

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY, JANUARY 21, 2025**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 21, 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, City Engineer Keith Yapp and Public Works Director Ben Clink. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

a. A motion was made by Council Member Leach and was seconded by Council Member Kowski to approve the January 7, 2026 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Leach, Kowski, Kirckof, 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. Police Chief Jensen presented the December 2025 Police Report:

- 710 ICR
- Remodel project is complete
- Two new squads to be delivered January 23, 2026

b. Public Works Director Clink presented the department's monthly activities:

- Outdoor Rink open as weather allows.
  - Local church group Fire and Ice event.
- Snow removal continues.
- Sidewalk snow removal inspections complete and invoices sent out.
- Parts received for flashing crosswalk sign and will be installed in the spring.
- Airport snow removal.
- Maintenance on loader/snow blower complete.
- Christmas lights taken down.

- Arena
    - Ice maintenance continues at arena
    - Tournaments every weekend
  - Working on preliminary plan for crackfill/sealcoat 2026 project.
- c. City Engineer Yapp updated the Council on the following projects:
- Beginning planning for Author's Addition Plat 2.
  - TH 71 project ongoing.
- d. Ambulance Director Kathy Struffert presented 2025 Year-End Report and 2025 4th quarter:

4<sup>th</sup> Quarter

- 300 total calls.
- 175 billed calls with a total billed of \$260,563.00.
- Special Detail – Drill with Black Oak Wind Farm, Community Event at Coborn's, Two football game standby, Trunk or Treat, CPR in school health class, Bi-annual physical state inspection of rigs, College and Career Fair.

2025 Year End

- Runs by Hour of the Day
- Patient Race.
- Patient Age – majority of calls are ages 60-90.
- Runs by Township.
- Breakdown:
  - No Load/Cancelled – 23.2%
  - ALS Transfer – 7.6%
  - BLS Transfer – 25.90%
  - All Transfers BLS/ALS – 33.50%
  - All ALS Trans/Medicals – 13.10%

2025 Collections

Assistant Ambulance Director Tim Deschene presented the 2025 Annual Billing Report stating that there were 803 billed calls for a total billed being \$1,086,907. Total amount collected in 2025 was \$673,599.65.

There are 415 open files at the billing company with a balance of \$323,052.01.

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$431,802.37. The Department also requested that the Council close the Expert Billing files of \$278,602.03 as they are unable to retrieve any funds from these files.

See 7a.

- e. The Airport Commission met for their regular meeting on Wednesday, January 14 and discussed the following:
- Elected Officers
    - Chair – Tom Wenker
    - Vice Chair – Mike Bushard
  - Reviewed progress on box hangar project
  - Discussed potential fly-in breakfast to be held on July 19
  - Set rental rates for box hangars
  - Discussed private hangar construction proposal

## **7. ACTION ITEMS**

- a. See 6e.

Each year the Ambulance Department officially remove from their billing amounts designated as uncollectible and also write-down amounts which are the amounts that insurance companies and Medicare do not pay.

In addition, it was requested to remove from the books and close-out \$278,602.03 from Expert Billing Files.

A motion was made by Council Member Kowski and was seconded by Council Member Fuechtmann to approve the above write offs for 2025 for the Ambulance Department. A vote being recorded as follows: For: Council Members Kowski, Fuechtmann, Leach, Kirckof and Mayor Stone. Against: None. The motion passed.

- b. As part of the process to request an amendment to the total amount to be collected for the City's Local Option Sales Tax, a resolution must be executed to formally initiate the process.

Resolution No. 2026-05 formally requests that the total amount allowed to be collected be adjusted to \$20M.

A motion was made by Council Member Kirckof and was seconded by Council Member Leach to approve Resolution No. 2026-05, Resolution Requesting the MN Legislature Approve a Special Law Authorizing an Increase to the City of Sauk Centre's Local Option Sales Tax. A vote being recorded as follows: For: Council Members Kirckof, Leach, Kowski, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- c. Ralph and Larry Zimmerman at 630 Birch Street South requested that the City reimburse them for costs they incurred for the reinstallation of sidewalk pavers for the walkways up to their house. The City removed a couple feet of each of two sidewalks where they connected to the City sidewalk. Zimmerman stated since they were not put back they hired Treetop Nursery to do the work.

The bill he paid to Treetop was \$1,872.75.



A motion was made by Council Member Kirckof and was seconded by Council Member Fuechtmann to table action on this item to allow City Engineer Yapp time to provide information as to concrete costs for said area of pavers. A vote being recorded as follows: For: Council Members Kirckof, Fuechtmann, Leach, Kowski and Mayor Stone. Against: None. The motion passed.

- d. Sauk Centre Public Utilities has an Agreement with WAPA (Western Area Power Assoc) for the purchase/transmission of power.

This Agreement is up for renewal.

A motion was made by Council Member Leach and was seconded by Council Member Fuechtmann to authorize Mayor Stone to sign the WAPA Agreement. A vote being recorded as follows: For: Council Members Leach, Fuechtmann, Kowski, Kirckof and Mayor Stone. Against: None. The motion passed.

- e. Chief Jensen applied for a grant from the University of Minnesota for the acquisition of AEDs. His application was successful and the University has awarded the City two AEDs (defibrillators).



A motion was made by Council Member Kowski and was seconded by Council Member Leach to accept the grant award. A vote being recorded as follows: For: Council Members

Kowski, Leach, Fuechtmann, Kirckof and Mayor Stone. Against: None. The motion passed.

- f. Everstrong Construction Inc. submitted for payment, Pay Request #2 for the Airport Box Hangar Project.

Original Contract Price	\$852,944.80
Work Completed	\$710,053.60
Less Retainage (5%)	-\$35,502.68
Total Eligible for Payment to Date	\$674,550.92
Less Previous Payments	(\$392,433.24)
Amount Due this Request	\$282,117.68

A motion was made by Council Member Kirckof and was seconded by Council Member Fuechtmann to approve Pay Request #2 to Everstrong Construction. A vote being recorded as follows: For: Council Members Kirckof, Fuechtmann, Leach, Kowski and Mayor Stone. Against: None. The motion passed.

- g. MnDOT requested that the City consider some changes to intersections:

1. 4<sup>th</sup> Street N. to become a  $\frac{3}{4}$  intersection. (No crossing at 4<sup>th</sup>, No northbound left turn off Main, No westbound left turn off 4<sup>th</sup>.) This makes 4<sup>th</sup> Street a right out only intersection. The Council agreed with this recommendation at the last meeting.
2. Pine St. S (by Wobegon Trail). Request is for no southbound left turn onto Pine due to no center turn lane. The Council did not make a final recommendation on this proposal.

A motion was made by Council Member Leach and was seconded by Council Member Kirckof for no southbound left turn lane onto Pine Street due to no center turn lane. A vote being recorded as follows: For: Council Members Leach, Kirckof, Fuechtmann, Kowski and Mayor Stone. Against: None. The motion passed.

- h. The Council was presented with Resolution No. 2026-06, Resolution Approving Gambling Premises Permit for the Community Connection of Sauk Centre. The site is for the Palmer House Pub located at 500 Sinclair Lewis Avenue. The permit is for February 1, 2026 through December 31, 2026 and renews every year in January.

A motion was made by Council Member Leach and was seconded by Council Member Kowski to approve Resolution No. 2026-06, Resolution Approving Gambling Premise Permits for the Community Connection of Sauk Centre. A vote being recorded as follows:



**12. ADJOURNMENT**

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