

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 6, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 6, 2013 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Warren Stone, Mike Olson, Dave Thomas and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Fire Chief John Egan, Ambulance Director Kathy Stuffert, Assistant Ambulance Director Tim Deschene and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

The January 16, 2013 Regular Meeting Minutes were approved with changes.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a & b. Ambulance Director Struffert presented the 2012 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: Primary Rig and also used for ALS transfers. 2013 Chevy Type 3 with 3,400 miles.
- 562: Primary Rig and also used for BLS transfers. 2008 Ford E-450 Type 3 with 54,100 miles.
- 563: Back Up Rig/Non-Emergency Transfers/Stand-by Events. 1999 Ford E-350 Type 3 with 106,500 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:

- 2012 total events/details was 601 which was a 8.8% increase from the 2011 total of 552.
- 2012 total calls per month
- 2012 total transported patients were 471 which was a 7.05% increase from the 2011 total of 440.
- Destination Hospitals. St. Michael's Hospital/Centracare was the destination hospital for 46.33% of the calls.
- Average patient age.
- Runs by City/Township. Sauk Centre held the majority of runs with 77.36%.

Assistant Ambulance Director Deschene stated that the Department billed \$484,180.20 in 2012 which was a 5.8% increase from 2011 billing. The total amount collected in 2012 was \$295,986.29. Of that, \$288,694.29 was collected from billing, \$6,300.01 was collected from Revenue Recapture and \$991.99 was collected from Collections.

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$183,498.38. They are also requesting that the Council close files totaling \$4,152.10. See 7a.

- c. Fire Chief Egan reported that there were a total of 76 calls in 2012, in comparison to 82 in 2011. The Department billed out \$13,335.00, received \$1,340.00 (2011) and \$10,690.00 (2012) and \$1,815 remains unpaid. The Department received a total of \$55,200.00 in grants in 2012.

Fire Chief Egan also noted that there were three new firemen in 2012 and all have completed Fire Fighter 1 training.

- d. Chief Friedrichs then presented the 2012 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 very busy year with the total ICR count being up 300 from 2011. Verbal warnings were also up 241 from 2011. From these routine traffic stops, Officer issued citation to 142 drivers that either did not have a license or have lost their driving privileges. These drivers were still driving in our community along with 141 drivers that did not have their proof of insurance. This was up from 54 in 2011. Several felony arrests were also the result of routine traffic stops. These consisted of crimes of theft of motor vehicles, discharge firearm into residence, damage to property, vandalism, possession of drugs and intent to sell drugs.

The major crimes of theft and damage to property complaints were up from 2011; however, burglaries were down by half. We also had a decline in public vandalism. 2012 showed an increase in arrest of 5th degree controlled substance of methamphetamine and a dramatic increase in drivers arrested for driving under the influence of a controlled substance. There was also an increase in arrests for possession of marijuana and drug paraphernalia.

The Community continues to be involved in making calls to report suspicious activity. Community involvement is one of the Department's tools as it helps the Department solve crimes. In October, a citizen observed a burglar in the Heaven and Earth Essential store and ended up physically detaining the suspect who was then arrested when Officers arrived on scene.

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

The Sauk Centre Police Department has 71 years of combined experience with our six full time employees. For a department this size, having this many years shows that the Officers have great loyalty, dedication and commitment to the Department. Having a low turnover rate if 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 gives the citizens of Sauk Centre a safer community to live, work and raise a family.

e. The Operations Committee, consisting of Council Member Thomas and Council Member Johnson, met on Thursday, January 31, 2013 and discussed the following:

- Reviewed the Stormwater Utility Ordinance provisions as it relates to developing a Credit Policy. They also looked at the option of a reduction in the rate. See 8a.
- Reviewed the vehicle fleet of Public Works from both a short term and long term perspective.
- Reviewed a quote to construct an awning over the service door entrance to the Ambulance Garage and are recommended that the work be completed.

f. The Airport Commission met on Monday, January 28, 2013 and discussed the following:

- Reviewed and recommended the renewal of a Land Lease Agreement at the Airport.
- Reviewed the updated twenty year Capital Improvement Plan.
- Discussed land acquisition around the Airport as identified in the Airport Layout Plan which lies within Airport Safety Zones.
- Discussed a Grant for developing a plan for pavement rehabilitation.
- Discussed an alternate time and date for Airport Board meetings which are to be the second Wednesday of every month at 1:00 at City Hall.

g. The Park Board met on February 5, 2013 and discussed the following:

- Discussed seasonal employment for the Campground Attendant. See 7g.

- Heard a request from the Baseball Association to turn a softball field into a baseball field and make improvements at Jaycee Park.

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 write-downs which we cannot collect and also billings that are not collectible.

The amount of write down from insurance and Medicare is \$183,498.38.

The amount recommended to be written off as uncollectible is \$4,152.10

Also, as part of the annual audit, the City posts an amount projected to be uncollectible of the remaining receivables as liability.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the write-off of Ambulance billing receivables of \$183,498.38 for write-downs and \$4,152.10 as uncollectible for 2012. A vote being recorded as follows: For: Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- b. The Airport Commission reviewed the renewal of the Airport Lease Agreement with Gerald Schurman. Schurman leases 38.76 acres from the City near the southern end of the runway.

The Board recommends the lease be renewed for a period of two years at \$100 acre.

The history of lease over the past 5 years is as follows:

2008 - \$25/acre
2009 - \$50/acre
2010 - \$50/acre
2011 - \$50/acre
2012 - \$75/acre

Even though there are restrictions on the lease due to Airport safety issues, the Board felt that an increase is justified as the rate continues to be significantly lower than the average rate in the area for this type of soil.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve renewal of the Land Lease with Gerald Schurman at a rate of \$100/acre for two years. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- c. Mary Lou Schaeffer has resigned from as an HRA Board Member due to her work schedule. Mrs. Schaeffer's term would have expired on March 31, 2015.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to accept the resignation of Mary Lou Schaeffer. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

The Council thanked Mary Lou Schaeffer for her service.

- d. In recent days, the Federal Government has introduced a proposal to eliminate the tax exemption on Government Bonds.

Currently, Cities can sell tax exempt bonds to finance projects. The purchaser of the bond does not pay Federal Tax on the interest income they derive from the sale.

Because of this provision, the bonds are more attractive to buyers and the municipality can realize a better interest rate on the sale. This results in lower cost projects. Often, the interest rate is what makes or breaks a municipality's ability to proceed with the project.

In addition, if there is no benefit to buyers to purchase municipal bonds, it could become difficult to sell bonds at all as buyers will invest funds elsewhere at less risk.

Council Member Thomas introduced Resolution No. 2013-08, Supporting Preservation of Tax Exempt Financing. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- e. Stearns County Emergency Management, along with the cities within Stearns County, have been working over the past two years on a "Hazardous Mitigation Plan". The City of Sauk Centre has participated in the development of the Plan and has submitted to the Plan several items that were identified for inclusion in it. Those items were approved in 2012 by the City Council. These are things that are identified as needs of the City or Public Utility that, if completed, could mitigate future hazards or problems in the event of a disaster.

By inclusion in the Plan, the City will be eligible for FEMA Grant Funds to implement.

The multi-jurisdictional Plan has been finalized and is ready for adoption by each of the communities.

Council Member Stone introduced Resolution No. 2013-09, Resolution of the City of Sauk Centre Adoption of the Stearns County All-Hazard Mitigation Plan. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- f. Street Foreman Tom Johnson recommends upgrades to the Public Works Dept. fleet of vehicles.

1989 Chevy Cheyenne 1500 (Tan) (Runner truck, parts, dogs etc.)

1997 Dodge 1500 (Maroon)
 1988 Dodge D100 (Red). Flatbed dumpbody. Old PUC Truck

1984 Ford F350 (White) Dually. Dumptruck box. (Old PUC Truck)

1997 Chevy 1500 Arena Truck (White with graphics)
 2002 Ford F250 (Tan)

The vehicles listed above are what are currently owned. It is recommended that the 1989 Chevy and 1984 Ford be upgraded. The Operations Committee recommends that staff be allowed purchase a vehicle through the bidding process within the parameters of their budget. The City budgeted \$15,000 in Streets for a replacement vehicle.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to authorize staff to purchase vehicles (pickup style) through the bidding process at an amount not to exceed \$17,500. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

- g. The Park Board, at their February 5th meeting, reviewed and are recommending amendments to the Job Description for the Campground Attendant. They also recommend the rate of pay be \$6,500/season with site.

The proposed timeline for filling the position is:

February 6, 2013	City Council Approves Description and Pay Rate
February 13-20, 2013	Advertise for Position
Through March 15, 2013	Accept Applications
March 18-22, 2013	Review Applications
March 25-Apr 1, 2013	Conduct Interviews
April 2, 2013	Park Board Recommendation
April 3 or 17, 2013	Formal Appointment by City Council
May 15, 2013	Position Begins

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the Campground Attendant Job Description and Rate of Pay. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: Council Member Olson. The motion passed.

Council Member Olson recommend that in the future, the City consider going out for bid for this position.

- h. The Sauk Centre Fire Department has completed its research and review of an all-terrain vehicle to replace the Gator they currently use as a grass rig. The new rig will also serve as a winter rescue rig for lakes and trails.

They are able to purchase a Polaris Ranger 800 Crew Cab, with accessories, through the State Bid process. Bemidji Sports Center is the winner of the State Bid for this vehicle and can sell to the City at a set discounted price.

The total vehicle cost including sales tax is \$20,493.59.

In addition, two quotes were sought for a trailer to haul the vehicle.

Felling Trailer submitted a quote for \$4,675.85 and their quote met all bid specifications.

Sparks Sales submitted a quote for \$4,500.00; however, the Sparks Sales trailer would have to be upgraded with a side rail and full ramps, which could not be completed for \$175.85 to remain under the Felling quote.

The existing Gator and trailer can be sold to a high bidder. It is estimated that the sale will pay for the cost of the new trailer.

The total purchase to be paid through donations already made to the City by the Sauk Centre Fire Relief Association.

Council Member Olson introduced Resolution No. 2013-10, Resolution Accepting Quote for Purchase of a 2013 Polaris Ranger and Trailer, with amendments. The motion was seconded by Council member Thomas. A vote being recorded as follows: For: Council Members Olson, Thomas, Stone, Johnson and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Operations Committee met and discussed request of the members of the business community from the prior meeting. Options discussed are as follows:
 1. Repeal the Ordinance – The Committee does not recommend the Ordinance be repealed as there are repairs that need to be completed and a bond commitment. They recognize that when the bond is callable in six years that the City at that time may have the option to convert the bond to a Capital Projects Bond to be funded with levy, however, due to the favorable interest rate we currently enjoy that may not be feasible.
 2. Credit Policy – The Committee reviewed the types of credit that could be implemented by the City, however with the variety of types of property and the costs of administering the program they felt this was not the best option for the City. They recognize that the option of reducing the fee by reducing impervious surface is always available.

3. Fee Reduction – The Committee reviewed the option of implementing a fee reduction. They looked at implementing a “Cap” or maximum that anyone pays and also a reduction in the fee structure itself.

If the City were to consider a reduction in the second tier fee which is currently \$2.50 to another amount, the total budget would be as follows:

\$2.50	\$2.00	\$1.50	\$1.00
\$179,359	\$169,723	\$160,015	\$150,343

There are 66 properties that currently pay a second tier (\$2.50) fee which is applied to all REFs over ten.

If the City Council wishes to amend the Stormwater Utility, the Committee recommends that the best option at this time is for a second tier fee reduction. They further recommend that if a reduction is the selected option that the second tier fee should be changed to \$1.00.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve a fee reduction from \$2.50 to \$1.00. A vote being recorded as follows: For: Council Members Thomas, Johnson and Mayor Kirckof. Against: Council Members Stone and Olson. The motion passed.

9. NEW BUSINESS

a. b. c. Three New Business Items are being submitted to the Council for consideration as follows:

1. Review and Amendment of **Technology Policy**. Due to changes in technology since the City adopted its Technology Policy, a review should be conducted to ensure that everything is in compliance. (Social Media, Facebook, Twitter, Blogs etc). By general consent, this was sent to the Policy Committee for their review/recommendation.
2. With Spring right around the corner, **Public Works Projects** should be commenced. These include mill and overlay and equipment. The City is on track to replace the 1994 plow truck this Fall and has budgeted to participate with the PUC on the purchase of a replacement Chipper. By general consent, this was sent to the Operations Committee for their review/recommendation.
3. The City should review its **Sidewalk Maintenance Policy**. By general consent, this was sent to the Operations Committee for their review.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- | | |
|---------------------------------------|--------------|
| a. Schedule of Claims - Unpaid Claims | \$205,509.89 |
| | \$752.24 |
| Total | \$206,262.13 |
- b. Resolution No. 2013-11 Accepting Contributions. Contributions totaled \$250.00 from the Men’s Card Playing Group to be used towards the Senior Center.
- c. Gambling Application for Exempt Permit request from the Sauk Centre Chamber of Commerce for a raffle on March 29, 2013 at JT’s Pub & Grill.

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, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

11. INFORMATIONAL ITEMS

- a. The HRA term of Don Leonard will expire on March 31, 2013. A notice will be placed in the Sauk Centre Herald regarding the vacant seat. The length of the term is 5 years.
- b. January 9, 2013 Safety Committee Meeting Minutes.
- c. Letter from Centre Jobbing.

12. ADJOURNMENT

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

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

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer