

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 20, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 20, 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 Planner Sarah Morton, Administrative Assistant Nicki Vogt, Police Sergeant Joe Jensen and City Engineer Chuck Boser. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Leach and was seconded by Kelly to approve the November 6, 2019 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, 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

- a. Police Sergeant Jensen presented the October 2019 Police Report stating that there were 118 Verbal Warnings and 449 ICRs for a monthly total of 567.
- b. City Planner Morton reported on the November 12, 2019 Planning Commission meeting where they reviewed the 2019 Building Permit Reports and held a Public Hearing regarding a Commercial Accessory Building. See 7g.
- c. Mark Maloney of MN National Agency reviewed the 2020 Insurance Renewal for the City. This renewal is for property and liability insurance.

The Council was presented with a document titled “LMCIT Liability Coverage Options” explaining additional umbrella insurance the City has purchased in the past.

Mr. Maloney is requesting action from the Council on whether they wish to waive the statutory tort liability limit and if they wish to purchase excess liability coverage.

Waiving the limit and purchasing excess liability insurance increases the City's coverage to \$3,000,000 per incident in event of a claim.

Absent the waiver and extra coverage, the limit for tort liability purposes is \$500,000 for a single claimant and \$1,500,000 per incident.

See 7a.

7. ACTION ITEMS

a. See 6c.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to waive the limit and purchase excess liability. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

b. During the budget process for 2020, Ambulance Director Kathy Struffert included dollars for potential pay increases for the Department.

A ten percent increase is proposed for the EMT's to keep the rates competitive with other employers. In addition, the Director's and Training Coordinator pay is also proposed to increase by 15% to keep the rates above the EMT's, especially the Training Coordinator's whose pay would otherwise be below the EMT rates.

The increases are included in the 2020 budget and will be covered by ambulance revenues. The fiscal impact fir \$22,108.

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

c. The following is the uncollectible accounts to be removed from the accounting system and written off including sending to Stearns County to be certified to taxes, sending to collections, and writing off as bad debt.

The totals include	Sent to Collections	\$4,638.43
	Removed/Corrections	\$332.37
	Certified to Taxes	<u>\$421.08</u>
	Total Adjustments	\$5,391.88
	Fees for 5 Certified	<u>500.00</u>
	Total	<u>\$5,891.88</u>

Council Member Thomas introduced Resolution No. 2019-91, Resolution Approving Adjustments to Accounts Receivable. The motion is 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. The Stearns County Attorney's Office has released the following forfeited vehicle:

2000 Chevrolet Camaro

Council Member Fuechtmann introduced Resolution No. 2019-92, Resolution Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- e. The City contracts with the Stearns County Attorney for criminal prosecution services. The contract is up for renewal and the renewal rate for 2020 remains unchanged since 2015 at \$30,000. The 2021 rate will increase to \$31,500.

A motion was made by Council Members Kelly and was seconded by Council Member Leach to approve the Contract renewal for Criminal Prosecution Services. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- f. Timothy Duvall previously worked for the Sauk Centre Ambulance Department as an EMT. He left the Department to take a Full Time EMT Position with the Glenwood Dept. who would not allow him to work for another Agency Part Time concurrently. Duvall has now accepted a position with the Monticello Dept. who will allow him to work for another Agency on a part time basis.

Ambulance Director Kathy Struffert is requesting that Timothy Duvall be reinstated as an EMT with the Sauk Center Department effective immediately.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve the appointment of Timothy Duvall at the probationary rate. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- g. The Planning Commission acting as the Board of Adjustment held a public hearing on November 12, 2019 to consider an application for a variance from the rear property line on property located at 1020 Main Street South which is currently owned by Matthew Hill.

The property is located in a C-2 General Business zoning district and abuts residential property on the rear (west) side of the property. Because the Commercial property abuts residential property the more restrictive rear setback must be met which in this case is 30 feet. The request is for a rear setback of five feet to allow the construction of a 60 X 70-foot cold storage commercial building.

The request for the variance is to allow the structure to be pushed further to the back of the lot to allow more room to maneuver trucks and trailers in the front of the building.

A copy of the application and staff report from the public hearing was presented to the Council for their review.

The Board of Adjustment is recommending approval of the variance request with six findings and three conditions.

The conditions are as follows:

1. The property pins to the West be located and marked by a Land Surveyor.
2. A completed Erosion Control Plan to be submitted and approved by the Public Works Supervisor.
3. A completed Stormwater Control Plan to be submitted and approved by the Public Works Supervisor.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve Resolution No. 2019-93, Resolution Approving Request for a Variance for Matthew E. J. Jill, along with the ability to reserve the right to review the stormwater within one year to make changes, if necessary. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. At the November 6, 2019 Council Meeting, the Council denied a request to conduct a speed study on East River Circle. At that meeting, the Council asked the cost of a speed study. The Council was informed that MNDOT conducts these studies at no cost to the City
- b. The City Council previously reviewed the following potential 2020 Improvement Projects.
 1. Elm Street N from 4th to Lake Street
 2. Lake Street
 3. Elm Street S from 4th to Grove Lake Street
 4. Arena Parking Lot
 5. 10th Street S from Centre to Beltline

At the meeting the Council stated they would like to consider all of the above projects, pending funding.

If the Council determines to proceed, it would need to be sure that at least 20% of the overall project costs for a potential bond be covered by Special Assessments in order for the to proceed.

If the Council decides to move forward with the project funding could be obtained through the issuance of a bond at approximately 2.5%.

Another option would be internal funding. This would be a “loan” from the Hospital Fund to the Project Fund to be paid back with interest over a period of years. The City currently

has CDs that are maturing over the next year and could cash those in to fund the project. The council would have to levy each year for the next ten years to replace those dollars (depending upon total amount).

The CDs that are maturing with the lowest interest rate include those held at the local financial institutions which would mean the City would be pulling those dollars out.

If the City would prefer to bond for the project instead, the City would re-invest the CDs.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve Resolution No. 2019-94, Resolution Ordering Preparation of Feasibility Report for 2020 Improvement Projects including Elm St. N., Lake Street, Elm Street South, Tenth Street South and the Arena Parking Lot. A vote being recorded as follows: For: Council Members Thomas, Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. The motion passed,

City Engineer Chuck Boser stated that they should be able to complete plans prior to March bidding.

9. NEW BUSINESS

- a. City Attorney Tom Mayer will be retiring effective the end of the 2019.

Staff has begun the process, in conjunction with the Public Utility, of soliciting individuals/firms who may be interested in providing this service.

The City utilizes the Attorney for legal advice in the following areas:

- o Real Estate Sale/Purchase
- o Easement Development
- o Personnel
- o Economic Development/ TIF/Abatement
- o Nuisance Enforcement
- o Platting
- o Special Assessments
- o Policy/Contract Review

By general consent, Staff was directed to collect information regarding eligible firms and report back to the Personnel Committee.

Action for appointment could occur in January.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a. Schedule of Claims	Unpaid Claims	\$23,925.24
	Paid Claims	<u>\$0.00</u>
	Total	<u>\$23,925.24</u>

b. October Checks Paid Claims/Payroll \$647,88295.

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

11. INFORMATIONAL ITEMS

- a. Visit Sauk Centre Representative Pam Borgmann invited the Council and citizens to the Country Cat Snodown Racing Festival on Sauk Lake December 28, 2019. Racing to begin at 11 a.m. A warming zone, food and two race tracks are provided.
- b. Charter (Spectrum) lineup changes.
- c. Truth In Taxation meeting is scheduled for December 4, 2019 at 6:30 p.m.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer