

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 21, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 21, 2022 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Joe Fuechtmann, Heidi Leach and Shalon Wilber. Also present were Engineer Keith Yapp, Public Works Supervisor Ben Clink, Police Chief Bryon Friedrichs, City Administrator Vicki Willer 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 as presented. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Kelly, Leach 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 Wilber to approve the September 7 Regular Meeting Minutes with changes. A vote being recorded as follows: For: Council Members Kelly, Wilber, Fuechtmann and Stone. Against: None. Abstain: Council Member Leach. The motion passed.

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

None.

**5. PUBLIC HEARING**

None.

**6. REPORTS/PRESENTATIONS**

a. Police Chief Friedrichs presented the August 2022 Report stating that there were a total of 754 ICRs. Friedrichs also discussed the following:

- Nite To Unite – August 2, 2022
- A call came into the PD dispatch concerning threats to the school, as well as other schools in MN.
- Speed signs seem to be effective.

b. Public Works Director Clink updated the Council on the Department's monthly activities:

- Installed boat landing plans with assistance of DNR. it is now 20' longer
- Splash pad closed for the season
- Three new trees planted
- Tree notices sent out to property owners who have dead/diseased trees that need to be removed

- Performed the replacement of the radiator on the City Hall generator, as well as performed annual maintenance
- Repaired storm sewer line by McDonalds
- Repaired drain tile that was hit during construction in the Industrial Park Project
- Hauled in sand for winter season
- Salt has arrived for winter season
- Several boulevard trees have been removed
- Working on street signs for Second Street construction Project
- Prepped building pad for the new Airport A/D building addition
- Asphalt repair complete on the taxiway area in front of the FBO Hangar
- Preparing arena for ice to go in in October
- Arena was power washed prior to the start of mural painting

c. The Planning Commission met on Tuesday, September 13 and discussed the following:

- Public Hearing – Zoning Map Amendment – See 7d
- Public Hearing – Eagle's healing Nest Interim Use Commercial PUD/Private recreational camping area – tabled until October meeting
- August Building Permit Report – 24 permits issued with a total construction value of \$1.2 million

d. City Engineer Keith Yapp updated the Council on the following projects:

South Industrial Park

- Gravel is on the roads with concrete, curb, and gutter scheduled to go in late September
- Paving mid-October
- Remaining work includes boulevards, seeding, lift station
- Building/Business projected to be complete and operational by end of October 2022

2022 Project

- Curb and gutter completed September 21, 2022
- Paving to begin the first week of October, 2022
- Restoration on Phase one to begin September 22, 2022

City Hall Front Steps

- Landscape Architect putting together draft

e. The Airport Commission met on Thursday, September 15 and discussed the following:

- The Compass Rose has been micro-sealed. Will paint new Rose in 2023
- Fueling System waiting for contractor to upgrade
- Received report that City Council authorized moving forward with AD Building Upgrades – Project to begin this Fall
- Discussed issue with Hangar Lessee modifying hangar

**7. ACTION ITEMS**

a. The fifth pay application has been received from C&L Excavating for the 2022 Street Project (2<sup>nd</sup> Street):

1.	Original Contract	\$6,495,562.69
2.	Change Order (reduce size of project)	(1,821,101.67)
3.	Revised Contract Amount	\$4,674,461.02
4.	Completed to Date	\$2,632,377.28
5.	Material on Hand	0.00
6.	Amount Earned	\$2,632,377.28
7.	Less Retainage 5%	(\$131,618.86)
8.	Less Previously Paid	(\$2,341,272.62)
9.	Failed Tests	(\$623.00)
10.	Amount Due	\$158,862.80

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Pay Request #5 to C&L Excavating for \$158,862.80. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

b. Ambulance Director, Kathy Struffert, recommends that Casey Klein be removed from probationary status and be advanced to the EMT-B 1 Pay Scale.

Klein was initially a Driver/EMR and subsequently promoted to an EMT (Probationary) on March 17, 2022

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve advancement of Casey Klein to EMT-B Level 1 effective September 17, 2022. A vote being recorded as follows: For: Council Members Wilber, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

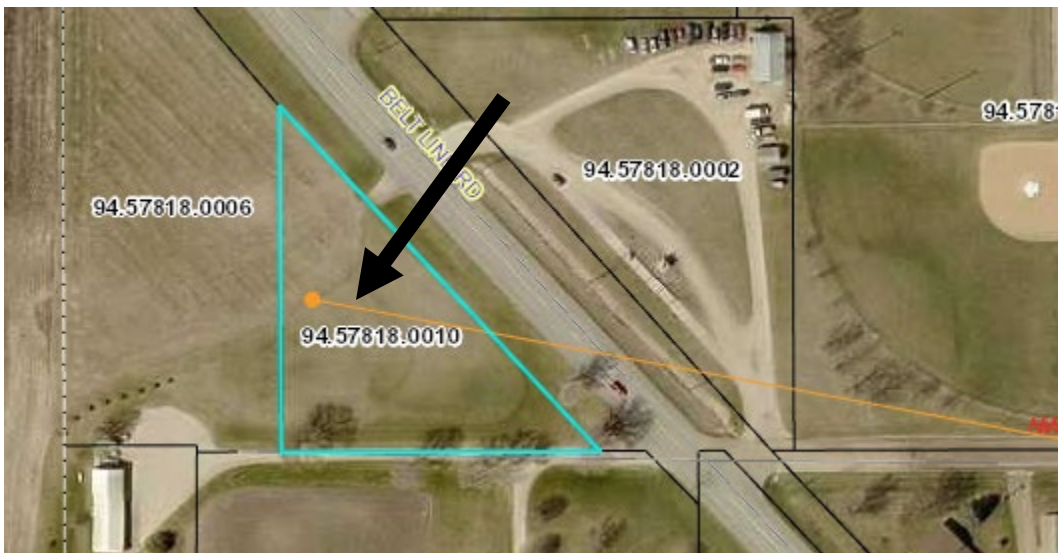
c. Public Works Supervisor, Ben Clink, has been with the City since October 1, 2018. He is advancing according to the Non-Union Pay Scale and is now eligible to advance to Step 6. As a non-union employee, this advancement is subject to City Council approval.

It was recommended that the approval be granted effective October 1, 2022.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve advancement of Ben Clink to Step 6 effective October 1, 2022. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- d. The Planning Commission, acting as the Board of Adjustment, conducted a Public Hearing at its meeting on September 13, 2022 to consider the rezoning of a parcel of land from R-1 Residential to I/C Industrial Commercial. The parcel ID is 94.57818.0010.

The property is owned by Ron Moritz and is located at the corner of Beltline Road and 10<sup>th</sup> St. S. The property was zoned I/C in the past, but was subsequently rezoned to R-1. This action would revert the zoning classification back to I/C.



A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Ordinance No. 815, An Ordinance of the City of Sauk Centre Amending the Official Zoning Map of the City as Outlined in Section 156.036 of the City Code. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. With the retirement of Public Works Maintenance employee, Bruce Westbrook, a vacancy exists in the Department.

It was recommended that staff meet with the Personnel Committee to discuss any potential changes to the position or the Department prior to advertising to fill the vacancy.

By general consent, the Personnel Committee will meet to make recommendation regarding the vacancy.

**9. NEW BUSINESS**

- a. The budget for the 2023 Sauk Lake Invasive Species Projects has been received.

The Curlyleaf Pondweed Budget for 2023 includes 45 acres of spraying at an estimated cost of \$27,000 although the DNR has ultimate say in the number of acres permitted. No acres were permitted in 2022. In addition, the budget includes \$5,000 for the Weed Survey to be conducted in the Spring of 2023 for 2024 budgeting purposes.

The Carp Control Project Budget for March 2023 to December of 2024 is \$34,179. In-kind contributions are budgeted at \$15,593 which is the work volunteers have been able to put in. Also, a grant application of \$134,718 has been submitted.

More detailed information is available for review at City Hall.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to acknowledge the 2023 Budget Proposal. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$426,694.06
	Paid Claims	<u>\$0.00</u>
	Total	<u>\$426,694.06</u>
b.	August Checks      Paid Claims/Payroll	<u>\$2,738,325.47</u>

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.

**11. INFORMATIONAL ITEMS**

- a. Police Officer Branton Stowell is scheduled to advance to Step 3 of the Pay Scale according to the Police Union Contract.
- b. Public Hearing – 2022 Street Project – October 5, 2022 – Notices have been sent.
- c. Public Hearing – 2022 Delinquent Accts – October 5, 2022 – Notices have been sent.
- d. Closing on the Sale of Lot 1, Block 4, South Sauk Centre Industrial Park has been completed.
- e. Spectrum Lineup Changes.

**12. ADJOURNMENT**

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