

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JANUARY 19, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 19, 2021 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Joe Fuechtmann 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. Council Member Leach was absent.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to approve the agenda with the addition of 7k. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the January 5, 2022 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Wilber, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

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

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Police Chief Friedrichs presented the December 2021 Police Report stating that there were 686 ICRs. He also reported that 14 vehicles were towed during the recent snow emergencies.
- b. Public Works Director Clink updated the Council on the departments activities:
  - Snow removal kept the schedule full and also required some weekend work
  - Equipment maintenance took place
  - Holiday lights taken down for the season
  - Airport hangar strap upgrade is near completion
  - Sidewalk snow inspections continue to take place with some sidewalks being cleared and invoices sent out
  - Preparation for the snowmobile races which include plowing of campground, boat landing, parking lot, providing picnic tables
  - Brown's Park bathroom interior plumbing work in progress

- Both sheets of ice in good condition and use at the outdoor rink. Fire and Ice event taking place there this weekend.
  - Ice maintenance continues at arena. Compressor repair to take place in one week.
- c. The Airport Board met in regular session on Wednesday, January 12, 2022.
- Hangar Strap Upgrade Project is underway. (State Grant Funded at 75% which is being amended to 95%)
  - FAA moved up Project Notification Deadline for next project to April 11.
  - CRRSA Grant Agreement has been fully executed. \$13,000 for Airport Expenses.
  - Fuelmaster Grant Request was sent to MnDot – Waiting for Reply.
  - ARPA Airport Funding – Approved – Waiting for FAA Grant Agreement \$32,000
  - New Airport Funding Appropriation - \$159,000 per year for five years.
  - Recommend Approval of Master Agreement with Bolton Menk for 2022 – 2026 – See 7a
  - Recommend Proposal for Professional Services with Bolton Menk for Land Acquisition Project – See 7b

## **7. ACTION ITEMS**

- a. At a prior meeting the City Council approved the continued relationship with Bolton Menk for Airport Consulting Services. This was following the required conduction of the Airport Consultant Selection process as mandated by the FAA for Airports receiving NIPIAS funding which occurs every five years.

A new Master Agreement with Bolton Menk for these services was submitted to the Airport Board and is recommended to the City Council for approval.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve a Master Agreement with Bolton Menk for Airport Consulting Services for 2022-2026. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- b. The first Airport Project under the new Master Agreement with Bolton Menk is for Land Acquisition of properties in the RPZ (Runway Protection Zone). The proposed purchase is the property off the end of the turf runway.

The Agreement includes following services:

- Land Acquisition process
- Certificate of Survey
- Update Airport Property Map
- Grant Application
- Grant Closeout

The proposal is for a lump sum of \$51,000 as follows:

- FAA Share 90%      \$49,500.00
- City Share 10%      \$ 5,100.00

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Work Order #1 with Bolton Menk. A vote being recorded as follows: For: Council Members Kelly, Wilber, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- c. The Operations Committee met as directed to review and recommend potential updates to the City's Winter Parking Regulations. Currently the City does not restrict parking on the streets in the winter months except during a declared snow emergency. The one exception is the downtown district where no parking is allowed from 2:00 a.m. to 7:00 year-round.

The issue at hand is with the volume of cars on the street that seldom move snow removal has become increasingly difficult.

The Committee reviewed three options:

1. Convert to no on street parking from November to April.
2. Convert to Calendar Parking (Odd/Even)
3. Call additional Snow Emergencies

After much discussion the members recommend that the City amend its City Code by adding Calendar Parking. Snow Emergency criteria to remain in the Code as an option for snow removal during large events.

In addition, the Committee recommends that the No Parking 2:00 a.m. to 7:00 a.m. parking zone be extended on Sinclair Lewis Avenue from Willow to East Street. (formerly Oak Street to Pine Street)

A motion was made by Council Member Kelly as follows:

- No Snow Emergencies
- Convert to a no on street parking from November to April.
- No Parking 2:00 a.m. to 7:00 a.m. zone be extended on Sinclair Lewis Avenue from Willow to East Street

The motion was seconded by Mayor Stone. A vote being recorded as follows: For: Council Member Kelly and Mayor Stone. Against: Council Members Wilber and Fuechtmann. Absent: Council Member Leach. Motion failed due to lack of majority vote.

A motion was made by Council Member Wilber as follows:

- No Parking 2:00 a.m. to 7:00 a.m. zone be extended on Sinclair Lewis Avenue from Willow to East Street
- Convert to calendar parking (odd/even)

The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council members Wilber and Fuechtmann. Against: Council Member Kelly and Mayor Stone. Absent: Council Member Leach. The motion failed due to lack of majority vote.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Section 4 of Ordinance 809. A vote being recorded as follows: For: Council Members Kelly, Wilber, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- d. The Operations Committee met to discuss the City's Policy on Street Closures. The City Codes reads:

**§ 96.066 ENCUMBERING PUBLIC WAYS.**

No person shall encumber, block or otherwise obstruct any street, sidewalk or public alley within the city by the placement of themselves, another person or any other item. (1985 Code, § 304.02) Penalty, see § 10.99

**§ 96.067 EXCEPTIONS.**

The foregoing shall not apply to a maximum of 3 annual civic celebrations, 2 of which will be sponsored by the Sauk Centre Chamber of Commerce and will commonly be known as "Crazy Days," and 1 of which will be an event held during the celebration commonly known as "Sinclair Lewis Days" and 1 celebration to be held every fifth year commonly known as the "All School Reunion." The dates of the celebrations as established by the Sauk Centre Chamber of Commerce and the organization promoting Sinclair Lewis Days and the organization promoting the All School Reunion shall be submitted to the City Council for approval. (1985 Code, § 304.03) (Am. Ord. 687, passed 1-6-2010)

The Committee provided the following two recommendations:

1. Allow street closures by permit with approval by the City Council and eliminate §96.067 referring to specific events that can apply.
2. Allow sidewalk displays where a walking corridor of no less than four feet wide can be maintained. This could be in the form of a bench, planters, signage or merchandise.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Ordinance No. 810, An Ordinance Amending the Sauk Centre City Code Sections 96.066 and 96.067 by Allowing for Encumbering Public Ways for Sidewalk Displays and Providing for Closing of Street by Permit. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- e. In 2021 the City raised funds to allow for the installation of a Day Use Dock in Sinclair Lewis Park near the bandshell.

