



**Organizational City Council Meeting  
January 14, 2025, at 6:00 pm  
Sturgeon Lake City Hall**

The following council members were present at the hall: Mayor Scott Helfman, Councilmember Nick Dagel, and Councilmember Adam Langhorst

The following council members were absent: M Noyes

The following city employees were present at the hall: City Clerk/Treasurer Sandra Osterdyk, and Public Works Superintendent Larry Coursolle

The following city staff members were absent: Fire Chief Al Cekalla

Members of the public that were present: Emily Danelski

**Call to order:** Pursuant to due call and notice thereof, Mayor Helfman called the Organizational City Council Meeting to order at 6:05 pm, followed by the Pledge of Allegiance.

**Oath of Offices:** The Clerk administered the Oath of Offices to Mayor Scott Helfman and Council member Adam Langhorst. The Mayor's terms will run through 2026, and Councilmember A. Langhorst's terms will run through 2028. The Clerk will coordinate a date and time with Councilmember M. Noyes to administer the Oath of Office, and his term will run through 2028 as well.

**Fire Department Report**

**Fire Department Report:** Fire Chief Cekalla could not attend the meeting but provided a write-up to the council on monthly items to highlight the Fire Department's accomplishments. The Annual Officer elections were held on January 6<sup>th</sup>. All positions were re-elected. The Lions Club donated 10 new LED road flares to the department. This is a very important item when on scene. The Fire Department did not win the tanker truck bid discussed at the last council meeting. There were 10 calls in the last month. There is no update on the Feasibility Study. The Fire Chief was working on scheduling a date and time with Widseth. It was brought to the Fire Chief's attention that the snow removal issue on the sidewalks on the side of the Fire Hall was not being done in a timely manner. This was discussed with Public Works, and they will ensure it is done first in the future. SCBA gear has arrived. The fire department is now equipped with the same gear as the rest of the county.

The lighting for the City Hall needs to be addressed. The current lighting for the apron of the Fire Dept is extremely dangerous. It is very dark, and it's hard to see where personnel are at night.

Councilmember N. Dagel made a motion to spend up to \$100.00 getting a quote to look at the cost of correcting the lighting issue at the front of the City Hall/Fire Hall to correct the safety issue for personnel at night, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote all members present voting in favor, K. Grey and D. Lingle absent.

**Special Guests and Visitor Comment**

No Special Guests or Visitors were present at the meeting,

## Financial Report

**Claims Paid:** The Clerk/Treasurer presented the claims paid to the council. Any questions the council had about the Claims Paid were answered satisfactorily by the Clerk/Treasurer. The Clerk/Treasurer will send the scrubbed report to the council for final review. They will be presented again at the February 11, 2025, meeting for review and approval.

**Unpaid Claims:** The Clerk/Treasurer presented the Unpaid Claims to the council. Any questions the council had about the Unpaid Claims were answered satisfactorily by the Clerk/Treasurer.

Councilmember N. Dagal made a motion to approve the Unpaid Claims, seconded by Councilmember A. Langhorst. The motion carried with all members present voting in favor, M. Noyes absent.

**Financial Report/Review:** The Clerk/Treasurer presented the Financial Report/Review. Any questions the council had were answered satisfactorily by the Clerk/Treasurer.

Councilmember A. Langhorst made a motion to approve the Financial Report/Review, seconded by Councilmember N. Dagal. The motion carried with all members present voting in favor, M. Noyes absent

## Reports of Departments

**Park Committee:** Mayor Helfman will now lead the park committee.

**Public Works:** The city truck is not working. It has been taken to Albergs to be evaluated to see what is wrong. Hopefully, there will be an update soon. Mayor Helfman has been using his personal truck to plow while Larry uses the tractor. Mayor Helfman asked Larry to keep him in the loop when he plans to be at work from now on. Larry acknowledged he would. Larry was asked if he had the tractor out at the WWTF on Monday, January 13, 2025, as it appears the tractor hit the gate. The gates cannot lock now, and it will take two people to fix it. This will need to be checked out, as it looks like the gate is cracked or bent.

**Roads:** Mike Buetow has been plowing. There has been one complaint that he missed one road, Honey Bear Lane, over by Blueberry Lane. A meeting is scheduled with Valhalla to go over the Right of Way clearing project by Green Bay Road and Larimer Drive.

**Solid Waste:** nothing new to report.

**Storage Facility:** One past-due account paid its balance in full and has since moved out of its storage units. The other past-due account has been set up on a payment plan over the next six months.

**Water/Sewer Operator:** In December 2024, Chad Robbins gave 5,000 gallons to Mike's Sewer, and it was explained that this was a one-time exchange. Both contractors have signed the 2025 contracts, and the allowances are non-transferable. Currently putting the winter bugs into the ponds. Councilmember N. Dagal plowed at the water tower. Mayor Helfman plowed at the pump house.

**Zoning:** Wyatt Hegge has not formally submitted a subdivision plan, but he has discussed a plan with both Mayor Helfman and Councilmember N. Dagal. Received questions on zoning for Cathedral Pines at the two lots for sale. What buildable level is above the floodplain? What is the required amount of fill needed to build on the lots? The elevation needs to be above 1040.9.

**City Clerk/Treasurer:** The City Clerk/Treasurer reported the Utility Billing conversion was completed about a week behind schedule, but it was completed in less than a month from start to finish, which is hard to accomplish for any conversion. The first significant data pull was on 12/3/24 from UBMax into Banyon, and the final was on 12/19/24. That gave us a 12-day build-out time and 20 days to go live to get things to the new credit card company, Nuvei. Nuvei got the initial call that we had been a new client on 12/4/24, and the process started; they got the final data to build our credit card platform on 12/20/24, which was a 14-day build-out time and 15 days to allow testing in the payment portal with the first payment taken successfully on day 16. Some issues are still being worked out on the back end, such as cleaning up accounts, creating reporting, and merging the platforms to ensure reporting aligns appropriately. Most state reports have been completed and filed already, and the rest will be completed before their due dates at the end of the month. All 2024

W-2, 1099, and 1096 are in-house and will be completed before the end of the month and sent to employees and vendors. Continue to work on audit items as time allows.

**Mayor:** Already discussed.

### **New Business**

Reorganization business for 2025: The reorganizational topics were discussed as follows:

#### **Resolution No. 2025-01 Approve the 2025 Meeting Schedule**

##### **SCHEDULE OF THE 2025 CITY COUNCIL MEETINGS**

All meetings will begin at 6:00 p.m. unless otherwise posted. All meetings are subject to change or cancellation at the discretion of the Mayor and/or Council. The public is welcome to attend the meetings.

January:	Tuesday, January 14th	Organizational Meeting
February:	Tuesday, February 11th	Regular Meeting
March:	Tuesday, March 18th	Regular Meeting
April:	Tuesday, April 15th	Regular Meeting
May:	Tuesday, May 13th	Regular Meeting
June:	Tuesday, June 17th	Regular Meeting
June:	Tuesday, June 24th	Fire Contract Meeting
July:	Tuesday, July 17th	Regular Meeting
July:	Tuesday, July 24th	Budget Meeting Only
August:	Tuesday, August 12th	Finish Budget & Regular Meeting
September:	Tuesday, September 16th	Special Assessment Hearing & Regular Meeting
October:	Tuesday, October 21th	Regular Meeting
November:	Tuesday, November 18th	Regular Meeting
December:	Tuesday, December 16th	Regular Meeting

The first meeting of 2025 will be set at the yearly December meeting per Ordinance 30

Councilmember A. Langhorst made a motion to approve Resolution No. 2024-01, Approve the 2024 Meeting Schedule, seconded by Councilmember N. Dagel. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

#### **Resolution No. 2024-02 Approve 2024 Appointments, Compensation & Service Providers**

2025 Appointments were discussed. The council made the following changes:

- Acting Mayor: Adam Langhorst
- Zoning: Nick Dagel
- Road Commissioner: Nick Dagel
- Solid Waste Officer: TBD
- Storage Facility: Adam Langhorst
- Public Works Superintendent: Larry Coursolle
- Parks Committee: Scott Helfman
- Water/Wastewater Department: Scott Helfman

Compensation and Service Providers for 2025 were discussed with changes as follows:

- Mileage Reimbursement for 2025 is \$0.70 cents per mile, per IRS Standard Mileage Rates
- Wages and Salaries for city employees had been set up in the 2025 budget.

Councilmember N. Dagel made a motion to approve Resolution No. 2025-02, Approve 2025 Appointments, Compensation & Service Providers, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

Resolution No. 2025-03 Approve 2025 Fees & Charges



2025 Fees & Charges

ADMINISTRATIVE	AMOUNT	NOTES	ORDINANCE
Copies: Black & White 8/5"x11" or 8.5"x14"	\$0.25	per page	
Copies: Black & White 11"x17"	\$1.00	per page	
Copies: Color 8/5"x11" or 8.5"x14"	\$1.00	per page	
Copies: Color 11"x17"	\$3.00	per page	
Data Request Fee	\$0.25	per page	
Election Filing Fee	\$5.00	per election year	
Fax/Email Charge	\$3.50	per article	
Mileage	\$0.70	per mile	per IRS Standard Mileage Rates
Notary Services	\$1.00	per notarized signature	
NSF Check Charge (Non-Sufficient Funds)	\$30.00	Max allowed by State	M.S. 604.113 Subd. 2 (a)
Special Assessment Initial Notice	\$10.00	1st Notice sent	
Special Assessment Second Notice	\$10.00	2nd Notice sent	
Special Assessment Year End Administrative Fee	\$100.00	Final Assessment Charges when sent to County	
BILLING	AMOUNT	NOTES	ORDINANCE
Blight Clean Up Rate: After 4 Hours	\$150.00	per each additional 30 minutes	
Blight Clean Up Rate: After Excess of 7 Trash Bags	\$5.00	per each Additional Trash Bag	
Monthly MDH Fee	\$0.81		
Monthly Sewer Rate: Commercial	\$60.00		
Monthly Sewer Rate: Residential	\$60.00		
Monthly Water Rate: Commercial	\$64.43		
Monthly Water Rate: Residential	\$60.00		
Monthly Utility Billing Late Fee	10 %	of Current Balance past 30 Days	
CEMETERY	AMOUNT	NOTES	ORDINANCE
Dual Burial Fee	\$250.00		Ordinance No. 8
Gate Fee (Mark Burial Plots, Prep. Site)	\$250.00		Ordinance No. 8
Maintenance fee 1 time fee	\$250.00		Ordinance No. 8
Purchase Burial Plot (1 Grave)	\$525.00	includes County Recording Fees	Ordinance No. 8
Purchase Burial Plot (4 Graves)	\$2,100.00	includes County Recording Fees	Ordinance No. 8
Rate for over 2 hours	\$25.00/hour		Ordinance No. 8
CITY HALL RENTAL	AMOUNT	NOTES	ORDINANCE
City Hall Rental: With Alcohol	\$150.00		
City Hall Rental: Without Alcohol	\$75.00		

<b>FIRE</b>	<b>AMOUNT</b>	<b>NOTES</b>	<b>ORDINANCE</b>
Fire Call: (Fire two hours)	\$500.00		
Fire Call: Additional per hour rate	\$250.00		
Fire Call Water Usage over 20,000 gallons at current water rate per gallon.			
Pool/Hot Tub H2O Fills: Initial	\$150.00		
Pool/Hot Tub H2O Fills: Each Additional Fill	\$75.00		
<b>LAND USE</b>	<b>AMOUNT</b>	<b>NOTES</b>	<b>ORDINANCE</b>
0-100 sq. ft	\$0.00		
10-250 sq. ft	\$175.00		
251-750 sq. ft	\$225.00		
751-1500 sq. ft	\$275.00		
Over 1500 sq. ft	\$325.00		
Patio Deck Only - No Roof	\$50.00		
Patio Deck - With Covered Roof	based on sq ft	see sq ft rates above	
<b>LICENSE</b>	<b>AMOUNT</b>	<b>NOTES</b>	<b>ORDINANCE</b>
Liquor License: ON SALE	\$2,600.00	Valid for 1 year - Jan. 1 - Dec. 31	pursuant to 112.23(B)
Liquor License: OFF SALE	\$100.00 year	Valid for 1 year - Jan. 1 - Dec. 31	pursuant to 112.23(B)
Liquor License: SUNDAY ON SALE	\$100.00 year	Valid for 1 year - Jan. 1 - Dec. 31	pursuant to 112.23(B)
Liquor License: 1 DAY	\$25.00	Valid for 1-4 Days	pursuant to 112.23(B)
Tobacco License	\$25.00/year	Valid for 1 year - Jan. 1 - Dec. 31	pursuant to Ordinance 36
<b>ORDINANCE VIOLATION</b>	<b>AMOUNT</b>	<b>NOTES</b>	<b>ORDINANCE</b>
Misdemeanor	\$700.00		Ordinance 10.99
Ordinance Violation Admin Penalty	\$75.00		Resolution 2021-07 and Ordinance 10.98
Petty Misdemeanor	\$200.00		
<b>SEWER</b>	<b>AMOUNT</b>	<b>NOTES</b>	<b>ORDINANCE</b>
Base Monthly Sewer Service Rate	\$60.00		pursuant to 51.113, 51.114 and 54.01
Private Septic Filing Fee	\$50.00		
Sewer Availability Charge (SAC) - Single Family	\$1,500.00	Effective 1/1/2026	
Sewer Dumping Rate	\$35.00	per 1,000 gallons (\$0.035 per gallon) Approved businesses only	
Sewer Permit Fee	\$800.00		pursuant to " 51.113 and 51.114
<b>STORAGE LOCKERS</b>	<b>AMOUNT</b>	<b>NOTES</b>	<b>ORDINANCE</b>
Small Locker (6x10)	\$25.00		
Large Locker (10x25)	\$75.00		

LockOut Fee	\$30.00	Rent not paid in full within thirty (30) days, contents of storage units will be disposed of	MN Statue 514.970-514.979.
Unlock Fee and Account must be <b>PAID IN FULL &amp; PAID PRIOR</b> to Locker being unlocked	\$30.00		
<b>WATER</b>	<b>AMOUNT</b>	<b>NOTES</b>	<b>ORDINANCE</b>
Base Monthly Water Service Rate	\$60.81		pursuant to ' 52.53(A) & 54.01
Base Rate, which shall begin after connection of the service pipe with the curb stop box	\$60.81		pursuant to 52.53(D)
Charge for Reinstatement of Service & Turn-On Charge	\$50.00		pursuant to Shut-off Policy & 54.03(C)
Charge for Replacement of Water Meter due to Neglect, etc.	\$0.00	Cost of Meter	52.35 (3)
Fee which must be <b>PAID PRIOR</b> to Water being turned back on according to Repairs	\$25.00		pursuant to ' 52.27(D)
Reconnection Fee to be <b>PAID PRIOR</b> to Water being turned back on pursuant to violations	\$50.00		52.33(B)(4)
Water Permit Fee: Commercial	\$800.00		pursuant to ' 52.33(B)(3)
Water Permit Fee: Residential	\$800.00		pursuant to ' 52.33(B)(1)
Water Availability Charge (WAC) - Single Family Note: water availability charge on Commercial is charged Sales Tax* see REC Chart Exhibit B for all other uses)	\$1,500.00	Effective 1/1/2026	
<b>ZONING</b>	<b>AMOUNT</b>	<b>NOTES</b>	<b>ORDINANCE</b>
Conditional Use Permit	\$100.00		pursuant to 151
Minor Sub-division	\$200.00		
Sub-Division (Preliminary Plat)	\$500.00	plus \$10 per lot	
Variance Permit	\$100.00		pursuant to 151

There was a discussion around the WAC and SAC charges; there will be a one-year hold for the calendar year of 2025 at no charge, and a \$1,500 charge will be implemented effective January 1, 2026.

Councilmember A. Langhorst made a motion to approve the \$1,500 WAC and \$1,500 SAC charge effective January 1, 2026, seconded by Councilmember N. Dagele. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

Councilmember A. Langhorst made a motion to approve Resolution No. 2025-03, Approve 2025 Fees & Charges, seconded by Councilmember N. Dagele. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

**Resolution No. 2025-04 - Designate Woodlands Bank Sturgeon Lake as the Official Depository for 2025**

Councilmember N. Dagele made a motion to approve Resolution No. 2025-04, Designate Woodlands Bank Sturgeon Lake as the Official Depository for 2025, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

## **Resolution No. 2025-05 - Accepting all donations and grants for 2025**

Councilmember N. DageI made a motion to approve Resolution No. 2024-05, Accepting all donations and grants for 2025, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

## **Resolution No. 2025-06- A Resolution Appointing Acting Mayor as Adam Langhorst**

Councilmember N. DageI made a motion to approve Resolution No. 2025-06, A Resolution Appointing Acting Mayor as Adam Langhorst, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

## **Resolution No. 2025-07-A Resolution to Authorize Membership in the Minnesota Municipal Money Market**

Councilmember A. Langhorst made a motion to approve Resolution No. 2025-07, A Resolution to Authorize Membership in the Minnesota Municipal Money Market, seconded by Councilmember N. DageI. The motion carried with all members present voting in favor, M. Noyes absent.

## **Resolution No. 2025-08- A Resolution Accepting David Lingle's Resignation and Declaring a Vacancy**

Councilmember N. DageI made a motion to approve Resolution No. 2025-08- A Resolution Accepting David Lingle's Resignation and Declaring a Vacancy, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

Councilmember A. Langhorst presented the Record Retention Scheduled, managed by the Minnesota Historical Society, for the council to review. After discussion, it was agreed that this should be implemented to establish the timeframe for record management.

## **Resolution No. 2025-09- A Resolution Adopting Record Retention Schedule**

Councilmember A. Langhorst made a motion to approve Resolution No. 2025-09, A Resolution Adopting Record Retention Schedule, seconded by Councilmember N. DageI. The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

## **2025 Holiday Schedule**

2025 Holidays observed by the City of Sturgeon Lake

New Year's Day	Monday, January 1
Martin Luther King Day	Monday, January 20
President's Day	Monday, February 17
Memorial Day	Monday, May 26
Juneteenth Day	Thursday, June 19
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Columbus Day/Indigenous People Day	Monday, October 13
Veteran's Day	Tuesday, November 11
Thanksgiving Day	Thursday, November 27
Thanksgiving Day After	Friday, November 28
Christmas Eve	Wednesday, December 24
Christmas Day	Thursday, December 25
New Year's Eve	Wednesday, December 31

Sturgeon Lake City Offices are closed for all 2025 Federal Holidays. When a holiday falls on a weekend, the holiday will be observed on the next business day.

Mayor Helfman discussed with the council having a Moratorium on Sub-Divisions to lay things out better. Mayor Helfman will contact the City Attorney to schedule a meeting to discuss this.

Councilmember N. Dangel made a motion to approve moving forward with Moratorium on Sub-Division, seconded by Councilmember A. Langhorst . The motion carried with a roll call vote with all members present voting in favor, M. Noyes absent.

The council agreed, and a Workshop Meeting was scheduled for Saturday, January 25, 2025, at 9:00 a.m. at City Hall.

Mayor Helfman already talked with Straightline Survey for two hours to research ordinances. He will start by looking at the Pine County Ordinances as a guide to reference.

#### **Old Business**

ARPA allocation is completed. The final entry is to be completed in April 2025.


#### **Announcements**


The City Council Work Session Meeting will be on Saturday, January 25, 2025, at 9:00 a.m.  
The next Regular City Council Meeting will be on Tuesday, February 11, 2025, at 6:00 p.m.

#### **Adjournment**

Councilmember A. Langhorst made a motion to adjourn the meeting, seconded by Councilmember N. Dangel. The motion carried with all members present voting in favor, M. Noyes absent. The meeting adjourned at 8:08 pm

Respectfully submitted,

  
Sandra Osterdyk  
City Clerk/Treasurer, City of Sturgeon Lake

  
Scott Helfman  
Mayor, City of Sturgeon Lake