

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 7, 2007 – 6:30 P.M.**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 7, 2007 at 6:30 p.m. at the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members Al Coenen, David Thomas, Keith Johnson and Warren Stone. Also present were City Administrator/Clerk Vicki Willer, Public Works Director Butch Wessel, Planning Consultant Joe Heinen, City Engineer Keith Yapp of Bonestroo Williamson Kotsmith (BWK), Police Chief Jim Metcalf, Assistant Ambulance Director Tim Deschene and Office Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

The agenda was approved as submitted.

**3. APPROVAL OF MINUTES**

The Council's January 17, 2007 Regular meeting minutes were approved with changes.

**4. PUBLIC OPEN FORUM**

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. City Administrator/Clerk Willer stated that Ann Antonsen of Springsted, Inc. is present to report on the position classification and compensation report.

Ms. Antonsen stated that she was hired by the prior Council to conduct an organizational review of the City of Sauk Centre with the objectives being to review and evaluate the City's current classification and compensation program, develop a new system that addresses internal equity and market competitiveness and to review guidelines for ongoing administration and maintenance. She stated that tonight's portion will be strictly going over the compensation and classification study, which began in July, 2006.

The methodology used for this process was to collect data, prepare class descriptions, evaluate jobs, obtain market salary and benefits data, develop a salary line, determine pay grades, assign job classifications to pay grades and to develop implementation options. Ms. Antonsen stated that gathering market information was the most time consuming.

The survey findings were as follows:

- Many City salaries are below the market;
- Internal pay relationship inequities exist with the City of Sauk Centre;
- Staff shows a pride in public service; and
- Staff showed optimism that the study would result in needed change.

The pay philosophy was to provide fair and equitable compensation to employees, balance external market and internal equity, maintain competitive pay structure with consideration of the City's fiscal resources and to develop an understandable compensation program.

The benchmark Cities used in gathering salary survey information were as follows:

- |               |              |
|---------------|--------------|
| -Benson       | -Morris      |
| -Cambridge    | -Park Rapids |
| -Cold Spring  | -Princeton   |
| -Le Sueur     | -St. James   |
| -Litchfield   | -Staples     |
| -Long Prairie | -Wadena      |
| -Melrose      | -Zimmerman   |
| -Montevideo   |              |

The system that was used to evaluate was Systematic Analyses and Factor Evaluation (SAFE®). Ms. Antonsen stated that this system was tested in Federal Courts in evaluating public sector employees. SAFE evaluates training and ability, level of work, physical demands, independence of actions, supervision exercised, experience required, human relations skills, working conditions and impact on end results.

Ms. Antonsen then presented the 2007 Pay Plan and Position Grade Assignments by Powerpoint for all present to view.

The implementation process would be as follows:

- Base increase of 3% for all employees already approved by City Council.
- Move all employees on to new salary schedule with the option of either January 1, 2007 or on employee's anniversary date.
- Increases market comparability.

Ongoing administration would require annual base adjustments. Council would need to establish guidelines (e.g. CPI and comparable organizations), adjust pay grades and salaries of all employees as necessary.

Ms. Antonsen then discussed fringe benefits and the results were as follows

<b>Holiday Leave</b>	Slightly below average
<b>Annual Leave</b>	Slightly above average at top end, slightly below at lower end
<b>Sick Leave</b>	Slightly above average
<b>Health Insurance</b>	Slightly above average for employer contribution; however, cost is lower
<b>Retiree Health Insurance</b>	Consistent with other employers
<b>Life Insurance</b>	Consistent with other employers
<b>Deferred Comp.</b>	Consistent with other employers

Mayor Kirckof thanked Ms. Antonsen for her time and stated that it is good for the City of Sauk Centre to get back to the market level. He also stated that it is the Council's duty to make sure City staff is compensated fairly.

After a lengthy discussion, it was the general consensus of the Council to hold another Council Meeting on Monday, February 12, 2007 at 3:00 p.m. in the City Hall Upper Level Conference Room to further discuss the information that was presented.

- b. Planning Consultant Heinen presented information regarding the Oak Ridge Heights Assessments and W.H. Cates Estates Plat. He stated that if the Council has any questions they can feel free to contact him.

It was noted that W. H. Cates cannot sell any town homes since the plat is not recorded.

- c. Public Works Director Wessel stated that at the January Airport meeting the Commission elected Jerry Beuning as Chairperson and Joe Uphus as Vice Chairperson. He also noted the following:

- a hangar was vacated in early January, which was immediately filled by Central Planes Aviation;
- 2006 fuel consumption was 13,000 gallons;
- Airport users have requested a longer fuel dispensing hose; and
- NPIAS requires that before an application is made for funding, the City must hire an Airport Consultant.

- d. The following was discussed at the February 6 Park Board meeting:

- Lighting issues at Arena;
- The Park Board will be applying for grants from Dairyland Peach/ECM Publishers and Stearns Electric;
- There are currently 45 people on the seasonal campground waiting list;
- The Safe Routes to School (SRTS) Grant application has been sent to MnDOT for approval for new sidewalks; and

- Staff has received Campground Manager Applications from 3 couples and one individual.
- e. Assistant Ambulance Director Tim Deschene stated that the total amount billed out for the Ambulance Department in 2006 was \$253,590.00 with \$178,283.47 collected. In 2006 \$83,395.70 was adjusted from patient billing which was mostly as a result of write-downs from Medicare and Medicaid. It was also noted that \$35,765.58 was submitted to Revenue Recapture.

## **7. ACTION ITEMS**

- a. See 6a above.
- b. City Administrator/Clerk Willer presented Resolution No. 2007-09, Resolution Calling for a Public Hearing on the Proposal to Adopt a Street Reconstruction Plan and the Intent to Issue General Obligation Street Reconstruction Bonds. She stated that the hearing is a requirement of Minnesota Statutes that will allow for the funding of the City's share of the Highway 17 project (\$139,813.07) and possibly the Highway 71 street lighting (\$40,000). The City intends to pay for the debt service portion of the bond issue with 100% tax levy and will need to issue G.O. Street Reconstruction Bonds to finance the project.

Mn. Stat § 475.58, Subd. 3b requires that before the City can issue bonds for projects, it must adopt a street reconstruction plan detailing out any anticipated costs to be incurred over the next five years for similar street reconstruction projects. The City will then consider adoption of the plan at the conclusion of the Public Hearing.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to adopt Resolution No. 2007-09, Resolution Calling for a Public Hearing on the Proposal to Adopt a Street Reconstruction Plan and the Intent to Issue General Obligation Street Reconstruction Bonds. A vote being recorded as follows: For: Council Members Stone, Thomas, Coenen, Johnson and Mayor Kirckof. Against: None. The motion passed.

- c. City Administrator/Clerk Willer stated that as a part of the process to work on obtaining Federal Entitlements for the proposed future Hangar project, the City is required by the U.S. Department of Transportation and Federal Aviation Administration to request quotes for an Airport Consultant to work directly with the City in writing the application, planning the project and working through its completion. It was noted that this appointment is separate from the City's current engineering firm; however, it could be the same firm. The costs could be recouped from the project proceeds.

Mayor Kirckof stated that the funds are 95/5 which is great for the City.

A motion was made by Council Member Johnson and seconded by Council Member Thomas to authorize staff to prepare and submit a Request for Quotes for an Airport Consultant according to the Transportation Departments guidelines. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. City Administrator/Clerk Willer stated that the Safety Committee and Policy Committee reviewed the City of Sauk Centre and Public Utilities Commission Company and Personal Vehicle Policy and they are recommending the policy be adopted by the Council and Public Utilities Commission.

Council Member Stone suggested that the Policy be reviewed annually in case any appropriate changes are needed. He also suggested that a time frame of 24 hours of the incident is added for reporting.

A motion was made by Council Member Stone and seconded by Council Member Johnson to adopt the City of Sauk Centre and Public Utilities Commission Company and Personal Vehicle Policy with changes. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. & f. City Administrator/Clerk Willer stated that the City has become aware that an outstanding balance of \$3,101.29 (5%) retainage is owed Central Specialties for the Airport Revision Project that was completed in 2000. Staff has researched and verified that the City has not paid the 5% retainage that was withheld and Tim Schoonhoven from Widseth Nolting (WSN) is recommending final payment. WSN was the City's engineering firm at that time.

It was noted that the project was paid through the Airport Fund and should likewise be paid with a portion of the remaining fund balance in that fund.

It was also noted that the City has become aware that we owe \$22,288.85 for the 1999 Street Improvements/Phase 1 to Central Specialties. Staff has also researched this issue and identified that the City has not paid the 5% retainage that was withheld. The City will be subtracting \$4,825 for the damage that Central Specialties caused at Towerview Park. The final amount to be paid to Central Specialties is \$17,463.85 and Tim Schoonhoven from WSN is recommending final payment.

The Capital Improvement Fund for this project was previously closed so payment of this amount would put the fund into a negative balance; however, it was recommended that the resulting deficit in the fund be closed out in conjunction with the 2001, 2002, 2003 and 2004 Capital Improvement Funds that are currently being closed out with the issuance of the bonds financing the East River Boulevard 2005/2006 project. George Eilertson of Northland Securities has verified that this would be an appropriate avenue to fund this obligation.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to authorize payment of the final pay request for the Airport Apron Revision to Central Specialties for \$3,101.29 and also to approve payment of \$17,463.85 to Central Specialties as final payment for the 1999 street improvement project and authorize the resulting deficit to be included in the improvement bonds funding from the East River Boulevard project. A vote being recorded as follows: For: Council Members Thomas, Johnson, Coenen and Mayor Kirckof. Against: Council Member Stone. The motion passed.

- g. City Administrator/Clerk Willer presented the proposed changes to the 2007 Labor Agreement for the Public Works Department.

A motion was made by Council Member Stone and seconded by Council Member Thomas authorizing Mayor Kirckof and City Administrator/Clerk Willer to execute the document. A vote being recorded as follows: For: Council Members Stone, Thomas, Coenen, Johnson and Mayor Kirckof. Against: None. The motion passed.

- h. City Administrator/Clerk Willer stated that the Community Development Specialist job description has been revised and updated to a City Planner position as recommended by the Personnel Committee. It was noted that the description was prepared to be consistent with those prepared with the ongoing staffing study project.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to adopt the job description for the City Planner. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- i. At the December 6, 2006 Council Meeting Community Development Specialist Morton turned in her resignation effective December 18, 2006. Since that time, the Personnel Committee has recommended that the position be changed to City Planner.

City Administrator/Clerk Willer presented a timeline for hiring a City Planner and an advertisement for the position. The cost to advertise was as follows:

- LMC Bulletin, LMC Website, LMC List Serv – no cost;
- Careerbuilders.com - \$419 for 30 days;
- St. Cloud Times (includes advertising in Careerbuilders). Cost to publish one Sunday is approximately \$964.87 and to publish Friday, Saturday and Sunday is approximately \$1,257.92; and
- Govjobs.com - \$125 for 60 days.

The City will also publish in the Herald and Shopper for an approximate cost of \$55.13.

Council Member Stone suggested that staff advertise without a pay scale since that has not yet been determined.

A motion was made by Council Member Thomas and seconded by Council Member Stone to authorize staff to advertise for the City Planner position in the Sauk Centre Herald, Shopper, careerbuilders.com, LMC Bulletin, LMC Website, LMC Listserv and govjobs.com. This advertising would exclude the pay scale. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- j. City Administrator/Clerk Willer stated that the property legally described as Lot 4, Block 20, Townsite of Sauk Centre has been forfeited for non-payment of taxes. This property is located at 214 Maple Street. Stearns County has met and recommended that the property be classified as non-conservation to be sold at public auction.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to approve the classification of non-conservation made by Stearns County and approve the sale of the land. A vote being recorded as follows: For: Council Members Thomas, Johnson, Coenen, Stone and Mayor Kirckof. Against: none. The motion passed.

- k. Minnesota Pay Equity Act requires that all municipalities report their wage range and points to the MN Dept. of Employee Relations (DOER) on a rotating basis to determine its compliance. The basis for this rule is to verify that there is no inequity between jobs held by female and male classes. This is an internal report and is not to be confused with other reports comparing employees to jobs outside the City. According to data in place, Sauk Centre was required to report as of December 31, 2006 and it was noted that an updated report may be required if significant changes are made to the pay and point scale.

City Administrator/Clerk Willer noted that this scale is not to be confused with the job classification and compensation study that Ann Antonsen is preparing.

A motion was made by Council Member Stone and seconded by Council Member Thomas to approve the pay equity implementation and data entry report. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- l. The City received an application for a Refuse Haulers License from Affordable Disposal & Recycling, LLC. The license period is from January 1 to December 31. The applicant has paid the \$50.00 application fee and is required to complete the application and provide Workers Compensation and Liability Insurance.

A motion was made by Council Member Johnson and seconded by Council Member Thomas to approve the Refuse Haulers License for Affordable Disposal and Recycling, LLC pending appropriate insurance is provided. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

Chad Bueckers, Owner of Affordable Disposal & Recycling, LLC stated that insurance will be in place by March 1, 2007. Mr. Bueckers then introduced his son who will be working on the Sauk Centre accounts.

- m. See 6e above. Annually, the City is required by generally accepted accounting principles to remove or write off any receipts deemed uncollectible. It was noted that in 2006, \$83,395.70 was adjusted from patient billing which was mostly as a result of write-downs from Medicare and Medicaid.

A motion was made by Council Member Stone and seconded by Mayor Kirckof to charge off uncollectible ambulance receipts totaling \$83,395.70. A vote being recorded as follows: For: Council Member Stone, Mayor Kirckof, Council Members Johnson and Coenen. Against: None. Abstain: Council Member Thomas. The motion passed.

- n. & o. Vern and Marlene Porter were the Campground Managers for 2005 and 2006 and they have chosen not to be the Campground Managers for 2007. The City has received some applications for this position but staff and the Park Board recommend that staff advertise for this position for two weeks in the Shopper. It was noted that the cost for this ad would be \$15-\$50 depending on wording.

City Administrator/Clerk Willer then presented the Campground Manager Timeline and Advertisement and job description. It was noted that the only change made was the dates that the position would be occupied, which changed to approximately May 10<sup>th</sup> through October 15<sup>th</sup>.

A motion was made by Council Member Thomas and seconded by Council Member Johnson approving the Campground Manager Job Description and to advertise for this position. A vote being recorded as follows: For: Council Members Thomas, Johnson, Coenen, Stone and Mayor Kirckof. Against: None. The motion passed.

- p. The Police and Fire Departments received funding from Stearns County to go towards the purchase of 800 MHZ radios. The deadline to order the radios is February 15, 2007. The City has secured quotes from Granite City for Motorola radios that meet the required specifications.



The cost for the Police Department radios total \$15,789.36 (not including sales tax) and Stearns County's share is \$12,606.88 which leaves a shortfall of \$3,182.48.

The cost for the Fire Department radios total \$17,538.92 which is completely covered by the Stearns County Grant of \$17,675.00 and any additional funding secured by the Department could be used to expand the system.

Chief Metcalf stated that it is important that the Departments purchase these radios as Stearns County is already switched over and the City of Sauk Centre is being patched in. The Police Department will be purchasing 2 mobile units and 4 portable radios for the cost mentioned above.

It was recommended that the City purchase the radios thereby securing the funds from Stearns County and continue to seek funding to make up for the shortfall. Any remaining shortfall at year's end could be included in the 2008 budget.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to approve the purchase of the 800 MHZ radios for the Police and Fire Departments. A vote being recorded as follows: For: Council Members Thomas, Johnson, Coenen, Stone and Mayor Kirckof. Against: None. The motion passed.

- q. Ambulance Director Struffert recommended that the Council appoint Penny Deters as a Probationary EMT. Ms. Deters has taken and successfully passed the EMT course as well as all of the necessary testing. Her probation period will last for 6 months.

A motion was made by Council Member Stone and seconded by Council Member Johnson to appoint Penny Deters as a Probationary EMT at the established rate of \$10.00/hour for run time, \$2.00/hour for call time and \$6.15/hour for training. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas.

## **8. UNFINISHED BUSINESS**

None.

## **9. NEW BUSINESS**

- a. City Administrator/Clerk Willer stated that the City is anticipating receiving a request for a Pawn Shop License. Minnesota Statute requires that Cities must have an Ordinance in place regulating pawn shops prior to issuing a license, which would be similar to a liquor license application.

Staff has secured a variety of Ordinances that are in place in other municipalities and will be working toward bringing one before the Council at an upcoming meeting.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. The Mayor and City Administrator/Clerk executed a Lease Agreement for use of the Civic Arena for March 20-22, 2007 with Heartland Equipment.
- b. City Administrator/Clerk Willer presented correspondence from the Central Minnesota Drug and Gang Task Force dated January 23, 2007. This letter states that the Sauk Centre Police Department assisted in gathering information to help the Central Minnesota Drug and Gang Task Force with leads necessary to complete their investigation. After making several undercover buys, the Task Force executed a search warrant in which over two pounds of marijuana and several grams of cocaine were seized. During this investigation, the Sauk Centre Police Department cleared up several burglaries. A stolen firearm was also recovered in Todd County.

The Officers that assisted in this investigation were Bryon Friedrichs, Gary Nelson, Chris Mensen and Joseph Jensen.

Mayor Kirckof thanked the Police Department for their dedication and he also thanked Chief Metcalf for his strong leadership.

Chief Metcalf stated that that he would like to switch unmarked vehicles from the Dodge Intrepid to the forfeited Jeep.

- c. Annually the City Council and a representative from the Fire Department meet with area Townships and City Officials regarding their Fire Service Agreements. Discussions include previous years' expenditures and the current adopted budget. This meeting has been scheduled for Tuesday, February 27, 2007 at 7:30 p.m. Any Council Members that wish to attend are invited to do so.
- d. At the Council's March 14, 2005 meeting the City entered into a job sharing agreement with the Public Utilities Commission to employ Deb Metcalf for two days per week at City Hall. The schedule is coordinated between the City and the PUC Superintendent Marty Sunderman. The City reimbursement to the PUC in 2006 was \$18.13/hour which will increase to \$21.41 for 2007. This amount includes a pro-rata share of the employee's sick, vacation, FICA and PERA expenses.

## **12. COUNCIL COMMENTS**

Mayor Kirckof stated that the Fire Department received a FEMA Grant amounting to approximately \$42,000 which will be used for funding communication, pagers, and Fire Fighting Equipments. He thanked Joe Deters for his efforts in writing the Grant.

## **13. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

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Mayor Brad A Kirckof

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City Administrator/Clerk Vicki M. Willer