

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, APRIL 6, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 6, 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, Police Chief Bryon Friedrichs, City Administrator Vicki Willer, Public Works Supervisor 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 additions. 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 March 16, 2022 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber, Fuechtmann 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 EDA met in regular session on Wednesday, April 6, 2022 at 12:00 p.m. and discussed the following:

- Received report from Chamber of Commerce representative Brent Lieser. Their Spring Out Event will be in April
- Purchase Agreement with John Meyer Property with closing set for Wednesday, April 13 at 1:00 p.m.
- Discussion of potential land sale for hotel at Interpretive Center property
- Old Course development discussion
- Couple commercial real estate marketing plans/programs have contacted staff with EDA asking for more information
- Reviewed digital billboard on I94 by Highway 23 and 15 westbound

b. The Park Board met in regular session on Tuesday, April 5, 2022 and discussed the following:

- Discussion of camper cabins – getting costs and will report back
- Selected play piece to be installed in Hickman Park playground – will be presented to the Council at the April 20 meeting
- Met with representatives from the Hockey Association and presented them with an updated contract with updated rates/hours. They will present the contract to their board and report back. A contract was also sent to the school for their approval. Both contracts are for 5 years with a ratcheting rate
- Discussed security cameras for challenge park/splash pad
- Discussion on campground rates for 2023
- Campground shelter construction is in progress
- Campground reservation update – for 2022 season there is 2,600 nights reserved

c. Pam Borgman presented the CVB annual report as follows:

- 1,745 Visitor's Guides were sent out
- Revenue - \$70,047.00
- Expense - \$62,723.00
- Supported Sinclair Lewis Days, Sauk Centre Snofest, Art on the Avenue, Fishing Tournament, Christmas in the Park, History Museum Plant Sale
- Letters were sent to Short Term Rentals in Sauk Centre
- Moved to new location in the old Watershed District Building
- Michaela Rae continues to keep all social media sites up to date
- Worked with golf courses and City to partner for a digital billboard
- From 2019-2020 the State of MN has lost 5.6 million dollars in tourism revenue

## **7. ACTION ITEMS**

a. Casey Klein has been serving as a First Responder/Driver for the Ambulance Department since June 2, 2021. Casey passed his EMT test on March 16, 2022. It was recommended that Casey be appointed as an EMT-B1 effective March 16, 2022.

A motion was made by Council Member Kelly and was seconded by Council Member to approve appointment of Casey Klein as EMT B Level 1 effective March 16, 2022. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

b. Penny Deters has been and EMT with the Sauk Centre Ambulance Service since February 7, 2007. She is eligible to advance to EMT B-4 effective February 7, 2022. It was recommended by the Ambulance Director that the advancement be approved.

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve the advancement of Penny Deters to EMT B Level 4 effective February 7, 2022. A vote being recorded as follows: For: Council Members Wilber, Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

c. Ashley Nathe submitted her resignation from the Sauk Centre Ambulance Service. Nathe has been with the service since July 7, 2021.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to accept the resignation of Ashley Nathe from the Sauk Centre Ambulance Department. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- d. Ben Clink, Public Works Supervisor, is requesting that the City Council appoint Summer Seasonal Employment.

Dennis Christenson	Returning Parks Part Time
Duane Waletzko	Returning Parks Part Time
Scott Willer	Returning Campground Manager

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Summer Seasonal appointment and advertise for one additional position. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- e. Steve Moritz, Fire Chief, presented a recommendation to appoint two new Firefighters to the Department. The Department conducted interviews and conducted the necessary testing.

The appointments are contingent upon successful background, physical and drug testing.

Mike Frieler  
Justin Boecker

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve appointments to the Fire Department contingent upon successful background testing and physical/drug testing. A vote being recorded as follows: For: Council Members Leach, Kelly, Wilber and Mayor Stone. Against: None. Abstain: Council Member Fuechtmann. The motion passed.

- f. At the February 16, 2022 City Council meeting, the Council authorized quotes/bids be obtained for improvements to Conservation Park as follows:

- Shelter LED Lighting
- Shelter Liner Steel/Pole Wrap
- Restroom Epoxy Flooring
- New Wall Panels in Restrooms
- New Fixtures in Restrooms
- LED Lighting Inside Restroom and Outside Door
- Steel Entry Doors

Packets requesting quotes were sent to contractors known to perform this type of work and was also advertised and posted on the City Website.

Quotes were opened on March 22, 2022 with one contractor submitting a quote.

**Steve Moritz Construction \$25,590.00**

The Conservation Club donated \$19,000 toward the upgrades. If the Council wanted to keep the project at that same price, one bathroom upgrade could be removed at this time.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-31, Resolution Accepting Quote for Conservation Park Shelter, at a cost not to exceed the donated amount of \$19,000.00. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- g. On January 19, 2022 the City Council approved a Master Agreement with Bolton Menk along with Work Order #1 for Land Acquisition of properties in the RPZ (Runway Protection Zone). The proposed purchase is the property off the end of the turf runway.

Since that time, MnDot Aeronautics and the FAA have proposed updates to the language of the Agreement. The cost remains unchanged.

The proposed changes include:

- Title Opinion – City Attorney to review abstract and prepare Title Opinion identifying all encumbrances and identify which have valid rights to be subordinated to the City.
- Name of Appraiser changed from John Fleming to Sean Butts.
- Name of Review Appraiser changed from Mainstreet Appraisals to Patricia Nolan of Evergreen Land Services.
- Language on Relocation Assistance with Evergreen Land Services
- Closing Services by James Anderson
- Property research to include 8 parcels vs 9.
- Unrecorded encumbrances to be added to Property Map.
- New Property Data Tables to be added to map.
- Conveyance Documents to be added to map.
- Add summary of costs to grant application
- Include parcel survey with grant application
- Include Relocation Assistance in Grant Application
- Record Documents

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

FAA Share 90%	\$45,900.00
City Share 10%	\$ 5,100.00

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve amended Work Order #1 with Bolton Menk. A vote being recorded as

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

- h. The completion of the Info Center grading included moving excess black dirt from the property. That dirt is now located on Lot 1, Block 1, South Sauk Centre Industrial Park just south of the truck stop.

The black dirt needs to be removed and disposed of to accommodate the completion of the project on that site.

There has been some interest by contractors in obtaining the dirt.

The preference would be that a contractor would take it all and that the City should set a date that it needs to be removed by. The black dirt is somewhat rocky so would most likely be used for rough grading/fill.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2022-32, Resolution Declaring Property as Excess and Authorizing Advertisement for Sale. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- i. The City passed Resolution 2022-03 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations for the 2022 project.

With changes to the Scope of the Project and the potential bond costs a new resolution should be adopted.

The change removes the side streets from the Reclamation portion of the property and changes the proposed bond from 4.5 million to 4.8 million.

Resolution 2022-33 sets forth the procedures relating to compliance with the IRS regulations.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2022-33, Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- i. Park Board Member Bryan Zollman submitted his resignation from the Park Board effective immediately.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to accept the resignation of Bryan Zollman from the Park Board. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

a. City Engineer Yapp updated the Council on the following projects:

2022 Project

- Kick off date April 7, 2022 with preconstruction meeting
- Removals to begin week of April 11
- Full scale start week of April 18
- Scheduled to wrap up the third week of October 2022

South Industrial Park Project

- Start date to be within the next two weeks

**9. NEW BUSINESS**

a. In past years the Council discussed potentially charging a Commercial Permit for Commercial Lawn Services who dispose of clippings at the compost site.

Pros: Revenue to help defray costs.

Cons: Increased commercial use.

By general consent, this was sent to the Operations Committee for their review/recommendation.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$218,003.68
	Paid Claims	<u>\$50,000.00</u>
	Total	<u>\$268,003.68</u>

b. Resolution No. 2022-34, Resolution Accepting Contributions.

Men’s Card Playing Group	\$129.32	Senior Center	
Mid-MN Excavating, Inc.	\$150.00	Street	Dept.
VFW Auxiliary	\$400.00	Police Dept. (K-9 Unit)	
CentraCare Health Sauk Centre	\$500.00	Challenge Park	

c. Resolution No. 2022-35 Resolution Approving an Off-Site Gambling Permit for the Sauk Centre Conservation Club, Inc. The permit would allow for a Raffle to be held on June 11, 2022 at the Sinclair Lewis Park Band Shell.

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

The Council thanked the above noted organizations for their donations.

**11. INFORMATIONAL ITEMS**

- a. Each year the City declares a date for Arbor Day. This is part of the City’s Tree City USA requirements. Arbor Day in 2022 is April 29, 2022.

2022 is the 150<sup>th</sup> anniversary which was first observed by the planting of more than a million trees in Nebraska in 1872.

- b. Two City Employees have advanced to the next step according to the Pay Scale.

Mark Grinstead	Step 5	3/1/22
June Messer	Step 4	2/4/22

- c. Weather Awareness Week.
- d. Local Board of Review – April 11, 2022 – 1:00 p.m.
- e. Spring Cleanup Day – May 28, 2022 8:00-12:00 p.m.
- f. Spectrum lineup changes.

**12. ADJOURNMENT**

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