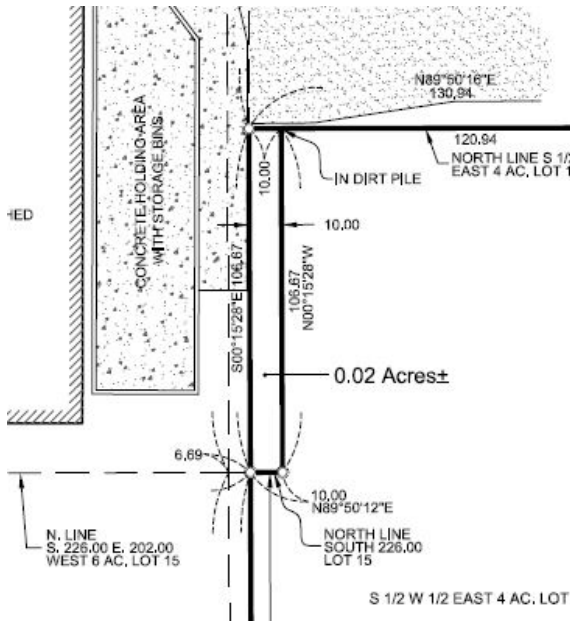
- a. LeRoy H. Moritz applied for a minor subdivision of a parcel of land owned by him at 1128 10th Street S.

The parcel is to be divided into two parcels. Each parcel meets the minimum standards for a stand-alone parcel of land according to the zoning map. A full survey was presented to the Council for their review.



Council Member Fuechtmann introduced Resolution No. 2020-86, Resolution Approving Minor Subdivision (Lot Split) for Leroy H. Moritz. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- b. Roger Schwinghammer, 731 12th St. S, entered into an Agreement with Nutrien Ag, to sell a 10' X 106.67' sliver of property off the NW corner of his parcel. If approved, this piece would be combined with the Nutrien Ag parent parcel and allow for the proposed construction of a concrete containment storage area to house tanks.

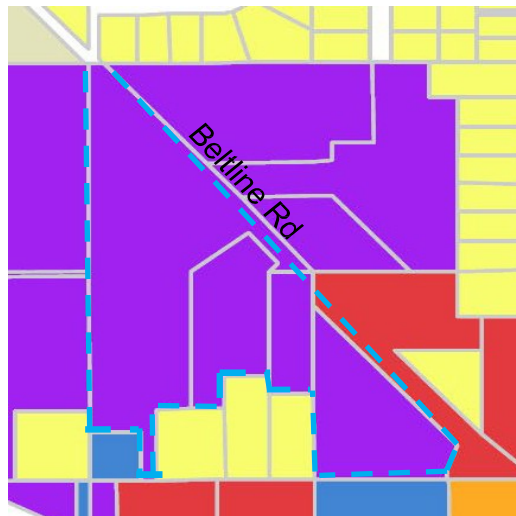


Council Member Kelly introduced Resolution No. 2020-87, Resolution Approving Minor Subdivision (Lot Split) for Roger J. Schwinghammer. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- c. Nutrien Ag Solutions has applied for a Zoning Map Amendment to “rezone” all of its currently owned parcels to I/C Industrial.

A copy of the existing and proposed zoning map was presented to the Council for their review.

The Future Land Use Map adopted as part of the Comprehensive Plan Update anticipates that all of the Nutrien Ag properties will be zoned I/C as shown below outlined by a dotted line.



It was noted that because this change moves property into a more restrictive District, a 4/5th majority of Council members voting in favor must be achieved.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Ordinance No. 796, An Ordinance of the City of Sauk Centre Amending the Official Zoning Map of the City as Outlined in Section 156.036 of the City Code. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- d. Nutrien Ag Solutions, LLC located at 801 Beltline Road requested a variance from the side yard setback requirement of fifteen feet. The request is to allow a concrete pad to be constructed zero feet from the side yard. This application is a part of a three-part application procedure where Nutrien Ag purchased a ten-foot sliver of property from Schwinghammer, rezoned it to I/C Industrial and is proposing to pour the concrete pad at

up to zero feet from the newly established lot line. The purpose for the pad is for access for loading and unloading fertilizer from the fertilizer tanks in the newly constructed containment structure.

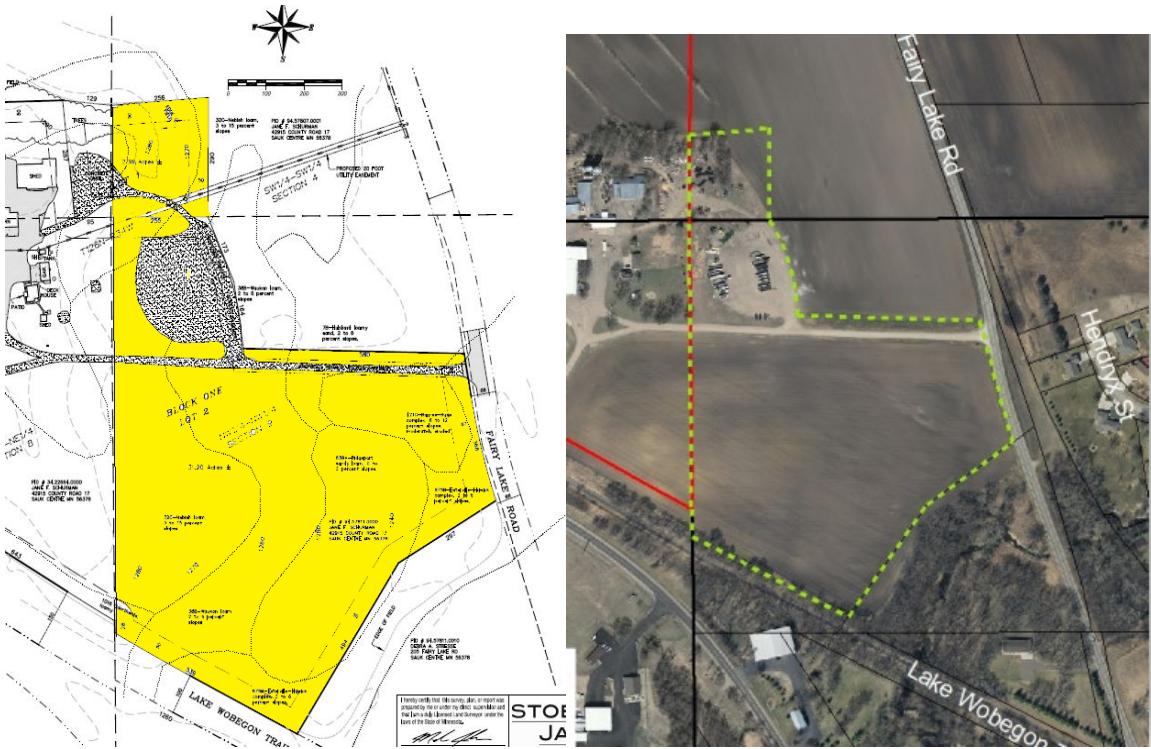
The Planning Commission recommended approval stating that approval will not affect public health, welfare and safety and will not be detrimental or injurious to property or improvements in the neighborhood because it will allow for access and runoff control from the property.

Council Member Kelly introduced Resolution No. 2020-88, Resolution Approving Request for Variance for Nutrien Ag Solutions. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- e. Jane F. Schurman, 42913 County Rd 17, is the owner of the property highlighted below. A portion of the property lies in the City and a portion in the Township. Schurman is proposing to plat a portion of the farm homestead into two lots. Because a part of the homestead crosses into the City limits (shown in pink) she is requesting that the City permit the detachment of 19.6 acres to allow for the plat to be approved.



A copy of the Preliminary Plat was presented to the Council, which has been approved by Sauk Centre Township and is currently proceeding through the process at Stearns County Planning and Zoning. The County is requiring the Township Plat to include additional property in the farmstead for impervious coverage and access purposes.



Council Member Fuechtmann introduced Resolution No. 2020-89, Resolution of the City of Sauk Centre Concerning Detachment of Certain Land Pursuant To MN Stat §414.06. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- f. The third round of Grant Requests are recommended for approval. This is the final round of payments, unless extended.

The first-round totaled \$116,923.72

The second-round totaled: \$152,889.50

The third-round totals: \$25,051.00

Mustang Bar
Titanium (ProFusion)
AB Salon and Massage

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Round #3 of CARES Act Business Relief Payments. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- g. The City has been remitting the majority of funds it received from the CARES Act distribution directly to businesses impacted by the shutdown. The requests received when

coupled with the City's own reimbursement have exceeded the funds received. The Stearns County Board of Directors has agreed to supplement the funding and provide the City with up to an additional \$53,000 of its allocation.

A Subrecipient Agreement outlines the expectations of the County. The funding is in the form of a Grant that does not require repayment. The City will add the funding to its grant for reporting purposes and the City will assume responsibility for legal distribution of the funds.

Upon receipt of the Agreement, the County will send the funding directly to the City on their next distribution date.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to authorize the execution of the Subrecipient Agreement with Stearns County. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

h. See 6d.

This agenda item officially approves the purchase and installation of the Challenge Park Equipment as presented by the Committee.

The Cost of the equipment is \$224,508.89 after the application of the \$18,500 grant from Minnesota Wisconsin Playground.

Additional costs will be the installation cost (\$24,000), the relocation of the basketball court, site preparation (removal of asphalt and subgrade) installation of concrete border, sprinkler removal and relocation, site restoration and electrical work.

Funding has been secured through a variety of methods including multiple grants and donations.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2020-84, Authorizing Purchase of Equipment and Acceptance of Grant. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

The next step is to pay for the equipment costs and invoice the Community Foundation for those funds, which are currently held in a designated fund.

Balance of costs will be incurred in the Spring during construction and installation.

i. After each election where the City has a candidate or a ballot question, the Council must certify the election results also known as "canvassing" the results. This certification must occur within ten days after the election.

Election law changed for 2020 by including ballots mailed and postmarked on election day. Previously the ballot had to be received by election day. Because of this change, the results cannot be finalized for an additional seven days to allow for the mail to be received. This leaves November 11 as the first date available to certify results. Because November 11 is a legal holiday, (Veterans Day) a meeting cannot be held to certify the results, therefore the County will meet on Thursday, Nov. 12 and will provide the City with its results. This leaves Friday, November 13 as the only date available for the City to certify. The County has requested that the City meet as late on Friday as practical to allow the County enough time to complete its work.

By general consent, the Council will certify election results on Friday, November 13, 2020 at 3:00 p.m.

j. At the October 7, 2020 City Council meeting, the Council adopted the Assessment Roll for the 2020 Street Projects. One owner objected to the assessment of the Elm St. South project due to various concerns and questions that he had on the project. Those items have been addressed.

a. Sidewalk Warranty

Two years is the standard warranty for a project such as this.

Owner wants to be sure that the area of damage is on punch list – it was confirmed that it is on punch list

b. Concerns on being charged for street opening in future if he upgrades service line to house.

The service stub is updated to the house side of the sidewalk. A street opening would not be needed to access the service stub.

Owners concern is if he hires a contractor that can't complete it without opening the street. Engineer Yapp stated there is no reason to open street when the service stub is already new to property.

c. Questions on assessment for intersection realignment

The intersection realignment cost is included in the street cost which is paid 50% by the City and 50% assessed (25% to each side of the street).

d. Opposition to procedure for turf establishment

The City retains (holds back) payment of 5% on the project to ensure that the turf establishment is satisfactory.

e. Questions on payment of assessment and interest rate.

The assessment can be paid over ten years with property taxes at a 4% interest rate. Payment can be made in full at City Hall before November 15 to avoid interest charges.

f. Private Sewer Line Installation.

There was a misunderstanding where the Owner understood that the City/Contractor would arrange for and install his private line after he spoke with the City's Contractor on site. The City's Contractor had referred to another contractor who

met with the owner and did not proceed due to the line travelling under the house and requiring directional boring which would need to be done by a boring company. Owner ultimately decided not to proceed and to utilize his existing private line which was hooked up to the new service line at the property line.

Council Member Leach introduced Resolution No. 2020-90, Resolution Adopting Assessment Roll for 2020 Improvement Project. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- k. With the adoption of Assessments for the 2020 Street Projects, the option of deferring the assessment for various reasons was presented to the property owners.

Two deferrals are presented for approval.

1. Jason Ebensteiner – **\$8,239.69** - Elm St. N. (Deferral due to disability)
2. Dana Boshee – **\$1,122.98** Elm St. S – West Side (Deferral of Sanitary Sewer Assessment until development)

The Disability Deferral remains in effect until the property is no longer the homestead residence of the applicant.

The Development Deferral remains in effect until one of the following happens:

- a. Property is Sold
- b. Property is hooked up to sanitary sewer.
- c. Ten years.

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

- l. The Sauk Centre Police Department has established Protocols and Procedures for conducting its work.

An updated Policy was presented to the Council that establishes guidelines for eyewitness identification procedures. These Procedures outline how eyewitness evidence will be collected and maintained and creates consistent guidelines for all staff to follow.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the Policy on eyewitness identification procedures. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- m. With the ongoing need for updating of the Council Chambers Audio Equipment and also requests that the City live stream meetings and trainings, quotes were sought to the upgrade and expansion of the existing system.

Marco, who is the installer of the City’s surveillance system presented a proposal that will utilize and expand upon the City’s existing equipment rather than purchase all new equipment in an effort to minimize costs.

The proposal was submitted with options for expansion in the future. A copy of the proposal was presented to the Council for their review.

It was recommended that the City proceed with the base installation plus Option 1, which includes a camera system to allow for Zoom meetings and online streaming whenever needed. Project is eligible for CARES Funding.

Vendor	Products	Net
Marco, Incorporated	Base Plus Option One	\$19,024.31

Council Member Leach introduced Resolution No. 2020-91, Resolution Authorizing Purchase of Updated Audio-Visual Equipment. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

8. UNFINISHED BUSINESS

- a. Meeting was cancelled due to the Teamsters Representative being quarantined.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$60,842.41
		Paid Claims	<u>\$8,432.50</u>
		Total	<u>\$69,274.91</u>

b.	September Checks	Paid Claims/Payroll	<u>\$850,536.97</u>
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- c. Resolution No. 2020-92 Resolution Accepting Contributions.

Sauk Centre LARKS	\$250.00	Police Dept.
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- d. Gambling Application for Exempt Permit request from Holy Family School for a raffle on December 16, 2020 at the Holy Family School.

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

The Council thanked Sauk Centre LARKS for their donation.

11. INFORMATIONAL ITEMS

- a. Election Day November 3, 2020. Early voting starts Tuesday, October 27, 2020 for City residents.

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 Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. 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