

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

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 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 and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

The February 20, 2013 Regular Meeting Minutes were approved as presented.

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

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Stearns County Attorney Janelle Kendall reported on the 2012 Prosecution Report for the City of Sauk Centre. There were a total of 178 Misdemeanors and 35 Gross Misdemeanors in 2012.

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 2012 Stearns County provided 60.5 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.

- b. On Tuesday, February 26, 2013 Fire Chief Egan and City Administrator Willer met with area townships and cities that are in our area of coverage. They discussed/reviewed the following:
- 2012 Annual Report
  - 2012 Township Response Calls

- Annual Summary by Government Unit
- 5 Year Call History
- 2012 Market Values
- 2013 Adopted Budget
- 2013 Fire Assessment Calculations Worksheet
- 3 Year Fire Service Assessment Comparison

## **7. ACTION ITEMS**

- a. In preparation for the 2012 Audit, one additional transfer of funds and one amendment to a previous approval of a fund transfer has been identified.

The first transfer simply carries the unused balance of funds in the Long Term Planning budget forward. \$10,000 was budgeted; \$1,800 was spent, leaving a balance of \$8,200 to be deposited in the sinking fund.

The second transfer is an amendment to the transfer of funds from the TIF Fund 255 to Bond Fund 316. The transfer to be amended to \$4,9761.66, which fully retired the debt owed to the Bond Fund from the TIF Fund. The original approval was for \$24,529.35, which will be reversed.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve Resolution No. 2013-13, Resolution Authorizing Transfer of Funds. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone and Thomas. Against: None. The motion passed.

- b. For several years, the City has considered retaining a squad car that would otherwise be turned into the State at the conclusion of the lease. Oftentimes, it is not cost effective to do so and the City has not taken advantage of this option. Instead, the City kept a forfeited vehicle for use in bad weather or when a third squad is needed. (1997 Expedition).

The lease on the 2011 Crown Victoria squad is now up and the new squad is available for pick up. The Department is requesting the City retain this vehicle for a number of reasons.

- The price is right. \$6,000 for a 2011 squad with 80,000 miles.
- Squad is fully equipped. Equipment won't work in new squad due to style changes.
- New squads are AWD so 4WD Expedition is not longer needed.
- Chief Friedrichs could use the Crown Victoria to response to calls from home at night or when off duty for quicker response.

The funds to retain the car would come from the forfeiture account, which is funded at this time.

Chief Friedrichs made it clear to the Council that he is not increasing the number of Officers on the street or adding more shifts.

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve the purchase of a 2011 Crown Victoria squad car and authorize the sale of the 1997 Expedition through the bidding process. A vote being recorded as follows: For: Council Members stone, Olson, Johnson Thomas and Mayor Kirckof. Against: None. The motion passed.

- c. The Council was presented with the Fire Service Contracts up for renewal. The proposed contract is for a 5 year period and is for the following Township/Cities:

1. Ashley Township
2. Birchdale Township
3. Getty Township
4. Kandota Township
5. Little Sauk Township
6. Melrose Township
7. Raymond Township
8. Sauk Centre Township
9. West Union Township
10. Westport, City

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the Fire Service Contract and authorize the Mayor and City Administrator to execute those documents. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- d. Police Secretary Melissa Kleinschmidt has been with the City for five years as of March 17, 2013. Chief Friedrichs is recommending that she receive a step increase from Step 5 to Step 6.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to award a step increase to Police Secretary Melissa Kleinschmidt from Step 5 to Step 6 (\$20.42) effective March 17, 2013. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. The Council held a public hearing on November 7, 2012 regarding the Pendergrast Street Improvements. No action was taken at that time. The Council has 6 months from the date of the public hearing to determine whether or not to move forward with the project, which is May 7, 2013.

**9. NEW BUSINESS**

- a. The Marco lease for all 3 copiers ends May 30, 2013. By general consent, this was sent to the Operations Committee for them to review purchasing vs. leasing and month to month vs. leasing.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

a. Schedule of Claims - Unpaid Claims	\$109,705.13
	928.08
Total	\$110,633.21

- b. Resolution No. 2013-14, Resolution Accepting Contributions. The contribution totaled \$223.15 from the Men’s Card Playing group to be used for the Senior Center.

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

**11. INFORMATIONAL ITEMS**

- a. Annual Bridge Inspection.
- b. 2013 Arena Dry Floor Events

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:05 p.m.

Respectfully submitted,

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Mayor Brad Kirckof

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City Administrator Vicki Willer