

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, MAY 18, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, May 18, 2022 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Joe Fuechtmann, Shalon Wilber and Heidi Leach. Also present were Engineer Chuck Boser, City Administrator Vicki Willer, Public Works Supervisor Ben Clink, Police Chief Bryon Friedrichs and City Planner Sarah Morton. 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 as presented. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve the May 4, 2022 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Wilber, Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

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

None.

**5. PUBLIC HEARINGS**

None.

**5. REPORTS/PRESENTATIONS**

a. Police Chief Friedrichs presented the April Police Report stating there were a total of 757 ICRs in comparison to 633 in April 2021. Chief Friedrichs also noted that the department was awarded a CenterPoint Energy grant which will be used towards the purchase of 3 portable radios.

b. Public Works Director Clink updated the Council on the department's activities:

- Completed one round of street sweeping.
- Storm cleanup including tree and stump removal, grass seeding, etc.
- Waiting for asphalt plant to open so tar patching can begin.
- Gravel roads and alley ways have been gone over multiple times to fill holes and reshape after the winter season.
- Dust control for gravel roadways will be scheduled.
- Upgraded 4 sites in the campground to include new electric, water and parking pads.
- Made repairs to campground showers.

- Installed docks in campground.
- Shelter project is moving along with completion date scheduled for Memorial Weekend.
- Discovered another new leak area in the roof making that a total of 4 roof leaks. Replacement of the roof should be discussed in the near future.
- Arena parking lot is in need of replacement.
- SCYHA and the City continue to negotiate the Agreement.

c. City Engineer Chuck Boser updated the Council on the following Projects:

2022 Capital Improvement Project

- 1.5 months ahead of schedule
- Storm sewer remains for Phase 1. Once that is complete they will move to Phase 2.
- CenterPoint gas will be wrapping up their installation within the week.

Industrial Park Project

- Project at a standstill due to the rain events

Interpretive Center Project

- Inspection on erosion control due to last several rain events. Mark Lee Excavating is working on getting some things cleanup up on site in that regard.

d. The EDA met on May 16, 2022 and discussed the following:

- Reviewed TIF proposal for the Old Course and recommended calling for a Public Hearing to consider TIF. See 7e.
- Reviewed development proposal for engineering and platting for new City plat. See 7a.
- Discussion on grant reimbursement receivables, BDPI Grant.

**6. PUBLIC HEARINGS**

None.

**7. ACTION ITEMS**

a. Following the purchase of the 44 acres south of Hickman Road (referred to as Author's Addition) the EDA requested and received a proposal from Stantec to survey, plat and conduct the preliminary utility engineering to develop the property.

A copy of the Proposal was presented to the Council for their review.

<b>Task/Description</b>	<b>Estimated Duration</b>	<b>Estimated Fee</b>
Topographic Survey	1 Week	\$5,600
Preliminary Plat	1 Week	\$10,100
Preliminary Street & Utility Plan	2 Weeks	\$15,200
Preliminary Stormwater Plan	1 Week	\$4,600
Final Grading Plan	2 Weeks	\$18,500
Final Plat (3 phases)	1 Week	\$14,100
	<b>Stantec Subtotal</b>	<b>\$68,100</b>
Wetland Delineation	2 - 3 Weeks	\$4,000
	<b>Est total</b>	<b>\$72,100</b>

If the City ultimately plats 65 lots the cost per lot for the development is \$1,100.

A motion was made by Council Member Leach and was seconded by Council Kelly to approve the proposal for Platting and Preliminary Engineering for Author's Addition. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- b. Stearns County has again requested that the City conduct Direct Voting services for the Primary and General Elections. The City's responsibilities include:
1. Provide municipal issued emails to election judges for entry in Statewide Voter Registration System.
  2. Provide a polling place and adequate staffing for Early Voting beginning the Tuesday prior to all statewide elections.
  3. Provide Early Voting for every statewide election during the period of this agreement.
  4. Keep the polling place open during all regular business hours for the week prior to the election and from 10 am to 3 pm on the Saturday before the election and until 5:00 pm on the Monday preceding the Primary and General Election.
  5. The polling place may remain closed on the Sunday before the election.
  6. Designate principal contacts for election coordination.
  7. Administer coordination of election judges and other staff needed for Early Voting and related tasks.
  8. Conduct preliminary test and public accuracy tests of voting systems for the DS200.
  9. Compile and report election results and election statistics to the County.
  10. Be responsible for damage or theft to any poll pad, voting system or ballot box.

The County will reimburse the City \$827.50 for each election.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to a approve the Direct Voting Agreement with Stearns County for 2022 elections. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- c. The following have agreed to work as election judges for the City for the 2022 elections:

Vicki Willer, Clerk & Head Judge  
Diane Bosl  
Wendy Drobny, Health Care  
Sandra Friedrichs  
Jacquelyn Kirckof  
Melissa Kleinschmidt  
Roberta Olson  
Amy Trisko, Health Care  
Nicole Vogt, Head Judge

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to appoint Election Judges as presented. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- d. The City, under prior Resolution, authorized the City to sell via bid a 2007 Suzuki Motorcycle that was forfeited to the Police Department.

The motorcycle was offered for sale through MN Bid.

The successful bidder is Ryan Blenker at a bid of \$4,527.00.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2022-44, Resolution Authorizing Sale Of Excess Vehicles. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- e. An application for Tax Increment Financing was received from Steven Klick to reimburse for public infrastructure costs for a residential development on the Old Course. The project would be a Pay As You Go Note that would reimburse costs over a period of fifteen years up to the amount actually expended for those costs. The infrastructure to be developed include street, curb, gutter, storm, sanitary sewer and municipal water. The total cost is estimated at 1.5 million dollars.

A calendar was presented to the Council depicting the timeline. The development includes two phases. Phase I is four twin homes and 8 patio homes for a total of 16 units. Phase 2 will be up to 25 additional homes. All located on the east side of the golf course across from Mainstreeter Apartments.

This approval is to call for a Public Hearing for Tax Increment Financing and does not approve the development which is currently going through Planning and Zoning.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2022-45, A Resolution Calling Public Hearing

on the Proposed Modification of Development District No. 1 and the Establishment of Tax Increment Financing District No. 1-16 Within the Development District and the Adoption of the Modified Development Program and the Adoption of the Tax Increment Financing Plan Relating to Thereto. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Wilber, Kelly and Mayor Stone. Against: None. The motion passed.

f. The first pay application has been received from C&L Excavating for the 2022 Street Project (2<sup>nd</sup> Street):

1.	Original Contract	\$6,495,562.69
2.	Change Order (reduce size of project)	(1,821,101.67)
3.	Revised Contract Amount	\$4,674,461.02
4.	Completed to Date	\$342,259.82
5.	Material on Hand	0.00
6.	Amount Earned	\$342,259.82
7.	Less Retainage 5%	(17,112.99)
8.	Less Previously Paid	0.00
9.	Amount Due	<u>\$325,125.83</u>

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Pay Request #1 to C&L Excavating for \$325,125.83. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

g. The City executed a Utility Easement with a landowner on Anjo Drive in 1999. The house is now being sold and it became evident that an error exists in the description language. The Easement was presented to the Council for their review. The proposed Easement corrects the language by replacing “5 feet east of the line to 5 feet west of the line”. The easement is to provide electric services between two properties to a property to the south.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve execution of Corrective Utility Easement. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Wilber, Leach and Mayor Stone. Against: None. The motion passed.

h. The City previously approved Resolution 2022-36 Authorizing Purchase of Play Equipment for Hickman Park. A final purchase order came in that added a surcharge and significant shipping costs which put the price over others. In addition, they would not attach the swing addition to the existing swing set. Staff reached out to the vendor of the

swing set and found that they could quote a swing that would be an extension of the existing set and quote a play equipment set that offered more play features, all for less than the original vendors through the state bid.

Staff recommended that the Council amend the original resolution by including Little Tykes as a vendor and purchasing the equipment through them. The following are the updated quotes from the original vendors plus the swing set along with the new vendor.

Original: (without swings)

MN Wisconsin Playground	Gametime Jax's Place	\$12,544.00
MN Wisconsin Playground	Gametime Gladstone	\$12,031.00
St. Croix Recreation	Burke SY-2987	\$15,514.00
St. Croix Recreation	Burke SY-2915	\$16,962.00

Updated with Surcharge, Shipping, Swing Set.

MN Wisconsin Playground	Gametime Jax's Place	\$19,000.78
MN Wisconsin Playground	Gametime Gladstone	\$18,553.75
St. Croix Recreation	Burke SY-2987	\$18,937.00
St. Croix Recreation	Burke SY-2915	\$18,785.00
Northland Recreation 1	Little Tykes 0324 w/48" slide	\$17,248.00
Northland Recreation 2	Little Tykes 0324 w/64" slide	\$18,673.00
Northland Recreation 3	Little Tykes 3261 64" slide	\$17,322.00

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-46 (Northland Recreation 1) Resolution Approving Purchase of Play Equipment. The vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber 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	\$842,608.46
	Paid Claims	<u>\$6,206.85</u>
	Total	<u>\$848,815.31</u>
b.	April Checks	\$1,195,700.16
	Paid Claims/Payroll	<u>\$1,195,700.16</u>

c. Every year by June 30<sup>th</sup>, Liquor Licenses are up for renewal. To date, the following applicants have the appropriate paperwork completed and fee paid. Listed below are the Liquor Licensees and License Number:

- Next Door Bar & Lounge (On-Sale, Off-Sale & Sunday) 2022-16
- Bear Trap (On-Sale, Off-Sale & Sunday) 2022-17
- Mustang Bar III (On-Sale, Off-Sale & Sunday) 2022-18
- Old Course Sauk Centre (On-Sale, Off-Sale & Sunday) 2022-19
- The Historic Broken Bar Stool (On-Sale) 2022-20
- Mezcal, LLC (On-Sale & Sunday) 2022-21
- American Legion Post 67 (On-Sale & Sunday) 2022-22
- The Palmer House (On-Sale & Sunday) 2022-23
- Crazy J's Bar & Grill (On-Sale, Off-Sale & Sunday) 2022-24
- West Side Liquor (Off-Sale) 2022-25
- Walmart, Inc. (Off-Sale) 2022-26
- Sister's Beer Wine & Spirits (Off-Sale) 2022-27

d. Every year by June 30<sup>th</sup>, On/Off Sale 3.2 Beer Licenses are up for renewal. To date, all of the applicants have the appropriate paperwork completed and fee paid. Listed below are the On/Off Sale 3.2 Beer Licensees and License Number:

- Babbitt's Wine Bar (3.2 Beer & Wine) 2022-28
- Isaac's North Star, Inc. (3.2 Off-Sale) 2022-29
- Coborn's (3.2 Off-Sale) 2022-30

e. Every year by June 30<sup>th</sup>, Cigarette Licenses are up for renewal. To date the following applicants have the appropriate paperwork completed and fee paid. Listed below are the Cigarette Licensees and License Number:

- Next Door Bar & Lounge 2022-31
- West Side Liquor 2022-32
- Bear Trap 2022-33
- Mustang Bar III 2022-34
- Coborn's 2022-35
- Sauk Centre Fleet Supply 2022-36
- Casey's General Store 2022-37
- Isaac's North Star, Inc. 2022-38
- Walmart, Inc. 2022-39
- Trucker's Inn Truck Stop 2022-40
- Northdale Oil, Inc. 2022-41
- Sister's Beer Wine & Spirits 2022-42
- Holiday Stationstores, Inc. 2022-43
- Crazy J's Bar & Grill 2022-44
- Sauk Centre Tobacco, LLC 2022-45

- f. An Assembly Permit Request from Deb Holt for a Corpus Christi Procession to be held on June 19, 2022 at Our Lady of Angels. About 200 people are expected to attend. The procession will be from Our Lady of Angels Church down Ash Street to St. Paul’s Church and back down Birch Street.
- g. Request from Jessica Massmann dba Crazy J’s Bar & Grill for Temporary Extension of Premise Permit and alley closure for an Outdoor Band on June 18, 2022 from 1 p.m. to 12:30 a.m. The alley closure request is for the area behind Crazy J’s and Sauk Centre Herald.

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

**11. INFORMATIONAL ITEMS**

- a. Spring Clean Up – May 28 – Sauk Centre Civic Arena Parking Lot – 8:00 a.m. to 12:00 p.m.
- b. Hazardous Waste Pick Up – June 15 – Sauk Centre Civic Arena Parking Lot – 10:00 a.m. to 2:00 p.m.

**12. ADJOURNMENT**

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to adjourn the meeting. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber 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