

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 21, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 21, 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, City Engineer Keith Yapp, Police Chief Bryon Friedrichs, 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 Leach and was seconded by Council Member Fuechtmann to approve the agenda, with changes. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve the April 7, 2021 Regular Meeting Minutes and April 12, 2021 Special Meeting Minutes, as presented. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach and Mayor Stone. Against: None. Abstain: Council Member Fuechtmann. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Clifton Larson Allen representative Miranda Wendlandt reported on the 2020 audit. She thanked the City of Sauk Centre and the City Council for allowing them to perform the audit and stated that she reviewed the audit with the Finance Committee prior to the meeting. The City of Sauk Centre was issued a clean audit report. She then discussed the following:

- Required Communications
- City's Audit Results – Unmodified Opinion
- Cash and Investment Balances
- Fund Balances
- Comparative Governmental Revenues
- Governmental Fund Revenues
- Comparative Expenditures for Governmental Funds
- Governmental Fund Expenditures
- Upcoming accounting standard changes

See 7a.

- b. Police Chief Friedrichs presented the March 2021 Police Report stating that there were 148 Verbal Warnings and 575 ICRs for a total of 723. The new squad is in operation.
- c. Assistant Ambulance Director Tim Dechene presented the First Quarter Report for 2021 as follows:
 - 30 No loads/cancel, 20 ALS transfers, 45 BLS transfers and 168 billed calls
 - Total billed \$208,468.00
- d. Public Works Director Clink updated the Council on the following activities of the department:
 - Work in campground including new water lines for various seasonal campsites
 - Fixed utilities on various sites
 - Fish Cleaning House construction moving along. The old Fish Clean house has been demolished and cleaned up.
 - Chipper box finished for T8
 - Repairs made to campground dock
 - Pier was moved and set and anchored in place
 - 10th Street repairs have been made
 - Repairs made to gravel and alleyways
 - Cleaned storm sewer outlets that had buildup
 - Repaired sidewalk curb/gutter by Auto Value
 - Street sweeping as weather allows
 - Tar patching is in progress
 - Ice has been removed from arena
 - Pad prepped for new home for the Little Red Schoolhouse with May 10th planned as the move date
- e. City Engineer Yapp updated the Council on the following projects:
 - 2020 Capital Improvements
 - Final punch list items being compiled.
 - Final restoration and paving to begin within 4-6 weeks
 - Interpretive Center Improvements
 - Preliminary and Final Plat – see 7c
 - Completed preliminary concept layout, utility and grading plans – see 7i
 - Industrial Park South
 - Survey complete
 - Platting in progress
 - 2022 Project
 - Preliminary survey to be complete within the week
 - Starting quantities and layouts to begin within two weeks

- f. The Planning Commission met on Tuesday, April 13th and discussed the following:
- Arrowsmith Plat 3 Public Hearing – see 7c and 7i
 - 8 Building Permits issued in March with a value of \$1,176,438.00
- g. The Operations Committee (Council Members Kelly and Wilber), City Administrator Willer, Public Works Director Clink and three members from Sauk Centre Opportunities met on Wednesday, April 21st. The focus of the meeting was regarding the storm pond in the Industrial Park. See 8d.

7. ACTION ITEMS

- a. See 6a.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to accept the 2020 Audited Financial Statements. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- b. As part of the ongoing cleanup of City properties, items were listed for sale through the State’s online auction service.

Bidder	Item	Amount
Earl Lemiuier	Fence Pipe	\$90.00
Earl Lemiuier	Chain Link Fencing	\$830.00
Ed Haberman	Light Fixtures	\$70.00
Rebecca Wierschke	Countertops	\$50.00

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve Resolution No. 2021-35, Resolution Authorizing Sale of Excess Property. A vote being recorded as follows: For: Council Members Wilber, Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. The motion passed.

- c. The Planning Commission held a public hearing on the Preliminary and Final Plat for Arrowsmith Plat 3. This property is owned by the City and is commonly known as the Information Center property and is proposed to be subdivided into three parcels to allow for the construction of new businesses.

The plat includes property that is proposed to be vacated at the May 5, 2021 meeting. This is the excess right of way between the right of way of Getty Street and Arrowsmith Plat 2. Approval should be contingent upon approval of that vacation on May 5.

The Planning Commission recommends the City proceed with the approval.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2021-36, Resolution for Approval of the Preliminary and Final Plat of Arrowsmith Addition Plat 3. A vote being recorded as follows: For:

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

- d. Ambulance Director Kathy Struffert requested to appoint an EMT to the Sauk Centre Ambulance Department. Nicholas Weisensel is a licensed paramedic and works for CentraCare EMS. He recently moved to Sauk Centre.

It was requested that he be appointed to the Department pending a positive background check and reference check at EMT B Level 1.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to appoint Nicholas Weisensel to the Sauk Centre Ambulance Department. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- e. Ambulance Director Kathy Struffert is requesting to advertise to seek candidates for an upcoming EMT class.

There is an initial class starting May 18, 2021 and she is hopeful that she can recruit two to four individuals to attend the class.

Upon successful completion, they would be eligible for appointment as a Probationary EMT with the Department.

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

- f. Public Works Supervisor Ben Clink requested that the City Council appoint Andrew Bick as a Seasonal Employee for the Summer of 2021.

Bick worked for the City in this capacity in 2020 and would work until he returns to college in August.

Bick would return at Step Two.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to appoint Andrew Bick as a Summer Seasonal Employee, at Step Two. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- g. With Part Time Officer Eric Grabmier appointed to a full-time position, the City is in need of some part time backup to fill in for vacations etc. Police Chief Friedrichs is requesting that the City Council authorize the appointment of Steven Knisley to the Department as a Part Time Officer.

Knisley interviewed for the full time position in January and would be interested in working on a part time basis.

Appointment would be subject to a successful background check and reference check.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve the appointment of Steven Knisley to the Sauk Centre Police Department as a Part-Time Officer, upon successful completion of a background check. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- h. At a prior Council meeting the Council authorized that staff pursue quotes for the purchase of two dock extensions for the Day Use Dock. The purchase was made possible due to donations from the Conservation Club and Big Sauk Lake Association.

The extensions to be 4' X 16' each and include 2 wheel kits and 4 plastic wheels.

Requests were sent to those who bid on the initial dock and also advertised with the following results:

COMPANY	EQUIPMENT	AMOUNT
Boomerang Marine & Sports	Floe Dock	\$4,267.00
Clink Outdoors	Dockrite	\$3,904.00
Kostreba Contracting	Voyager Dock	\$4,419.00
Channel Marine	Hewitt Dock	\$4,755.70

After verifying compatibility with the existing purchase, it was recommended that the City proceed with the low bidder for the Dockrite equipment.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-37, Resolution Accepting Quote for Day Use Dock Extensions. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Wilber, Leach and Mayor Stone. Against: None. The motion passed.

- i. At the EDA meeting on April 7, 2021, the EDA discussed whether it should act as the Master Developer on the Arrowsmith Plat 3 development (Info Center).

It was concluded that the EDA should act in that role and proceed with finalizing plans and specifications for bidding the project. This to be done in conjunction with the various easement and property vacations and platting of the property.

The City Engineer has completed a draft site grading plan and layout for the project which was presented to the Council.

If the City proceeds with being the Developer it should Order the Improvement Authorizing the Creation of Plans and Specs for Bidding to be brought before the Council for final approval.

Acting as the Master Developer includes the site work including demolition, grading, filling, installation of storm pond, installation of utilities, installation of curb cut access onto 12th Street with driveway, sidewalks, and permitting from Mn Dept of Health, MnDot, Stearns County, MPCA, and Sauk River Watershed District.

Once the specifications are completed for bidding, a final engineer's estimate for the project will be available prior to authorizing bidding the project.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2021-38, Resolution Ordering Improvement of Arrowsmith Plat 3 Development. 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. Golf Course Apartment CUP – Staff met with Developer to finalize Conditions for Developer Agreement. Developer requested that we delay an additional thirty days. Action must be taken by June 16.
- b. Public Hearings on Vacation of Property and Easements for Arrowsmith Plat 3 Development – May 5, 2021 City Council Meeting. 3
- c. Public Hearing on Creation of TIF 1-14 - May 5, 2021 City Council Meeting.
- d. See 6g. Options discussed. Sauk River Watershed doesn't have ability to clean/maintain the pond. More information to come at a future meeting.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims -

Unpaid Claims	\$78,687.11
Paid Claims	<u>\$0.00</u>
Total	<u>\$78,687.11</u>
- b. List of Checks \$354,542.87
- c. Gambling Application for Exempt Permit request from the Knights of Columbus Council 4863 for bingo and a raffle for July 28-August 1, 2021 at the Stearns County Fairgrounds.

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

11. INFORMATIONAL ITEMS

The following Information Items have been received:

- a. Cleanup Day – May 22, 2021
- b. Hazardous Waste Day – June 16, 2021 – 3 volunteers needed

12. ADJOURNMENT

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

Mayor Warren Stone

City Administrator Vicki Willer