

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, AUGUST 5, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, August 5, 2015 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Dave Thomas, Diane Kelly, Heidi Leach and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp, Administrative Assistant Nicki Vogt and Public Works Supervisor 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, 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 Thomas to approve the July 15, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS – STREET RECONSTRUCTION PLAN

- a. The City Council held a public hearing on June 3 on the Street Reconstruction Plan as a precedent for issuing bonds for the Beltline portion of the 2015 Capital Improvement Project.

The Plan called for the issuance of \$990,000 in bonds which was approved by the Council.

The Notice of Hearing that was published prior to the hearing stated the proposed bonds would be for \$850,000. This was the initial number which was updated prior to the hearing after receiving notice from the County that the City was responsible for \$148,000 of the County portion of the project. Because the published notice was for the lessor amount, Bond Counsel recommends the Council conduct a new hearing to consider comments.

A new resolution was recommended to be adopted.

Street Reconstruction Plan Minutes from June 3, 2015 Meeting

Mayor Stone opened the Public Hearing and read the Public Hearing Procedure.

The financing mechanism for the Beltline and Centre Street Project includes the issuance of a bond. The bond is proposed to be issued in two parts. The Centre Street portion will be issued as an improvement (Special Assessment Bond) and the Beltline portion will be issued as a Street Reconstruction Bond.

Before the City Council can approve the issuance of a Street Reconstruction Bond, it must first hold a public hearing indicating potential projects that the City may undergo in future years. A Street Reconstruction Plan following the City's Capital Improvement Program has been written and was provided to the Council.

City Engineer Yapp presented the Street Reconstruction plan stating that the plan anticipates reconstruction expenditures over a 5 year period. Reasons for implementing a Reconstruction Plan are as follows:

- *To anticipate and coordinate projects*
- *Provides a tool for asset management of roadways*
- *Allows for responsible fiscal management and anticipated expenditures*
- *Provides a method to maximize the funding avenues for improvements*

Yapp also reviewed the proposed project location, proposed project summary and estimated project costs.

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

City Engineer Yapp noted that this is a procedural issue due to a change in the dollar amount. Yapp is recommending approval.

Mayor Stone called for persons to speak in favor or opposition. None spoke. Mayor Stone closed the Public Hearing. See 7a.

6. REPORTS/PRESENTATIONS

a. The Park Board met on Tuesday, August 4, 2015 and discussed the following:

- Received Campground Report – Rentals are up.
- Splash Pad Update – Concrete is in and structures are here. Rain Garden and Sidewalks to be installed.
- Approved a Monthly Rental Contract similar to that of the Seasonal Rental Contract.
- Reviewed budget.
- Recommended Council approval of concrete work to be completed at the Splash Pad Park. See 7k.
- Recommended Council approval of extending the irrigation system and hydroseeding the Splash Pad Park. See 7l.

7. ACTION ITEMS

- a. See 5a.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Resolution No. 2015-48, Resolution Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds. 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.

- b. The City has bene moving through the process of selling bonds for the street reconstruction portion and the GO Improvements (Special Assessments) portion of the Beltline/Centre Street project.

Resolution No. 2015-49 formalizes the sale of the bonds.

George Eilertson of Northland Securities was present and stated that bids were open at 10:30 a.m. The City's bond rating is an AA-. Eilertson is recommending approval of Resolution No. 2015-49.

Council Member Kelly introduced Resolution No. 2015-49, Resolution Providing for the Issuance and Sale of \$1,510,000 General Obligation Bonds, Series 2015A, Pledging Special Assessments for the security thereof and Levying a tax for the Payment thereof. 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 previously transferred expiring entitlement dollars from the FAA to the City of Owatonna. Since that time, an additional amount of \$7,900 is expected to expire. When calculating out what was to be transferred to Owatonna, the City deducted \$88,000 to be paid to Bolton Menk for the EA project; however, since the FAA doesn't pay 100% of that, only the portion paid by the FAA should have been deducted, which leaves the City a \$7,900 balance in the fund.

These funds could be utilized by the City of Worthington.

A motion was made by Council Member Johnson and was seconded by Council Member Leach to approve the transfer of entitlement dollars to the City of Worthington in the amount of \$7,900. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- d. In Special Session the State appropriated funds for the City of Sauk Centre via a grant to be allocated to roof repairs at Eagle's Healing Nest.

Moving forward, the process is for the City to formally apply for a grant for the \$300,000. The City will act as fiscal agent and will receive the funds.

The City has met with representatives from Eagle's Healing Nest to formalize the application.

Council Member Leach introduced Resolution No. 2015-50, Authorizing Submission of Grant Application for Funds Appropriated for Eagle's Healing Nest Roof Repairs. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Leach, Johnson, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- e. Evy Schilling has sold the Guest House and has resigned her position on the Convention and Visitor's Bureau Board of Directors. Her position expires December 31, 2016.

She has recommended that the purchaser of the hotel be appointed to the position. The code reads as follows:

"The Mayor, with approval of the City Council, shall appoint 8 members to serve on the Convention and Visitors Bureau, 5 of whom shall be representatives of the lodging and/or hospitality industry in the city, 1 of whom shall be a representative of the Chamber of Commerce, 1 from the city who will represent the City Council and 1 member at large."

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to accept the resignation of Evy Schilling from the Convention and Visitor's Bureau. A vote being recorded as follows: For: Council Members Johnson, Thomas, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to advertise for candidates to fill the vacancy on the Convention and Visitor's Bureau. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- f. The Big Sauk Lake Association (BSLA) received the final report from the Lake Survey and prepared a Plan and Budget for 2016. The Plan and Budget proposes as a "maximum" that the 2016 Budget be set at \$59,315.86. This does not assume that this amount will be actually spent.

This Budget would assume that the DNR would permit spraying of all the CLP in the lake. At the time of the DNR inspection when a permit is applied for in the spring of 2016, the number of acres sprayed would be adjusted accordingly.

The budget also proposes that a new weed survey be conducted in the spring of 2016 for use in preparing the 2017 budget.

The Council reviewed the Big Sauk Lake Aquatic Plant Management Project Annual Work Plan and Budget. Tim Weir was present on behalf of the BSLA to answer any questions that the Council had.

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve the annual work plan and budget for 2016 for Big Sauk Lake Aquatic Plan Management Project. A vote being recorded as follows: For: Council Members Kelly, Johnson and Mayor Stone. Against: Council Members Leach and Thomas. The motion passed.

- g. The first payment request has been received from Stearns County for the 2015 Beltline/Centre Street project. The total amount requested is \$42,285.45.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Pay Voucher No. 1 in the amount of \$42,285.45 to Stearns County. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- h. The City has been fortunate over the past five weeks to utilize an intern from Alexandria Tech who will be attending Hamline in the Fall with plans to go on to Law School.

Kayla Gribble has been working with the Administration Department doing various duties including research, records retention, nuisance complaints, worked with the PD and covered the front desk during employee vacations. Kayla has surpassed expectations.

Although it is not required that Kayla be paid for the internship because we are a governmental agency, it is requested that she be given a \$500 Stipend.

Funds in the Admin Department budget can be utilized to cover this payment.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve a stipend in the amount of \$500.00 to intern Kayla Gribble. A vote being recorded as follows: For: Council Member Thomas, Kelly, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- i. A Trustee of the Erica C. Cates Qualified Terminable Interest Trust has submitted an application for a minor subdivision of property located on Lakeshore Drive.

The purpose of the subdivision (lot split) is to allow for the sale of the piece subdivided to the adjacent landowner for combination with his parcel.

A Certificate of Survey was presented to the Council. The purchase is for a part of Outlot A (18,845 sf).

The subdivided piece will be added to the purchaser's property (Lots 3 & 4) and the remainder parcel (Outlot A) will remain compliant with City Codes and Restrictions.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Resolution No. 2015-51, Resolution Approving a Minor Subdivision (Lot Split) for Trustee of the Erica C. Cates Qualified Terminable Interest Trust. A vote

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

- j. Removed from agenda.
- k. The Park Board reviewed the options for the installation of concrete walkways and patios for the Park Department for the Splash Pad Project. Quotes were requested from area contractors with two quotes received for each project as follows:

Sidewalk Portion

A&H Concrete	3.75 s.f.
Leach Concrete	5.50 s.f

Patio Portion

A&H Concrete (Exposed Aggregate)	\$4.50 s.f
Treetop (Patio Bricks)	\$12.50 s.f.

The Park Board recommends that the City contract with A&H Concrete for the installation of the sidewalks and patios. The installation of concrete is part of the original budgeted plan for the Park.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve Resolution No. 2015-53, Awarding Quote for Installation of Concrete. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- l. The Park Board reviewed the proposed pricing for Phase II of the Irrigation System at the Splash Pad Park. Phase I was installed in 2013 by Advanced Irrigation with the intention to update the quote for the installation of Phase II after the splash pad and shelter were completed.

The Phase I was 64 heads and 7 zones for \$10,460. Phase II is 68 heads and 7 zones for \$8,160.00. Phase II will connect onto Phase I.

In addition, Advanced Irrigation supplied a quote for final grade and hydro-seeding at \$3,260. This is for approximately 18,000 sf.

The Park Board recommended hiring Advanced Irrigation for the installation of Phase II of the sprinkler system and also for final grade and hydro-seeding.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve Resolution No. 2015-52, Awarding Quote for Installation of Phase II Irrigation System for Splash Pad Park. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

A motion was made by Council Member Kelly and seconded by Council Member Thomas to approve hiring Advanced Irrigation to Hydro-Seed all disturbed areas of the Splash Pad Park following installation of sprinkler systems. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The City has received notice from Minnesota Management and Budget that they are reviewing our Pay Equity Report submitted in January of 2015.

Because the last time we reported we were operating the Hospital (the City reports on a three year cycle) there is a significant change in the report. MMB is requesting additional data before they will make a determination if we are compliant.

Once the requested data is submitted, we should receive a Notice of Compliance or Non-Compliance within thirty days.

- b. The TIF District Reports for 2014 have been submitted. (They are due by the end of July for the prior year).

A full copy of the 128 page filing is available for review.

- c. City Engineer Yapp provided the following update on the Beltline/Centre Street Project:

- Pipework to be complete by August 6, 2015.
- Street work on Getty has begun.
- Pond work has begun.

9. NEW BUSINESS

- a. Last year the City Council was presented with an introduction on a Wellness Incentive Program available to employees with health insurance through Resource Training and Solution Cooperative.

This program is renewing and several staff members are interested in participating. Employees would receive funds to apply toward their health insurance premium if they do certain activities.

1. \$100 – Online Health Risk Assessment and Register with ClearCost Health.
2. \$100 – Self Report Blood Pressure, Cholesterol and Glucose within healthy range.
3. \$150 – Take online wellness courses (\$50 each up to maximum of 3).
 - Achieve for Cholesterol
 - Balance
 - Breathe
 - Control for Blood Pressure
 - Nourish
 - Move

- Relax

Once the above have been completed, the City will receive a check that will be used to offset employee deductions for health insurance premiums. (Employer does not receive results of assessments on an individual basis.)

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the Wellness Incentive Program to Non-Union Employees and enter into a Memorandum of Understanding with the Public Works Union for Participation. A vote being recorded as follows: For: Council Members Johnson, Kelly, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

10. CONSENT AGENDA

The Council considered the following Consent Agenda items:

a.	Schedule of Claims -	Unpaid Claims	\$869,072.85
		Paid Claims	<u>\$1,419.74</u>
		Total	<u>\$870,492.59</u>

- b. Resolution No. 2015-54, Resolution Accepting Contributions. Those contributions are as follows:

Men’s Card Playing Group	\$173.00	Senior Center
Sauk Centre Conservation Club, Inc.	\$1,000.00	Park & Rec. (Dock)
MN National Bank	\$155.00	Shade Tree
MN National Bank	\$165.00	Splash Pad
Sauk Centre Family Dental	\$20.00	Splash Pad
Central Heating & Air	\$100.00	Splash Pad
David Bodeker Trucking	\$50.00	Splash Pad
Casey’s	\$250.00	Splash Pad
Truckers Inn	\$200.00	Splash Pad
Bueckers Sanitation	\$100.00	Splash Pad
Stearns Electric – Operation Round-Up	\$500.00	Senior Center

- c. Request from Sara Weber representing the Sauk Centre Arts Council for a road closure of Park Road from the intersection of Oak to Hwy 71 & the Sinclair Lewis Park Parking Lot for a Classic Car Show on Wednesday, August 12, 2015 from 6:00 p.m. to 8:30 p.m. to allow the classic cars to be parked in both areas during the Music in the Park performance of the 57 Chevy Band.
- d. Request from Melanie Roering, dba: M & M Corner Bar for a Temporary Extension of Premise Permit for music & dancing in back parking lot on August 15, 2015 with live music from 8:30 p.m. – 12:30 a.m.

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.

The Council thanked the above noted entities for their donations.

11. INFORMATIONAL ITEMS

None.

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 7:50 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer