

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY, JANUARY 7, 2025**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 7, 2025 at 6:30 p.m. due notice being given thereof. Present were Mayor Warren Stone, Council Members Brad Kirckof, Joe Fuechtmann, Heidi Leach and Scott Kowski. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Joe Jensen and Public Works Director Ben Clink. 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 the removal of 9a. A vote being recorded as follows: For: Council Members Fuechtmann, Leach, Kowski, Kirckof and Mayor Stone. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

a. A motion was made by Council Member Kirckof and was seconded by Council Member Leach to approve the December 17, 2026 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kirckof, Leach, Kowski, Fuechtmann 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/AWARDS**

a. The EDA met on January 7, 2026 and discussed the following:

- Welcome Board Member BJ Welle (Chamber Representative).
- Elected Officers:
  - Kevin Uphoff – Chair
  - Joe Fuechtmann – Vice Chair
  - Heidi Leach – Secretary/Treasurer
- Received and reviewed draft of the Hospitality Study which was received prior to the meeting.
- Recommendation to proceed with final plat of Author’s Addition Phase 2; however, seeking feedback on infrastructure plans.
- Requested final documentation for SCDP Loan from Arrow Health.
- Received request from potential purchases for a two lot combo in Author’s Addition for one price. Request was denied.
- The City will be notified at the end of January 2026 whether the City will be invited to complete the full application process for the SCDP grant.

- b. The Park Board met on January 7, 2026 and discussed the following:
- Elected Officers:
    - Scott Kowski – Chair
    - Chris Klinkhammer – Vice Chair
  - Approved 2026 Bylaws and Order of Business.
    - Winter meetings will be held bi-monthly
  - Discussed future archery range project.
  - Parts have been received to repair the Challenge Park. Parts to be installed when weather allows.
  - Discussed Towerview Park ball field upgrades:
    - Infield grass
    - Baseball Association secured scoreboards for all three fields.
- c. City Engineer Yapp provided updates on Highway 71 Project:
- Preliminary design near completion
  - Quantities put together
  - Cost estimate being prepared
  - Highway 71 Public Meeting will be held in the last two weeks of February
  - Advisory Board meeting scheduled for January 15

## **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.

The Council was presented with Resolution No. 2026-01 which outlines the Rules adopted previous years.

A motion was made by Council Member Kowski and was seconded by Council Member Fuechtmann to approve Resolution No. 2026-01, Resolution Adopting Rules of Order for City Council Meetings. A vote being recorded as follows: For: Council Members Kowski, Fuechtmann, Leach, Kirckof and Mayor Stone. Against: None. The motion passed.

- b. The City Council to appoint Council Members to various Boards, Commissions and Committees and also make miscellaneous annual appointments.

The Resolution was circulated to the incoming council members informing them of the various positions giving them the opportunity to request appointments.

Mayor Stone presented his recommendations as follows:

|                             |                                      |
|-----------------------------|--------------------------------------|
| Acting Mayor                | <u>Heidi Leach</u>                   |
| Engineer                    | <u>Stantec</u>                       |
| City Attorney-General       | <u>Pemberton Law</u>                 |
| City Attorney-Complaints    | <u>Nycklemoe Law</u>                 |
| Medical Director            | <u>Dr. Mari Thomas</u>               |
| Chaplain                    | <u>Jared Matthew</u>                 |
| HRA Board Liaison           | <u>Warren Stone</u>                  |
| Park Board                  | <u>Scott Kowski</u>                  |
| Planning Commission         | <u>Brad Kirckof</u>                  |
| EDA (1) Expires 2026        | <u>Heidi Leach</u>                   |
| (2) Expires 2030            | <u>Joe Fuechtmann</u>                |
| Senior Center Liaison       | <u>Warren Stone</u>                  |
| Airport Commission          | <u>Warren Stone</u>                  |
| CVB Board                   | <u>Scott Kowski</u>                  |
| Policy/Planning Committee   | <u>Brad Kirckof</u>                  |
|                             | <u>Joe Fuechtmann</u>                |
| Operations Committee        | <u>Scott Kowski</u>                  |
|                             | <u>Brad Kirckof</u>                  |
| Personnel/Finance Committee | <u>Heidi Leach</u>                   |
|                             | <u>Joe Fuechtmann</u>                |
| Official Newspaper          | <u>Sauk Centre Herald</u>            |
| Depositories                | <u>MN National Bank-Sauk Centre</u>  |
|                             | <u>Pine Country 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>                 |

Council Member Kirckof requested the City go out for RFP for Engineering Firms as it has been between 10-15 years since that has been completed. By general consent, this will be on the agenda for June 2026.

A motion was made by Council Member Kirckof and was seconded by Council Member Fuechtmann to approve Resolution No. 2026-02, Resolution Appointing Council Members to Serve on Various Boards and Commissions and Also Making Annual Appointments, as

noted above. A vote being recorded as follows: For: Council Members Kirckof, Fuechtmann, Leach, Kowski and Mayor Stone. Against: None. The motion passed.

- c. After opening up the Ambulance Director position within the Department and also publicly advertising it, three individuals were interviewed for the position by the Personnel Committee, the Assistant Ambulance Director and City Administrator.

Upon completion of the interviews, the Committee recommended that the position be offered to Brian Zales effective immediately. The position does carry a six-month probationary period. Struffert will remain until January 31, 2026 in a training capacity.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to approve the appointment of Brian Zales as Ambulance Director. A vote being recorded as follows: for: Council Members Leach, Fuechtmann, Kowski, Kirckof and Mayor Stone. Against: None. The motion passed.

- d. According to the Labor Agreement with Teamsters Local 320, the following Public Works Employees will advance to the next step:

|                |        |                  |
|----------------|--------|------------------|
| Mike Frieler   | Step 3 | January 23, 2026 |
| Ryan Bjorstrom | Step 4 | February 6, 2026 |

By general consent, the Council acknowledged the advancement of the above employees.

- e. The Council was presented with Resolution No. 2026-03, Resolution to Adopt a Schedule of Fees for 2026 Voluntary Administrative Penalties and Fines for Offenses of the City Code According to §10.98.

The Council tabled action on the resolution at their last meeting, pending potential rates increases. The Ordinances were reviewed to determine which could be amended and which had the fines and penalties embedded in the Ordinance.

The Council was presented with a draft with an additional column to the schedule added regarding the penalty for that offense. Unless the fine is set in the specific ordinance it can be changed.

By general consent, this was sent to the Policy Committee for their review/recommendation.

## **8. UNFINISHED BUSINESS**

- a. MnDot received comments back on the T.H. 71 Project from its Geospatial Unit who have the following recommendations:
  1. 4<sup>th</sup> St. N. will become right out only.
  2. No crossing of T.H. 71 at 4<sup>th</sup> St. N.
  3. No northbound left turn onto 4<sup>th</sup> St. N.
  4. Pine St. S (by Wobegon Trail) right in only. (northbound)

- b. Staff reached out to Senator Torrey Westrom’s office and Representative Mary Fransen’s office to draft a bill to amend the City of Sauk Centre’s Sales Tax by raising the maximum allowed to be collected.

The draft will be sent to the Capital in the coming weeks.

**9. NEW BUSINESS**

- a. Removed from agenda.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

|    |                                    |                       |  |
|----|------------------------------------|-----------------------|--|
| a. | Schedule of Claims - Unpaid Claims | \$1,389,948.68        |  |
|    | Paid Claims                        | \$72,869.00           |  |
|    | Total                              | <u>\$1,462,817.68</u> |  |

- b. Resolution No. 2026-04, Resolution Accepting Contributions.

|                                      |             |               |
|--------------------------------------|-------------|---------------|
| Men’s Card Playing Group             | \$182.41    | Senior Center |
| Sauk Centre Fire Dept. Relief Assoc. | \$60,000.00 | Fire Dept.    |
| Dan Welle Southtown                  | \$500.00    | Amb. Dept.    |
| Sauk Centre Area Seniors             | \$2,000.00  | Senior Center |
| Logan Gruber                         | \$200.00    | Fire Dept.    |

- c. Gambling Application for Exempt Permit request from the Holy Family School for a raffle on March 1, 2026 at Holy Family School.

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

The Council thanked the Men’s Card Playing Group, the Sauk Centre Fire Department Relief Association, Dan Welle Southtown, Logan Gruber and the Sauk Centre Area Seniors for their donations.

**11. INFORMATIONAL ITEMS**

None.

**12. ADJOURNMENT**

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