

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JANUARY 6, 2016 - 6:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
  - a. December 14, 2015 Special Meeting **(P. 1)**
  - b. December 16, 2015 Regular Meeting **(P. 2-10)**
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Reports/Presentations/Awards
  - a. Park Board Report **(P. 11)**
  - b. EDA Report **(P. 12)**
6. Public Hearings
7. Action Items
  - a. Approve Resolution 2016-01 Appointing Council Members to Serve on Various Boards and Commissions and also Making Annual Appointments **(P. 13-14)**
  - b. Approve Resolution 2016-02 Adopting Rules of Order for Council Meetings **(P. 15-17)**
  - c. Approve 2016 Park Board Appointment **(P. 18-19)**
  - d. Approve Resolution 2016-03 Authorizing Sale of City Property **(P. 20-21)**
  - e. Approve Appointment of Part-Time Police Officer **(P. 22-23)**
  - f. Approve Road Closure for Polar Plunge **(P. 24)**
  - g. Approve Appointment of Campground Attendant for 2016 **(P. 25)**
8. Unfinished Business
9. New Business
10. Consent Agenda **(P. 26-29)**
  - a. Schedule of Claims
  - b. Resolution 2016-04, Accepting Contributions
  - c. Application for Exempt Permit – Holy Family School
  - d. Application for Exempt Permit – Ivy’s Legacy Foundation
  - e. Annual 2015 Contribution List
11. Informational Items
12. Adjournment

**SAUK CENTRE CITY COUNCIL  
SAUK CENTRE PUBLIC UTILITIES COMMISSION  
JOINT MEETING  
MONDAY, DECEMBER 14, 2015**

**1. CALL TO ORDER**

The Joint Meeting of the Sauk Centre Public Utilities Commission and the Sauk Centre City Council was called to order on Monday, December 14, 2015 at 5:30 P.M. by President Dennis Rykken of the Sauk Centre Public Utilities Commission. Present were Mayor Warren Stone, Council Members; David Thomas, Keith Johnson, Diane Kelly, and Heidi Leach. Members of the Public Utilities Commission Dennis Rykken, President and Commissioners; Mike Bick, Roy Walz, and Ted Spanier. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Superintendent Paul Hoeschen, Secretary Boyer, Electrical Supervisor Egan, Water/Wastewater Supervisor Bauer, and Joni Livingston of MRES.

**2. NEW BUSINESS:**

- a. Joni Livingston from MRES was present to discuss the S-1 Contract.
- b. Approval of Resolution for Amendment 5 of the MRES S-1 Power Sale Agreement was discussed. Sauk Centre City Council will take action regarding this issue on Wednesday December 16, 2016 at the City Council Meeting.
- c. Dave Venekamp had to cancel his time with the Commission/Council.
- d. The Council requested the franchise fee be set at 3% with a mil rate of .0024 (which is calculated off the Residential Rate). As electrical rates increase so will the franchise fee.
- e. Discussion was held on a Joint Warehouse. Both parties agreed it was something they would be interested in pursuing in the future.

**3. ADJOURN**

A motion to adjourn was made by Council Member Thomas and seconded by Council Member Kelly at 6:40 p.m. Motion carried five to zero.

\_\_\_\_\_  
Warren Stone, Mayor

\_\_\_\_\_  
Vicki Willer, City Administrator

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, DECEMBER 16, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 16, 2015 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Dave Thomas, Keith Johnson, Heidi Leach, Diane Kelly and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp and Public Works Director Matt Zinniel. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve the agenda with the addition of 7j. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the December 2, 2015 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly 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**

- a. Police Chief Friedrichs stated that in November 2015 there were 148 Verbal Warnings and 351 ICRs for a total of 499.
- b. The Finance Committee (Mayor Stone and Council Member Thomas) met on Thursday, December 10, 2015 to review the various items:
  - Electric Franchise Fee – See 7i
  - Transit Garage purchase offer – See 12 (Closed session)
  - Information Center Property purchase offer – See 12 (Closed session)

**7. ACTION ITEMS**

- a. Dennis Heinen will no longer be on the Sauk Centre Chamber of Commerce as of January 1, 2016 and as such will also be vacating his position as Chamber Representative on the EDA Board. His position expires December 31, 2019.

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to accept the resignation of Dennis Heinen from the EDA Board. A vote being

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

The Council thanked Mr. Heinen for his years of service to the EDA.

b. Annually, the Council appoints members to City Boards and Commissions. Mayor Stone reviewed the applications and made the following recommendations:

1. Park Board – 1 position to be appointed for a 2 year term. The term of Bryon Friedrichs expires December 31, 2015. No nominations were received.
2. Planning Commission – 1 position to be appointed for a 3 year term and 1 position to be appointed for a 1 year term. The term of Roy Walz and Marty Sunderman will expire December 31, 2015. The following submitted nominations:

Roy Walz  
Larry Jansen  
Marty Sunderman (1 Year)  
Larry Jansen (1 Year)

Mayor Stone recommended Roy Walz be appointed to the 3 year term and Larry Jansen be appointed to the 1 year term.

3. Public Utilities Commission – 1 position to be appointed for a 3 year term. The term of Roy Walz expires December 31, 2015. The following submitted nominations:

Roy Walz  
Mark Roberg  
Larry Jansen

Mayor Stone recommended Mark Roberg be appointed.

4. EDA Board – 1 position to be appointed for a 6 year term and 1 position to be appointed for a 4 year term. The term of Kevin Uphoff expires December 31, 2015 and the unexpired term of Dennis Heinen will expire December 31, 2019. The following submitted nominations:

Kevin Uphoff  
Lynnette Ostendorf (4 year term)

Mayor Stone recommended appointing Kevin Uphoff to the 6 year term and Lynnette Ostendorf to the 4 year term.

5. Senior Center Board – Members to be appointed for a 3 year term. The Board can consist of anywhere between 5-15 members. Currently, there are 6 members on the Board, plus a Council Representative and Staff Member. The terms of Gayle Brewer and Elaine Meier expires December 31, 2015. The following submitted nominations:

Alice Rothfork  
Elaine Meier

Mayor Stone recommended appointing Alice Rothfork and Elaine Meier to the Senior Center Board.

6. Convention and Visitor's Bureau – 3 positions to be appointed for a 3 year term. The terms of JoAnn Thorson, Kelley Freese and Pamela Borgmann expire December 31, 2015. The following have submitted nominations:

Kelley Freese  
JoAnn Thorson  
Pamela Borgmann

Mayor Stone recommended appointing Kelley Freese, JoAnn Thorson and Pamela Borgmann to the Convention and Visitor's Bureau.

7. Airport Commission – 1 position to be appointed for a 3 year term. The term of Matt Zinniel expires December 31, 2015. The following submitted a nomination:

Matt Zinniel

Mayor Stone recommended appointing Matt Zinniel to the Airport Commission.

8. HRA Board – 1 position to be appointed to fill the unexpired 15 month term, which is set to expire March 31, 2017. The following submitted a nomination:

Mickey (Maureen) Welle

Mayor Stone recommended appointing Mickey (Maureen) Welle to the HRA Board.

9. CentraCare Sauk Centre Board – 1 position to be appointed for a 3 year term. The term of Dr. Jodi LaVoi expires on December 31, 2015. The following submitted a nomination:

Dr. Jodi LaVoi

Mayor Stone recommended appointing Dr. Jodi LaVoi to the CentraCare Sauk Centre Board.

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

- c. Annually, the City must adopt fees for the upcoming year. The Council was presented with Administrative Fees for the 2016 year, as recommended by staff and the appropriate

Boards/Commissions. Administrative Fees include Airport Fees, Equipment Charges, Street Openings, Animal Related Fees, Campground and Park Fees, Arena, Police Department, Senior Center, Library Room Rental, Ambulance Department and Fire Department.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2015-89, Resolution Amending Administrative User Fees for 2016. A vote being recorded as follows: For: Council Members Johnson, Thomas, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

- d. Annually, the City must adopt fees for the upcoming year. The Council was presented with Administrative Penalties for the 2016 year, as recommended by staff and the appropriate Boards/Commissions. Administrative Penalties include Alcohol & Tobacco, Development Related, Street/Sidewalk Violations, Campground Violations, Animal Violations, Police Department, Traffic Violations, Nuisance and Other Violations.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Resolution No. 2015-90, Resolution to Adopt a Schedule of Fees for Voluntary Administrative Penalties and Fines for Offenses of the City Code According to §10.98. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- e. Annually, the City must adopt fees for the upcoming year. The Council was presented with Licenses, Permits & Service Fees for the 2016 year, as recommended by staff and the appropriate Boards/Commissions. Licenses, Permits & Service Fees include Garbage License, Tree License, Alcohol & Tobacco, Building/Zoning, Development Related and Animal Fines.

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve Ordinance No. 763, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines, and Providing for Subsequent Review, Modification and Amendment. A vote being recorded as follows: For: Council Members Kelly, Johnson, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- f. A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Ordinance No. 764, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 763 Summarizing and Reaffirming Fees for City Licenses and Permits and Providing for Subsequent Review, Modification and Amendment. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

This Ordinance authorizes summary publication of Ordinance No. 763.

- g. Council Member Kelly introduced the Resolution 2015-91 entitled Resolution Approving Amendments Relating to the Missouri River Basin Municipal Agency d/b/a/ Missouri River Energy Services Power Sale Agreements (S-1) and Associated Transmission

Agreements, and moved its adoption. Council Member Leach seconded the motion to adopt.

The Members of the City Council discussed the motion and amendments to the power supply and transmission contracts identified in the resolution. Joni Livingston of Missouri River Energy Services (“MRES”), gave a presentation highlighting the reason for the changes to the power supply and transmission arrangements, the proposed changes, and the schedule for completing consideration and approval of the agreements. Joni Livingston also answered questions and explained how the amendments will impact the City of Sauk Centre and the services provided by the Sauk Centre Public Utility Commission.

The Resolution Came to a vote, and the votes were as follows:

Ayes/Voting in favor of adoption of the Resolution: Mayor Warren Stone, Council Members: Dave Thomas, Diane Kelly, Heidi Leach and Keith Johnson

Nayes/Voting against adoption of the Resolution: None

#### **Resolution 2015-91**

#### **Approving Amendments Relating to the Missouri River Basin Municipal Agency d/b/a Missouri River Energy Services Power Sale Agreements (S-1) and Associated Transmissions Agreements**

WHEREAS, the City Council of Sauk Centre, Minnesota is currently purchasing all electric power and energy it requires to meet the needs of its customers in excess of City’s firm power allocation from the Western Area Power Administration (“WAPA”) (“Supplemental Power”) from Missouri Basin Municipal Power Agency d/b/a/Missouri River Energy Services (“MRES”), pursuant to the terms and conditions of the Power Sale Agreement (S-1) (“S-1 Agreement”) for a term extending through December 31, 2045; and

WHEREAS, the S-1 Agreement requires that MRES physically deliver Supplemental Power to City over the Integrated System (“IS”) transmission facilities administered by WAPA; and

WHEREAS, MRES has assisted City to obtain delivery of power and energy by acquiring transmission service within the Midcontinent Independent System Operator, Inc. (“MISO”) Regional Transmission Organization (“RTO”) and, to facilitate such services, the parties have executed two transmission-related agreements: the Midwest ISO Market Implementation Agreement between MRES and the City of Sauk Centre, and the Xcel Group Transmission Service Agreement between MRES and The City of Sauk Centre; and

WHEREAS, WAPA joined the Southwest Power Pool (“SPP”) RTO effective October 1, 2015, and the IS transmission facilities were moved into SPP (which now has functional control over those facilities) and, as a result, MRES can no longer physically deliver power and energy over the WAPA IS transmission facilities. Further, because all MRES members are now in the footprint of either the MISO market or SPP market where power and energy

are financial (and no longer physical) transactions, the S-1 Agreement no longer accurately reflects how power supply and delivery of that power and energy are actually transacted in the RTOs. The RTOs, including SPP and MISO, operated energy markets and transmission networks that have fundamentally changed the way MRES provides power and energy to its members under the S-1 Agreement; and

WHEREAS, these market changes require that Supplemental Power must be separated from Transmission Service because Members are located in one of two different RTOs that operate markets for energy (and capacity), and the physical delivery of power and energy (i.e. transmission service) is now separate from the actual commodities; and

WHEREAS, it is mutually beneficial to all parties that the base term of the S-1 Agreement which currently continues to 2046 be extended until 2057 to facilitate future financing of projects on the most advantageous terms and with the least impact on the wholesale power costs of the City of Sauk Centre, and other MRES Members; and

WHEREAS, other changes proposed to the S-1 Agreement will enable MRES to meet the new transmission service and energy market demands of the changing electric utility industry in a way that enhances the ability to MRES to effectively and economically provide Supplemental Power and Transmission Service to the City, will provide clarification to the existing obligations of the parties, will provide flexibility for the City of Sauk Centre to provide for a limited amount of its customers' needs from its own local renewable resources, and will address the privacy and security of information on individuals; and

WHEREAS, the City of Sauk Centre desires that MRES continue to plan for, provide, and arrange for delivery of all Supplemental Power needed by the City of Sauk Centre, and

WHEREAS, the Sauk Centre Public Utility Commission has passed a Resolution by which it has recommended to the City of Sauk Centre that MRES continue to plan for, provide, and arrange for delivery of all Supplemental Power, and that the City of Sauk Centre should approve and execute the documents necessary to do so.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Sauk Centre:

- (1) The "Amendment 5 to the Missouri Basin Municipal Power Agency Power Sale Agreement (S-1)" among MRES, Western Minnesota Municipal Power Agency ("Western Minnesota"), and City it approved in the form presented; and
- (2) The "Missouri Basin Municipal Power Agency Power Sale Agreement (S-1) (as amended and restated effective January 2, 2017)," and "Schedule A" among MRES, Western Minnesota, and the City Council of the City of Sauk Centre, Minnesota, are approved in the form presented; and
- (3) The "Amendment 1 to Midwest ISO Market Implementation Agreement" between MRES and City is approved in the form presented; and



- (4) The "Amendment 1 to Xcel Group Transmission Service Agreement between MRES and City is approved in the form presented.

IT IS FURTHER RESOLVED that the Mayor and City Administrator shall be, and each of them hereby is, authorized and directed to execute and deliver to MRES each of the foregoing documents on behalf of the City Council of the City of Sauk Centre.

Upon calling of the roll, the resolution was adopted unanimously:

**Voting for adoption of the Resolution:** Mayor Warren Stone, and Councilpersons: Keith Johnson, Heidi Leach, Diane Kelly, and Dave Thomas.

**Voting against adoption of the Resolution:** None.

Whereupon, the Mayor declared the Resolution duly adopted on the 16<sup>th</sup> day of December, 2015.

- h. The Sauk Centre Public Works Department has identified equipment no longer used or needed for operation of the Department and have requested they be approved for sale through the online bidding process with MinnBid.

<u>Equipment</u>	<u>Purchaser</u>	<u>Amount</u>
Trailer #15438	Karl's of Wells, Inc.	\$ 93.00
Trailer #15439	Karl's of Wells, Inc.	\$ 60.00
Trailer #15440	Karl's of Wells, Inc.	\$ 65.00
20' elevator	Russel Thole	\$365.00
Water tank		

Council Member Thomas introduced Resolution No. 2015-92, Resolution Authorizing Sale of Excess Equipment. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed?

- i. The Finance Committee reviewed various options for implementing a potential increase in the Electric Franchise Fee including a change in the mill rate calculation or a change to a percentage based calculation.

Currently the City collects a fee based on the number of kilowatts sold. If changed to a percentage of total sales the fee would also be collected on the demand charges and the base charge, both of which currently do not factor into the calculation. The Committee recommends that the City continue on a mill basis so the demand and base charges are not affected.

The current rate of 2 mills per kilowatt is equivalent to a 2.5% rate if the kW cost is 8 cents. A rate of 2.4 mills per kilowatt is equivalent to the 3% charge currently assessed to the gas utility. This would continue to exempt the demand and base charges.



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

The Council thanked the Men's Card Playing Group and Agstar Financial for their donations.

#### **11. INFORMATIONAL ITEMS**

- a. City Hall will be closing at noon on December 24<sup>th</sup> and will be closed on December 25<sup>th</sup>.
- b. 2016 Meeting Calendar.

Mayor Stone announced that the City Council will convene in a Closed Session to consider offers to purchase property from the City.

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

All those in attendance at the regular meeting left the room. City Council Members and City Administrator Willer remained in attendance.

#### **12. CLOSED SESSION**

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

Mayor Stone adjourned the closed meeting and reconvened the regular meeting. He announced that the City Administrator has been given parameters within which to negotiate for the sale of the Information Center Property and the Transit Garage Property.

#### **13. 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,

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Mayor Warren Stone

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City Administrator Vicki Willer

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 6, 2016  
**Subject:** Park Board Report  
**Agenda Item:** 5a

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**Description/Summary**

- Park Board to meet in regular session on Tuesday, January 5, 2016.

**Action Requested:**

Information Only.

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** January 6, 2016

**Subject:** EDA Report

**Agenda Item:** 5b

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**Description/Summary**

- EDA to meet in regular session on Wednesday, January 6, 2016.

**Action Requested:**

Information Only.

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** January 6, 2016

**Subject:** Proposed Resolution No. 2016-01, Appointing Council  
Members To Serve On Various Boards And Commissions  
And Also Making Annual Appointments

**Agenda Item:** 7a

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**Description/Summary**

See attachment 7a - proposed Resolution No. 2016-01

The Council to consider annual appointments:

**Action Requested:**

Approve Resolution No. 2016-01 Determining Annual Appointments.

**Action Taken:**

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**Motion:**

**Second:**

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**RESOLUTION 2016-01**

**APPOINTING COUNCIL MEMBERS TO SERVE ON VARIOUS BOARDS AND COMMISSIONS AND ALSO MAKING ANNUAL APPOINTMENTS.**

Mayor Stone submitted the following Mayoral Appointments for 2016:

	2015	2016
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>Heidi Leach</u>	_____
Planning Commission	<u>Diane Kelly</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>Heidi Leach</u>	_____
	<u>David Thomas</u>	_____
Operations Committee	<u>Diane Kelly</u>	_____
	<u>Keith Johnson</u>	_____
Personnel/Finance Committee	<u>David Thomas</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>John Egan</u>	_____
1 <sup>st</sup> Assistant	<u>Steve Moritz</u>	_____
2 <sup>nd</sup> Assistant	<u>Ron Moritz</u>	_____
Secretary/Treasurer	<u>Dave Moritz</u>	_____
Training/Safety Officer	<u>Scott Kowski</u>	_____

**BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE THAT THE APPOINTMENTS BE APPROVED.**

Adopted this 6th day of January, 2016.

\_\_\_\_\_  
Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator Vicki M. Willer

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 6, 2016  
**Subject:** Proposed Resolution No. 2016-02, Resolution Adopting Rules of Order for Council Meetings  
**Agenda Item:** 7b

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**Description/Summary**

See attachment 7b – proposed Resolution No. 2016-02, Resolution Adopting Rules of Order for Council Meetings. Each year, at the first meeting in January, the Council adopts rules of order.

**Action Requested:**

Approve Resolution No. 2016-02

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

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## RESOLUTION NO. 2016-02

### RESOLUTION ADOPTING RULES OF ORDER FOR CITY COUNCIL MEETINGS

BE IT RESOLVED, by the City Council of the City of Sauk Centre, that the following meeting rules be adopted:

1. The regular meetings of the Council shall be held on the first and third Wednesday of each month at 6:30 P.M. Any and all business of the City may be transacted at such regular meeting. Notice of regular meetings shall be posted on the City Hall bulletin board.
2. All meetings, regular and special, shall be held at the Sauk Centre City Hall in said City unless a different place of meeting, which shall be in said City, is designated in the notice thereof; and provided that the Council may, by motion, change such place of meeting from time to time, as its convenience may require.
3. Special meetings of the Council may be called by the Mayor, or by any two Council Members thereof and such officer or officers may sign the notice of such special meetings or the City Administrator/Clerk shall do so, if so requested by the person or persons so authorized to call such meeting, and when so signed by the City Administrator/Clerk, such notice shall have the same force and effect as though signed by a said authorized officer.
4. Notice of special meetings shall briefly state the subject matter to be considered and acted upon at such meetings and no business excepting that specified in such notice shall be transacted thereat. Special meeting notices shall be posted on the City Hall bulletin board at least three days prior to the meeting.
5. Notice of meetings shall be given by providing the Council Members with a copy of the meeting notice or an agenda.
6. All meetings of the City shall be conducted in accordance with Robert's Rules of Order.
7. The normal order of business for all meetings shall be:
  1. Call to Order/Roll Call/Pledge of Allegiance
  2. Approval of Agenda
  3. Approval of Minutes
  4. Public Open Forum (Comments Limited to 3 Minutes)
  5. Public Hearings
  6. Reports/Presentations/Awards
  7. Action Items
  8. Unfinished Business

9. New Business
10. Consent Agenda
11. Informational Items
12. Adjournment

Adopted this 6<sup>th</sup> day of January, 2016.

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Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator Vicki M. Willer

City of Sauk Centre  
Staff Report

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Meeting Date: January 6, 2016  
Subject: Board and Commission Appointments  
Agenda Item: 7c

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Description/Summary

Nominations for various Board and Commission openings. The Council to consider the following Board and Commission appointments: The Mayor has reviewed each of the applications and will present his recommendations at the meeting.

1.) **Park Board - 1 position to be appointed for a 2 year term.** According to City Code Section 37.21, the Park Board shall consist of five members, appointed by the council for two year terms. The term of Bryon Friedrichs will expire December 31, 2015. The following have submitted nominations:

**Bryon Friedrichs**

**The Council to appoint one member to the Park Board for a two year term effective January 1, 2016 and expiring December 31, 2017.**

Action Requested:

**Appointment to be Approved as Presented.**

Action Taken: \_\_\_\_\_

Motion: \_\_\_\_\_

Second: \_\_\_\_\_



**CITY OF SAUK CENTRE  
REQUEST FOR NOMINATION CONSIDERATION**

**TO:** THE SAUK CENTRE CITY COUNCIL

**NAME:** Bryan Friedrichs

**ADDRESS:** 249 Hendrix St.  
Sauk Centre, MN 56378

**PHONE:** \_\_\_\_\_

Please consider my request for appointment to the Sauk Centre \_\_\_\_\_  
for a period of \_\_\_\_\_ years *or* to complete the unexpired term of \_\_\_\_\_ years remaining.

State reasons for desiring to serve on this Board/Commission:

Served on the board the past year

Prior experience working with governmental units, organizations or other non-profit groups:

Chief of Police, present to Council etc

Bryan Friedrichs  
Signature

12-21-15  
Date

# City of Sauk Centre Staff Report

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**Meeting Date:** January 6, 2016  
**Subject:** Resolution Authorizing Sale of City Property  
**Agenda Item:** 7d

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## **Description/Summary**

Following the closed session of the City Council on December 16, 2015, a counter offer was submitted to Tri-Cap regarding the potential sale of the transit garage.

Tri-Cap has verbally accepted the counter offer and will be formally accepting the counter at its regular board meeting on January 21, 2016.

This sale of property will satisfy the requirements of MnDot regarding the "payback" clause in the original grant provided to Tri-Cap which paid for eighty percent of the construction costs of the building.

The offer the City Council submitted was for the appraised value of the land, 20% of the appraised value of the building (City Share) and also an additional payment for utilization of one/half of the building by Tri-Cap for a total of \$55,000.

## **Action Requested:**

**Approve Resolution 2016-03 Authorizing Mayor and City Administrator to Enter into Contract with Tri-Cap for Sale of Transit Garage.**

## **Action Taken:**

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**Motion:**

**Second:**

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**RESOLUTION NO. 2016-03**

**RESOLUTION ACCEPTING OFFER AND AUTHORIZING SALE  
OF TRANSIT BUS GARAGE**

**WHEREAS**, prior direction of the City Council authorized the City Administrator to negotiate a sale of the Transit Bus Garage Property located at 701 Lincoln Loop, and

**WHEREAS**, the City Administrator has advised the Council that an agreement has been reached with Tri-Cap for the sale of the property for \$55,000 which is within the parameters set by the City Council, and

**WHEREAS**, the City Administrator is requesting that the Council authorize the sale of the property to be completed.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL  
OF SAUK CENTRE, MINNESOTA:**

That Mayor and City Administrator/Clerk are hereby authorized and directed to sell the above property in the name of the City of Sauk Centre, MN.

Adopted this 6th day of January, 2016.

\_\_\_\_\_  
Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator Vicki M. Willer

# City of Sauk Centre Staff Report

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**Meeting Date:** January 6, 2016  
**Subject:** Part Time Police Officer  
**Agenda Item:** 7e

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## **Description/Summary**

The Police Chief has been working for some time to bring forward a qualified applicant to fill the part-time police officer position.

The Chief is requesting that the City Council appoint Mark Sprengeler to the position.

The appointment would be contingent upon successful passage of the Psychological and Physical Requirements testing.

## **Action Requested:**

**Appoint Mark Sprengeler as Part Time Officer Contingent upon successful completion of Testing and Background.**

## **Action Taken:**

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**Motion:**

**Second:**

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Police Department

*Bryon Friedrichs, Chief of Police*  
E-mail: bryon.friedrichs@ci.sauk-centre.mn.us

320 Oak Street South • Sauk Centre, MN 56378  
Phone 320.351.7022 • Fax 320.352.2206

## Mark Alan Sprengeler Background Investigation Summary

On 12/18/2015 I received the pre-employment background investigation and questionnaire packet and reviewed that information. A criminal history was run on Sprengeler which resulted in no criminal convictions found. In doing a search in our local RMS system I found no traffic or other criminal activity. Statewide Supervision System also showed no criminal cases or activity for Mark Alan Sprengeler.

In speaking to administration at Alexandria Technical Collage, I learned that Mark Sprengeler did not miss any classes, had high scores on all training exercises, good evaluations on all skill testing. I found that Sprengeler had high scores, high GPA score and had no disciplinary issues or truancy issues.

In speaking to past Captions and current Captions when Sprengeler was working for the State Patrol I found they had no negative comments about Sprengeler. Sprengeler work 29 years to his retirement and during that time was always very motivated, knowledgeable, and professional. He represented their Department in the highest standards.

In conclusion I found that the personal data and information filled out in the pre-employment background investigation and questionnaire packet was complete and accurate. I found no discrepancies in my investigation. With the follow-up interviews done with financial companies, schools, colleges, and places of employment, I found nothing that would be a concern for any future employment. Based on this information received, I believe that Mark Alan Sprengeler would be a good candidate for employment for the City of Sauk Centre.

Chief Bryon Friedrichs

*Chief Bryon Friedrichs 12-31-15*

Sauk Centre Police Department



*TO PROTECT & SERVE!*





# City of Sauk Centre Staff Report

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**Meeting Date:** January 6, 2016

**Subject:** Road Closure

**Agenda Item:** 7f

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## **Description/Summary**

Special Olympics of Minnesota will once again be conducting a Polar Plunge on Sauk Lake as a fundraising event.

The event will take place on February 6, 2016 off the boat landing in Sinclair Lewis Park. They are requesting that the City once again allow for closure of the road during the event. Park Road would be closed from the Bandshell parking lot to the Boat Access Parking Lot beginning at 10:00 a.m. until the event is cleared. Plunge starts at noon.

Register to take the plunge or sponsor an individual or team at [www.plungemn.org](http://www.plungemn.org)

## **Action Requested:**

**Approve Road Closure of Park Road on February 6, 2016 from the Band Shell Lot to the Boat Launch Lot beginning at 10:00 a.m. until the Event is Cleared.**

## **Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** January 6, 2016  
**Subject:** 2016 Campground Attendant  
**Agenda Item:** 7g

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**Description/Summary**

The Park Board is expected to make a recommendation to re-appoint Harold and Patricia Read as Campground Attendants for 2016. The recommended rate of pay is \$11,000 for the season.

**Action Requested:**

**Appoint Harold and Patricia Read as Campground Attendants for 2016 at \$11,000 and a campsite.**

**Action Taken:**

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**Motion:**

**Second:**

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# City of Sauk Centre Staff Report

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**Meeting Date:** January 6, 2016

**Subject:** Consent Agenda

**Agenda Item:** 10a-e

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## Description/Summary

The Council to consider the following Consent Agenda Items:

- a. Schedule of Claims -
- |               |                     |
|---------------|---------------------|
| Unpaid Claims | \$7,950.20          |
| Paid Claims   | <u>237,216.86</u>   |
| Total         | <u>\$245,167.06</u> |
- b. See attachment 10b - Resolution No. 2016-04, Resolution Accepting Contributions.

The Men's Card Playing Group	\$214.50	Senior Center
Fire Relief Association	\$43,000.00	Fire Department
Sauk Centre Youth Hockey	\$5,000.00	Arena
Sauk Centre Youth Hockey	\$4,160.00	Arena
Coborn's	\$218.00	Ambulance Dept.
Randy & Patricia Turner	\$50.00	Police Dept.

In addition, Wal-Mart Foundation donated \$1,500.00 to "Shop with a Cop" on behalf of the Sauk Centre Police Department.

It is recommended that the City acknowledge the contributions received and thank the Men's Card Playing Group, Wal-Mart Foundation, Coborn's, Randy & Patricia Turner, the Fire Relief Association and the Sauk Centre Youth Hockey.

- c. Gambling Application for Exempt Permit request from the Holy Family School for a raffle on March 6, 2016 at Holy Family School.
- d. Gambling Application for Exempt Permit request from Ivy's Legacy Foundation for a raffle on April 8, 2016 at Next Door Bar & Lounge.
- e. See attachment 10e - 2015 Contribution List. These organizations/individuals have contributed money or in-kind services to the City in 2015. The list will be published in the Sauk Centre Herald on 1/14/16.

## Action Requested:

**Approve Consent Calendar as Presented.**

Action Taken: \_\_\_\_\_

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

## Schedule of Claims

City of Sauk Centre

1st Meeting — January 2016

Date of Meeting: 1.6.16

Vendor	Dept.	Purpose	Amount
MN Ice Arena Mangers	Arena	Annual membership	\$ 150.00
Deputy Registrar	Street/Park	License Tab renewal	\$ 240.00
Konica Minolta	Various	Monthly Copier maintenance	\$ 485.00
Pay.gov	Various	ACA Transitional Reinsurance Program	\$ 1,408.00
MN Ambulance Association	Ambulance	MAA Membership Dues	\$ 750.50
MN State Fire Assn	Fire	MSFDA Membership Dues	\$ 240.00
MN Council of Airports	Airport	MCOA dues	\$ 150.00
Avenet, LLC	GnGovt	Web Hosting Fees	\$ 600.00
Cities Digital, Inc.	GnGovt	Laser Fiche software renewal	\$ 700.00
MN Crime Prevention Assoc	Police	2016 Membership Fees	\$ 45.00
NCPERS Minnesota	GnGovt	Life Insurance	\$ 96.00
Arvig (IT Support)	Various	Monthly IT support	\$ 404.50
Arvig (Monthly service)	Various	Monthly phone and internet service	\$ 1,219.37
Chase Card Services	Various	GIS charges, ambulance supplies, ambulance fuel, floorliner mats for the PD, heater for the arena, printer, defibrillator pads and battery	\$ 1,022.92
Verizon	Various	11.21.15 - 12.20.15 Cellphone Charges	\$ 438.91
<b>Total</b>			<b>\$ 7,950.20</b>

Paid Prior to Meeting			Amount
6310 Commerce Drive LLC	SkCtr/EDA	Tax Abatement Payment	\$ 2,277.18
American Welding & Gas	Ambulance	Oxygen	\$ 187.59
Blue Rose Capital Advisors	2015C	Pricing Opinion	\$ 2,500.00
Bolton & Menk, Inc.	Airport	Airport Environmental Assessment for Runway Rehab and Widening	\$ 14,080.00
Bound Tree	Ambulance	Medical Supplies and Re-certified LifePak	\$ 22,778.78
Briggs & Morgan, P.A.	2015B	Professional services rendered with regard to GO Refunding Bonds Series 2015B	\$ 7,515.12
Bromenshenkel, Jeff	Ambulance	Sheet cake bought for Heart Saver Award meeting	\$ 39.99
Carquest	Police	Equipment vehicle repairs and cleaning supplies	\$ 27.96
CentraCare - Sauk Centre	Street	Random Drug and Alcohol Screening	\$ 130.55
CentraCare - Sauk Centre	Ambulance	November ALS Wages	\$ 1,470.00
Centre Electric, Inc.	City/Hall	Replaced T-Stat (Floor heat) in Police Dept	\$ 126.07
Centre Towing	Police	Tow Ford Explorer	\$ 85.00
Commissioner of Transportation	Street	Vehicle Noise Laws Enforced Sign	\$ 463.80
Dairyland Supply	Shade Tree	Stihl Chain Saw	\$ 728.91
Danielson, Darren	Police	Training balls for Sonny	\$ 20.98
DJO Inspections	P&Z	Building official fees - Ctr.4 2015	\$ 5,651.60
Drobny, Wendy	Adm	Surge Protector	\$ 12.97
East Side Oil	Waste Oil	3 barrels of filters and 829 gal of used oil	\$ 150.00
ECM Publishers, Inc.	Arena	Ad for Part-time Arena Maintenance	\$ 82.80
Emergency Apparatus Maintenance	Fire	Full service/emergency vehicle safety inspection	\$ 964.39
F & W Exhaust	Ambulance	Repairs on Rig 562	\$ 1,219.59
Fastenal	Street/Park	Snow blower repairs and thumb screws	\$ 55.52
Fleet Services	Police	Monthly Squad lease - November 2015	\$ 1,968.30
Graphic Edge	Ambulance	Windshirts	\$ 314.67
Graphic Edge	Police	Under Armour Beanie hats	\$ 144.43
H & L Mesahl	Street	Cutting Edges	\$ 813.84
Hennen Floor Covering	Senior Center	Carpet for Hallway/office area	\$ 234.30
Ilgren Excavating	Street	Demo 50 yards asphalt and 15 yards cement	\$ 260.00
Infinisource	Finance	Monthly Time Keeping Software Charge	\$ 141.50
Interstate All Battery Center	Ambulance	Batteries	\$ 85.80
Jim's Wholesale	Senior Center	Styro cups	\$ 22.95
Keepsa	Ambulance	commendation bars	\$ 399.05
Long Prairie Tarp	Fire	Snap on Tarp	\$ 55.00
Main Street Press	Police	#10 Envelopes	\$ 241.80
Mayer, Thomas Atty	Various	For work completed through December 2015	\$ 476.00
Menards	Park	Miter Saw with workstation, table and bar	\$ 807.93
MN Dept of Finance	Police	Forfeiture/cash seizure	\$ 28.90
Ollie's Service	Park	Bagger - 61" Fast Vac 3 Bag Hard Top	\$ 2,400.00
Petty Cash	Various	replenish petty cash	\$ 76.73
Premier Specialty Vehicles, Inc.	Ambulance	2015 Chevrolet / Horton Type III Ambulance	\$ 143,663.00
Rahn's Oil & Propane	Arena	Forklift cylinders	\$ 107.50
Sauk Centre CVB	Gn/Cmpg	Lodging Tax	\$ 4,394.55
Sauk Centre Public Utilities	GnGovt	Reimburse PUC share of PERA Aid	\$ 1,496.50
Sauk Centre PUC	Various	Utility charges November 2, 2015 to December 1, 2015	\$ 14,081.28
SEH, Inc.	TIF Dist #23	Project 135095 - Sauk Centre Racetrack Phase I ESA	\$ 900.00
Star Claims	Ambulance	November 2015 billing fees	\$ 1,224.00
Stearns Co Auditor Treas.	Police	Forfeiture/cash seizure	\$ 57.80
Steiner Lumber	Park	Premium Adhesive	\$ 5.49
Swedenburg, Quint	Ambulance	Repair Plug on 551	\$ 8.61
Thomas, Dr. Marl	Ambulance	Directors Fee	\$ 1,600.00
Tobler, Andreas	Ambulance	Patient refund	\$ 25.00
UnitedHealthcare	Ambulance	Refund Amb service overpayment	\$ 74.46
Vogt, Sally	Various	December 16 - 31 - cleaning	\$ 504.00
Zinniel, Matt	Park	Lunch while picking up equipment in Bemidji and	\$ 33.67
			<b>237,216.86</b>
<b>Claims Appr by Council</b>			<b>\$7,950.20</b>
<b>Additions</b>			<b>237,216.86</b>
<b>Totals Claims This Batch</b>			<b>\$245,167.06</b>

X \_\_\_\_\_ Date: \_\_\_\_\_  
City Admin/Clerk

**RESOLUTION NO. 2016-04**  
**RESOLUTION ACCEPTING CONTRIBUTION**

**WHEREAS**, a contribution of \$214.50 was received by the City from the Men's Card Playing Group, and

**WHEREAS**, the Men's Card Playing Group has requested that the City allocate the contribution to the Sauk Centre Senior Center.

**WHEREAS**, a contribution of \$43,000.00 was received by the City from the Sauk Centre Fire Dept. Relief Association.

**WHEREAS**, the Sauk Centre Fire Dept. Relief Association has requested that the City allocate the contribution to Sauk Centre Fire Dept.

**WHEREAS**, a contribution of \$5,000.00 was received by the City from the Sauk Centre Youth Hockey Association, and

**WHEREAS**, the Sauk Centre Youth Hockey Association has requested that the City allocate the contribution to the Sauk Centre Civic Arena.

**WHEREAS**, a contribution of \$4,160.00 was received by the City from the Sauk Centre Youth Hockey Association, and

**WHEREAS**, the Sauk Centre Youth Hockey Association has requested that the City allocate the contribution to the Sauk Centre Civic Arena.

**WHEREAS**, a contribution of \$50.00 was received by the City from Randy and Patricia Turner, and

**WHEREAS**, Randy and Patricia Tuner has requested that the City allocate the contribution to the Sauk Centre Police Department.

**WHEREAS**, a contribution of \$218.00 was received by the City from Coborn's Inc., and

**WHEREAS**, Coborn's Inc. has requested that the City allocate the contribution to the Sauk Centre Ambulance Department.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA** that the City accept the contribution received and commend the Men's Card Playing Group, Sauk Centre Fire Dept. Relief Association, Sauk Centre Youth Hockey Association, Randy and Patricia Tuner and Coborn's Inc. for their generosity.

Adopted by the Sauk Centre City Council this 6<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Mayor Warren Stone

ATTEST: \_\_\_\_\_

City Administrator Vicki M. Willer

**CITY OF SAUK CENTRE  
ACKNOWLEDGEMENT OF 2015 CONTRIBUTIONS**

On behalf of the City of Sauk Centre, the City Council would like to thank those who are listed below for their generous contribution of the specified City Facility/Department during the 2015 year:

<u>DEPARTMENT</u>	<u>IN-KIND SERVICE</u>	<u>AMOUNT</u>
<b>FIRE DEPARTMENT</b>		
Sauk Centre Fire Dept. Relief Association		\$43,000.00
Bill Berg	Light to shine on Kane & Zabel plaque	\$52.00
<b>AMBULANCE DEPARTMENT</b>		
AgStar Financials		\$3,000.00
Stearns Electric Association – Operation Round Up		\$250.00
Dr. Jim Wachlaworicz		\$50.00
Coborn's Inc.		\$218.00
American Legion Post 67		\$1,000.00
David & Irma Bromenshenkel		\$25.00
Community Connections		\$1,000.00
<b>POLICE DEPARTMENT</b>		
Wal-Mart	Shop with a Cop	\$1,500.00
American Legion Post 67	2 Bikes for Bike Rodeo	\$170.94
Gary Gamradt	Night Vision Scope	\$600.00
Randy & Patricia Turner		\$50.00
<b>CITY HALL</b>		
Community Connection (Chamber – 2015 Easter Egg Hunt)		\$500.00
<b>SENIOR CENTER</b>		
Men's Card Playing Group		\$2,545.58
Sauk Centre Seniors		\$3,000.00
Robert & Jeanette Stansbury		\$25.00
Stearns Electric Association – Operation Round Up		\$500.00
Community Connections		\$1,000.00
Rosa Rodriguez		\$15.00
<b>CIVIC ARENA</b>		
Sauk Centre Youth Hockey Association		\$19,160.00
<b>OUTDOOR SKATING RINK</b>		
Sauk Centre Lion's Club		\$2,001.60
<b>SHADE TREE</b>		
MN National Bank		\$155.00
<b>PARK &amp; RECREATION DEPT.</b>		
Sauk Centre Conservation Club		\$1,000.00
<b>AIRPORT</b>		
Fly-In Breakfast Donation		\$633.00
Bolton & Menk		\$200.00
<b>Splash Pad</b>		
Verizon Wireless		\$375.00
Community Connections		\$10,000.00
American Legion Post 67		\$500.00
MN National Bank		\$165.00
Sauk Centre Family Dental		\$20.00
Central Heating & Air		\$100.00
David Bodeker Trucking		\$50.00
Caseys		\$250.00
Truckers Inn		\$200.00
Buecker's City Sanitation		\$100.00
Doggie Stylz Pet Grooming		\$196.00
Anonymous Donors		\$144.00
Tara Pitschka		\$50.00
Donald & Carlene Veeder		\$100.00
David & Mari Thomas		\$50.00
Amy Trisko		\$50.00