

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 5, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 5, 2021 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Joe Fuechtmann, Heidi Leach and Shalon Wilber. Also present were Engineer Chuck Boser, Police Chief Bryon Friedrichs, City Administrator Vicki Willer, Public Works Director Ben Clink and City Planner Sarah Morton. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the December 15, 2021 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber 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. The Park Board met on Tuesday, January 4 and discussed the following:

- Adopt Bylaws
- Received Public Works report
- Request for additional discounts for Sinclair Lewis Campground - denied
- Request for payment plan in Sinclair Lewis Campground – denied

b. The EDA met on Wednesday, January 5 and discussed the following:

- Election of Officers: Kevin Uphoff – President, Joe Fuechtmann – Vice President, Jean Marthaler - Secretary
- Received progress reports on Industrial Park and Lot sales
- Discussed role in potential housing development
- Invited to WSCEO program breakfast – January 14

7. ACTION ITEMS

- a. Every calendar year the City Council must conduct an Annual meeting. The first regular meeting of the year is considered Sauk Centre’s Annual Meeting. At the annual meeting the council must adopt Rules of Order and at a minimum appoint the Official Newspaper, Acting Mayor and Depository.

The first action of the City Council for the year is to adopt Rules of Order for the conduct of meetings.

The Council was presented with Resolution No. 2022-01, Resolution Adopting Rules of Order for City Council Meetings. This Resolution outlines the Rules adopted previous years.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2022-01, Resolution Adopting Rules of Order for City Council Meetings. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- b. Mayor Stone presented his recommendations for appointment to the following 2022 Boards, Commissions, Committees and miscellaneous appointments as follows:

Acting Mayor	<u>Heidi Leach</u>
Engineer	<u>Stantec</u>
City Attorney	<u>Pemberton Law</u>
Medical Director	<u>Dr. Mari Thomas</u>
HRA Board Liaison	<u>Diane Kelly</u>
Park Board	<u>Shalon Wilbur</u>
Planning Commission	<u>Warren Stone</u>
EDA (1) Expires 2026	<u>Heidi Leach</u>
(2) Expires 2024	<u>Joe Fuechtmann</u>
Senior Center Liaison	<u>Diane Kelly</u>
Airport Commission	<u>Shalon Wilber</u>
CVB Board	<u>Shalon Wilber</u>
Policy/Planning Committee	<u>Joe Fuechtmann</u>
	<u>Warren Stone</u>
Operations Committee	<u>Shalon Wilber</u>
	<u>Diane Kelly</u>
Personnel/Finance Committee	<u>Warren Stone</u>
	<u>Heidi Leach</u>
Official Newspaper	<u>Sauk Centre Herald</u>
Depositories	<u>MN National Bank-Sauk Centre</u>
	<u>First State Bank-Sauk Centre</u>
	<u>Central MN Credit Union</u>
	<u>4M Fund</u>

Multi Bank Securities (MBS)
Bremer Bank

Official Signatories

Vicki Willer
Jacquelyn Kirckof
Warren Stone

Fire Chief
1st Assistant
2nd Assistant
Secretary/Treasurer
Training/Safety Officer

Steve Moritz
Jeff Bromenshenkel
Ben Clink
Mike Anderson
Wayne Senst

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2022-02, Appointing Council Members to Serve on Various Boards and Commissions and Also Making Appointments. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. The City has incurred costs for the proposed 2022 Street Projects.

If the City were to proceed with the project with the issuance of Bonds and wishes to reimburse itself with costs incurred prior to the issuance, it must declare its intent to do so to comply with IRS Regulations.

At this time, the Council foresees the issuance of bonds for 2022 if it proceeds with Awarding a Bid for the 2022 Project.

Resolution No. 2022-03 sets forth the procedures relating to compliance with the IRS regulations.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2022-03, Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- d. The Police Department has been actively seeking qualified individuals for the department's part-time officer roster to be utilized to cover shifts when needed.

Brian Thorstad previously worked on a part-time basis with the City prior to taking full-time position elsewhere. Since that time, he has taken a position with Todd County and has moved to Sauk Centre. The Police Department is requesting that Thorstad be added to the City's part-time roster.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve appointment of Brian Thorstad to the Police Department on the

part-time roster. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- e. The Sauk Centre Fire Department budgeted for the refinishing of the flooring in the Department with an Epoxy finish. Bids were sought for the work as follows:

Valley Lake Flooring Company, Inc.	\$60,809.00
Creative Coatings, Inc.	\$63,230.30

In addition to the Epoxy finish on the main level, new rubber matting will be installed in the upper-level fitness center under separate contact.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2022-04, Resolution Accepting Quote for Epoxy Floor Fire Department Epoxy Flooring. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber and Mayor Stone. Against: None. Abstain: Council Member Fuechtmann. The motion passed.

- f. New flooring for the Senior Center has been in the Capital Improvement Plan for many years. The existing flooring was installed in 1996. Two quotes were obtained as follows:

Hennen Floor Covering, Inc.	\$4,774.04
Carpet One Floor and Home	\$8,069.95

The Board met and recommended the City proceed with the bid from Hennen Floor Covering, Inc.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2022-05, Resolution Accepting Quote for Senior Center Flooring. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Wilber, Leach and Mayor Stone. Against: None. The motion passed.

- g. Change Order #2 has been received for the Arrowsmith Plat 3 Development Project. The Change Order is to cover the costs of the connecting existing, but not previously identified, storm sewer in the NW corner of the parcel into the new storm sewer system.

The total cost of the Change Order is \$15,073.00.

Initial Contract	\$412,378.00
Change Order #1	\$61,954.12
Change Order #2	<u>\$15,073.00</u>
Revised Total Contract	<u>\$489,405.12</u>

The total amount paid to date to Mark Lee for this project is \$458,123.08.

A motion was made by Council Member Leach to approve Change Order items 2-6 and further discuss/table item 1. After discussion, Council Member Leach rescinded her motion.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to table action on this item until the January 19, 2022 regular meeting to get further clarification on mobilization. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- h. Ambulance Director, Kathy Struffert requested that the City Council release Casey Klein from probationary status with the department.

Klein has had favorable reviews and has exceeded the patient contacts required, in addition to taking active calls and being available for backup on a regular basis.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve the removal of Casey Klein from probationary EMT status effective January 5, 2022. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- i. The City received an application from VSCA LLC for a permit to place structures on the water (race sleds, trailers, trucks, ATVs) for Ice Oval Races to be held on January 22, 2022. The permit will allow for installation on January 21 and removal on the 23rd.

The permit is issued by the County Sheriff but requires City recommendation. The permit also holds the City harmless for actions at the event.

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

8. UNFINISHED BUSINESS

- a. The following Board positions remain unfilled and have been advertised:

<u>BOARD/COMMISSION</u>	<u>POSITIONS</u>	<u>TERM</u>
HRA Board	1	5 Years
Park Board	1	2 Years
CVB Board	1	3 Years
Senior Center Board	1	3 Years

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$888,497.25
		Paid Claims (Dec 31)	<u>\$39,446.74</u>
		Total	<u>\$927,943.99</u>

b. Resolution No. 2022-06, Resolution Accepting Contributions.

Men’s Card Playing Group	\$133.39	Senior Center
Fire Relief Association	\$107,000.00	Fire Dept.
Jeanette & Vern Pfeifer	\$100.00	Police Dept.
Great River Federal Credit Union	\$5,244.00	Amb. Dept. (3 laptops)
Community Connections of Sauk Centre	\$1,500.00	Street Lighting
Sauk Centre Conservation Club, Inc.	\$6,000.00	Park Dept. (Day Dock)
Sauk Centre Conservation Club, Inc.	\$19,000.00	Park Dept. (Conservation Park)

c. Gambling Application for Exempt Permit request from Centre Mat Youth Wrestling Club for a raffle on March 17, 2022 at Sauk Centre Public School.

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

The Council thanked the Men's Card Playing Group, Fire Relief Association, Jeanette & Vern Pfeifer, Great River Federal Credit Union, Community Connections and Sauk Centre Conservation Club for their donations.

11. INFORMATIONAL ITEMS

- a. 2022 Meeting Calendar
- b. Real Estate Closing – Lot 3, Block 1, Arrowsmith Plat 3 – January 5, 2022 – will be trucking/storage/warehouse.
- c. Real Estate Closing – Lot 1, Block 1, South Sauk Centre Industrial Park – January 5, 2022 – will be Taco Bell

13. ADJOURNMENT

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

Mayor Warren Stone

City Administrator Vicki Willer