

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JULY 3, 2024**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, July 3, 2024 at 6:30 p.m. due notice being given thereof. Present were Acting Mayor Heidi Leach, Council Members Diane Kelly, Shalon Wilber and Joe Fuechtmann. Also present were City Administrator Vicki Willer, City Planner Sarah Morton and Ambulance Director Kathy Struffert. Acting Mayor Leach presided thereat. Mayor Stone was absent.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve the June 5, 2024 City Council Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

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

Matt Schmitz, Sauk Centre, addressed the Council with concerns he has regarding a police investigation from 2020 that involved a minor. He requests an investigation be conducted into the officer's conduct.

**5. PUBLIC HEARING**

None.

**6. REPORTS/PRESENTATIONS**

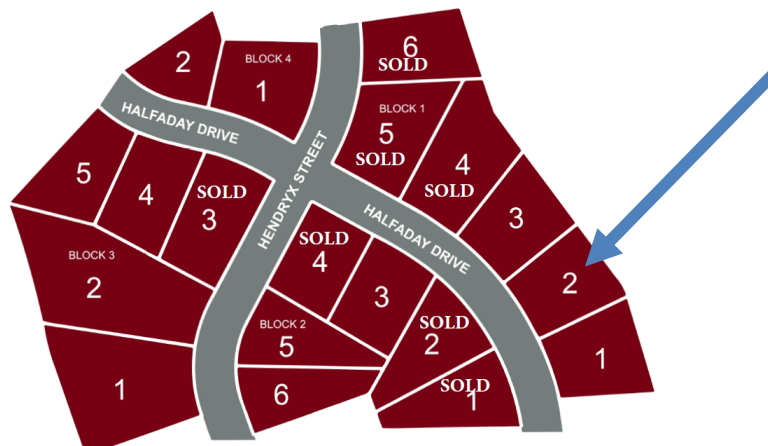
d. The Park Board met on July 2, 2024 in regular session and discussed the following:

- Received update on Community Garden Fencing. They have received donated fencing and raised \$2,200 toward the cost. Need additional fence. PW crew could install.
- Reviewed potential Blue Cross Grant for Exercise Park – Checking on Usage in neighboring communities.
- Movie in the Park Night for Children planning for a Monday night.
- Recommend soliciting quotes for Land Pride Replacement.
- Leaves are in for the Memorial Mural in SLP.
- Mosquito Spraying starting July 8.

- b. The EDA met on July 3, 2024 in regular session and discussed the following:
- Discussed Offer on SSCIP Lot.
  - Recommend Council approval of SCDP Loan/Grant for S. William Prop. Mgmt.
  - Recommend Payment of TIF PAYGO Payments
  - Discussed State Funding Opportunities
  - Recommend Lot Sale Authors Addition – Lot 2, Block 1
  - Reviewed Lot Sale Progress in Authors Addition (2 housing starts expected in July/August)

**7. ACTION ITEMS**

- a. A purchase agreement has been submitted for Lot 2, Block 1, Authors Addition.



A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2024-55, Resolution Authorizing Execution of Documents. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

- b. Section 30 of the City Code allows for the use of the The BCA’s Criminal History Database (Criminal Justice Information System or CJIS) for the purpose of criminal investigations. In order to allow the use of that same database for non-criminal purposes such as for employee background checks and background checks required by Ordinance for issuance of licenses including liquor, cannabis, etc, an additional section to the Code is necessary.

Ordinance 834 was prepared, which adds subsection 30.10.1 Applicants for City Employment and 30.10.2 Applicants for City Licensing as qualified uses whereby the Police Department can access the Database. In both of these instances, the applicant must first give written consent to undertake the investigation.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Ordinance No. 834, An Ordinance Adding Section 30.10 to the Sauk

Centre City Code Establishing Regulations Allowing Access to Criminal History Information for Specified Non-Criminal Purposes. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

- c. Ordinance 834 becomes effective upon its adoption and publication.

Ordinance 835, if approved, authorizes the city to publish a summary rather than the full text of the Ordinance as a cost saving measure as long as the City Council concurs that the summary adequately relays to the public what the Ordinance is.

It was noted that approval required a minimum 4/5ths vote of the members present.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Ordinance No. 835, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 834 Adding Section 30.10 to the Sauk Centre City Code Establishing Regulations Allowing Access to Criminal History Information for Specified Non-Criminal Purposes. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

- d. City Code Section 70.10 Prohibiting Excess Vehicle Noise was added to the City Code in 2009 to help curb the use of Engine Braking.

Changes to the Code are recommended and/or required.

