

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JANUARY 15, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 15, 2014 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, Warren Stone, Mike Olson and Mayor Kirckof. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, City Planner Sarah Morton and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the December 18, 2013 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. 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 presented the December 2013 Police Department Report stating that there were 190 Verbal Warnings and 184 ICR's for a total of 474 calls.

**7. ACTION ITEMS**

- a. Council Member Stone introduced Resolution No. 2014-01, Resolution Adopting Rules of Order for City Council Meeting. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.
- b. Council Member Olson introduced Resolution No. 2014-02, Resolution Appointing Council Members to Serve on Various Boards and Commissions and Also Making Annual Appointments. The motion was seconded by Council Member Stone. A vote being recorded as follows: Council Members Olson, Stone, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof read the annual appointments.

- c. Joe Deters and John Metcalf submitted their letters of resignation from the Sauk Centre Fire Department. Both Deters and Metcalf have been with the Department since January 1, 1989.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to accept the resignations of Joe Deters and John Metcalf from the Fire Department and wishing them well in their future endeavors. A vote being recorded as follows: For: Council Members Thomas, Johnson, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

The Council thanked them for their service to the City of Sauk Centre.

- d. The Council reviewed the following Board and Commission appointments and Mayor Kirckof recommended the appointment of those that expressed interest.

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 Kelly Kerfeld expired December 31, 2013. The following have submitted nominations:

**Bryon Friedrichs**

2.) **Senior Center Board – 1 (or more) position to be appointed for a 3 year term.** According to the City Code Section 32.03, the Senior Center Board shall consist of 5 to 15 members. Two-thirds of the members shall be citizens of the City and one-third shall be residents of the greater Sauk Centre area. Currently, there are 6 members on the board plus a Council Representative and staff member. The Code states that the Board may be expanded to fifteen members at any time. The following have submitted nominations:

**Sharon Tollin**

A motion was made by Council Member Johnson and was seconded by Council Member Stone to appoint Sharon Tollin to the Senior Center Board effective January 1, 2014 and expiring December 31, 2016 and to appoint Bryon Friedrichs to the Park Board effective January 1, 2014 and expiring December 31, 2015. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

It was noted that openings still remain on the Planning & Zoning Commission.

- e. On October 9, 2011 the Council approved the issuance of a Certificate of Indebtedness with MN National Bank for \$130,000 to be applied toward the purchase of a Freightliner Tanker for the Fire Department. As of January 15, 2014 the balance owed on the Certificate is \$52,892.28.

Adequate funds are available in the Fire Department Operating Fund to pay the note off in full. It is the recommendation of the Fire Department that the prepayment be approved by the Council and that the note be paid in full. This would prepay the note by two years and save interest costs of \$2,292.18

Council Member Stone introduced Resolution No. 2014-03, Resolution Calling for the Redemption of the Outstanding Certificate of Indebtedness Note. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. At the December Council Meeting, it was requested that the Council be provided with an updated report on the City's debt.

The Council was provided with a report that shows the City, Public Utility and Hospital debt trends from 2005-2014 (10 years). The 2014 number takes into consideration the bonds that have already been scheduled to be paid on February 1.

The overall debt has declined 24% and this includes new debt issued for projects such as the 4<sup>th</sup>/Getty and the Wastewater Treatment Facility.

Also noted was the City debt portion decreased 53%, the Hospital debt portion decreased 31% and the Public Utility debt increased 129%.

- b. At the December Council meeting, it was requested that staff solicit letters of interest from area insurance agents that may have an interest in managing the City's League of MN Cities Insurance Program.

Three responses were received that expressed an interest.

It was the general consent of the Council to invite those interested to a work session on February 5, 2014 to make a 15 minute presentation.

## **9. NEW BUSINESS**

- a. The City's CVB (Convention & Visitor's Bureau) has requested that the Council consider amending its requirement for membership on the Board as follows:

1. Remove the restriction that the Chamber of Commerce Representative cannot be a paid employee of the organization.
2. Remove term limits.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to allow the Chamber Representative to be a paid employee of the organization for the remainder of 2014 and to send to the Policy Committee for their review and

recommendation. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

b. The following is a list of grant opportunities that the City is considering:

1. **Safe Routes to School** – ISD 743 has requested that the City apply for a Safe Routes to School Grant. The City has applied in the past; however, grant funding was limited. The new round of grants includes funds for infrastructure. The prior grant was for a trail from the back of the elementary school where it intersects with 6<sup>th</sup> Street along Eastview Drive and East Drive to Sinclair Lewis Avenue. A second leg was along the north side of 10<sup>th</sup> Street South from Fairlane to Ash. Staff could refresh that application for submittal.

However, due to changes in the grant formats, the City would have to work with Stearns County to be the applicant as they have changed the requirements that only State Aid Cities are eligible to apply (Cities with a population over 5,000) and that smaller cities must go through their County which would require a Resolution of Support from the Stearns County Board of Commissioners.

2. **HSMI – Homeland Security Hazard Mitigation Grant**. In 2011, the City included three types of Hazards it would like to mitigate in the Stearns County Hazard Mitigation Plan. This was a pre-cursor to allow for future grant applications. The three items were storm shelters, siren upgrades and a generator at the Water Plant. The items were included in the Plan and the City can now apply for an 80/20 Grant. The Park Board is expected to request a grant application for an upgraded/enlarged multi-purpose storm shelter at the Campground/Park/Public Access. The City may also want to consider upgrades to the sirens. The PUC has also been advised it may wish to pursue a grant for the Water Plant Generator.
3. **Recreation Grants** - The Park Board, through the Splash Pad Committee, is developing grant applications for the construction of the Splash Pad.

**10. CONSENT AGENDA**

The Council to consider the following Consent Agenda Items:

|    |                      |   |                       |
|----|----------------------|---|-----------------------|
| a. | Schedule of Claims - | Unpaid Claims   | \$1,515,285.47        |
|    |                      | Paid Claims   | <u>\$264,511.58</u>   |
|    |                      | Total   | <u>\$1,779,797.05</u> |
|    |                      |   |                       |
| b. | November Checks      | #2059E-#2091E<br>#034610-#034743<br>Payroll Checks 12374-12393<br>5 Payroll ACH Transfers | <u>\$638,470.07</u>   |

- c. Resolution No. 2014-04, Resolution Accepting Contributions. The contributions were as follows:

|                          |             |                 |
|--------------------------|-------------|-----------------|
| Men’s Card Playing Group | \$202.14    | Senior Center   |
| Fire Relief Assn.        | \$39,000.00 | Fire Department |
| Sauk Centre Youth Hockey | \$1,532.26  | Arena           |

- d. 2014 Contribution List. These organizations/individuals contributed money or in-kind services to the City in 2013. The list was published in the Sauk Centre Herald on January 23, 2014.
- e. Resolution No. 2014-05, Resolution Accepting Contributions. This contribution of \$10,000 from Community Connections of Sauk Centre is to be used for the Splash Pad Project.
- f. Gambling Application for Exempt Permit request from the Sauk Centre Chamber of Commerce for a raffle on April 4, 2014 at JT’s Pub and Grill.

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

The Council thanked all that donated to the City for their donations in the past year.

**11. INFORMATIONAL ITEMS**

- a. Notice of increase in Cleaning Contract fees.
- b. Stearns County Municipal League Meeting.
- c. Public Meeting on Beltline Road Improvements – January 29, 2014 from 5-7 p.m.
- d. Public Meeting on the Airport Master Plan/Layout Plan – January 22, 2014 from 5:00 p.m.

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:35 p.m.

Respectfully submitted,

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Mayor Brad Kirckof

City Administrator Vicki Willer