

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, OCTOBER 19, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, October 19, 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 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, with addition of 6b2. 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 Kelly and was seconded by Council Member Leach to approve the October 5, 2022 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Police Chief Friedrichs presented the September 2022 Police Report stating that there were a total of 767 ICRs.

b. Ambulance Director Struffert presented the third quarter report as follows:

- 87 No Loads
- 15 ALS Transfers
- 63 BLS Transfers
- \$207,140.60 Total Billed
- Third quarter special event included West Union parade, Fairway Pines parade, youth safety camp, safety in the park, Make a Wish Foundation, Nite to Unite, Standy for three football games.
- Third quarter mutual aid assistance included North Ambulance (5), Melrose (3), Hospital (6)
- Fair booth patient contacts – 9 non-transport and 1 transport

- 6b2. Mark Maloney, MN National Agency, presented the City's Property and Casualty Insurance renewal for 2023.

The League will be paying out dividends in 2022 of approximately 10 million dollars. Sauk Centre Share is approximately \$16,000.

Rate Increases for 2022 – Average overall increase of 3-8%.

- 11.5% Increase in structure values
- 5% increase in property rates
- 5% increase in physical damage
- 5% increase in municipal coverage
- 0% increase in cyber
- 15% increase in excess liability

In the past, the City has waived the tort liability limits and purchased excess liability.

- Without this coverage a claimant can recover \$500,000 per person and \$1,500,000 per incident.
- With this coverage and waiver, a claimant is covered for \$3,000,000 per person and \$3,000,000 per incident.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to wave the tort liability limits and purchase excess liability. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- c. Public Works Director Ben Clink updated the Council on the department's monthly activities:

- Repaired potholes
- Plow trucks got annual DOT, all passed with one requiring minor work to be completed
- Picked up a load of cold asphalt mix that is in storage for the winter
- Salt and sand delivered and put in shed for winter
- Winterized all bathrooms and sprinkler systems
- Splash pad blown out and winterized
- Installed components for RV dump station on Park Road
- Pulled all docks out
- Installed new concrete apron and sidewalk in front of new AD building addition
- Asphalt repair at airport
- Ice went in at arena
- Olympia arrived for use at arena

- d. The Planning Commission met on October 11 and discussed the following:

- Interim Use Permit – See 7a
- Fee Schedule discussion – permit fees

- 27 building permits issued in September for a total construction value of \$496,000.00

e. City Engineer Chuck Boser updated the Council on the following City projects:

2022 Capital Improvement Project

- Finishing concrete work
- Paving crews will begin paving trail, RV dump site, and various residential driveways within the week
- Topsoil and seeding following paving
- Substantial completion date set for November 1

Industrial Park

- Completing various punch list items
- Currently working on lift station installation
- CenterPoint crews will begin installing gas main
- Paving tentatively scheduled for late October
- SCPUC currently installing electric
- Substantial completion date October 28

7. ACTION ITEMS

a. On October 11, 2022, the Planning Commission continued a Public Hearing to consider the request of Eagles Healing Nest to allow an after the fact permit to allow a recreational camping area.

After the first meeting on the subject on September 13, 2022, staff was directed to meet with representatives of Eagles Healing Nest in an effort to relocate the camping area to another location on the property that would be further from the neighboring residential properties. The existing location is immediately adjacent to residential homes and was the main point of opposition to the proposal. Locations were recommended that had available utility services; however, those areas were dismissed because money had already been invested in putting electricity into the existing area.

The Commission continued the meeting to October 11, at which time they voted to recommend to the City Council that an Interim Use Permit be issued with conditions. Those conditions include:

1. There shall be no more than 2 motor vehicles per camping site.
2. Quiet time is designated from 10:00 p.m. to 8:00 a.m. There shall be no unnecessary noises or disturbances during quiet time.
3. No person shall build a fire in any place, at any time, except in designated fireplaces or receptacles.
4. There shall be no drain water or other waste water dumping upon the grounds of the

Eagles Healing Nest Property.

5. In an effort to control the spread of the Emerald Ash Borer, campfire wood that is not harvested on the property shall be provided by MnDNR approved vendors and display the appropriate seals.
6. The property shall be developed and utilized in accordance with the written narrative and site plans submitted to and approved by the Stearns County Environmental Services and kept on file. Any significant deviation, as determined by Stearns County Environmental Services or the City, shall require further review by the Planning Commission and approval by the City Council.
7. This Interim Use Permit shall allow operation of a campground, as a Commercial Recreation Area, for a maximum of ten (10) campsites.
8. The number of campsites shall only be allowed to increase with an additional application for an Interim Use Permit and Commercial Planned Unit Development.
9. The campground, shall have a “RV Park Lease Agreement and Policies” and provided to the Stearns County Environmental Services and the City as part of the application materials, shall also be made a condition of approval. The policies may be amended from time to time as needed; however, the policies shall remain sufficiently consistent.
10. This campground shall adhere to and be operated in accordance with all applicable Stearns County and Minnesota Department of Health regulations and licensure.
11. The waste disposal system shall be designed, constructed, monitored and maintained in accordance with all applicable Stearns County and Minnesota Pollution Control Agency regulations.
12. All RVs shall remain mounted on wheels and removable in case of flood or other hazard; park model RVs shall be prohibited.
13. Any improvements to RVs (i.e. stairs, decks, screen-porches, sheds) which are regulated by the Minnesota State Building Code shall require building permits and inspections. Any improvements not regulated by the Minnesota State Building Code require a Zoning Permit issued by the City.
14. There shall be no filling, excavating, or other encroachments or impacts to wetlands present on the property.
15. There shall be no development, filling, construction, or other intrusion into the Shoreland Overlay District associated with RV installation and improvements.
16. The permit holder must notify the County annually that the activity permitted by the Interim Use Permit and Commercial Planned Unit Development is ongoing, and the

activities being conducted continue to adhere to the conditions of approval.

- 17. The Interim Use Permit allowing a Commercial Planned Unit Development/Private Camping Recreation Area shall be granted upon the completed and approved Recreational Camping Area License from Stearns County Environmental Services.

In addition, the Interim Use Permit will automatically expire if any of the following circumstances occur:

- a. Failure to Obtain and Maintain a License from Stearns County.
- b. Change of Ownership of the Property.
- c. Change in Use of the Property
- d. Failure to adhere to any of the above conditions

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to deny the request for a ten unit RV Park/Campground. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach and Mayor Stone. Against: Wilber. The motion passed.

- b. Upon the adoption of the Final Assessment Roll for the 2022 Street Project that was adopted on October 5, 2022, a few amounts remained to be finalized. Those amounts have been finalized and the amended Final Assessment is \$1,567,893.05. This reduced amount includes an amendment to the front foot calculation for a property in the reclamation area, and the credit given to a property on Willow that had work done in 2018 on their sewer and water services.

All other amounts have been final and are ready for submission to Stearns County for collection with taxes.

Council Member Wilber introduced Resolution No. 2022-84, Resolution Adopting Assessment Roll for 2022 Street Improvement Project. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. Pay Request #5 has been received from Northern Lines Contracting for the South Sauk Centre Industrial Park project.

Contract Amount	\$3,675,760.50
Change Orders Approved	\$0.00
Total Contract	\$3,675,760.50
Value Completed to Date	\$2,687,496.15
Material On Hand	\$0.00

Amount Earned	\$2,687,496.15
Less Retainage	\$134,374.80
Subtotal	\$2,553,121.35
Less Previously Paid	\$1,979,244.40
Amount Due this Request	\$544,876.95

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Pay Request #5 to Northern Lines for \$873,876.95. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- d. Pay Request #6 has been received from Northern Lines Contracting for the South Sauk Centre Industrial Park project.

Contract Amount	\$3,675,760.50
Change Orders Approved	\$0.00
Total Contract	\$3,675,760.50
Value Completed to Date	\$3,005,324.48
Material On Hand	\$0.00
Amount Earned	\$3,005,324.48
Less Retainage	\$150,266.22
Subtotal	\$2,855,058.26
Less Previously Paid	\$2,553,121.35
Amount Due this Request	\$301,936.91

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Pay Request #6 to Northern Lines for \$301,936.91. A vote being recorded as follows: For: Council Members: Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- e. The sixth pay application has been received from C&L Excavating for the 2022 Street Project (2nd 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	\$3,098,836.38
5.	Material on Hand	0.00
6.	Amount Earned	\$3,098,836.38
7.	Less Retainage 5%	\$154,941.81
8.	Less Previously Paid	\$2,500,135.42
9.	Failed Tests	\$623.00
9.	Amount Due	\$443,136.15

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Pay Request #6 to C&L Excavating for \$443,136.15. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

- f. Ambulance Director Kathy Struffert has requested the appointment of two EMTs to the Department.

Amy Hall, Licensed EMT	Probationary @ Probationary Rate
Brian Zales, Licensed Paramedic	Probationary @ EMT-B1 Rate
Karyn Nelson, Licensed EMT	Probationary @ Probationary Rate

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve appointments of Amy Hall, Brian Zales and Karyn Nelson to the Ambulance Department. A vote being recorded as follows: For: Council Members Kelly, Leach, Fuechtmann, Wilber 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 | \$1,360,848.39 |
| | Paid Claims | \$523.95 |
| | Total | <u>\$1,361,372.34</u> |
- b. September Checks Paid Claims/Payroll \$903,738.23
- c. Gambling Application for Exempt Permit request from Holy Family School for a raffle on December 14, 2022 at Holy Family School.

A motion was made by Council Member Fuechtmann and was seconded by Mayor Stone to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council Member Fuechtmann, Mayor Stone, Council Members Leach, Kelly and Wilber. The motion passed.

11. INFORMATIONAL ITEMS

- a. Spectrum Lineup Changes
- b. Winter Parking Notices/Advertisement
- c. Public Hearing on licensing retail sale of edible cannabinoids – November 2
- d. Early voting – begins November 1 at City Hall
- e. Election Day – November 8

12. CLOSED MEETING

Mayor Stone recessed the public meeting and reconvened in Closed Session following departure of the public.

City Administrator Willer presented an offer from a business for the purchase of the real estate in the South Sauk Centre Industrial Park.

Mayor Stone adjourned the Closed Session and re-opened the public meeting. He announced that the City Council directed Willer to continue with negotiations and to have a Purchase Agreement drafted and obtain signatures from the prospective buyer on a property in the South Sauk Centre Industrial Park.

13. ADJOURNMENT

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