

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, OCTOBER 5, 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 Engineers Keith Yapp and Chuck Boser, 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 Fuechtmann and was seconded by Council Member Wilber to approve the agenda as presented. 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 21, 2021 Regular Meeting Minutes as presented. 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)

None.

5. REPORTS/PRESENTATIONS

a. The Park Board met on Tuesday, October 4 and discussed the following:

- Discussed options for replacement of the fountain in Sinclair Lewis Park
- Reviewed proposed 2023 Fee Schedule
- Recommending Seasonal Camper Contracts
- Closing on Towerview Ballfield property has been complete
- Discussed potential ATV restrictions in campground
- 2023 projects could include trail refurbishing
- Reviewed request to purchase park property

b. The EDA met on Wednesday, October 5 and discussed the following:

- Received an offer for purchase of property in South Industrial Park with a counter having been submitted
- Received update on platting of the Meyer property

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

CIP Project

- Phase three started October 5
- Restoration has started on the project
- Mid-October concrete repairs will begin, to include driveway aprons, curb that were damaged

South Industrial Park

- Finishing hauling gravel in
- All curbs are in
- Seeding to be complete withing the week
- Completion date estimated end of October

6. PUBLIC HEARINGS

Mayor Stone opened the Public Hearings and read the Public Hearing Procedure.

a. Assessments for Delinquent Services and Utilities

The City Council at their 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 was presented to the Council in the amount of \$2,827.03.

Property owner Ron Schneider, 725 Sinclair Lewis Avenue, wrote a letter to the Council expressing his opposition to the costs as he feels the sidewalks should be the responsibility of the City and not the property owners.

Mayor Stone called three times for persons to speak in favor or opposition. None spoke. See 7a.

b. Assessments for 2022 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.

City Engineer Chuck Boser reviewed the following information with the Council:

- Project area including full reconstruct area and reclamation area
- Project goals
- 2022 Capital Improvements Final Assessment Rate Summary
- Average size residential lot assessment – full reconstruct \$13,698.55
- Average size residential lot assessment – reclamation \$3,184.45
- Full reconstruct total project cost - \$4,854,889.95

- Reclamation total project cost - \$790,106.76

Mayor Stone called for persons to speak in favor or opposition.

Robyn Schmidt – 227 Willow Street. Ms. Schmidt asked how the assessments will affect her bank escrow. City Administrator advised Ms. Schmidt to contact her mortgage company to inform them of this increase so they can begin collecting the appropriate amount.

Roger Beuning – 612 Hickman Drive. Mr. Beuning stated he would like to appeal the assessment in relation to the calculation of the number of frontage for his property being assessed. He feels he is being over-assessed and that he believes front footage rather than the adjusted footage for being on a curve is the policy that should be used.

Dan McDonald – 128 Willow Street. Mr. McDonald questioned how Phase 3 moved ahead of Phase 2. Boser explained that some contractor and utility delays in Phase 2 caused the delay in that portion.

Michael Hoeschen – 221 Maple Street. Mr. Hoeschen stated that Maple Street did not end up with new storm sewer, yet they got billed for it. He asked for an explanation/clarification. Engineer Boser stated that there are storm sewer inlets at the intersection of Maple and Second that collect storm runoff. He also noted that storm sewer assessments are based on lot size/area.

Mark Roberg – 111 Willow Street. Mr. Roberg questioned the purpose of bids if they are not locked in. He also questioned if the City went with the lowest bid. Engineer Boser stated that there was an unprecedented increase in materials and yes, the City did proceed with the low bidder and the contractor is locked into those prices. The increase from proposed to final assessment is the proposed was based on an estimate pre-bid to determine if the Council wanted to proceed. The final is based on actual. Between proposed and actual bidding is where the cost increases in materials hit the market.

Chelsea Baumann – 215 Elm St. S. She stated she just purchased her home mid-project and the previous owner paid for the assessment; however, the amount paid was not enough. She also stated she is disappointed as to how the City of Sauk Centre has handled the project.

Mike Noe – 202 Walnut. Mr. Noe questioned why the total costs are more than the bid amount shown in the minutes. Administrator Willer explained that Mr. Noe is referring to the contractor payments. The total costs include other expenses above the contractor expense including engineering, permits, etc.

Judy Kostreba – 816 2nd St. S. Ms. Kostreba expressed her frustration regarding the sidewalk as she feels it wasn't necessary especially with the trail behind their properties.

Sheila Eke – 724 2nd St. S. Ms. Eke reiterated the feelings of Ms. Kostreba regarding the sidewalk as she feels it wasn't necessary.

David Eke – 724 2nd St. S. Mr. Eke questioned why didn't they pack under the sidewalk. Boser explained the Policy is that the subsurface is to be packed, however, if there is an issue it will generally occur in the first two years while under warranty.

Ava Shields – 702 2nd St. Ms. Shields feels that the sidewalk to nowhere serves no purpose. Ms. Shields then questioned why citizens have to pay interest. City Administrator Willer stated that the City borrowed money by purchasing a bond and pays interest on that bond, which then passes to property owners in the form of assessments.

Marty Sunderman – 820 2nd St. S. Mr. Sunderman expressed his concerns with the higher project costs than expected.

Mary Rymanowski – 1026 2nd St. S. Ms. Rymanowski stated that a line was hit/cut during the project and she was curious who is responsible for the repair costs. Engineer Boser stated that the line hit/cut is the contractor responsibility.

Travis Thom – 1015 2nd St. S. Mr. Thomas asked for a breakdown of his costs. Those will be mailed with the Final Assessment amount.

Mark Roberg – 111 Willow Street. Mr. Roberg questioned why citizens weren't notified of price increases. The City conducted two Public Hearing notifications. It was consensus that the City should consider a Policy that would include an additional notification if the bids were over the estimate by a certain percent.

Robyn Schmidt – 227 Willow Street. Ms. Schmidt stated that her father put in a new water, sewer and sidewalk and asked to be credited for that. Engineer Boser stated that currently, she has not been credited for that. Staff asked that Ms. Schmidt provide verification that the work was complete.

Marty Sunderman – 820 2nd St. S. Mr. Sunderman commented that engineers work on commission, as the project costs increase, so does their commission. Engineer Boser stated that they are not receiving an increase commission due to increased project costs. Their rate is locked to the pre-bid feasibility report.

Dan McDonald – 128 Willow Street. Mr. McDonald feels that there was too much down time during the project. Engineer Boser stated that the contractors were provided with completion dates. If they do not complete work by completion date, they are penalized.

Dave Eke – 724 2nd St. S. Mr. Eke questioned when/if they will be leveling yards. Engineer Boser stated that the contractors have yet to complete yard leveling, seeding, etc. and that they have to warranty that work for through the following Summer.

Judy Kostreba – 816 2nd St. S. Ms. Kostreba expressed her frustration with the process.

Mayor Stone called three additional times for persons to speak in favor/opposition. None additional spoke. Mayor Stone closed the public hearing. See 7b.

7. ACTION ITEMS

a. See 6a.

Resolution No. 2022-78 is necessary to certify the delinquent accounts discussed during the Public Hearing. The certification will be sent to Stearns Count on November 15, 2022.

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

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-78, Resolution Adopting Assessment Roll for Unpaid City and Utility Service Charges. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

b. See 6b.

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.

A motion was made by Council Member Kelly and was seconded by Mayor Stone to approve Resolution No. 2022-79, Resolution Adopting Assessment Roll for 2021 Street Reclamation Project, excluding the properties in question. A vote being recorded as follows: For: Council Member Kelly, Mayor Stone and Council Member Leach. Against: Council Members Fuechtmann and Wilber. The motion passed.

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

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve 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. A vote being recorded as follows: For:

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

- d. Diane Leukam 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.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to accept the resignation of Diane Leukam from the HRA Board effective December 15, 2022. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- e. 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.

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

- f. 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

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

- g. 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.”

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve the appointment of Alyssa Ziemer as Probationary EMT effective immediately. A vote being recorded as follows: For: Council Members Wilber, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- h. 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:

<u>Bidder</u>	<u>Amount</u>
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.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve Resolution No.2022-81, Resolution Accepting Quote for Installation of LED Lighting Upgrade at Ambulance Garage. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Wilber, Kelly and Mayor Stone. Against: None. 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	\$322,622.32
Paid Claims	<u>\$0.00</u>
Total	<u><u>\$322,622.32</u></u>

- b. Resolution No. 2022-82, Resolution Accepting Contributions. The contributions are as follows:

Men's Card Playing Group	\$122.84	Senior Center
Big Sauk Lake Association	\$2,397.00	Park Dept. (Day Dock)

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

None.

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,

Mayor Warren Stone

City Administrator Vicki Willer