

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, OCTOBER 6, 2021**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, October 6, 2021 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, 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. Council Member Wilber was absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the September 15, 2021 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

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

None.

5. PUBLIC HEARINGS – DELINQUENT SERVICES AND UTILITIES

a. Mayor Stone opened the Public Hearing and read the Public Hearing procedure.

The City Council at its August 18, 2021 regular meeting, called for a hearing to be held on October 6, 2021, 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 in the amount of \$3,560.80 was presented to the Council for their review.

Mayor Stone called three times for people to speak in favor or opposition. None Spoke. Mayor Stone closed the Public Hearing. See 7a.

6. REPORTS/PRESENTATIONS

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

- 2021 Information Center Project – Seeding/paving within the next two weeks.

- 2021 South Industrial Park Project – Actively working through permitting. Access permit secured. Bids are out and will be opened at 11:00 a.m. on Thursday, October 14.
- b. Park Board met in regular session on October 5, 2021.
- Received Parks and Campground Updated Reports
 - Recommended updates to Fee Schedule for 2022
 - Recommend pursuing grant for Hickman Park play structure
 - Ballfield surveys for purchases are in and at Closing Company
- c. The EDA did not meet for their October 6, 2021 Regular Meeting due to lack of quorum.

7. ACTION ITEMS

- a. See 5a.

Resolution No. 2021-99 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, 2021.

Customers will have until that date to pay in full without interest to avoid Certification. Total Certification is \$3,560.80.

94.58898.0000	Kraft	75.00	Mowing
		100.00	Admin
94.58986.0000	Johnston	2,700.00	PUC
		100.00	Admin
94.58006.0000	Callahan	48.94	Snow Removal
		100.00	Admin
94.58548.0000	Coleburn	48.94	Snow Removal
		100.00	Admin
94.58751.0000	Rowe	43.96	Snow Removal
		100.00	Admin
94.59142.0000	Wolbeck	43.96	Snow Removal
		100.00	Admin

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2021-99, Resolution Adopting Assessment Roll for Unpaid City and Utility Service Charges, and to leave the Admin Fee in place. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- b. Removed from agenda.
- c. The Sauk Centre Police Department has once probationary officer that is undergoing Field Training. Prior to the end of this training, the Department makes a recommendation whether they should continue with the Department as a regular employee.

It is the recommendation of Chief Bryon Friedrichs that Officer Knisely's probationary relationship and employment with the City end as of this date.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve termination of probation and employment of Steve Knisely. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- d. For the past twenty years the City has been in an Agreement with the Public Utility to allow them to land apply sludge from the Wastewater Treatment Plant on land owned by the City at the airport. The Utility pays the City \$4,000 per year which makes up for the lower rent charged to the farmer who farms the land.

The Public Utility wished to continue to land apply at the Airport. The City can either bill the Utility each year or a formal Lease Agreement can be entered into to.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the Agreement with SCPUC for land application at the airport at \$4,000.00 with year to year reviewal/renewal. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- e. As part of the requirements for ongoing eligibility to receive FAA funding for airport improvements, the City must periodically conduct a formal Airport Consultant Selection process. The purpose of this process is to assure the FAA and MnDot Aeronautics that the Consultant working on behalf of the City has the qualifications and knowledge in the field of aeronautics and administration for federal funding programs. The City's current consultant is Bolton & Menk.

A RFQ (Request for Qualifications) has been prepared. It is recommended that the RFQ be advertised and also sent to all firms known to provide the service. The Airport Board would act as the selection committee. It is anticipated that the Board could review potential requests at its November 10 regular meeting and schedule interviews if it deems necessary.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve RFQ for Airport Consultant selection. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- f. Pay Request #1 has been received from Central Specialties for the Airport Improvement Project for the Sealcoating and Pavement Maintenance Project.

Original Contract Price	204,946.08
Change Orders	0.00
Total Completed	94,956.69
Retainage 5%	-4,747.83
Eligible Amount	90,208.86
Less Previously Paid	<u>0.00</u>
Amount Due this Application	<u>90,208.86</u>

A motion was made by Council Member Kelly and was seconded by Council Fuechtmann to approve Pay Request No. 1 for airport improvement project. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- g. The City has historically entered into an Agreement with MnDot for snow removal from T.H. 71 in Sauk Centre.

MnDot plows the center 24' toward the outside of the roadway. The City then collects that snow along with the snow that lies outside the 24' and the parking spaces and hauls it away.

MnDot then reimburses the City for its costs in hauling away their share of the snow.

Each year the City renews the agreement and updates the costs according to the fee schedule for the use of the loader/snowblower/grader and trucks.

MnDot has requested that the City continue with this relationship and has proposed the Agreement which was presented to the Council for their review.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to authorize execution of Agreement entering into an arrangement with MNDOT for snow removal. A vote being recorded as follows: For: Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- h. The City is in the process of purchasing a new tanker for the Fire Department which was approved by the City Council on March 3, 2021. The truck was ordered and is in development.

At the time the specifications were finalized, the option for a pump on the tanker was not included. However, since that time with the other tanker out of service due to an accident, it became apparent how useful the pump would be for moving water from the tanker to the pumper. The Department obtained a quote to add the pump to the new rig while in development. Currently, when the Department needs to move the water, they bring out a separate pump, run the lines and hook it up. This is time consuming and labor intensive.

The quote has been reviewed by the Fire Chief and the Truck Committee. The total cost of the Change Order is \$26,936.00.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Change Order No. 1 to add a pump to tanker unit. A vote being recorded as follows: For: Council Members Leach, Kelly and Mayor Stone. Against: None. Abstain: Council Member Fuechtmann. Absent: Council Member Wilber. The motion passed.

8. UNFINISHED BUSINESS

- a. The Minnesota Management and Budget Office has approved the City's request for a Waiver of Declaration. The Waiver was approved because all of the infrastructure to be constructed with the grant will be within dedicated rights of way or dedicated easements. There is one lot (Outlot A) which is the storm pond that will require a Declaration that will prevent it from being sold.

Now that this piece is completed and after the Final Plat is recorded, the City can proceed with the balance of the requirements that must be fulfilled before the State will reimburse the City for project costs. No project costs can be incurred or paid prior to the completion of these items.

Next steps include certification that all required permits have been obtained including Watershed, MPCA, Dept of Health etc. for the construction and also that all permits for the operation have also been obtained.

- b. The City put on hold contracting with a Rental Inspector due to COVID.

The Council was asked to determine at what point to revitalize the Rental Code and finalize the Rental Code Inspector duties so that the position can be re-advertised.

It was the general consent of the Council to move forward with the position of Rental Inspector.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council to consider the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$314,035.24
	Paid Claims	<u>\$44,851.87</u>
	Total	<u>\$358,887.11</u>

b. Resolution No. 2021-100 Resolution Accepting Contributions.

Men's Card Playing Group	\$110.50	Senior Center
MN National Bank	\$500.00	Fire Dept.

c. Gambling Application for Exempt Permit request from Sauk Centre Sno-Cleats, Inc. for a raffle March 19, 2022 at the Sauk Centre American Legion.

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

The Council thanked the Men's Card Playing Group and MN National Bank for their donations.

11. INFORMATIONAL ITEMS

- a. Charter has terminated its lease with the City. They had leased a small portion of land for a utility building across from the Dog Park. The building has been removed. The City received approximately \$750 per year for the lease.
- b. Sauk Centre Public School will be holding an election at City Hall on November 2, 2021. All residents within the school district are eligible to vote.

1. ADJOURNMENT

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