

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 5, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 5, 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 and Mayor Kirckof. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, Fire Chief John Egan, Ambulance Director Kathy Struffert, Assistant Ambulance Director Tim Deschane, City Engineer Keith Yapp, City Planner Sarah Morton and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat. Council Member Olson was absent.

2. APPROVAL OF AGENDA

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the agenda, with the deletion of 7e. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the October 30, 2013 Special Meeting Minutes and the January 15, 2014 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

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

None.

5. PUBLIC HEARINGS

Mayor Kirckof noted that the Public Hearing was regarding an off-sale liquor license request. He opened the Public Hearing and read the Public Hearing procedure.

Holper Enterprises, dba Northside Liquor, located at 321 Main Street (Gas Mart) has requested an Off-Sale Liquor License at this location. Granting of this license would authorize the owner of the establishment to sell off-sale liquor. The off-sale liquor store will be a separate section of the new Gas Mart proposed to be constructed in 2014. The liquor store is to be the southerly section of the store (left side). New liquor locations within the City request that a Public Hearing be held by the Council to allow for public comments before the license be granted.

A legal advertisement was published in the Sauk Centre Herald notifying the public that a hearing was scheduled for February 15th at 6:30 p.m. or shortly thereafter. The request is that the license becomes effective commensurate with the next renewal cycle on July 1, 2014 or upon completion of the building. The license cannot be issued until the physical structure is up and substantially complete.

The City has received the following:

- Application (City)
- \$100 Public Hearing fee
- \$100 Liquor License fee
- Complete background check

The following is to be completed, if approved:

- Application for Off-Sale Intoxicating Liquor License (State of MN)
- Background check – updated
- Certificate of Insurance Liability
- Workers Compensation

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

Administrator Willer reviewed for the Council how many off sale liquor stores are located in cities of a similar size to Sauk Centre noting that several have Municipal Liquor Store which then prohibits the issuance of off-sale licenses.

Paul Hartmann, 1161 South Main Street, Sauk Centre, MN (Moonshine Shoppe Owner). Mr. Hartmann is opposed and feels that Sauk Centre is well served in the liquor area with having 3 existing off-sales and many bars. He proposed that Mr. O'Brien purchase his existing facility rather than open a new facility.

Dan O'Brien, 321 Main Street, Sauk Centre (Northside Liquor Owner). Mr. O'Brien is in favor of this request. He responded to Mr. Hartmann's proposal to purchase his existing Moonshine Shoppe, stating that he feels it is outdated and does not have the room needed to include a convenience store, car wash and gas pumps. He wants to build a modern facility for the residents of Sauk Centre. He also feels that this facility will serve customers coming off of Sauk lake as well as residents on the north end of town. Approval of this request will bring 15 jobs into this facility.

Mayor Kirckof called for additional persons to speak in favor or opposition. None spoke. Mayor Kirckof closed the Public Hearing at 6:45 p.m.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs presented the 2013 Year-End Report stating that the members of the Sauk Centre Police Department are very motivated in serving and protecting our community. They had a comparable year to 2012 with ICR and total offense being slightly down from 2012 by 266 ICR's and 210 total offenses. Verbal warnings were also down 387 from 2012.

From these routine traffic stops, officers issued citations to 162 drivers that either did not have a license or lost their driving privileges. These drivers were still driving in our community along with 107 drivers that did not have a proof of insurance.

There were several felony arrests that were a result of routine traffic stops for possession of drugs and intent to sell drugs. \$14,052.60 of money related to these drug arrests was forfeited by our department.

Major crimes of theft and damage to property complaints were up from 2012. A majority of damage to property was in the private sectors and there were less in the public sector (parks, restrooms, playgrounds, etc.) A large percentage of thefts were reports that were taken from our local Wal-Mart store. Burglary calls doubled from 8 in 2012 to 16 in 2013. A large percentage of these burglaries our department established were payback crimes between known associates that could not be proven for prosecution.

2013 showed an increase in arrest of drivers for DWI's and driving impaired as a result of controlled substances. In 2013 the SCPD had 51 DWI arrests compared to 43 in 2012 and 2011. Of these 51 arrests, 25 were arrested for being impaired on a controlled substance.

There was also an increase in arrests for drug paraphernalia with 46 arrests in 2013 compared to 35 in 2012 and possession of marijuana arrests were the same with 34 total. The community continues to be involved in making calls to report suspicious activity. We received 175 suspicious calls in 2013 compared to 164 in 2012. It is great to see the community's involvement because it is very beneficial in helping our department solve crimes.

The SCPD Officers are doing much more than enforcement. They spend time interacting with children and adults in the community by speaking with school age children, giving tours of the Police Department for various groups as well as making appearances at sporting events, lunches and community meetings. The Department participated in Shop With A Cop and Night to Unite, and both were a big success.

The SCPD has 77 years of combined experience with our six full time officers. The Department has two part time officers with 7 years combined experience, records and data entry has 6 years experience and our Chaplain has provided 10 years of support for our officers. For a department of this size, having this many years shows that the officers have great loyalty, dedication and commitment to the department. Having a low turnover rate in officers helps the community to get to know the officers and establish trust in their abilities when working with them. The Police Department continues to be proactive in enforcement and working with the community which give the citizens of Sauk Centre a safer community to live, work and raise a family.

Mayor Kirckof thanked the SCPD and its staff for their professionalism and dedication to the City of Sauk Centre.

- b.&c. Ambulance Director Struffert presented the 2013 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 ALS transfers and rural calls. 2013 Chevy Type 3 with 18,500 miles.
- 562: Used for BLS transfers and calls within the City. 2009 Ford E-450 Type 3 with 58,800 miles.
- 563: Back Up Rig/Non-Emergency Transfers/Stand-by Events. 2000 Ford E-350 Type 3 with 115,800 miles.

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

Ambulance Director Struffert also reported the following:

- 2013 total events/details was 702 which was a 14.4% increase from the 2012 total of 601
- 2013 total calls per month
- 2013 total transported patients
- Destination Hospitals. St. Michael's Hospital/Centracare was the destination hospital for 42.59% of the calls.
- Average patient age.
- Runs by City/Township. Sauk Centre held the majority of runs with 79.77%.

Assistant Ambulance Director Deschene stated that the Department billed \$569,712.60 in 2013 which was a 15% increase from 2012 billing. The total amount collected in 2013 was \$341,087.99. Of that, \$329,309.35 was collected from billing, \$10,312.52 was collected from Revenue Recapture and \$1,466.12 was collected from Collections.

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$189,299.95. They are also requesting that the Council close files totaling \$5,299.83. See 7a.

- d. Fire Chief Egan reported that there were a total of 88 calls in 2013, in comparison to 76 in 2012. The Department billed out \$18,777.50, received \$1,385 (2012) and \$15,067.50 (2013) and \$2,585.00 remains unpaid. The Department received a total of \$41,595 in grants/reimbursements/donations in 2013.

Egan noted that there were three retirements in 2013 and he is recommending appointing two new appointments to fill the vacancies. See 7h. His plan to fill the third vacancy is to seek applications late fall.

- e. City Administrator Willer presented the Convention and Visitor's Bureau 2013 Annual Report as follows:

- Review of the 2007-2013 CVB achievements
- MN lodging performance picked up in May and June, followed by moderate growth in July and August

- Requests for information on Sauk Centre from the Explore Minnesota website has increased to 3,091 requests. This is a 30% increase since 2010
 - Advertising statistics
 - Website statistics
 - 2013 highlights
 - 2014 new promotions
- f. The Airport Commission met on Wednesday, February 5th and discussed the following:
- Hangar Door seals freezing with the frigid temps
 - Window in FBO hangar
 - Insurance Repairs – roof
 - Recommended Master Plan/ALP update approval to the City Council. See 7b.
 - AD Building updates
 - CIP plan review
 - Discussion on minimum specifications for private hangar construction
- g. The Park Board met on Tuesday, February 4th and discussed the following:
- Bryon Friedrichs is the new Park Board Member
 - 2014 improvement projects
 - Internet expansion discussion
 - City Wide Garage Sale at the Arena was approved to be held during the City Wide sales in town
 - Review of 2014 dry floor events at the arena
- h. The EDA met on Wednesday, February 5th and discussed the following:
- Revolving loan fund approval request. See 7f
 - Appraisal – MN Sawdust & racetrack properties
 - TIF 1-1 closeout update
 - Small cities grant discussion
 - Railroad property discussion
 - Allocation of returned TIF1-5 funds
 - Year 2013 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. Those amounts are a combination of Medicare and insurance write-downs which we cannot collect and also billings that are not collectible.

The amount of write-downs from insurance and Medicare for 2013 is \$178,861.65.

The amount recommended to be written off as uncollectible is \$10,284.65.

The amount recommended to be written off from in house collections is \$5,299.83.

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.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the Ambulance Department Medicare and insurance write-downs of \$178,781.65 and write-off's as uncollectible of \$10,284.65 and also internal write-offs as uncollectible of \$5,299.83. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- b. As part of the ongoing Master Plan project for the Sauk Centre Municipal Airport, the MPAG (Master Plan Advisory Group) held a Public Meeting to gather input on the preferred alternatives the Group selected for the future layout of the Airport Property.

The Airport Board met following the Public Meeting and has formulated a recommendation to the City Council and are seeking approval to submit the Master Plan to the FAA for approval. The Master Plan provides guidance to the City over the next twenty years as we develop identified projects.

Highlights:

- Main Runway: Preferred Alternative is to lengthen the runway to the South 700'. This will result in a total of 4,000 feet
- Crosswind Turf Runway: Preferred Alternative is to shift the entire runway south and east. This will move Safety Zone A on the east end away from two conflicting uses. (Farm Road and Structure). It will also move the RPZ (Runway Protection Zone) on the west end onto City Property.
- Future runway turnarounds, parking areas, taxiways, runway widening etc. to be depicted on the ALP.
- Buildings: Future buildings to include areas for private hangars, improved AD building and FBO building.
- The ALP includes a property survey of the current ownership boundary.
- The ALP will also depict a future preferred City Ownership boundary.

The next step is for the Master Plan to be submitted to the FAA. The ALP (Airport Layout Plan) will be sent upon completion within the next sixty days. Following approval, the City will be eligible for new grants for improvements included on the ALP.

A motion was made by Council Member Stone to authorize submittal of the ALP to the FAA for approval. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- c. See 5a. – Action commensurate to Public Hearing held earlier.

City Administrator Willer noted that there were no written comments received regarding the request for the issuance of an Off Sale Liquor License at the existing Gas Mart location.

Council Member Johnson introduced Resolution no. 2014-06, Resolution Approving the Issuance of an Off-Sale Liquor License to Holper Enterprises, Inc. dba Northside Liquor at 321 Main Street. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas and Mayor Kirckof. Against: Council Member Stone. Absent: Council Member Olson. The motion passed.

d. The Council considered the following Board and Commission appointments and Mayor Kirckof has reviewed each of the applications and recommended their appointment.

1.) Planning Commission – 1 position to be appointed for a 3 year term. The term of Don Schlichting and Marty Sunderman expired December 31, 2013. The following have submitted nominations:

Mark Magnuson

The Council to appoint one member to the Planning Commission for a three year term, effective January 1, 2014 and expiring December 31, 2016.

2.) Convention & Visitor's Bureau – 1 position to be appointed. According to Ord. No. 665, the Mayor with approval of the City Council shall appoint 8 members to the Board: 5 of whom shall be representatives of the lodging and/or hospitality industry in the city, 1 of whom shall be a representative of the Chamber of Commerce ~~and not a paid employee of the organization~~, 1 from the City who will represent the City Council and 1 member at large. The term of Dennis Heinen expired December 31, 2013. At the January 15, 2014 City Council Meeting the Council waived the requirement that the Chamber Member not be a paid employee of the organization thus opening the position to a paid employee. This waiver is effective for the balance of 2014 during which time the Ordinance will be forwarded to the Policy Committee for a recommendation on the board structure of the organization. The following submittal for nomination for the open position has been received:

Andrea Kerfeld

The Council to appoint one member to the Convention & Visitor's Bureau effective February 6, 2014 and expiring December 31, 2014.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to appoint Mark Magnuson to the Planning Commission and Andrea Kerfeld to the CVB for the terms stated above. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

e. Removed from agenda.

- f. The Sauk Centre EDA reviewed a request for a loan from the City’s revolving loan fund and they are recommending its approval.

The request is for a \$12,500 low interest (4%) loan from the City’s Revolving Loan Fund for a new business named Yoga Mama’z which will be located downtown Sauk Centre.

Yoga Mama’z will be a wellness studio offering fitness classes, personal training, etc. If approved, the funds will be used for equipment purchases and building updates/upgrades.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the low interest loan from the Revolving Loan Fund for Yoga Mama’z in the amount of \$12,500 at 4%. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- g. The Sauk Centre Fire Department currently has 3 vacant positions. The Department has reviewed the hiring list from its previous hiring procedure and is recommending that the following two candidates be appointed to the Department upon the completion of an acceptable background review and pre-employment physical:

- 1. Charles (Chuck) Moritz
- 2. Brad Odegard

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the appointments of Charles Moritz and Brad Odegard to the Sauk Centre Fire Department upon acceptable background review and pre-employment physical. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- h. Four invoices have been finalized in the City’s accounting system that have outstanding late fees. These fees are fees posted after payment was mailed but before received, payments from customers who sent payment without the fees, or the account was written off.

Council action is required to remove the fees from the system.

Nygren (Invoice #2872)	\$6.00
Johnson (Invoice #2919)	\$2.10
Martinez (Invoice #2797)	\$11.25
Messer (Invoice #2683)	\$26.25

Council Member Johnson introduced Resolution No. 2014-07, Resolution Approving Adjustments to Accounts Receivable. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$220,586.22
	Paid Claims	<u>\$1,488.65</u>
	Total	<u><u>\$222,074.87</u></u>

b. Resolution No. 2014-08, Resolution Accepting Contributions. The contributions were as follows:

Men’s Card Playing Group	\$227.47	Senior Center
Coborn’s	\$180.00	Ambulance

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

The Council thanked The Men’s Card Playing Group and Coborn’s for their donations.

11. INFORMATIONAL ITEMS

a. HRA Opening

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer