

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, AUGUST 6, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, August 6, 2014 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Dave Thomas, Warren Stone and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat. Council Members Olson and Johnson were absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the July 16, 2014 Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Members Olson and Johnson. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The Operations Committee (Thomas and Johnson) met to discuss various items for future action by the Council:

- K-9 Policy (Council took Action at prior Council Meeting to proceed)
- 2014 Dodge Pickup – has not arrived yet – Will be contacting for alternatives if they can't get this vehicle in. Council took action on April 16.
- Golf Carts on City Streets – County will allow on County Roads under 30 mph if City allows on its streets. Will look at it in Spring if County renews Ordinance.
- Capital Improvement Plan – Five Year – Will be reviewing each Department's submittals for action by full Council with Budget.
- Snowblower Replacement – Addressing options for replacement of snowblower for front end loader. This is a \$100,000 purchase. Old blower is 25 years old. See 8b.

b. The Park Board met on Tuesday, August 5th and discussed the following:

- Occupancy rates in the campground have been good.
- The 2015 Budget and CIP was reviewed.
- Members of the Baseball Association were present to request the ability to convert the Towerview Park Softball Fields into Baseball Fields. The Park Board asked that they come back to a future meeting with more details.
- A Member of the Hockey Association was present to discuss their request to install heat over the bleachers in the Arena.
- The Splash Pad Committee will be meeting to put together a design for the splash pad.
- Discussion regarding the installation of a military display by the Veterans Memorial in the park.

c. The EDA met on Wednesday, August 6th and discussed the following:

- Discussions with the property owner of the Unger Property were held regarding purchase price, etc.
- The Zehrer Property that the City recently purchased is in Quiet Title Action.
- NASA will be working with Sauk Centre Opportunities on a new building in the Industrial Park.

7. ACTION ITEMS

a. As part of the ongoing work to decertify TIF District 1-1, including providing the opportunity to expand the boundaries of the district and expend pooled dollars, the City must Modify the TIF Plan. Note the schedule below.

The purpose of the amendment to the Plan is to allow the dollars currently retained by the City to remain with the City for Economic Development purposes after decertification. The Amendment will amend the budget and the boundaries of the District.

Northland Securities has provided a timeline to the EDA. The EDA has selected October 1, 2014 as the date to hold the hearing. The timeline is as follows:

08.20.2014	Last day for written notice to County Commissioner (469.175 Subd. 2a)
08.31.2014	Last day plan and fiscal implications to County & School District (469.175 Subd. 2)
09.01.2014	First day to publish Hearing Notice
09.12.2014	Last day for notice to the newspaper
09.19.2014	Actual publication date
09.21.2014	Last day to publish hearing notice
10.01.2014	Hearing date
10.11.2014	Request certification by the County
10.11.2014	Submit plan to the State of MN
12.31.2014	Decertification date

A motion was made by Council Member Thomas and was seconded by Council Member Stone to set the Public Hearing date for October 1, 2014. A vote being recorded as follows: For: Council Members Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Members Olson and Johnson. The motion passed.

- b. Earlier in the year, the City entered into an Operating Agreement with the Sauk River Watershed District (SRWD) and the Big Sauk Lake Association (BSLA) to manage the Aquatic Weeds in Sauk Lake with residual funds on hand from the retired Weed Harvester Program.

Part of the Operating Agreement was that the City and Lake Association would submit a Work Plan and budget to the Watershed Board annually outlining the future year's Work Plan. The Council was presented with a copy of the prepared plan.

An inventory of the Curly Pond Leaf was completed by Lake Restoration, Inc. If all the CPL identified was sprayed the budget required would be \$25,668 for spraying for a total 2015 budget of \$28,000. When the time comes to do the spraying, the DNR will assist to determine which areas to spray. Also, the funds are to be used for the navigation areas and not necessarily individual shoreline areas so those may also be removed. In essence, the \$25,668 is the highest possible cost. In addition, the DNR offers grants for eradication of CPL so that may be an offsetting revenue, however, those applications are not yet available.

The Plan and budget have been submitted to the Watershed for consideration at its next Board Meeting.

No action was taken.

- c. Police Chief Bryon Friedrichs has requested that the following items be sold. The items are excess forfeited property, unclaimed property from closed cases and retired Department equipment. Like Nu Gun and Pawn has agreed to purchase the items, including the firearms, which are required to be disposed of through a licensed firearms dealer.

- Buck Knives
- Swords (2)
- Estwing Hatchet
- Hunter Belt Shell Holster w/22 mag caliber shells
- Unknown Belt Shell Holster
- Iver Johnson Revolver (Parts Only) 38 caliber
- Game Boy Color (2)
- Venturer Portable DVD Player
- Poloraid DVD Player (no cords)
- Helmet
- Remington 870 Express Wood Stock
- Remington 760 Gamester 30-06
- Remington 7400 30-06
- Winchester #94 30-30

Remington 870 Police Magnum
Remington 870 Police Magnum
Pellet Gun
Horton Crossbow
Spec-Plus Raider Bowie SP-10 w/case

Council Member Stone introduced Resolution No. 2014-63, Declaring Property as Excess and Authorizing Sale. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas and Mayor Kirckof. Against: None. Absent: Council Members Olson and Johnson. The motion passed.

8. UNFINISHED BUSINESS

- a. City Engineer Yapp discussed the Beltline Hydrology Study stating that they are conducting records review and getting a list of items that need a physical survey. That will occur within the following week. He also noted that they are starting to build a draft Hydrology Model.
- b. Over the past few years, the issue of the City's SnoBlast Snowblower has been discussed regarding repair/replacement. This is the large diesel power blower for the front of the front end loader.

The Snowblower is used to load snow for hauling in the Commercial District, to remove snowbanks along the city streets and to blow back snow along the airport runway. This Snowblower is 25 years old and is worn out. The unit went down almost every week in the 2013/2014 season. Replacement has been on the Five Year Capital Improvement Plan, but funding hasn't been addressed.

The Operations Committee has looked at some options with each in the \$100,000 range.

Benefits of a new unit would include:

- o Two stage unit would be more powerful
- o Blowing back snow along the runway could be accomplished quicker
- o Maneuvering the unit would be simplified
- o Less down time and maintenance
- o Energy efficiency with modern unit
- o Pollution control
- o Safety measures

It was the general consent of the Council to have staff research to see if there are used ones available for purchase. They also asked that staff has preliminary information available at the budget meeting.

9. NEW BUSINESS

- a. In 1999, the City entered into a Public Transit Participation Agreement with Tri-County Action Programs, Inc. (Tri-Cap) to provide transit services in the City. In this Agreement a garage would be constructed in Sauk Centre to house the program.

The agreement included several parts.

1. The City would provide the lot that the structure was to be built upon.
2. Tri-Cap would fund 80% of the dollars for building construction.
3. The City would fund 20% of the dollars for building construction.
4. The City would provide rent free storage for three vehicles to Tri-Cap for the life of the building which is stipulated not to exceed 25 years. The City would have use of the other half of the building.
5. The City would maintain the building and grounds and bear the costs of utilities, snow removal yard care etc.

All the above was documented in the Agreement.

Tri-Cap obtained a MnDot Grant for its share of the building construction costs with the Agreement between those two parties that when the building was no longer used for transit purposes, Tri-Cap would pay back to MnDot 80% of the current value of the building. (The grant is only a grant as long as the building is used for transit. Once it is no longer used for transit, the dollars must be repaid back to MnDot.) If Tri-Cap owned the building, they would sell it at that time and repay the dollars. However, in this instance the City owns the building. It is uncertain if Tri-Cap was aware of that stipulation at the time they received the grant. However, this stipulation to repay the funds was NOT included in the Agreement between the City and Tri-Cap when the dollars were passed through.

In 2005, the City received a copy of the Real Property Disposition Guidelines from Tri-Cap which they received from MnDot Office of Transit. The letter from Tri-Cap that accompanied the guideline stated that the any transition of property would need to be negotiated with MnDot and Tri-Cap according to Federal Transit Administration rules Circular 5010.1C.

In 2013 Tri-Cap was contacted by MnDot requesting that they pass the repayment requirement along to the City, essentially stating that the City agrees that if transit leaves the City that it agrees to either sell the building and repay 80% of the value back to Tri-Cap to give back to MnDot or the City could repay 80% of the value back from other sources and retain the building.

MnDot does not have an issue with the City. The issue is that they have a repayable grant out to Tri-Cap that is not secured by a building. In order to secure the repayable grant, they are suggesting that Tri-Cap and the City enter into an agreement whereby the City would assume that responsibility if transit were no longer to occupy the building.

Tri-Cap is requesting that the City enter into an Agreement with them assuming those responsibilities. There are no plans at this time to discontinue transit in Sauk Centre. The City could continue providing the building at no cost as we have done for the past 14 years.

It is understood that any future transit dollars from MnDot to Tri-Cap could be suspended until this is resolved. This would dry up Tri-Cap's transit revenue stream from MnDot.

Options:

1. Assume the responsibility and be aware that when transit is discontinued in the future that 80% of the value of the building will need to be repaid either by selling the building or paying the value from other sources.
2. Let it ride as it has for 14 years with the risk that Tri-Cap's funding could be suspended which could ultimately end transit in Sauk Centre as well.
3. Ask Tri-Cap to fund the 80% from its sources.

In looking at all the documentation back to 1999, there was no indication that the City had the expectation that it would have to pay back the grant funds upon discontinuation of transit. It was the understanding that the City's assumption of all utilities, maintenance and costs were the offset along with putting up the land and 20% of the construction costs.

However, it was understood that the City was committed to assist the transit program.

It was the general consent of the Council to send this to the Policy Committee for their review.

- b. Many of the City's alleys are in need of repair. One of the reasons for the current condition of the alleys is the use by heavy trucks, namely garbage trucks.

If the City were to pass an Ordinance restricting trucks in alleys, garbage trucks would be exempt. Another option is to ask the services to voluntarily pick up on the street.

The purpose of bringing this to the Council at this time is due to a request by a property owner who has been expressing concern over the degradation of the alley behind his house and his request that the City require garbage pickup on the street.

It was the general consent of the Council to send this to the Policy Committee for their review/recommendation.

- c. The Personnel Committee met regarding the proposal submitted by Teamsters Local 320 Public Works Labor Unit.

One item of discussion among the Committee was the future management structure of the Department. This structure is likely to change due to an anticipated retirement that may occur during the term of the contract being negotiated. Therefore, the Committee is recommending that it be put in place as part of this negotiation so when the change occurs, a new Memorandum of Understanding will not be necessary and the change can occur seamlessly.

The Committee is recommending a Non-Union Supervisory position. This person would function as an "in the field" supervisor, but would also take care of administration. Creating the position is a Management Right and would not need to be negotiated. What

would need to be negotiated would be potential changes to the Foreman positions within the union due to the new Supervisory position.

The first step in the process would be to establish a job description for this position and also review the existing Foreman Descriptions for amendment. Once complete, a pay scale would be established for each position with the Union position being part of the negotiation with Teamsters Local 320.

The new Supervisor Position would be filled at some future date.

It was the general consent of the Council to proceed with this process.

- d. For many years, the City of Sauk Centre has operated Animal Control Services through the Public Works Department and a kennel was constructed utilizing an existing shed with three indoor/outdoor kennels.

Several ideas have been tossed around to make the kennel more efficient, easier to clean, and more secure. One of those ideas is to discontinue use of the kennel at its current location and construct a new kennel at the location of the old pump house next to the existing street garage. Water would then be available for cleaning which is a big factor in keeping the area sanitary.

Because we have opportunity to do this at the current time, it is requested that the Operations Committee look into this in more detail.

It was the general consent of the Council to send this to the Operations Committee for their review/recommendation.

10. CONSENT AGENDA

The Council considered the following Consent Agenda items:

a. Schedule of Claims -	Unpaid Claims	\$437,726.96
	Paid Claims	<u>\$87,474.38</u>
	Total	<u>\$525,201.34</u>

- b. Resolution No. 2014-94, Resolution Accepting Contributions as follows:

The Men's Card Playing Group	\$208.00	Senior Center
Taste of Heaven	\$40.00	Ambulance Dept.
Arvig	\$3,000.00	Splash Pad
CoBank	\$3,000.00	Splash Pad
Dennis & Mary Ann Wensman	\$25.00	Ambulance Dept.

- c. Request from Mike Roering, dba: M & M Corner Bar for a Temporary Extension of Premise Permit for an outdoor event in the back parking lot on August 29, 2014 with live music and beanbag toss.

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

The Council thanked the Men's Card Playing Group, Taste of Heaven, Arvig, CoBank and Dennis and Mary Ann Wensman for their donations.

11. INFORMATIONAL ITEMS

- a. Reminder of Primary Elections on Tuesday, August 12, 2014 from 7:00 a.m. to 8:00 p.m.
- b. Affidavits of Candidacy for the Council and Mayor are available from July 29, 2014 to August 12, 2014.
- c. Safety Committee Meeting Minutes.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer