

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 4, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 4, 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, Diane Kelly and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp, Police Chief Bryon Friedrichs, Ambulance Director Kathy Struffert, Assistant Ambulance Director Tim Deschene and Administrative Assistant Nicki Vogt. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Johnson and was seconded by Council Member Leach to approve the January 21, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

**4. PUBLIC OPEN FORUM (Comments Limited to 3 Minutes)**

None.

**5. PUBLIC HEARINGS – Centre Street Project**

- a. Mayor Stone opened the Public Hearing and read the Public Hearing Procedure.

On January 21, 2015 the City Council called for a Public Hearing on the improvement of Centre Street. The Council had previously heard the Feasibility Report for the project which had initially been petitioned for improvement by the adjacent property owners. Because the petition did not include curb, gutter and storm sewer, the City Council held this hearing to get additional feedback from the adjacent property owners who will be assessed for a portion of this project.

Following the Public Hearing, the Council has six months to decide whether to order the Improvement without the need for a new Public Hearing; however, the Council may want to act earlier in order to proceed with the project in conjunction with Beltline Road so the project can benefit from economy of scale.

City Engineer Yapp presented the revised Feasibility Report as follows:

- Project location

- Urban design pipe alternative
- Urban design pond alternative
- Estimated project costs and assessment rates for pipe alternative
- Estimated project costs and assessment rates for pond alternative
- Preliminary assessments – urban design pipe alternative
- Preliminary assessments – urban design pond alternative

Mayor Stone called for persons to speak in favor or opposition.

Mike Thieschafer, Midwest Machinery Manager. Mr. Thieschafer stated that they have plans to expand and wondered if it was possible to run the excess water north down Beltline Road. City Engineer Yapp stated that grade-wise, that is not possible as there is no capacity for additional water.

Mayor Stone called three times for additional persons to speak in favor or opposition. None spoke.

Mayor Stone closed the Public Hearing at 7:20 p.m.

See 7b.

## **6. REPORTS/PRESENTATIONS**

- a. Police Chief Bryon Friedrichs presented the December 2014 Monthly Report stating that there were 261 ICRs and 225 Verbal Warnings for a total of 486.
- b.&c. Ambulance Director Struffert presented the 2014 Year-End Report stating that she is the Director, Tim Deschene is the Assistant Director, Jeff Bromenshenkel is the Training Coordinator and Dr. Mari Thomas is the Medical Director. The Department has a roster of 20 EMT's. They have 3 rigs as follows:
  - 561: Used for emergency/non-emergency BLS transfers and calls within the City. 2013 Chevy Type 3 with 26,000 miles.
  - 562: Used for ALS transfers and in town calls. 2009 Ford E-450 Type 3 with 69,000 miles.
  - 563: Back Up Rig/Non-Emergency Transfers/Stand-by Events. 2000 Ford E-350 Type 3 with 129,000 miles.

The Department provides additional services such as the Stearns County Fair, Demolition Derby, Parades, Sporting Events, EMS Week, CPR and 1<sup>st</sup> Aid Classes, Community Education Classes and CPR hospital staff and CPR/1<sup>st</sup> Aid to businesses.

Ambulance Director Struffert also reported the following:

- 2014 total events/details was 701 which was a decrease of one call from 2013.
- 2014 total calls per month
- 2014 total transported patients

- Destination Hospitals. St. Michael's Hospital/Centricare was the destination hospital for the majority of the calls.
- Average patient age.
- Runs by City/Township. Sauk Centre held the majority of runs with 81.20%.

Assistant Ambulance Director Deschene stated that the Department billed \$596,425.40 in 2014 which was a 4.5% increase from 2013 billing. The total amount collected in 2014 was \$368,547.24. Of that, \$359,344.30 was collected from billing, \$6,634.66 was collected from Revenue Recapture, \$84.68 was collected from Collections and \$2,483.60 was collected from other collections.

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$215,377.90. They are also requesting that the Council close files totaling \$3,782.82. See 7a.

- d. Assistant Fire Chief Steve Moritz reported that there were a total of 83 calls in 2014, in comparison to 88 in 2013. The Department billed out \$12,900, received \$1,005.00 (2013) and \$8,495.00 (2014) and \$4,785.00 remains unpaid. The Department received a total of \$55,348.74 in grants/reimbursements/donations in 2014.

Moritz noted that there were four retirements in 2014 and three persons were hired to fill these spots.

- e. The Park Board met on February 3, 2015 and discussed the following:

- Matt Wessel was elected Chairperson
- The shelter for the Splash Pad project has been finished
- Splash Pad plans are being prepared for submittal to the MN Department of Health
- The Splash Pad Committee is organizing a Throwback Prom Fundraiser, scheduled for Saturday, February 21, 2015
- Discussion of 2015 projects
- Review of 2015 dry-floor events

- f. The EDA met on Wednesday, February 4, 2015 and discussed the following:

- Discussion of land rental contract with the farmer who rents the Unger property
- Update on the purchase of the racetrack property
- Review and discussion of the 2014 year-end financial reports

## **7. ACTION ITEMS**

- a. Each year the City Council is requested to remove or write off any billings for the Ambulance Department listed as Accounts Receivable which are deemed uncollectible. These amounts are a combination of Medicare and Insurance adjustments and also billings that are not collectible.

- The amount adjusted for 2014 is \$215,377.90.

- The amount returned as uncollectible from Star Claims of \$34,359.30
- The amount recommended to be written off from in house collections is \$3,782.82.

Also, as part of the annual audit, the City posts liability in an amount projected to be uncollectible of the remaining receivables. This amount is calculated based on long term trending and is currently set at 44% of the claims currently being processed by our agent and 65% of the files turned back to the City for collection.

The Ambulance Department is requesting approval of the write-offs.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the Ambulance Department Medicare adjustments of \$215,377.90 and write-offs as uncollectible of \$34,359.30 and also internal write-offs as uncollectible of \$3,782.82. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

b. See 5a.

Following the Public Hearing, the City Council may take action to Order the Improvement of Centre Street. If the Council orders the improvement, final design for the project will take place for preparation for bidding.

This project is different from prior projects in that the County will be bidding the project along with the Beltline Project. The City will, however, have an opportunity to review the final plans once they become available. In addition, staff will continue the process of investigating the best practical solution for funding this project along with Beltline.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to move forward with the pond design. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

Council Member Leach introduced Resolution No. 2015-13, Resolution Ordering Improvement and Preparation of Plans for Centre Street. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly, Johnson and Mayor Stone. Against: None. The motion passed.

c. As presented at the Council Meeting on January 21<sup>st</sup>, an Agreement has been provided by MNDOT Aeronautics for signatures. The grant will pay 60% of the costs of installation of a new fueling system at the airport. The total cost of the project is not to exceed \$29,228. The Airport Commission is recommending Council approval.

Council Member Johnson introduced Resolution No. 2015-14, Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- d. At the January 7<sup>th</sup> 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 is recommending 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 allocated to the purchase.

The specifications that the Public Works Department recommended 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
- Delivery

Three bids were obtained:

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

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

Council Member Thomas introduced Resolution No. 2015-11, Resolution Approving Purchase of 2015 Snow blower. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- e. The Teamsters Local 320 Unit representing the Police Union have entered into a tentative agreement to settle the contract with the City for 2015-2017.

Three changes to the existing contract are:

1. Three Year Term
2. Salary increases same as offered to Public Works. 2.5%, 3%, 3%
3. City pays for POST License (currently \$45.00 which the City pays one half)

The Personnel Committee recommends approval.

A motion was made by Council Member Leach and was seconded by Council Member Johnson to approve the contract with Teamsters Local 320 Police Union as presented. A vote being recorded as follows: For: Council Members Leach, Johnson, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- f. The first ever Sauk Centre Polar Bear Plunge is coming to Sauk Centre on Saturday, Feb. 7<sup>th</sup>, 2015. The proceeds from the event benefit Special Olympics. Registration starts at 10:00 am at Sinclair Lewis Park. The website is [www.plungemn.org](http://www.plungemn.org).

Special Olympics is requesting that Park Road be closed from the parking lot by the band shell to the parking lot by the boat launch for the event. Road closure to be from 10:00 a.m. until the final plunge.

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

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

a.	Schedule of Claims -	Unpaid Claims	\$323,519.42
		Paid Claims	\$10,000.00
		Total	<u>\$333,519.42</u>

- b. Resolution No. 2015-15, Resolution Accepting Contribution. The contributions are as follows:

Men’s Card Playing Group	\$240.00	Senior Center
Gary Gamradt (Night Vision Scope)	\$600.00	Police Department

- c. Resolution No. 2015-16, Accepting Bids for Excess Vehicles and Equipment.

The police advertised various excess vehicles for public sale through the State of MN Surplus Services online website.

<u>Vehicle</u>	<u>Bidder</u>	<u>Amount</u>
1993 Plymouth Acclaim	Jeffrey Kleven	\$125.00

- d. ElmerZ Restaurant, Bar & Event Center is requesting a Temporary Off Premise Liquor Permit to utilize their On-Sale Liquor License at Ladies Night Out at the Civic Arena on April 23, 2015.

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

**11. INFORMATIONAL ITEMS**

- a. The term of Diane Schmiesing will expire on March 31, 2015. A notice will be placed in the Sauk Centre Herald regarding the vacant seat. The length of the term is 5 years.
- b. Safety Committee Meeting Minutes.
- c. Annual Fire Service Meeting – February 17, 2015 – 7:30 p.m.
- d. Board of Equalization Meeting – May 4, 2015 – 1:00 p.m.
- e. Hazardous Waste Collection – June 10, 2015 – Civic Arena Parking Lot
- f. Informational Meeting with BSLA re: Aquatic Weed Control – February 23, 2015 – 7:00 p.m. Sauk Centre City Hall
- g. Throwback Prom – February 21, 2015 – ElmerZ Event Centre

**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, Kelly and Stone. Against: None. The motion passed.

With no further business to come before the Council, Mayor Stone adjourned the meeting at 8:00 p.m.

Respectfully submitted,

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Mayor Warren Stone

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City Administrator Vicki Willer