

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 16, 2016 – 6:30 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
 - a. March 2, 2016 Regular Meeting **(P. 1-6)**
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Public Hearings
6. Reports/Presentations
 - a. Police Department Monthly Reports - Police Chief **(P. 7-12)**
 - b. Planning Commission Report – City Planner **(P. 13-14)**
 - c. Airport Report – City Administrator **(P. 15)**
 - d. Operations Committee Report **(P. 16)**
7. Action Items
 - a. Approve Boards & Commissions – HRA **(P. 17-18)**
 - b. Approve Ordinance 766 Establishing Moratorium on Cargo Containers **(P. 19-21)**
 - c. Approve Resolution 2016-25 Accepting Quote for Mill and Overlay **(P. 22-23)**
 - d. Approve Resolution 2016-26 Accepting Quote for Crack Filling **(P. 24-25)**
 - e. Approve Resolution 2016-27 Authorizing Development of Plans & Specs **(P. 26-27)**
8. Unfinished Business
 - a. Library Wall Repair / Investigation **(P. 28)**
9. New Business
10. Consent Agenda **(P. 29-34)**
 - a. Schedule of Claims
 - b. List of Checks
 - c. Resolution 2016-28, Accepting Contributions
 - d. Application for Exempt Permit – Knights of Columbus #4863
11. Informational Items
 - a. Audit of 2015 Financial Statements **(P. 35)**
12. Adjournment

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 2, 2016**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 2, 2016 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Dave Thomas, Keith Johnson, Diane Kelly, Heidi Leach and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Administrative Assistant Nicki Vogt, City Engineer Keith Yapp, Public Works Director Matt Zinniel and City Engineer Keith Yapp. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve the February 17, 2016 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Johnson, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS – Oak Street Project

a. Mayor Stone opened the Public Hearing and read the Public Hearing procedure.

At the January 20, 2016 meeting, the Council called for a Public Hearing to consider the improvement of Oak St. S. At that same meeting, the Council authorized the City Engineer to proceed with developing plans and specifications for the project.

All property owners were notified and the hearing was published according to law.

City Engineer Yapp reviewed the following regarding the Oak Street Project:

- Oak Street is severely deteriorating, with extensive patching and deteriorated utilities.
- Proposed improvements.
- Estimated project costs total \$354,399.78 with \$109,476.43 being the City cost, \$103,784.24 being the PUC cost and \$141,139.11 being the assessable cost.
- Preliminary assessment summary.
- Preliminary assessment rolls.
- Plan highlights.

Mayor Stone called for persons to speak in favor or opposition.

Lynette Schmitz. Ms. Schmitz stated that that she owns the apartment building located at 220 Oak St. S. and was concerned about the assessments to her property.

Michael A. Wood. Mr. Wood lives at 119 Oak St. S. Mr. Wood stated that he has a wife with handicap and is concerned about the water and sewer being shut off during this process as she is not able to get easily get around. City Engineer Keith Yapp stated that if water/sewer is to be shut off, it will only be for a short period of time and property owners will be informed prior to doing so.

Mayor Stone called for additional persons to speak in favor or opposition. None spoke.

City Administrator Willer noted that she received a letter from the Drobny family who is in favor of the project.

Mayor Stone closed the meeting at 7:10 p.m.

6. REPORTS/PRESENTATIONS

None.

7. ACTION ITEMS

a. See 5a.

Council Member Thomas introduced Resolution No. 2016-21, Resolution No. 2016-21, Resolution Ordering Improvement of Oak St. S. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

The source of funding for this project will be existing funds set aside for the project, special assessments, an annual levy and a contribution from the Public Utility for the water and sewer mains.

The project is proposed to be assessed to the property owners at a rate of 4% over ten years.

b. See 5a and 7a.

It was the general consent of the Council to make the following changes to the Oak St. project:

- Eliminate storm sewer
- Remove tree on Drobny property
- Pave strip on Ryan property

Council Member Kelly introduced Resolution No. 2016-22, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for 2016 Oak Street Improvement Project. The motion was seconded by Council Member Thomas. A vote being recorded

as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- c. The City's EDA currently has an outstanding loan agreement with Central MN Finishing (CMF) in the amount of \$107,241.65. The loan is currently under a subordination agreement. The City has not received payments on the loan and interest has not accrued since June of 2009.

The holder of the loan has requested that the EDA discount the loan at fifty percent, which will allow him to obtain funding through the local bank to pay it off.

The EDA met on Wednesday, March 2, 2016 and recommend Council approve Resolution No. 2016-23.

Council Member Thomas introduced Resolution No. 2016-23, Resolution Defining Terms of Loan Agreement for Central MN Finishing. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Leach and Kelly. Against: Mayor Stone. The motion passed.

- d. One parcel of land that is up for sale through the County that is currently tax forfeited has been proposed to the City as an economic development incentive. The description of the property is Outlot D, W.H. Cates Estates.

The proposal would include an agreement with the City's Economic Development Authority to purchase the property and then work with an applicant for a sale/abatement to allow them to construct an apartment building on the property.

If the EDA and developer come to an agreement for development, the Agreement would come before the Council for approval.

The EDA met with the Developer at the March 2nd meeting and recommended Council approve the purchase of the tax forfeited property.

The price set by the County is \$40,000.

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

- e. Several parcels of land have been identified by the County as Tax Forfeited and are being requested to be offered for sale.

Parcel 94.58850.0000 606 Birch St. S.	Assessments <u>\$5,526.40</u>	\$11,000
Parcel 94.59233.0000 508 2 nd St. S. (Condemned)	Assessments <u>\$596.40</u>	\$500
Parcel 94.59265.0806 1027 Lakeshore Dr.	Assessments Paid	\$5,000
Parcel 94.59265.0808 809 Lakeridge Dr.	Assessments Paid	\$5,000

It was noted that the parcel on 2nd St. S has been condemned by the City.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve the classification of the above noted properties as Non-Conservation. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- f. Jim and Cheryl Miller own a parcel of land along Beltline at 1128 - 10th St. S. The Millers are petitioning to be detached from the City. Staff has met with the Millers on various occasions regarding future development of the property for residential purposes.

There is a roadway and utility easement along the southerly line of the property to the City limits on the west end of the property. This easement is for future access and utilities to the land to the west, which is currently being farmed but is zoned Commercial by the Township. A petition to vacate the easement was heard previously by the Council but was denied due to anticipated future need to access the Township property and to provide an avenue to loop utilities through the property to the West.

The procedure for detachment from Minnesota Statute explains that if both jurisdictions support the proposal the Administrative Law Judge shall grant the petition. If both jurisdictions oppose the detachment, the Judge shall deny the proposal. In any other event, a hearing before the Administrative Law Judge or mediation is required.

Mr. Miller has approached the Township and has asked for a Resolution Supporting the Detachment. He is requesting the City do the same.

The property is a triangular piece with one side adjacent to a Township parcel currently zoned commercial but used as ag at the present time. The property is served by Municipal Electric and Water. Municipal Sewer is located across Beltline Road. The parcel is 6.31 acres, however this includes County right of way. The net parcel size is approximately 3.3 acres. If the parcel detaches, access to municipal water will not be available.

The issues resulting in the request are zoning related. The owner proposes to construct an accessory building on the property prior to a residential unit which is not permitted on residential property. The building is larger than currently allowed by zoning (1,200 sf each) and the type and style of siding (vertical ribbed steel) is not allowed on residentially zoned property. The proposed location of the structure does not meet setback requirements. In addition, he has requested that the Public Utility waive any hookup requirements to water/sewer and allow him to install a private well and septic system. The Utility to meet on March 14.

Two Resolutions were prepared for the Council's consideration.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve Resolution No. 2016-24, Resolution of the City of Sauk Centre Concerning Detachment of Certain Land Pursuant to MN Statute 414.06, denying the

request due to the fact that the property is served by municipal water and municipal electric. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- g. April 5, 2016 is Mayor and County Recognition Day for National Service. On this date, volunteers are recognized for their service to the community and of special interest is the Foster Grandparent Program that serves Sauk Centre.

Join Mayor Stone in recognizing the following individuals for their dedicated service to the Program:

Myrna Bowman	Betty Stalker
Anna Mae Deters	Susan Neilsen
Rose Ecklund	Marilyn Uhlenkamp
Lynne Janowiec	Betty VanHavermaet
Judy Odegard	Freda Vanselow
Roberta Olson	Harold Nelson

These 12 volunteers served 4,127.33 hours at the Holy Family School, Punkins and Monkeys Preschool, Sauk Centre Elementary, Sauk Centre Secondary, and West Central Educational District.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve a Proclamation recognizing volunteers for service on Mayor and County Recognition Day for National Service. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

- a. In December of 2015, MnDot District 3 adopted their Ten Year Capital Highway Investment Plan.

State Trunk Highway 71 through Sauk Centre is now in Year 8 of the 10 year Plan for reconstruct. (The State is focusing more on repair and reconstruct and less on new highways).

Once it is advanced to Year 5, a Program Manager will be assigned to the project and design will begin. City Staff has been in contact with representatives from MnDot District 3 discussing potential issues to be considered during the planning of the project for the past several years and will continue to look forward as far as possible in order to identify potential funding that may become available.

This will be a topic of discussion for the Operation Committee, the Public Utility and other groups as we move forward.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$67,090.90
		Paid Claims	<u>\$485.00</u>
		Total:	<u>\$67,575.90</u>

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

11. INFORMATIONAL ITEMS

None.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer

City of Sauk Centre
Staff Report

Meeting Date: March 16, 2016
Subject: Police Department Monthly Report
Agenda Item: 6a

Description/Summary

See attachments 6a - February 2016 Monthly Report.

Action Requested:

Action Taken: _____

Motion: _____ **Second:** _____

Sauk Centre Police Department

Total Offenses Report February 2016

<u>Offense Description</u>	<u>UCR Code</u>	<u>Total</u>
911 HANG UP	09837	1
ADMINISTRATIVE CITATION	09099	2
ALARM - FALSE	09807	8
ALL OTHER MOVING VIOLATIONS	09000	3
ALL OTHER PARKING VIOLATIONS	09100	1
ASLT-DOMESTIC-GM-INFLT BODLY HRM-HNDS-ADLT-ACQ	AK352	1
ASLT-DOMESTIC-MS-INFLT BODLY HRM-HNDS-ADLT-AC	AL352	1
ASSIST - CANINE ASSIST	09880	3
ASSIST - MOTORIST ASSIST	09843	2
ASSIST - PERSONAL ASSIST	09732	13
ASSIST BUSINESS	09866	3
ASSIST MELROSE PD	09862	4
ASSIST OTHER LAW ENFORCEMENT AGENCY	09878	1
ASSIST STATE PATROL	09860	13
ASSIST STEARNS COUNTY	09863	6
ASSIST TODD COUNTY	09864	2
BAR CROWD	09828	2
BURG 3-UNOCC NRES NO FRC-N-UNK WEAP-COM THEFT	B3864	1
BURNING VIOLATION	09824	1
CHILD CUSTODY	09992	1
CHILD PLACEMENT	09881	1
CITIZEN CONTACT	09897	15
CIVIL MATTER	09831	4
CON SUB 5-POSSESS-METHAM-UNK	DH5C0	1
DISTURB PEACE - GM - VIOLATION OF ORDER FOR PROTI	N2370	2
DISTURB PEACE-MS-DISORDERLY CONDUCT	N3030	1
DOG - AT LARGE	09566	1
DOG - BARKING	09565	2
DOG IMPOUNDS	09563	1
DRIVING AFTER REVOCATION	09201	2
DRIVING AFTER SUSPENSION	09207	1
DRIVING COMPLAINT	09839	5
DRUGS-DRUG PARAPH-POSSESS-UNK-UNK	DC500	4
DRUGS-SM AMT IN MOT VEH-POSS-MARIJ-UNK	DA540	1
DRUGS-SMALL AMOUNT MARIJUANA-POSESSION	D8540	1
DRUNKS - DETOX ADMITTANCE	09730	1
ESCORT	09854	3
FINGERPRINT	09849	3
GAS NO PAY (NON REPORTABLE)	09042	1
GUN - APPLICANT GUN PERMIT (PURCHASE)	09903	5
HARASSMENT	09801	2

<u>Offense Description</u>	<u>UCR Code</u>	<u>Total</u>
HEALTH-SAFETY-OTHER	M5599	1
INTOXICATED PERSON	09844	6
ISSUE DEER PERMIT	09855	2
JUVENILE PROBLEM	09834	4
MATTER OF INFORMATION	09970	14
MEDICAL CALL	09731	19
NO PROOF OF INSURANCE	09021	7
NO VALID DRIVER'S LICENSE	09113	8
NOISE (NO VIOLATION)	09803	5
OPEN DOOR AND/OR WINDOW	09900	1
PREDATORY OFFENDER/LEVEL 1/REG/COMP CHK OR CHA	09851	3
PREDATORY OFFENDER/NO LEVEL/REG/COMP CHK/CHA	09850	5
PROP DAMAGE-MS-BUSINESS-REDUCE VALU 250 LESS	P313C	1
PROPERTY DAMAGE VEHICLE ACCIDENT	09440	8
PROPERTY FOUND	09313	1
PROPERTY LOST	09303	1
PUBLIC NUISANCE	09832	1
RECORDS REQUEST	09916	11
REQUEST FOR EXTRA PATROL	09998	2
ROAD HAZARD	09836	1
SCHOOL CONTACT	09323	19
SEARCH WARRANT	09928	1
SNOWMOBILE COMPLAINT	09504	1
SPECIAL DETAIL	09829	4
SPEEDING	09004	4
STOP SIGN	09017	1
SUICIDE THREAT	09705	1
SUSPICIOUS ACTIVITY	09826	3
SUSPICIOUS MAIL/EMAIL	09797	1
SUSPICIOUS PERSON	09870	1
SUSPICIOUS PHONE CALL(S)	09795	5
SUSPICIOUS VEHICLE	09868	10
THEFT-500 OR LESS MS-BLDG-OTH PROP	TW029	4
THEFT-500 OR LESS MS-COIN MIACHINE-MONEY	TW031	1
THEFT-500 OR LESS MS-UNKNOWN-MONEY	TW001	1
TOWED VEHICLE	09841	2
VERBAL DISPUTE	09845	2
VERBAL WARNING - ALL OTHERS	09045	66
VERBAL WARNING - HEADLAMP(S)	09047	34
VERBAL WARNING - SEATBELT	09046	5
VERBAL WARNING - SPEED	09043	42
VERBAL WARNING - STOP SIGN	09044	6
WARNING TAG - PARKING VIOLATION	09199	1
WARRANT/PAPER ATTEMPT	09999	4
WEAPONS-FE-POSS-FIREARM-PERSON CONV VIOL CRIMI	W1643	1
WELFARE CHECK	09811	10

Offense Description

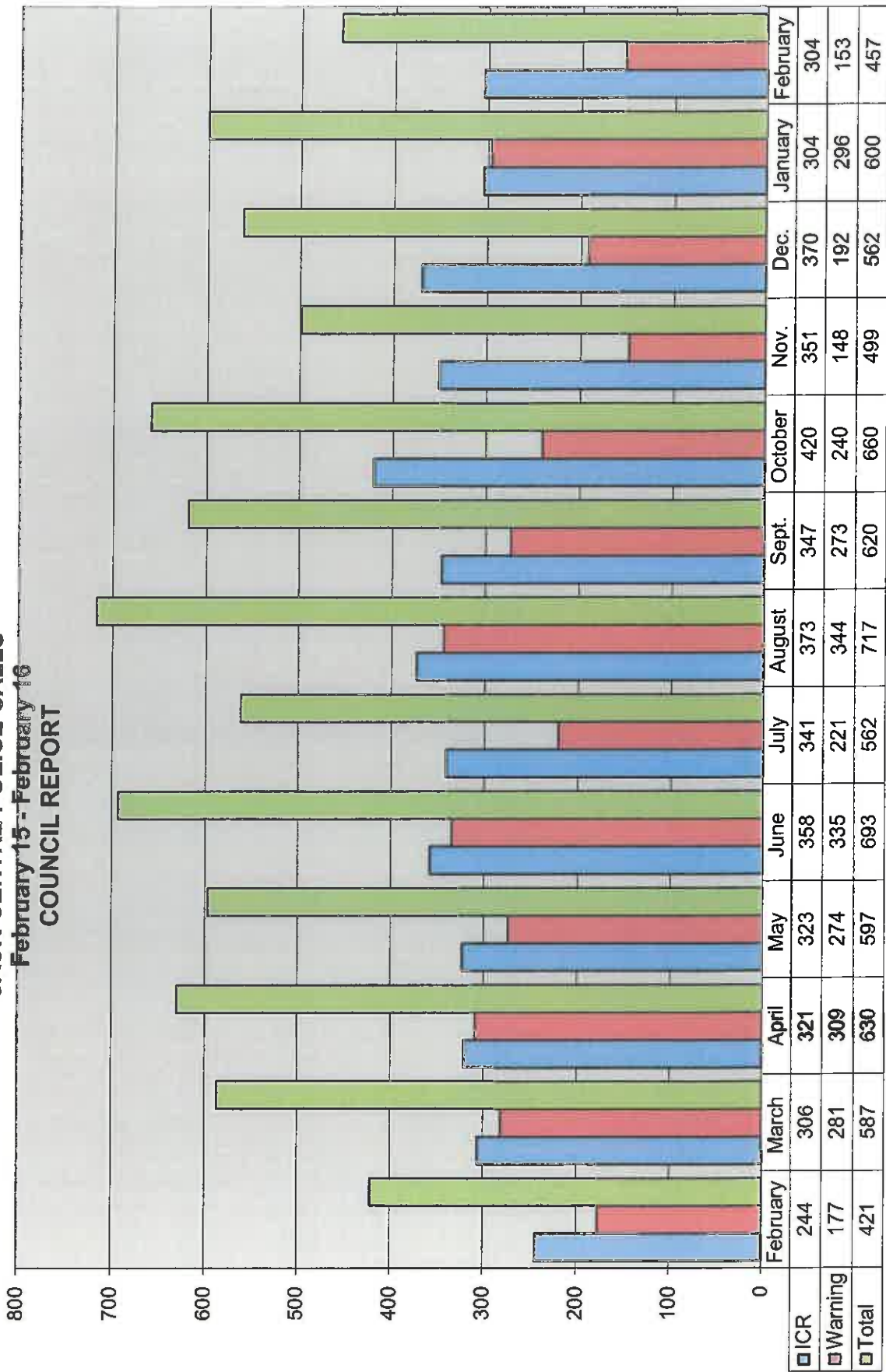
UCR Code Total

Total Monthly Offenses: 457

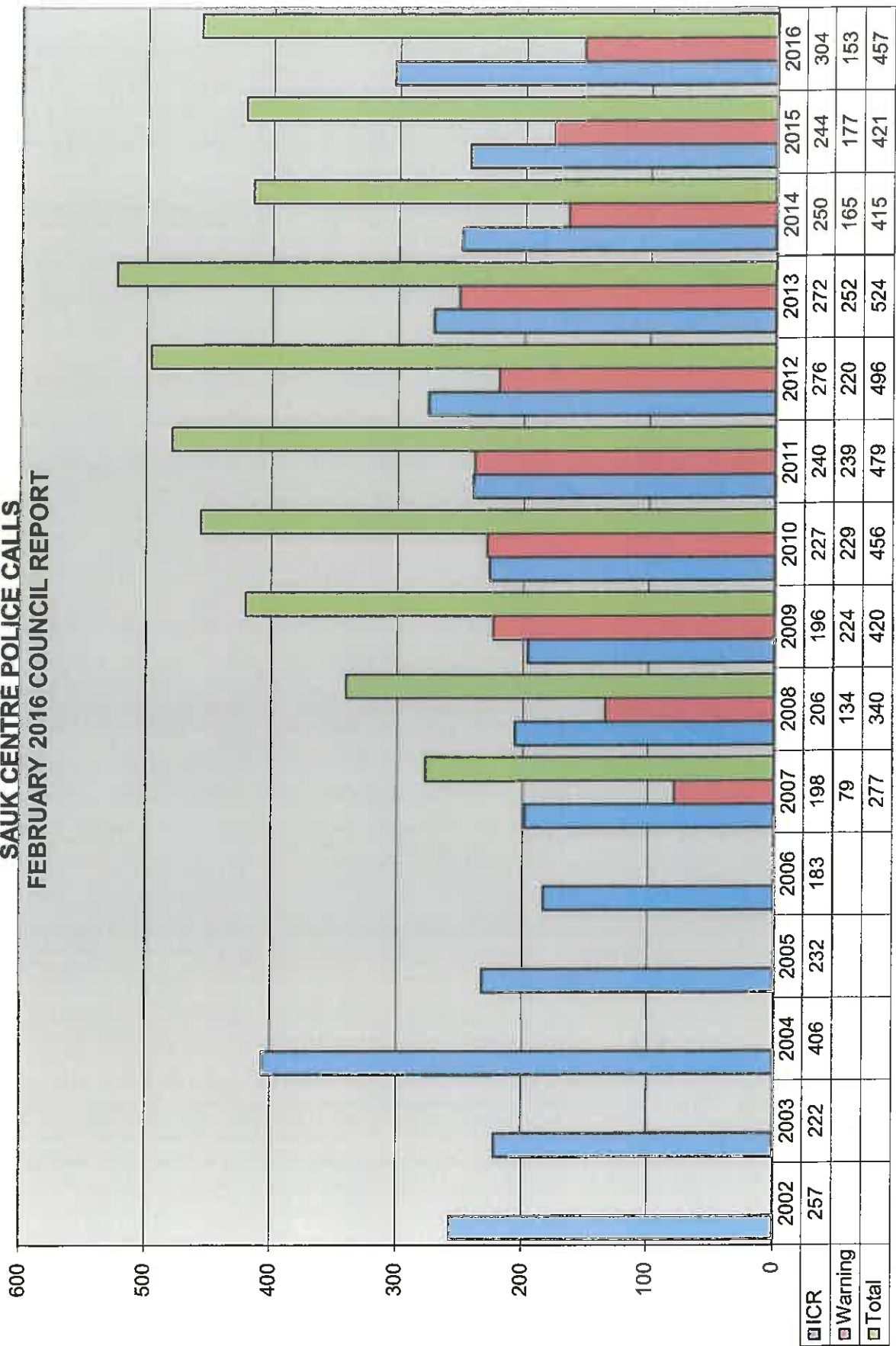
SAUK CENTRE POLICE CALLS

February 15 - February 16

COUNCIL REPORT



**SAUK CENTRE POLICE CALLS
FEBRUARY 2016 COUNCIL REPORT**



City of Sauk Centre
Staff Report

Meeting Date: **March 16, 2016**
Subject: **Planning Commission Report**
Agenda Item: **6b**

Description/Summary

City Planner, Sarah Morton, to report on the March 8, 2016 Planning Commission Meeting.

Action Requested:

Action Taken: _____

Motion: _____

Second: _____

**Sauk Centre Planning Commission
Regular Meeting
Tuesday, March 8, 2016 – 4:30 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
 - a. February 9, 2016 Regular Meeting **(P. 1-3)**
4. Public Hearings
 - a. None
5. Reports/Presentations
 - a. February 2016 Monthly Building Report **(P. 4-5)**
6. Action Items/Appeals
 - a. Ordinance establishing a one year moratorium on the placement of cargo containers within the city **(P. 6-14)**
7. Unfinished Business
 - a. Comprehensive Plan – cost estimates **(P. 15-16)**
8. New Business
 - a. None
9. Informational Items **(P. 17-21)**
 - a. LMC Safety and Loss Control Workshops - LMC
 - b. Floodplain & Shoreland Management Training for Local Officials - DNR
10. Adjournment

City of Sauk Centre
Staff Report

Meeting Date: March 16, 2016
Subject: Airport Board Report
Agenda Item: 6c

Description/Summary

The Airport Board met on Wednesday, March 9, 2016 in regular session.

- Authorized final payment for fuel pump upgrade.
- Received updated information on runway improvements for 2016/12107 rehab project. Expect final design for approval in May for bidding. Grant Agreement expected in July. Construction to follow.
- Received Closeout report for Environmental Assessment Project for Runway
- Discussed impact on farm land rental agreements due to new property tax provision.
- Invited members to MCOA Conference. Minnesota Council of Airports.

Action Requested:

Action Taken: _____

Motion: _____

Second: _____

City of Sauk Centre Staff Report

Meeting Date: **March 16, 2016**
Subject: **Operations Committee Report**
Agenda Item: **6d**

Description/Summary

The Operations Committee met on Thursday, March 10, 2016. Committee includes Councilmembers Keith Johnson and Dave Thomas.

- Reviewed bids for Mill and Overlay Project for State Street
- Reviewed bids for Crack Fill Project for Various Streets and Trail
- Discussed proposed purchase of Pumper Truck for Fire Dept.

Action Requested:

Action Taken:

Motion:

Second:

City of Sauk Centre
Staff Report

Meeting Date: March 16, 2016
Subject: Boards & Commissions Appointments
Agenda Item: 7a

Description/Summary

See Attachment #7a. Nominations for the HRA Board openings. The Council to consider the HRA appointments:

- 1.) HRA Board – 1 position to be appointed for a 5 year term. The term of Mike Felling expires on March 31, 2016. The following have submitted nominations:

Mike Felling

Action Requested:

The Council to appoint Mike Felling to the position on the HRA Board for a five year term, effective April 1, 2016 and ending March 31, 2021.

Action Taken:

Motion:

Second:



**CITY OF SAUK CENTRE
REQUEST FOR NOMINATION CONSIDERATION**

TO: THE SAUK CENTRE CITY COUNCIL

NAME: MIKE Felling

ADDRESS: 724 HICKMAN DR.
SAUK CENTRE

PHONE: 352-3517

Please consider my request for appointment to the Sauk Centre HRA board
for a period of 5 years or to complete the unexpired term of ? years remaining.

State reasons for desiring to serve on this Board/Commission:

I've served on this board for approx 3 yrs, and am
currently secretary.

Prior experience working with governmental units, organizations or other non-profit groups:

HRA board - fire district member
city council - police board member

Mike Felling
Signature

1-29-16
Date

City of Sauk Centre
Staff Report

Meeting Date: March 16, 2016

Subject: Moratorium

Agenda Item: 7b

Description/Summary

At the Planning Commission meeting on March 8, 2016, the Commission discussed and is recommending that the City Council adopt a moratorium on the placement of cargo containers in the City. The usage of cargo containers for storage, garages, and homes has become popular. The City does not have Ordinances in place to effectively manage how and where these containers can be utilized. Therefore the moratorium is recommended while the Planning Commission works to determine what management, if any, is necessary.

Action Requested:

Approve Ordinance 766 Adopting a Moratorium on the Placement of Cargo Containers in the City.

Action Taken:

Motion:

Second:

ORDINANCE NO. 766

**AN ORDINANCE ESTABLISHING A ONE-YEAR MORATORIUM ON
LOCATING OR THE PLACING OF CARGO CONTAINERS AND THE LIKE
WITHIN THE CITY OF SAUK CENTRE**

**THE CITY COUNCIL OF THE CITY OF SAUK CENTRE HEREBY ORDAINS
AS FOLLOWS**

Section 1. Recitals and Purpose.

A. The City of Sauk Centre (the City) is engaged in a study for the purpose of updating its official controls as defined in Minnesota Statutes, Section 462.352, Subd. 15.

B. The City's said study will address the advisability and potential amendment of its comprehensive plan and official controls, regarding the placement of cargo containers within the City.

C. It is the purpose of this ordinance to impose a one-year moratorium on the locating of cargo containers in the City, to protect the City's planning process by allowing for the completion of studies relating to the development of appropriate land use regulations to regulate the locating of cargo containers in the City. Such a moratorium is necessary to prevent the location of cargo containers in the City which would have or could have deleterious effects on the City's planning process and the health, safety and welfare of its citizens.

Section 2. Findings of Fact. The Sauk Centre City Council finds that the following facts exist:

1. The City recognized there are some uses which are deemed to be detrimental to the City's planning process. Due to their very nature, they may have serious objectionable characteristics and may not be compatible with the comprehensive plan, adjacent uses, or appropriate for location within the city. Special regulation of some uses is necessary to ensure that these adverse effects will not contribute to blight or downgrading of the value of surrounding properties, and to protect the health, welfare and safety of the public in general

2. The City's comprehensive plan and official controls are not adequate to protect the economic, environmental and aesthetic qualities of the city from the locating of cargo containers in the City. The City's current ordinance is limited and inadequate in addressing such uses of storage containers.

Section 3. Moratorium. In consideration of the foregoing, there is hereby enacted and placed into effect a moratorium from the effective date of this ordinance until one year thereafter upon the locating of cargo containers in the City.

This ordinance shall also have the effect of a moratorium during said one-year period on the City's issuance of any zoning or other permit or authorization in connection with any plan or application that involve the location into the City of such a storage containers. This moratorium may be extended as provided by law until completion of the City's study and enactment of a permanent ordinance.

This ordinance supersedes all contrary or inconsistent terms and provisions of the City of Sauk Centre Code and any existing ordinance of the City.

Section 4. This ordinance shall be effective immediately upon its passage and publication.

Dated this 16th day of March 2016, at the City of Sauk Centre, Minnesota.

Mayor Warren L. Stone

ATTEST: _____
City Administrator Vicki M. Willer

City of Sauk Centre
Staff Report

Meeting Date: March 16, 2016
Subject: Mill and Overlay
Agenda Item: 7c

Description/Summary

According to previous Council action, bids were obtained for the mill and overlay of State Road from the N intersection with Lilac Dr. to the previous overlay work done south of the Wobegon Trail.

Bids were opened on March 10, 2016 and reviewed by the Operations Committee:

Central Specialties	\$73,321.94
Dunnick	\$121,062.00
Harddrives	\$92,986.45
Howards	\$91,668.60
Knife River	\$102,427.00
Mark Lee Const	\$71,719.00
Riley Bros.	\$90,909.20
Tri-City	\$86,162.00

After review of the bids for accuracy, the bid from Mark Lee Const. is the apparent low bidder and is recommended to the City Council for award.

Action Requested:

Approve Resolution 2016-25 Awarding Bid to Mark Lee Construction for Mill and Overlay Project.

Action Taken:

Motion:

Second:

RESOLUTION NO. 2016-25

RESOLUTION ACCEPTING BID AND AUTHORIZING EXECUTION OF
CONTRACT FOR MILL AND OVERLAY PROJECT

WHEREAS, pursuant to a request for bids for a mill and overlay of State Road in Sauk Centre, eight bids have been received, opened and tabulated according to law as follows:

<u>FIRM NAME</u>	<u>BID AMOUNT</u>
Central Specialties	\$73,321.94
Dunnick	\$121,062.00
Harddrives	\$92,986.45
Howards	\$91,668.60
Knife River	\$102,427.00
Mark Lee Const	\$71,719.00
Riley Bros.	\$90,909.20
Tri-City	\$86,162.00

WHEREAS, it appears that Mark Lee Construction is the lowest responsible bidder.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA:

That the Mayor and City Administrator/Clerk are hereby authorized and directed to enter into a contract with **Mark Lee Const.** in the name of the City of Sauk Centre, MN, for the project according to the specifications outlined.

Adopted this 16th day of March, 2016.

Mayor Warren Stone

ATTEST: _____
City Administrator Vicki M. Willer

City of Sauk Centre Staff Report

Meeting Date: March 16, 2016

Subject: Crackfilling

Agenda Item: 7d

Description/Summary

According to previous Council action, bids were obtained 2016 Crackfilling for various streets and the Park Rd Trail.

Bids were opened on March 10, 2016 and reviewed by the Operations Committee:

All Things Asphalt	\$1.35	\$6,700.00
Astech	\$1.80	\$9,500.00
Bargen	\$3.50	\$17,501.00
Midwest	\$1.58	\$7,925.00
Northwest	\$2.57	\$13,850.00

After review of the bids for accuracy, the bid from All Things Asphalt is the apparent low bidder and is recommended to the City Council for award.

Action Requested:

Approve Resolution 2016-26 Awarding Bid to All Things Asphalt for the 2016 Crackfilling Project at \$1.35 Per Pound for a total Estimated Cost of \$6,700.

Action Taken:

Motion:

Second:

RESOLUTION NO. 2016-26

**RESOLUTION ACCEPTING BID AND AUTHORIZING EXECUTION OF
CONTRACT FOR CRACKFILLING PROJECT**

WHEREAS, pursuant to a request for bids for 2016 Crackfilling in Sauk Centre, five bids have been received, opened and tabulated according to law as follows:

FIRM NAME	PRICE/LB	TOTAL BID AMOUNT
All Things Asphalt	\$1.35	\$6,700.00
Astech	\$1.80	\$9,500.00
Bergen	\$3.50	\$17,501.00
Midwest	\$1.58	\$7,925.00
Northwest	\$2.57	\$13,850.00

WHEREAS, it appears that All Things Asphalt is the lowest responsible bidder.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK
CENTRE, MINNESOTA:**

That the Mayor and City Administrator/Clerk are hereby authorized and directed to enter into a contract with **All Things Asphalt** in the name of the City of Sauk Centre, MN, for the project according to the specifications outlined.

Adopted this 16th day of March, 2016.

Mayor Warren Stone

ATTEST: _____
City Administrator Vicki M. Willer

City of Sauk Centre
Staff Report

Meeting Date: March 16, 2016
Subject: Authorize Plans and Specs for Fire Pumper
Agenda Item: 7e

Description/Summary

The City Fire Department has seven trucks that it utilizes for Fire and Rescue Purposes.

- No. 1 2008 Chevy 5500 Rescue
- No. 2 1981 Ford Pumper
- No. 3 1999 Pierce Pumper
- No. 4 1996 Ford Tanker
- No. 5 2005 Kenworth Rescue Truck
- No. 6 1990 Chevy Gas Rig
- No. 7 2008 Freightliner Tanker

Unit No. 2 is a 1981 Pumper and has been in service for thirty five years and is recommended to be replaced by the Department. The replacement vehicle is expected to be in service for the next thirty five years.

Fire Chief John Egan met with the Operations Committee. The proposal is to firm up specifications for the truck and get estimated costs. Following that, they will bring the Plans and Specifications to the City Council for approval and will be asking to solicit formal bids both through Competitive Bidding and Cooperative Purchasing. At that time the Finance Committee will meet to discuss how funding could occur. The Preliminary Cost estimate is \$400K.

The action requesting tonight is to get approval to develop Plans and Specifications to be brought before the City Council prior to bid.

Action Requested:

Approve Resolution 2016-27 Authorizing Development of Plans and Specs for Fire Pumper.

Action Taken:

Motion:

Second:

RESOLUTION NO. 2016-27

RESOLUTION ORDERING DEVELOPMENT OF PLANS AND SPECIFICATIONS FOR A FIRE PUMPER TRUCK

WHEREAS, pursuant to the Capital Improvement Plan for the Fire Department staff has developed a proposal for the replacement of the 1981 Ford Pumper Truck, and

WHEREAS, staff has presented the proposal to the Operations Committee for review, and

WHEREAS, the Committee recommends that staff should proceed with the development of Plans and Specifications that meet the requirements for Competitive Bidding and bring those forth to a future meeting for approval.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA:

That Fire Department staff is to work with whomever necessary to develop Plans and Specifications adequate to meet the requirements for Competitive Bidding and bring those Specifications to a future meeting of the Council for approval.

Adopted this 16th day of March, 2016.

Mayor Warren Stone

ATTEST: _____
City Administrator Vicki M. Willer

City of Sauk Centre Staff Report

Meeting Date: March 16, 2016
Subject: Library Wall Repair
Agenda Item: 8a

Description/Summary

Great Regional Library System who operates the Library on behalf of the City raised concerns regarding some bubbling stucco in the lower level of the library. They were concerned it could contain mold and requested the City have it inspected.

The City contracted to have it tested with Resource Training and Solutions and have been verbally told no mold was detected and expect the written report within the week.

The stucco is bubbling in the area of a previous repair which was done as a result of prior damage. From preliminary investigation it appears that the previous repair is spalling off the concrete wall. It will be repaired and a copy of the report will be forwarded to GRRL once it is received.

Action Requested:

Information Only.

Action Taken:

Motion:

Second:

City of Sauk Centre
Staff Report

Meeting Date: March 16, 2016
Subject: Consent Agenda
Agenda Item: 10a-d

Description/Summary

The Council to consider the following Consent Agenda Items:

- | | | | |
|----|--|-----------------|---------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$159,705.55 |
| | | Paid Claims | \$ 499.90 |
| | | Total | <u>\$160,205.45</u> |
| b. | January Checks | EFT0029-EFT0059 | <u>\$351,883.61</u> |
| | | #37090-#37166 | |
| | | 3 Payrolls | |
| c. | See attachment 10c - Resolution No. 2016-28, Resolution Accepting Contributions. | | |
| | Men's Card Playing Group | \$199.46 | Senior Center |

It is recommended that the City acknowledge the contributions received and thank the Men's Card Playing Group.

- d. Gambling Application for Exempt Permit Request from Knights of Columbus #4863 for a raffle and bingo on July 27- 31, 2016 at the Stearns County Fair Grounds.

Action Requested:

Approve Consent Calendar as Presented.

Action Taken: _____

Motion: _____

Second: _____

Schedule of Claims

City of Sauk Centre

2nd Meeting — March 2016

Date of Meeting: 3.16.16

Vendor	Dept.	Purpose	Amount
Alex Power Equipment	Park	parts	\$ 493.37
American Welding & Gas	Ambulance	Oxygen	\$ 289.36
Ameripride	Street	Street/ShopTowels,Dispenser	\$ 37.02
Arvig (IT Support)	Various	Monthly IT support	\$ 404.50
Arvig (Monthly service)	Various	Monthly phone and internet service	\$ 1,237.66
Auto Value	Street	Turbo power diesel, flasher 2 pin	\$ 21.98
Bertelson One Source	Various	router, office supplies	\$ 161.75
Bolton & Menk, Inc.	2016 CIP Airport	Runway 14-32 Reconstruction and Widening	\$ 45,050.00
Border States	CityHall/Arena	GELA lights	\$ 139.22
Border States	Street Lighting	Contactors	\$ 45.84
Bound Tree	Ambulance	Medical Supplies	\$ 2,072.67
Centerpoint	Various	Monthly gas heating	\$ 1,025.54
Centre Towing	Police Forfeit	Black 2001 Audi	\$ 65.00
Charter	Campground	Phone and internet 3.12.16 to 4.11.16	\$ 30.57
Culligan	Various	Bottled Water	\$ 116.65
Drobny, Wendy	GnGvt	Misc Supplies	\$ 13.04
F & W Exhaust	Ambulance	Repairs and Maintenance on Rig 561	\$ 447.85
Holiday	Various	Monthly Fuel	\$ 1,885.81
Jim's Wholesale	Library	Kleenex	\$ 59.95
Jorson & Carlson, inc.	Arena	Sharpen Zamboni blades (3)	\$ 66.75
Keepsrs	Police	Danner Striker Torrent	\$ 259.96
League of MN Cities	Various	Safety & Loss Workshop	\$ 60.00
League of MN Cities Insurance Trust	Various	Workers Comp premiums	\$ 51,217.00
M & O Repair	Street	Clean and Repair Sweeper Radiator	\$ 145.00
MacQueen Equipment, Inc.	Street	Baffle Radiator	\$ 35.64
Marthaler Sales & Service	Shade Tree	sharpen chains	\$ 18.00
MN State Fire Chiefs Assn	Fire	2016 MSFCA Membership Renewal	\$ 232.00
MNDot District 3B St. Cloud	Street	Carbide Cutting Edges	\$ 1,662.85
Napa Central MN	Street	oil filter	\$ 6.24
Oreilly	Street	Back Up Lite	\$ 8.08
Physio-Control, Inc.	Ambulance	Annual Maintenance Agreement	\$ 1,903.92
Rahn's Oil & Propane	Arena	LP and the pickup of tanks	\$ 345.00
RedWing Software	Finance	February Publish Pay transactions	\$ 42.40
Runestone Community Center	Arena	Three glass carts	\$ 2,100.00
Sauk Centre Fleet Supply	Street	hose reel cart, water, pipe and fittings	\$ 96.61
Sauk Centre Fleet Supply	Fire	gorilla tape	\$ 19.98
Sauk Centre Fleet Supply	Park	boring bit, drill bits, light bulbs, flood light, sandpaper and painting supplies	\$ 110.68
Sauk Centre Fleet Supply	Ambulance	battery, paper towel holder, hardware	\$ 53.97
Sauk Centre Fleet Supply	Senior Centre	cordless vaccuum	\$ 65.48
Sauk Centre Fleet Supply	Arena	Degreaser, trashbags, chain link, key, fan	\$ 67.92
SkillPath/NST Seminar	Adm	Accounts Payable Seminar	\$ 199.00
Star Publications	Various	Subscription to the Herald , various advertisements and notices	\$ 649.31
Stearns Co Auditor Treas.	EDA	Purchase Outlot D of W.H. Cates Addition	\$ 41,536.33
Stearns Electric Assn	Airport	Monthly Electric	\$ 700.92
Streicher's	Police	Batteries	\$ 49.97
Taser International	Police	New batteries for 2 Tasers	\$ 102.42
Tri-State Bobcat	Street	Gas cap for Bandit Chipper	\$ 39.18
US Postal Service	Various	Postage	\$ 500.00
Verizon	Various	1.20.16 - 2.20.16 Cellphone Charges	\$ 491.66
Zahl Petroleum Maintenance	Airport	replace and repair Fuel Tank	\$ 3,321.50
Total			\$ 159,705.55
Paid Prior to Meeting			
MCR Medical Supply	Ambulance	4 pack of Practi Trainer	\$ 499.90
			499.90
Claims Appr by Council			\$159,705.55
Additions			499.90
Totals Claims This Batch			\$160,205.45

X _____ Date: _____
 CityAdmr/Clk

Payments Journal (Summary)

2/1/2016 to 2/29/2016

2/17/2016	037139	John E. Reid and Associates, Inc.	580.00
2/17/2016	037140	Keepers, Inc.	1,115.07
2/17/2016	037141	League of Minnesota Cities	595.00
2/17/2016	037142	League of MN Cities Insurance Trust	1,100.25
2/17/2016	037142	League of MN Cities Insurance Trust	7,048.56
2/17/2016	037142	League of MN Cities Insurance Trust	106.00
2/17/2016	037142	League of MN Cities Insurance Trust	2,659.70
2/17/2016	037142	League of MN Cities Insurance Trust	1,803.55
2/17/2016	037142	League of MN Cities Insurance Trust	407.62
2/17/2016	037142	League of MN Cities Insurance Trust	2,038.74
2/17/2016	037142	League of MN Cities Insurance Trust	38,545.08
2/17/2016	037143	Matheson Tri-Gas, Inc.	117.67
2/17/2016	037144	Minnesota County Attorneys Association	130.00
2/17/2016	037145	Minnesota Department of Agriculture	85.00
2/17/2016	037146	Minnesota Welding & Boiler Services, Inc.	64.44
2/17/2016	037147	Modern Farm Equipment	114.90
2/17/2016	037148	NAPA Central MN	60.49
2/17/2016	037148	NAPA Central MN	46.44
2/17/2016	037149	Northern Pines Mental Health	300.00
2/17/2016	037150	O'Reilly Auto Parts	57.63
2/17/2016	037151	Office Depot, Inc.	206.20
2/17/2016	037152	Sauk Centre CVB	3,178.70
2/17/2016	037153	Sauk Centre Fleet Supply	19.98
2/17/2016	037153	Sauk Centre Fleet Supply	26.56
2/17/2016	037153	Sauk Centre Fleet Supply	101.60
2/17/2016	037153	Sauk Centre Fleet Supply	237.86
2/17/2016	037154	Sauk Centre Public Utilities Commission	192.26
2/17/2016	037154	Sauk Centre Public Utilities Commission	733.35
2/17/2016	037154	Sauk Centre Public Utilities Commission	3,602.54
2/17/2016	037154	Sauk Centre Public Utilities Commission	272.96
2/17/2016	037154	Sauk Centre Public Utilities Commission	792.17
2/17/2016	037154	Sauk Centre Public Utilities Commission	11,163.19
2/17/2016	037155	Sauk Centre Public Utilities Commission	141.67
2/17/2016	037155	Sauk Centre Public Utilities Commission	141.67
2/17/2016	037155	Sauk Centre Public Utilities Commission	991.66
2/17/2016	037156	Sauk Centre Public Utilities Commission	2,538.63
2/17/2016	037157	Star Publications	345.42
2/17/2016	037157	Star Publications	888.49
2/17/2016	037158	Stearns County Municipal League	20.00
2/17/2016	037159	Steiner Lumber	31.49
2/17/2016	037159	Steiner Lumber	29.49
2/17/2016	037160	Sally Vogt	84.00
2/17/2016	037160	Sally Vogt	105.00
2/17/2016	037160	Sally Vogt	168.00
2/17/2016	037160	Sally Vogt	441.00
2/17/2016	037161	Winter Equipment Company	1,036.19
2/17/2016	EFT0038	Infinisource	141.50
2/17/2016	EFT0039	Chase Card Services	132.48
2/17/2016	EFT0039	Chase Card Services	(69.90)
2/17/2016	EFT0039	Chase Card Services	14.95
2/17/2016	EFT0040	Bueckers City Sanitation, Inc.	36.46
2/17/2016	EFT0040	Bueckers City Sanitation, Inc.	14.24
2/17/2016	EFT0040	Bueckers City Sanitation, Inc.	84.02
2/17/2016	EFT0040	Bueckers City Sanitation, Inc.	50.22
2/17/2016	EFT0040	Bueckers City Sanitation, Inc.	1,074.48

Payments Journal (Summary)

2/1/2016 to 2/29/2016

Date	Check / Reference #	Payee	Payment Amount
10100 Cash/MNB			
2/1/2016	EFT0059	Konica Minolta Premier Finance	4.85
2/1/2016	EFT0059	Konica Minolta Premier Finance	9.70
2/1/2016	EFT0059	Konica Minolta Premier Finance	9.70
2/1/2016	EFT0059	Konica Minolta Premier Finance	4.85
2/1/2016	EFT0059	Konica Minolta Premier Finance	4.85
2/1/2016	EFT0059	Konica Minolta Premier Finance	451.05
2/5/2016	Payroll EFT	Payroll #3	30,942.05
2/8/2016	EFT0030	MN Child Support Payment Center	420.30
2/8/2016	EFT0034	Minnesota Revenue	1,992.99
2/9/2016	EFT0031	US Treasury	9,990.72
2/9/2016	EFT0032	Empower - HCSP	854.23
2/9/2016	EFT0033	Empower - MNDCP	1,090.00
2/9/2016	EFT0035	Nationwide Retirement Solutions, Inc.	465.00
2/9/2016	EFT0036	Public Employees Retirement Association	8,652.95
2/11/2016	Payroll EFT	Ambulance Payroll #2	14,733.94
2/11/2016	037111	NCPERS Minnesota	96.00
2/11/2016	EFT0003	US Treasury	3,657.90
2/11/2016	EFT0004	Minnesota Revenue	563.75
2/11/2016	EFT0005	Public Employees Retirement Association	365.60
2/17/2016	037112	Minnesota Public Facilities Authority	7,681.80
2/17/2016	037112	Minnesota Public Facilities Authority	47,894.87
2/17/2016	037113	Briggs and Morgan P.A.	17,500.00
2/17/2016	037114	Stantec Consulting Services Inc.	5,330.22
2/17/2016	037114	Stantec Consulting Services Inc.	1,385.50
2/17/2016	037115	Short Elliott Hendrickson, Inc.	3,600.00
2/17/2016	037116	American Welding & Gas	23.45
2/17/2016	037117	Mary Bertrand	103.50
2/17/2016	037118	CentraCare Health - Sauk Centre	1,521.34
2/17/2016	037119	Dan Welle	203.48
2/17/2016	037120	Penny Deters	58.86
2/17/2016	037121	F & W Exhaust	224.80
2/17/2016	037122	Premier Specialty Vehicles, Inc.	140.39
2/17/2016	037123	Star Claims	1,200.00
2/17/2016	037124	AirNav, LLC	19.00
2/17/2016	037125	Ernst's Locksmith, LLC	325.00
2/17/2016	037126	Stearns Electric Association	824.41
2/17/2016	037127	Alex Air Apparatus, Inc.	6,400.00
2/17/2016	037128	Alexandria's Animal Doctor	134.48
2/17/2016	037129	Centre Electric, Inc.	189.00
2/17/2016	037130	Rahn's Oil & Propane, Inc.	129.00
2/17/2016	037131	Beilke Tiling - Lisa Beilke	1,520.23
2/17/2016	037132	All Flags, LLC	8.04
2/17/2016	037133	American Door Works	393.30
2/17/2016	037133	American Door Works	679.55
2/17/2016	037134	Ameripride Services, Inc.	37.02
2/17/2016	037135	Auto Value Sauk Centre	113.75
2/17/2016	037136	Fleet Services	2,033.91
2/17/2016	037137	Holiday	590.54
2/17/2016	037137	Holiday	152.47
2/17/2016	037137	Holiday	2,642.95
2/17/2016	037138	Jim's Wholesale, Inc.	52.95
2/17/2016	037138	Jim's Wholesale, Inc.	207.90

3/11/2016

11:54 AM

Payments Journal (Summary)

2/1/2016 to 2/29/2016

2/17/2016	EFT0041	Arvig (Monthly Service)	110.03
2/17/2016	EFT0041	Arvig (Monthly Service)	54.82
2/17/2016	EFT0041	Arvig (Monthly Service)	104.72
2/17/2016	EFT0041	Arvig (Monthly Service)	27.41
2/17/2016	EFT0041	Arvig (Monthly Service)	32.72
2/17/2016	EFT0041	Arvig (Monthly Service)	892.86
2/17/2016	EFT0042	Arvig (IT Support)	404.50
2/17/2016	EFT0043	Centerpoint Energy	231.43
2/17/2016	EFT0043	Centerpoint Energy	165.47
2/17/2016	EFT0043	Centerpoint Energy	135.39
2/17/2016	EFT0043	Centerpoint Energy	397.51
2/17/2016	EFT0043	Centerpoint Energy	1,442.57
2/17/2016	EFT0044	Verizon Wireless	145.28
2/17/2016	EFT0044	Verizon Wireless	296.10
2/17/2016	EFT0045	Charter Communications	30.57
2/17/2016	EFT0046	Red Wing Software, Inc.	40.80
2/17/2016	EFT0054	Culligan Water Service	26.55
2/17/2016	EFT0054	Culligan Water Service	75.70
2/18/2016	037163	Resource T&S/BCBS	22,681.50
2/19/2016	Payroll EFT	Payroll #4	29,079.20
2/19/2016	037162	MN Teamsters Union #320	797.96
2/19/2016	037164	Minnesota Life Insurance Company	592.20
2/19/2016	EFT0047	MN Child Support Payment Center	420.30
2/19/2016	EFT0048	US Treasury	9,138.64
2/19/2016	EFT0049	Empower - HCSP	823.76
2/19/2016	EFT0050	Empower - MNDCP	1,090.00
2/19/2016	EFT0051	Minnesota Revenue	1,836.72
2/19/2016	EFT0052	Nationwide Retirement Solutions, Inc.	465.00
2/19/2016	EFT0053	Public Employees Retirement Association	8,333.14
2/22/2016	037165	MN PEIP	7,934.05
2/24/2016	037166	MCR Medical Supply	499.90
			<hr/>
10100 Cash/MNB Totals			\$351,883.61
			<hr/>
Report Totals			\$351,883.61
			<hr/>
Records included in total = 212			

Report Options

Payment Date: 2/1/2016 to 2/29/2016

RESOLUTION NO. 2016-28
RESOLUTION ACCEPTING CONTRIBUTION

WHEREAS, a contribution of \$199.46 was received by the City from the Men's Card Playing Group, and

WHEREAS, the Men's Card Playing Group has requested that the City allocate the contribution to the Sauk Centre Senior Center.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA that the City accept the contribution received and commend the Men's Card Playing Group for their generosity.

Adopted by the Sauk Centre City Council this 16th day of March, 2016.

Mayor Warren Stone

ATTEST:

City Administrator Vicki M. Willer

City of Sauk Centre
Staff Report

Meeting Date: March 16, 2016
Subject: Audit of Financial Statements
Agenda Item: 11a

Description/Summary

Clifton, Larson, Allen has been at City Hall the week the March 7th conducting its annual audit of the City's Financial Statements.

A formal report will come before the City Council in May.

Action Requested:

Information Only.

Action Taken:

Motion:

Second:
