

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JANUARY 17, 2024**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 17, 2024 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone and Council Members Diane Kelly, Joe Fuechtmann, Shalon Wilber and Heidi Leach. Also present were City Administrator Vicki Willer, Public Works Director Ben Clink, City Engineer Keith Yapp, City Planner Sarah Morton and Police Chief Bryon Friedrichs. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the January 3, 2024 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber 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 December 2023 Police Report stating that there were a total of 855 ICR's. Friedrichs also stated the department is in Phase One of the Axon Body Camera transition process. Officers are wearing them at this point. In March/April the plan is to have them installed in the squads.

Police Chief Friedrichs announced his retirement with his last day of work being April 29, 2024.

The Council thanked Chief Friedrichs for his years of service.

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

- Plowing and sanding
- Snow cleanup/hauling after snowfall
- Staff is prepping the warming house and flooding the outdoor rink for a January 19, 2024 opening date

- Tournaments are taking place weekly at the Arena with ice maintenance ongoing
- Replaced compressor cooling fan motor (arena)
- Repaired garage door chain (arena)
- Maintenance completed on storm sewer steamer trailer in preparation for spring

b. The Airport Board met in regular session on Wednesday, November 8, 2023.

- Reviewed Map Depiction of AWOS Relocation Project
- Discussed Next Steps on Potential Box Hangar Construction
- Reviewed Proposed Revised Purchase Offer for 11 Acre Parcel
- Fuel System Upgrade Project Still Waiting on Fuelmaster Vendor

**7. ACTION ITEMS**

a. Following the purchase of a newer Toro sand rake, the old sand rake was offered for sale through the online bidding process with MinnBid:

<b><u>BIDDER</u></b>	<b><u>Property</u></b>	<b><u>AMOUNT</u></b>
Central Equipment	Smithco Superrake	\$810.00

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve Resolution No. 2024-06, Resolution Authorizing Bid and Authorizing Sale of Excess Equipment. A vote being recorded as follows: For: Council Members Leach, Wilber, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

b. The 10<sup>th</sup> and final pay application has been received from C&L Excavating for the 2022 Street Project (2<sup>nd</sup> 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	\$4,343,243.68
5.	Material on Hand	0.00
6.	Amount Earned	\$4,343,243.68
7.	Less Retainage 5%	(0.00)
8.	Less Previously Paid	(\$4,187,099.85)
9.	Failed Tests	(\$623.00)
10.	Non-Compliance Charges	(\$6,000.00)

11. Amount Due \$149,520.83

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Pay Request No. 10 for \$149,520.83. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- c. A Petition for Detachment has been received by the City for property at the end of Morning View Drive, currently owned by Wayne and Brianna Senst. The basis for the detachment is the property cannot be served by City Water and City Sewer and it also lies adjacent to Township Property.



It was noted that if the City and the Township both support the detachment, it would be forwarded to the Office of Boundary Adjustments at the State for approval by an Administrative Law Judge.

Wayne Senst, applicant, was present for this meeting.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to table action on this the detachment request to allow time to prepare a draft agreement regarding potential cost share for a future road. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- d. The City's current City Code authorizes the City to bill property owners for costs incurred when the Fire Department is dispatched. Those bills are then either forwarded to the owner's insurance, paid directly, or written off as uncollectible.

MN State Statute now allows those unpaid invoices to be certified for collection with property taxes on property both within the City limits and also on property in the areas in the Fire Protection Service Area, which includes those townships the City is under contract with.

Ordinance No. 828 amends the City Code which will then authorize the City at the end of each year to certify unpaid fire bills to taxes for collection rather than writing them off as uncollectible.

On average, \$4,000 is written off per year for the Department.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve Ordinance No. 828, An Ordinance Amending Sections 94 of the Sauk Centre City Code by Replacing Chapter 94 with New Chapter. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach and Mayor Stone. Against: None. Abstain: Council Member Fuechtmann. The motion passed.

- e. Now that Ordinance 828 has been approved (see above), which amends the City Code regarding billing for fire protection services, the city may publish Ordinance 829, which authorizes Summary Publication of that Ordinance if the title to the Summary Ordinance clearly depicts the content.

This adoption required a 4/5<sup>th</sup> vote.

A motion was made by Council Member Wilber and was seconded by Council Member Leach to approve Ordinance No. 829, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 828 Amending Chapter 94 of the City Code Relating to Charging for Fire Services within the Corporate Limits and also within Areas Protected by Fire Service Agreement within the City. A vote being recorded as follows: For: Council Members Wilber, Leach, Kelly and Mayor Stone. Against: None. Abstain: Council Member Fuechtmann. The motion passed.

- f. Every three years the City is required to certify compliance with the Pay Equity Laws in the State of Minnesota. The Pay Equity Law was established to monitor how governments pay employees to verify that employees are paid for comparable work and that gender is not a factor.

A report was generated using pay rates for December 31, 2023. The report indicates that the City of Sauk Centre passes.

After the City Council acknowledges that the report has been completed and sees the results, it is then uploaded to the State for verification.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to acknowledge completion and posting of 2024 Pay Equity Report. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- g. The Sauk Centre Public Utility is anticipating the construction of an electrical substation. At the present time, the estimated cost is \$16,000,000.

If the SCPUC proceeds with the project with the issuance of Bonds and wishes to reimburse itself with costs incurred prior to the issuance, it must declare its intent to do so to comply with IRS Regulations.

Any bonding that is requested by the SCPUC must go through the City Council because the SCPUC is not authorized to incur debt.

Resolution No. 2024-08 sets forth the procedures relating to compliance with the IRS regulations.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Resolution No. 2024-08, Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- h. Kathy Struffert, Ambulance Director, recommends that Sarah Larson be advanced to a Probationary EMT and submitted the following letter of recommendation:

*I would like to recommend Sarah Larson for promotion from Emergency Medical Responder (EMR) to probationary EMT level with the pay increase according to the city's pay policy, effective 01/03/2024. This will grant Sarah full privileges and responsibilities of a probationary EMT with the City of Sauk Centre Ambulance Service.*

*Sarah came to us as a licensed EMR and began with our service on 08/17/2023. In August she started her EMT classes and training. She successfully passed all her required classroom skills and FISDAP testing. She took the National Registry written examination and passed that as well.*

*Sarah continues to be an asset to our service. She works well with other crew members as an EMT and will continue to learn and grow with the service.*

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the advancement of Sarah Larson from EMR (Driver) to Probationary EMT, effective January 3, 2024. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. At the January 3, 2024 meeting, the Council tabled action on the appointment to the CVB Board. The appointment was tabled so the Council could obtain additional information regarding the eligibility of the applicant including residency and also the relationship with another Board member who is the applicant's employer.

The Council considered the following Board and Commission appointment:

- 1) **Convention & Visitor’s Bureau – 1 positions to be appointed for a 3 year term.**  
According to City Code §112.15, the Mayor with approval of the City Council shall appoint 8 members to serve on the Convention and Visitors Bureau, 1 of whom shall be a representative member of the Chamber of Commerce, 1 from the city who will represent the City Council and the remaining 6 from representative businesses and/or individuals within the community.

Maria Westerbeck

A motion was made by Council Member Wilber and was seconded by Council Member Leach to appoint Maria Westerbeck to the Convention & Visitor’s Bureau for a three-year term, effective January 1, 2024 and expiring December 31, 2026. A vote being recorded as follows: For: Council Members Wilber, Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

- |    |   |                     |                        |
|----|---|---------------------|------------------------|
| a. | Schedule of Claims -  | Unpaid Claims       | \$1,368,460.84         |
|    |   | Paid Claims         | <u>\$0.00</u>          |
|    |   | Total               | <u>\$1,368,460.84</u>  |
| b. | December Checks   | Paid Claims/Payroll | <u>\$536,427.63</u>    |
| c. | Resolution No. 2024-09, Resolution Accepting Contributions.   |                     |                        |
|    | Greenwald Rec Club  | \$2,000.00          | Amb. Dept. (ALS Setup) |
| d. | 2023 Contribution List. These organizations/individuals have contributed money or in-kind services to the City in 2023. The list will be published in the Sauk Centre Herald on 1/18/24 |                     |                        |
| e. | Gambling Application for Exempt Permit request from the Holy Family School for a raffle on March 3, 2024 at Holy Family School.   |                     |                        |

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

The Council thanked the Greenwald Rec Club for their contribution.

**11. INFORMATIONAL ITEMS**

None.

**12. ADJOURNMENT**

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

With no further business, Mayor Stone adjourned the meeting.

Respectfully submitted:

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Mayor Warren Stone

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City Administrator Vicki Willer