

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 21, 2024**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 21, 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, Ambulance Director Kathy Struffert, Assistant Ambulance Director Tim Deschene, Fire Chief Jeff Bromenshenkel, 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 Fuechtmann to approve the agenda, with the addition of 7f and 9a. A vote being recorded as follows: For: Council Members Wilber, Fuechtmann, Leach, Kelly 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 Leach to approve the February 7, 2024 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber, Fuechtmann and Mayor Stone. Against: None. The motion passed.

4. PUBLIC OPEN FORUM (Comments Limited to 3 Minutes)

None.

5. REPORTS/PRESENTATIONS

a. Police Chief Friedrichs presented the January 2024 report stating that there were a total of 818 ICR's. Chief Friedrichs also reported the following:

- Officer Harden remains in training.
- New squads are ready to be picked up.

b. Public Works Director Clink updated the Council on the Department's activities:

- Completing work on storm sewer ponds.
- Arena ice removal will begin March 4.
- Jaycee Park dugout roof repair has started.
- Sinclair Lewis Park Xylophone was vandalized. Staff is discussing repair/replacement plan.
- Playground inspections are complete.
- FAA commissioned runway lights.
- Repairs made to boiler system at library.

- Street sweeper warranty work complete and it is scheduled to be brought back to the City the week of February 26.
- Tree trimming along road right-of-of way is in progress.
- Damaged street signs have been repaired/replaced.
- Andrew Dirkes is the new City Forester and has passed and received the Certification.
- Ryan Bjorstom is completing pesticide application classes.

c. Ambulance Director Kathy Struffert presented 2023 Year-End Report and 2023 4th quarter:

4th Quarter

- 237 total calls.
- 184 billed calls with a total billed of \$210,040.80.
- Special Detail – 3 Football Standby, Tour/Kindergarten.

2023 Year End

- Roster of 21 EMT, 3 EMR, 3 Paramedics.
- Dr. Mari Thomas is Medical Director.
- In 2023, the Ambulance Crew consisting of Brian Zales, Richard White, Dean Jungles and Quint Swedenburg delivered the first baby in the history of the Ambulance.
- Runs by County – 90.19% calls in Stearns County.
- Patient Race.
- Patient Age – majority of calls are ages 60-90.

d. Assistant Ambulance Director Tim Deschene presented the 2023 Annual Billing Report stating that there were 721 billed calls for a total billed being \$767,959.00. Total amount collected in 2023 was \$446,820.00.

There are 521 open files at the billing company with a balance of \$498,051.86.

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$223,829.31. See 7a.

e. Fire Chief Jeff Bromenshenkel presented the 2023 Fire Department Annual Report. He stated that there were a total of 148 calls in 2023, in comparison to 155 in 2022. The department billed out \$19,225.00, received \$6,214.00 (2022) and \$16,813.00 (2023), collections/write-offs of \$3,500.00, leaving \$2,412.00 unpaid. The department received a total of \$88,833.00 in grants/reimbursements/donations in 2023.

The Department had one firefighters retire in 2023.

f. The Planning Commission met on February 13, 2024 and discussed the following:

- December Building Permit Report – 6 Permits issued – Value \$470,000.000.
- January Building Permit Report – 7 Permits Issued – Value \$1.57 Million.

6. PUBLIC HEARINGS

- a. Vacation of Utility Easement – Pendergast Street.

Mayor Stone opened the Public Hearing and read the Public Hearing Procedure.

The purpose of the Public Hearing is to consider the request to vacate a platted utility easement in the Joseph Anthony Plat.

Brian Massmann, 415 Pendergast Street, is the owner of Lots One and Two, except the southerly 23.4 feet in the Joseph Anthony Plat. He proposed to construct a residence on the property that would span the original lot line common to the two lots which includes a platted utility easement. He requested that easement be vacated.

A hearing was scheduled, posted, and advertised according to law.

Mayor Stone called three times for persons to speak in favor or opposition. None Spoke. Mayor Stone closed the Public Hearing. See 7b.

7. ACTION ITEMS

- a. See 7d.

This action authorizes the annual adjustment to Medicare/Medicaid adjustments of \$223,829.31.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the annual Medicare adjustments in the amount of \$223,829.31. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- b. See 6a.

The Council discussed the request to vacate the easement on the lot line common to Lots 1 & 2. Lot 1 was combined with part of Lot 2 to make a larger lot. The owner, Brian Massmann, intends to build a residence on the lot which would span the original lot line and easement.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2024-17, Resolution Vacating Utility Easement. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. At the February 7, 2024 City Council meeting, the Council directed that the Purchase Agreement presented for the sale of Lot 2, Arrowsmith Plat 3 be accepted.

Following the meeting, staff reached out to the Buyer and informed them of the action. The City Council was requested to approve Resolution 2024-18 Authorizing the Mayor and City Administrator to execute all documents to allow for the sale of property.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2024-18, Resolution Authorizing Execution of Documents. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- d. At the February 7, 2024 meeting the Council received an update on a potential 2025 Capital Improvement Project which included utilities and street improvements on Pine and Birch from Sinclair Lewis Avenue to 9th between Main and Ash.

The project would be accomplished over a two-year period. The Council was concerned that having a large project underway in 2025-2026 and then T.H. 71 in 2027 that the town would be under construction in the same general vicinity over an extended period of time.

The Operations Committee met and discussed the project and condition of the infrastructure.

The Committee recommends that a Feasibility Report be ordered and that the project be considered a two-year project with Birch Street and related side streets in year one and Pine and related streets in year two. The Feasibility Report would authorize the City Engineer to proceed with determining costs for the project with those costs brought before the City Council, at which time the Council will determine if it should proceed with a Public Hearing on the Improvement likely to occur in August or September.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2024-19, Resolution Ordering Preparation of Feasibility Report for 2025 Improvement Project Including All Streets Between Ash Street South and Main Street South and Sinclair Lewis Avenue and Ninth Street South. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- e. The 2024 budget for the Fire Department includes the purchase of a floor scrubber. Quotes were obtained with the following results:

Bidder	Description	Price
A&H Concrete	Karcher Professional 50/50 Classic	\$4,120.00
Jon Brophy	Karcher Professional	\$9,210.49

The bid from Brophy was the same brand but a larger size than bid by A&H Concrete.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Resolution No. 2024-20, Resolution Accepting Quote and Authorizing Purchase of a Floor Scrubber for the Sauk Centre Fire Department (A&H Concrete). A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach and Mayor Stone. Against: None. Abstain: Council Member Fuechtmann. The motion passed.

- f. The 2024 Budget includes the replacement of the One Ton Pickup with attachments. Funds have been set aside in the Sinking Fund for the purchase.

Public Works Supervisor Ben Clink requested that authorization be given to solicit quotes for the purchase of a replacement vehicle.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Leach to approve Resolution No. 2024-21, Resolution Soliciting Bids for Street Department Pickup Replacement. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kelly, Wilber and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. At the February 7, 2024 City Council meeting, the completion of the Truck Stop Stormwater Project was addressed as Unfinished Business to be potentially completed in 2024.

The issue to be resolved with the project is to eliminate the majority of the Truck Stop stormwater from crossing T.H.71 which has caused flooding downstream prior to the water reaching the river. The water from the Truck Stop, when combined with Welle Southtown, Felling Trailers, Kane Transport, Modern Farm and Sauk Centre Tire floods the residential property and also floods the ditch of T.H. 71 exposing the natural gas lines. This has been an ongoing issue since 1999 with several attempts to address it over the years.

This proposal diverts runoff into the newly constructed storm pond in the South Sauk Centre Industrial Park. The design for the pond envisioned this additional water and has been designed to accommodate it.

The Project was budgeted to be completed with a combination of TIF Funds for the portion related to the South Sauk Centre Industrial Park and also Stormwater Utility Revenues.

Requests from the management of the Truck Stop are included in the updated design. That includes reducing the depth of the ditch holding pond on the north side of the entrance driveway and a new pond constructed to the west of the propane tanks. The city budgeted \$500,000 for the project to include engineering. The construction estimate is \$436,090 with an “all-in” estimated cost of \$495,590.

The Operations Committee met and discussed the proposal on Thursday, February 15, 2024 with direction to staff to meet with the Truck Stop with the updates for possible action at the March 6 meeting to proceed with the project. More information/action to come at a future meeting.

9. NEW BUSINESS

- a. The City’s current Winter Parking Ordinance restricts on-street parking overnight from December 1 to March 31. Due to unseasonably warm weather, the Ordinance was suspended due to yards and lawns getting destroyed from parking. This was to be until we received snow. When it snowed on Feb. 14, the restrictions were restored, resulting in multiple tickets and considerable complaints from residents.

With the weather appearing to be unseasonably warm again, the Council considered lifting the restrictions for the remainder of the season and call a Snow Emergency if we get substantial snow, or if the restrictions remain and be enforced for the balance of the season.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to lift the Snow Restrictions for the remainder of the season (3/31/2024) and call a Snow Emergency if we get a substantial snowfall. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

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| a. | Schedule of Claims - | Unpaid Claims | \$42,728.18 |
| | | Paid Claims | <u>\$333.00</u> |
| | | Total | <u>\$43,061.18</u> |
| b. | January Checks | Paid Claims/Payroll | <u>\$1,646,532.38</u> |
- c. Gambling Application for Exempt Permit request from the Sauk Centre Sno-Cleats for a raffle on June 12, 2024 at Holy Family School.
- d. Request from Scott Kowski, representing the American Legion Post 67, submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License for the Beer Garden during Sinclair Lewis Days in the Sinclair Lewis Park on July 19, 2024. Fee and Certificate of Insurance will be provided.
- e. Request from Scott Kowski, representing the American Legion Post 67, submitted an Application & Permit for a 4-Day Temporary On-Sale Liquor License during the Stearns County Fair from July 31-August 3, 2024. Fee and Certificate of Insurance will be provided.
- f. Request from Scott Kowski, representing the American Legion Post 67, has submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License during the Stearns County Fair for August 4, 2024. Fee and Certificate of Insurance will be provided.
- g. Request from Scott Kowski, representing the American Legion Post 67, has submitted an Application & Permit for a 2-Day Temporary On-Sale Liquor License at the Stearns County Fairgrounds for August 16-17, 2024. Fee and Certificate of Insurance will be provided.
- h. Request from Scott Kowski representing the American Legion Post 67, for one Temporary Extension of Out-Door Liquor Permits for the term of one day on October 5, 2024 for a 5K Run in their North Parking lot from Noon – 10:00 p.m.

Additionally, permission was requested to block off Park Road from the Boat Landing to Main Street.

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

11. INFORMATIONAL ITEMS

- a. Presidential Primary Caucus Information – February 27, 2024.
- b. Presidential Nomination Primary – March 5, 2024.

12. ADJOURNMENT

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

With no further business, Mayor Stone adjourned the meeting.

Respectfully submitted:

Mayor Warren Stone

City Administrator Vicki Willer