1. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE  
The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 19, 2008 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members David Thomas, Keith Johnson, Warren Stone and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Public Works Director Wessel, City Engineer Yapp of Bonestroo and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA  
The agenda was approved with changes.

3. APPROVAL OF MINUTES  
The Council’s October 29th, Special Meeting Minutes and the November 5, 2008 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM  
None.

5. PUBLIC HEARINGS  
None.

6. REPORTS/PRESENTATIONS  
a. Police Chief Friedrichs stated that the month of October was a very busy month for the department. The total number of call in October 2008 was 553 which was up from September 2008 calls of 392. The Department completed 18 hours of overtime for the month, which contributed to the high number of traffic violations.

The Department monitored the Cass Street area as requested at the last Council meeting and they have not noticed excessive speeding in that area.

b. City Planner Morton reported on the November 18th Planning Commission meeting at which they discussed the following:

- October building permits.
- Lot Split for Wayne Kostreba which will be presented to the Council at their December meeting.
- An Ordinance establishing a one year moratorium on wind energy conversion systems within the City of Sauk Centre.
- Centre Towing CUP compliance.
c. City Administrator Willer reported on the November 14th EDA meeting at which they discussed the following:

- Approval of second half 2008 PAYGO payments. See Action Item 7b.
- General consensus to work with Coborn’s regarding transferring or decertifying the Alco TIF contract.
- Business assistance survey to be sent out to Sauk Centre businesses to help with possibly matching these businesses up with possible grants.

d. The Operations Committee met on November 19, 2008 at 3:00 p.m. and discussed the following:

- Swedenburg – Ash Street
- Voller – Storm water issue on Highway 71 South
- 2009 – Storm water project
- 2009 CIP projects
- Trucks traffic on residential streets. Solution was to talk to businesses and inform them that truck traffic must use Highway 71 and the most direct route, not residential streets.

e. Public Works Director Wessel reported on the Monday, November 17, 2008 Airport Commission meeting as follows:

- The 2007 Airport Hangar Site Prep project was finalized. The re-seeding has been completed and is under warranty. See Action Item 7f.
- There are a few remaining items to complete on the 2008 Airport Hangar floor project before it is finalized.
- Discussion on completing the T-Hangar will be discussed at the January meeting.
- Fee schedule
- Fuel pricing

7. ACTION ITEMS
a. The following is a list of delinquent accounts that are recommended to be charged off at year-end:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description of Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quistorff, Janice</td>
<td>Building Permit</td>
<td>$27.00</td>
</tr>
<tr>
<td>Billig, Linda</td>
<td>Fire/Rescue Call</td>
<td>$150.00</td>
</tr>
<tr>
<td>Doubek, Melinda</td>
<td>Fire/Rescue Call</td>
<td>$400.00</td>
</tr>
<tr>
<td>John’s Big Sauk Resort</td>
<td>Fire/Rescue Call</td>
<td>$278.50</td>
</tr>
<tr>
<td>Klasen, Gregory</td>
<td>Fire/Rescue Call</td>
<td>$150.00</td>
</tr>
<tr>
<td>Koch, Mark A.</td>
<td>Fire/Rescue Call</td>
<td>$150.00</td>
</tr>
<tr>
<td>Melin, James</td>
<td>Fire/Rescue Call</td>
<td>$494.00</td>
</tr>
<tr>
<td>PPI Fireworks</td>
<td>Fire/Rescue Call</td>
<td>$211.00</td>
</tr>
<tr>
<td>Rosewood Dairy</td>
<td>Fire/Rescue Call</td>
<td>$440.50</td>
</tr>
</tbody>
</table>
Schwab, Scott Allen  Fire/Rescue Call $455.00
TOTAL TO BE CHARGED OFF AT YEAR END: $2,756.00

City Administrator Willer stated that all of the above have been due for approximately one year. These items cannot be certified to property taxes because they do not own property within City limits.

Fire Chief Polipnick recommends charging off the Fire/Rescue calls.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve charging off the bad debt accounts at year-end totaling $2,756.00. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

b. City Administrator Willer presented the Council with the 2008 Tax Increment Payments as follows:

2nd 1/2 2008 Tax Increment Pay As You Go Payments:
   a. St. Michael’s Hospital (Clinic) $18,062.45
   b. Mississippi Flats $19,224.95
   c. Sauk Centre Opportunities $5,318.47
   d. Roach Center Crossing $25,036.02
   e. Riverview Townhomes $5,044.65

2nd 1/2 2008 TIF Loan Payments
   a. Fitness Guru (Interfund Loan) N/A
   b. Walters Trucking (Interfund Loan) $8,546.21
   c. Cabinet Components (Revenue Bond) $10,238.02

2nd 1/2 2008 Transfer of Prior PAYGO to Bond Fund
   a. Sauk Center Welding (Felling) $18,550.32

   TOTAL PAYMENTS $110,021.08

The EDA is recommending approval of the payments.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the 2008 payments totaling $110,021.08. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

c. City Administrator Willer presented the Council with a draft of the Request for Proposals for City Engineer. She spoke with Marty Sunderman, Superintendent of the PUC and he requested that the following be added:

   • Information on the work that they conduct and the work that will be subcontracted out.
• The person within their firm who will be working directly with the City of Sauk Centre.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the RFP with the changes requested by the PUC. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

Final selection of the City Engineer will be by the full Council.

d. At the October 1, 2008, City Council meeting, the council approved advertising vehicles for sale through the Department of Administration’s website to be sold by online bidding. The vehicles were offered for sale with bids closing on November 17, 2008. The high bids for the vehicles are as follows:

1. 1993 Jeep Cherokee $1,700.00
2. 1997 Dodge Intrepid $820.00
3. 1995 Pontiac Sunfire $1,025.00
4. 1994 Ford Explorer $68.00
5. 1993 2WD Ford Truck $410.00
6. 1993 Buick Century $353.00
7. 1986 Chevy Truck $560.00
8. 1984 Dodge Truck $380.00

$5,316.00

Staff is currently in process of transferring the titles. All proceeds will be split with Stearns County/State of MN for the drug forfeiture vehicles. The remaining money will go into the police forfeiture fund which may go towards the purchase of a back-up vehicle.

Council Member Thomas introduced Resolution No. 2008-81, Resolution Accepting Bids and Authorizing Sale of Various Excess City Vehicles. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

e. Pay Request No. 6 has been submitted by Bonestroo on behalf of Larson Excavating.

<table>
<thead>
<tr>
<th>Retainage Split</th>
<th>Total</th>
<th>City</th>
<th>PUC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total to Date Earned</td>
<td>$1,127,283.15</td>
<td>$874,363.26</td>
<td>$252,919.89</td>
</tr>
<tr>
<td>Less Retainage Held</td>
<td>$33,818.49</td>
<td>$26,230.89</td>
<td>$7,587.60</td>
</tr>
<tr>
<td>Total to Date Due</td>
<td>$1,093,464.66</td>
<td>$848,132.37</td>
<td>$245,332.29</td>
</tr>
<tr>
<td>Pay App. #1</td>
<td>$99,042.91</td>
<td>$99,042.91</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Pay App. #2 $270,884.01 $114,683.52 $156,200.49
Pay App. #3 $378,815.98 $284,903.39 $93,912.59
Pay App. #4 $240,874.55 $240,874.55 $0.00
Pay App. #5 $37,869.63 $37,869.63 $0.00
Pay App. #6 $65,977.58 $65,977.58 $0.00
Total to Date Paid $1,093,464.66 $843,351.58 $250,113.08
Overpaid by PUC to be adjusted w/ future payments or retainage: $4,780.79 -$4,780.79
TOTAL $1,093,464.66 $848,132.37 $245,332.29

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve Pay Request No. 6 in the amount of $65,977.58 to Larson Excavating. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

f. A final pay request was received from Bonestroo on behalf of Chad Monson Excavating for the 2007 Airport Hangar site preparation project.

Final payment was delayed early summer 2008 due to last fall’s seeding not being established. Since that time, the project has been re-seeded and is under warranty. At the Airport Commission’s November 17th meeting they recommended Council approval of Final Contract Voucher No. 5.

The net/final amount due is $2,358.33.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Final Contract Voucher No. 5 in the amount of $2,358.33 to Chad Monson Excavating. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS
None.

9. NEW BUSINESS
None.

10. CONSENT AGENDA
The Council then considered the following consent agenda:
a. Schedule of Claims – total of unpaid claims: $141,096.24 and paid claims of $3,068.70 for a total of $144,164.94.
b. Resolution No. 2008-84, Resolution Accepting Contributions. The contribution totaled $335.00 from the Men’s Card Playing Group to be used towards the Senior Center and $240.00 from the Park Board Teen Dance Project to be used towards the Park Board.

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

Mayor Kirckof thanked the Men’s Card Playing Group and the Park Board Teen Dance Project for their donations.

11. INFORMATIONAL ITEMS
a. The City has executed a Fire Service Contract with Birchdale Township.

b. The 2009 Wellhead Protection Implementation & Evaluation Report was provided by the Sauk Centre PUC.

Mayor Kirckof stated that the City does a lot to maintain water quality and he thanked the PUC for their efforts.

12. ADJOURNMENT
A motion was made by Council Member Stone and was seconded by Council Member Thomas to adjourn the meeting. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:15 p.m.

Respectfully Submitted,

________________________________        ________________________________
Mayor Brad A. Kirckof              City Administrator Vicki M. Willer