

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 7, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 7, 2015 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Dave Thomas, Heidi Leach and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp, Police Chief Bryon Friedrichs and Administrative Assistant Nicki Vogt. Mayor Stone presided thereat.

- a. City Administrator Willer conducted the swear-in of Mayor Warren Stone and Council Member Heidi Leach.

2. APPROVAL OF AGENDA

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the agenda with the addition of 9b and 10f. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach 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 17, 2014 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson 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. With the election of Warren Stone to the Mayoral position, the balance of his four year Council term is vacant.

The vacant term is to be filled by appointment by the City Council. The Council was given the following options in determining how to fill the vacancy:

- a. Appoint immediately from the November 2014 ballot contestants
- b. Appoint immediately from At-Large
- c. Solicit candidates for appointment at a future meeting

Council Member Leach introduced Resolution 2015-01, Acknowledging Vacancy on City Council and Setting Procedures for Filling Position, appointing Diane Kelly to the remainder of Mayor Stone's vacancy. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

- b. Council Member Thomas introduced Resolution No. 2015-02, Resolution Adopting Rules of Order for City Council Meetings. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson and Mayor Stone. Against: None. The motion passed.
- c. Council Member Leach introduced Resolution No. 2015-03, Appointing Council Members to Serve on Various Boards and Commissions and Also Making Annual Appointments. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Leach, Johnson, Thomas and Mayor Stone. Against: None. The motion passed.

Mayor Stone read the 2015 Board/Commission appointments.

- d. The Mayor of the City is an authorized signer at each of the three financial institutions in Sauk Centre.

The Council was presented with a draft resolution which formally authorizes the change from Brad Kirckof to Warren Stone as a signer at MN National Bank, First State Bank and Central MN Credit Union.

Council Member Johnson introduced Resolution No. 2015-04, Corporate Authorization Resolution for Central MN Credit Union, Minnesota National Bank, First State Bank. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- e. With two outstanding improvements (Beltline and Centre Street), there is potential for bonding to pay the costs of these projects.

The Council was presented with and reviewed a Resolution establishing reimbursement procedures that will allow the City, under IRS guidelines, to reimburse ourselves for costs incurred prior to the issuance of bonds.

A motion was made by Council Member Johnson and was seconded by Council Member Leach to approve Resolution No. 2015-05, Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- f. Due to recent firefighter resignations, two vacant positions exist on the Fire Department. According to procedure, members of the Department reviewed the hiring list and recommend that the following two candidates be appointed:

1. Jeff Peters
2. Michael Anderson

Both Peters and Anderson have passed a background review, pre-employment physical and Firefighter One course.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve appointments of Jeff Peters and Michael Anderson to the Sauk Centre Fire Department. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. Gas Mart owner, Dan O'Brien provided answers to the City's review of the conditions placed on his new facility which were reviewed at the Planning Commission level in December

The Council was presented with the following:

1. Resolution 2013-88 Approving Project
2. Letter dated October 28, 2014 from City regarding Compliance Review
3. Response from O'Brien dated December 1, 2014

The Planning Commission suggested that since the Resolution is from the City Council, it should be the body to determine if all conditions are met. The Commission did have some reservations on the storm pond and whether Mr. O'Brien's plan for the storm water (No. 3) on his response adequately addressed the Council's condition.

After review, it was the general consent of the Council to require that Mr. O'Brien find an alternate location for the LP tank as it cannot be stored in the right of way. They also asked that staff inform him that Condition 3 (Must submit plan for storm water rate control and infiltration to City Engineer) has not been met and is required to be met as a part of compliance.

- b. Interviews for the Public Works Supervisor position have been set for January 15, 2015. Council Member Thomas, Mayor Stone and City Administrator Willer will be on the interview Committee.
- c. The Beltline Road project is now in the design phase. The storm portion of the design is to be completed by the City Engineer and merged into the County's street design.

City Engineer Yapp will be meeting with the County on Friday, January 9th to discuss the project.

- d. The paving/reconstruction of Centre Street has been on the table since April of 2014 following a petition received from abutting property owners requesting paving.

The City Council voted to proceed with an Urban Design project.

City Engineer Yapp and City Administrator Willer met with Midwest Machinery regarding the storm outlet, which was extended by Midwest and a parking/display area build over it. Midwest prefers not to have to dig it up to install a larger line because it is just finally starting to solidify. The option of a lineal pond along the south line of Fleet Supply was discussed which would hold the water long enough to allow the existing line across Midwest Machinery to drain, and would also potentially reduce costs; however, upon analysis it was determined that there would not be a significant cost savings in doing so.

If the City Council wishes to continue with the project, it needs to be determined the scope and how the funding will work from an assessment standpoint because those petitioning the project would like to know whether the assessment numbers provided stand prior to moving forward.

City Engineer Yapp noted that there has been a cost increase of 2.5-3% since the original bid was received.

It was the general consent of the Council to proceed with this project.

9. NEW BUSINESS

- a. The Sauk Centre Senior Center Board submitted a letter which was presented to the City Council. This letter outlines their request to utilize the meeting space at the former Ambulance Garage.

Articulated in the letter are their proposed uses of the space as follows:

- Space for Public Health Nurse
- Privacy for tax preparation
- Additional space for groups/events
- Space for confidential conversation with staff.

The City Council has not discussed possible uses for the meeting space area. Uses for the garage space for storage, public works vehicles, police impound vehicles, rentals, etc. have been formally discussed.

It was the general consent of the Council to send this request to the Operations Committee for their review/recommendation.

- b. The Public Works staff are requesting to replace the 1989 snow blower as the costs to keep the machine in working order are adding up.

It was the general consent of the Council to send this request to the finance Committee for their review/recommendation.

10. CONSENT AGENDA

The Council considered the following Consent Agenda items:

- a. Schedule of Claims -

Unpaid Claims	\$105,667.24	
Paid Claims	<u>\$499.37</u>	
Paid Claims (Dec. 31)	\$44,998.93	
Total	<u>\$151,165.54</u>	

- b. December Checks

#2386E-#2423E	\$1,425,635.18
#035832-#035981	
5 Payroll ACH Transfers	

- c. Resolution No. 2015-06, Resolution Accepting Contributions. The contributions are as follows:

Men’s Card Playing Group	\$233.00	Senior Center
Fire Relief Association	\$41,000.00	Fire Department
Sauk Centre Youth Hockey	\$2,500.00	Arena
Sauk Centre Youth Hockey	\$17,275.00	Arena
Marion Moening	\$150.00	Ambulance
Randy & Patricia Turner	\$50.00	Police (Canine Unit)

In addition, Wal-Mart Foundation donated \$1,500 to the “Shop with a Cop” program on behalf of the Sauk Centre Police Department.

- d. 2014 Contribution List. Persons/Organizations on this list contributed money or in-kind services to the City in 2014. This list has been published in the Sauk Centre on 01.15.15.

- e. Gambling Application for Exempt Permit request from the Eagles Healing Nest for a raffle on April 25, 2015 at the Eagles Healing Nest.

- f. The Sauk Centre Police Department has a 1993 Plymouth Acclaim to be offered for public sale. Staff presented the Council with Resolution No. 2015-07, Declaring Property as Excess and Authorizing Advertisement for Sale.

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

The Council thanked the above noted entities for their generous donations.

11. INFORMATIONAL ITEMS

None.

12. ADJOURNMENT

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