

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 3, 2018**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 3, 2018 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Keith Johnson, Dave Thomas, Heidi Leach and Mayor Warren Stone. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, Public Works Director Matt Zinniel, City Engineer Chuck Boser and City Planner Sarah Morton. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the agenda as presented. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, 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 Thomas to approve the December 20, 2017 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach 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

None.

7. ACTION ITEMS

- a. Each year, at the first meeting in January, the Council adopts the rules of order for Council Meetings for the upcoming year.

Council Member Leach introduced Resolution NO. 2018-01, Resolution Adopting Rules of Order for City Council Meetings. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Leach, Johnson, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- b. The Council considered the following annual appointments:

Acting Mayor	<u>David Thomas</u>
Engineer	<u>Stantec</u>
City Attorney	<u>Thomas Mayer</u>

HRA Board Liaison	<u>David Thomas</u>
Park Board	<u>Diane Kelly</u>
Planning Commission	<u>Heidi Leach</u>
EDA (1) Expires 2020	<u>Warren Stone</u>
(2) Expires 2018	<u>Keith Johnson</u>
Senior Center Liaison	<u>David Thomas</u>
Airport Commission	<u>Keith Johnson</u>
CVB Board	<u>Heidi Leach</u>
Policy/Planning Committee	<u>Diane Kelly</u>
	<u>David Thomas</u>
Operations Committee	<u>David Thomas</u>
	<u>Keith Johnson</u>
Personnel/Finance Committee	<u>Heidi Leach</u>
	<u>Warren Stone</u>
Official Newspaper	<u>Sauk Centre Herald</u>
Depositories	<u>MN National Bank-Sauk Centre</u>
	<u>First State Bank-Sauk Centre</u>
	<u>Central MN Credit Union</u>
	<u>4M Fund</u>
	<u>Morgan Stanley Smith Barney</u>
	<u>Multi Bank Securities (MBS)</u>
Fire Chief	<u>Steve Moritz</u>
1 st Assistant	<u>Ron Moritz</u>
2 nd Assistant	<u>Jeff Bromenshenkel</u>
Secretary/Treasurer	<u>Dave Moritz</u>
Training/Safety Officer	<u>Wayne Senst</u>

Council Member Kelly introduced Resolution No. 2018-02, Resolution Appointing Council Members to Serve on Various Boards and Commission and also making Annual Appointments. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- c. The City has two potential improvement projects for 2018 that may require the issuance of bonds, as follows:
1. Getty Street Improvement
 2. North Hospital Area Improvement

These projects have incurred expenses to date. If the City decides to issue debt for payment of costs for the projects, it is expected that the City would want to reimburse itself for costs incurred to date with bond proceeds. In order to do that and comply with IRS regulations, the City must declare its intent to do so.

Resolution No. 2018-03 sets forth the procedures relating to compliance with the IRS regulations.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve Resolution No. 2018-03, Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- d. At the December 20, 2017 City Council meeting the Council approved various inter-fund transfers. One additional transfer for 2017 is requested. This is to move \$35,499 of Small Cities Transportation Dollars that were received in the form of a State Grant in 2017 to the Sinking Fund for expensing in 2018 on street maintenance projects.

Council Member Johnson introduced Resolution No. 2018-04, Resolution Authorizing Year End Inter-fund Transfer. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- e. The Park Board, at its December 2017 regular meeting, recommended that the City Council proceed with advertisement for the position of Campground Attendant for 2018. The timeline is as follows:

Council Approval of Job Description	1-03-18
Council Approval to Proceed	1-03-18
Advertise the Position	1-04-18 to 1-26-18
Accept Applications until	1-26-18
Review Period	1-29-18 to 2-02-18
Interviews	2-12-18 to 2-16-18
Appointment	3-07-18
Employment Begins	5-01-18

A motion was made by Council Member Kelly to proceed with filling the Campground Attendant position. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- f. The lease for the 2015 Ford Interceptor (Sedan) is up in March of 2018. During the budget process, the Council discussed buying out the squad at the end of the lease to be used for an extra vehicle for meetings, court travel etc. and to have when a vehicle is out of service.

The State has proposed a buyout of \$9,500. The Department has budgeted through the forfeiture fund to purchase the squad in 2018.

Police Chief Friedrichs stated that it is a sound car and the department would benefit from moving forward with buy-out.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the buyout of the 2015 Ford Interceptor Sedan. A vote being recorded

as follows: For: Council Members Thomas, Johnson, Leach, Kelly and Mayor Stone.
Against: None. The motion passed.

8. UNFINISHED BUSINESS

a. City Engineer Chuck Boser updated the Council on the Hospital area project as follows:

a. Curb and gutter for Main St. north of Country Club. Boser noted that if the Council went with rural design, it would be difficult to install a trail in that area.

It was the general consent to proceed with urban design and trail/sidewalk in this area with curb and gutter on both sides.

b. Discussion of north termination location of sanitary sewer on north Main.

Council asked that staff reach out to the property owner before making a final decision on this.

c. Discussion of storm water retention/treatment of Country Club Dr. Three separate linear shaped retention ponds would be installed along Country Club which would not require any additional easements. By general consent, the Council authorized moving forward with this option.

d. Discussion of upsizing 5th street to better handle hospital traffic. Boser recommended going from a 9 ton road to a 10 ton road. By general consent, the Council authorized proceeding with a 10 ton road design for 5th Street.

b. In April of 2017, the City Council ordered the improvement of Getty St. S.

Because the purchaser of the Info Center property backed out, the location of the driveway and utilities is proposed to be where it is currently with an additional potential driveway on the south end of the property.

Boser requested clarification on the extra driveway. It was the general consent of the Council to remove that from the plans.

This project is expected to be completed in 2018. A benefit of completing the project in 2018 in conjunction with the North End Hospital Area Project is that funding with one bond will give cost savings in bonding costs; however, they will be bid separately.

9. NEW BUSINESS

a. The City has been presented with a proposal from Verizon to allow for the installation of small cell wireless facilities (antennas and related infrastructure) on City light poles. Five poles have been identified as potential locations. Four are existing poles they would replace along T.H. 71 and one is a new antenna pole to be located near Walmart.

Staff has been working on locations and has met with a Verizon representative on proposed lease language.

The lease will be sent to the City Attorney for final review.

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

- b. In 2007, the City established the Convention and Visitor’s Bureau (CVB) as part of the Ordinance establishing Lodging Tax in the City. The mission of the CVB is to promote tourism in the City.

At the time, membership on the Board was established and included membership from the Lodging Facilities, among others. The Ordinance establishing the CVB also limited membership on the Board to three three-year terms after which a member could not be re-appointed until another three-year term elapsed. At the time of creation of the CVB, the Bylaws for the CVB were the same.

Since that time the CVB has amended its by-laws to state that the period that needed to elapse between appointments was reduced to one year, but that no lapse was required if you were a representative of the lodging industry. The CVB is requesting that the City amend the City Code allowing the same.

The City does not have term limits on its other Boards. The Council was presented with the following options:

- 1. The City Council could leave the Code as is.
- 2. The City Council could amend its Code to be the same as the CVB Bylaws.
- 3. The City Council could amend its Code to be a hybrid of the two.
- 4. The City Council remove the term limits entirely.

There may be other language in the Code that the City may want to consider amending as well as the term limits so it would be beneficial to review it in its entirety.

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

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims	Unpaid Claims	\$628,118.35
		Paid Claims	<u>\$51,024.84</u>
		Total	<u>\$679,143.13</u>

- b. Resolution No. 2018-05, Resolution Accepting Contributions. The contributions are as follows:

Men’s Card Playing Group	\$175	Senior Center
Fire Relief Association	\$51,000	Fire Department

Sauk Centre Seniors	\$3,000	Senior Center
Sauk Centre Youth Hockey	\$12,040	Arena
Community Connections	\$3,000	Park

- b. Gambling Application for Exempt Permit from Ivy’s Legacy Foundation for a raffle on April 27, 2018 at Next Door Bar & Lounge.

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

The Council thanked the Men’s Card Playing Group, Fire Relief Association Sauk Centre Seniors, Sauk Centre Youth Hockey and Community Connections for their donation.

11. INFORMATIONAL ITEMS

None.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Stone adjourned the meeting.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer