

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 7, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 7, 2022 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Joe Fuechtmann 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. Council Member Leach was absent.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to approve the Agenda, with changes. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. 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 August 17, 2022 Regular Meeting Minutes with changes. A vote being recorded as follows: For: Council Members Kelly, Wilber, Fuechtmann and Stone. Against: None. Absent: Leach. The motion passed.

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

None.

**5. PUBLIC HEARING**

None.

**6. REPORTS/PRESENTATIONS**

a. The Park Board met on Tuesday, September 6, 2022 and discussed the following:

- Discussed scheduling for 2023 Campground Manager position
- Reviewed proposed 2023 budget
- Heard presentation on potential fallen firefighter memorial
- Reviewed 2023 fee schedule
- Recommended pay for Figure Skate Instructor
- Received update on campground reservations

b. Removed from agenda.

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

2022 Capital Improvement Project

- Restoration work on phase one to begin soon

- Phase two street work has begun
- Phase three paving scheduled for the week of September 19 or 26

City Hall Front Steps

- Working on concept plan

South Industrial Park

- Outlet control structure is being worked on this week
- Aggregate base to start on September 9

**7. ACTION ITEMS**

a. An updated budget incorporating the changes that were recommended at the Budget Workshop was completed. The Expense Budget is as follows:

General Fund	3,904,024.96
Sinking Fund	25,000.00
Special Revenue	3,293,049.98
TIF	331,000.00
Debt Service	2,147,539.56
Capital Projects	<u>1,420,000.00</u>
Total Expenses	<b>11,120,614.50</b>

City Administrator Willer noted that there is a gap of \$216,291.00 that needs to be cut from the general fund expense to have a balanced budget based on the levy that the Council discussed. The Council was presented with an updated budget form and made the following changes:

• Planning & Zoning	Engineering Fees	-\$1,000.00
	Legal Fees	-\$3,000.00
	Travel Expense	-\$250.00
	P. Hearing/Ads	-\$1,500.00
	Gen Notices	-\$1,000.00
• Police Department	Office Supplies	-\$400.00
	Printed Forms	-\$1,000.00
	Uniforms	-\$750.00
	General Notices	-\$250.00
	Repair/Maint.	-\$300.00
	P.T. Officer	-\$6,000.00
• Street Department	Roof Replace	-\$5,000.00
	Purchase 1 ton/plow	-\$100,000.00
• Campground	Camper Cabins	-\$50,000.00
• Parks and Recreation	Machinery	-\$15,000.00

	Ford F250 Purchase	-\$30,000.00
• Shade Tree	Chain Saw	<u>-\$2,200.00</u>
		<b>-\$217,650.00</b>

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-73, Resolution Adopting Preliminary 2023 Expense and Revenue Budgets for the City of Sauk Centre, with the above recommended changes. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

c. The levy presented was the levy proposed at the Budget Workshop Meeting.

The Final Levy to be considered at a Public Meeting to be held with the regularly scheduled City Council meeting on December 7, 2022 at 6:30 p.m.

General Fund		1,570,571.00
Special Revenue		
211 Library	25,000.00	
226 EDA	25,000.00	
230 Airport	15,000.00	
260 Senior Center	25,000.00	
270 Arena	25,000.00	
287 2020 CIP Repayment Fund	40,000.00	
	<b>Total Special Revenue</b>	<b>155,000.00</b>
Debt Service:		
331 2012A G.O. IMP (4 <sup>th</sup> )	5,000.00	
333 2015A G.O. IMP/SR (Beltline/Centre)	75,000.00	
334 2015B G.O Refunding (City Hall/Ash)	85,000.00	
336 2018A G.O. IMP (North/Getty)	135,000.00	
337 2022A GO Improvement Bond	\$255,000.00	
	<b>Total Debt Service</b>	<b>555,000.00</b>
	<b>TOTAL 2022 LEVY</b>	<b>2,280,571.00</b>

The levy reflects an increase of \$63,304 for the General Fund, zero increase for the Special Revenue Funds and an increase of \$125,000 in Debt Service, primarily for the City share of Bond 2022A for the 2022 Street Projects. The overall increase for all funds is 9% (6% for the new bond) and 3% for all other funds.

A motion was made by Council Member Kelly and was seconded by Mayor Stone to approve Resolution No. 2022-73, Resolution Adopting Property Tax Levy (9%),

Collectible in 2023. A vote being recorded as follows: For: Council Member Kelly, Mayor Stone, Council Members Wilber and Fuechtmann. Against: None. Absent: Council Member Leach. The motion passed.

- c. The Airport Board recommended that the City Council advertise for quotes for renovations to the Arrival Departure Building at the Airport. There is also a \$5,000 option for a split A/C. The source of revenue for the improvements would be a \$32,000 grant from ARP funds with the remaining funds from airport revenues from rental of hangars and fuel sales.

Quotes were obtained as follows:

<b><u>Bidder</u></b>	<b><u>Bid</u></b>
Steve Moritz Construction	\$68,450.00

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2022-74, Resolution Accepting Quote and Authorizing Repairs and Upgrades to the Sauk Centre Municipal Airport Arrival/Departure Building. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Mayor Stone. Against: Noone. Absent: Council Member Leach. The motion passed.

- d. The 2022 Street Improvement Project is nearly complete. In 2021 a Public Hearing was held to notify all affected property owners of the project and a reasonable estimate of the amount of each assessment was provided to owners at that time.

After bids were received, the project was amended by removing certain portions of the project as well as adjustments in the remaining assessments. Those adjustments, in addition to a few additional affected properties causes the necessity of a Public Hearing.

The Public Hearing is recommended to be held on October 5, 2022 at 6:30 p.m. All affected property owners will be notified with the notification to include their final assessment amount. The total amount to be assessed is \$1,583,124.32.

Following the Public Hearing and adoption of the Assessment owners can prepay their assessment at City Hall up to November 15 with no interest applied.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 20022-75, Resolution Calling a Hearing on Assessment for 2022 Street Improvements. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Wilber and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- e. Each year the City Council reviews outstanding invoices for utilities and service payments and has the option to certify these unpaid invoices for collection with property taxes.

A listing has been prepared for the Council's review.

Prior to Certification to Property Taxes, the owners of said properties are afforded the option of attending a public hearing on the proposal.

October 5, 2022 is recommended to conduct the public hearing.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-76, Resolution Calling for Public Hearing on Proposed Assessments for Unpaid City and Utility Service Charges. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- f. Bruce Westbrook, Public Works, has submitted his resignation effective September 15, 2022. Bruce will be retiring from that City on that date.

Bruce has worked for the City in this position for twenty-five years.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to accept the Westbrook resignation effective September 15, 2022. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- g. The Sauk Centre Police Department has met with a committee including members of the Hispanic Community regarding policies and practices of the PD to help both parties gain an understanding of the operations of the Department.

An Agreement, which equates to a Memo of Understanding, was drafted that includes the policies and practices of the PD. A copy of the Agreement is was presented to the Council for their review.

The PD reviewed the Agreement with the committee who has requested that the City Council, by signature of the Mayor, acknowledge the Agreement.

A motion was made by Kelly and was seconded by Fuechtmann to deny signing of the Memo of Understanding. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- h. With the new rules and regulations regarding controlled substances and upon reviewing the City's Drug Free Workplace and Substance Abuse Policy, it is evident that an updated Policy is needed to cover the newer laws. In addition, the City's existing policy does not include provisions for testing of Non-DOT Employees.

The League of Mn Cities has published a Policy for Non DOT employees that has been reviewed by the Police Union and the City Attorney and is presented for approval. DOT Employees (Public Works) are already covered by a Drug Testing Policy for CDL Drivers.

The new Policy covers the following circumstances which might subject an employee to testing:

1. Pre-Employment Testing
2. Reasonable Suspicion
3. Treatment Program Testing
4. Testing if part of a Routine Physical Exam
5. Random Testing (for definition only)

The Policy as presented states that random testing is not part of the City's Non DOT Policy.

The Policy has a second part which includes Prohibition against Drugs and Alcohol which is similar to the City's prior Substance Abuse and Drug Free Workplace Policy but includes new language prohibiting the use of cannabinoids.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve a Policy on drug and alcohol testing and drug free workplace act for non-DOT employees. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. 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	\$275,049.48
	Paid Claims	<u>\$1,375.76</u>
	Total	<u>\$276,425.24</u>

b. Resolution No. 2022-77, Resolution Accepting Contributions.

Men's Card Playing Group	\$140.75	Senior Center
MN National Bank	\$272.00	Police Dept.
MN National Bank	\$272.00	Ambulance Dept.
MN National Bank	\$272.00	Fire Dept.
Dairyland Supply	2 large barn fans	Arena

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

The Council thanked the above noted organizations for their donations.

**11. INFORMATIONAL ITEMS**

1. Spectrum Channel Lineup Changes.

**12. ADJOURNMENT**

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to adjourn the meeting. A vote being recorded as follows: For: Council Members Fuechtmann, Wilber, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. 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