

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, AUGUST 19, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, August 19, 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 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 Johnson and was seconded by Council Member Thomas to approve the August 5, 2015 Regular Meeting Minutes, with changes. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS – STREET RECONSTRUCTION PLAN

None.

6. REPORTS/PRESENTATIONS

- a. Chief Bryon Friedrichs presented the July 2015 Police Report stating there were 221 Verbal Warnings and 341 ICRs for a total of 562.

The Police Department was busy during the month of July due to Sinclair Lewis Days and the Stearns County Fair.

The Council asked for a report related to arrests, etc. associated with Police Dog, Sonny.

- b. Assistant Ambulance Director Tim Deschene presented the 2nd Quarter 2015 Ambulance Report as follows:

- 55 No Loads/Cancel
- 54 ALS Transfers
- 28 BLS Transfers
- Total billed \$180,875.00

c. City Planner Morton reported on the August 11, 2015 Planning Commission Meeting as follows:

- Building Permit Reports.
- Public Hearing – Variance Request. See 7b.

7. ACTION ITEMS

a. A parcel of land located on County 112 (Treetop Road) is projected to go tax forfeited on August 24, 2015. There is a substantial balance of taxes and assessments that remain unpaid. This is a parcel that received an assessment of \$102,000 from the 2002 Lakeshore Project. Just over half of those assessments remain unpaid in addition to taxes and penalties. The debt service for this project has been paid in full. Delinquency is as follows:

Taxes	\$6,947.71
Assessments	\$62,656.29
Penalties/Interest	<u>\$20,495.47</u>
Total Due	\$90,099.47

A buyer has come forward to purchase the property; however, with the outstanding balance due it is not feasible because the amount due on sale exceeds the fair market value of the property. It has been requested that the City consider abating a portion of the taxes/assessments due to accommodate a sale. The amount requested to be abated is \$42,000. If the City abates \$42,000 the net to the City will be \$42,562.16.

City Taxes	\$2,640.13
City Assessments	\$62,656.29
City Share of Penalties/Int	<u>\$19,265.74</u>
Total City Share at Risk	\$84,562.16

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the abatement of \$42,000 of Special Assessments on Parcel No. 94.58734.0006. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

b. The Planning Commission (Board of Adjustment) met on Tuesday, August 8, 2015 at which time they held a Public Hearing to hear a request for variances for property located at 633 Pine Street S.

A home previously located on the property was demolished. The owner of the property (Pete Norgren) has requested the variances on behalf of the buyer (Matt McCoy) who intends to relocate a house from 109 12th St. S. onto the property.

The setback requests are:

RROW from Pine St. S	25.28 feet where 30 is required
RROW from 7 th Street S.	15 feet where 25 is required

Rear Setback (East line)

7.3 feet where 25 is required

The Planning Commission recommended approval of the request which keeps the setbacks similar to other homes in the neighborhood, including the following Findings of Fact:

1. The home proposed to be located on the parcel is of the same type, style and size of other homes in the immediate vicinity.
2. Although the proposed plan requires setback variances on three sides, the proposed setbacks are similar in nature to adjoining properties in the surrounding area.
3. A home of similar size was previously located on this property.
4. The proposed plan is at 20% impervious surface where 35% is allowed.
5. No adverse impacts to city facilities and services will result from granting this variance. Existing utilities will remain. The relocated house will not impact utility easements.
6. Granting of the variance will not adversely impact the environment or surrounding residential properties in the neighborhood.

It was noted that the Planning Commission unanimously voted to recommend Council approval of this variance request.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve Resolution No. 2015-56, Resolution Approving Request for Variances to Norgren/McCoy. A vote being recorded as follows: For: Council Members Johnson, Kelly, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- c. Ambulance Director Kathy Struffert is recommending that Christina Heinen and Andrea Kerfeld be promoted to full EMT status effective August 19, 2015.

Heinen and Kerfeld have met the requirements to become a full member of the crew including number of patient contacts.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to appoint Christina Heinen and Andrea Kerfeld to full EMT status at the rate of \$12.23 per hour for run and training hours and \$2.00 per hour for on-call/backup hours, effective August 19, 2015. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- d. Ambulance Director Kathy Struffert is recommending that the Department be authorized to advertise for candidates to take the required EMT certification classes for eventual appointment to the EMT Roster for the Sauk Centre Ambulance.

With one EMT out on medical leave with his return uncertain and one additional EMT who has indicated he will not renew his license when it is scheduled to renew in March, Struffert is anticipating a need to fill those positions. With a class scheduled to start in October, it is an optimum time to proceed through the process.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve advertisement for EMT Candidates. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- e. The Sauk Centre Ambulance Service is requesting to add another firefighter, Mark Sprengler, to its roster as a driver at a rate of \$10.20 per hour.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to appoint Mark Sprengler as a driver for the Ambulance Department. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- f. Charter Communications has requested that the City consent to a transfer. Approval of the transfer by the City is required due to the Franchise Agreement. The consent confirms the Franchise will remain in place.

Charter Communications will merge with a subsidiary of New Charter and New Charter will assume the name Charter Communications.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2015-57, Resolution to Consent to Transfer of Control. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

- g. Each year the City participates with the Sauk Centre Public Utility Commission on its Safety Management Program. The PUC contracts with the MMUA (Minnesota Municipal Utilities Association) for these services.

The annual cost to the City is one half the base contract. For the coming year, that amount is \$5,100. This is divided among the various department, depending upon how many employees are in each department.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve participation in the Sauk Centre Public Utilities Safety Management Program with MN Municipal Utilities Association. A vote being recorded as follows: For: Council Members Thomas, Johnson, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- h. The Sauk Centre Fire Dept. Relief Association presented a proposal to increase the pension per year of service. This benefit is paid to eligible retired firefighters at the time of retirement and is calculated based on years of service.

The investments of the Relief Association are the source of revenue for the payment. The Relief Association is funded through a combination of State Aid and Municipal Contributions. Historically the City contributed \$3,500 per year. This was raised for 2014 to \$4,500. However, in the past the City did have to make larger contributions due

to the investment market which lowered the value of the investments. The investment portfolio has recovered and would cover the proposed pension at 95%. (Calculated as if all the firefighters retired at one time).

Although the investments of the Association are the funding source for the pension payments at retirement, the City has an obligation to make up for shortfalls. Therefore, City approval is required before the Association can raise the pension-per-year-of-service amount.

A history of the pension per year of service over the past twenty years is as follows:

2015	\$1,825 Proposed	2003	\$1,075
2014	\$1,775	2002	\$1,050
2013	\$1,675	2001	\$1,050
2012	\$1,550	2000	\$1,000
2011	\$1,550	1999	\$975
2010	\$1,550	1998	\$875
2009	\$1,550	1997	\$750
2008	\$1,550	1996	\$750
2007	\$1,550	1995	\$725
2006	\$1,400		
2005	\$1,350		
2004	\$1,175		

A motion was made by Council Member Leach and was seconded by Council Member Thomas to acknowledge the Fire Relief Associations increase in the benefit amount from \$1,775 to \$1,825. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- i. The second payment request has been received from Stearns County for the 2015 Beltline/Centre St. Project. The total work completed for the City share of the project is \$618,062.54.

The total request for this payment is for \$544,873.88.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve Payment Voucher No. 2 in the amount of \$544,873.88. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- j. As a result of in the field changes for the Beltline/Centre project, three change orders are submitted for approval.
 1. Install extra pipe along Centre Street to extend underground along Fleet Supply. \$6,814.50
 2. Replace and relocate hydrant and water main by Holiday. (PUC Cost) \$16,477.13

3. Additional subgrade work on Getty Street due to problem soils. \$13,091.16

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Change Order 1-3. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. Previously the Policy Committee met with representatives from Tri-Cap regarding the bus garage in the Industrial Park. As previously reported, MnDot has requested that Tri-Cap amend its agreement with the City to encumber the City with MnDot's disposition requirement on the property. This encumbrance was included in Tri-Cap's grant when the building was constructed. This requirement is that if the building was no longer used for transit purposes that MnDot would be paid 80% of the building value. This was because a MnDot grant paid for 80% of the initial construction of the building.

At the meeting Tri-Cap proposed that it purchase the property from the City and own it outright. This would then give them use of 100% of the building and would allow them to improve or enlarge the facility. Currently, they can't make any changes or rent the additional stalls from the City until the above issue is resolved.

Tri-Cap's initial proposal is that the property be appraised and they pay the City for the land and for the pro-rated share of the building. They would maintain the encumbrance that they would pay 80% of the value of the building to MnDot if they ever cease to operate from the facility. If they own it outright they can again apply for Transportation grants from MnDot for upgrades or expansions.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to authorize negotiation of sale of property to Tri-Cap. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- b. With the Quiet Title Action coming to an end on the Railroad Property Acquisition, quotes have been solicited for demolition of the property. A survey of the property has been completed. City staff has removed the debris with only a few larger items remaining.

The demolition quote is for the demolition of two buildings and the concrete. It is anticipated that the demolition will occur this fall.

- c. As part of the transportation bill passed by the legislature this spring, the City of Sauk Centre will be receiving \$55,715 to be used for transportation purposes. This is a one-time allocation of funds for 2015.

The funds are available only for construction and maintenance of roads located within the City:

1. Land acquisition, environmental analysis, design, engineering, construction, reconstruction and maintenance.
2. Road projects partially located within the City.
3. Projects on CSAH located within the City.
4. Cost participation on road projects under the jurisdiction of another unit of Govt.

It was the general consent of the Council to apply this money to 2016 mill and overlay projects.

- d. Public Works Supervisor Matt Zinniel has been with the City for six months which signifies the end of his probationary period.
- e. City Engineer Yapp provided an update on the Beltline/Centre Street Project as follows:
 - All of pipe work is complete for all portion of the project.
 - Getty Street should be paved August 21st.
 - Curb work will begin on Centre Street within a week.
 - All pond restoration work has started.
 - Completion date for Getty/Beltline portion of the project is 08.30.15 and for the Centre Street project is 09.30.15.

9. NEW BUSINESS

- a. A budget workshop has been scheduled for September 9, 2015 at 5:30 p.m. At this time the City Council will review the budget items for 2016 and have an opportunity to ask questions of staff and offer recommendations.

There will NOT be a regular meeting on September 2, 2015, but there will be a regular meeting on September 16, 2015, at which time the preliminary levy is expected to be adopted for certification.

10. CONSENT AGENDA

The Council to consider the following Consent Agenda Items:

- | | | |
|-------------------------|-------------------------|---------------------|
| a. Schedule of Claims - | Unpaid Claims | \$85,319.71 |
| | Paid Claims | <u>\$0.00</u> |
| | Total | <u>\$85,319.71</u> |
| b. July Checks | #2664E-#2703E | <u>\$808,284.16</u> |
| | #36485-#36564 | |
| | 3 Payroll ACH Transfers | |

- c. Resolution No. 2015-58 Approving an Off-site Gambling Permit for the Sauk Centre Youth Hockey Association. The permit would allow pull-tabs for an event to be held on October 3, 2015 at the Sauk Centre Civic Arena.
- d. Sauk Centre Youth Hockey Association has submitted an Application & Permit for a 1-Day Temporary On-Sale Liquor License for a concert at the Sauk Centre Civic Arena on October 3, 2015. Fee and Certificate of Insurance has been provided.
- e. Pam Borgmann, representing the Grillin' & Chillin' event on September 12, 2015 has requested approval of a road closure for Park Road from the west parking lot entrance at the band shell to the public access. This will allow for parking of classic cars for the Classic Car Show.
- f. Request from Kathy Nelson dba: Red Carpet for a Temporary Extension of Premise Permit for a Bean Bag Tournament & possibly a band in back parking lot on August 22, 2015 from Noon to 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.

11. INFORMATIONAL ITEMS

- a. Safety Committee Meeting Minutes.
- b. Notice of Pay Equity Compliance. The City has received a Notice of Compliance with the Pay Equity Act.
- c. League of MN Cities Regional Meetings.

12. 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.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer