

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

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 17, 2024 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone and Council Members Diane Kelly, Shalon Wilber, Joe Fuechtmann and Heidi Leach. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Friedrichs, Sergeant Joe Jensen and Assistant Ambulance Director Tim Deschene. 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, Wilber, 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 April 3, 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. Stearns County Attorney Janelle Kendall presented the 2023 total Sauk Centre Adult and Juvenile City Prosecutions. There was a total of 115 Misdemeanors, 44 Gross Misdemeanors and 24 felonies.

The contract with the County includes adult criminal and juvenile investigative legal advice for all members of Stearns County law enforcement agencies. Their attorneys carry cell phones 24 hours a day, 7 days a week for law enforcement legal advice as needed.

Stearns County provides law enforcement with training opportunities and legal updates at no cost to all members of the Sauk Centre Police Department. Additionally, they assist victims of crime as allowed by law through personal help, referrals and restitution collection.

The City of Sauk Centre had four adults who qualified for the Diversion Program. One joined and successfully completed that program. Three juveniles qualified for diversion, were admitted and successfully completed diversion.

- b. Police Chief Friedrichs presented the March 2024 Police Report stating that there were a total of 1,013 ICR's. Chief Friedrichs also noted the following:

- Officer Harden is at the final stages of her field training.
  - Graphics have been placed on the two new squad cars. The squads will not be on the road until mid-May, 2024.
  - Solar speed signs to be place on Ash Street.
  - Many training hours have been completed by the department.
  - Incoming Chief Jensen attended his first Chief's Conference.
- c. Public Works Director Ben Clink updated the Council on the department's monthly activities:
- Working on improvements to the Jaycee Park Bathroom.
  - Repairs are being completed to park bathrooms and water is being turned on for the season.
  - Front and middle park in Sinclair Lewis Park is being cleaned up for the season by cleaning up leaves, sticks, dead grass, etc. with all other parks to follow.
  - Arena dry floor events have been going well.
  - Cleaning and seeding the trench in the campground from the internet project.
  - Campground bathrooms are being repaired and water turned on.
  - Campsites are being cleaned up and prepared for the season.
  - Docks have been installed for the season.
  - All storm sewer catch basins were cleaned and inspected.
  - One week of snow removal at end of March.
  - Went over all gravel roads and will go over as needed throughout the season.
  - Red Schoolhouse updates continue.'
- d. The Planning Commission met on April 9 and discussed the following:
- Public Hearing – Zoning Map Amendment – Trisko – See 7b.
  - March Building Permit Report – a total of 7 permits were issued with a total construction value of \$205,000.00.
- e. Assistance Ambulance Director Struffert presented the Ambulance Department 2024 1<sup>st</sup> Quarter report:
- 49 no loads
  - 13 ALS transfer
  - 46 BLS transfer
  - Total billable - \$215,026.00
  - Two special events – Sauk Centre Heart Month talk/demonstration and Fifth Grade “Life Skills” day.
  - Mutual Aid: 911 medical call for Brooten ambulance, North Ambulance assist one crash with three patients taken to Alomere in Alexandria, one BLS transfer from Alomere to St. Cloud.
  - Hospital assists include hospice transports and transfers to residences.

## 6. PUBLIC HEARINGS

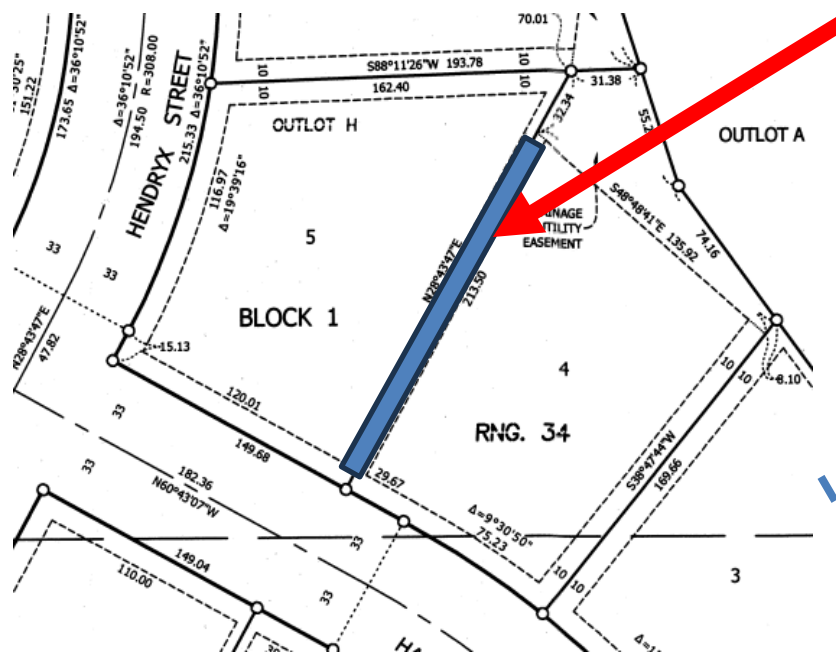
### a. **Public Hearing on Vacation of Utility Easement – Johnson.**

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

Eric and Jennifer Johnson will soon be the owners of Lots 4-5-6, Block One, Authors Addition located at 352 Halfaday Drive.

The Johnsons are interested in combining lots 4 and 5 and are requesting that the utility easement located on the common property line be vacated to allow for the construction of a home that will cross over the property line.

A Notice was published in the Sauk Herald of the hearing.



Mayor Stone called three times for persons to speak in favor or opposition. None spoke. See 7a.

## 7. ACTION ITEMS

### a. See 6a.

This action is on the proposed vacation of utility easements on the property lines common to Lots 4 and 5, Block One, Authors Addition.

It was noted that if the Council felt that the easements are no longer necessary for public use, it can vacate those easements by Resolution.

A draft Resolution was prepared and presented to the Council. The Council also was given the option to amend the Resolution.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2024-35, Resolution Vacating Utility Easement. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- b. The Planning Commission, acting as the Board of Adjustment, at its April 8, 2024 regular meeting, held a public hearing to consider an application from Joshua and Sarah Trisko to rezone Lots 7 & 8, Block 9 of Robbins and Mendenhall's plat located at 521 Walnut Street. The lot is currently zoned R-1 Residential. The request is to rezone the parcel to R-2 Multi Family which, if approved, allow for the use of the existing house and garage on the property as a rental with three units. The lot abuts parcels zoned R-2 on the north east side of the property, parallel to Railroad Avenue and had three living units in it at the time of purchase by the Trisko's and rezoning would bring the property into compliance with City Code.



The Planning Commission recommended that the Rezoning be approved.

A motion was made by Council Member Wilber and was seconded by Council Member Kelly to approve Ordinance No. 831, An Ordinance of the City of Sauk Centre Amending the Official Zoning Map of the City as Outlined in Section 156.036 of the City Code. A vote being recorded as follows: For: Council Members Wilber, Kelly, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. At the March 6, 2024 City Council meeting, the Council authorized quotes/bids be obtained for crackfilling various streets throughout the City.

Packets requesting quotes were sent to contractors known to perform this type of work and was also advertised and posted on the City Website.

Bids were opened on April 11, 2024 with the following results:

<b>Crackfilling Bidder</b>	<b>Amount</b>
Fahrner Asphalt	\$37,485.00
Northwest Asphalt & Maintenance, Inc.	\$29,128.00
Precision Roadway Services	\$28,605.00
Allied Blacktop	\$35,430.00
<b>Lot Pros, Inc.</b>	<b>\$24,345.00</b>
Astech	\$33,050.00

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve Resolution No. 2024-36, Resolution Accepting Bid and Authorizing Execution of Contract for Crackfilling Project. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

- d. At the March 6, 2024 City Council meeting, the Council authorized quotes/bids be obtained for sealcoating various streets throughout the City.

Packets requesting quotes were sent to contractors known to perform this type of work and was also advertised and posted on the City Website.

Bids were opened on April 11, 2024 with the following results:

<b>Sealcoating Bidder</b>	<b>Amount</b>
Allied Blacktop	\$96,895.60
Astech	

A motion was made by Council Member Leach and was seconded by Council Member Wilber to approve Resolution No. 2024-34, Resolution Accepting Bid and Authorizing Execution of Contract for Sealcoating Project. A vote being recorded as follows: For: Council Members Leach, Wilber, Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- e. At the March 6, 2024 City Council meeting, the Council approved the Plans and Specs and Authorized Bids for the 2024 Truck Stop Stormwater Project.

Bids were opened on April 11, 2024 with the following results.

<b>BIDDER</b>	<b>AMOUNT</b>
<b>AG Tech Drainage</b>	<b>\$308,104.26</b>
Kuechle Underground, Inc.	\$344,962.76
J. R. Ferche, Inc.	\$368,731.15
Molitor Excavating, Inc.	\$372,000.00
C&L Excavating, Inc.	\$390,427.75

Northdale Construction Co., Inc.	\$390,792.80
Joe Riley Construction	\$397,782.32
Burschville Construction, Inc.	\$398,791.40
TS Dirt Works	\$399,438.00
Larson Excavating Contractors, Inc.	\$439,086.62
Land Pride Construction	\$476,686.06
Swenson and Sons Construction	\$494,985.00
Landwehr Construction, Inc.	\$528,060.60
Williams Excavation, LLC	\$652,665.00
Crow River Construction	\$675,582.00

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2024-38, Resolution Accepting Bid for 2024 Stormwater Construction Project. A vote being recorded as follows: For: Council Members Kelly, Leach, Wilber, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- f. The Chamber has also requested uses of various City parking lots, parks, and streets for Sinclair Lewis Days on the following dates, times, and locations:
1. DJ on Trailer by Shelter for Kids/Band in Band Shell for Adults w/beer garden provided by American Legion/Pontoon & Boat Parade – Close Park Road & Use of SL Park – Friday, July 19 – 5:00 p.m. to Dusk.
  2. Food Vendors – Use SL Parking Lot - Friday, July 19 – 5:00 p.m. to Dusk.
  3. Fireworks - Close Park Road & Boat Landing for Fireworks Permit - Fri., July 19 – 5:00 p.m. to dusk.
  4. Crazy Days – Use of Downtown Sidewalks for Crazy Days Sale, Fri., July 19 & Sat. July 20.
  5. Craft Fair/Family Fun Festival – Close Park Rd & Use of SL Park & Parking Lot – Sat., July 20, 7:30 a.m. to 4 p.m.
  6. Chip Timed 5K & 1 Mile Run – Start/Finish by swings & playground equipment – Use of Trail & Close 1 Lane on Hickman Drive & Lake View Drive – Sat., July 20, 7 a.m. and 10 a.m.
  7. Approval of Parade Road – Industrial Park – SL Ave.- Elm – 6<sup>th</sup> – Getty St – 10<sup>th</sup> to Civic Arena Parking Lot - Sat, July 20, 7:00 p.m.

A motion was made by Council Member Kelly and was seconded by Council Member Wilber to approve the uses as requested by the Sauk Centre Area Chamber of Commerce, including road closures and parade route. A vote being recorded as follows: For: Council Members Kelly, Wilber, Leach, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- g. The City has a current Billing Service Agreement with Expert Billing which will terminate on May 31, 2024.

An Agreement with a new Service Company has been proposed by the Sauk Centre Ambulance. The Company will be responsible for all collections of Patient Services rendered by the Department.

The Agreement from EMS Management & Consultants, Inc. was presented to the Council for their review.

The outgoing Company, Expert Billing Services, will continue to work to collect existing accounts. They are paid by the account and have been paid for all accounts submitted to them to date. However, they will be entitled to an additional four percent on collections after August 1, 2024 which are accounts that were not collected on the first attempts.

On December 31, 2024, uncollected accounts will be returned to the City.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve the Billing Service Agreement with EMS Management & Consultants, Inc. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve continued services from Expert Billing up to December 31, 2024 for collections of existing accounts with 4% to be paid for collections received after August 31, 2024. A vote being recorded as follows: For: Council Members Leach, Kelly, Fuechtmann, Wilber and Mayor Stone. Against: None. The motion passed.

- h. The City has a Policy to reimbursement employees that would otherwise be issued a cell phone where they are reimbursed monthly for the use of their own phone. Currently the reimbursement rate is \$40 per month.

The Policy requires that the employee provide the accounting department a copy of their cell bill on a semi-annual basis for verification that they are maintaining service.

Since most cell phone plans are now on a three-year cycle, it is requested that the verification frequency be changed from semi-annually to annually.

At the current time, one employee utilizes this Policy; however, it is anticipated that one additional employee will use the feature in the near future.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to amend the Cell Phone Reimbursement Policy to require submittal of verification on an annual basis versus semi-annual. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly, Leach, Wilber and Mayor Stone. Against: None. The motion passed.





Buyer's representative that the City Council does not accept their final counteroffer and stands by the EDA's proposed offer.

**13. ADJOURNMENT**

A motion was made by Council Member Leach and was seconded by Council Member Wilber to adjourn the meeting. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kelly, 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