

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JANUARY 21, 2015 – 6:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
  - a. January 7, 2015 Regular Meeting **(P. 1-6)**
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Public Hearings
6. Reports/Presentations
  - a. Planning Commission Report, City Planner **(P. 7-10)**
  - b. Airport Report, City Administrator **(P. 11)**
7. Action Items
  - a. Approve Ord. 754 – Amending Sign Ordinance **(P. 12-14)**
  - b. Approve Ord. 755 – Authorizing Summary Publication of Ordinance 754 **(P. 15-16)**
  - c. Approve 2015 Airport Board Appointments **(P. 17-18)**
  - d. Approve Resolution 2015-08 Authorizing Accounts Receivable Adjustment **(P. 19-20)**
  - e. Approve Resolution 2015-09 Requesting Coverage for CVB **(P. 21-22)**
  - f. Approve Resolution 2015-10 Accepting Feasibility Report and Call Public Hearing for Centre Street **(P. 23-24)**
  - g. Approve Resolution 2015-11 Approving Purchase of Snow Blower **(P. 25-27)**
  - h. Approve Resolution 2015-12 Approving Purchase of Ice Edger **(P. 28-29)**
  - i. Approve Pay Equity Implementation Report **(P. 30-32)**
8. Unfinished Business
  - a. Use of Former Ambulance Building by Senior Center **(P. 33-34)**
9. New Business
10. Consent Agenda **(P. 35-37)**
  - a. Schedule of Claims
  - b. Application for Exempt Permit – Ivy’s Legacy Foundation
  - c. Application for Exempt Permit – Holy Family School
11. Informational Items
  - a. Fire Service Area Annual Meeting **(P. 38)**
12. Adjournment

**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 Kirkhof 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 is and 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 9<sup>th</sup> 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,

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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 21, 2015  
**Subject:** Planning Commission Report  
**Agenda Item:** 6a

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**Description/Summary**

The Planning Commission met on Tuesday, January 13, 2015

**Action Requested:**

**Action Taken:**

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**Motion:**

**Second:**

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**SAUK CENTRE PLANNING COMMISSION  
REGULAR MEETING  
TUESDAY, JANUARY 13, 2015 – 5:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
  - a. Swear in new member **(P. 1)**
  - b. Election of Chairperson and Vice-Chair **(P. 2)**
2. Approval of Agenda
3. Approval of Minutes
  - a. December 9, 2014 Regular Meeting **(P. 3-5)**
4. Public Hearings
  - a. Sign Ordinance – Commercial Directional Sign Overlay District **(P. 6-12)**
5. Reports/Presentations
  - a. December 2014 Monthly Building Report **(P. 13-15)**
6. Action Items/Appeals
  - a. Sign Ordinance – Commercial Directional Sign Overlay District **(P. 16-17)**
7. Unfinished Business
8. New Business
  - a. Set meeting time **(P. 18)**
9. Informational Items
  - a. 2015 Meeting Schedule **(P. 20-23)**
  - b. 2015 Fee Schedule **(P. 24)**
  - c. 2015 Stearns County Shoreland Training **(P. 25-26)**
  - d. Notice of Public Hearing from Stearns County – Interim Use Permit **(P.27-28)**
10. Adjournment

CITY OF SAUK CENTRE - BUILDING PERMIT SUMMARY LOG  
December 2014

Date	No.	Name	Address	Project Description	Contractor	License #	Value	Permit Fee	State Surchage	Plan Check	Total Fee	PID	Census Code
12/1/2014	2014B135	Molenhauer Dan & Amy	1122 Park Ln	Window Replacement & Reside w/ vinyl	Messler Const LLC Fireside	BC216430	17,000.00	249.75	8.50		258.25	94.58664.0032	434
12/3/2014	2014B136	Weisharf, Brad	25 Heritage Lane	Install gas fireplace	HeartHome	20090911	6,173.00	114.41	3.09		117.50	94.58381.0005	434 (MECH)
12/3/2014	2014B137	Bromenshenkel, Pat	428 Pendergast	Demo old house	Iigen		5,500.00	10.00			10.00	94.57847.0000	DEMO
12/4/2014	2014B138	Abelsain, Jill	1015 2nd St S	Window Replacement	Roger Schwinghammer	BC588411	5,500.00	106.00	2.75		108.75	94.57886.0000	434
12/9/2014	2014B139	John Wiese Ford	203 10th St S	Interior remodel	Hennen Lumber	BC20172816	32,000.00	412.75	16.00	206.38	635.13	94.58114.0000	comm
12/9/2014	2014B140	Irdleke Mike	828 Birch St S	Repace old deck & ramp, Install overhead door			4,250.00	90.38	2.13		92.51	94.58052.0000	434
							70,423.00	883.29	32.47	206.38	1,222.14		

## Building Permits Issued by Month

	2011	2012	2013	2014
<b>Jan</b>	5	8	14	3
<b>Feb</b>	7	10	8	4
<b>Mar</b>	14	11	13	7
<b>Apr</b>	22	35	30	13
<b>May</b>	31	40	54	22
<b>Jun</b>	24	86	24	24
<b>Jul</b>	32	132	40	18
<b>Aug</b>	65	123	22	11
<b>Sep</b>	49	98	25	16
<b>Oct</b>	42	71	18	10
<b>Nov</b>	14	27	13	6
<b>Dec</b>	11	10	9	6

**Grand Total      316      652      270      140**

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 21, 2015  
**Subject:** Airport Commission Report  
**Agenda Item:** 6b

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**Description/Summary**

The Airport Commission met in regular session on Wednesday, January 14, 2015

- Received update on Grant Application for Fuel System - Spring 2015 Construction
- Received update on Grant Application for Beacon and EA for Runway Improvements  
Fall 2015 - Installation for Beacon
- Received update on Airport Inspection by MnDot
  - No Immediate Obstructions
  - Need to address "Farm Roads"
  - Need to address farming activities too close to runway
  - Need to address "Animal Holes from Gophers and Badgers"
  - Need to conduct Animal Study (Goose and Deer Traffic)
- Received update on Airport Pavement Inspection

**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 21, 2015  
**Subject:** Sign Ordinance Amendment  
**Agenda Item:** 7a

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**Description/Summary**

The Planning Commission held a public hearing on Tuesday, January 13, 2015, where they discussed potential amendments to the Sign Ordinance to create a new category of signs.

The new sign Ordinance would allow for the installation of "Off-Premise Commercial Directional Signs" along T.H.71 where a business is located up to two blocks off the main highway. The sign would be located outside of MnDot right of way and would include the name and/or logo of the business and an arrow indicating the direction.

Regulations of the Ordinance include:

1. Name and/or logo and arrow on sign face only.
2. Overlay district to include from 5<sup>th</sup> St. S. to 8<sup>th</sup> St. S. on T.H. 71.
3. Sign to be a maximum of 3 sf feet if one business or 6 sf if two businesses.
4. Top of sign shall be limited to 8 feet.
5. No two signs that fall under this category to be located closer than 300' to each other
6. No more than one sign per business.
7. No more than one sign per parcel. Signature of property owner required.
8. Sign shall be setback a minimum of ten feet from all property lines.

Following the hearing the Planning Commission recommends that the Ordinance be approved.

**Action Requested:**

**Approve Ordinance 754 Amending Sign Ordinance Allowing Off Premise Commercial Directional Signs.**

**Action Taken:**

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**Motion:**

**Second:**

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**ORDINANCE NO. 754**

**AN ORDINANCE OF THE CITY OF SAUK CENTRE ADDING SECTION 156.080 TO  
THE CITY CODE PERMITTING  
OFF PREMISE COMMERCIAL DIRECTIONAL SIGNS**

**THE CITY OF SAUK CENTRE DOES HEREBY ORDAIN:**

SECTION 1. That after proper notification, publication and public hearing, the Sauk Centre City Council has determined to add to the City Code provisions allowing for the use of off premise commercial directional signs.

SECTION 2. The official Code of the City of Sauk Centre is hereby amended as follows:

**Section 156.080 – Off-Premise Commercial Directional Signs**

(1) Purpose:

This sign ordinance is intended to establish a comprehensive and balanced system of sign control that accommodates the need for a well-maintained, safe, and attractive community, and to accommodate the business community's need for effective communication and identification. It is the intent of this ordinance to promote the health, safety, general welfare, and desirable community image through the regulation of the type, placement, and physical dimensions of signs. Also that adjacent property values need to be respected and upheld by not drawing negative attention through improper signage.

(2) Definitions:

Off Premise Commercial Directional Signs. A sign, generally informational, that has a purpose secondary to the use of the property upon which it is located, intended to facilitate the movement of pedestrians and vehicles to a commercial business not readily visible from the street. The primary purpose of such sign shall be to assist visitors to a facility, or to find it once they are in the area.

(3) Performance Standards.

The following regulations shall be applicable to all off premise directional signs. Any sign not specifically allowed is prohibited.

(a) Off Premise Directional Signs are limited in wording to include only the name of the organization or business, and/or logo, the distance to same and a directional arrow. Organizations and business utilizing off premise commercial directional signage are limited to permitted or conditional uses currently operating within the existing R-C (Residential-Commercial) zoning district. Each sign may include a maximum of two businesses.

(b) Signs shall be limited to property with frontage along Main Street South (US Hwy 71) between 5<sup>th</sup> Street South and 8<sup>th</sup> Street South.

(c) Signs for a single business or organization shall be a maximum of three (3) square feet in area. A sign for two (2) businesses or organizations shall be a maximum of six (6) square feet in area. Signs shall be mounted on an approved sign standard. The top of the sign shall not exceed eight (8) feet in height from the ground. Signs may be double sided, free standing signs only. No directional signs shall be allowed to be attached to a structure.

(d) No two (2) signs that meet the definition shall be located closer together than three hundred (300) feet.

(e) There shall be no more than one off premise commercial directional sign permitted for each business or organization. A maximum of two (2) commercial business or organizations may share one sign.

(f) A permit shall be required for all signs. The permit shall give the exact location of the sign, height and the name of the organization or business to be designated on the sign. The permit must be signed by the applicant and the owner of record of the property on which the sign will be located. Not more than one (1) sign is permitted per parcel of record.

(g) Signs shall have a minimum ten (10) foot setback from all property lines. Sign shall be non-illuminated and located outside of any sight triangle. The applicant shall be required to furnish all information deemed necessary by the Zoning Administrator for the proper approval of said permit.

SECTION 3. Effective Date: This ordinance shall be effective immediately upon its passage and publication.

The foregoing Ordinance was duly passed and adopted by the Council of the City of Sauk Centre, Minnesota at its regular meeting on the 21<sup>st</sup> day of January 2015.

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

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

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 21, 2015  
**Subject:** Ordinance 755 Authorizing Summary Publication of Sign  
**Ordinance**  
**Agenda Item:** 7b

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**Description/Summary**

Mn Statute allows for Summary Publication of Ordinances as a cost saving measure when publication of the Summary clearly informs the public of the intent of the Ordinance.

An Ordinance Authorizing Summary Publication requires a Super Majority Vote of the Council. (4/5).

**Action Requested:**

**Approve Ordinance 755 Authorizing Summary Publication of Ordinance 754  
Amending Sign Ordinance to Allow Off-Premise Commercial Directional Signs.**

**Action Taken:**

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**Motion:**

**Second:**

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ORDINANCE NO. 755

AN ORDINANCE OF THE CITY OF SAUK CENTRE  
AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 754  
ADDING SECTION 156.080 TO THE CITY CODE PERMITTING  
OFF PREMISE COMMERCIAL DIRECTIONAL SIGNS

THE CITY OF SAUK CENTRE DOES HEREBY ORDAIN:

Section 1: Publication of the title summarizing Ordinance 754 will clearly inform the public of the intent and effect of the Ordinance.

Section 2: A printed copy of the text of Ordinance 754 will be available for inspection by any person during regular business hours at the office of the City Clerk or by standard or electronic mail.

Section 3: This ordinance shall become effective upon its passage and publication as provided by law.

The foregoing ordinance was duly passed and adopted by the Council of the City of Sauk Centre, Minnesota at its regular meeting on the 21<sup>st</sup> day of January, 2015.

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By Warren Stone  
Its Mayor

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By Vicki M. Willer  
Its City Administrator/Clerk

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 21, 2015  
**Subject:** Board Appointment  
**Agenda Item:** 7c

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**Description/Summary**

One term on the Airport Board remains unfilled.

6.) **Airport Commission - 1 position to be appointed for a 3 year term.** According to City Code Section 32.05., the Airport Commission shall consist of five (5) members all of which shall be appointed by the City Council. One (1) member of the Commission shall be a member of the Sauk Centre City Council three (3) members may be residents of the City of Sauk Centre, eligible to vote in its General and Special Elections and one (1) member shall be a staff person of Sauk Centre Public Works Department. The term of Joe Uphus has expired on December 31, 2014.

**Scott Arvig**

**The Council to appoint one members to the Airport Commission for a three year term, effective January 1, 2015 and expiring December 31, 2017.**

**Action Requested:**

**Appoint Scott Arvig to Airport Board.**

**Action Taken:**

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**Motion:**

**Second:**

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CITY OF SAUK CENTRE  
REQUEST FOR NOMINATION CONSIDERATION

TO: THE SAUK CENTRE CITY COUNCIL

NAME: Scott T. Arvig

ADDRESS: 34581 County 2  
Grey Eagle, MN 56336

PHONE: (320) 429-0368 (320) 285-2342

Please consider my request for appointment to the Sauk Centre Airport Board  
for a period of 2-3 years or to complete the unexpired term of \_\_\_\_\_ years remaining.

*Whatever is standard for this position*  
State reasons for desiring to serve on this Board/Commission:

*I own an aircraft which is based in Sauk Centre. I've been a pilot for 18 years, and have a good understanding of aviation in general. I want to see the Sauk airport stay active. I believe it's good for the city, and those living in this area.*  
Prior experience working with governmental units, organizations or other non-profit groups:

*I've never worked with a governmental unit or non profit. My experience is in private business. I was on the diversiCOM - Melrose Telephone / Mainstreet Communications Board for 8 years*

*Scott Arvig*  
Signature

1-7-15  
Date

*Thank you for your consideration.*

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 21, 2015  
**Subject:** Accounts Receivable Invoice Removal  
**Agenda Item:** 7d

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**Description/Summary**

The City Attorney worked with the City to prepare documentation for the vacation of a part of State Road. The City then invoiced the County for reimbursement of those costs.

The County disputed the bill stating that the City was responsible for those costs as part of an agreement in 2002 when the road was initially vacated.

After reviewing the 2002 file, it is recommended that the invoice to the County become void.

Total costs to be voided is \$98.00.

**Action Requested:**

**Approve Resolution 2015-08 Authorizing Accounts Receivable Adjustment**

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

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

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

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**RESOLUTION NO. 2015-08**

**RESOLUTION APPROVING ADJUSTMENTS TO ACCOUNTS RECEIVABLE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAUK CENTRE, MINNESOTA:** that the following invoices in Accounts Receivable be adjusted:

**REMOVALS**

Stearns County	Invoice #3108	(billed in error)	98.00
<b>GRAND TOTAL</b>			<b>\$98.00</b>

**BE IT FURTHER RESOLVED,** that staff is authorized to make the journal entry necessary to complete the transaction.

Adopted this 21<sup>st</sup> day of January, 2015.

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

\_\_\_\_\_  
Vicki M. Willer, City Administrator

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 21, 2015  
**Subject:** Authorizing LMC Coverage for CVB  
**Agenda Item:** 7e

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**Description/Summary**

As an arm of the City, the CVB may purchase insurance through the League of MN Cities.  
The attached resolution authorizes the purchase.

**Action Requested:**

**Approve Resolution 2015-09 Requesting Insurance Coverage for the Convention and Visitor's Bureau.**

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

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

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

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**RESOLUTION 2015-09**

**REQUESTING THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST TO  
ACCEPT THE SAUK CENTRE CONVENTIONS AND VISITOR'S BUREAU INC. IN  
ITS COVERAGE PROGRAMS**

**WHEREAS**, the League of Minnesota Cities Insurance Trust (LMCIT) provides property, liability, automobile, and workers compensation coverages to member cities; and

**WHEREAS**, LMCIT will provide coverage to non-profit corporations which are instrumentalities of a member city; and

**WHEREAS**, the City of Sauk Centre is a member of LMCIT; and

**WHEREAS**, the Sauk Centre Convention and Visitor's Bureau, Inc. is a non-profit corporation which as an instrumentality of the City performs visitor promotional activities on behalf of the City; and

**WHEREAS**, the Sauk Centre Convention and Visitor's Bureau, Inc. wishes to obtain coverage through LMCIT;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Sauk Centre that the City hereby authorizes the Sauk Centre Convention and Visitor's Bureau, Inc. to participate in LMCIT; and

**BE IT FURTHER RESOLVED** that the City of Sauk Centre agrees to be secondarily responsible for any premiums, assessments, or other amounts which may now or in the future be owed to LMCIT by the Sauk Centre Convention and Visitor's Bureau, Inc.

Adopted this 21st day of January, 2015.

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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 21, 2015

**Subject:** Centre Street

**Agenda Item:** 7f

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**Description/Summary**

After reviewing the chain of events regarding the Centre Street Project, it is recommended that the City follow the Special Assessment Public Hearing Procedure. This recommendation is based on the change in the project from what was initially petitioned. The petition was for blacktop. The project now includes blacktop, curb, gutter and storm.

The City has already received the Feasibility Report.

A Public Hearing can be scheduled for Wednesday, February 4, 2015. At that time the abutting owners will be invited to attend and hear updates and offer input.

**Action Requested:**

**Approve Resolution 2015-10 Accepting Feasibility Report and Calling for Public Hearing.**

**Action Taken:**

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**Motion:**

**Second:**

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**RESOLUTION NO. 2015-10**

**RESOLUTION RECEIVING FEASIBILITY STUDY  
AND CALLING FOR PUBLIC HEARING  
FOR 2015 IMPROVEMENTS  
CENTRE STREET**

**WHEREAS**, pursuant to prior action of the council, a report has been prepared by Stantec Inc., consulting engineers, with reference to the improvement of Centre Street by installation of street, curb and gutter, and storm water improvements; and

**WHEREAS**, the Council has been advised by the consulting engineers that said improvements are necessary, cost-effective, and feasible and should best be made as proposed, and the consulting engineers' report to this effect has heretofore been received by the Council, and filed with the City Administrator; and

**WHEREAS**, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels has been made available at the hearing, all in accordance with law; and

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Sauk Centre, Minnesota, as follows:

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$366,500.98.
2. A public hearing shall be held on such proposed improvement on the 4<sup>th</sup> day of February, 2015, in the council chambers of the city hall at 6:30 p.m. or shortly thereafter and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

The motion for the adoption of the foregoing resolution was made by Council Member \_\_\_\_\_ and duly seconded by Council Member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof: .

And the following voted against the same:.

Whereupon said resolution was declared duly passed and adopted by the Sauk Centre City Council this 21st day of January, 2015.

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

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

# City of Sauk Centre Staff Report

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**Meeting Date:** January 21, 2015

**Subject:** Snow Blower

**Agenda Item:** 7g

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## Description/Summary

At the January 7 City Council meeting, the Council directed that discussion on the potential purchase of a new snow blower be sent to the Finance Committee for input. The purchase has already advanced through the Operations Committee and is scheduled for purchase on the 2015 Capital Improvement Plan.

The Finance Committee discussed the proposal on January 15 and recommend that the City proceed with purchasing a snow blower through the State Bidding process and that funds from the Sinking Fund and from the 2015 Heavy Equipment Budget be allowed to the purchase.

The specifications that the Public Works Department recommends are:

- Two Stage Unit
- Double or Triple Augers
- 175 to 250 hp diesel engine
- Output of 1,200 to 2,000 tons per hour
- Shear Pin Protected
- Cutting Width of 100" to 120"
- Maximum Operating Weight of 9,000 lbs. (to fit existing loader)
- Telescopic Chute (allow for blowing or truck loading)
- Quick Hitch System
- FOB Sauk Centre

Three bids were obtained through the State Bidding Process.

Sicard SSI Group, Inc.	Sicard CS-1720	\$ 96,059.67
Connelly Equipment	Tenco TCS172	\$116,393.00
MacQueen	Sno-Go MP-3D	\$135,956.00

A trade in for the 1989 Blower is offered at \_\_\_\_\_ from Sicard and \$5,393 from Tenco.

The Committee recommends that the City proceed with the purchase from Sicard.

**Action Requested:**

**Approve Resolution 2015-11 Approving Purchase of Snow Blower**

**Action Taken:**

\_\_\_\_\_

\_\_\_\_\_

**Motion:**

**Second:**

\_\_\_\_\_

**RESOLUTION NO. 2015-11**

**RESOLUTION APPROVING PURCHASE OF  
2015 SNOWBLOWER**

WHEREAS, the City of Sauk Centre's Capital Improvement Plan calls for the replacement of the 1989 Snow Blower Attachment; and

WHEREAS, staff has compiled a listing of eligible equipment that meets the criteria required from the State Bidding program; and

WHEREAS, three bids were obtained that meet the criteria as follows:

Sicard SSI Group, Inc.	Sicard CS-1720	\$ 96,059.67
Connelly Equipment	Tenco TCS172	\$116,393.00
MacQueen	Sno-Go MP-3D	\$135,956.00

and

WHEREAS, the Finance Committee has reviewed funding options for the proposal.

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

The City enter into a contract with Sicard SSI Group, Inc. for the purchase of a Sicard CS-1720 in the amount of \$96,059.67 without a trade or \_\_\_\_\_ after a trade in of the 1989 Blower.

Adopted this 21st day of January, 2015.

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

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

City of Sauk Centre  
Staff Report

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Meeting Date: January 21, 2015

Subject: Ice Edger

Agenda Item: 7h

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Description/Summary

The Capital Improvement Plan calls for the purchase of an ice edger for the arena. The Edger is used to save ice along the boards where it builds up and cannot be reached by the Ice Resurfacer. The purchase is included in the 2015 budget.

Four quotes were obtained for the purchase:

Becker Arena Products	Winn Ice Edger	4 blades, 24V	\$6,340.00
R&R Specialities	Zamboni	8 blades, 36V	\$6,750.00
CTM Services	Olympia	8 blades, 36V	\$6,490.00
CTM Services	Olympia (USED)	8 blades, 36V	\$4,900.00

The Used Machine is being demo'd.

Action Requested:

Approve Resolution 2015-12 Authorizing Purchase of Ice Edger.

Action Taken:

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Motion:

Second:

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**RESOLUTION NO. 2015-12**

**RESOLUTION ACCEPTING QUOTE  
FOR PURCHASE OF ICE EDGER**

**WHEREAS**, pursuant to a request for quotes for the purchase of an ice edger for the Sauk Centre Civic Arena, the following were received

FIRM	BRAND	SPECS	PRICE
Becker Arena Products	Winn Ice Edger	4 blades, 24V	\$6,340.00
R&R Specialities	Zamboni	8 blades, 36V	\$6,750.00
CTM Services	Olympia	8 blades, 36V	\$6,490.00
CTM Services	Olympia (USED)	8 blades, 36V	\$4,900.00

**AND WHEREAS**, the City Council has determined that the purchase of \_\_\_\_\_ from \_\_\_\_\_ is the best option.

**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 enter into a contract with \_\_\_\_\_, in the name of the City of Sauk Centre, MN, for the purchase.

Adopted this 21<sup>st</sup> day of January, 2015.

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

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

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 21, 2015  
**Subject:** Pay Equity Implementation Report  
**Agenda Item:** 7i

---

**Description/Summary**

Every three years the City is required to submit a Pay Equity Report to the State of Minnesota. The purpose of the report is to statistically analyze whether female jobs and male jobs are comparatively paid.

The City is required to report by January 31, 2015. This will be the first time the City has reported without the inclusion of the Hospital Employees. Therefore, it is anticipated the State will have follow up questions before they determine if the City has complied.

The first step is to approve the submittal of the report.

**Action Requested:**

**Approve Submittal of Pay Equity Implementation Report**

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

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

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

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**Compliance Report**

Jurisdiction: Sauk Centre  
320 Oak Street South

Report Year: 2015  
Case: 1 - 2014 Data (Private (Jur Only))

Sauk Centre MN 56378

Contact: Vicki Willer

Phone: (320) 352-2203

E-Mail: vicki.willer@ci.sauk-centre.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

**I. GENERAL JOB CLASS INFORMATION**

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	4	7	0	11
# Employees	12	7	0	19
Avg. Max Monthly Pay per employee	4,722.32	4,764.68		4,737.93

**II. STATISTICAL ANALYSIS TEST**

**A. Underpayment Ratio = 87.50 \***

	Male Classes	Female Classes
a. # At or above Predicted Pay	2	3
b. # Below Predicted Pay	2	4
c. TOTAL	4	7
d. % Below Predicted Pay (b divided by c = d)	50.00	57.14

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

**B. T-test Results**

Degrees of Freedom (DF) = 17	Value of T = 0.457
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = (\$8)

b. Avg. diff. in pay from predicted pay for female jobs = (\$27)

**III. SALARY RANGE TEST = 110.71 (Result is A divided by B)**

A. Avg. # of years to max salary for male jobs = 7.75

B. Avg. # of years to max salary for female jobs = 7.00

**IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)**

A. % of male classes receiving ESP 0.00 \*

B. % of female classes receiving ESP 0.00

\*(If 20% or less, test result will be 0.00)



Part A: Jurisdiction Identification

Jurisdiction:

*City of Sault Centre*

Jurisdiction Type:

Contact:

Phone:

E-Mail:

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description:

*Springsted Consulting*

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

*no difference*

- 3. An official notice has been posted at:

*Sault Centre City Hall*

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

\_\_\_\_\_ (governing body)

\_\_\_\_\_ (chief elected official)

\_\_\_\_\_ (title)

Part C: Total Payroll

*1,168,678.42*

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:

\_\_\_\_\_

City of Sauk Centre  
Staff Report

---

**Meeting Date:** January 21, 2015  
**Subject:** Use of Former Ambulance Garage Offices  
**Agenda Item:** 8a

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**Description/Summary**

At the last Council meeting, the Council directed that the Operations Committee conduct a walk-through of the former Ambulance Garage offices to determine if it would be feasible to allow the Senior Center to utilize the space to provide for private use by the Public Health Nurse, Tax Preparation Services and other uses where some privacy is required and to also utilize the area when additional space is needed when multiple activities are occurring simultaneously.

The Committee to conduct the walk through on Tuesday, January 20 and will provide a recommendation at the meeting.

A floor plan is attached.

**Action Requested:**

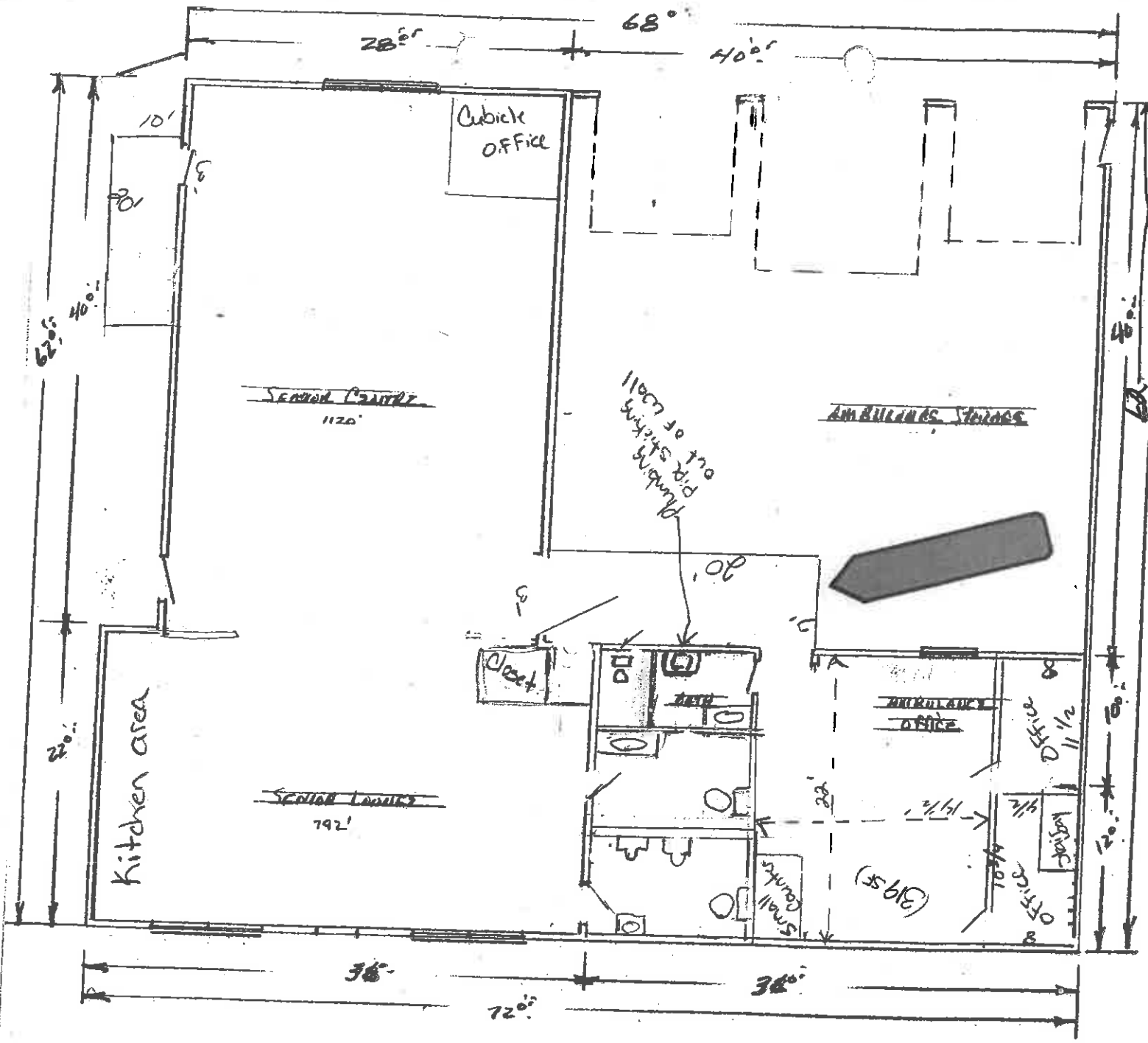
**Action Taken:** \_\_\_\_\_

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

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

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City of Sauk Centre  
Staff Report

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**Meeting Date:** January 21, 2015  
**Subject:** Consent Agenda  
**Agenda Item:** 10a-c

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**Description/Summary**

The Council to consider the following Consent Agenda Items:

- |    |                      |               |                     |
|----|----------------------|---------------|---------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$644,405.31        |
|    |                      | Paid Claims   | <u>\$0.00</u>       |
|    |                      | Total         | <u>\$644,405.31</u> |
- b. Gambling Application for Exempt Permit request from Ivy's Legacy Foundation for a raffle on April \_\_\_\_\_, 2015 at JT's Pub and Grill.
- c. Gambling Application for Exempt Permit request from Holy Family School for a raffle on March 22, 2015 at Holy Family School.

**Action Requested:**

**Approve Consent Calendar as Presented.**

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

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

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

# Schedule of Claims

## City of Sauk Centre

2nd Meeting — January 2015

Date of Meeting: 1.21.15

Vendor	Dept.	Purpose	Amount
Ace Hardware	Park/Arena/City Hall	Ice melt spreader, scoop shovel, oil	\$ 156.96
Alpha Medical Equipment	Ambulance	Medical Supplies	\$ 129.75
American Welding & Gas	Ambulance	Oxygen and cylinder rentals	\$ 332.93
Ameripride	Street	Shop Towels	\$ 68.06
Bertelson One Source	Police	Ink cartridges	\$ 115.78
Border States Electric Supply	Arena	Electrical Supplies	\$ 541.95
Bound Tree	Ambulance	Medical Supplies	\$ 91.68
Bueckers City Sanitation	Various	Monthly refuse hauling	\$ 973.67
Carquest	Street	Oil and Air Filters	\$ 48.88
Carquest	Park	Thermostat, Lead assy, 50 PVC loom, Min lamp	\$ 13.62
Carquest	Police	batteries, Rain X	\$ 10.85
Cartridge World	Ambulance	Print Cartridges	\$ 33.98
Centerpoint	Various	Monthly gas heating	\$ 2,766.47
CentraCare - Sauk centre	Ambulance	ALS Dec Wages	\$ 885.00
Charter Communications	Campground	Phone and internet	\$ 19.03
CMI	Police	Mouthpieces	\$ 40.09
Consolidated Plastics	City Hall	Mat for front door	\$ 332.03
CTM Services, Inc.	Arena	Propane start valve	\$ 66.80
Culligan	Various	Bottled Water	\$ 112.35
Deputy Registrar #45	Police Forfeiture	Switch title on Cadillac Escalade	\$ 20.75
Duane or Cynthia Duevel	Police Forfeiture	Filing Fee Reimbursement	\$ 324.00
Dustin VonWahlde	Police	Reimburse Mileage and Food while training	\$ 160.24
Dyna Systems	Street	Bandsaw blade	\$ 149.07
East Side Oil Companies	Waste	Waste Oil Disposal	\$ 50.00
Farm-Rite Equipment	Park	Tool Cat cutting edge	\$ 124.83
Federal Publishing Limited	Street	OSHA- EPA-Homeland Security Compliance Journal	\$ 298.50
Friedrichs Tire & Oil	Park	Propane Tank refills	\$ 37.42
Friedrichs Tire & Oil	Street	Tires for Loader	\$ 4,880.00
Garage Door Store	Street	Overhead Door Maintenance	\$ 149.50
GTS Educational Services	P&Z	Shoreland & Flood Plain seminar for Diane & Sarah	\$ 160.00
Holiday	Various	Monthly Fuel	\$ 3,812.98
J.P Cooke Company	GnGvt	Nameplates	\$ 27.10
Jim's Wholesale, Inc.	Outdoor Rink	Assorted Candy	\$ 22.50
Keepers	Police	Tactical Fleece	\$ 125.57
Konica Minolta	Various	Monthly Copier maintenance	\$ 485.00
League of MN Cities	GnGvt	2015 Leadership conferences	\$ 540.00
Melrose Truck Repair	Street	Plow Repair	\$ 100.13
Midwest Fire	Fire	Siren Maintenance	\$ 385.00
Minnesota UC Fund	Police	Unemployment - Moorman	\$ 111.00
Minnesota Vet Associates	Police Forfeiture	Wellness Examination for Sonny	\$ 223.98
MN Dept of Labor & Industry	Library	Annual Elevator Operation	\$ 100.00
MN Elevator, Inc.	City Hall, Library	Annual Service	\$ 3,742.23
Mow-itz lawn Care Service	Ice&Snow	Sidewalk snow removal	\$ 594.90
Napa	Street/Airport	Bulbs and Battery Charger	\$ 90.11
Northland Trust Services	2008A GO Impr Bond	Principal and interest payment on SAUK08A	\$ 95,255.00
Northland Trust Services	2007A GO Ref Bond	Principal and interest payment on SAUK07A	\$ 159,660.00
Northland Trust Services	2007B GO Impr Bond	Principal and interest payment on SAUK07B	\$ 47,950.00
Northland Trust Services	2012A GO Imp/Util Bond	Principal and interest payment on SAUK012A	\$ 198,195.00
Office Depot	Various	Office Supplies	\$ 173.31
Sally Vogt	Various	Jan 1 - 15 ~ Cleaning	\$ 546.00
Sauk Centre Fleet Supply	Ambulance	Operating Supplies	\$ 50.24
Sauk Centre Fleet Supply	Street	Operating, repair and Maint. Supplies	\$ 67.55
Sauk Centre Fleet Supply	Arena	Operating, repair supplies and small tools	\$ 248.07
Sauk Centre Public Utilities	Various	Safety Management Program	\$ 1,237.50

1/16/2015 12:44 PM

Vendor	Dept.	Purpose	Amount
Sauk Centre Public Utilities	Various	Electrical Inspections	\$ 120.00
Splash Zone LLC	Splash Pad	Deposit for Splash Pad Project	\$ 44,000.00
Star Publications	Various	Various Herald and Shopper Ads	\$ 436.45
Stearns Co Sheriff's Dept	Police	Quarterly MDT unit support	\$ 170.64
Stearns County Environmental Services	P&Z	Shoreland Training (S. Morton)	\$ 45.00
Stearns Electric	Airport	Monthly Electric	\$ 952.81
Streicher's	Police	Belts and pants	\$ 158.95
Surplus Services	Various	Computer, Furniture and small tools	\$ 251.00
Trisko Heating & Plumbing	Arena	Closet Spud and rubber washers	\$ 33.10
US Bank Trust, NA	Fds 316	Principal & interest final payoff due 2/01/15 2004B	\$ 71,400.00

**Total \$ 644,405.31**

Paid Prior to Meeting		
		0.00
<b>Claims Appr by Council</b>		<b>\$644,405.31</b>
<b>Additions</b>		<b>\$0.00</b>
<b>Totals Claims This Batch</b>		<b>\$644,405.31</b>

X \_\_\_\_\_ Date: \_\_\_\_\_  
 CtyAdm/Clk

City of Sauk Centre  
Staff Report

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**Meeting Date:** January 21, 2015  
**Subject:** Annual Meeting Fire Service Assessments  
**Agenda Item:** 11a

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**Description/Summary**

The annual meeting with the Townships/City to review the annual fire service assessments has been scheduled for Tuesday, February 17, 2015 at 7:30 p.m. The meeting will be publicly noticed so a quorum of the Council may attend.

**Action Requested:**

None Requested.

**Action Taken:**

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**Motion:**

**Second:**

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