

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 16, 2022**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 16, 2022 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Diane Kelly, Joe Fuechtmann and Heidi Leach. Also present were Engineers Keith Yapp and Chuck Boser, Police Chief Bryon Friedrichs, City Administrator Vicki Willer, Public Works Supervisor Ben Clink and City Planner Sarah Morton. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve the agenda with changes. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Wilber. 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 February 2, 2022 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. Absent: Council Member Wilber. 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 2021 Police Department Annual Report:

- Department staff and years of service
- 33 DWI arrests (4 of the 33 being under influence of controlled substance)
- July was busiest month for arrests
- One underage drinking violation
- Reportable crime statistics
 - Theft - 83
 - Burglary - 4
 - Domestic Assault - 14
 - Sexual Assault - 4
 - Assault - 5
 - Robbery - 1
 - Arson – 0
- Traffic Violations
 - Driving After Suspension – 25

- DAC/DAC-IPS – 11
- Driving After Revocation – 46
- No Proof Insurance – 22
- No MN DL – 42
- Seatbelt – 6
- Speeding – 215
- Use of Wireless Device – 33
- Verbal Warnings – 1,976
- 82 accidents
- 373 Assists for other agencies to include: 110 Mn State Patrol, 140 Stearns County, 81 Melrose PD, 23 Todd County, and 19 K-9
- Drug Statistics
- Miscellaneous calls for service and proactive contacts
- 346 hours of training at a cost of \$13,781.19. Many training hours were to meet mandatory state requirements like firearms, de-escalation, use of force, taser refresher, etc.
- The Department retained \$10,337.98 in forfeitures
- In 2021 the Department was given a budget of \$1,183,234. Overall, the Department experienced a deficit of \$53,433.

In January 2022 there were a total of 657 calls.

- b. Assistant Ambulance Director Duchene presented the 2021 Ambulance Department Year-End Report noting that they provide additional services such as the Stearns County Fair, Demolition Derby, parades, sporting events, EMS week, CPR and 1st Aid Classes, community education classes as well as providing CPR/1st Aid courses to hospital staff and local businesses. They have 22 members on staff and are running three ambulance.

The Council reviewed the following:

- 2021 total calls/runs was 9, which has been the busiest year to date
- 2021 total calls by month.
- 2021 total transported patients.
- Sauk Centre CentraCare is the main destination hospital for a majority of the calls.
- Average patient age.
- Runs by City/Township with Sauk Centre holding the majority of the runs.
- Overview of special event details
- Overview of Mutual aid

The department had 698 total billed calls, totaling \$846,728.00 being billed out. The total amount collected in 2021 was \$460,548.51

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$276,967.01. See 7a.

- c. Jeff Bromenshenkel presented the 2021 Fire Department Annual Report. He stated that there were a total of 134 calls in 2021, in comparison to 114 in 2020. The department billed out \$17,140.00, received \$2,360.00 (2020) and \$11,200.00 (2021), collections/write-offs of \$3,555.00, leaving \$4,340.00 unpaid. The department received a total of \$108,926.00 in grants/reimbursements/donations in 2021.

The Department had two firefighters retire in 2021.

- d. Public Works Director Ben Clink updated the Council on the January 2022 activities:

- Airport hangar strap conversion project is complete
- Assisted with final cleaning and placement of safety signs at airport
- Snow and ice removal around hangars, runways, etc., and removed large ice dams
- Ordered more Avgas
- Completed a full inspection/service of airport courtesy vehicle
- Two out of the four arena compressors are non-operational due to a leak in the system.
- Final year of arena contract between the City, Sauk Centre Public Schools and the Sauk Centre Youth Hockey Association. Discussions will take place for future contracts.
- Repaired docks that sustained storm damage over the summer
- Oil changes were completed on equipment
- Outdoor rink continues to be maintained
- Cleaned up several snow events
- Completed repairs to doors in Fire Department

7. ACTION ITEMS

- a. See 6b.

As a follow-up to the Ambulance Department report, they are requesting approval for the required billing adjustments in the amount of \$276,967.01.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the Ambulance Department billing adjustments in the amount of \$276,967.01. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- b. According to the City's ongoing Street Maintenance Plan, several streets are in need of crack filling prior to sealcoating. The areas proposed were presented to the Council and include:

- Roads in Phase I of 2018 Public Improvement Project
 - Main Street N. (from T.H. 71 to Lakeshore Drive)
 - 4th Street N. (from Main West to dead end)
 - Oak Street N. (from 4th to 5th)

- 5th Street N. (from Main to Lakeshore)
- All roads East of Sauk River in Morning View/East River Heights
- 4th Street N. (from Main East to Heritage Lane)

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2022-16, Resolution Approving Advertisement for Quotes for 2022 Crackfilling Project. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- c. According to the City’s Sealcoating Maintenance Plans streets that were paved from 2018 Project are scheduled for sealcoating. In addition, streets that were seal coated in prior years east of Sauk River are also on the schedule.

The areas proposed as shown on the attached detail include:

- Roads in Phase I of 2018 Public Improvement Project
 - Main Street N. (from T.H. 71 to Lakeshore Drive)
 - 4th Street N. (from Main West to dead end)
 - Oak Street N. (from 4th to 5th)
 - 5th Street N. (from Main to Lakeshore)
- All roads East of Sauk River in Morning View/East River Heights
- 4th Street N. (from Main East to Heritage Lane)

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2022-17, Resolution Approving Advertising for Quotes for 2022 Sealcoating Project. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

- d. Previously the City received a considerable contribution to be allocated to upgrades to Conservation Park.

Bid specs for needed repairs/upgrades have been prepared for review and bid to include:

- Shelter LED Lighting
- Shelter Liner Steel/Pole Wrap
- Restroom Epoxy Flooring
- New Wall Panels in Restrooms
- New Fixtures in Restrooms
- LED Lighting Inside Restroom and Outside Door
- Steel Entry Doors

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2022-18, Resolution Soliciting Bids for Conservation Park Bathroom Shelter Improvements. A vote being recorded as follows:

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

- e. The City has received 2 applications for Temporary Street Closures from Pam Borgmann representing the 510 Art Lab for a Chalk in Sauk Festival event. The Art Lab is requesting the closures from Noon on Friday, June 24, 2022 until 5:00 p.m. on Sunday, June 26, 2022.
- Closing Sinclair Lewis Avenue from Main Street to West of Oak Street & Sinclair Lewis Avenue intersection. (Requires City & County Approvals)
 - Closing Oak Street S. from the South of the 2nd Street S. Intersection to the North of the 4th Street S. intersection. (Requires City Approval Only)

Action on this request was tabled until the March 2 meeting.

- f. As a result of an advertisement for a part time patrol officer, the City has received an application from Preston Oetterer for the position. Preston is currently a full-time officer with the Osakis Department and would work for Sauk Centre to fill in for vacations etc.

The appointment to be effective upon successful passage of a background check.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to appoint Preston Oetterer as a part time patrol officer pending successful background check. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach and Mayor Stone. Against: none. Absent: Council Member Wilber. The motion passed.

- g. Kathy Struffert, Ambulance Director requested the re-appointment of Aaron Feltman to the Ambulance Service. Feltman served with the Sauk Centre Service from 2008 until 2017.

Struffert recommends he be given credit for the prior service and start at Level 2.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to appoint Aaron Feltman as EMT at Level 2. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Member Wilber. The motion passed.

8. UNFINISHED BUSINESS

- a. Dock Quotes – Requests for Quotes have been advertised and submitted to various vendors known to sell the requested items. It is expected to have the quotes in front of the City Council at the March 2 meeting.
- b. 2022 Project – Bids are out for the 2022 Street Reconstruction Project. Contractors can obtain the bid packages online. Project has been advertised.

- c. T.H. 71 Reconstruction Project - MnDot will be scheduling a time and date to come before the City Council to present the Preliminary Design for the T.H. 71 reconstruct project. (Currently MnDot 2026 Fiscal Year – July 1, 2025 – June 30, 2026)

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims -

Unpaid Claims	\$147,081.70
Paid Claims	<u>\$0.00</u>
Total	<u>\$147,081.70</u>

- b. January Checks Paid Claims/Payroll \$1,735,889.12

- c. Sauk Centre Youth Hockey Association submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License for a beer & wine event at the Sauk Centre Civic Arena on March 26, 2022. Fee and Certificate of Insurance is being provided.

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

11. INFORMATIONAL ITEMS

- a. Board of Appeal and Equalization Meeting – April 11, 2022 – 1:00 p.m. – in person.

12. CLOSED SESSION

- a. The City Council met in closed session to discuss the potential purchase of real estate for residential development. At the conclusion of the closed meeting, Mayor Stone re-opened the public meeting and announced that City staff had been given direction to execute a Letter of Intent and proceed with drafting a Purchase Agreement.

13. ADJOURNMENT

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

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

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer