



**Sauk Centre City Council  
Wednesday, October 5, 2022  
6:30 P.M.**



**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, OCTOBER 5, 2022 – 6:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
  - a. September 21, 2022 Regular Meeting
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Reports/Presentations
  - a. Park Board Report, City Administrator
  - b. EDA Report, City Administrator
  - c. City Engineer Update
6. Public Hearings
  - a. Hearing on Assessments for Delinquent Services & Utilities
  - b. Hearing on Assessments for 2022 Improvement Project
7. Action Items
  - a. Approve Resolution 2022-78 Approving Assessment for Delinquent Services
  - b. Approve Resolution 2022-79 Approving Assessments for 2022 Improvement Project
  - c. Approve Resolution 2022-80 Calling for Hearing on Proposed Amendment to City Code – Licensing Sale of Cannabinoid Products
  - d. Accept Resignation – Sauk Centre HRA Board
  - e. Approve Advertisement to Fill Vacancy – Public Works Dept.
  - f. Approve Appointment of Winter Seasonal Employees
  - g. Approve Appointment of Probationary EMT
  - h. Approve Resolution 2022-81 Awarding Quote of LED Lighting – Ambulance
8. Unfinished Business
9. New Business
10. Consent Agenda
  - a. Schedule of Claims
  - b. Resolution 2022-82 Accepting Contributions
11. Informational Items
12. Adjournment



**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.

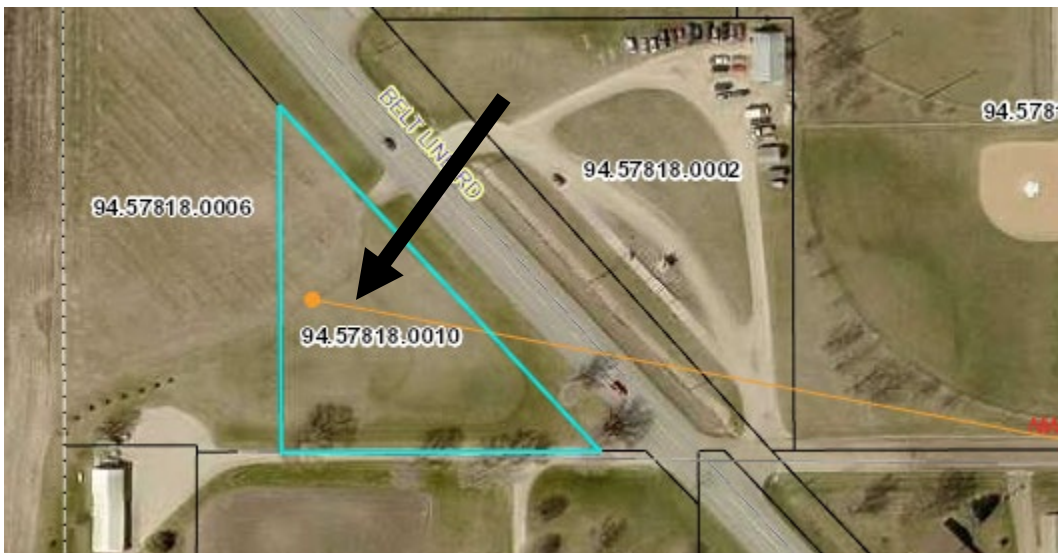
c. Public Works Supervisor, Ben Clink, has been with the City since October 1, 2018. He is advancing according to the Non-Union Pay Scale and is now eligible to advance to Step 6. As a non-union employee, this advancement is subject to City Council approval.

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

# City of Sauk Centre Staff Report

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**Meeting Date:**        **October 5, 2022**

**Subject:**                **Public Hearing on Assessments – Delq Accounts**

**Agenda Item:**        **5a**

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## **Description/Summary**

The City Council at its September 7, 2022 regular meeting, called for a hearing to be held on October 5, 2022, to consider the assessment of unpaid utility and service bills.

State statute allows for the City to apply certain unpaid bills or service charges against property taxes.

A listing of the proposed assessments is attached in the amount of \$2,827.03.

## **Action Requested:**

**Conduct Public Hearing**

## **Action Taken:**

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**Motion:**

**Second:**

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Invoice	Parcel ID	Name	Property Address	Description	Amount	Admin	Total
1357	94.58474.0000	Frericks, Patrick	632 Ash St. S	Sidewalk Repair	53.71	100.00	\$153.71
1248	94.58025.0000	Haase, Corey J.	30 9th St. S	Sidewalk Repair	41.33	100.00	\$141.33
1319	94.58786.0000	Jiang, Heidi	624 Elm St. S	Snow Removal	54.91	100.00	\$154.91
1206	94.58513.0000	Kirk, Christine	415 Birch St. S	Sidewalk Repair	66.40	100.00	\$166.40
1191	94.58966.0000	Klappa, Joesph	424 Birch St. S	Sidewalk Repair	85.21	100.00	\$185.21
1358	94.58479.0000	Lieser, Julie	608 Ash St. S.	Snow Removal	52.96	100.00	\$152.96
1298	94.58858.0000	Mark J. Beckermann	625 Pine St. S	Sidewalk Repair	124.50	100.00	\$224.50
1321	94.58465.0000	Moscho, Christopher	724 Ash St. S	Snow Removal	54.18	100.00	\$154.18
1138	94.58843.0000	Olmsheid, Lavina	626 Pine St. S	Sidewalk Repair	380.82	100.00	\$480.82
1216	94.58610.0000	Pitrowski, Oren	803 Birch St. S	Sidewalk Repair	89.70	100.00	\$189.70
1179	94.58868.0000	Proell, James	724 Brich St. S	Sidewalk Repair	59.04	100.00	\$159.04
1352	94.59051.0000	Schneider, Ronald J.	725 Sinclair Lewis Ave	Snow Removal	53.71	100.00	\$153.71
PUC	94.59051.0000	Schneider, Ronald J.	725 Sinclair Lewis Ave	Utilities	203.42	100.00	\$303.42
1318	94.59061.0000	Soto, Uriel	301 Elm St. S	Snow Removal	107.14	100.00	\$207.14
					<b>1,427.03</b>	<b>1,400.00</b>	<b>2,827.03</b>

# City of Sauk Centre Staff Report

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**Meeting Date:**        **October 5, 2022**

**Subject:**                **Public Hearing on Assessments – 2022 Project**

**Agenda Item:**        **5b**

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**Description/Summary**

Keith Yapp and Chuck Boser, City Engineers, to conduct Public Hearing regarding the 2022 Public Improvement Project.

The total amount to be assessed to adjoining property owners is \$1,578,755.91. This includes \$210,645.83 of assessments attributable to City owned abutting properties.

**Action Requested:**

**Conduct Public Hearing.**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

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PID	Name	Property Address	FINAL AMOUNT
94.59265.0000	Marie M. George	124 Oak St. S.	0
94.59262.0000	Ben Schaefer	608 2nd St. S.	\$14,633.75
94.59264.0000	Douglas Zimmel	614 2nd St. S.	\$12,841.62
94.59263.0005	Iglesia Tierra Prometida	618 2nd St. S.	\$18,126.41
94.59225.0000	Patrick J. & Ava Shields	702 2nd St. S.	\$15,719.79
94.59226.0000	David H. & Carol A. Doubrava	708 2nd St. S.	\$15,719.79
94.59229.0000	Starla R. & John M. Arceneau Rev. Trust	720 2nd St. S.	\$18,097.84
94.59230.0000	David Eke & Sheila Eke Rev. Trust	724 2nd St. S.	\$18,255.89
94.59221.0000	Jennifer L. Leclair	802 2nd St. S.	\$17,417.93
94.59222.0000	James Kostreba	816 2nd St. S.	\$14,295.46
94.59223.0000	Marty V. & Brenda Sunderman	820 2nd St. S.	\$14,546.86
94.59220.0000	Tanner Schmiesing	822 2nd St. S.	\$14,892.54
94.59224.0000	Bennet A. Berg Living Trust	824 2nd St. S.	\$16,023.85
94.59217.0000	Kaleb Koskela	828 2nd St. S.	\$19,881.25
94.59219.0000	Shawn N. Kulzer	912 2nd St. S.	\$16,102.41
94.59218.0000	Timothy Gilseth	920 2nd St. S.	\$15,898.15
94.57869.0005	Mark R. & Laura Kortan	922 2nd St. S.	\$13,146.66
94.57870.0000	Donna J. Heinen	928 2nd St. S.	\$12,610.69
94.57868.0000	Mark Roberg	111 Willow St. S.	\$13,792.65
94.57867.0000	Bryon H. & Dorothy J. Huston	107 Willow St. S.	\$13,792.65
94.57871.0000	Leonard J. & Rita M. Waldoch Trust	105 Willow St. S.	\$17,449.30
94.59179.0000	Raymond C. Trebus Jr.	202 Oak St. S.	\$4,072.89
94.59180.0000	Philip Behnen	205 Elm St. S.	\$15,141.49
94.59181.0000	Michael R. & Kim M. Hollenkamp	211 Elm St. S.	\$13,792.65
94.59182.0000	Chelsea Buerman	215 Elm St. S.	\$13,792.65
94.59183.0000	State of MN - Military AF	628 Sinclair Lewis Ave.	\$8,172.25
94.59183.0005	State of MN - Military AF	628 Sinclair Lewis Ave.	\$20,665.00
	Todd. S. Holt for the Armory	628 Sinclair Lewis Ave.	
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94.59185.0000	J. Guadalupe Razo	700 Sinclair Lewis Ave.	\$6,343.18
94.59187.0000	Aaron Neubert	222 Elm St. S.	\$13,792.65
94.59188.0000	JB Felling Properties, LLC	218 Elm St. S.	\$13,792.65
94.59189.0000	Dalton J. Pouliot	214 Elm St. S.	\$13,792.65
94.59190.0000	Jeffery S. Gunnufson	210 Elm St. S.	\$11,068.57
94.59191.0000	Christine A. Dwyer	204 Elm St. S.	\$11,068.57
94.59192.0000	Don J. Struss	200 Elm St. S.	\$12,417.41
94.59193.0000	Katherine I. Hedin	725 2nd St. S.	\$15,141.49
94.59194.0000	Heidi Hohman	211 Maple St.	\$13,792.65
94.59195.0000	Jacob Schwebke	215 Maple St.	\$13,792.65
94.59197.0000	Michael J. & Kathi L. Hoeschen	221 Maple St.	\$13,199.86
94.59198.0000	Jose Albino	225 Maple St.	\$12,488.51
94.59199.0000	Austin Family Rev. Trust	231 Maple St.	\$9,592.16
94.59200.0000	Kelly VanHavermaet	800 Sinclair Lewis Ave.	\$7,443.06
94.59202.0000	Tera Mossyge	220 Maple St.	\$13,792.65
94.59203.0000	S. William Property Management, LLC	214 Maple St.	\$13,792.65
94.59204.0000	Patrick Amelung	206 Maple St.	\$23,313.75
94.59205.0000	Thomas E. & Theresa Petermeier	203 Walnut St.	\$15,141.49
94.59206.0000	Courtney Polipnick	209 Walnut St. S.	\$13,792.65
94.59207.0000	Kolton Kuhlmann	215 Walnut St. S.	\$13,792.65
94.59208.0000	Gabino Trevino	221 Walnut St. S.	\$13,792.65
94.59209.0000	Ivelisse Luperon Rubio	828 Sinclair Lewis Ave.	\$8,637.22
94.59211.0000	David H. Merhar	232 Walnut St. S.	\$13,792.65

94.59212.0000	JG Just for Fun Rev. Trust	226 Walnut St. S.	\$11,068.60
94.59213.0000	David R. Huot	218 Walnut St. S.	\$11,068.60
94.59214.0000	Joan M.Mackedanz	212 Walnut St. S.	\$8,172.25
94.59215.0000	Patrick J. Winters	206 Walnut St. S.	\$13,792.65
94.59216.0000	Michael Noe	202 Walnut St. S.	\$15,141.49
94.57878.0000	Paul A. Fischer	201 Willow St. S.	\$15,141.49
94.57877.0000	Richard D. & Brenda M. Boyer	209 Willow St. S.	\$8,172.25
94.57879.0000	Patricia Engen	215 Willow St. S.	\$8,172.25
94.57880.0000	Shannon M. Olson	223 Willow St. S.	\$8,172.25
94.57881.0000	Robyn Schmidt	227 Willow St. S.	\$13,792.65
94.57882.0000	North Star Properties of Sauk Centre	926 Sinclair Lewis Ave.	\$6,868.11
94.57892.0000	Mary E. Dernovsek	232 Willow St. S.	\$7,449.47
94.57890.0000	Adam D. Sueflow	226 Willow St. S.	\$13,792.65
94.57888.0000	Vonda Pryor	222 Willow St. S.	\$10,201.84
94.57887.0000	Mary J. Brickweg-Kerfeld	218 Willow St. S.	\$10,201.84
94.57889.0000	Steven V. Marthaler	204 Willow St. S.	\$16,179.87
94.57886.0000	Travis Thom Construction Inc.	1015 2nd St. S.	\$13,046.23
94.57884.0000	Mary Scott	1025 2nd St. S.	\$11,246.03
94.57885.0000	Brent Engle	1101 2nd St. S.	\$31,605.79
94.58409.0000	Gregory McCoy	1116 2nd St. S.	\$15,309.57
94.58401.0000	Michael B. Branham	1108 2nd St. S.	\$22,014.60
94.58402.0000	Brian M. & Shirley A. McCoy	110 Cedar St. S.	\$13,326.31
94.58403.0000	Darren A. Thompson	106 Cedar St. S.	\$14,096.90
94.58404.0000	Nancy Olmschenk	108 Cedar St. S.	\$16,408.68
94.58405.0000	Ronald Krupa	1103 Pacific St.	\$11,399.83
94.58406.0000	CMC Properties, LLC	1107 Pacific St.	\$25,552.21
94.58406.0000	CMC Properties, LLC	1107 Pacific St.	\$7,000.00
94.57800.0000	City of Sauk Centre - Trail	TRAIL PROPERTY	\$59,596.57
94.58393.0000	Douglas & Carol Scheierl	106 Willow St. S.	\$15,921.72
94.57873.0000	Marissa Hoppe	112 Willow St. S.	\$11,692.47
94.57874.0000	Rebecca Czech	116 Willow St. S.	\$11,571.03
94.57875.0000	Melissa Dierkhising	120 Willow St. S.	\$13,635.53
94.57876.0000	Daniel E. McDonald	128 Willow St. S.	\$13,635.53
94.58392.0000	Darlene R. Zirbes	132 Willow St. S.	\$12,341.13
94.58391.0000	Joseph L. & Ladonna J. Wessel	138 Willow St. S.	\$12,536.39
94.58399.0000	Gerald B. & Sheila K. Rutten	1022 2nd St. S.	\$11,883.50
94.58400.0000	Mary Rymanowski	1026 2nd St. S.	\$11,899.21
94.58398.0000	Stephanie Perez	115 Cedar St. S.	\$11,014.54
94.58397.0000	Mobile Gold Enterprises, LLC	113 Cedar St. S.	\$11,014.54
94.58396.0010	Zachary J. Pavelka	111 Cedar St. S.	\$11,014.54
94.58396.0000	Keith M. Nelson	109 Cedar St. S.	\$11,014.54
94.58395.0000	Ervin B. Illies	107 Cedar St. S.	\$12,363.08
94.58394.0000	Bernard R. & Marie H. Beilke	1025 Pacific St. S.	\$13,262.32
94.57900.0010	CMC Properties, LLC	108 Spruce St.	\$2,896.35
94.59234.0000	Sauk Centre Post #67	128 Main St. S.	\$4,228.94
94.57866.0000	City of Sauk Centre	101 Hickman Dr.	\$9,655.24
94.58654.0008	Laurence J. & D. M. Bromenshenkel	105 Hickman Dr.	\$0.00
94.58654.0007	Jeffrey Novak	111 Hickman Dr.	\$2,623.98
94.58654.0006	Michael Soenneker	115 Hickman Dr.	\$2,623.98
94.58654.0005	Nicholas V. Middendorf	119 Hickman Dr.	\$2,623.98
94.58654.0004	Thomas J. Bottelson	125 Hickman Dr.	\$2,547.56
94.58654.0003	Matthew Heille	129 Hickman Dr.	\$2,547.56
94.58654.0002	Diane M. Quinlan	133 Hickman Dr.	\$1,324.78

94.58654.0000	Kyle Bueckers	205 Hickman Dr.	\$3,821.48
94.57809.0003	Kevin & Sandy Winter	233 Hickman Dr.	\$5,018.68
94.58655.0006	Ronald & Mary Kallstrom	303 Hickman Dr.	\$3,209.92
94.58655.0008	Jon A. Ahrens	311 Hickman Dr.	\$2,547.56
94.58655.0004	Robert H. & Sandra K. Hosch	317 Hickman Dr.	\$2,827.79
94.58655.0003	John Weimerskirch	323 Hickman Dr.	\$2,292.80
94.58655.0002	Mary Ann Backes	329 Hickman Dr.	\$2,292.80
94.58655.0001	Michael L. Buschard Jr.	335 Hickman Dr.	\$2,292.80
94.58655.0000	Eric P. Beuning	341 Hickman Dr.	\$4,585.60
94.58376.0000	City of Sauk Centre	Hickman Dr.	\$7,260.53
94.59280.0005	Larry B. & Wendy L. Okerlund	503 Hickman Dr.	\$3,821.48
94.59279.0000	Richard B. & Larayne A. Betlach	511 Hickman Dr.	\$2,547.56
94.59278.0000	Shane Trattles	517 Hickman Dr.	\$2,547.56
94.59277.0000	James O. Schneider	601 Hickman Dr.	\$2,598.51
94.59276.0000	Charles R. & Lacinda A. Burgess	611 Hickman Dr.	\$2,573.03
94.59275.0000	Aaron Finke	623 Hickman Dr.	\$2,547.56
94.59274.0000	Austin Moen	629 Hickman Dr.	\$2,547.56
94.59273.0000	Timothy W. Pickle	705 Hickman Dr.	\$2,623.98
94.59272.0000	Justin Moore	725 Hickman Dr.	\$2,496.60
94.59271.0001	Eugene A. & Elizabeth Pederson	735 Hickman Dr.	\$2,394.70
94.58377.0006	Ryan M. West	743 Hickman Dr.	\$484.04
94.58377.0001	Dennis G. Roerick	746 Hickman Dr.	\$484.04
94.58349.0000	Bruce J. & Mary Bartosiewski	740 Hickman Dr.	\$2,623.98
94.58350.0000	Constance P. Winter Trust	736 Hickman Dr.	\$2,929.69
94.58352.0000	Judith E. Zabel	724 Hickman Dr.	\$3,795.86
94.58353.0000	Victor J. & Lorraine L. Traut	706 Hickman Dr.	\$3,897.76
94.58354.0000	Jared T. Howe	630 Hickman Dr.	\$1,961.62
94.58355.0000	Gerald J. & Kaye Beuning	624 Hickman Dr.	\$4,458.15
	NEW LOT FROM LOT SPLIT	6xx Hickman Drive	\$2,089.07
94.58359.0000	Roger J. Beuning Rev. Trust	612 Hickman Dr.	\$4,152.52
94.58362.0000	Barry W. Hegg	606 Hickman Dr.	\$2,623.98
94.58363.0000	Merle J. Felling	524 Hickman Dr.	\$3,209.92
94.58364.0000	Brenda L. Breitbach Rev. Trust	518 Hickman Dr.	\$2,980.64
94.58365.0000	Nicholas Pfeffer	512 Hickman Dr.	\$2,267.32
94.58366.0000	Ruth M. Nienaber	506 Hickman Dr.	\$2,318.28
94.58367.0000	Rodney K. & Sharon A. Hanson	500 Hickman Dr.	\$2,776.84
94.58368.0010	Robert Tomsche Rev. Trust	426 Hickman Dr.	\$2,190.90
94.58368.0000	Mark Tomsche Rev. Trust	418 Hickman Dr.	\$4,611.08
94.58369.0000	Gregory Klasen	406 Hickman Dr.	\$2,420.18
94.58294.0000	Dorothy Jacobs	400 Hickman Dr.	\$2,598.51
94.57810.0500	City of Sauk Centre	Campground	\$87,941.62
94.59223.0005	City of Sauk Centre	Sinclair Lewis Park	\$8,687.16
94.57810.0500	City of Sauk Centre	Sinclair Lewis Park	\$22,061.83
94.59235.0005	City of Sauk Centre	Sinclair Lewis Park	\$8,457.88
94.57810.0500	City of Sauk Centre	826 Park Road	\$6,985.00
94.57895.0000	Centre Properties, LLC	1140 Sinclair Lewis Ave.	\$2,019.00
94.57895.0020	David Weber	1180 Sinclair Lewis Ave.	\$1,070.00
94.57809.0002	Timothy O. Peterson	241 Hendryx St.	\$3,490.28

\$1,578,755.91



# City of Sauk Centre Staff Report

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**Meeting Date:**        **October 5, 2022**  
**Subject:**            **Park Board Report**  
**Agenda Item:**       **6a**

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**Description/Summary**

The Park Board to meet in regular session on Tuesday, October 4, 2022 at 5:00 p.m.

**Action Requested:**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

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# City of Sauk Centre Staff Report

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**Meeting Date:**        **October 5, 2022**

**Subject:**                **EDA Report**

**Agenda Item:**        **6b**

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**Description/Summary**

The EDA meet in regular session on Wednesday, October 5, 2022 at 12:00 p.m.

**Action Requested:**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

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City of Sauk Centre  
Staff Report

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**Meeting Date:**        **October 5, 2022**  
**Subject:**            **City Engineer Report**  
**Agenda Item:**       **6c**

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**Description/Summary**

City Engineer to provide updates on the ongoing projects.

**Action Requested:**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

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# City of Sauk Centre Staff Report

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**Meeting Date:**       **October 5, 2022**

**Subject:**             **Adoption of Assessments for Delq Accounts**

**Agenda Item:**       **7a**

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## **Description/Summary**

The attached Resolution is the action necessary to certify the delinquent accounts discussed during the Public Hearing to taxes.

The Certification will be sent to Stearns County on November 15, 2022.

Customers will have until that date to pay in full without interest to avoid Certification. Total Certification is \$2,827.03.

## **Action Requested:**

**Approve Resolution 2022-78 Approving Certification of Delinquent Accounts.**

## **Action Taken:**

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**Motion:**

**Second:**

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## RESOLUTION NO. 2022-78

### RESOLUTION ADOPTING ASSESSMENT ROLL FOR UNPAID CITY AND UTILITY SERVICE CHARGES

**WHEREAS**, pursuant to notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment for Unpaid City and Utility Service Charges and has amended such proposed assessment as it deems just;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Sauk Centre, Minnesota, as follows:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the City or Utility Service Charges.
2. Such assessments shall be as follows:
  - a. The assessment shall be payable in one installment including principal and interest with interest at the rate of four percent (4%) per annum on the entire principal amount of the assessment from the date of this resolution until December 31, at which time such installment to be payable with general taxes for the year 2023.
  - b. The owner of the property so assessed may at any time prior to the certification of the assessment to the County Auditor, pay the whole of the principal amount on such assessment, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution.
3. The City Administrator shall transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the property tax list of the County.

Adopted this 5th day of October, 2022.

\_\_\_\_\_  
Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator Vicki M. Willer

# City of Sauk Centre Staff Report

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**Meeting Date:**        **October 5, 2022**

**Subject:**              **Certification of Special Assessments – 2022 Project**

**Agenda Item:**        **7b**

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## **Description/Summary**

This action is subsequent to the Public Hearing to consider the adoption of the special assessments for the 2022 project.

The final assessment roll is \$1,578,755.91.

The assessment is collectible over 15 years with property taxes at an interest rate of 4.25%.

Anyone assessed may pay the entire amount of the assessment prior to November 15, 2022 to the City with no penalty.

## **Action Requested:**

**Approve Resolution 2022-79 Approving Final Assessments for 2022 Improvement Project.**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

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**RESOLUTION NO. 2022-79**

**RESOLUTION ADOPTING ASSESSMENT ROLL FOR  
2021 STREET RECLAMATION PROJECT**

**WHEREAS**, pursuant to notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment for Improvement 2022-01, the improvement of Second St. S, Elm St. S, Maple St., Walnut St. Willow, Cedar, Spruce, Pacific, Park Road and Hickman Drive.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Sauk Centre, Minnesota, as follows:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of fifteen (15) years, the first of the installments to be payable on or before May, 2023, and shall bear interest at the rate of four percent (4.25%) per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2022. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may at any time prior to the certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Administrator/Clerk shall transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax list of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 5<sup>th</sup> day of October, 2022.

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Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator Vicki M. Willer

# City of Sauk Centre Staff Report

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**Meeting Date:**        **October 5, 2022**

**Subject:**                **Resolution Calling for Public Hearing on Licensing**

**Agenda Item:**        **7c**

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## **Description/Summary**

On August 3, 2022, the City Council passed a Moratorium on the Sale of Edible Cannabinoids (THC) in Sauk Centre pending the development and adoption of an Ordinance regulating the licensing of establishments wishing to sell the product.

Since the adoption of the Ordinance, the City has been working to develop an Ordinance that would allow the sale of the products, but would license it and provide for periodic checks to be sure only the legal products are being sold.

It is recommended that the City Council call a Public Hearing to Consider an Ordinance for this Regulation.

## **Action Requested:**

**Approve Resolution 2022-80 Calling for Public Hearing on the City Code Amendment by Creating a License for the Retail Sale of Edible THC Cannabinoids.**

## **Action Taken:**

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**Motion:**

**Second:**

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**RESOLUTION NO. 2022-80**

**RESOLUTION CALLING A PUBLIC HEARING TO CONSIDER THE  
ADOPTION OF AN ORDINANCE ESTABLISHING LICENSING  
REGULATIONS FOR THE SALE OF CANNABINOID PRODUCTS  
DERIVED FROM HEMP.**

**WHEREAS**, by Ordinance passed by the Council, the City Council ordered a moratorium on the sale of cannabinoid products derived from hemp as provided in Minn. Stat. §151.72 and further ordered that a study be conducted and that a proposed Ordinance be developed to establish said licensing, and

**WHEREAS**, upon further research an Ordinance to establish said licensing has been drafted and is available for inspection.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK  
CENTRE, MINNESOTA:**

1. A hearing shall be held on the 2<sup>nd</sup> day of November, 2022 in the City Hall at 6:30 p.m. or shortly thereafter to pass upon such Ordinance. All persons affected by such proposed licensing will be given an opportunity to be heard.
2. The City Administrator/Clerk is hereby directed to cause a notice of the hearing to be published once in the official newspaper at least two weeks prior to the hearing, and shall also cause mailed notice to be given to any establishment considered as a potential retailer who may wish to seek licensing.

This resolution is adopted this 5<sup>th</sup> day of October, 2022.

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Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator Vicki M. Willer

City of Sauk Centre  
Staff Report

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**Meeting Date:**        **October 5, 2022**  
**Subject:**            **HRA Board Resignation**  
**Agenda Item:**       **7d**

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**Description/Summary**

Diane Leukam has submitted her resignation for the Sauk Centre HRA Board effective December 15, 2022. Her term was set to expire on March 31, 2025.

A replacement will be appointed at a future meeting.

**Action Requested:**

**Accept Resignation of Diane Leukam from the HRA Board Effective December 15, 2022.**

**Action Taken:**

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**Motion:**

**Second:**

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# City of Sauk Centre Staff Report

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**Meeting Date:**       **October 5, 2022**

**Subject:**           **Advertisement to Fill Vacancy – Public Works**

**Agenda Item:**       **7e**

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## **Description/Summary**

The following timeline has been developed for filling the vacancy in the Public Works Department from the recent retirement. The timeline has room built into it to be modified if necessary.

Advertise the Vacancy	October 13-20, 2022
Accept Applications Until	November 18, 2022
Review Applications	November 21-28, 2022
Conduct Interviews	December 6-9, 2022
Consider Appointment	December 21, 2022
Beginning Work Date	January 3, 2022

As an alternative to initially filling the position, the City could opt for working with Part Time Seasonal Employees if available.

## **Action Requested:**

**Approve Advertisement for Filling Public Works Position.**

## **Action Taken:**

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**Motion:**

**Second:**

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# City of Sauk Centre Staff Report

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**Meeting Date:**        **October 5, 2022**  
**Subject:**            **Winter Seasonal Appointments**  
**Agenda Item:**       **7f**

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**Description/Summary**

Advertisements have gone out to fill Winter Seasonal Positions including Arena Attendant, Outdoor Rink Attendant, and Public Works Seasonal. The positions will remain open until filled. The following are recommended for appointment at this time.

Sara Linow – Figure Skating Instructor  
Duane Waletzko – Arena Attendant

**Action Requested:**

**Approve Winter Seasonal Appointments.**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

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# City of Sauk Centre Staff Report

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**Meeting Date:**       **October 5, 2022**  
**Subject:**           **EMT Appointment**  
**Agenda Item:**       **7g**

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## **Description/Summary**

The following request has been submitted by Ambulance Director Kathy Struffert.

*“Alyssa Ziemer has taken the EMT class and passed both the skills testing stations as well as the written National Registry test. She has been taking call with our service during this time period. Please accept this as my recommendation that Alyssa Ziemer be hired as a probationary EMT with our service at the current pay rate.”*

## **Action Requested:**

**Approve Appointment of Alyssa Ziemer as Probationary EMT effective immediately.**

## **Action Taken:**

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**Motion:**

**Second:**

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# City of Sauk Centre Staff Report

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**Meeting Date:**       **October 5, 2022**

**Subject:**             **LED Lighting Upgrades – Ambulance Garage**

**Agenda Item:**       **7h**

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## **Description/Summary**

As part of the City’s ongoing LED Lighting Upgrade Project, quotes have been obtained for the lighting upgrades to the Ambulance Garage as follows:

<b>Bidder</b>	<b>Amount</b>
Beam Electric	\$2,635.00
Essler Electric	\$2,300.00
Rhode Electric	\$2,290.80
Engle Electric	NA

The upgrade is eligible for rebates through the Sauk Centre Public Utility which will be applied toward the project once received.

## **Action Requested:**

**Approve Resolution 2022-81 Awarding Bid for Lighting Upgrades at Ambulance Garage.**

## **Action Taken:**

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**Motion:**

**Second:**

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**RESOLUTION NO. 2022-81**

**RESOLUTION ACCEPTING QUOTE FOR INSTALLATION OF LED  
LIGHTING UPGRADE AT AMBULANCE GARAGE**

**WHEREAS**, pursuant to a request for bids for the 2022 led lighting upgrade at the Ambulance Garage, quotes have been received and tabulated according to law as follows:

<b>Bidder</b>	<b>Amount</b>
Beam Electric	\$2,635.00
Essler Electric	\$2,300.00
Rhode Electric	\$2,290.80
Engle Electric	NA

**WHEREAS**, it appears that Rhode Electric is the lowest responsible bidder.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK  
CENTRE, MINNESOTA:**

That the Mayor and City Administrator/Clerk are hereby authorized and directed to enter into a contract with Rhode Electric in the name of the City of Sauk Centre, MN, for the project.

Adopted this 5<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
Mayor Warren Stone

\_\_\_\_\_  
Vicki Willer, City Administrator





# Schedule of Claims

## City of Sauk Centre

1st meeting — October 2022  
October 5, 2022

Vendor	Dept.	Purpose	Amount
American Welding & Gas	Ambulance	Oxygen	\$ 47.38
Aramark	Street	Street/ShopTowels,Dispenser	\$ 84.20
Arvig (IT Support)	Various	Monthly IT support	\$ 1,006.20
Arvig (Monthly service)	Various	Monthly phone and internet service (8.20.22 - 9.19.22)	\$ 1,117.93
Auto Value Sauk Centre	Various	Equipment repairs	\$ 108.93
Blue Cross - MN	Ambulance	Overpayment refunds	\$ 2,283.97
Border States Electric Supply	Airport	Light bulbs	\$ 682.70
Bound Tree	Ambulance	Medical Supplies	\$ 751.04
Business Essentials	City Hall	multi-fold towels	\$ 87.51
CAP Enterprises of Melrose, Inc.	Street	Hydraulic Pump repair	\$ 140.00
Centracare Health	Ambulance	ALS Intercept	\$ 431.25
Centre Rental, Inc.	Industrial Park	Tractor and Seeder Rental	\$ 321.00
CES Hydraulics	Street	Equipment repairs	\$ 239.71
Chase Card Services	Various	operating supplies	\$ 7,039.16
Compass Minerals	Ice&Snow	Salt	\$ 10,268.29
Department of Human Services	Hospital	EquitCost-SharingPrgm - September 2022	\$ 14,896.90
Earl F. Andersen	Street	Various Street Signs and supplies	\$ 3,804.57
F & W Exhaust	Ambulance	Oil change, service and tire rotation - Rig 563	\$ 92.85
Fastenal	Street	operating supplies	\$ 72.36
Friedrichs Tire & Oil	Park	Off Road Diesel	\$ 1,078.88
Granite Electronics	Ambulance	power supply adaptor	\$ 51.00
Great Plains Fire	Fire	InnoTex particulate hoods	\$ 775.03
Horizon Commercial Pool Supply	Park	Splash Pad repairs	\$ 497.77
Humana	Ambulance	Overpayment refunds	\$ 172.78
Independent Testing Technologies, Inc.	Various	Density testing	\$ 2,925.00
Kowski, Scott H	P&Z	Refund Building permit	\$ 72.50
Locators & Supplies, Inc.	Street	Printed Green Flags	\$ 164.33
Medica	Ambulance	Overpayment refunds	\$ 606.87
Medicaid - MN	Ambulance	Overpayment refunds	\$ 490.24
Menards	Various	operating supplies	\$ 4.51
Minnesota Dept of Administration	Police	Monthly Squad lease - August 2022	\$ 2,012.98
MN Health Care Services	Ambulance	Overpayment refunds	\$ 1,773.21
NAPA Central MN	Street	Fuel Pump Assembly	\$ 223.67
North American Banking Company	GnGvt	Meter Equipment lease	\$ 33.00
Nutrien Ag Solutions	Park	Chemical	\$ 80.73
Ollie's Service, Inc.	Park	Ferris Mower repairs	\$ 109.99
Pemberton Law, P.L.L.P	Various	Legal Fees	\$ 1,266.00
Pitney Bowes	GnGvt	postage meter rental (7.5.22 - 10.4.22)	\$ 21.00
Precision Concrete Cutting	Sidewalks	Sidewalk Repairs	\$ 24,483.00
PrimeWest Health	Ambulance	Overpayment refunds	\$ 815.60
Raeker, Zach	P&Z	Refund Building permit	\$ 72.50
Red Wing Software, Inc.	Finance/Audit	Customer Care Membership for Centerpoint Fund Accounting (10.1.22 - 10.1.23)	\$ 1,275.00
Rihm Motor Co	City Hall	Generator repair	\$ 22.61
Sauk Centre CVB	GnGvt	August 2022 Lodging Tax	\$ 7,682.06
Sauk Centre Fire Relief	Gen Fire Svc	Remit 2022 State Aid	\$ 60,535.24
Sauk Centre Fire Relief	Fire	2022 contribution	\$ 7,500.00
Sauk Centre Fire Relief	GnGvt	2022 contribution	\$ 1,000.00
Sauk Centre PUC	Various	Utility charges: June 30, 2022 - July 31, 2022	\$ 14,692.40
Squeegee Squad	Various	Window washing	\$ 1,267.50
Stantec	South Industrial Park	Sauk Centre Industrial Park South	\$ 29,037.05
Stantec	2022 Project	2022 2nd Street S Project	\$ 58,182.30
Stantec	EDA Projects	Authors Addition Development	\$ 26,444.25
Stantec	City Hall	Topo of front steps at City Hall	\$ 787.50
State Farm	Ambulance	Overpayment refunds	\$ 842.00
Stearns County Auditor/Treasurer	Legal	2nd Half Criminal Prosecution Contract	\$ 15,750.00
Steffel Pest Control	Senior Center	Pest Control Service	\$ 45.00
Struss, Don	Street	Uniform reimbursement	\$ 250.00
Taft Stettinius & Hollister LLP	2022 CIP	2022A GO Bonds professional services	\$ 13,500.00
Tree Top Nursery & Landscaping	Shade Tree	Trees	\$ 735.00
UCare Minnesota	Ambulance	Overpayment refunds	\$ 741.41
Verizon	Various	8.21.22 - 9.20.22 Cellphone Charges	\$ 230.28
Verizon	Police	Data cards (8.11.22 - 9.10.22)	\$ 160.04
Vliem, Donna	Ambulance	Overpayment refunds	\$ 736.14

**Total \$ 322,622.32**

<b>Paid Prior to Meeting</b>			

**Additions Total \$ -**

<b>Claims Appr by Council</b>	<b>\$</b>	<b>322,622.32</b>
<b>Additions</b>	<b>\$</b>	<b>-</b>
<b>Totals Claims This Batch</b>	<b>\$</b>	<b>322,622.32</b>

X \_\_\_\_\_ Date: \_\_\_\_\_  
CityAdmr/Cik

**RESOLUTION NO. 2022-82**  
**RESOLUTION ACCEPTING CONTRIBUTION**

**WHEREAS**, a contribution of \$122.84 was received by the City from the Men's Card Playing Group, and

**WHEREAS**, the Men's Card Playing Group has requested that the City allocate the contribution to the Sauk Centre Senior Center.

**WHEREAS**, a contribution of \$2,397.00 was received by the City from Big Sauk Lake Association, and

**WHEREAS**, Big Sauk Lake Association has requested that the City allocate the contribution to the Park Department for the Day Dock project.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA** that the City accept the contribution received and commend the Men's Card Playing Group, and the Big Sauk Lake Association for their generosity.

Adopted by the Sauk Centre City Council this 5<sup>th</sup> day of October, 2022.

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Mayor Warren Stone

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City Administrator Vicki M. Willer