

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 16, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 16, 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 Sergeant Joe Jensen, City Administrator Vicki Willer and City Planner Sarah Morton. Mayor Stone presided thereat.

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, Wilber and Mayor Stone. Against: None. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve the November 2, 2022 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

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

Marson Michels – Seasonal Camper. Mr. Michels stated that he received a letter in the mail that states his Lease for Sinclair Lewis Campground will not be renewed for 2023. Mr. Michels contested the reasons listed in the letter and asked the Council to reconsider.

Staff stated that if Mr. Michels would like to appeal, he can send a letter to the City requesting the appeal.

Mary Dernsovek – 232 Willow Street (via letter summarized by City Administrator Willer). Ms. Dernsovek is not pleased with the amount assessed to her property. She then asked for reimbursement/replacement for a lilac bush and a clothesline pole.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Police Sergeant Joe Jensen presented the October Police Report stating that there were a total of 653 calls for the month.

Jensen also stated that officers are putting general warnings on vehicles to notify them of the new parking regulations that will take effect December 1, 2022.

b. Public Works Supervisor Clink updated the Council on the department's monthly activities:

- Plow trucks prepped and ready for the winter season.
- Installed all new street signs for Second Street Project.
- New street sweeper was originally scheduled to be delivered December 2022; however, that has been changed to a delivery date of April 2023. With that, the purchase price has increased approximately \$8,000.00.
- All parks mowed and mulched for end of season.
- Mowers are being cleaned and seasonally maintained before being stored for the season.
- Christmas lights have been tested and are prepped for installation.
- New furnace for outdoor rink building has been installed and is working.
- Arena schedule continues to be busy with approximately 24 hours being rented to other Hockey Associations in December.
- Arena compressors are running more efficiently since repairs were made this summer.

c. City Planner Morton reported on the November 15, 2022 Planning Commission meeting:

- October Building Permit Report – 19 permits issued totaling \$836,000.00.
- Appeal of Zoning Administrator's decision by John & Connie Wiese – Tabled.

d. City Engineer Chuck Boser Updated the Council on the following projects:

- Pay Request #7 for 2022 Street Project – See 7h.
- Pay Request #7 for Industrial Park Project – See 7i.

Industrial Park Project

- Lift station work remaining
- Punch list created

2022 Project

- Phase 2 and 3 base course paving complete
- Seeding complete for the year
- Punch list created

City Hall Front Steps

- Plans remain a work in progress – see 8a.

e. City Administrator to report on Airport Board meeting held on November 9, 2022.

- A/D Building addition permit has been acquired. Construction will take place over winter.
- O'Day will be installing the fuel system upgrades in the coming weeks.
- Closeout expected on 2021 Pavement Maintenance Project now that micro-seal is complete over Compass Rose.
- Relocation Assistance Study underway for Land Acquisition Project.

- Capital Improvement Plan updated to include BIL funds (\$159,000 for five years).

7. ACTION ITEMS

- a. With the 49% increase received for health insurance for 2023, staff reached out to various vendors to secure an alternative. After researching over twenty plans and conferring with the Personnel Committee a Plan was selected that will benefit both the employees and the City. The non-union employees (8) and the Police Union (7) have agreed to the Plan. The PW Union (5) is currently in deliberation with a meeting to occur on Nov. 16.

This Plan will result in a 13% increase in premiums which is 3% over the proposed budget increase of 10% rather than the 49% proposed by the prior company.

The Plan Acceptance will require the Council to approve an amendment to the Benefit Package by replacing the 85%/15% cost share and replacing it with a flat “Up to \$1,400” cost share. This will be in effect for 2023 after which the current contract terminates and negotiations for future years will be ongoing.

The result is a savings of \$96,180.00 for 2023.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve moving to the Blue Plus HAS plan and approve a Memorandum of Understanding by replacing the 85/15 cost split with "up to \$1,400.00." A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- b. The Ambulance Department proposed a 2% pay increase in the Preliminary Budget for 2023 which was approved on September 7, 2022.

This action is to finalize approval of the increase.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve a 2% pay increase for the Ambulance Department. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

The fiscal impact of the increase is \$4,600 and is covered by Ambulance revenues.

- c. As part of the election process, the City Council shall certify the election results of any election that it has candidates or questions on.

On November 8, 2022, 1,708 votes were counted for the City of Sauk Centre as follows:

Mayor	Warren Stone	1,379
	Write-In	58
Councilmember	Heidi Leach	1,268

Joe Fuechtmann
Write-In

1,115
30

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2022-89, Resolution Canvassing and Verifying the November 8, 2022 General City Election Results. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- d. Pam Borgmann, on behalf of Community Legacies Foundation, has requested the use of Sinclair Lewis Park for a Christmas in the Park event on November 26, 2022. The request includes the closure of Park Road from Oak Street to Hickman Drive from 2:00 p.m. to 6:30 p.m.

The event to include Santa in the Park, campfires, and sleigh rides with horses.

The detour will be 2nd St. S.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the road closure request and use of Sinclair Lewis Park. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- e. Each year the City Council takes action to adjust uncollectible accounts, and send to Collections, certify to taxes, or write off completely.

Resolution No. 2022-90 removes the following amounts from Accounts Receivable.

Sent to Collections	\$4,111.31
Remove Finance Charges/Misc.	\$1,964.25
Certified to Taxes	<u>\$984.88</u>
Total Removals	<u>\$7,060.44</u>

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-90, Resolution Approving Adjustments to Accounts Receivable. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber, Kelly and Mayor Stone. Against: None. The motion passed.

- f. On November 2, 2022, the City Council approved a Resolution Deferring Special Assessments for the 2022 Project. Since that time, one additional application has come in and is recommended for approval.

Parcel 94.58935.0000 \$12,363.08

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve Resolution No. 2022-87, Resolution Providing for the Deferral of Special

Assessments for the 2022 Street Improvement Project. A vote being recorded as follows:
 For: Council Members Wilber, Leach, Fuechtmann, Kelly and Mayor Stone. Against:
 None. The motion passed.

g. Removed from agenda.

h. The 7th 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	\$3,834,979.69
5.	Material on Hand	\$0.00
6.	Amount Earned	\$3,834,979.69
7.	Less Retainage 5%	(\$191,748.98)
8.	Less Previously Paid	(\$2,943,271.57)
9.	Failed Tests	(\$623.00)
10.	Non-Compliance Charges	(\$6,000.00)
11.	Amount Due	\$693,336.14

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Pay Request No. 7 to C&L Excavating for \$691,607.14. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

i. Pay Request #7 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	\$3,145,518.79

Material On Hand	\$0.00
Amount Earned	\$3,145,518.79
Less Retainage	\$157,275.93
Subtotal	\$2,988,242.86
Less Previously Paid	\$2,855,058.26
Amount Due this Request	\$133,184.60

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Pay Request #7 to Northern Lines for \$133,184.60. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Council was presented with a proposal for the replacement of the front steps at City Hall.

The Council was asked to review the proposal and offer suggestions/changes.

Staff has reviewed and requests comments on the following:

- Ramp – Is it necessary or should it be removed to save costs?
- Heat – Top and steps heat to avoid using salt.
- Bricks – Should they stay for contrast or be removed completely?
- Flagpole - Potentially move into planter in front.

The City Engineer is requesting input so final draft and specs can be prepared for bid for Spring construction. No action taken at this time.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$66,929.02
		Paid Claims	\$0.00
		Total	<u>\$66,929.02</u>
b.	October Checks	Paid Claims/Payroll	<u>\$1,872,101.54</u>

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the consent agenda as presented. A vote being recorded as follows: For: Council

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

11. INFORMATIONAL ITEMS

None.

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, Leach, 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