

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

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 3, 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 Fuechtmann and was seconded by Council Member Leach to approve the agenda as presented. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the December 20, 2023 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, 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. The Park Board met on January 2, 2024 and discussed the following:

- Election of Officers
  - Shalon Wilber - Chair
  - Barry Johnson - Vice Chair
- Approve Bylaws
- Reviewed leaf design for tree memorial in Sinclair Lewis Park
- Received update on Sinclair Lewis Campground internet project
- Recommending replacement of 2002 Ford F150 – See 7f
- Recommended sending one PW staff to school to become City Forester as previous Forester was Andrew Rousslange who is no longer employed by the City
- Sinclair Lewis Campground reservation update - \$80,000.00 worth of nightly/weekly reservations
- In process of accepting applications for Campground Manager

b. The EDA met on January 3, 2024 and discussed the following:

- Election of Officers
  - Kevin Uphoff – Chair
  - Joe Fuechtmann – Vice Chair
  - Jean Marthaler – Secretary
- Received Chamber of Commerce updates
- Received update on sales of Author’s Addition lots – See 7e
- Author’s Addition will be placed on billboard – billboard in design at this time
- Discussion of potential occupant for Unger building
- Reviewed lots for sale to include lots in Interpretive Center property, Industrial park property, etc.

**7. ACTION ITEMS**

- a. Every calendar year the City Council must conduct an Annual meeting. The first regular meeting of the year is considered Sauk Centre’s Annual Meeting. At the annual meeting the council must adopt Rules of Order and at a minimum appoint the Official Newspaper, Acting Mayor and Depository.

The first action of the City Council for the year is to adopt Rules of Order for the conduct of meetings.

Resolution No. 2024-01 outlines the Rules adopted previous years.

A motion was made by Council Member Wilber and was seconded by Council Member Fuechtmann to approve Resolution No. 2024-01, Resolution Adopting Rules of Order for City Council Meetings. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

- b. Mayor Stone submitted the following Mayoral Appointments for 2024:

Acting Mayor	<u>Heidi Leach</u>
Engineer	<u>Stantec</u>
City Attorney	<u>Pemberton Law</u>
Medical Director	<u>Dr. Mari Thomas</u>
HRA Board Liaison	<u>Diane Kelly</u>
Park Board	<u>Shalon Wilber</u>
Planning Commission	<u>Warren Stone</u>
EDA (1) Expires 2026	<u>Heidi Leach</u>
(2) Expires 2024	<u>Joe Fuechtmann</u>
Senior Center Liaison	<u>Diane Kelly</u>
Airport Commission	<u>Warren Stone</u>
CVB Board	<u>Shalon Wilber</u>
Policy/Planning Committee	<u>Shalon Wilber</u>
	<u>Warren Stone</u>
Operations Committee	<u>Warren Stone</u>
	<u>Diane Kelly</u>

Personnel/Finance Committee	<u>Joe Fuechtmann</u> <u>Heidi Leach</u>
Official Newspaper Depositories	<u>Sauk Centre Herald</u> <u>MN National Bank-Sauk Centre</u> <u>First State Bank-Sauk Centre</u> <u>Magnify</u> <u>4M Fund</u> <u>Multi Bank Securities (MBS)</u> <u>Bremer Bank</u>
Official Signatories	<u>Vicki Willer</u> <u>Jacquelyn Kirckof</u> <u>Warren Stone</u>
Fire Chief	<u>Jeff Bromenshenkel</u>
1st Assistant	<u>Ben Clink</u>
2 <sup>nd</sup> Assistant	<u>Adam Moritz</u>
Secretary/Treasurer	<u>Nick Sunderman</u>
Training/Safety Officer	<u>Weston Wander</u>

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2024-02, Resolution Appointing Council Members to Serve on Various Boards and Commissions and also Making Annual Appointment. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. The Council considered the following Board and Commission appointments:

**Planning Commission – 1 position to be appointed for a 3-year term.** The term of Ken Gieske expired December 31, 2023. One member to be appointed for a three-year term, effective January 1, 2024 and expiring December 31, 2026. The following submitted a nomination:

**Missy Traeger**

**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. The following submitted a nomination:

**Maria Westerbeck**

A motion was made by Council Member Kelly and was seconded by Council Member Leach to appoint Missy Traeger to the Planning Commission for a three year term, effective January 1, 2024 and expiring December 31, 2026. A vote being recorded as follows: For:

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

By general consent, the Council tabled appointment to the CVB to receive further clarification regarding potential conflict of interest, residing within school district, etc.

- d. As a result of the internal posting of the Public Works Maintenance position, two individuals from the Fire Department applied for the position.

Interviews were conducted on Wednesday, January 3, 2024.

The interview committee recommended the appointment of Michael Frieler to the position contingent upon a successful background check and acceptance of position.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to appoint Michael Frieler to the Public Works Department. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- e. A Purchase Agreement has been presented for the sale of Lot 1, Block 2, Authors Addition in Sauk Centre. The proposal meets the terms and conditions set forth by the Council for the sale.

It was requested that authorization be granted to the Mayor and City Administrator to execute the Purchase Agreement and also the related Closing Documents.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2024-03, Resolution Authorizing Execution of Documents. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

- f. The 2002 Ford F250 utilized by the Park Department has been slated for replacement with a budget set aside for the purchase in 2024. It was initially set to be replaced in 2023 but was delayed for a year.

The Park Board reviewed the replacement and recommended that the City proceed with obtaining bids for the replacement both locally and through the State Bid with the results to be brought before a future meeting.

Staff estimated the cost to be between \$30,000.00 - \$35,000.00.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2024-04, Resolution Soliciting Bids for Parks Department Pickup Replacement. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

- a. The next large project in the City’s Capital Improvement Plan includes the reconstruction of Birch and Pine from Sinclair Lewis Ave. to 9<sup>th</sup> Street along with the cross streets of 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> from Main to Ash.

Due to the size of the project, it may be split into two projects.

If the City wishes to proceed with the project for 2025, work on planning and design should begin in the Spring of 2024 so that hearings can be held in the Fall and bidding over the Winter.

This was for information only and will be considered by the Operations Committee.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$72,763.76
	Paid Claims (Dec 31)	<u>\$0.00</u>
	Total	<u>\$72,763.76</u>

- b. Resolution No. 2024-05, Resolution Accepting Contributions:

Men’s Card Playing Group	\$132.85	Senior Center
Fire Relief Association	\$85,000.00	Fire Dept.
John Wiese Ford, Inc.	\$2,500.00	Fire Dept.
John Wiese Ford, Inc.	\$2,500.00	Police Dept.
Community Connections of Sauk Centre	\$500.00	Fire Dept.
Community Connections of Sauk Centre	\$500.00	Amb. Dept.
Community Connections of Sauk Centre	\$500.00	Police Dept.
Community Connections of Sauk Centre	\$9,000.00	Amb. Dept. (ALS Setup)
Sauk Centre Township	\$1,000.00	Amb. Dept. (ALS Setup)
West Union Combined Charities	\$65.00	Amb. Dept.
West Union Combined Charities	\$50.00	Fire Dept.
John & JoAnn Meyer	\$250.00	Police Dept.
John & JoAnn Meyer	\$250.00	Amb. Dept.

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

The Council thanked the above people/organizations for their donations.

**11. INFORMATIONAL ITEMS**

a. & b. The following two employees are slated for advancement to the next step of the pay scale:

Ryan Bjornstrom-Public Works	From Step 1 to Step 2	February 6, 2024
June Messer-Custodian	From Step 5 to Step 6	February 1, 2024

**12. ADJOURNMENT**

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

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