

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, MAY 4, 2016 – 6:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
  - a. April 20, 2016 Regular Meeting **(P. 1-4)**
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Public Hearings
  - a. New On-Sale Intoxicating & Sunday Liquor License Application – Josey Perez **(P. 5-7)**
6. Reports/Presentations
  - a. Wellhead Protection Report – Sauk Centre Public Utilities **(P. 8)**
  - b. Ambulance Department Quarterly Reports, Amb. Director **(P. 9-10)**
  - c. Park Board Report – City Administrator **(P. 11)**
  - d. EDA Report – City Administrator **(P. 12)**
7. Action Items
  - a. Approve Resolution 2016-34 Accepting Bid for Sale of Excess Equipment **(P. 13-14)**
  - b. Approve Prospective EMT for Classes **(P. 15)**
  - c. Approve EMT Step Increases **(P. 16-19)**
  - d. Resolution 2016-35, Approving the Application of a New On-Sale Intoxicating and Sunday Liquor License – Josey Perez **(P. 20-21)**
  - e. Approve Downtown Banner Project Participation **(P. 22-23)**
8. Unfinished Business
  - a. Aquatic Weed 2016 Permit – BLSA **(P. 24-26)**
9. New Business
10. Consent Agenda **(P. 27-29)**
  - a. Schedule of Claims
  - b. Resolution No. 2016-36 Accepting Contribution
11. Informational Items **(P. 30-32)**
  - a. Middle Sauk Water Festival 2016 – May 19, 2016 at Melrose Sauk River Park
  - b. CHS Grant Award – Sauk Centre Fire Department
12. Adjournment

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, APRIL 20, 2016**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 20, 2016 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Diane Kelly, Heidi Leach and Mayor Warren Stone. Also present were City Planner Sarah Morton, Police Chief Bryon Friedrichs, City Engineer Keith Yapp, Administrative Assistant Nicki Vogt, and Public Works Director Matt Zinniel. 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 as presented. 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 Leach to approve the April 6, 2016 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson 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. Police Chief Friedrichs presented the March 2016 report stating that there were 354 ICRs and 284 Verbal Warnings for a total of 638.

**7. ACTION ITEMS**

- a. Bids were opened for the Oak Street Project on April 14, 2016. The following bids were received:

<u>FIRM NAME</u>	<u>BID AMOUNT</u>	<u>ALT #1</u>
Douglas-Kerr Underground	\$347,247.95	\$8,339.00
Duinick, Inc.	\$386,361.68	\$8,971.00
J.R. Ferche, Inc.	\$410,143.50	\$9,860.00
Kuechle Underground, Inc.	\$355,152.15	\$5,916.50
Larson Excavating, Inc.	\$338,035.36	\$9,103.28
<b>Mark Lee Excavating</b>	<b>\$295,345.50</b>	<b>\$5,132.00</b>
Molitor Excavating, Inc.	\$301,726.55	\$8,570.45
Quam Construction Co. Inc.	\$468,865.62	\$7,577.56

City Engineer Keith Yapp has reviewed the bids for completeness.

Alternate #1 is for adding sidewalk on the west side of Oak between 2<sup>nd</sup> and Park Road.

Council Member Kelly introduced Resolution No. 2016-32, Resolution Accepting Bid for 2016 Oak Street Reconstruction Project, with the inclusion of Alternate No. 1. 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.

- b. Wendell Kienitz has submitted an application for a minor subdivision of property he currently owns at the end of Shady Lane. Mr. Kienitz currently owns two parcels and is requesting to split a portion off one of the parcels and add it to the other parcel with the end result being two conforming parcels to be offered for sale.

A Certificate of Survey was presented to the Council for their review.

The resulting parcels will comply with all City Codes and Restrictions, including the minimum lot size requirement for Shoreland Property of 15,000 sf with a setback of 50' from the Ordinary High Water Mark of Sauk Lake.

Council Member Johnson introduced Resolution No. 2016-33, Resolution Approving a Minor Subdivision (Lot Split) Wendell W. and Kelly Kienitz etal. 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.

- c. In 2015 the City Council executed a Memorandum of Understanding with the Public Works Union which would allow the City to schedule the Public Works Department for ten hour shifts without invoking overtime during the summer (Memorial Day to Labor Day). Scheduling rights are held by management (City Council).

For the 2015 season, the City Council approved utilizing a ten hour day schedule with the following parameters:

- Coverage was required for five days per week
- Those wishing to work ten hour days would do so for entire season and not utilize it intermittently.
- City would review after the first year to determine if it would utilize Summer Hour Scheduling in future years.

Public Works Supervisor Zinniel is requesting that the City Council approve utilization of Summer Hours for 2016 for Public Works Union Staff. Five of employees have expressed interest in working ten hour days, Monday thru Thursday. One employee prefers to work five eight hour days.

Issues to consider are:

- Is safety an issue for the employee working alone on Fridays?
- Will Supervisor be also scheduled to work ten hour days? Currently non-union workers are on a five day work schedule to be available to other departments and the public.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve Summer Hours for the public works staff for the 2016 season. A vote being recorded as follows: For: Council Members Thomas, Johnson, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

- |    |   |                   |                     |
|----|---|-------------------|---------------------|
| a. | Schedule of Claims -  | Unpaid Claims     | \$83,660.71         |
|    |   | Paid Claims       | \$3,242.04          |
|    |   | Total:            | <u>\$86,902.75</u>  |
| b. | March Checks  | EFT 0069-EFT 0072 | <u>\$378,857.07</u> |
|    |   | #3737169-#37247   |                     |
|    |   | 3 Payrolls        |                     |
| c. | Gambling Application for an Exempt Permit Request from Centracare Health Foundation for a raffle on July 1, 2016 at the Centracare Health Sauk Centre.          |                   |                     |
| d. | Gambling Application for an Exempt Permit Request from Sinclair Lewis Days Festival Foundation for a raffle on July 17, 2017 at the Sauk Centre Chamber Office. |                   |                     |
| e. | Gambling Application for an Exempt Permit Request from St. Paul Catholic United Financial #108 for a raffle on September 25, 2016 at the Holy Family Cafeteria. |                   |                     |

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

**11. INFORMATIONAL ITEMS**

None.

**13. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at 6:54 p.m.

Respectfully submitted,

\_\_\_\_\_  
Mayor Warren Stone

\_\_\_\_\_  
City Administrator Vicki Willer

City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** Public Hearing - Intoxicating Liquor License  
**Agenda Item:** 5a

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**Description/Summary**

A Public Hearing is to be held on May 4, 2016 at 6:30 p.m. or shortly thereafter. The Council to conduct a public hearing followed by action. Josey Perez dba La Nueva Hacienda has submitted the following to be effective July 1, 2016:

- \*City Application for new On-Sale Intoxicating and Sunday Liquor License
- \*AGED Form 9011 - On-Sale and Sunday Certification
- \*\$100.00 public hearing fee
- \*Certificate of Insurance Liability
- \*Workers Compensation documents
- \*Copy of lease agreement between landord & Palacio, Inc.
- \*The liquor license annual license fee for the period of July 1, 2016 to June 30, 2017

A background check has been completed.

A copy of the City Application is attached.

**Action Requested:**

**The Council to conduct a public hearing followed by action on #7e**

**Action Taken:**

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**Motion:**

**Second:**

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320 Oak Street South  
 Sauk Centre, MN 56378  
 Phone: (320) 352-2203 ext. 2313 FAX: (320) 352-2205

COPY

**CITY OF SAUK CENTRE LIQUOR APPLICATION**  
 (THIS FORM MUST BE FILLED OUT COMPLETELY IN ORDER TO BE CONSIDERED)

**Type of License:** On-Sale Intoxicating Sunday Liquor Off-Sale  
 3.2 On-Sale 3.2 Off-Sale Wine  
 Other \_\_\_\_\_

Workers Compensation Insurance Company _____	Policy # _____
LICENSEE'S SALES & USE TAX ID # <u>4242244</u>	To apply for MN sales tax number call 651-296-6181
LICENSEE'S FEDERAL TAX ID # <u>47-5375060</u>	

Applicant's name (Sole Proprietor, partnership, LLC, Corporation) <u>Josely Perez</u>		DOB <u>2/25/1978</u>	Social Security # _____	DBA or trade name <u>La Nueva Hacienda</u>
License address <u>305 Main St S Sauk Centre MN</u>		Business phone <u>320-352-3213</u>	Applicant's home phone <u>612 220 3280</u>	
City <u>Sauk Centre</u>	County <u>Stearns</u>	State <u>MN</u>	Zip Code <u>55044</u>	License period From <u>1/28/16</u> To _____
Give name, residence, DOB, Social Security #, title and age for all partners, or the officers and directors of a partnership or corporation and the percent of stock held by each officer if applicable.				
Name <u>Jessica Perez</u>	Social Security # _____	Title _____	DOB <u>2/5/79</u>	Percent stock or partnership interest <u>0%</u>
Address <u>16858 Diamonte Path Lakeville MN</u>		City _____	State _____	
Name <u>Josely Perez</u>	Social Security # _____	Title _____	DOB _____	Percent stock or partnership interest <u>100%</u>
Address <u>Same</u>		City _____	State _____	
Name _____	Social Security # _____	Title _____	DOB _____	Percent stock or partnership interest _____
Address _____		City _____	State _____	
Date of Incorporation _____	State of incorporation _____	Certificate Number _____	Is corporation authorized to do business in Minnesota? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose of corporation _____		If a subsidiary of another corporation, give name _____		

1. Describe premises to be licensed (location, facilities). Description shall include the physical address and legal description of the licensed property along with a narrative describing portions of buildings on the property and "compact and contiguous" areas located on the property outside of the building that are included in the premise.

305 Main Street South

Floor establishment is located on Main Streets	Seating capacity 70	Hours food will be available 11am-9pm	Number of people restaurant employs 3
Number of months per year establishment will be open 12		Name of manager Francisco Juarez	

2. If this restaurant is in conjunction with any other business (resort, etc.) describe this business and attach copy of Food & Beverage License issued by the Commissioner.
3. Has applicant, partners, officers or employees ever had any Felony Convictions or Liquor Law violations in Minnesota or elsewhere, including State Liquor Control Penalties? YES  NO If yes, give date, charges and final outcome.
4. Is the applicant or any of the associates in this application a member of the City Council in which the license will be issued? YES  NO If yes, in what capacity? \_\_\_\_\_ (If applicant for this license or any of the associates is the spouse of a member of the governing body or where a family relationship exists, the member shall not vote on this application.  Yes  No
5. Have the applicants any interest, directly or indirectly, in any other liquor establishment in the city, county or any city in the county issuing this license. If yes, give the name and address of the establishment.

- Yes  No 6. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons.
- Yes  No 7. Will you serve liquor on Sunday? Amount of Sunday License Fee. 200.00
- Yes  No 8. Has a restaurant license been issued by the state or local health department for this establishment?

I certify that I have read the above questions and that the answers are true and correct to the best of my own knowledge.

Josey Perez  
Name of applicant (please print or type) Applicant's signature Date 4-15-16

The Licensee must have one of the following:

Check one

- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. ATTACH "CERTIFICATE OF INSURANCE" TO THIS FORM.
- or
- B. A Surety bond from a surety company with minimum coverage as specified above in A.
- or
- C. A certificate from the State Treasurer that the licensee has deposited with the State, Trust Funds having a market value of \$10,000 \$100,000 in cash or securities.

### REPORT BY POLICE CHIEF OF SAUK CENTRE

I certify that to the best of my knowledge, the applicants named above have not been convicted within the last five years for any violations of State law or municipal ordinance relating to the sale of liquor, except as follows:

Signature of Police Chief City Date

### IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST HAVE A CURRENT FEDERAL SPECIAL OCCUPATIONAL STAMP. THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS ISSUES THIS STAMP. FOR INFORMATION CALL (651) 726-0220

#### NOTICE

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100% of the value of the check, whichever is greater, plus interest and attorney fees. MS 604.113



City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** Wellhead Protection Report  
**Agenda Item:** 6a

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**Description/Summary**

Paul Hoeschen, Superintendent, Sauk Centre Public Utilities to present the updated Wellhead Protection Report.

**Action Requested:**

**Receive Report - No Action Required**

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016

**Subject:** Ambulance Dept. Quarterly Report

**Agenda Item:** 6b

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**Description/Summary**

Kathy Struffert, Ambulance Director, to present the 1<sup>st</sup> Quarter Ambulance Department Activity Report.

**Action Requested:**

**Receive Report – No Action Required**

**Action Taken:**

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**Motion:**

**Second:**

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**2016 January 1 - March 31**

	no loads/ cancelled	ALS transfers	BLS transfers	Billed calls	2016 total	2015 total	2014 total	2006 total
January	14	12	13	51	68	41	68	31
February	13	4	6	37	50	37	52	28
March	14	12	12	40	56	48	57	39
<b>Totals:</b>	<b>41</b>	<b>28</b>	<b>31</b>	<b>128</b>	<b>174</b>	<b>126</b>	<b>177</b>	<b>98</b>

Cancel / No Load	Receiving Facility		Billed:
lift assist/fall	9	74 ST. MICHAELS HOSPITAL - SAUK CENTRE	January:
fire standby	4	42 ST. CLOUD HOSPITAL	\$54,780.50
cancelled transfer	0	1 ST. CLOUD VA	February:
crash	13	1 GRAND FORKS	\$35,097.10
DOA	0	2 ST. CLOUD DETOX	March:
Medical alarm	1	0 GLACIAL RIDGE, GLENWOOD	\$46,882.10
polar plunge	1	1 HENNEPIN COUNTY MEDICAL CENTER	TOTAL
stabbing	0	0 NURSING HOME	\$136,759.70
seizure	1	1 DOUGLAS CO HOSP	
suicidal	1	1 MELROSE HOSP	
sick	2	4 E RESIDENCE	
unknown/uncons.	5	0 ROCHESTER	
assault	1	1 ERGUS FALLS	
other	0	1 UNIVERSITY OF MN	
trauma	1	2 HOSPICE	
diabetic	1	1 ABBOTT NORTHWEST	
mutual aid/assist	1	1 STAPLES	

City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** Park Board Report  
**Agenda Item:** 6c

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**Description/Summary**

- Park Board to meet in regular session on Tuesday, May 3, 2016 at 5:00 p.m

**Action Requested:**

**Information Only.**

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016

**Subject:** EDA Report

**Agenda Item:** 6d

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**Description/Summary**

- EDA to meet in regular session on Wednesday, May 4, 2016 at 12:00 p.m.

**Action Requested:**

**Information Only.**

**Action Taken:**

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**Motion:**

**Second:**

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City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016

**Subject:** Resolution 2016-34 Approving Sale of Excess Property

**Agenda Item:** 7a

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**Description/Summary**

On December 16, 2016 the City Council authorized the sale of various pieces of excess City equipment through the online bidding process. The following equipment has now been offered for sale with the successful bidder listed below.

<u>Equipment</u>	<u>Purchaser</u>	<u>Amount</u>
Water tank	Mike Hulke	\$1,355.00

**Action Requested:**

**Approve Resolution 2016-34 Authorizing Sale of Excess Property and Equipment.**

**Action Taken:**

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**Motion:**

**Second:**

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**RESOLUTION NO. 2016-34**

**RESOLUTION AUTHORIZING SALE  
OF EXCESS EQUIPMENT**

**WHEREAS**, the City Council authorized the sale of various pieces of excess City equipment for the Street Department on December 16, 2016, and

**WHEREAS**, the Department has now offered for sale the previously approved water tank and has secured a bid through the online bidding process, and

**WHEREAS**, the highest bidder has been identified as follows:

<u>Equipment</u>	<u>Purchaser</u>	<u>Amount</u>
Water tank	Mike Hulke	\$1,355.00

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

That Mayor and City Administrator/Clerk are hereby authorized and directed to sell the equipment in the name of the City of Sauk Centre, MN.

Adopted this 4th day of May, 2016

\_\_\_\_\_  
Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator Vicki M. Willer

City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** Approval for EMT Classes  
**Agenda Item:** 7b

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**Description/Summary**

Ambulance Director Kathy Struffert is recommending that an individual who applied for an EMT position be approved to attend classes to obtain licensure.

**Action Requested:**

Approve \_\_\_\_\_ to attend EMT Class on behalf of Sauk Centre  
Ambulance Dept.

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

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City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** EMT Step Approvals  
**Agenda Item:** 7c

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**Description/Summary**

Ambulance Director Kathy Struffert is recommending that three individuals be advanced to the next step of the pay scale.

<i>Brianna Sebek</i>	<i>Step 2</i>	<i>May 17, 2016</i>
<i>Jasmine Huntington</i>	<i>Step 2</i>	<i>May 19, 2016</i>
<i>Quint Swedenberg</i>	<i>Step 2</i>	<i>May 15, 2016</i>

**Action Requested:**

***Approve Step Advancements for Sebek, Huntington, and Swedenberg.***

**Action Taken:**

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**Motion:**

**Second:**

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AMBULANCE SERVICE  
320 Oak Street South  
Sauk Centre, MN 56378  
Phone: 320-352-0176

April 29, 2016

Brianna Sebek has been an EMT with the Sauk Centre Ambulance Service since May 17<sup>th</sup>, 2011. Brianna remains active on the crew and continues to surpass the patient contact criteria each year.

Please accept this as my recommendation for EMT Brianna Sebek to advance to the EMT-B level two pay scale effective on her 5 year anniversary date of May 17<sup>th</sup> 2016.

Thank You.

Kathy Struffert/Director  
Sauk Centre Ambulance



AMBULANCE SERVICE  
320 Oak Street South  
Sauk Centre, MN 56378  
Phone: 320-352-0176

April 29, 2016

Jasmine Huntington has been an EMT with the Sauk Centre Ambulance Service since May 19<sup>th</sup>, 2011. Jasmine remains active on the crew and continues to surpass the patient contact criteria each year.

Please accept this as my recommendation for EMT Jasmine Huntington to advance to the EMT-B level two pay scale, effective on her 5 year anniversary date of May 19<sup>th</sup> 2016.

Thank You.

Kathy Struffert/Director  
Sauk Centre Ambulance



AMBULANCE SERVICE  
320 Oak Street South  
Sauk Centre, MN 56378  
Phone: 320-352-0176

April 29, 2016

Quint Swedenburg has been an EMT with the Sauk Centre Ambulance Service since May 15<sup>th</sup>, 2011. Quint remains active on the crew and continues to surpass the patient contact criteria each year.

Please accept this as my recommendation for EMT Quint Swedenburg to advance to the EMT-B level two pay scale effective on his 5 year anniversary date of May 15<sup>th</sup> 2016.

Thank You.

Kathy Struffert/Director  
Sauk Centre Ambulance

City of Sauk Centre  
Staff Report

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**Meeting Date :** May 4, 2016

**Subject:** Resolution No. 2016-35, Resolution Approving the Application of Josey Perez dba La Nueva Hacienda for a New On-Sale Intoxicating and Sunday Liquor License to be located at 305 Main Street South

**Agenda Item:** 7d

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**Description/Summary**

This action is subsequent to the public hearing held earlier. This resolution will approve On-Sale Intoxicating and Sunday Liquor License to be effective on July 1, 2016.

**Action Requested:**

**Approve Resolution 2016-35 Approving Liquor License for Josey Perez dba La Nueva Hacienda for On-Sale and Sunday Liquor Sales.**

**Action Taken:** \_\_\_\_\_

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**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

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**RESOLUTION NO. 2016-35**

**RESOLUTION APPROVING THE APPLICATION OF  
JOSEY PEREZ DBA LA NUEVA HACIENDA FOR A NEW ON-SALE  
INTOXICATING AND SUNDAY LIQUOR LICENSE TO BE LOCATED  
AT 305 MAIN STREET SOUTH**

**WHEREAS**, the Sauk Centre City Council held a public hearing on May 4, 2016, on the application of Josey Perez dba La Nueva Hacienda for a On-Sale Intoxicating and Sunday Liquor License to be utilized at 305 Main Street South, Sauk Centre; and

**WHEREAS**, the City Council, now being fully advised, is prepared to render a decision on said application; now, therefore,

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

Pursuant to the requirements set forth in Minnesota Statute Chapter 340A and Sauk Centre City Code, the application of Josey Perez dba La Nueva Hacienda for a On-Sale Intoxicating and Sunday Liquor License to be located at 305 Main Street South, be, and the same hereby, is approved.

Adopted this 4<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator/Clerk Vicki Willer

SEAL

City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** Downtown Banners  
**Agenda Item:** 7e

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**Description/Summary**

The city beautification committee has requested the City to approve the installation of banners downtown Sauk Centre. Banners are 18' x 36', double-sided, vinyl banners. The City's contribution would be to hang the banners. Cost for the banners and brackets has been covered by donations and the banners would be used for a minimum of 3-5 years depending on wear and tear.

**Action Requested:**

**Approve Installation of Banners on Downtown Light Poles by Public Works Staff.**

**Action Taken:**

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**Motion:**

**Second:**

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THE  
ORIGINAL



MAIN  
STREET

SAUK CENTRE



City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** Sauk Lake Aquatic Week Spray Permit  
**Agenda Item:** 8a

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**Description/Summary**

The DNR has conducted its Lake Survey for Sauk Lake for the 2016 Weed Spraying Project.

The permit was approved for up to 140 acres. BSLA is meeting on Monday, May 2, 2016 at 3:00 p.m. at City Hall to determine the final amount of acres to be sprayed.

**Action Requested:**

Information Only

**Action Taken:**

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**Motion:**

**Second:**

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PERMIT TO DESTROY AQUATIC VEGETATION

Permit No.: 16W-3B056
Device No.:

The Commissioner of the Natural Resources, pursuant to authority by law, hereby grants this permit to the person whose name appears below, for the purpose specified, dates inclusive as shown, in the conditions hereinafter set forth:

Permittee's Name: TIM WEIR, BIG SAUK LAKE ASSOCIATION, P.O. BOX 282, SAUK CENTRE MN 56378
Fire Number: Lake Address (if different): P.O. BOX 282, SAUK CENTRE MN 56378
Telephone Number:

INCLUSIVE DATES OF PERMIT:

FROM: February 09, 2016 TO: May 15, 2016 TYPE OF PERMIT: 1 Season

THIS PERMIT APPLIES ONLY TO THE WATER AREA AS DESCRIBED AS FOLLOWS:

Name of Lake: Sauk 77015000 Acres: 2111 County: Todd
Extending feet along shore and lakeward a maximum distance of feet and 140 acres.
Treatment by permittee or: Clarke Aquatic Services
Location of Treatment Area:
Location of treatment areas as per attached map and up to 140 acres total. All off-shore plant control conducted under this permit must be at least 150 feet off-shore.

Type of Control: Selective herbicide control of curly-leaf pondweed only.
Means and Methods Allowed:
One treatment with a DNR approved endothall herbicide to be applied by a licensed commercial applicator as per instructions on the product label. Treatment area must be posted (MR 6280.0600, subp. 2) AND per the attached posting instructions. Recommended water temperature for treatment is between 50 and 60 degrees F. Chris Jurek, AIS Specialist, must be contacted 48 hours before treatment occurs with the date of planned treatment at (320-223-7847) or christine.jurek@state.mn.us. Also, GPS coordinates of the treatment tracks, a map of the treatment areas, and treatment records for 2016 shall be submitted to christine.jurek@state.mn.us before Dec. 31, 2016.

THE PERMITTEE OR AGENT SHALL GIVE NOTICE OF COMMERCIAL MECHANICAL CONTROL OR CHEMICAL TREATMENT DATE TO THE FOLLOWING PERSON WHICH SHALL BE RECEIVED BEFORE BEGINNING ANY WORK HEREUNDER. FAILURE TO NOTIFY PRIOR TO BEGINNING WORK OR VIOLATION OF OTHER TERMS AND CONDITIONS OF THIS PERMIT SHALL BE GROUNDS FOR REVOCATION OF THIS PERMIT OR REFUSAL TO RENEW.

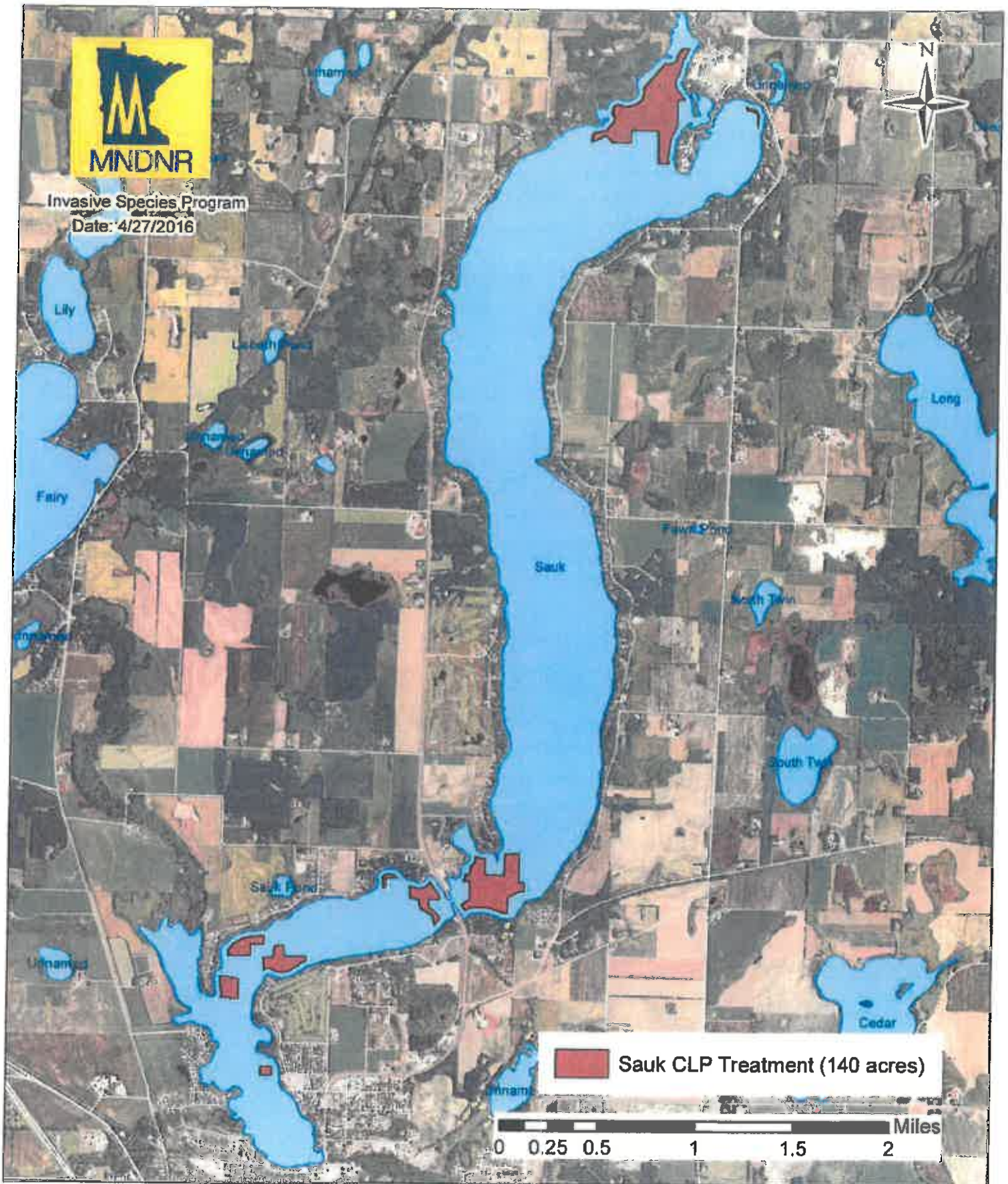
Christine Jurek, Invasive Species Specialist, 1035 South Benton Drive, Sauk Rapids, MN 56379 (320) 223-7847

"By obtaining this permit (DNR's Aquatic Plant Management Permit), dischargers of pesticides are granted coverage under the National Pollutant Discharge Elimination System (NPDES) / State Disposal System (SDS) Pesticide General Permit for the control of Nuisance Aquatic Animals (MNG87C0000) and Vegetative Pests and Algae (MNG87D0000) administered by the Minnesota Pollution Control Agency (MPCA). Compliance with this permit will satisfy the requirements of the NPDES/SDS permit. More information and copies of MPCA's permit can be found at www.pca.state.mn.us/pesticidepermit."

The Minnesota Department of Natural Resources does not vouch for the effectiveness of any control method or operation nor does it stand as arbiter whether or not any such method or operation has been satisfactory. This permit is permissive only and no liability shall be incurred by the State or by any of its offices, agents, or employees by reason of the issuance of it or by reasons of acts or operations of the permittee. The permittee shall be solely responsible for any damage or injury to persons, domestic or wild animals, waters, or property, real or personal of any kind, resulting from the permittee's acts or operations, and at all times the State of Minnesota, its officers, agents, and employees, shall be held harmless from any liability for such damage or injury.

AFS: 350 LITTLE FALLS
CO:
Other:

Authorized Signature for Commissioner: Chris Jurek Date: 4/27/16



Sauk Lake, Todd County (DOW# 77015000)  
 2016 Approved Curly-leaf Pondweed (CLP) Treatment Areas

City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** Consent Agenda  
**Agenda Item:** 10a-b

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**Description/Summary**

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$56,908.03
	Paid Claims	<u>\$1,264.70</u>
	Total	<u>\$58,172.73</u>

b. See attachment 10b - Resolution No. 2016-36 Resolution Accepting Contributions.

The Men's Card Playing Group	\$214.91	Senior Center
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It is recommended that the City acknowledge the contributions received and thank the Men's Card Playing Group.

**Action Requested:**

**Approve Consent Calendar as Presented.**

**Action Taken:** \_\_\_\_\_

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

# Schedule of Claims

City of Sauk Centre

1st Meeting — May 2016

Date of Meeting: 5.4.16

Vendor	Dept.	Purpose	Amount
Advanced Irrigation & Hydroseeding, Inc.	Park	Splash Pad spring start up	\$ 75.25
Alex Glass & Glazing	City Hall	Glass Desktop	\$ 555.81
Alexandria's Animal Doctor	Police Forfeiture	Sonny deodorizing	\$ 35.00
Arvig (IT Support)	Various	Monthly IT support	\$ 404.50
Arvig (Monthly service)	Various	Monthly phone and internet service	\$ 1,241.30
Border States	Campgrnd/Airport	Electrical panels & returned light bulb	\$ 2,962.94
Bound Tree	Ambulance	Medical Supplies	\$ 691.79
Broermann, Donna	Senior Center	Reimburse Donna for sheet cakes and other supplies for Volunteer Appreciation	\$ 55.64
Central MN Alarms, Inc.	Various	Qtrly Alarm Service	\$ 216.00
Chase Card Services	Various	GIS charges, sprayers for the fire department, MIAMA Spring conference	\$ 155.84
Crop Production Services	Park/Street	Chemicals - Roundup, Rodeo, Pathfinder, Liberate, MecAmine	\$ 963.72
Egan, John	Fire	Reimburse for bolts for Ranger	\$ 11.97
Emergency Apparatus Maintenance	Fire	replace guage and fixed leaking water tank	\$ 610.42
Fleet Services	Police	Monthly Squad lease - March 2016	\$ 2,025.07
Infinisource	Finance	Monthly Time Keeping Software Charge	\$ 141.50
Intoximeters, Inc.	Police	Mouthpieces	\$ 40.00
Marthaler Sales & Service	Fire	Sharpen Chain saw chains	\$ 16.00
Mayer, Thomas Atty	Various	For work completed through April 2016	\$ 4,231.22
Melrose 1 Stop	Street	Sweeper repairs	\$ 420.09
MPCA	Airport	2015 annual permit fee	\$ 400.00
Office Depot	Various	office supplies	\$ 54.75
Pro Action Safety & Sales	Police	Switch equipment from old squad to new squad	\$ 3,146.26
Resource Training and Solutions	Library	Mold investigation, data analysis, research, report preparation and distribution	\$ 1,075.00
Sauk Centre CVB	Gn/Cmpg	Lodging Tax - March 2016	\$ 2,928.53
Sauk Centre Public Utilities	Various	Safety Management Program - 2nd qtr - 2016	\$ 1,275.00
Sauk Centre PUC	Various	Utility charges: March 1, 2016 to April 1, 2016	\$ 12,639.51
Stantec	2016 CIP Street	Oak Street Reconstruction	\$ 4,511.47
Stantec	Various	Lot grading/erosion control details/overlay of images	\$ 634.00
Stearns Co Auditor Treas.	Legal Service	1st Half 2016 Criminal Prosecution Contract	\$ 15,000.00
Steiner Lumber	Park	hacksaw blade, torx bits	\$ 11.45
Vogt, Sally	Various	Cleaning Services April 16-30	\$ 378.00
<b>Total</b>			<b>\$ 56,908.03</b>

<b>Paid Prior to Meeting</b>			
Bueckers City Sanitation	Various	Monthly refuse hauling - March 2016	\$ 1,264.70
			<b>1,264.70</b>
<b>Claims Appr by Council</b>			<b>\$56,908.03</b>
<b>Additions</b>			<b>1,264.70</b>
<b>Totals Claims This Batch</b>			<b>\$58,172.73</b>

X \_\_\_\_\_ Date: \_\_\_\_\_  
 CityAdmr/Clk

**RESOLUTION NO. 2016-36**  
**RESOLUTION ACCEPTING CONTRIBUTION**

**WHEREAS**, a contribution of \$214.91 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 4<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Mayor Warren Stone

ATTEST: \_\_\_\_\_  
City Administrator Vicki M. Willer

City of Sauk Centre  
Staff Report

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**Meeting Date:** May 4, 2016  
**Subject:** Informational Items  
**Agenda Item:** 11

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**Description/Summary**

- a. Middle Sauk Water Festival – May 19, 2016 at Melrose Sauk River Park
- b. CHS Grant Award – SCFD – See Attached.

**Action Requested:**

Informational Only.

**Action Taken:**

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**Motion:**

**Second:**

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PRESS RELEASE

PO Box 580  
524 Pope Street  
Starbuck, MN  
56381

P 320-239-2226  
F 320-239-2227  
chsinc.com  
chsprairielakes.com

## Sauk Centre Fire Department Awarded Grant from CHS Inc.

Photo (L to R): Greg Lyngen, CHS Prairie Lakes Safety Specialist; John Egan, Sauk Centre Fire Chief; Ben Clink, Sauk Centre Firefighter

**Starbuck, Minn,** The Sauk Centre Fire Department is now better prepared to handle grain bin entrapment calls, after being awarded a safety grant from CHS Inc. as part of the company's Stewardship Program.

CHS selected the group to receive a \$7,815 grant to fund the purchase of supplemental grain bin rescue equipment, including additional rope, pulleys, and carabiners to use in the event of a farm emergency. Combined with the grain bin res-q-tube and equipment the department already has, adding this additional equipment will ensure that everyone, including the volunteer fire staff, remain safe during calls.

"Getting engulfed in grain is an extremely dangerous situation. We live in an agricultural community, and unfortunately the need for equipment like this is real. This additional funding will help us ensure we have the equipment needed to do our jobs safely and most effectively help our community," says Fire Chief John Egan.

As a part of the CHS stewardship focus, CHS supports programs that help shape the future of agriculture by awarding grants and scholarships that develop future ag leaders, improve ag safety and build strong, vibrant rural communities. For more information and application forms, visit [www.chsinc.com/stewardship](http://www.chsinc.com/stewardship).

Locally, CHS Prairie Lakes is a part of CHS Inc., the nation's leading farmer-owned cooperative. Providing products and services in the agronomy, energy, and grain markets with locations in the communities of Elrosa, Long Prairie, Glenwood, Hoffman, Cyrus, Lowry, Starbuck, and Park Rapids, CHS Prairie Lakes is here to supply for your needs. For more on what's new, visit us at [www.chsprairielakes.com](http://www.chsprairielakes.com), like our page on Facebook, and follow us on Twitter.



