

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, DECEMBER 4, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 4, 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, Police Chief Bryon Friedrichs, Police Officer Dustin VonWahlde and City Engineers Keith Yapp and Chuck Boser. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Fuechtmann and was seconded by Kelly to approve the November 20, 2019 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

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

None.

**5. REPORTS/PRESENTATIONS**

- a. Dr. Mary Thomas noted that she was at the meeting to present Lifesaving Awards to individuals for lifesaving measures performed in a pre-hospital setting. On November 12, 2019 Officer Dustin VonWahlde noticed a vehicle stopped with the driver slumped in the seat and the passenger exiting the vehicle. VonWahlde approached the vehicle and then dispatched Sauk Centre Ambulance. The victim was not responsive. Chief Friedrichs arrived on scene. CPR started and the AED was used. The EMT crew of Jesse Hoppe, Quint Swedenburg and Kathy Struffert arrived at which time they attached the LUCAS device and continued to transfer the victim to the Emergency Room. At the hospital, a stronger pulse was obtained and gentleman was airlifted to St. Cloud Hospital. Patient was determined to have had a heart attack.

Ashley Amelung thanked all of the individuals involved in saving her husband's life.

- b. The Park Board met on Tuesday, December 3 and discussed the following:

- Received updated fundraising report from the Fitness Park Committee. The Park is 75% funded with three remaining grant applications upcoming.
- Outdoor rink liner is being installed.
- Outdoor rink furnace has been repaired.

- Bids are being solicited for the installation of the beach.
- Two docks were purchased for Sinclair Lewis Park/Campground.
- Campground upgrades are complete (pads and water/electric upgrades).
- Recommending purchase of skid loader – see 7i.
- Recommended road closure for Sno-Down events in December.
- Reviewed tree policy updates, Little Red Schoolhouse relocation, Towerview Ball Park Conversion.
- CentraCare has future donation for watercraft in the Park which will be discussed at a future meeting.
- Received \$30,000 grant for replacement of Ash Trees.

c. The EDA met on Wednesday, December 4<sup>th</sup> and discussed the following:

- Received Chamber Report – Annual Dinner January 6, 2020.
- Sauk Centre Opportunities is working on sale of their lots in the Industrial Park.
- Railroad Property update first lot is under construction. Final Plat will be recorded before December 31<sup>st</sup>.
- Cates Estates Developer has sold first lot. Special Assessment has been paid with the sale.
- Felling Office Building TIF District has been finalized through the State of MN. First payment will be received in 2020.
- A new business is seeking a TIF District for an upcoming project – more information to come early 2020.
- Recommending approval of TIF PAYGO payment – See 7l.

d. City Engineers Yapp and Boser provided the City with the 2020 Public Improvement Feasibility Report for the project segments including 1) Elm St. N & Lake St. N. 2) Elm St. S. 3) 10<sup>th</sup> St. S. and 4) Civic Arena parking lot.

**Elm St. N & Lake St. N:**

- Proposed new utility information
  - Sanitary main – 8”
  - Sanitary services – 4” PVC
  - Water main – 8” PVC
  - Water services – 1” Copper
- Proposed new street information
  - Concrete curb – B618
  - Replace existing concrete sidewalk (Mayor Stone recommended extending sidewalk all the way to hospital)
  - 5” wide (along Lake Street – South Side
  - Street width:
    - Elm St. N – 36’ face to face
    - Lake St. N. – 29.7’ face to face
      - 32” face to face option
- Proposed new storm information
  - New storm outlet to Sauk Lake – 18” RCP

- Added storm structures
- New storm-ceptor treatment device
- Cost Summary:
  - Assessment cost - \$192,593.52 (35.5% of project cost) with the cost to average size lot being \$10,406.70
  - City cost - \$111,324.24 (20.5% of project cost)
  - PUC cost - \$238,111.70 (43.9% of project cost)
  - Total project cost \$542,029.34

**Elm St. S.:**

- Proposed new utility & storm information:
  - Sanitary main – 8” PVC
  - Sanitary services – 4” PVC
  - Water main – 6” PVC
  - Water services – 1” copper
  - New storm sewer main – 18” RCP
- Proposed new street information:
  - Concrete curb – B618
  - Replace existing concrete sidewalk – 5’ wide (both sides)
  - Street width – 36’ face to face
- Cost Summary:
  - Assessment cost - \$218,806.86 (36.2% of project cost) with the cost to average size lot being \$11,857.00
  - City cost - \$133,466.18 (22.1% of project cost)
  - PUC cost - \$252,147.83 (41.7% of project cost)
  - Total project cost \$604,420.92

**10<sup>th</sup> St. S.:**

- New street and storm information:
  - Concrete curb – B618
  - 18” RCP storm sewer with structure at Beltline Road
  - 10<sup>th</sup> St. S. – 36” face to face street width
  - Geotextile fabric, drain tile, and sand subsurface drainage section
  - New 24’ wide Arena Parking lot driveway off of 10<sup>th</sup> St.
- Cost Summary:
  - Assessment cost - \$50,752.25 (25.8% of project cost)
  - City cost - \$146,252.89 (74.2% of project cost)
  - Total project cost \$197,005.14

**Civic Arena Parking Lot:**

- Propose to increase the outside driving lanes to 24’ wide for two-way traffic
- Geotextile fabric, drain tile, and sand subsurface drainage section
- Cost Summary:
  - Total project cost \$435,226.76

See 7c.

**6. PUBLIC HEARINGS – Truth In Taxation – Budget 2020**

- a. Mayor Stone opened the Public Hearing and read the Public Hearing Procedure.

The purpose of the= 2020 Budget Public Hearing is to give the public an opportunity to ask questions and comment on the proposed 2020 Budget and Levy.

The budget presented to the Council represents changes to the adopted Preliminary which has been updated with adjustments to reflect new maintenance contracts, proposed purchases, and also to remove purchases made in 2019.

This resulted in a change in the General Fund leaving a revenue vs. expenditure shortfall of \$67,990.00. This is a change from the initial proposed shortfall at the Preliminary budget workshop.

The City Council asked that a levy increase to cover increased costs of 4% be certified as the Preliminary Levy. It was estimated that this levy would not create an increase in the tax rate due to new development and property value changes.

This resulted in an overall decrease in the City tax rate from 49.038% to 48.745% or a decrease of just over half a percent or -.6%

This new rate was applied to property values and sent to property owners in the last few weeks. Property values that stayed flat would see a -.6% decrease in the City share of taxes. Values that increased would see a comparable increase.

The budget presented does include several proposed transfers that could be reduced or eliminated at year end to close any resulting shortfall if the Council elects to approve the budget and levy as presented.

The Council was presented with the Tax Rate Trend worksheet.

Mayor Stone asked for persons to speak in favor or opposition.

Harold Wessel – 418 9 ½ Street. Received his 2020 proposed taxes noting a large increase and he feels there is no way he would receive \$200,000 for his property due to the neighborhood. He is requesting that the neighborhood be improved.

Mayor Stone called three additional times for persons to speak in favor or opposition. None additional spoke. Mayor Stone closed the public Hearing.

See 7a and 7b.

**7. ACTION ITEMS**

- a. See 6a.

Council Member Thomas introduced Resolution No. 2019-95, Resolution Adopting Final Property Tax Levy, Collectible in 2020 (\$1,897,920.00). 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.

b. See 6a.

The City Council received the proposed 2019 Proposed Budget for all Funds which was updated with revised numbers including an Interfund Loan for the proposed 2020 project.

This budget, after amendments has an overage of expenses over revenues in the General Fund of \$67,790.

The Council can choose to make additional reductions to the budget or can adopt as presented with the understanding it isn't 100% balanced and work to close that gap throughout the year by underspending, delaying purchases, reducing interfund transfers to the sinking fund or generating additional revenue.

City Administrator Willer she is comfortable with adopting budget as presented.

Council Member Leach introduced Resolution No. 2019-96, Resolution Adopting Final 2020 Expense and Revenue Budgets (as presented) for the City of Sauk Centre. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Thomas and Mayor Stone. Against: None. The motion passed.

c. See 5d.

The action proposed is the action necessary to further the 2020 Infrastructure Project.

The Council considered the total scope of the projects proposed and determined that all the of proposal should advance.

The next step in the process would be for the Council to conduct a Public Hearing on the Improvement.

Council Member Kelly introduced Resolution No. 2019-97, Resolution Receiving Feasibility Study and Calling for a Public Hearing for 2020 Improvements Elm St. N., Elm St. S., Lake Street and Civic Arena Parking Lot. 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.

The Hearing to be conducted on January 15, 2020 at a Regular City Council meeting.

d. See 5d.

As the City moves forward with notifications and advertisement for the Hearing on Improvement for the 2020 Street Projects, the City Council considered concurrently proceeding with completing the necessary Plans and Specs to prepare for Bids for the project.

The purpose of working concurrently would be in the interest of time savings and to ensure the Plans and Specifications are ready for prime bidding season.

The Council was made aware that if the proposal does not advance after the Hearing on Improvement for any reason, that it has incurred costs for the Plan Preparation; however, those plans could potentially be placed on the shelf and brought forward at a later date.

By general consent, the sidewalk to extend to the hospital on the Elm St. and to widen Lake Street to 32”.

Council Member introduced Thomas Resolution No. 2019-98, Resolution Ordering Preparation of Plans for 2020 Improvement Projects for Elm St. N., Lake Street, Elm St. S., 10<sup>th</sup> St. S. and Civic Arena Parking Lot. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members: Thomas, Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

- e. Because the first Wednesday of the year falls on January 1, 2020, the City Council cannot conduct business on that date. Therefore, the meeting date would fall on the next business day of January 2, 2020 (Thursday). As an alternative the City Council could hold the meeting on the 2<sup>nd</sup> Wednesday of the month.

By general consent, the meeting will be held January 2, 2020.

- f. Elaine Meier has submitted her resignation from the Senior Center Board effective December 31, 2019 Her position expires December 31, 2021.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to accept the resignation of Elaine Meier from the Senior Center Board. A vote being recorded as follows: For: Council Members Thomas, Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

- g. Removed from agenda.

- h. In effort to achieve more efficient use of existing City staff and equipment, Public Works Supervisor Ben Clink has proposed that the City purchase a new blade for the wheel loader that would have hydraulic reversible wings on each end. This would allow it to push captured snow forward or wing it off to either side.

This would replace the older snow pusher that has not been as effective as initially thought. and would be used in cul-du-sacs rather than using the one-ton pickup and could plow en-route into a cul-du-sac as well be used in alleys and parking lots. Public Works Supervisor

The following is a similar photo.



Council Member Thomas introduced Resolution No. 2019-100, Resolution Seeking Quotes for Wheel Loader Blade Attachment. 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.

- i. The City currently owns a Gehl Skid loader. The skid loader is seldom used because of the cumbersome controls which render it inefficient. Public Works Supervisor Ben Clink has researched updated models and recommends the City consider upgrading to the newer model. Because of the low hours on the existing skid loader, the trade in value makes this an attractive option. It was also recommended that the City include a wide bucket for snow removal in parking lots which will be considerably more efficient than current methods.

This proposal along with the proposed purchase of the attachment for the wheel loader has the potential to allow the City to work with less staff for snow removal purposes.

Council Member Fuechtmann introduced Resolution No. 2019-101m Resolution Seeking Quotes for Skid loader. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- j. On November 6, 2019, the City Council approved by Resolution 2019-88 the solicitation of quotes for Turnout Gear for the Fire Department. The gear consisted of helmets, boots, gloves, vests and hoods for an estimated cost of \$27,000.

The Department has received quotes for the proposed purchase.

<b>Gear</b>	<b>Company</b>	<b>Amount</b>
Hoods, Vests, Helmets	Clareys	<b>\$11,190.00</b>
	Alex Air Apparatus	\$14,790.00

Boots, Gloves	Clareys	\$10,500.00
	Alex Air Apparatus	<b>\$10,770.00</b>

Chief Moritz is requesting the Council approve the purchase of the Hoods, Vests and Helmets from Clarey’s as the low bidder and purchase the boots and gloves from Alex Air Apparatus whose gloves more closely meet the specifications requested by the Department.

The total for the purchase is \$21,960 which is less than budgeted for the gear in 2019.

Council Member Leach introduced Resolution No. 2019-102, Resolution Authorizing Purchase of Turnout Gear. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- k. The final part of upgrading the Fire Departments Turnout gear is the proposed purchase of Coats and Pants. This is a proposed 2020 purchase, however, if the order is placed prior to December 31, 2019 the Department can purchase at the 2019 price. The gear is scheduled to increase by six percent in 2020.

The estimated cost for 30 sets of turnout gear is \$63,000.

Council Member Kelly introduced Resolution No, 2019-103, Resolution Seeking Quotes for Turnout Gear. 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.

- l. The City currently has a Tax Increment Financing Agreement with Sauk Centre Opportunities for land acquisition for the TALK, Inc. wind turbine project in the Industrial Park.

Payment #7 is due in the amount of \$13,144.68 which represents 95% of the tax increment collected on the parcel in 2019.

The contract is open for two more years of payments or until a total of \$95,000 has been paid. To date, including this payment, \$69,880.66 has been paid.

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

- m. The following forfeited vehicle was offered for sale through the State’s online bidding program:



<u>Vehicle</u>	<u>Purchaser</u>	<u>Amount</u>
2006 GMC Envoy	Joshua Miles	\$4,900.00

Council Member Thomas introduced Resolution No. 2019-104, Resolution Authorizing Sale of Excess Vehicles. 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.

- n. The FINAL Pay Request has been received from Molitor Excavating, Inc. for the Getty Street Project.

Contract Amount	\$315,016.00
Value Completed to Date	\$307,730.42
Amount Earned	\$307,730.42
Less Retainage	<u>-\$0.00</u>
Subtotal	\$307,730.42
Less Previously Paid	<u>-\$293,014.44</u>
Amount Due this Request	<b>\$14,715.99</b>

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the final pay request to Molitor Excavating for \$14,715.99. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

### **8. UNFINISHED BUSINESS**

None.

### **9. NEW BUSINESS**

None.

### **10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$71,391.04
	Paid Claims	<u>\$0.00</u>
	Total	<u>\$71,394.04</u>

- b. Resolution No. 2019-105 Resolution Accepting Contributions.

Men's Card Playing Group	\$161.98	Senior Center
Walmart	\$3,000.00	Police Dept. (Shop with a Cop)

Ellering-Gross, LLC	\$500.00	Fire Dept.
CentraCare	\$500.00	Park – Challenge Course

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

The Council thanked the Men’s Card Playing Group, Walmart, Ellering-Gross,LLC and CentraCare for their donations.

**11. INFORMATIONAL ITEMS**

- a. Charter (Spectrum) lineup changes.

**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.

Respectfully submitted,

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Mayor Warren Stone

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City Administrator Vicki Willer