

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 18, 2018**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 18, 2018 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Heidi Leach, Dave Thomas, Keith Johnson and Mayor Warren Stone. Also present was City Administrator Vicki Willer, Police Chief Bryon Friedrichs, Public Works Supervisor Matt Zinniel, Administrative Assistant Nicki Vogt, City Planner Sarah Morton and City Engineers Keith Yapp and Chuck Boser. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve the agenda, with changes. A vote being recorded as follows: For: Council Members Leach, Thomas, 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 April 4, 2018 Regular Meeting Minutes, as presented. A vote being recorded as follows: For: Council Members Kelly, Johnson, Leach and Mayor Stone. Against: None. Abstain: Council Member Thomas. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. A representative of Clifton Larson Allen, Miranda Wendtlandt, reported on the 2017 audit. She thanked the City of Sauk Centre and the City Council for allowing them to perform the audit and she then stated that she reviewed the audit with the Finance Committee prior to the meeting. The City of Sauk Centre was issued a clean audit report. She then discussed the following:

- Required Communications
- City's Audit Results
- Cash and Investment Balances
- Fund Balances
- Comparative Governmental Revenues
- Governmental Fund Revenues
- Comparative Expenditures for Governmental Funds
- Governmental Fund Expenditures

See 7a.

- b. Police Chief Friedrichs presented the March 2018 Police report stating that there were 585 ICRs and 283 Verbal Warnings for a total of 868.

Chief Friedrichs also reported that the Part-Time Officer passed the background test, physical examination and psychological examination.

- c. Ambulance Director Kathy Struffert presented the 1st Quarter 2017 report as follows:

- 30 No Loads/Cancelled
- 16 ALS Transfers
- 48 BLS Transfers
- 148 Billed Calls
- Total billed of \$164,258.40

- d. The Planning Commission met on Tuesday, April 10th and were presented with the following information:

- January – 4 permits issued with a total construction value of \$44,100
- February - 3 permits issued with a total construction value of \$5,000
- March – 5 permits issued with a total construction value of \$577,375
- Two Zoning Permits were issued in the first quarter of 2017 with total fees collected of \$75.

7. ACTION ITEMS

- a. See 6a.

A motion was made by Council Members Kelly and was seconded by Council Member Thomas to accept the audited financial statements for 2017. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- b. The Ambulance Department has three LifePak Defibrillators. One of the LifePaks is an older model that is no longer supported.

The Operations Committee reviewed the proposal to replace the older LifePak and recommend that the City proceed with the purchase.

It was noted that the lifespan on the LifePak is 15-20 years.

Council Member Johnson introduced Resolution No. 2018-31, Resolution Authorizing Purchase of LifePak Defibrillator. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- c. The Operations Committee was presented with a proposal for the purchase of an Ambulance to replace the 2009 unit. This purchase will continue the City’s nine-year rotation plan for the vehicles.

At the time it was learned that CentraCare would be purchasing multiple ambulances for other locations and perhaps the City could join in on the “bulk discount” theory.

Staff has reached out to CentraCare and reviewed the specifications for the ambulances that they propose to purchase. It was discovered that the specifications do not align with those of the Sauk Centre service, including the rigs are smaller and don’t have the same transport capacity. The savings realized by purchasing with CentraCare appears to be negligible but won’t be known for sure until the City seeks outside bids.

The Department is requesting that the City authorize them to seek bids for a new ambulance that is comparable to the existing ambulances in service.

Council Member Leach introduced Resolution No. 2018-32, Resolution Seeking Formal Solicitation of Bids through the State Bid Process for a 2018 Ambulance. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- d. According to prior Council action, Bids were advertised and obtained for the 2018 Improvement Project. Bids were publicly opened on April 5, 2018.

The Council reviewed a letter from Stantec and a bid tabulation which provide further detail.

The low Bidder on the Project was Breitbach Construction Co. with a Base Bid of \$3,200,203.28. This compares to the Engineer’s Estimate of \$3,500,000.00. These Bids have been reviewed and found to be in order.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to table action on this item. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- e. At the City Council meeting on April 4, 2018, the Council authorized staff to obtain bids from local vendors and the State bid for the replacement of the City’s New Holland Compact Utility Tractor. The Council also approved the minimum specifications at that time.

Written bids were sought for five different vendors as follows:

Arnolds of St. Martin	Kubota L6060	38,983.00
Alex Power Equipment	Kubota L6060	39,024.15
Lake Henry Implement	Massey Ferguson 1758	35,950.00

Lake Henry Implement	Massey Ferguson 1759	37,700.00
Midwest Machinery	John Deere 4066R	38,700.00

Of the Bids, the two Massey Ferguson tractors don't meet the minimum specifications for PTO horsepower output.

The Kubota L6060 and the John Deere 4066R both meet the specifications. It was recommended that the City proceed with the purchase of the John Deere 4066R from Midwest Machinery of Sauk Centre.

Council Member Johnson introduced Resolution No. 2018-34, Resolution Accepting Quote for Purchase of Compact Utility Tractor. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- f. Removed from agenda.
- g. The Police Department has three vehicles that have been released for sale through the online bidding process and one 22 caliber H&R handgun that has also been forfeited to the department.

Police Chief Friedrichs is requesting permission to offer the following vehicles for sale:

- 2000 Ford Focus
- 2003 Ford Explorer
- 2003 GMC Yukon

and is further requesting authorization to sell the 22-caliber handgun to a licensed FFL dealer.

Council Member Johnson introduced Resolution No. 2018-35, Resolution Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- h. Brother's Market, Inc. DBA Northside Liquors submitted an application for transfer of an Off-Sale liquor license, \$100.00 for transfer of liquor license fee, Insurance Liability and Workers Compensation documents. The liquor license annual license fee will be pro-rated between the buyer and the seller at closing. The effective transfer date to become effective May 1, 2018.

Council Member Kelly introduced Resolution No. 2018-36, Resolution Approving the Application of Brother's Market, Inc. DBA Northside Liquors for a Transfer of an Off-Sale License to be located at 321 North Main Street. 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.

- i. Brother's Market submitted two applications to sell cigarettes at the following:
- Northside Liquors
 - Gas Mart of Sauk Centre.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve two cigarette licenses for Brother's Market. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- j. Anthony Lee Jensen and Mark Dee Bush DBA American Tap & Eatery (520 Sinclair Lewis Avenue) submitted an application for transfer of an On-Sale Liquor License, Sunday Liquor, 2 a.m. Liquor and Off-Sale liquor license, \$100.00 for transfer of liquor license fee, Insurance Liability and Workers Compensation documents. The liquor license annual license fee will be pro-rated between the buyer and the seller. The effective transfer date to will be commensurate with the date issued by the State of Minnesota.

Council Member Thomas introduced Resolution No. 2018-37, Resolution Approving the Application of Anthony William Jensen and Mark Dee Busch DBA American Tap & Eatery for a Transfer of an On-Sale Liquor, 2 a.m. Liquor, Sunday Liquor and Off-Sale Liquor Licenses Located at 520 Sinclair Lewis Avenue. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Council should set a public information meeting to inform residents of how the 2018 Improvement project will move forward including phasing, traffic control, etc.

It is recommended that the meeting be held on May 2, 2018. The meeting would start with a short City Engineer Presentation followed by questions and then would have time for residents to ask questions one on one.

It was the general consent of the Council to set the Public Information Meeting on May 2nd at 5:00 p.m. Mailed invitations will be sent to all affected.

- b. Bid opening for the Getty Street Project will be on April 19th at 11:00 a.m. at City Hall. The bids will be considered at the regular meeting on May 2, 2018.
- c. Bid opening for the airport entrance road project is set for May 1st at 10:00 a.m.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- | | | | |
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| a. | Schedule of Claims | Unpaid Claims | \$104,870.12 |
| | | Paid Claims | <u>\$652.25</u> |
| | | Total | <u>\$105,522.37</u> |
- b. March Checks \$487,520.66
- c. Gambling Application for Exempt Permit request from the Sauk Centre Lions Club for pull-tabs and a raffle for July 26-29, 2018 at the Stearns County Fairgrounds.
- d. Gambling Application for Exempt Permit request from the Knights of Columbus Council 4863 for bingo and a raffle for July 25-29, 2018 at the Stearns County Fairgrounds.

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

11. INFORMATIONAL ITEMS

- a. Joe Jensen advanced to Step 7 of the Police Union Pay Scale, effective April 7, 2018. Jensen completed his second year as Sergeant for the Department.
- b. Safety Committee Meeting Minutes

12. ADJOURNMENT

A motion was made by Council Member Leach and was seconded by Council Member Thomas to adjourn the meeting. A vote being recorded as follows: For: Council Members Leach, Thomas, 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 7:15 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer