

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 7, 2018**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 7, 2018 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Keith Johnson, Dave Thomas and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Police Chief Bryon Friedrichs, Public Works Director Matt Zinniel, City Engineer Chuck Boser and City Planner Sarah Morton. Mayor Stone presided thereat. Council Member Leach was absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the January 7, 2018 Regular Meeting Minutes and the January 17, 2018 Special Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. CVB Director, Pam Borgmann presented the Council with the 2017 CVB report, as follows:

- 2017 Revenue - \$52,640.76, which is a decrease of \$3,500 from 2016.
- Highlights:
 - New Website
 - Advertisement is spent on website and social media versus print ads
 - Bus tours decreased in 2017
 - Daytrips are more common than overnight trips
 - New map
 - 4 new informational tour cards; agricultural, industrial, historical and recreational
- Will be working on more art, including sculptures
- Begin to promote the creamery
- 3 tours scheduled for 2018

- b. Ambulance Director Struffert presented the 2017 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:

- 2016 total calls/runs was 736, which was a decrease from the 2016 total of 760
- 2017 total calls per month.
- 2017 total transported patients.
- Destination hospital with Sauk Centre Centracare as 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
- LUCAS was used 3 times

The department billed \$538,374.90 in 2017. The total amount collected in 2017 was \$391,590.21.

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$222,862.55. They are also requesting that the Council close files totaling \$11,582.40. See 7a.

- c. City Administrator Willer presented the Fire Department Annual Report on behalf of Fire Chief Moritz. She stated that there were a total of 88 calls in 2017, in comparison to 90 in 2016. The department billed out \$14,085.88, received \$1,470 (2016) and \$9,145 (2017) leaving \$3,390.88 unpaid. The department received a total of \$53,450 in grants/reimbursements/donations in 2017.

The Department is currently operating with 29 Fire-fighters.

- d. The Park Board met on Tuesday, February 6, 2018 and discussed the following:

- 2018 Chairperson – Bryon Friedrichs
- 2018 Vice-Chairperson – Ryan Roelike
- Discussed DNR Trail Connection Grant – see 7f
- Discussed Outdoor Recreation Grant
- Discussed proposal for a ninja-warrior style fitness park
- Reviewed 2018 meeting calendar
- Recommending hiring campground attendant
- Campground rentals is in full swing with most holiday weekends full

e. The EDA met Wednesday, February 7, 2018 and discussed the following:

- 2018 President – Kevin Uphoff
- 2018 Vice-President – Jean Marthaler
- 2018 Secretary/Treasurer – Warren Stone
- Received Chamber of Commerce Update
- Received request for development assistance from Felling Trailers
- Potential housing TIF project discussion

7. ACTION ITEMS

a. See 6b.

The amounts to be adjusted include:

\$222,862.55 Federal Mandated Adjustments (Medicare, etc.)
\$11,582.40 Uncollectible.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve the annual adjustments from billing of \$234,444.95. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

b. At the January 3 meeting the Policy Committee was tasked with reviewing the City's Code regarding membership on the Convention and Visitor's Bureau Board. The Committee met, and after reviewing the existing code, recommended the following two changes:

1. Amend eligibility requirements by removing "representatives of the lodging/hospitality industry" and inserting "representative businesses and/or individuals within the community." This would expand the number of persons eligible to serve on the Board.
2. Remove term limits. The City Council has exclusive authority to appoint whomever it deems would serve the Board to the best of his/her ability. If the Council does not feel a member is contributing to the Board, a re-appointment can be denied.

§ 112.15 CONVENTION AND VISITORS BUREAU (CVB).

(A) *Appointment of members.*

(1) The Mayor, with approval of the City Council, shall appoint 8 members to serve on the Convention and Visitors Bureau, ~~5 of whom shall be representatives of the lodging and/or hospitality industry in the city~~ one (1) of whom shall be a representative of the Chamber of Commerce, one (1) from the City who will represent the City Council ~~and 1 member at large~~ and the remaining six (6) from representative businesses and/or individuals within the community. In the event the city enters into any joint powers agreements with any other political subdivisions for the collection, administration and disposition of a lodging tax imposed by such entities pursuant to M.S. § 469.190, as it may be amended from time to time, the political subdivisions party to joint powers agreements

with the city, may recommend a ninth individual as their representative. Convention and Visitors Bureau members shall be appointed for 3-year terms. ~~A member of the Convention and Visitors Bureau shall not be eligible for reappointment after having served 3 consecutive 3-year terms until after a lapse of 1 term except that the Council, at its discretion, may appoint 1 of its Alderpersons to the Bureau and the Alderperson shall be eligible for reappointment as long as he or she remains on the Council.~~ All present members of the Convention and Visitors Bureau shall continue to serve until their current term or reappointment expires. First term appointments for members shall be as follows: 3 members shall be appointed for a 1-year term; 3 members shall be appointed for a 2-year term and 2 members shall be appointed for a 3-year term. They shall elect their own Chairperson and serve without compensation.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve Ordinance No. 777 Amending Membership Qualifications for Convention and Visitors Bureau. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas and Mayor Stone. Against: None. The motion passed.

- c. The Council considered the following appointments:

Convention & Visitor's Bureau – 2 positions to be appointed for a 3 year term. The terms of Dick Polipnick and Pam Durbin have expired December 31, 2017. The following submitted a nomination:

Pam Durbin

Airport Commission – 1 position to be appointed for a 3 year term. The term of Scott Arvig expired on December 31, 2017. The following submitted a nomination:

Joe DeVietro

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to appoint Pam Durbin to the CVB for a three year term, effective February 7, 2018 and expiring December 31, 2020 and Joe DeVietro to the Airport Commission for a three year term effective February 7, 2018 and expiring December 31, 2020. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- d. Public Works Supervisor Matt Zinniel has completed his third year with the City of Sauk Centre. Matt received a satisfactory review.

Staff recommended that Matt advance to Step 5 of the Non-Union Pay Scale, effective on his anniversary date of February 7, 2018.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the advancement of Matt Zinniel to Step 5 of the Non-Union Pay Scale, effective February 7, 2018. A vote being recorded as follows: For: Council Members

Kelly, Thomas, Johnson and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- e. Three prospective EMTs that were previously approved to attend EMT classes on behalf of the City of Sauk Centre have completed their coursework and passed their exams. The candidates are Ben Clink, Kris Devens, and Shannon Olson Anderson.

The Council was presented with their letters of recommendation from Ambulance Director Kathy Struffert.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the appointments of Ben Clink, Kris Devens and Shannon Olson Anderson as Probationary EMT's with the Sauk Center Ambulance Department. A vote being recorded as follows: For: Council Members Johnson, Thomas, Kelly and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

- f. After preliminary screening for eligibility of the Mn DNR Trail Grant for the construction of the "Old Main Street Connecting Trail", the City has been invited to submit formal application.

The application is being completed, including Letters of Support. The application also requires a Resolution of Support from the City Council.

The estimated costs which include the trail, trail bump-outs with benches, a split rail fence near the Indian Burial Grounds and an information Kiosk is \$80,000. The City is required to match 25% with non-state funds.

The commitments by the City include:

- The City will contribute its match of \$20,000 to the project.
- The City will construct the project prior to 2020.
- The City will comply with laws, environmental regulation and requirements.
- The City will maintain the trail for a minimum of twenty years.
- The City officials have no Conflict of Interest related to the project.

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve Resolution No. 2018-07, Supporting the Grant Application for DNR Local Train Connection Program. A vote being recorded as follows: For: Council Members Kelly, Johnson, Thomas and Mayor Stone. Against: None. Absent: Council Member Leach. The motion passed.

8. UNFINISHED BUSINESS

- a. The design for the 2018 CIP Project is nearing completion, with the following design elements needing to be finalized.
1. Use two storm structures and discharge to lake.
 2. Use one storm structure to lake and utilize ponds along Country Club Rd.

- 3. Use one storm structure to lake and discharge to golf course.

Options 2 & 3 would require easements from the golf course.

Chuck Boser from Stantec reviewed design elements.

It was the general consent of the Council to ask that Stantec continue to explore cost-saving options.

9. NEW BUSINESS

- a. The 2009 ambulance department rig is up for replacement. The ambulances are on a 9 year rotation basis.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims	Unpaid Claims	\$203,757.71
		Paid Claims	<u>\$80.00</u>
		Total	<u>\$203,837.71</u>

- b. Resolution No. 2018-08, Resolution Accepting Contributions. The contributions are as follows:

Men’s Card Playing Group	\$233.66	Senior Center
Innocent Roelike Family	\$500.00	Ambulance

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

The Council thanked the Men’s Card Playing Group and the Innocent Roelike Family for their donations.

11. INFORMATIONAL ITEMS

- a. The HRA term of on Leonard will expire on March 31, 2018. 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.

12. ADJOURNMENT

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