

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 6, 2024**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 6, 2024 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone and Council Members Diane Kelly, Shalon Wilber and Heidi Leach. Also present were City Administrator Vicki Willer, Public Works Director Ben Clink, City Engineer Keith Yapp, City Planner Sarah Morton and Police Chief Bryon Friedrichs and Sergeant Joe Jensen. Mayor Stone presided thereat. Council Member Joe Fuechtmann was absent.

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 Members Leach, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. 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 February 21, 2024 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

None.

7. ACTION ITEMS

- a. The Plans for the Truck Stop Stormwater Project have been completed and are ready for bid. The City Council considered approving the Plans and authorizing advertisement for bids.

Approval of Plans	March 6, 2024
Advertisement for Bids	March XXX
Open Bids	April 11, 2024
Award Bid	April 17, 2024

In the interim, a temporary construction easement and a permanent drainage and utility easement over the new pond area will be drafted for final approval at an upcoming meeting.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2024-22, Resolution Preliminarily Approving Plans and Specifications in Preparation for Ordering Advertisement for Bids for 2024 Public Improvement Project. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- b. The Police Department recently upgraded its in-squad cameras as part of its improvement plan.

The Department has in its possession a new replacement WatchGuard in squad camera, which is not compatible with the new system. Todd County Sherrif's Office requested to purchase the camera.

MN Statute allows the direct sale of excess equipment to another public entity. A sale price of \$3,800 has been negotiated.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2024-23, Resolution Accepting Bid and Authorizing Sale of Excess Equipment. A vote being recorded as follows: For: Council Members Leach, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- c. Stearns County Attorney's Office released to the city through forfeiture a 9mm Taurus firearm. MN Statute requires that the sale of a forfeited firearm be conducted through a licensed FFL Dealer.

The firearm was presented to the Osakis General Store to be traded for ammunition for the Department. Estimated value of the firearm is \$135.00.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2024-24, Resolution Accepting Bid and Authorizing Sale of Excess Equipment. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- d. In 2023 the City advertised for bids for the repair/replacement of the front steps at City Hall. At that time, no bids were received.

In 2024 the Plan was slightly modified to remove the arched shape, which was one of the stated reasons that contractors did not bid in 2023. Quotes were solicited from known concrete contractors and two quotes were received. In addition to the front steps at city hall, the quotes include the replacement of the pavers in front of the police and fire departments as well. These pavers are sinking and are deteriorating as well.

Bidder	City Hall Steps	Fire/Police	Total
A&H Concrete	16,390.00	3,690.00	20,080.00
Buening Masonry	16,000.00	3,000.00	19,000.00

The bids are for the concrete work only. City staff will do all removals, relocate the flag pole and complete the landscaping work.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2024-25, Resolution Accepting Quote (Beuning Masonry) for Installation of Front Steps and Sidewalk for Sauk Centre City Hall. A vote being recorded as follows: For: Council Members Leach, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- e. During the course of the South Industrial Park Project, it was determined that storm structure 3 (ST3) had to be upsized from a 120” to 144”, resulting in additional costs of \$39,462.57.

Excess topsoil was encountered which necessitated further subgrade excavation. A reduction in the unit price by .65 per cubic yard for the project was agreed upon resulting in a credit of \$21,721.70. (Paid for more yards but less per yard).

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Change Orders One (1) and Two (2) for the South Sauk Centre Industrial Park. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- f. Pay Request #9 (FINAL) has been received from Northern Lines Contracting for the South Sauk Centre Industrial Park project.

Contract Amount	\$3,675,760.50
Change Orders Approved	\$17,740.87
Total Contract	\$3,693,501.37
Value Completed to Date	\$3,486,399.68
Less Damages	\$12,000.00
Amount Earned	\$3,474,399.68
Less Retainage	\$0.00
Subtotal	\$3,474,399.68
Less Previously Paid	\$3,214,012.08
Amount Due this Request	\$260,387.60

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve Pay Request No. 9 to Northern Lines for \$260,387.60. A vote being

recorded as follows: For: Council Members Wilber, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- g. On October 4, 2023, the City Council preliminarily approved moving forward with granting a combination SCDP Deferred Loan and Repayment Agreement to Matt and Erin Bjork, doing business as Twilight Ventures, LLC.

The portion of the project to be funded by SCDP is the plumbing and heating portion. That work has now been completed. The Vendor (Trisko Plumbing and Heating) is registered with SAM and has provided the prevailing wage reports that are required to be eligible for federal funding.

Contracts have been prepared as follows:

Deferred Loan	\$13,893.71	30%	Zero Interest Loan
Repayment Agreement	\$18,524.94	40%	Converts to Grant over Time
Owners Share	<u>\$13,893.70</u>	30%	Paid up Front
Total Project Cost		\$46,312.35	

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve deferred loan and repayment Agreement to Twilight Ventures, LLC and approve payment to Trisko Plumbing and Heating for 70%, or \$32,418.65. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- h. An application for appointment to the Park Board has been received from Christopher Klinkhammer. Klinkhammer is the current Vice Commander of the American Legion and requests the appointment to the Board be approved.

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

- i. The Personnel Committee conducted an interview with Sergeant Joe Jensen on March 4, 2024 regarding his application for the Chief of Police position.

Following a lengthy interview, the Committee determined that Jensen is well qualified for the position and recommended Sergeant Jensen be appointed as the new Chief of Police for Sauk Centre.

In addition, the Committee recommended that the newly vacated Sergeant position be internally posted in the Department in accordance with City Policy.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the appointment of Sergeant Joe Jensen as the Chief of Police upon the retirement of Police Chief Bryon Friedrichs, as well as internally posting the newly vacant

Sergeant position. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

- j. The 2024 leased squads are now available for pickup. One of the two squads that are being replaced will be turned back into the State. The City budgeted to purchase the other squad at the end of the lease. This will replace an older vehicle that was previously purchased at the end of its lease, which can then be sold.

The purchase price for the lease buyout is \$17,000.00.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2024-26, Resolution Authorizing Purchase of Vehicle. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. 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 \$159,549.26
Paid Claims \$0.00
Total \$159,549.26
- b. Resolution No. 2024-26, Resolution Accepting Contribution. The contribution is as follows:

Men's Card Playing Group	\$165.18	Senior Center
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A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council Members Leach, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

The Council thanked the Men's Card Playing Group for their donation.

11. INFORMATIONAL ITEMS

None.

12. 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 and Mayor Stone. Against: None. Absent: Council Member Fuechtmann. The motion passed.

With no further business, Mayor Stone adjourned the meeting.

Respectfully submitted:

Mayor Warren Stone

City Administrator Vicki Willer