

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 6, 2019**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 6, 2019 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Joe Fuechtmann and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Administrative Assistant Nicki Vogt, Ambulance Kathy Struffert, Assistant Ambulance Director Tim Deschene, Fire Chief Steve Moritz and City Engineer Keith Yapp. Council Members Thomas and Leach were absent. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve the agenda, with changes. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Members Thomas and Leach. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the January 16, 2019 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS/AWARDS

a. & b. Ambulance Director Struffert and Assistant Director Deschene presented the 2018 Ambulance Department Year-End Report noting that they provide additional services such as the Stearns County Fair, Demolition Derby, parades, sporting events, EMS week, CPR and 1st Aid Classes, community education classes as well as providing CPR/1st Aid courses to hospital staff and local businesses.

The Council reviewed the following:

- 2018 total calls/runs was 897, which was an increase from the 2017 total of 737
- 2018 total calls by month.
- 2018 total transported patients.
- Sauk Centre Centracare is the main destination hospital for a majority of the calls.
- Average patient age.
- Runs by City/Township with Sauk Centre holding the majority of the runs.
- Overview of special event details

- Overview of Mutual aid

The department had 694 total billed calls, totaling \$804,061.44 being billed out. The total amount collected in 2018 was \$454,405.28

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$267,748.54. See 7a.

- c. Fire Chief Moritz presented the 2018 Fire Department Annual Report. He stated that there were a total of 114 calls in 2018, in comparison to 88 in 2017. The department billed out \$19,565, received \$1,300.88 (2017) and \$10,558.18 (2018), collections/write-offs of \$2,495, leaving \$8,695 unpaid. The department received a total of \$229,290 in grants/reimbursements/donations in 2018.

The Department is currently operating with 29 Fire-fighters.

- d. The Park Board met on Tuesday, February 5 and discussed the following:
- Welcomed new member Roger Harrison
 - Recommended Council approval to apply for the Outdoor Recreation Grant for the Challenge Park
 - Recommend Planning Commission approval of a Park Dedication Fee of \$1,500 for the Railroad Property plat
 - Recommend Council approve the hiring of seasonal employment
 - Reviewed playground equipment options for Jaycee Park
 - Campground interviews to take place February 19
 - Discussion held regarding installing new park signage at Sinclair Lewis Park
 - Discussion held regarding a new potential sledding hill
 - Discussion regarding a new campground attendant office
 - The Dog Park open house will be held in the spring

- e. The EDA met on Wednesday, February 6th and discussed the following:
- Review railroad property plat
 - Recommend finalization of SCDP Loan for JAMMDD Properties

7. ACTION ITEMS

- a. See 6 a & b.

This action is a follow-up to the Ambulance Billing Report which requires the City to approve year-end adjustments and write offs.

The 2018 amount is \$267,748.54.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve receivable adjustments for the Sauk Centre Ambulance

Department. A vote being recorded as follows: For: Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Thomas and Leach. The motion passed.

- b. At the December 19, 2019 City Council meeting, the Council approved advertising for bids for the purchase of Self Contained Breathing Apparatus (SCBA) for the Fire Department. The funding for the purchase is primarily through a FEMA Grant.

Three vendors expressed interest and demonstrated the equipment to a Committee who reviewed the specifications and evaluated the packs based upon:

- Pack Comfort
- Face Mast Comfort
- Ease of Use
- Durability
- Battery Life
- Warranty
- Face Mask Visibility
- Initial and Overall Cost

Bids were advertised and opened on Thursday, January 31, 2019, at 11:00 a.m. at City Hall. The bids are as follows:

Clarey's Safety Equipment	\$122,945
Alex Air Apparatus	\$122,352 (with Quick Connect)

After consideration, it is the Committee's recommendation to purchase the 3M Scott Air Packs from Clarey's Safety Equipment. These packs provide the best user comfort with both the face piece and harness assembly. They will work with the Department's existing fill station without requiring adapters. It is recognized that the packs are \$593 more than the competitor from Alex Air Apparatus; however, given the fifteen-year life of the packs the Committee feels the above reasons outweigh the additional cost.

Council Member Fuechtmann introduced Resolution No. 2019-07, Resolution Accepting Bid for Self-Contained Breathing Apparatus (SCBA). The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

- c. The 2019 Fire Department has budgeted for the replacement of equipment (commonly known as Jaws of Life). The new equipment will be battery driven vs. the older hydraulic version and will have interchangeable batteries with other equipment.

Two written quotes were obtained from qualified vendors. The bids are as follows:

Alex Apparatus	Alexandria, MN	\$29,955.00
Clarey's Safety Equipment	Rochester, MN	\$29,930.00

Both vendors demonstrated their equipment. The Alex Apparatus Equipment, which is the Hurst Brand, matches the specifications of the Department more closely and is recommended for purchase. In addition, repairs and parts would be more readily available with the local vendor.

Council Member Kelly introduced Resolution No. 2019-08, Authorizing Purchase of Hurst Equipment from Alex Apparatus. The motion was seconded by Mayor Stone. A vote being recorded as follows: For: Council Member Kelly, Mayor Stone and Council Member Fuechtmann. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

- d. With the potential retirement of Firefighters in the Fire Department, Fire Chief Moritz is requesting permission to advertise for Firefighter candidates to create a hiring list.

Upon receipt of applications and following interviews and testing, candidates will be placed on a list for future hire, which could range anywhere from immediately to six months, depending on need.

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve advertisement for Firefighters for placement on a hiring list. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

- e. With the potential departure of Part-Time Officers in the Police Department that are seeking Full-Time employment, Chief Friedrichs is requesting permission to advertise for Part-Time Officers with the potential to share an Officer with Melrose.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve advertisement for Part-Time Officers. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

- f. Pay Application #7 has been received from Breitbach for the 2018 Capital Improvement Project.

1	Original Contract Amount	\$ 3,200,203.28
2	Change Order - Addition	\$ 12,864.97
3	Change Order - Deduction	\$ 0.00
4	Revised Contract Amount	\$ 3,213,068.25
5	Value Completed to Date	\$ 1,698,495.12
6	Material on Hand	<u>\$ 87,322.52</u>
7	Amount Earned	\$ 1,785,817.64
8	Less Retainage 5%	\$ 89,290.88
9	Subtotal \$	<u>1,696,526.76</u>
10	Less Amount Paid Previously	\$ 1,689,595.77
11	Liquidated damages -	\$ 0.00

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve Pay Request No. 7 to Breitbach Construction Co. in the amount of \$6,930.00. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

- g. At the January 16, 2019 City Council meeting, the Council authorized staff to enter into a Purchase Agreement for the purchase of approximately two acres on the east side of the City which would provide access to three parcels of land. A copy of the proposal was presented to the Council for their review. The property is approximately 66' by 1,200' and could eventually become a roadway. At the present time the proposal is for the parcel to remain a lot with ingress/egress easements in favor of the properties.

A Purchase Agreement was entered into for the agreed upon price of \$15,000. Closing is expected to occur concurrently with the sale of the parent parcel on or about May 3, 2019.

Approval is needed for the split of the parcel from the parent parcel and authorization to execute the closing documents. This split of property was tentatively approved with Resolution 2018-106, Supporting the Detachment of the Parent Parcel.

Council Member Kelly introduced Resolution No. 2019-09, Authorizing Minor Subdivision and Execution of Closing Documents. The motion was seconded by Council Member Fuechtmann. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann and Mayor Stone. Against: None. The motion passed.

- h. Removed from agenda.

- i. At a previous meeting, the Policy Committee was directed to complete a proposed Policy of Stormwater Utility Credits.

The Council was presented with a draft policy which implements a process for property owners to apply for a credit and the criteria that would need to be met to qualify. The Policy applies to apartments, commercial and industrial property. Residential properties are not eligible.

Highlights of the Policy include:

Maximum overall credit available is 50%

- Stormwater Quality Credits of up to 25%
- Stormwater Quantity Credit of up to 25% for 10-year event capacity and an additional 15% for 100- year storm event capacity.
- Industrial Stormwater Permit Credit of up to 50%

A motion was made by Council Member Fuechtmann and was seconded by Council Member Kelly to approve a Policy implementing a Stormwater Utility Credit Policy. A vote being recorded as follows: For: Council Members Fuechtmann, Kelly and Mayor Stone. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

- j. When the City completed the most recent compensation study and placed the employees on a Wage and Step Scale, positions with twenty or more hours were assigned a Grade. Because the position of Library Custodian was not evaluated at the time, the position is not currently on the scale. The Custodian requested that the position be evaluated.

The position has been evaluated and received a rating of 1 on the Scale. According to City Policy, when a position is graded or if a position changes grades, the employee is placed on the Step System at the next closest wage. For this position, the proposed Step is Step One.

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to approve the placement of the Library Custodian on the Wage Scale at Grade 1/Step 1, effective February 1, 2019. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann and Mayor Stone. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

8. UNFINISHED BUSINESS

- a. It has been brought up several times in recent history that the City should consider licensing rental properties to insure the public health, safety, and welfare of renters.

Several cities our size have implemented a Rental Ordinance which requires minimum standards to be met and procedures for licensing.

If the City Council wishes to pursue rental licensing, it should direct the Policy Committee or an Ad Hoc Committee to establish criteria and bring a Policy/Ordinance back to the City Council.

- 1. Establishment of Rental Ordinance
 - a. Establish of Criteria
 - b. Identification of Rental Properties
 - c. Public Hearing/Outreach
 - d. Implementation Timeline
 - e. Final Adoption
- 2. Licensing
 - a. Inspections
 - b. License Fees

A motion was made by Council Member Kelly and was seconded by Council Member Fuechtmann to direct the Policy Committee to review and recommend a Rental Ordinance Policy. A vote being recorded as follows: For: Council Members Kelly, Fuechtmann and

Mayor Stone. Against: None. Absent: Council Members Leach and Thomas. The motion passed.

- b. Applications were received until January 31, 2019 for the Campground Attendant position. Interviews will soon be conducted with a recommendation to the Council for their March 6th meeting.
- c. The Joint Airport Zoning Board (JAZB) is expected to meet for its first meeting in the next few weeks.

Stearns County has appointed two representatives to the Board. The City has appointed two representatives to the Board. The Township has not recommended a representative at this time. After they have had more time to review with their attorney, they are also expected to send a representative.

The Zoning Ordinance is expected to be completed before the end of 2019.

9. NEW BUSINESS

- a. Representatives from Census 2020 have been in touch with and met with City Staff regarding forming a Complete Count Committee in the City of Sauk Centre to help with Census 2020 outreach.

The Committee would help create awareness in the community and surrounding area about the importance of a Complete Count in 2020.

Some examples that the Committee could do would be:

- o Media Briefings
 - o Parades/Rallies
 - o Coordinate with Youth
 - o Classroom Resources
 - o Newsletters
 - o Social Media
 - o Job Recruitment
- b. Visit Sauk Centre is working on a potential 2019 event to coordinate with Ladies Night Out that would include an Art Crawl. An Art Crawl is an event that allows artistic vendors to set up shop in the street.

Visit Sauk Centre is proposing the event to include the closure of Sinclair Lewis Avenue; however, the City Code restricts the number of times per year that a closure is allowed.

The City Code States that “Encumbering Public Ways” is prohibited with the following exceptions:

§ 96.067 EXCEPTIONS.

The foregoing shall not apply to a maximum of 3 annual civic celebrations, 2 of which will be sponsored by the Sauk Centre Chamber of Commerce and will commonly be known as "Crazy Days," and 1 of which will be an event held during the celebration commonly known as "Sinclair Lewis Days" and 1 celebration to be held every fifth year commonly known as the "All School Reunion." The dates of the celebrations as established by the Sauk Centre Chamber of Commerce and the organization promoting Sinclair Lewis Days and the organization promoting the All School Reunion shall be submitted to the City Council for approval. (1985 Code, § 304.03) (Am. Ord. 687, passed 1-6-2010)

Because Crazy Days is a Part of Sinclair Lewis Days, it is requested that the City consider that one event and consider the Art Crawl the other event. Specifics are not yet available; however, organizers wanted to know if this was a possibility before proceeding further.

No action to be taken until the March 6, 2019 Regular Meeting.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$156,508.33
	Paid Claims	\$0.00
	Total	<u>\$156,508.33</u>

b. Resolution No. 2019-10, Resolution Accepting Contributions. The contribution is as follows:

Men's Card Playing Group	\$165.00	Senior Center
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c. Gambling Application for Exempt Permit request from the Sauk Centre Sno-Cleats, Inc. for a raffle on March 16, 2019 at American Legion Club.

d. Gambling Application for Exempt Permit request from the Sauk Centre Chamber of Commerce for a bingo on April 13, 2019 at ElmerZ Restaurant, Bar & Event Centre.

e. Sauk Centre Youth Hockey Association has submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License for an event at the Sauk Centre Civic Arena on March 30, 2019. Fee and Certificate of Insurance is being provided.

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

The Council thanked the Men's Card Playing Group for their donation.

11. INFORMATIONAL ITEMS

- a. December 12, 2018 Safety Committee Meeting Minutes.

12. ADJOURN

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

With no further business to come before the Council, Mayor Stone adjourned the meeting.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer