

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 15, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 15, 2021 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Shalon Wilber, Heidi Leach and Joe Fuechtmann. Also present were Engineer Keith Yapp, Police Chief Bryon Friedrichs, City Administrator Vicki Willer, 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 Fuechtmann and was seconded by Council Member Wilber to approve the agenda, with additions. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the September 1, 2021 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

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

Roger Majeski, 1065 Getty Street applied for a variance which will allow for the construction of a detached accessory structure 6.9 feet from the side property line, where the setback is 15 feet. See 7e.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Police Chief Friedrichs presented the August 2021 Police Report stated that there were 233 Verbal Warnings and 590 ICRs for a total of 823.
- b. Public Works Director Clink updated the Council on the following activities of the department:
  - East St. and Anjo Dr. Mill and Overlay completion, with new street signs being installed in those areas as well
  - August storm cause cleanup over a several week period of time, including tree cleanup, seeding, sidewalk repair, etc.
  - Stormwater pond east of CMCU repaired due to water runoff from storm, day use dock sustained storm damage, bandshell lost shingles, library had water leakage in north wing. Working with insurance regarding these items.
  - Summer seasonal employees are done for the year.

- Outdoor rink fencing will be installed within the week.
  - Arena sustained damage due to dry floor event rental. Working with insurance, renters insurance, etc.
  - Splash pad closed and winterized for the season.
  - Campground updates/repairs will be completed once the campground closes.
- c. City Planner Morton updated the Council on the September 14, 2021 regular meeting as follows:
- Conducted two Public Hearings – see 7e and 7f
  - Discussed the possibility of having private roads in the community – currently the City Code does not allow it
  - Reviewed Building Permit Report
- d. City Engineer Keith Yapp updated the Council on the following projects:
- 2020 Elm Street Project – Finalized turf restoration, curb work repair. Punch list items are complete. Turf warranty extended until spring of 2022.
  - 2021 Information Center Project – Things are moving forward. Will be doing final grading, pond work, seeding.
  - 2021 South Industrial Park Project – Nearing completion of plans and specifications. Looking to go to bid in the near future – see 7f. Adding right turn lane to the project.
- e. The Sauk Centre Airport Board met on Wednesday, September 8, 2021 in regular session and reviewed the following:
- Waiting for final payment from MnDot on Zoning Update
  - 2021 Airfield Maintenance Project Underway – Airport will be closed for the following:
    - Pavement Marking Removals - Sept. 8-9
    - Sealcoat Application Sept. 13-14
    - Pavement Reconstruction and Marking – Week of Sept. 20
  - 2021 Land Acquisition Environmental Assessment – Grant paperwork has been signed by FAA – waiting for final copy back from MnDot
  - Final Funding for 2021 Projects (Airfield and EA)
 

▪	FAA	\$371,928.08	80.5%
▪	State	\$50,530.08	13.6%
▪	<u>City</u>	<u>\$21,826.03</u>	<u>5.9%</u>
▪	<u>Total</u>	<u>\$371,928.08</u>	<u>100.0%</u>
  - 2022 Entitlement Fund Balance \$572,946.00 – (Dollars eligible to receive)
  - 2021 State Grant for Hangar Door Upgrades – Paperwork has been submitted.
  - Discussed Potential Construction of box hangar to rent.

**7. ACTION ITEMS**

- a. Mark Lee Excavating has completed the 2021 Street Reclamation Project for Anjo Drive and portions of East Street.

	<b>Anjo</b>	<b>East</b>	<b>Total</b>
Mobilization	2,000.00	2,000.00	4,000.00
Sawcut		360.00	360.00
FD Reclaim Non-Wear Course	9,828.00	8,468.00	18,296.00
Wear Course	40,535.00	35,090.00	75,625.00
Tack Coat	30,360.00	26,400.00	56,760.00
Curb R&R	680.00	520.00	1,200.00
	1,120.00	400.00	1,520.00
	<u>84,523.00</u>	<u>73,238.00</u>	<u>157,761.00</u>
Total Earned			157,761.00
Less 5% Retainage Due This Request			<u>7,888.05</u>
			<u>149,872.95</u>

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Pay Request #1 for the 2021 Street Project to Mark Lee Excavating. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- b. Kathy Struffert, Ambulance Director, submitted a request for the advancement of Richard White from probationary EMT to EMT-B Level One.

While on probation with the service Richard has had favorable reviews. He has well exceeded the 20 patient contacts that are required while on probation. He takes active call and is available for backup on a regular basis.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve advancement of Richard White to EMT-B Level One, effective September 15, 2021. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Wilber Kelly and Mayor Stone. Against: None. The motion passed.

- c. An updated budget incorporating the changes that were recommended at the Budget Workshop has been completed. The Expense Budget is as follows:

General Fund	4,395,125.15
Special Revenue	3,380,822.73
TIF	650,050.00
Debt Service	1,594,032.50
Capital Projects	<u>9,141,162.00</u>
<b>Total Expenses</b>	<b>19,161,192.38</b>

The proposed revenue Budget includes a 6% levy increase.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-89, Resolution Adopting Preliminary 2022 Expense and Revenue Budgets for the City of Sauk Centre. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- d. The levy presented is the levy proposed at the Budget Workshop Meeting. The proposed levy increase for 2022 is 6% which calculates to \$118,430.

The Final Levy to be considered at a Public Meeting to be held with the regularly scheduled City Council meeting on December 1, 2021 at 6:30 p.m.

General Fund	1,507,267.00
Special Revenue	
211 Library	25,000.00
226 EDA	20,000.00
230 Airport	15,000.00
260 Senior Center	25,000.00
270 Arena	25,000.00
287 2020 CIP Repayment Fund	45,000.00
Total Special Revenue	155,000.00

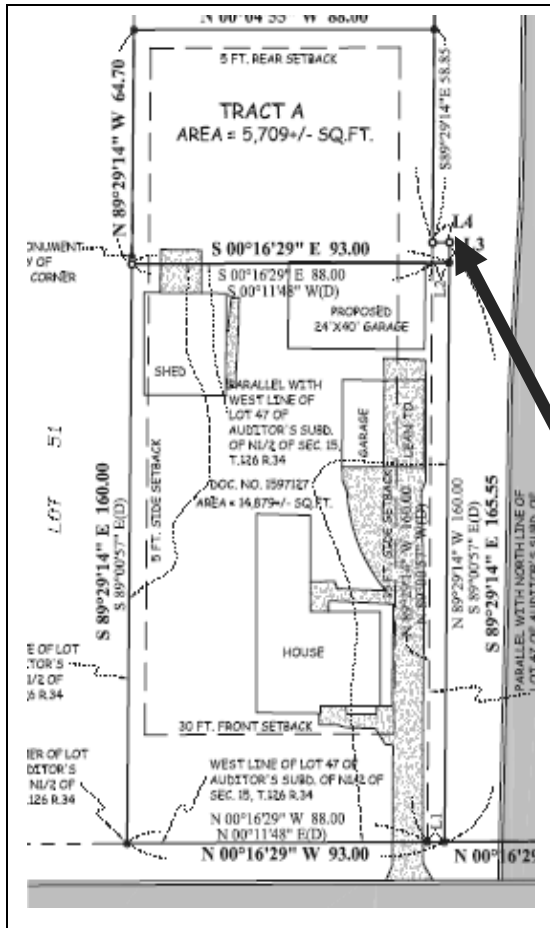
Debt Service:

331	2012A G.O. IMP (4 <sup>th</sup> )	15,000.00
333	2015A G.O. IMP/SR (Beltline/Centre)	85,000.00
334	2015B G.O Refunding (City Hall/Ash)	60,000.00
336	2018A G.O. IMP (North/Getty)	105,000.00
337	2022A GO Improvement Bond	\$165,000.00

Total Debt Service	430,000.00
<b>TOTAL 2022 LEVY</b>	<b>2,092,267.00</b>

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2021-90, Resolution Adopting Preliminary Property Tax Levy, Collectible in 2022. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

e.



Roger Majeski, 1065 Getty St., has applied for a variance to allow the construction of a detached accessory structure 6.9 feet from the side property line where the required setback is 15 feet.

A prior variance was granted at this same setback for his primary property, however, Majeski has purchased additional property and is requesting the same setback apply to that property so as well he can push his structure further back on the lot.

The Planning Commission met on Tuesday, September 14 and recommended denial of the request as they didn't see a practical difficulty as the property size allows for the proposed structure to be constructed while maintaining existing setbacks without the need for a variance.

The following Finding of Fact were reviewed:

1. Granting the variance will not adversely affect the public health, welfare, and safety, and will not be detrimental or injurious to property or improvements in the neighborhood.

The following Conditions were reviewed:

1. The variance is void within one year if not acted on.
2. If denied, no application for the same or essentially the same variance shall be made within six months.
3. Applicant shall reduce erosion and stormwater runoff onto the neighboring properties by installing gutters and down spouts directed away from adjoining properties.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Resolution No, 2021-91, Resolution Granting Variance to Roger

H. Majeski. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann and Leach. Against: Kelly and Mayor Stone. The motion passed.

- f. The Planning Commission held a public hearing on Tuesday, September 14, 2021 to consider the approval of the Preliminary Plat of South Sauk Centre Industrial Park.

The property is owned by the City and is currently under development. The plat will create six lots with the potential of one lot being split into two for a total of seven lots. The proposed use of the lots is industrial with a focus on manufacturing and warehousing. This use is in compliance with the DEED grant that the City received that will share the cost.

In addition to the Preliminary Plat, the Final Plat is also proposed for approval. The plat approval is required by DEED so that a Declaration can be filed indicating that the City owns or has easement rights over the infrastructure that is proposed to be installed with grant funding.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2021-92, Resolution Approving Preliminary and Final Plat of South Sauk Centre Industrial Park. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- g. During the surveying for the development of the South Sauk Centre Industrial Park, wetlands were delineated. Two of the wetlands will be left to function as they have, however the third wetland is located in the proposed storm pond. Because the wetland will become a storm pond the City has the option to purchase wetland credits to offset the loss of the wetland (storm sediment is considered fill).

The City Engineer reached out to the various wetland banks and has secured an offer from one Wetland Bank owner that has remaining credit.

The price is \$87,120 per acre. The City needs .14 acres or \$12,196.80. This price plus the fee to BWSR (Board of Water and Soil Resources) of \$321.16 results in a total cost to the Project of \$12,517.86. Closing on the Sale is proposed to be October 29, 2021.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to authorize execution of Purchase Agreement and closing documents for the purchase of Wetland Credits. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.



- h. The City has previously reviewed the proposed construction plans for the development of the South Sauk Centre Industrial Park.

Those plans are now substantially complete and ready for bid.

A full set of plans is available for review at City Hall.

The City Engineer is requesting formal approval to authorize advertisement for bid with bids to be open until October 14, 2021.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-93, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for 2022 Public Improvement Project. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- i. Work has been completed on the reclamation project on Anjo Dr. and East St. and the final assessment role has been prepared.

The final assessment is decreased from the preliminary proposal due to cost savings on the project. The total amount assessed is \$55,216.35 compared to the Preliminary Assessment of \$62,196.06.

A copy of the Assessment Role was presented to the Council for their review.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2021-94, Resolution Adopting Final Assessment Role

for Anjo Dr. and East St. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- j. The City currently leases its copiers (2 in admin and 1 in the PD). The lease has since expired and the machines are to be retired.

Quotes were obtained for new machines to lease, and a purchase option was also requested. A maintenance contract for supplies etc. was also obtained. The first three machines are comparable. The second set of two includes a smaller machine for the Police Dept. due to reduction in need because of lesser use.

<u>Company</u>	<u>Machine</u>	<u>Purchase</u>	<u>Lease/5 yr.</u>	<u>Maint/mo</u>
Coordinated	Kyoceria	\$21,958.00	\$28,178.20	\$110.96
Marco	Konica Minolta	\$21,443.00	\$26,040.00	\$138.81
Metro Sales	Ricoh	\$20,373.98	\$27,383.40	\$144.06

Option Below substitutes a smaller printer/scanner for PD:

Marco 2	Konica Minolta	\$18,129.00	\$22,020.00	\$138.58
MCSI	Toshiba	\$15,265.00	\$16,098.00	\$196.69

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-95, Resolution Accepting Quotes and Entering into Lease for Copier Equipment (Marco 2 Konica Minolta Purchase \$18,129.00). A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- k. The Park Board, at its September 7 meeting, discussed various updates to the Campground Policies which will come before the City Council at a later date.

One item that will need immediate action is establishing the 2022 rate for the Seasonal Camping.

Campers will be leaving the campground in the next few weeks and are requesting their 2022 Contract. They have until October 31, 2021 to inform the City whether they wish to return.

The Park Board recommended that the rate be set at \$2,400 for the 2022 season.

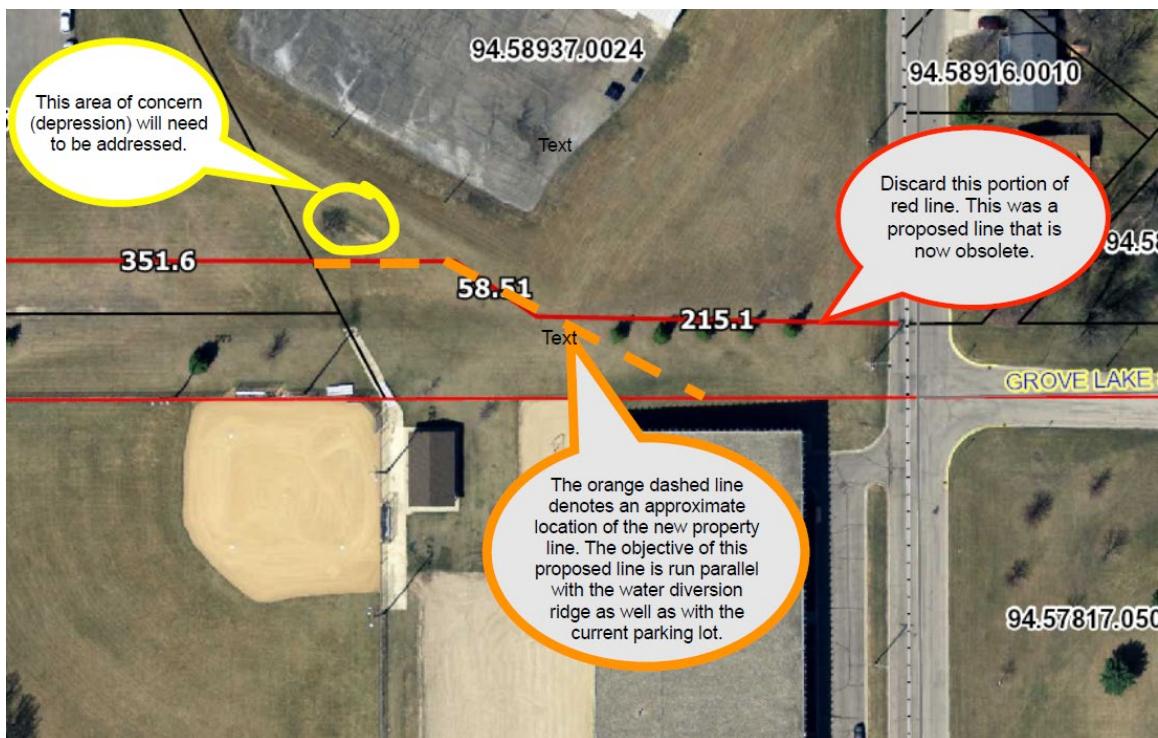
A motion was made by Council Member Wilber and was seconded by Council Member Kelly to establish the 2022 Seasonal Camping Rate at \$2,400.00. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.



1. The Park Board, at its September 7, meeting discussed the future ballfield improvements at Towerview Park.

One item needs to be concluded prior to formal planning for the improvements which is closing on the land acquisition for the project. Previously the Council approved executing the documents for the acquisition of additional land adjacent to the ballfield currently owned by Tri-Cap.

The Committee has now secured a verbal agreement to acquire part of the property adjacent to the Arena. The Owner has agreed to donate the property as long as the City covers the closing costs (including survey) and that the surface water runoff be diverted away from their remaining property.



A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-96, Resolution Authorizing Execution of Closing Documents. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- m. Each year Big Sauk Lake Association presents its budget proposal for Aquatic Vegetation and Invasive Species Management on Big Sauk Lake to the City Council. The budget is then included in the Sauk River Watershed District's budget. The 2021 Weed Survey is the basis for the budget.

Proposed budget for 2022 is:

**For Curlyleaf Pondweed (CLP)**

<u>Description</u>	<u>Acres</u>	<u>Rate</u>	<u>Estimated Cost</u>
CLP Treatment	40	\$420/acre	\$ 16,800
<u>2021 Weed Survey</u>			<u>\$ 4,750</u>
Sub-Total			<b>\$ 21,550</b>

**For Carp Control/Survey**

<u>Task</u>	<u>2021 Budget</u>	<u>2022 Budget</u>	<u>Total</u>
Project Management	\$900	\$900	\$1,800
Task 1. Permits	\$811	\$504	\$1,315
Task 2. Electro CPUE	\$6,681	\$0	\$6,681
Task 3. Implant radio tags and PIT	\$2,900	\$0	\$2,900
Task 4. Telemetry	\$4,704	\$4,872	\$7,896
Task 5. Commercial Netting	\$0	\$9,448	\$9,448
Task 6. Draft IPM	\$1,465	\$6,875	\$7,360
Task 7. Box Netting	\$0	\$12,520	\$12,520
Task 8. Otolith Removal and Ageing	\$980	\$1,960	\$2,940
Totals	\$17,461	<b>\$38,059</b>	\$55,520

<b>CLP TREATMENT 2022 BUDGET</b>	<b>\$ 21,550</b>
<b><u>CARP CONTROL 2022 BUDGET</u></b>	<b><u>\$ 38,059</u></b>
<b>TOTAL BUDGET 2022</b>	<b>\$ 59,609</b>

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the budget for invasive species management on Big Sauk Lake. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Kelly. Against: None. The motion passed.

- n. The Airport Board has on its Twenty-Year Capital Improvement Plan the replacement of the door cables on the 2000 T-Hanger. The cables will be replaced with straps. The estimated cost of the replacement is \$145,000.

In 2021, MnDot Aeronautics selected the project for a grant funded at 75%.

The Airport Board sought bids and recommended the City accept the grant which, was done at a prior meeting.

The bids have been finalized with the following:

<u>Bidder</u>	<u>Amount</u>
Schweiss Door Company	\$120,182.97
Midland Door Solutions	Declined to Bid

BEAM Electric	\$2,200.00
Essler Electric	\$9,900.00

The Airport Board recommended the City proceed with the project.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to Approve Resolution No. 2021-97, Resolution Awarding Quote for T-Hangar Door Improvements. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

- a. The City has operated a permitted Compost Site and Brush Site at the Public Works Garage for many years. Up until 2008, the hours were open when Public Works employees were on duty and on Saturday mornings. On those mornings an attendant was hired to monitor the site.

Due to demand for increased hours the City Council decided that the site should remain open after hours and on weekends due to requests to be open more hours when residents are off work. The site has operated this way for the last 13 years.

Due to recent storm events, there has been a substantial increase in brush, logs, stumps hauled to the site. Oftentimes they are being brought in from out of town. This increase results in extra staff time to push and compress the piles, sort out what can't be burned and ultimately monitor the eventual burn.

On Saturday, September 4, 2021 there were large loads being brought into the site with the majority from out of town rather than from residents/taxpayers of the City. This prompted the Police to contact the Mayor who then closed the site except during working hours until such time the City Council can revisit and determine how to proceed.

Options Include:

1. Close the Site and no longer offer the service to anyone.
2. Keep limited hours. Weekdays only.
3. Hire additional staff to monitor the site evenings/weekends.
4. Accept brush/compost from out of town and require a fee (which would also require an attendant)
5. Bill the adjacent communities.
6. Re-open the site with community service ads to get the rules out. (No Stumps, No logs larger than 6" diameter)

It was the general consent of the Council to proceed with option 6.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims - Unpaid Claims \$459,201.75  
Paid Claims \$607.32  
Total \$459,809.07
  
- b. August Checks Paid Claims/Payroll \$1,380,930.91
  
- c. Gambling Application for Exempt Permit request from Centre Mat Youth Wrestling Club for a raffle on December 30, 2021 at Sauk Centre High School.

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

**11. INFORMATIONAL ITEMS**

- a. Spectrum Channel Lineup Changes
  
- b. Fall Cleanup Days – Arena Parking Lot – September 18, 2021

**1. ADJOURNMENT**

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