

SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 15, 2012
6:30 P.M.

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
 - a. February 1, 2012 Special Meeting (P.1)
 - b. February 1, 2012 Regular Meeting (P.2)
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Public Hearings
6. Reports/Presentations
 - a. ~~Presentation "Heroes Among Us" (P.8)~~
 - b. Stearns County Attorney, Janelle Kendall (P.9)
 - c. Police Department Monthly and Annual Reports, Police Chief (P. 12)
 - d. Fire Department Annual Report, Fire Chief w/Presentation (P.33)
 - e. Ambulance Department Annual Report, Ambulance Director (P.36)
 - f. Planning Commission Report, City Planner (P.52)
 - g. Park Board Report, City Administrator (P.54)
7. Action Items
 - a. Approve Renewal of Actuarial Consultant Contract (P.55)
 - b. Accept Firefighter Resignation (P.62)
 - c. Approve Firefighter Appointments (P.64)
 - d. Approve Medicare/Medicaid/Insurance Adjustments and Write-Offs (P.65)
 - e. Approve Seasonal Appointments (P.66)
 - f. Approve Purchase of Golf Cart (P.67)
 - g. Approve Resolution 2012-12 Voiding Invoice (P.69)
8. Unfinished Business
 - a. Set Public Meeting date for Storm Water Utility (P.71)
 - b. Billboard (P.72)
9. New Business
10. Consent Agenda (P.73)
 - a. Schedule of Claims
 - b. List of Checks
 - c. Resolution No. 2012-13, Accepting Contribution
11. Informational Items (P.78)
 - a. Reminder Fire Assessment Meeting Feb
 - b. Upcoming Loss Control Workshops
12. Adjournment

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 15, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 15, 2012 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Dennis Rykken, Council Members Warren Stone, Michael Olson and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Ambulance Director Kathy Struffert, Assistant Ambulance Director Tim Deschene, Fire Chief John Egan and Administrative Assistant Nicki Vogt. Mayor Rykken presided thereat. Council Member Johnson was absent.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved with the addition of 6h-Hospital Board Report and 11c- Wastewater Treatment Plant Report.

3. APPROVAL OF MINUTES

The February 1, 2012 Workshop Meeting Minutes and the February 1, 2012 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Removed from agenda.

b. Stearns County Attorney Janelle Kendall reported on the 2011 Prosecution Report for the City of Sauk Centre. There were a total of 113 Misdemeanors and 33 Gross Misdemeanors in 2011.

The contract with the County includes adult criminal and juvenile investigative legal advice for all members of Stearns County law enforcement agencies. Their attorneys carry cell phones 24 hours a day, 7 days a week for law enforcement legal advice as needed.

In 2011 Stearns County provided 52.5 hours of law enforcement training opportunities and legal updates at no cost to all members of the Sauk Centre Police Department. Additionally, they assist victims of crime as allowed by law through personal help, referrals and restitution collection.

In Sauk Centre, 4 persons were placed in the Diversion Program, with 3 persons completing the program. A total of 28 volunteer hours were completed.

- c. Police Chief Friedrichs reported that there were 228 ICRs and 225 Warnings In February, 2012 for a total of 453.

Chief Friedrichs then presented the 2011 Year-End Report as follows:

- SCPD Officers took 16 burglary reports in 2011 compared to 12 in 2010.
- SCPD Officers arrested 9 suspects for 5th degree controlled substance charges. Seven of those arrests were for possession of methamphetamine.
- 30 suspects were cited for possession of drug paraphernalia and 21 suspects were cited for possession of small amount of marijuana.
- SCPD Officers took 73 dog complaints and an additional 20 dogs were impounded.
- SCPD Officers took 16 burglary complaints. Due to the poor economy, this is common and Officers noticed an increase in daytime burglaries in 2011.
- In 2011, SCPD noticed a decrease in driving after suspensions, no proof of insurance, seatbelt and speeding violations; however, driving after revocation and no MN DL violations increased. Driving after cancellation remained the same.
- A total of 2,849 verbal warning were issued compared to 3,178 in 2010.
- In June, the Department was awarded with the Centre Point Energy Community Partnership Grant for \$1,800 which helped pay for an 800 MHz mobile radio. The Department was also awarded the EMS Equipment Matching Grant in the amount of \$1,240 which was used to purchase an 800 MHz radio. These Grants will allow each full time Officer to have their own portable radio.
- The July 10th storm resulted in activation of the City's Emergency Operation Plan which utilized every Officer, along with the Fire Department, Ambulance Crew, SCPUC and Public Works Dept. Officers assisted in shutting down roads into the City to prevent injury and to allow crews to work safely.
- From July 10th through July 16th and July 27th through July 31st SCPD Officers logged extra hours and showed extra Police presence during Sinclair Lewis Days and the Stearns County Fair.
- SCPD Officers arrested 43 drivers for DWI which was up from 38 in 2010. Of those, there were 20-4th Degree, 12-3rd Degree, 11-2nd and no 1st Degree DWIs.
- SCPD Officers forfeited 9 vehicles from impaired drivers in 2011.
- SCPD Officers responded to 171 medical calls.
- SCPD Officers responded to 86 motor vehicle accidents.
- SCPD picked up 11 subjects on A&D orders. Besides A&D orders, Officers made 14 arrests for misdemeanor warrants, 2 for gross misdemeanor warrants and 12 felony level arrest for a total of 28 warrant arrests.
- SCPD was awarded 6 Streamlight Stinger LED DS flashlights from the Safe & Sober campaign.
- Officers saw an increase in property damage from 22 calls in 2010 to 32 calls in 2011.
- SCPD Officers took 67 various theft calls which decreased from 78 in 2010.
- Juvenile problem calls totaled 64 and curfew violations totaled 7.

- SCPD Officers responded to 13 calls of domestic violence which was down slightly from previous years. Assaults totaled 8 and assaults on officers totaled 2.
- SCPD assisted the MN State Patrol 85 times, Melrose PD 63 times and Todd County 20.
- SCPD took 70 assist person calls, 20 motorist assist calls and 36 business assist calls.
- SCPD saw an increase in the following requests in 2011: fingerprint, paper service, record requests, requests for extra patrol and gun permit applications.
- SCPD conducted two online auctions selling five vehicles which were seized by the department. The Department retained \$7,192.53 after all expenses and fees were paid. This revenue will be used for equipment purchases.

Chief Friedrichs thanked the Officers and staff for their hard work in 2011.

- d. Fire Chief Egan reported that there were a total of 82 calls in 2011, in comparison to 94 in 2010. The Department billed out \$7,570, received \$4,500 and \$3,070 remains unpaid. The Department received a total of \$43,968 in grants in 2011.

Fire Chief Egan also noted the following:

- Department received a Grain Bin Chute and Rescue Class which was donated by Fiedler Farms.
- All radio communication and paging is now 800 MHz compliant with Federal and State regulations.

- e. Ambulance Director Struffert presented the 2011 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 21 EMT's. They have 3 rigs as follows:

- 561: Primary Rig and also used for ALS transfers. 2008 Ford E-450 Type 3 with 41,900 miles.
- 562: Secondary Rig and also used for BLS transfers. 1999 Ford E-350 Type 3 with 100,800 miles.
- 563: Back Up Rig/Non-Emergency Transfers/Stand-by Events. 2000 Ford E-350 Type 2 with 68,850 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:

- The Department received 3 grants in 2011, totaling \$3,000.
- 2011 total events/details was 552 which was a .02% decrease from the 2010 total of 562.

- 2011 total transported patients were 439 which was a 6.3% increase from the 2010 total of 413.
- Destination Hospitals: St. Michael's Hospital was the destination hospital for 42.57% 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 \$456,217.90 on 2011 which was a 7.2% increase from 2010 billing. The total amount collected in 2011 was \$275,167.85. Of that, \$259,750.96 was collected from billing, \$14,113.06 was collected from Revenue Recapture, \$1,279.12 was collected from Collections and \$24.71 was collected from patients.

The Department is requesting that the Council approve Adjustments/Write-Offs in the amount of \$127,474.49. They are also requesting that the Council close files totaling \$13,576.38. See 7d.

- f. The Planning Commission met on Tuesday, February 14 and at that meeting they approved the January 10, 2012 Regular Meeting Minutes and were presented with the January Building Permit Report.
- g. The Park Board met in regular session on February 7, 2012 and discussed the following:
 - Applied for Grant Funds from ECM Publishers to install electrical outlets in Park.
 - Recommended to City Council the purchase of a golf cart. See 7f.
 - Discussed potential amendments to City Code to allow alcohol in the parks under certain circumstances.
 - Requested funds from the Conservation Club for replanting trees in Conservation Park.
 - Discussed process for working on a Splash Park project.
 - Heard a proposal for a land donation along with park improvements at Morningview Park.
- h. Mayor Rykken presented the Council with the following information regarding the Hospital Board Meeting:
 - Letters have been sent to staff regarding the re-hire procedure.
 - A Benefits Workshop will be held for employees.
 - An Actuarial Study will be conducted to asses PERA.

7. ACTION ITEMS

- a. GASB 43 and GASB 45 require the City to calculate and record on its books the potential liability it has for Post Employment Benefits. These benefits include any costs the City may potentially incur in providing health care benefits to retirees.

These costs are then recorded as a liability in the City's annual financial statements.

Currently, the City contributes 25% of the cost of a single premium for retirees that have retired after 25 years of continuous service until they reach Medicare eligibility.

Hildi has provided the service to the City, PUC and Hospital for the past three years. They are seeking a renewal for the City and PUC. The report can then be used for reporting for three years.

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve the renewal of the Actuarial Contract. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

- b. Rob Polipnick submitted a resignation from the Fire Department. Mr. Polipnick has been with the department since 1996.

A motion was made by Council Member Olson and was seconded by Council Member Stone to accept the resignation of Mr. Polipnick from the Fire Department. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

- c. The City Council authorized the Sauk Centre Fire Department to begin the process of filling vacant firefighter positions at their December 7, 2011 meeting. Since that meeting, the Department has advertised for the positions, accepted and reviewed application and conducted interviews.

The Department recommends that Brad Kirckof and Ben Clink be appointed to the Department, upon completion of an acceptable background review and pre-employment physical.

In addition, due to the resignation of Rob Polipnick, the Department recommends that the next highest scoring applicant from the interviews, Joe Fuechtmann, be appointed to that position.

A motion was made by Council Member Stone and was seconded by Council Member Olson to appoint Brad Kirckof, Ben Clink and Joe Fuechtmann to the Sauk Centre Fire Department effective upon completion of an acceptable background review and pre-employment physical. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

- d. Annually, the City is required by generally accepted accounting principles to remove or write-off any receipts deemed uncollectable. In 2011, \$127,474.49 was adjusted from patient billing, most as a result of write-downs from insurance, including Medicare and Medicaid. A full detailed report is available upon request.

In addition, the Ambulance Department is requesting that files totaling \$13,576.38 be written off as uncollectible. This total is not part of the above adjustments.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the write-offs of Ambulance Department billing receivables of \$127,474.49 for write-downs and \$13,576.38 as uncollectible for 2011. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

If payment is made after it is written off, it can still be entered into the system as a cash receipt.

- e. Each year, the City appoints seasonal employees to work in the Parks, Street, Arena, Outdoor Rink and Campground. For 2012 it is recommended that the following appointment be made for Summer 2012:

Dennis Christianson – Park Department \$9.61

In addition, the Personnel Committee met and is recommending that the Seasonal Street and Arena Position become one Part Time Public Works Employee to work where needed. The Committee further recommended that Andrew Rousslange be appointed to that position as a regular part time employee pending the execution of a Memorandum of Understanding with Teamster Unit terms. Those terms will include work hours, wages, etc. The Memorandum will come before the Council for approval.

Andrew has worked for the City on a Summer and Winter Seasonal basis for four years and has worked in Parks, Streets, Outdoor Rink and the Arena.

A motion was made by Council Member Stone and was seconded by Council Member Olson to appoint Dennis Christianson as a summer seasonal employee for the Park Department at \$9.61/hour and to appoint Andrew Rousslange as a Part Time Employee with the Public Works Department pending successful execution of a Memorandum of Understanding with the Teamster Local 320. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

This is a budgeted item.

- f. The City currently owns a 1980 Golf Cart which was purchased in 1999 for \$600.00 for the Campground. The cart has been having mechanical issues and was out of service for part of the 2011 season. The cart is used by the Campground Attendants for patrolling the campground and when cleaning restrooms in various parks. It is also used by Waterfest and Public Works for various details.

The City budgeted \$2,500 for replacement of the cart in 2012.

Two estimates have been received as follows:

2004 Club Car. Incl. cover and rear box.

Country Acres Golf Carts, Sauk Centre.
\$2,400 less \$600 trade. Net \$1,800 + tax
30 Day Money Back Guarantee

2004 EZ Go

Cold Spring Golf Cart Sales, Cold Spring
\$2,100 less \$200 trade. Net \$1,900 + tax.

The Park Board reviewed the proposals and recommend that the City purchase the 2004 Club Car from Country Acres Golf Carts in Sauk Centre for \$1,800 plus tax with trade.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the purchase of the 2004 Club Car from Country Acres Golf Carts for \$1,800 plus tax, with trade. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

- g. In June of 2010 a tree inspection was conducted where a tree infected by Dutch Elm Disease was discovered on undeveloped property owned by John Meyer. A notice was sent to Mr. Meyer notifying him of the inspection and provided him with a deadline for removing the tree. The tree was not removed and the City hired Hoffman Tree Service to remove it. An invoice was then sent to Mr. Meyer. The outstanding invoice has remained on the books.

Mr. Meyer wrote and inquired about the invoice and copies of the inspection, notice, and invoice were sent to him. He then responded that the notice was sent to an old address that has not been in use since 2007. Thus, he never received the notice nor the initial invoices.

MN Statute states that the City shall mail notices to the property address on record with Stearns County. In checking the records, the address where the notice was sent was not the official address, but was a business address from which Mr. Meyer had retired years earlier. Therefore, staff recommends that the invoice be voided.

Steps have been taken to insure that all official notices are checked against the property record database by Administrative staff prior to distribution in the future.

Council Member Stone introduced Resolution No. 2012-12, Resolution Approving Adjustment to Accounts Receivable. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

8. UNFINISHED BUSINESS

- a. As part of the process to form a Storm Water Utility, the City must hold a public meeting to present the proposal to the public. City Engineer Yapp proposes that the City conduct that meeting on March 21st, in conjunction with the Council's regular meeting.

A motion was made by Council Member Stone and was seconded by Council Member Olson to set the Public Meeting for the Storm Water Utility for March 21st at 6:30 p.m. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

An information piece will be sent to all property owners in the City.

- b. The Committee working on billboard design, etc. met with City Administrator Willer on Monday, February 13 to present details. This included quotes that were obtained from various vendors. The vendors have also been out to inspect the integrity of the sign and have made recommendations.

A final proposal will be submitted to the Council at the March 7, 2012 meeting.

9. NEW BUSINESS

- a. Council Member Coenen asked for a list of Committee Appointments for 2012.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

- a. Schedule of Claims – total of unpaid claims \$81,981.11 and paid claims of \$1,413.49 for a total of \$83,394.60.
- b. List of January checks totaling \$1,468,719.27 (Check No. 32186 through Check No. 32331 and No. 1453E through No. 1472E, No. 32334 through 32397 and ACH payroll).
- c. Resolution No. 2012-13, Resolution Accepting Contribution. The contribution totaled \$258 from the Men's Card Playing Group to be used towards the Senior Center.

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

11. INFORMATION ITEMS

- a. The Fire Service Meeting is scheduled for Monday, February 21, 2012 at 7:30 p.m.
- b. Loss Control Workshops.
- c. City Administrator Willer reminded people to reserve their booth space for the City's Second Hand Sale on May 19th.

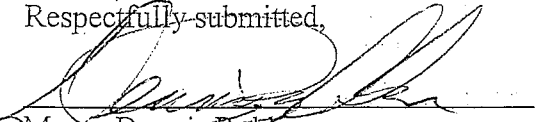
- d. The PUC will be holding a Wastewater Treatment Plant Tour.
- e. The PUC will be conducting a water rate study which was prompted by a legislative mandate.

12. ADJOURNMENT

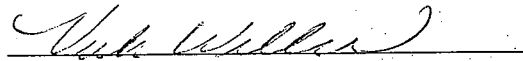
A motion was made by Council Member Olson and was seconded by Council Member Stone to adjourn the meeting. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen and Mayor Rykken. Against: None. Absent: Council Member Johnson. The motion passed.

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 7:57 p.m.

Respectfully submitted,



Mayor Dennis Rykken



City Administrator Vicki M. Willer