

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 3, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 3, 2021 at 6:30 p.m. due notice being given thereof. Present were Council Members Diane Kelly, Shalon Wilber, Heidi Leach, Joe Fuechtmann and Mayor Warren Stone. Also present was City Administrator Vicki Willer. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the agenda, with changes. A vote being recorded as follows: For: Council Leach, Kelly, Wilber, 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 Council Member Wilber to approve the January 20, 2021 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly 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 in regular session on Tuesday, February 2, 2021 at 5:00 p.m. and discussed the following:

- Ratified Bylaws with no updates
- Received PW Report
- Received Campground Reservations Report \$65,000 to date
- Recommend Awarding Bid for Brown's Park Bathroom – see 7c
- Recommend Awarding Bid for Fish Cleaning House – see 7d
- Reviewed floor plan layouts for Campground Bathroom/Safe Room Facility
- Discussed Towerview Baseball Field Renovations
- Proceeding with Day Use Dock at SLP
- Boy/Girl Statue from the fountain is going in for repairs

b. The EDA to meet in regular session on Wednesday, February 3, 2021 at 12:00 p.m. and discussed the following:

- Received Report from Chamber of Commerce

- Recommend City Proceed with PA on a part of Interpretive Center
- Moving forward with obtaining estimates for repair of town clock
- Received Update on DEED BDPI Grant Application for Unger 59 Acres

7. ACTION ITEMS

a. The Council considered the following Board and Commission appointments.

- 1.) **Park Board – 2 position vacant to be appointed for a 2-year term.** According to City Code Section 37.21, the Park Board shall consist of five members, appointed by the council for two-year terms. The terms of Michael Gardner & Ryan Roelike have expired December 31, 2020. The following have submitted nominations:

**Linda Ragan
John Vornbrock
Bryan Zollman
Ashley Bruggeman**

Mayor Stone recommends appointment of Bryan Zollman and Ashley Bruggeman to the Park Board for a two-year term, effective January 21, 2021 and expiring December 31, 2022.

- 2.) **HRA Board – 1 position to be appointed for a 5-year term.** The term of Mike Felling expires on March 31, 2021. The following have submitted nominations:

Mike Felling

Mayor Stone recommended appointment of Mike Felling to the position on the HRA Board for a five-year term, effective April 1, 2021 and ending March 31, 2026.

- 3.) **Convention & Visitor’s Bureau – 1 position for an unexpired term.** According to City Code §112.12, the Mayor with approval of the City Council shall appoint 8 members to the Board: 1 of whom shall be a representative of the Chamber of Commerce, 1 from the City who will represent the City Council and the remaining 6 from representative businesses and/or individuals within the community. Ms. Patel’s vacated term will expire on December 31, 2022. The Council to consider the CVB Board appointment.

Stephanie Knoebel

Mayor Stone recommended appointment of Stephanie Knoebel to the CVB Board for the remaining term left by Asmita Patel, effective January 21, 2021 and expiring December 31, 2022.

- 4.) **Planning Commission – 1 position to be appointed for an unexpired term.** The Planning Commission shall consist of five (5) members of which are appointed by the City Council from among the residents of Sauk Centre, one (1) member will be

appointed from the City Council and four (4) members shall be residents of the City. The term of Shalon Wilber will expire December 31, 2021. The following have submitted nominations:

John Vornbrock

Mayor Stone recommended appointment of John Vornbrock to the Planning Commission for the remaining term, effective February 4, 2021 and expiring December 31, 2021.

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

- b. When the City Council authorized the purchase of the 2021 Dodge Ram pickup for the Public Works Department, they also authorized the sale of the 1997 Chevy Silverado pickup currently in use.

The pickup was advertised online through MinnBid with the following being the successful bidder.

BIDDER	Property	AMOUNT
Statewide Wholesale	1997 Chevy Silverado	\$3,825.00

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-06, Resolution Authorizing Sale of Excess Vehicle. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- c. On December 16, 2020, the City Council approved the updated plans and specs and authorized advertising for bids for the construction of a restroom in Brown’s Park.

The proposal was advertised with requests given to known contractors. Two bids were returned.

Bidder	Price
St. Rosa Lumber	\$58,869.09
Steve Moritz Construction, LLC	\$47,300.00

The City budgeted \$50,000 for the improvement.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2021-07, Resolution Awarding Bid For Brown’s Park Bathroom Construction (Steve Moritz Constructions). A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- d. On December 16, 2020, the City Council approved the plans and specs and authorized advertising for bids for the construction of the new fish cleaning house at the public access in Sinclair Lewis Park.

The proposal was advertised with requests given to known contractors.

With the City acting as the General Contractor several bidders were obtained for various portions of the building.

Bidder	Details	Price	
Steve Moritz Construction	Construct Bldg.	\$9,500.00	
Central Heating	Plumbing Heating	\$9,000.00	
Kleinschmidt	Plumbing Heating	\$7,200.00	
Schmeez Concrete	Concrete Work	\$7,150.00	
A&H Concrete	Concrete Work	\$6,406.00	
Down Rite Boring	Boring	\$3,200.00	
	Lester Water Works	Boring	\$4,150.00
Steiner	Materials	\$15,410.00	
Ilgen Excavating	Excavating/Sewer/Wtr	\$7,693.00	
BP Welding	Stainless Table Frame	\$700.00	
Engle Electric	Electrical Work	\$4,930.00	
Mid Central Door	Auto Locks/Doors	\$3,780.00	
City Provided	Waterline/RV Dump/ Table Plastic	\$2,477.00	

Two options were included with bids as follows:

Fish Cleaning House as approved with low bid	\$52,469.00
Option One: Finish for year-round use	\$7,500.00
Option Two: Add RV dump station	\$1,327.00
Total with Options:	\$61,296.00

The Option for year-round use includes: Gas Line and Heater, Boring Waterline at 7' deep, excavation and installation of insulated sewer pipe, and insulation.

The Option for adding the RV Station includes piping and the station itself. This option would decrease the amount of non-campground traffic in the campground due to travelers using the existing station.

Sauk Centre Conservation Club has donated \$15,000 toward the construction. They anticipate they will donate additional funds in the Spring if the year-round use is approved, however, those funds have not yet been allocated by the Club.

The Park Board is recommending Council proceed with both options 1 and 2, totaling \$61,296.00.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-08, Resolution Accepting Bid For Fish Cleaning House. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- e. While preparing the budget for 2021, the City Council discussed the option of pairing with Sauk Centre Public Utilities for the purchase of a mini-excavator.

The PUC has budgeted for an equipment purchase to replace their trencher. If the City were to pair with them, they would move toward the purchase of a mini-excavator instead.

The City has multiple uses for a mini-excavator as well as the PUC. Both the Electrical Superintendent at the PUC and Public Works Supervisor Ben Clink recommend that this avenue be explored.



Specifications for the excavator have been reviewed. It is recommended that the City and PUC take the next steps toward a potential purchase by authorizing sealed quotes be obtained.

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve Resolution No. 2021-09, Resolution Soliciting Quotes for a Mini Excavator. A vote being recorded as follows: For: Council Members Leach, Wilber, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- f. The City recently advertised for bids for cleaning services for City Buildings. These buildings include the AD Building at the Airport, the Senior Center, and City Hall.

The Personnel Committee met and discussed the proposal and recommend that the City Council proceed with offering the contract to Sara Struss.

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

- g. At the last Council Meeting, Mark Grinstead was appointed to the Police Officer position, placing him on Step 2 of the Pay Scale. Since that time his wage has increased. Police Chief Friedrichs is recommending that Grinstead be moved to Step 4 of the Pay Scale.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to place Grinstead on Step 4 of the Pay Scale. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- h. Ambulance Director Struffert is recommending Council approval of hiring Jami Olson, pending positive background check, as a driver and First Responder to our Ambulance Department.

Olson has been a Licensed First Responder, Fire Fighter and has been with the New Munich Fire/Rescue for 7 years.

A motion was made by Council Member Leach and was seconded by Council Member Wilber to appoint Jami Olson to the Ambulance Department, pending successful background check. A vote being recorded as follows: For: Council Members Leach, Wilber, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Finance Committee met with the City Engineer, City Administrator Willer and Public Works Director Clink to discuss potential amendments to the Special Assessment Policy. The Policy should be in front of the City Council at their February 17th meeting.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$164,059.06
	Paid Claims	<u>\$673.48</u>
	Total	<u>\$164,732.54</u>

- b. Resolution No. 2021-10 Resolution Accepting Contributions.

Men’s Card Playing Group	\$89.18	Senior Center
CentraCare Health Sauk Centre	\$500.00	Challenge Park (2020)
Kim Brunko	Mojilife	Ambulance Dept.
Palmer House	Gift Cards	Ambulance Dept.
Anonymous Donor	Holiday Surgical Masks	Ambulance Dept.
Felling Trailers	Meat Tray/Crackers/Cupcakes	Ambulance Dept.
Phil Behnen	\$100.00	Ambulance Dept.

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, Centracare Health Sauk Centre, Kim Brunko, Palmer House, Anonymous Donor, Felling Trailers and Phil Behnen for their donations.

11. INFORMATIONAL ITEMS

- a. Spectrum lineup changes.
- b. Joint Airport Zoning Board Meeting – February 4, 2021 5:00 p.m. ZOOM.

12. CLOSED SESSION

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

13. ADJOURNMENT

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