Additional funding of \$6,000 has been secured from the Conservation Club which has been requested to be used to extend the Day Use Dock.

The main dock to be extended an additional section lakeward and two additional sections to be added parallel to the lakeshore (wings). The initial dock was purchased from Boomerang in Melrose. The side wings on the dock were purchased from two separate vendors at different times. The Council can re-bid or go back to the original vendors.

At a minimum, staff recommends that the Council authorize staff to place an order to purchase the main dock extension from Boomerang immediately. The wings parallel to the lakeshore can be bid out to match as close as possible by going back to the original two vendors or open it up to additional vendors who can provide a similar dock.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to approve the main dock extension from Boomerang Sports. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

By general consent of the Council, staff will solicit bids for the wings.

- f. On January 5, 2022 the City Council authorized the Ambulance Department to secure bids for the replacement of the 2012 Ambulance. Bids were received from two vendors who supply according to State Bid.

<b>Bidder</b>	<b>Gross</b>	<b>Less Trade</b>	<b>Net</b>
Lifeline	\$179,730.00	\$25,000.00	\$154,730.00
PSV	\$185,203.00	\$16,000.00	\$169,203.00

The Ferno cots which are required are not included in the bids and will be added at a later date. Initially the rigs need to be placed on order because they will take in excess of 365 days to receive.

The Ambulance Department requests that the City Approve the Purchase of the rig from Lifeline at a net cost of \$154,730.00

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2022-08, Resolution Accepting Bid and Authorizing Purchase of an Ambulance for the Sauk Centre Ambulance Department. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Leach. 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.

This item was tabled at the January 5, 2022 meeting due to a question on the Mobilization Fee charged of \$1,400. The question was since the contractor was already on site why they would have a new fee. City Engineer Chuck Boser stated that the \$1,400 fee was for subcontractor Molitor Excavating as they had to remobilize back on site on September 6 to complete the utility change order.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Change Order #2 with Mark Lee Excavating for the additional storm sewer connection. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- h. Stearns County Attorney's office has released to the City one vehicle that has been forfeited. The Police Department has requested that the City declare the property as excess property and authorize advertisement for sale.

#### 2007 Suzuki Motorcycle

Upon approval the vehicle will be advertised for sale though the State of Minnesota Department of Administration's online bidding platform.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2022-09, Resolution Declaring Property Excess and Authorizing Advertisement for Sale. A vote being recorded as follows: For: Council Members Kelly, Wilber, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- i. Ambulance Director, Kathy Struffert, requested that the City Council release Ashley Nathe from probationary status with the Department.

Nathe has had favorable reviews and has exceed 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 Fuechtmann to approve the removal of Ashley Nathe from Probationary Status effective January 21, 2022. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- j. Pay Request #2 has been received from Northern Lines Contracting for the South Sauk Centre Industrial Park project.

Contract Amount	\$3,675,760.50
Change Orders Approved	\$0.00
Total Contract	\$3,675,760.50
Value Completed to Date	\$560,702.55
Material On Hand	\$126,126.69
Amount Earned	\$686,829.24
Less Retainage	\$34,341.46
Subtotal	\$652,487.78
Less Previously Paid	\$279,221.63
Amount Due this Request	\$373,266.15

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Pay Request #2 for Northern Lines Contracting for \$373,266.15. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- k. An application for transfer of an On-Sale, Off-Sale & Sunday liquor license, \$100.00 for transfer of liquor license fee has been submitted for The Historic Broken Bar Stool, LLC, 526 Sinclair Lewis Avenue (Whiskey's Corner Bar). Insurance Liability and Workers Compensation documents and background check are forthcoming. The effective transfer date to become effective February 1, 2022.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to Approve Resolution 2022-11 Approving the application of The Historic Broken Bar Stool, LLC for a transfer of an On-Sale, Off-Sale & Sunday Liquor License located at 526 Sinclair Lewis Ave, pending receipt of documents noted above. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Leach. 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	\$231,825.87
Paid Claims	<u>\$0.00</u>
Total	<u>\$231,825.87</u>
  
- b. December Checks                      Paid Claims/Payroll    \$944,905.34
  
- c. 2021 Contribution List. These organizations/individuals have contributed money or in-kind services to the City in 2021. The list will be published in the Sauk Centre Herald on 1/20/22.
  
- d. Gambling Application for Exempt Permit request from the Holy Family School for a raffle on March 6, 2022 at Holy Family School.
  
- e. Resolution No. 2022-10 Resolution Approving an Off-site Gambling Permit for the Community Connection of Sauk Centre. The permit would allow for a Raffle to be held on June 24, 2022 at the Stearns County Fairgrounds.

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

**11. INFORMATIONAL ITEMS**

None.

**13. 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, Wilber and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

With no further business to come before the Council, Mayor Stone adjourned the meeting.

Respectfully submitted,

\_\_\_\_\_  
Mayor Warren Stone

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City Administrator Vicki Willer