1. Signage that currently states “Vehicle Noise Laws Enforced” shall also state “No Engine Braking”. MnDot prohibits No Engine Braking, however this can be on county and city roadways.
2. A section to be added that the City Police Department is responsible for enforcement of this chapter.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Wilber to approve Ordinance No. 836, An Ordinance of the City of Sauk Centre Amending Section 70.10 of the City Code Prohibiting Excessive Vehicle Noise. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

- e. The EDA, at its meeting on July 3, recommended Council approval of the application submitted by S. William Property Management for an SCDP Deferred Loan and Repayment Agreement to install windows and insulation at a rental (four-unit) located on First S. South.

The proposal was for a four unit that would have a maximum of \$22,000.00 total with the City paying 70% as follows:

Owner Share (30%)	\$6,600.00	Owner Pays
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Zero Interest Deferred Loan (30%)	\$6,600.00	City Pays
Repayment Loan to Grant (40%)	\$8,800.00	City Pays
Total	\$22,000.00	

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve the EDA recommendation for deferred loan and repayment agreement for S. William Property Management. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

f. Michael Tillmann, at 204 Main Street N., applied for a deferral of a proposal assessment for sidewalk replacement adjacent to his property. The total amount of the assessment is \$1,050.00.

Tillmann qualifies for the deferral based upon disability.

It was noted that if approved, the City would certify the amount to property tax and defer collection until the property is sold/transferred to another owner. In addition, no interest will accrue on that amount.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2024-56, Resolution Approving Deferral of Special Assessment. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

g. The Sauk Centre Fire Relief Association requested approval to increase the pension amount per year from \$2,900 to \$3,300 per year.

The request for an increase of \$400.00 per year of service is based upon our funding ratio of 128% as of year-end 2023, and the projected financial position at year-end 2024.

Based on the projections, the Relief Association will have assets of \$1,220,466 and liabilities of \$1,208,687 for a total funding ratio of 100.97%. The projections include the state aid at the same level as 2023, the budgeted municipal contribution to the relief, and 5% return on investments. The projected expenses include those associated with the annual audit and tax prep, the actuarial valuation, and (1) pension benefit payout in 2024.

The Association will have 8 fully vested members in 2025, 12 partially vested, and 10 non-vested members. There is 1 deferred benefit owed for a member that has separated from the department, but has not reached the age of 50 to receive their benefit.

Based upon remaining fully funded at 100.97%, the Relief Association requested the approval from the City of Sauk Centre for the increase of the annual pension benefit to \$3,300 per year of service effective January 1, 2025.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Resolution No. 2024-57, Resolution Authorizing Signatures on 2025 Pension Increase. A vote being recorded as follows: For: Council Members: Wilber, Kelly and Acting Mayor Leach. Against: None. Abstain: Council Member Fuechtmann. Absent: Mayor Stone. The motion passed.

- h. Kathy Struffert, Ambulance Director, recommended appointment of Mike Scott as a Paramedic as follows:

*Mike is a licensed EMT-Paramedic that resides in the Sauk Centre community. He is an experienced Paramedic that works full time with North Ambulance in Alexandria. He would be an asset to our service by assisting with ALS transfer needs and 911 medical calls that may require ALS as well. I recommend hiring Mike as an EMT-P with our service at the current ALS transfer/call pay rate for 1-2 year level.*

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the appointment of Mike Scott as an EMT/Paramedic at entry rate. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

- i. TIF Payments for the City’s Pay As You Go (PAYGO) Agreements are payable in August and February of each year. The following payments are due and payable at this time:

TIF 1-12	Felling Trailers	Pmt 9 of 18	\$29,439.53
TIF 1-13	FJERA	Pmt 3 of 18	\$66,568.96
TIF 1-14	Savory Smokehouse	Pmt 3 of 18	\$2,782.38

This is the first half of 2024 Increment with the second half payable in February of 2025.

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

- j. The Park Department has a Land Pride Flex Mower which is ten years old and in the budget for replacement in 2024. The budget is \$20,000.00.

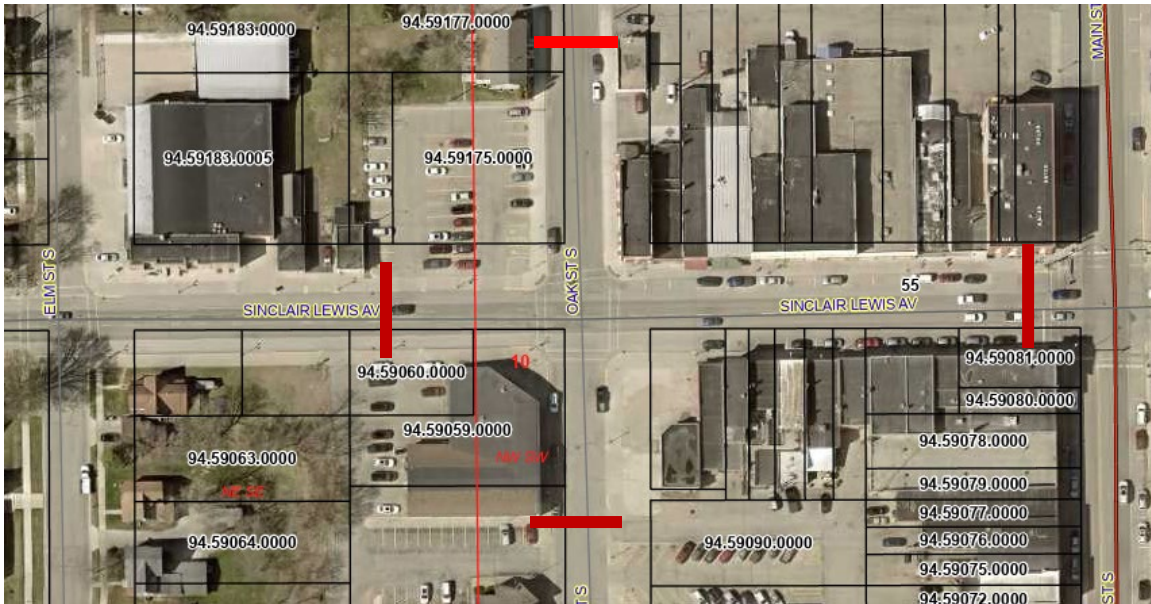
The Park Board recommended that the City Council authorize staff to solicit quotes for a replacement. It was also suggested that the purchase be shared with the Airport Fund given the Airport is a large user of the equipment.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2024-59, Resolution Authorizing Solicitation of Quotes for Flex Mower Replacement. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. The City previously approved the closure of Sinclair Lewis Avenue from Main Street to Oak Street for a street dance during Sinclair Lewis Days. The Council also approved the closure of Sinclair Lewis Avenue from Elm Street to Main Street for a car show during that same day.

The City has received a request that the closure for the street dance be extended to the same as for the car show, with the exception the barricades on the west end will be pushed east to allow for access to the city parking lot.



A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve adjustment to street closure for Street Dance. A vote being recorded as follows: For: Council Members Wilber, Kelly, Fuechtmann and Acting Mayor Leach. Against: None. Absent: Mayor Stone. The motion passed.

**9. NEW BUSINESS**

- a.



Brett Anderson, on behalf of Charles Anderson, requested that the City grant him an easement across the City owned property currently utilized as the Wasterwater Treatment Plant. The Anderson property is approximately 11 acres of mostly wetland property which is landlocked. The proposal is to obtain an easement from C.R. 186 through the Worms Readymix Plant property and then through the City property.

The purpose of the request is for billboard access and to access the property for personal recreation purposes. The request was first sent over to the Public Utility to make a recommendation on whether the proposal would in any way hinder the current and future operation of the Plan. The Public Utility is not in favor in the proposal citing that the farm field to the west might be a better option.

If the City were to approve the easement certain conditions should apply:

1. Easement is valid for Billboard access and personal recreational use only.
2. No outside storage on the parcel. (Not allowed by Zoning).
3. Costs to locate the easement and develop pathway to be born by Grantee.
4. Grantor reserves the right to relocate the easement in the future at its own cost and expense.
5. Legal costs for drafting and recording easement to be responsibility of the Grantee.

By general consent, the easement request was sent to the Policy Committee for their review/recommendation.

- b. The Park Board has been working with the National Fitness Campaign on a potential Fitness Court for Sauk Centre. This is part of their Outdoor Wellness Infrastructure Campaign. The court would have components to encourage strength and agility and workouts can be downloaded on an app. They encourage courts to be located where there is activity and access via walking or biking. There is also an art component with the backside of the court wall available for murals etc.





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

The Council thanked the Men's Card Playing Group, Vurnie & James Wilson and the Sauk Centre Lions Club for their donations.

## **11. INFORMATIONAL ITEMS**

- a. Spectrum Channel Lineup Changes.
- b. Public Hearing for Residential Rental Ordinance – July 17, 2024.
- c. Household Hazardous Waste Pickup – August 21 at Civic Arena.
- d. Ambulance Certificate of Excellence Awarded by the Emergency Medical Regulatory Board.

The City Council Congratulated Ambulance Director Struffert and thanked her for the efforts she and her team have accomplished.

## **12. ADJOURNMENT**

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

With no further business, Acting Mayor Leach adjourned the meeting.

Respectfully submitted:

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Acting Mayor Heidi Leach

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City Administrator Vicki Willer