

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, DECEMBER 18, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 18, 2019 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Joe Fuechtmann, David Thomas, Heidi Leach, Diane Kelly and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Public Works Supervisor Ben Clink and Administrative Assistant Nicki Vogt. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve the December 4, 2019 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Fuechtmann 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 November 2019 Police Report stating that there were 504 ICRs and 175 Verbal Warnings for a total of 679.

Friedrichs also noted that the new canine squad has been received and they are in the process of switching the equipment over.

- b. Public Works Supervisor Ben Clink provided the Council with the following update:

- The Department has been busy hauling snow
- Holiday lights have been installed
- Outdoor rink has been flooded
- Minor repairs have been completed on plow equipment
- MN Department of Agriculture surveyed EAB trees and noted that it is not rapidly spreading

- 300 streetlights have been converted to LED – as of November 2019 the City has consumed 10,000 KW less than in November 2018 which resulted in a savings of \$860. Project estimated to be completed by March 2020.
- Department has been busy keeping airport runways and hangars clear from snow

7. ACTION ITEMS

a. Each year, the City Council approves various transfers between funds. These transfers are:

- Transferring Fire Dept. share of City Hall Bond Pmt. To Bond Fund
- Transferring Stormwater Fees to Bond Fund
- Transferring Future Equipment Purchase Funds to Sinking Fund
- Transferring Current Year Purchase from Sinking Fund to General Fund
- Transferring Apt. Complex Abatement to EDA Fund
- Transferring Small Cities Trans. Dollars to General Fund
- Process Loan Repayment to General Fund for Ambulance Garage
- Process Loan Repayment to General Fund for Fire Pumper
- Close Various Capital Projects Funds

Council Member Fuechtmann introduced Resolution No. 2019-106, Resolution Authorizing Year End Interfund Transfers. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Thomas and Mayor Stone. Against: None. The motion passed.

b. On December 4, 2019, the City Council approved by Resolution 2019-101 authorizing the solicitation of quotes for the purchase of a skid loader. The estimated cost of the skid-loader after trade was estimated to net at approximately \$35,000.

The Department has received written quotes for the proposed purchase.

Gear	Company	Gross	Net
324G John Deere Skidloader	Midwest Machinery	\$53,560.00	\$30,960.00
Bobcat S650	Farm Rite	\$47,034.41	\$30,034.41

The difference in cost is within the City’s past practice of considering purchasing local if the cost is within \$1,000 to save on future parts and service costs and to give business to local taxpayers.

Council Member Thomas introduced Resolution No. 2019-107, Resolution Authorizing Purchase of Skidloader (Farm Rite). The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach and Mayor Stone. Against: Council Member Fuechtmann. The motion passed.

c. At the December 4, 2019 City Council meeting the Council authorized Public Works Staff to solicit quotes for a Four-In-One blade for the City’s payloader by Resolution 2019-102. The estimated cost was \$25,000.00.

Staff solicited quotes from known vendors of the project and the following submitted quotes:

Make	Vendor	Amount
AMI Attachments 4 in 1	Nuss Truck	\$21,231.00
HLA Attachments	Midwest Machine	\$24,550.00
Maxx Pro 1248-00LE	Metal Pless	\$39,785.00

Council Member Thomas introduced Resolution No. 2019-108, Resolution Authorizing Purchase of Four-In-One Blade. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- d. The City Council previously approved by Resolution 2019-103 authorizing the solicitation of quotes for Turnout Gear for the Fire Department. The gear consists of pants and coats for an estimated amount of \$65,000.

The Department has received quotes for the proposed purchase.

Gear	Company	Amount
30 Sets Coats/Pants	Great Plains	\$63,750.00
30 Sets Coats/Pants	Alex Air Apparatus	\$70,650.00

Chief Moritz is requesting the Council approve the purchase of the Coats/Pants from Great Plains as the low bidder.

The total for the purchase is \$63,750.00, which is less than budgeted for the gear in 2019.

Council Member Kelly introduced Resolution No. 2019-109, Resolution Authorizing Purchase of Turnout Gear. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- e. The 2019 Ambulance Budget included the purchase of a new self-loading power cot.

Ambulance Director Struffert is requesting to proceed with the purchase. Two quotes for new equipment were presented to the Council. An option for retrofitting an existing cot was also evaluated, but that recommendation has since been discarded.

Equipment	Vendor	Amount
Stryker Conversion (old cot)	PSV	\$31,134.00
Stryker (new)	PSV	\$40,817.00
INX (new)	Ferno	\$40,190.96



Council Member Thomas introduced Resolution No. 2019-99, Resolution Authorizing Purchase of Power Cot. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Thomas, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- f. At a prior meeting, Pam Borgmann from Visit Sauk Centre outlined various events to occur in the Sinclair Lewis Park on the weekend of December 28 and January 4.

The event is the Sno-Down Racing Festival. Ice Oval and Central Minnesota Pond Racing is the sponsor, along with the Sno-Cleats. The event is to take place on Sauk Lake by Sinclair Lewis Park. An application has been submitted to the Stearns County Sheriff's Office. A Certificate of Insurance will be provided

The request of the City is for assistance of the Public Works Department in setting up snow fence and barricades and plowing the Bandshell and Boat Marina Parking lots along with the top area of the campground (for trailer parking). In addition, they are requesting making Park Road a one-way for crowd control and also approval to fence off the park from approximately the pier to the boat access.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the use of Park Road, as requested by Visit Sauk Centre. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

It was noted that there are currently 13 inches of ice, with only 6 inches at the shoreline.

- g. The Council reviewed the proposed 2020 Fee Schedule.

Council Member Fuechtmann introduced Resolution No. 20199-110, Resolution Amending Administrative User Fees for 2020. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- h. The Council reviewed the proposed Administrative Penalties.

Council Member Thomas introduced Resolution No. 2019-111, Resolution to Adopt a Schedule of Fees for Voluntary Administrative Penalties and Fines for Offenses of the City Code According to §10.98. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Thomas, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- i. The Council reviewed the Licenses, Permits and Service Fees.

Council Member Kelly introduced Ordinance No. 794, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines, and Providing for Subsequent Review, Modification and Amendment. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- j. Council Member Leach introduced Ordinance No. 795, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 794 Summarizing and Reaffirming Fees for City Licenses and Permits and Providing for Subsequent Review, Modification and Amendment. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- k. Kathy Struffert has the following EMT advancement recommendations:

Tim Duvall – from Probationary EMT to EMT-B Level 1 effective December 18, 2019.

Jackie Ostendorf – Probationary EMT effective upon successful passage of practical testing and written exam.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Thomas to approve the EMT advancements as presented. A vote being recorded as follows: For: Council Members Fuechtmann, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- l. Dave Beilke submitted his notification of retirement, effective December 31, 2019. Beilke has been working for the City since June 14, 1982.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to accept the retirement of Dave Beilke, effective December 31, 2019. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- m. The Council considered the following Board and Commission appointments:

1.) **Park Board – 1 position to be appointed for a 2-year term.** According to City Code Section 37.21, the Park Board shall consist of five members, appointed by the council

for two-year terms. The term of Bryon Friedrichs will expire December 31, 2019. The following have submitted nominations:

Logan Gruber

Mayor Stone recommended appointment of Logan Gruber to the Park Board for a two-year term each, effective January 1, 2020 and expiring December 31, 2021.

2.) **Planning Commission – 2 positions to be appointed for a 3-year term.** The Planning Commission shall consist of five (5) members of which are appointed by the City Council from among the residents of Sauk Centre, one (1) member will be appointed from the City Council and four (4) members shall be residents of the City. The terms of Larry Jansen and Linda Ragan will expire December 31, 2019. The following have submitted nominations:

Linda Ragan

Mayor Stone recommended the appointment of Linda Ragan to the Planning Commission for a three-year term, effective January 1, 2020 and expiring December 31, 2022.

3.) **Public Utilities Commission – 2 positions to be appointed for a 3 year term.** The term of David Thomas and John Egan will expire December 31, 2019. The following have submitted nominations:

**David Thomas
John Egan
Wayne Senst**

Mayor Stone recommended the appointment of John Egan and Wayne Senst to the Public Utilities Commission, each for a three year term, effective January 1, 2020 and expiring December 31, 2022.

4.) **Senior Center Board – 4 Members to be appointed for a 3 year term.** According to the City Code Section 32.03, the Senior Center Board shall consist of 5 to 15 members. Two-thirds of the members shall be citizens of the City and one-third shall be residents of the greater Sauk Centre area. Currently, there are 6 members on the board plus a Council Representative and staff member. The Code states that the Board may be expanded to fifteen members at any time. The terms of Nancy Kazlauckas, Rudy Beilke, Robert Essler and Deb Johnson will expire on December 31, 2019 and 1 opening for a 2-year term and 1 opening for a 1-year term. The following have submitted nominations:

**Deb Johnson (3 Years)
Nancy Kazlauckas (3 Years)
Kenneth Ritter (3 Years)**

Mayor Stone recommended the appointment of Deb Johnson, Nancy Kazlauckas and Kenneth Ritter to the Senior Center Board for a three-year term, effective January 1, 2020 and expiring December 31, 2022 and a two-year term, effective January 1, 2020 and expiring December 31, 2021.

5.) **Convention & Visitor's Bureau – 2 positions to be appointed for a 3 year term and 1 position for an unexpired term.** According to Ord. No. 665, the Mayor with approval of the City Council shall appoint 8 members to the Board: 5 of whom shall be representatives of the lodging and/or hospitality industry in the city, 1 of whom shall be a representative of the Chamber of Commerce, 1 from the City who will represent the City Council and 1 member at large. The terms of Asmita Amin and Stacie Michels will expire December 31, 2019.

**Asmita Amin
Stacie Michels**

Mayor Stone recommended the appointment of Asmita Amin and Stacie Michels to the Convention & Visitor's Bureau, each for three-year terms, effective January 1, 2020 and expiring December 31, 2022.

6.) **EDA Board – 1 position to be appointed for a 1-year unexpired term.** According to City Code Section 32.04, the Mayor with approval of the City Council shall appoint 5 members to the Board: 2 of whom shall be members of the City Council, 1 of whom shall be a member of the Sauk Centre Opportunities Board, 1 of whom shall be a member of the Sauk Centre Chamber of Commerce Board and 1 shall be an at large member with or without affiliation of any group or non-profit organization. BJ Welle who represents the Sauk Centre Chamber of Commerce position is open and will expire December 31, 2019.

BJ Welle

Mayor Stone recommended the appointment of BJ Welle to the EDA Board for the unexpired term, effective January 1, 2020 and expiring December 31, 2025.

7.) **Airport Commission – 2 positions to be appointed for a 3 year term.** According to City Code Section 32.05., the Airport Commission shall consist of five (5) members all of which shall be appointed by the City Council. One (1) member of the Commission shall be a member of the Sauk Centre City Council three (3) members may be residents of the City of Sauk Centre, eligible to vote in its General and Special Elections and one (1) member shall be a staff person of Sauk Centre Public Works Department. The terms of Mike Bushard, Jr. and Tom Wenker will expire on December 31, 2019.

**Tom Wenker
Mike Bushard, Jr.**

Mayor Stone recommended the appointment of Tom Wenker and Mike Bushard, Jr. to the Airport Commission for a three-year term, effective January 1, 2020 and expiring December 31, 2022.

8.) **CentraCare Sauk Centre Board – 1 position to be recommended for a 3-year term.** As part of the integration process with CentraCare, the City Council recommended three appointees to the new CentraCare Sauk Centre Board with staggered terms. The term of Tim Borgmann will expire on December 31, 2019.

Tim Borgmann

Mayor Stone recommended the appointment of Tim Borgmann to the CentraCare Sauk Centre Board for a three-year term, effective January 1, 2020 and expiring December 31, 2022.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the recommendations to Boards/Commissions as recommended by Mayor Stone. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly and Mayor Stone. Against: None. Abstain: Council Member Thomas. The motion passed.

n. With the 2020 Elections coming up in March, August and November, the process for appointing and training election judges is underway. The following are proposed to be appointed:

Diane Bosl
Wendy Drobny - Health Care Judge
Sandra Friedrichs
Jacquelyn Kirckof
Melissa Kleinschmidt
Robert Olson
Marilyn Schwegman - Health Care Judge
Amy Trisko
Nicole Vogt – Head Judge
Vicki Willer - Clerk - Head Judge

Council Member Kelly introduced Resolution No. 2019-112, Resolution Appointing 2020 Presidential Primary, 2020 General Election Primary and 2020 General Election Judges. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

o. The Council was presented with Change Order No. 3 for the North Area Project. The Change Order includes the topsoil amendment applications in Spring 2020 per the agreement at zero cost to the City.

This Order includes an extension of the final completion date to October 9, 2020 for inspection of the results of the topsoil amendments.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Thomas to approve Change Order No. 3. A vote being recorded as follows: For: Council Members Fuechtmann, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- p. Pay Request #14 has been received from Breitbach Construction Co.

Contract Amount	\$3,213,068.25
Value Completed to Date	\$2,977,098.10
Amount Earned	\$2,977,098.10
Less Retainage	<u>-\$119,083.92</u>
Subtotal	\$2,858,014.18
Less Previously Paid	-\$2,791,235.14
Failing Tests	<u>-\$815.00</u>
Amount Due this Request	<u>\$65,964.04</u>

Pay Request No. 14 includes up to date quantities installed on Phase 2 and a reduction retainage to an amount covering the seeding and topsoil related items.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Pay Request No. 14. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- q. An application for transfer of an On-Sale, Off-Sale, Sunday & 2 a.m. liquor license was received from Crazy J's Bar & Grill, along with a \$100.00 for transfer of liquor license fee, Insurance Liability and Workers Compensation documents.

Council Member Thomas introduced Resolution No. 2019-113, Resolution Approving the Application of Crazy J's Bar & Grill, LLC DBA Crazy J's Bar & Grill for a Transfer of an On-Sale, Off-Sale, Sunday and 2 a.m. Liquor License Located at 520 Sinclair Lewis Ave. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

The effective transfer date to become effective December 23, 2019.

- r. Crazy J’s Bar & Grill submitted an application to sell cigarettes at 520 Sinclair Lewis Ave.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the request for a cigarette license to Crazy J’s Bar & Grill, LLC. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- s. The following forfeited vehicle was offered for sale through the State’s online bidding program:

Vehicle	Purchaser	Amount
2000 Chevrolet Camaro	Kimpton Auto Sales	\$1,225.00

Council Member Kelly introduced Resolution No. 2019-115, Resolution Authorizing Sale of Excess Vehicles. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- t. Minnesota Statutes 204B, Subd. 1 requires that a City Council, by Ordinance or Resolution, must designate polling places for the upcoming year. This prevents changes to polling places less than 90 days prior to an election unless it becomes unavailable or due to an emergency.

Resolution No. 2019-116 designates Sauk Centre City Hall as the office polling place for Special and General Elections in 2020.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve Resolution No. 2019-116, Resolution Designating Polling Places. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- u. An application for transfer of an On-Sale and Sunday liquor license, \$100.00 for transfer of liquor license fee and Workers Compensation documents have been received from Seed Entertainment (American Tap & Eatery). Their Liquor Liability is being completed.

Council Member Fuechtmann introduced Resolution No. 2019-117, Resolution Approving the Application of Seed Entertainment, LLC DBA American Tap & Eatery for a Transfer of an On-Sale & Sunday Liquor License located at 1225 Timberlane Dr., contingent upon receipt of insurance. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

The effective transfer date to become effective December 31, 2019.

8. UNFINISHED BUSINESS

- a. Preliminary assessments for mailing will be completed and provided to staff before December 20th for 2020 projects. These will be mailed the week of Christmas for the January 15th Public Hearing.

Surveying of the project is currently in process.

Two quotes were received for testing companies to complete the soil borings and report:

Independent Testing	\$4,910
Braun Intertec	\$8,455

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$119,478.40
	Paid Claims	<u>\$27,887.00</u>
	Total	<u>\$147,365.40</u>

b. November Checks	Paid Claims/Payroll	<u>\$511,505.29</u>
--------------------	---------------------	---------------------

- c. Resolution No. 2019-114 Resolution Accepting Contributions.

Stearns Electric Assn.	\$500.00	Ambulance Dept.
Community Connections	\$800.00	Outdoor Skating Rink
Sauk Centre Seniors	\$3,000.00	Senior Center

- d. Request from James Metcalf, representing the American Legion Post 67, submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License during the Sno-Down Racing Festival on December 28, 2019. The fee and Certificate of Insurance are being provided.

- e. Request from James Metcalf, representing the American Legion Post 67, submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License during the Sno-Down Racing Festival on January 4, 2020. The fee and Certificate of Insurance are being provided.

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

The Council thanked Stearns Electric Association, Community Connections and Sauk Centre Seniors for their donation.

11. INFORMATIONAL ITEMS

- a. The campground reservation software has been completed and will go live on January 23, 2019.
- b. January City Council meeting will be on Thursday, January 2, 2020.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer