

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 17, 2007 – 6:30 P.M.**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 17, 2007 at 6:30 p.m. at the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members Al Coenen, David Thomas Keith Johnson and Warren Stone. Also present were City Administrator/Clerk Vicki Willer, Public Works Director Butch Wessel, Planning Consultant Joe Heinen, City Engineer Keith Yapp of Bonestroo Williamson Kotsmith (BWK), Police Chief Jim Metcalf, Ambulance Director Kathy Struffert, Fire Department Member Joe Deters and Office Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved as submitted.

3. APPROVAL OF MINUTES

The Council's January 3, 2007 Regular meeting minutes were approved with changes.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

- a. Mayor Kirckof opened the Public Hearing at 6:35 and stated that the public hearing was to consider the proposal to adopt a Street Reconstruction Plan and the Intent to Issue General Obligation Street Reconstruction Bonds. He then read the public hearing procedure and opened the floor to George Eilertson of Northland Securities.

Mr. Eilertson stated that this bond would finance the City's share of the Highway 17 project (\$139,813.07) and the Highway 71 street lighting (\$40,000). The City intends to pay for the debt service on this portion of the bond issue with 100% tax levy and will need to issue G.O. Street Reconstruction Bonds to finance the Highway 17 project. The first step in this bonding process is for the engineer to prepare a five year street management plan. Bond issuance may follow 30-days following approval of the plan.

Eilertson noted that MN Stat. 475.58, Subd. 3b requires that a City adopt a street reconstruction plan that must cover a five year period setting forth streets to be reconstructed. This plan must include costs and any planned reconstruction of other streets in the municipality over the next five years.

Once a street reconstruction plan is in place, the City may issue general obligation bonds for street reconstruction improvements included in the approved street reconstruction plan. The street reconstruction plan must be approved unanimously before issuance of bonds.

Eilertson then presented the street reconstruction plan and Resolution No. 2007-06, Resolution Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds for approval by the Council.

Mayor Kirckof then called 3 times for any persons to speak in favor or opposition.

Mayor Kirckof closed the Public Hearing at 6:47 p.m.

A motion was made by Council Member Thomas and seconded by Council Member Stone to adopt Resolution No. 2007-06, Resolution Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen.

Mayor Kirckof noted that the Resolution did not pass due to lack of a unanimous vote.

- b. Mayor Kirckof opened the Public Hearing at 6:50 p.m. and stated that the public hearing was to consider the proposal to adopt a Capital Improvement Plan and Bond Issue to refund the \$2,500,00 Public Project Revenue Bonds, Series 2003A (City Hall). He then opened the floor to George Eilertson of Northland Securities.

Mr. Eilertson stated that Northland Securities recommends continuing the process to issue General Obligation Capital Improvement Plan Bonds to refund the 2003A Bonds. Based upon the current bond market, the estimated debt service reduction by refunding the bonds is approximately \$130,000.

In 2003, State legislature approved the CIP Act (MN Stat. Section 475.521) which allows a City to issue bonds for specific capital improvements. Eilertson noted that this statute did not exist at the time of 2003 bonding. The criteria of the CIP Act include that the City prepare a detailed capital improvement plan before issuance of G.O. Capital Improvement bonds.

Eilertson then presented the City of Sauk Centre 2007-2011 Capital Improvement Plan and Resolution No. 2007-07, Resolution Giving Preliminary Approval for the Issuance of General Obligation Capital Improvement Plan Bonds in an amount not to Exceed \$2,500,000 and Adopting the City of Sauk Centre, Minnesota Capital Improvement Plan Therefore.

Mayor Kirckof reiterated the fact that the City cannot issue G.O. Capital Improvement bonds without the adoption of a Capital Improvement Plan.

Mayor Kirckof then called 3 times for any persons to speak in favor or opposition.

Mayor Kirckof closed the Public Hearing at 7:01 P.M.

A motion was made By Council Member Thomas and seconded by Council Member Johnson to adopt Resolution No. 2007-07, Resolution Giving Preliminary Approval for the Issuance of General Obligation Capital Improvement Plan Bonds in an amount not to Exceed \$2,500,000 and Adopting the City of Sauk Centre, Minnesota Capital Improvement Plan Therefore. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

Council Member Coenen stated that he doesn't understand why the Capital Improvement Plan and issuance of G. O. Bonds are related and Eilertson stated that it is because of the requirements of State Statute 475.521.

Council Member Thomas stated that Resolution No. 2007-07 is the adoption of a plan and not the issuance of a debt.

6. REPORTS/PRESENTATIONS

- a. Police Chief Metcalf presented the December 2006 report along with the 2006 year end report. December 2006 total calls were 243 which increased from December 2005 calls of 209.

The 2006 total calls were 2,757 which increased from 2005 calls of 2,711.

Chief Metcalf stated that Stearns County Emergency Management offered the City of Sauk Centre Police Department \$12,600 to go towards the purchase of 800 MHz radios. Stearns County is requesting that the entire County be switched over to 800 MHz as soon as possible. It was noted that the total cost to switch over is \$22,000, which consists of 4 portable radios, 3 mobile units and 1 base.

- b. Joe Deters was present to discuss the 2006 Fire Department Annual Report. The 2006 Fire calls are as follows:

| <u>Calls</u> | <u>Numbers</u> | <u>Hours</u> |
|-----------------------------|-----------------|--------------|
| Structure | 14 | 438 |
| Grass | 14 | 296 |
| Rescue & Medical Assist | 5 | 69 |
| Vehicle Accidents and Fires | 11 | 281 |
| Gas/Smoke Calls | 9 | 171 |
| False/Cancelled Calls | 16 | 277 |
| Service Calls | <u>5</u> | <u>99</u> |
| | <u>74</u> | <u>1,631</u> |
| | Training Hours: | 1,211 |

Total 2006 Hours: 2,842

The Fire Department received \$4,364.55 from 2005 response calls and \$9,344.83 from 2006 response calls totaling \$13,709.38.

The 2006 grants/reimbursements are as follows:

| | |
|---------------------|-----------------|
| Stearns Electric: | \$500.00 |
| Dairyland Peach | \$3,900.00 |
| Donations | \$300.00 |
| DNR | \$1,000.00 |
| Day Care Inspection | <u>\$450.00</u> |
| TOTAL: | \$6,150.00 |

Deters then noted that Stearns County donated \$17,675 to the Sauk Centre Fire Department towards the purchase of 800 MHz radios. The total cost for the Fire Department to switch over to 800 MHz radios is \$44,006.00.

- c. Ambulance Director Kathy Struffert reported that the Ambulance Department received a total of 438 calls in 2006 with 398 billable calls. The remaining calls were for things such as Country Music Fest and Stearns County Fair. Struffert stated that her goal for 2007 is to be more accurate when reporting township calls so that the MNSTAR reporting system is more accurate. She then noted that the Ambulance Department has 15 EMT's with 2 Fire Department First Responders.

The Ambulance Department financial report will be presented at the Council's February 7, 2007 Council Meeting.

- d. City Administrator/Clerk Willer reported that Al Coenen was elected as the Planning Commission Chairperson. The Planning Commission is currently working on proposed Ordinance No. 651 regarding moving structures into the City and the public hearing is scheduled for March. At the Planning Commission's January 9, 2007 meeting they also discussed working on other ordinances such as rental and property maintenance ordinances.

Willer then noted that the Commission discussed the Community Development Specialist position and they felt strongly that the City hire a person with a great deal of planning and zoning background.

Mayor Kirckof noted that in 2006, 18 new homes were built and 7 mobile homes were installed. The total number of housing units is 1,906.

- e. At the EDA's January 12, 2006 meeting Jim Anderson of Stearns County HRA reported on the Small Cities Grant. He reported that the grant is 2/3 complete and the completion date is September 2007. To date, 50% of the grant has been disbursed. At that meeting, City Administrator/Clerk Willer inquired if the City

could re-apply for a second grant and he stated that there is an approximate 5 year cooling off period before re-application.

City Administrator/Clerk reported that Nathan Hanson with American Cleaners & Launderers purchased the Bohlig Cleaners Building and is requesting help from the EDA.

The EDA will continue to work with staff and will hire consultants on an as-needed basis until an EDA person is hired.

7. ACTION ITEMS

- a. See 5a above.
- b. See 5b above.
- c. City Administrator/Clerk Willer stated that Ambulance Director Struffert, Assistant Director Deschene and Training Coordinator Thomas have drafted and are recommending approval of a guideline for any probationary EMT who is a new hire with the City of Sauk Centre. The minimum qualifications to become an EMT are as follows:
 - 6 months of active call time; and
 - 20 patient contacts during active ambulance calls.

It was noted that the Policy Committee is recommending approval of the Probationary Employee's Guidelines.

A motion was made by Council Member Johnson and seconded by Council Member Stone to adopt the City of Sauk Centre Probationary Employee's Guideline. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas. The motion passed.

- d. Based on the above action by the Council establishing a Probationary EMT position with the City of Sauk Centre, it is recommended that an individual hired as a Probationary EMT be paid at a rate of \$10.00/hour until which time they are released from probation. At the time of release, they will assume the EMT basic rate of pay which is currently set at \$11.99/hour. Call time and training hours will be the same for Probationary EMT's as the EMT basic rates of \$2.00 for call time and \$6.15 for training hours.

A motion was made by Council Member Stone and seconded by Council Member Johnson to establish a pay rate for Probationary EMT's at \$10.00/hour for run time, \$2.00/hour for call time and \$6.15/hour for training time. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Mayor Kirckof. Against: None. Abstain: Thomas. The motion passed.

- e. Ambulance Director Struffert recommends that the Council appoint Rachelle Hunstiger as a probationary EMT. Ms. Hunstiger has taken and successfully passed the EMT course as well as appropriate testing.

A motion was made by Council Member Johnson and seconded by Council Member Stone to appoint Rachelle Hunstiger as a Probationary EMT at the established rate of \$10.00/hour for run time, \$2.00/hour for call time and \$6.15/hour for training. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: none. Abstain: Council Member Thomas. The motion passed.

City Administrator/Clerk Willer stated that Ron Hemsworth has also passed the EMT course and she is recommending the Council approve the conditional appointment of Mr. Hemsworth as a probationary EMT.

A motion was made by Council Member Stone and seconded by Mayor Kirckof to approve the conditional appointment of Ron Hemsworth as a Probationary EMT. A vote being recorded as follows: For: Council Member Stone, Mayor Kirckof, Council Members Johnson and Coenen. Against: None. Abstain: Council Member Thomas. The motion passed.

- f. At the Council's November 15, 2006 meeting they directed staff to send out RFP's for City Attorney. The City received RFP's from the following:

- Rinke Noonan – Attorneys at Law
- Mark Uphus – Attorney at Law
- Thomas Mayer – Attorney at Law
- Flaherty & Hood – Attorneys at Law
- Iverson Reuvers – Attorney at Law

The Personnel and Finance Committee met and recommended the appointment of Thomas J. Mayer as City Attorney.

City Administrator/Clerk Willer stated that she spoke with Mark Uphus and he requested specializing more in specific areas and hiring out in others, so he fully supported the appointment of Thomas Mayer as City Attorney.

A motion was made by Council Member Thomas and seconded by Council Member Johnson appointing Thomas J. Mayer as City Attorney. A vote being recorded as follows: For: Council Members Thomas, Johnson, Coenen, Stone and Mayor Kirckof. Against: None. The motion passed.

It was noted that Attorney Uphus will continue to work with staff regarding any pending legal issues.

8. UNFINISHED BUSINESS

- a. City Administrator/Clerk Willer stated that the Personnel Committee met and discussed the Community Development Specialist position. Based on the input from the exit interview of Sarah Morton, staff input, the Planning Commission and the EDA, they are recommending returning to a position of City Planner/Zoning Administrator. Staff is gathering information to return to the Personnel Committee and a recommendation is anticipated to be brought to the Council's February 7th, 2007 meeting.

The needs of the EDA will be considered as a separate issue.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total unpaid claims \$1,513,351.46 and paid claims of \$84,743.97 for a total of \$1,598,095.43.
- b. List of December checks totaling \$243,817.57 (Check #25439 through Check #25620).
- c. Gambling Application for Exempt Permit requested from the Stearns County Pheasants Forever for a raffle on February 24, 2007 at Gerard's Dining and Banquet.
- d. Acknowledgment of 2006 contributions.

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

City Administrator/Clerk Willer noted that the Acknowledgment of 2006 Contributions will be published in the Sauk Centre Herald.

11. INFORMATIONAL ITEMS

- a. There was an emergency repair of the tanks on the zamboni machine and the estimated cost of repair is \$2,800.00.
- b. Restitution apology letter from Benjamin Schirmers regarding the fire at the Little Red Schoolhouse.
- c. Oakridge Heights Special Assessment Issues.

d. Planning Consultant Heinen presented a time frame for the Sauk Centre Wal-Mart, which is as follows:

- March 7 Breitbach completes construction and turn store over to Wal-Mart. Wal-Mart will begin stocking shelves.
- April 1 Breitbach to begin traffic light operations with oversight by Stearns County.
- April 23 Estimated opening of Wal-Mart.

12. COUNCIL COMMENTS

Council Member Stone questioned as to where the funds are coming from to finance the 800 MHz radios and Mayor Kirckof stated that he and staff will need to take a close look at budgets to see where the money will come from.

Council Member Stone questioned if it was possible put all campground revenues into a special revenue fund so the campground can support itself. Mayor Kirckof thanked Council Member Stone for his suggestion and stated that the Finance Committee will keep that in mind when they are reviewing the budget. He also stated that it is important for the Council to always be thinking about ways to improve the budget.

Mayor Kirckof stated that he recently attended the League of Minnesota Cities (LMC) Conference for Experienced Officials and at that conference they talked extensively about park dedication funds. He suggested that the Council come up with a formula regarding how many parks the City should have. The LMC used an example formula of 10 acres of park area for every 1,000 persons, which would mean that the City of Sauk Centre have 40 acres of park land. Mayor Kirckof also stated that all information that he received at the LMC conference will be shared with the Council.

Mayor Kirckof requested that staff send Attorney Uphus a thank-you letter for the services that he provided to the City.

13. ADJOURNMENT

A motion was made by Council Member Thomas and seconded by Council Member Stone to adjourn the meeting. A vote being recorded as follows: For: Council Members Thomas, Stone, 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 8:00 p.m.

Respectfully Submitted,

Mayor Brad A Kirckof

City Administrator/Clerk Vicki Willer