



**Organizational City Council Meeting  
January 09, 2024, at 6 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: Councilmember Ken Grey and Councilmember David Lingle

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

The following city staff members were absent: none

Members of the public that were present: Shelly Coursolle, Joseph Pelawa, Judy Koch, Tom Koch, John Mikrot Jr, Emily Danelski

**Call to order:** Pursuant to due call and notice thereof, Mayor Helfman called the Organizational City Council Meeting to order at 6:00 pm, followed by the Pledge of Allegiance.

**Fire Department Report**

**Fire Department Report:** There was a total of 12 calls within the last month. Fire Chief Cekalla would like to make a pitch to use the Public Safety Aid funds the city received to purchase new turnout gear for the seven members who are currently out of compliance as their turnout gear is 16 years out and needs to be replaced every 10 years. The total cost is \$33,000, \$3,300.00 for each individual. The Fire Department is looking at a \$10,000 DNR grant as well. This will be a 50/50 match. The DNR covers \$5,000. The Fire Department is also asking the city to help offset this and match the other \$5,000. They will be looking to spend \$1,200 just on the grant writer cost alone.

2024 Fire Department elections had been held and there are no changes to the staff.

Regarding the sale of the recent Fire Trucks, Steve Grove with the DNR said he can get help with titles for the trucks, but he may need some work. There was a partial refund issued on one of the trucks after a miscommunication with some of the fire staff and equipment was removed and returned after the sale of the vehicle.

[Councilmember A. Langhorst made a motion to use the Public Safety Aid funds the city received to pay for the replacement of the fire department turnout gear for the seven members that are currently out of compliance and to match the DNR 50/50 grant with the \\$5,000, seconded by Councilmember N. Dagel. 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**

John Mikrot was present to finalize extending the current water and wastewater contract with the city. The contract included the addition of:

- Flush all fire hydrants once a year at the rate of \$50.00 per hour
- Completion of monthly reports, including Discharge Monitoring Report (DMR) and submitted to Minnesota Pollution Control Agency (MPCA) one-time additional fee of \$50.00

New contract pricing would be for a term of six years for the following amounts:

From January 1, 2024, through December 31, 2024: \$2,920 per month

|  |                   |
|--|-------------------|
| From January 1, 2025, through December 31, 2025: | \$2,990 per month |
| From January 1, 2026, through December 31, 2026: | \$3,060 per month |
| From January 1, 2027, through December 31, 2027: | \$3,130 per month |
| From January 1, 2028, through December 31, 2028: | \$3,200 per month |
| From January 1, 2029, through December 31, 2029: | \$3,270 per month |

Councilmember N. Dagele made a motion to accept the water and wastewater contract with John Mikrot starting January 1, 2024, until December 31, 2029, 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.

Joseph Pelawa was present to represent Widseth. He stated they offer more services that can better assist communities. They can provide a feasibility study for the possible new fire hall as well. Al will contact Joe to get additional information.

### Approval of Minutes

The minutes of the December 12, 2023, Regular City Council Meeting Minutes were submitted for approval. However, the last page was not included in the packet, and they will be tables and represented at the February 13, 2024, meeting for review and approval at that time.

### 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.

Councilmember A. Langhorst made a motion to approve Claims Paid, seconded by Councilmember N. Dagele. The motion carried with all members present voting in favor, K. Grey and D. Lingle absent.

**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 A. Langhorst made a motion to approve the Unpaid Claims, seconded by Councilmember N. Dagele. The motion carried with all members present voting in favor, K. Grey and D. Lingle 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. Dagele. The motion carried with all members present voting in favor, K. Grey and D. Lingle absent.

### Reports of Departments

**Cemetery Committee:** Mayor Helfman asked that this item be removed from the agenda going forward.

**Compost Committee:** Mayor Helfman asked that this item be removed from the agenda going forward.

**Park Committee:** Mayor Helfman there are too many calls that the water is running at the park. Need to consider replacing it with a push hydrant.

**Public Works:** The plow and sander are mounted. Both are working pretty well. The new tabs arrived and are going on the truck.

**Roads:** Mike Buetow was out doing some sanding.

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

**Storage Facility:** The City Clerk/Treasurer confirmed that there are currently 4 vacant small storage units and 4 vacant large storage units as of January 9, 2024. Councilmember A. Langhorst asked if there was a way to get a questionnaire out to storage renters to see if any of them have repair issues with their units. The City Clerk/treasurer stated they would get something on the monthly utility billing postcards for February. A draft would be sent for review and approval before being sent to the renters.

**Water/Sewer Operator:** Mayor Helfman stated that Rural Water is scheduled to be out at the end of the month to give a better understanding of what the situation is at this time. He asked who from the council wanted to be involved in the visit. Hope to have some directions before the next meeting. No update on the replacement flow meter until February/March if we are lucky. Would like to have it before spring.

**Zoning:** It was brought up that a new building permit was just submitted for a property on Royal Avenue and that there might be one for a property on 3245 Laketown Avenue coming as well.

**City Clerk/Treasurer:** The City Clerk/Treasurer reported that the majority of the state reports have been completed and filed already and the rest will be completed before their due dates at the end of the month. The 2024 Ragnar Race dates are set for August 9-10 at this time. The MN Public Facilities Authority Annual Certification WIF Replacement Tax Compliance to the Office of the State Auditor has been completed. The Federal and State Tax Table has been updated in Banyon Payroll along with the 2024 finalized budget. All of the 2023 W-2, 1099, and 1096 are in-house and will be completed before the end of the month and sent to employees and vendors. Completed Renewal Application for LMCIT Workers' Compensation Coverage. The Report of Outstanding Indebtedness Truth in Taxation, Levy Certification, and Building Permits for Q3 & Q4 filed with Pine County. The W/S Account Transfer List to Pine County Planning and Zoning for Q3 & Q4. All PERA, PERA Annual Leave Report, PERA Exclusion Report, and MN Withholding completed for City Employees, Mayor & Council, as well as 941 completed. Completed Bankruptcy Noticing Center, City Summary Budget to State Auditor, City Lobby Cost Report to State Auditor, All ads to the newspaper for posting in North Pine County News and Evergreen. Started working on the CarlsonSV audit list. Up to six active users on the UBPAY site. Record year of 13 City Hall rentals. Sturgeon Lake Pizza Pub is officially under new ownership now. The city is scheduled for a property appraisal this coming year, appears this event happens once every seven years. The broadband posting is up on the city website. One month out from looking for final election judges, if you know any please send them to contact City Hall. Currently two months before our first election for the year. There will be a total of three elections this year.

**Mayor:** Nothing that wasn't already discussed.

### New Business

Reorganization business for 2024: The reorganizational topics were discussed as follows:

### Resolution No. 2024-01 Approve the 2024 Meeting Schedule

#### SCHEDULE OF THE 2024 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 9th   | Organizational Meeting |
| February: | Tuesday, February 13st | Regular Meeting        |
| March:    | Tuesday, March 19th    | Regular Meeting        |
| April:    | Tuesday, April 16th    | Regular Meeting        |
| May:      | Tuesday, May 14th      | Regular Meeting        |
| June:     | Tuesday, June 18th     | Regular Meeting        |
| June:     | Tuesday, June 25th     | Fire Contract Meeting  |
| July:     | Tuesday, July 16th     | Regular Meeting        |
| July:     | Tuesday, July 23th     | Budget Meeting Only    |
| August:   | Tuesday, August 20th   | Finish Budget          |

|            |                         |                            |
|------------|-------------------------|----------------------------|
| September: | Tuesday, September 17th | Special Assessment Hearing |
| October:   | Tuesday, October 22th   | Regular Meeting            |
| November:  | Tuesday, November 19th  | Regular Meeting            |
| December:  | Tuesday, December 17th  | 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. Dagele. The motion carried with a roll call vote with all members present voting four members in favor.](#)

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

2024 Appointments were discussed. The council made the following changes:

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

Compensations and Service Providers for 2024 were discussed with changes as follows:

- Mileage Reimbursement for 2024 is \$0.67 cents per mile, per IRS Standard Mileage Rates
- Wages and Salaries for city employees had been set up in the 2024 budget.
- 2024 City Hall Meeting/Social Events Rental Rate - Removal of Free City Hall Rental for residents
- 2024 Election Calendar and Increase Judges' Pay Grade to \$14.00 for Election Judges and for everyone that attends training. A rate of \$16.00 for Head Election Judges on election days only.

[Councilmember A. Langhorst made a motion to approve Resolution No. 2024-02, Approve 2023 Appointments, Compensation & Service Providers, seconded by Councilmember N. Dagele. The motion carried with a roll call vote with all members present voting in favor.](#)

**Resolution No. 2024-03 Approve 2024 Fees & Charges**

Removal of the following sections:



**2024 Fees & Charges**

| <b>ANIMALS</b>                                       | <b>AMOUNT</b> | <b>ORDINANCE</b>       |
|--|---------------|------------------------|
| Dangerous Animals Release Animals Release Permit Fee | \$0.00        | 91.01                  |
| Impounding Release Fee                               | \$0.00        | 91.05(C)               |
| <b>LICENSE</b>                                       | <b>AMOUNT</b> | <b>ORDINANCE</b>       |
| Bowling, Billiards, and Pool License                 | \$0.00        | pursuant to '111.01    |
| Circuses, Carnivals, Shows and Entertainment License | \$0.00        | pursuant to '111.02(A) |
| Operate Mechanical Amusement Devices License         | \$0.00        | pursuant to '111.03    |
| Public Entertainment/Exhibitions License             | \$0.00        | pursuant to '111.05    |
| Peddler/Transient Merchant License                   | \$25.00       | pursuant to '113.03(D) |
| Public Dance Permit                                  | \$25.00       | pursuant to '118.03    |
| Special Event Permit                                 | \$0.00        | pursuant to '118.22    |

| <b>NATURAL GAS</b>   | <b>AMOUNT</b>      | <b>ORDINANCE</b>   |
|--|--------------------|--|
| Natural Gas Permit - new hook up   | \$100.00           |  |
| <b>PUBLIC WORKS</b>  | <b>AMOUNT</b>      | <b>ORDINANCE</b>   |
| Bulk Water   |                    |  |
| Code Enforcement - mowing grass, snow removal sidewalks, weed control (requires 1 operator)  |                    |  |
| Meter Calibration Fee  |                    |  |
| Meter Frost Plate Replacement  |                    |  |
| Meter Testing Fee (customer initiated)   |                    |  |
| <b>SEWER</b>   | <b>AMOUNT</b>      | <b>ORDINANCE</b>   |
| Access Charge (not connecting when it is available)  | \$0.00             | pursuant to 51.113(H)                                      |
| Connection Fee (contractors to make service connections to sewer)  | \$0.00             | pursuant to 51.064(D)                                      |
| <b>SEXUALLY ORIENTED BUSINESS</b>  | <b>AMOUNT</b>      | <b>ORDINANCE</b>   |
| Fee for a license to operate a sexually oriented business pursuant to ' 119.09(B)  | \$0.00             |  |
| Fee for an investigation prior to the issuance of a license to operate a sexually oriented business pursuant to ' 119.09(A)  | \$0.00             |  |
| <b>STREETS</b>   | <b>AMOUNT</b>      | <b>ORDINANCE</b>   |
| Degradation Right of Way Restoration   | \$0.00             | pursuant to 93.26(F)                                       |
| Permit Application Franchise Fee   | \$0.00             | pursuant to ' 93.23(B)(4)                                  |
| Right of Way Permit Application  | \$0.00             | pursuant to ' 93.23(B)(1)                                  |
| Right of Way Permit Application Excavation   | \$0.00             | pursuant to ' 93.25(A)                                     |
| Right of Way Excavation/Obstruction Delay Penalty  | \$0.00             | '93.22(C)  |
| Right of Way Permit Application Obstruction  | \$0.00             | pursuant to ' 93.25(B)                                     |
| <b>TRAFFIC</b>   | <b>AMOUNT</b>      | <b>ORDINANCE</b>   |
| Fee for a Heavy Load Permit  | \$0.00             | pursuant to ' 70.02(E)                                     |
| Parade Permit Fee  | \$0.00             | pursuant to ' 70.22(D)                                     |
| Motorized Golf Carts/Mini Trucks Annual Permit Fee   | \$0.00             | pursuant to ' 73.08  |
| <b>WATER</b>   | <b>AMOUNT</b>      | <b>ORDINANCE</b>   |
| Charge for NOT Connecting to the Water System when it is available   | \$0.00             | pursuant to ' 52.06(B)                                     |
| Charge for Testing a Water Meter   | \$0.00             | pursuant to ' 52.35(A)(4)                                  |
| Charge for Water Meters  | \$0.00             | pursuant to ' 52.35 (A)(1)<br>Included in water permit fee |
| Charge to a person that wants to connect to the water system and service a parcel that has not been assessed for the cost of water main and lateral construction pursuant to ' 52.33(B)(5) shall be the amount that could have been assessed against the person property at the time the prior assessments were made | \$0.00             | pursuant to ' 52.33(B)(5)                                  |
| Fee water used from a fire hydrant   | <b>NOT ALLOWED</b> | pursuant to ' 52.08(A)(4)                                  |

|  |               |                           |
|--|---------------|---------------------------|
| Fire Hydrant Rental Charge for each day used   | \$0.00        | pursuant to ' 52.08(A)(4) |
| Permit for the Use of Water for an Air Conditioning system   | \$0.00        | pursuant to ' 52.07(B)    |
| Permit to Disconnect from Existing Water Service Leads at Curb Stop Box  | \$0.00        | pursuant to 52.29         |
| Storm Water Drainage Rate  | \$0.00        | pursuant to ' 53.03(B)    |
| <b>ZONING</b>  | <b>AMOUNT</b> | <b>ORDINANCE</b>          |
| Fee for costs incurred in Reviewing, Investigating, and Administering Applications for a Preliminary or Final Plat                           | \$0.00        | pursuant to 152.13        |
| Park Dedication Fee for R-1 Residential Districts  | \$0.00        |                           |
| Park Dedication Fee for R-2 Residential Districts  | \$0.00        |                           |
| Park Dedication Fee for C-1 Business Commercial Districts  | \$0.00        | pursuant to ' 152.105(J)  |
| Park Dedication Fee for C-2 Business Commercial Districts  | \$0.00        | pursuant to ' 152.105(J)  |
| Park Dedication Fee for Industrial Districts   | \$0.00        | pursuant to ' 152.105(J)  |
| Park Dedication Fee for Rural Residential and Agriculture  | \$0.00        | pursuant to ' 152.105(J)  |
| Fees sufficient to defray the costs incurred in Reviewing, Investigating, and Administering Applications for an Amendment to the Zoning Code | \$0.00        | pursuant to ' 151.63      |

[Councilmember A. Langhorst made a motion to approve Resolution No. 2024-03, Approve 2024 Fees & Charges, seconded by Councilmember N.Dagel. The motion carried with a roll call vote with all members present voting in favor.](#)

**Resolution No. 2024-04 - Designate Woodlands Bank Sturgeon Lake as the Official Depository for 2024**

[Resolution No. 2024-04 - Designate Woodlands Bank Sturgeon Lake as the Official Depository for 2024 Councilmember A. Langhorst made a motion to approve Resolution No. 2024-04, Designate Woodlands Bank Sturgeon Lake as the Official Depository for 2024, seconded by Councilmember N. Dagel. The motion carried with a roll call vote with all members present voting in favor.](#)

**Resolution No. 2024-05 - Accepting all donations and grants for 2024**

[Councilmember N. Dagel made a motion to approve Resolution No. 2024-05, Accepting all donations and grants for 2024, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote with all members present voting four members in favor.](#)

**Resolution No. 2024-06- A Resolution Appointing Acting Mayor as Adam Langhorst**

[Councilmember N. Dagel made a motion to approve Resolution No. 2024-06, 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.](#)

**Resolution No. 2024-07 - A Resolution Authorizing Scott Helfman as A Signatory on City of Sturgeon Lake Account, Woodlands National Bank**

[Councilmember A. Langhorst made a motion to approve Resolution No. 2024-07, A Resolution Authorizing Scott Helfman as A Signatory on City of Sturgeon Lake Account, Woodlands National Bank, seconded by Councilmember N. Dagel. The motion carried with a roll call vote with all members present voting in favor.](#)

**Resolution No. 2024-08- A Resolution Authorizing Adam Langhorst as A Signatory on City of Sturgeon Lake Account, Woodlands National Bank**

[Councilmember A. Langhorst made a motion to approve Resolution No. 2024-08, A Resolution Authorizing Adam Langhorst as A Signatory on City of Sturgeon Lake Account, Woodlands National Bank, seconded by Councilmember N. Dagele. The motion carried with a roll call vote with all members present voting in favor.](#)

**Resolution No. 2024-09- A Resolution Authorizing Nicholas Dagele as A Signatory on City of Sturgeon Lake Account, Woodlands National Bank**

[Councilmember N. Dagele made a motion to approve Resolution No. 2024-09, A Resolution Authorizing Nicholas Dagele as A Signatory on City of Sturgeon Lake Account, Woodlands National Bank, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote with all members present voting in favor.](#)

**Resolution No. 2024-10- A Resolution to Authorizing David Lingle as A Signatory on City of Sturgeon Lake Account, Woodlands National Bank**

[Councilmember N. Dagele made a motion to approve Resolution No. 2024-10, A Resolution Authorizing David Lingle as A Signatory on City of Sturgeon Lake Account, Woodlands National Bank, seconded by Councilmember A. Langhorst. The motion carried with a roll call vote with all members present voting in favor.](#)

**Resolution No. 2024-11- A Resolution to Approve a Payment Option to Water and Sewer Customers - Northview Bank**

[Councilmember A. Langhorst made a motion to approve Resolution No. 2024-11, A Resolution to Approve a Payment Option to Water and Sewer Customers – Northview Bank, seconded by Councilmember N. Dagele. The motion carried with a roll call vote with all members present voting in favor.](#)

**Resolution No. 2024-12-A Resolution to Authorize Membership in the Minnesota Municipal Money Market**

[Councilmember A. Langhorst made a motion to approve Resolution No. 2024-12, A Resolution to Authorize Membership in the Minnesota Municipal Money Market, seconded by Councilmember N. Dagele. The motion carried with a roll call vote with all members present voting in favor.](#)

## **2024 Holiday Schedule**

2024 Holidays observed by the City of Sturgeon Lake

|                                    |                        |
|------------------------------------|------------------------|
| New Year's Day                     | Monday, January 1      |
| Martin Luther King Day             | Monday, January 15     |
| President's Day                    | Monday, February 19    |
| Memorial Day                       | Monday, May 27         |
| Juneteenth Day                     | Wednesday, June 19     |
| Independence Day                   | Thursday, July 4       |
| Labor Day                          | Monday, September 2    |
| Columbus Day/Indigenous People Day | Monday, October 14     |
| Veteran's Day                      | Monday, November 11    |
| Thanksgiving Day                   | Thursday, November 28  |
| Thanksgiving Day After             | Friday, November 29    |
| Christmas Eve                      | Tuesday, December 24   |
| Christmas Day                      | Wednesday, December 25 |
| New Year's Eve                     | Tuesday, December 31   |

Sturgeon Lake City Offices are closed for all 2024 Federal Holidays. When a holiday falls on a weekend, the holiday will be observed on the next business day.

## Old Business

Cathedral Pines Lease Proposal discussion was if someone was to sell is it transferable or will it go to the other three? Also, if someone wants to access the property, they must get written approval prior. Will Tom and Judy Koch be the primary points of contact for the lease? There are just a few items that still need to be ironed out. Otherwise, everything else looks good and the council believes it's ready to be sent to the city attorney for review.

Councilmember A. Langhorst made a motion to accept the Cathedral Pines Lease Proposal, he asked for edits to be made and then submitted to Mayor Helfman and the City Attorney for review, seconded by Councilmember N. Dagele. The motion carried with all members present voting in favor, K. Grey and D. Lingle absent.

The Cannabis Ordinance draft copy was present for review. Minor edits are needed. Will be made and presented to Mayor Helfman for review. After that time, it will be sent to the city attorney for final review.

Councilmember A. Langhorst made a motion to accept the Cannabis Ordinance, he asked for edits to be made and then submitted to Mayor Helfman and the City Attorney for review, seconded by Councilmember N. Dagele. The motion carried with all members present voting in favor, K. Grey and D. Lingle absent.


## Announcements


The next Regular City Council Meeting will be Tuesday, February 13, 2024, at 6:00 pm.

## Adjournment

Councilmember A. Langhorst made a motion to adjourn the meeting, seconded by Councilmember N. Dagele. The motion carried with all members present voting in favor, K. Grey and D. Lingle absent. The meeting adjourned at 8:27 pm

Respectfully submitted,

  
\_\_\_\_\_  
Sandra Osterdyk  
City Clerk/Treasurer, City of Sturgeon Lake

  
\_\_\_\_\_  
Scott Helfman  
Mayor, City of Sturgeon Lake