

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 3, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 3, 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, Keith Johnson, Council Member Olson and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the Agenda as presented. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Olson and Mayor Kirckof. Against: None. 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 August 20, 2014 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

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

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

a. The Park Board met on Tuesday, September 2, 2014 and discussed the following:

- Received Summer Recreation report.
- Received Park Rental report.
- Decline the purchase of property located in Morning View.
- The Baseball Association presented proposed improvements to the Towerview Park baseball fields. The Park Board approved their request. The City's cost will be associated with supplies and materials. The Baseball Association's cost will be associated with labor.
- Youth Hockey Association requested the installation of heaters over the bleachers as a cost-shared project. The Park Board tabled action on this until an answer is received whether or not this will cause a humidity issue.
- Review/recommendation of 2015 Fee Schedule.
- Review of Sinclair Lewis Campground Monthly and Seasonal contracts.

## **7. ACTION ITEMS**

- a. The Sauk Centre Public Utility has requested that the City participate in an agreement with them on the monthly Safety Training Programs. The Utility contracts with Minnesota Municipal Utilities Association (MMUA) annually and the City has participated and split the costs according to number of employees.

Training includes mandatory AWAIR and Right to Know Training, CPR, First Aid, Fire Extinguisher, Log Out Tag Out, Bucket Truck, Work in the Right of Way, Lifting, etc.

The contract for October 1, 2014 to September 30, 2015 is \$9,900. The City share is \$4,950. Costs are allocated to departments based on number of employees in that department.

A motion was made by Council Member Olson and was seconded by Council Member Thomas to approve participation in the Safety Management Program with the SCPUC. A vote being recorded as follows: For: Council Members Olson, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

- b. At the last Council Meeting, City Engineer Yapp was requested to provide a Scope of Services and cost plan relating to the cleaning of two storm water retention ponds in the City.

City Engineer Yapp stated that cleanout costs for both ponds would be a cost of \$4,800.

A motion was made by Council Member Thomas and was seconded by Council Member Olson to table action on this item until they have a chance to review of Scope of Services Contract for oversight of the storm retention pond cleaning project. A vote being recorded as follows: For: Council Members Thomas, Olson, Stone, Johnson and Mayor Kirckof. Against: None. The motion passed.

- c. Removed from agenda.

- d. The deadline for submitting application for the Accounting/Payroll Specialist has passed and the process of evaluating the positions on the T and E Rating Scale is underway. The next step is to select candidates for interviews and conduct interviews in the coming weeks.

An Interview Committee needs to be established. The Committee could include a member of the Council or other Board, existing staff members, member from another City that performs a similar function and/or a member from the community or any other combination.

Mayor Kirckof made his Interview Committee recommendation as follows:

- Personnel Committee (2)
- City Administrator Willer (1)
- Department Head (1)
- At Large/Person with Experience in Governmental Accounting (1)

It was the general consent of the Council to proceed with an interview Committee according to Mayor Kirckof's recommendations.

- e. The Police Department advertised for various excess vehicles and equipment for public sale through the State of Minnesota Surplus Services online website as follows:

<u>Vehicle</u>	<u>Bidder</u>	<u>Amount</u>
1994 Ford Explorer	Terese Kaiser	\$255.00

In addition, Like Nu Gun and Pawn purchased various excess equipment from the Police Department as approved at the last Council meeting for \$1,690.00.

Council Member Stone introduced Resolution No. 2014-67, Resolution Accepting Bid and Authorizing Sale of Excess City Vehicle and Equipment. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas, Olson and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. City Engineer Yapp provided an update on the Centre Street Project stating that he is waiting to set up a meeting regarding the project. Updates to follow at a future meeting.
- b. City Engineer Yapp provided an updated on the Beltline Hydrology Study stating that they are in the solutions phase of the study, with it being 75% complete. The project will have a combination of pipes and ponds.
- c. The evening of the Hazardous Building Public Hearings, staff was directed to obtain quotes for the demolition of the homes in order to move forward with either removing selected homes or all of the homes. Three bids were obtained from local contractors for complete removal.

Those bids were provided to the City Attorney who has sent notice to all of the property owners notifying them that they have thirty days to provide the City with either a work plan or consent. He included a cost estimate for total removal as obtained by the City. We are currently within that thirty day period.

The bids for the homes ranged from \$2,510 for the smallest home to \$12,630 for the largest.

## **9. NEW BUSINESS**

- a. The City purchased health insurance for eligible employees and employees of the Public Works Union through Resource Training & Solutions. Resource Training & Solutions acts as a purchasing cooperative.

One of the programs currently offered to the Co-op members is an opportunity through the Wellness Program for members to participate in a healthy initiative program. The initiative promotes healthy lifestyles with a goal of reduced weight, increased activity, lower blood pressure, etc.

The program has four steps over four years:

1. Online Assessment
2. Biometric Screening (height, weight, blood pressure, blood sugar, cholesterol, etc.)
3. Repeat #2, plus goal achievement and maintenance
4. Repeat #3

For each goal achieved, the employee is rewarded monetarily as follows:

1. \$200
2. \$240
3. \$390
4. \$390

In order to participate, Council approval would be necessary and if the Union members wish to participate a Memorandum of Understanding would be necessary or it could be negotiated into their upcoming contract. The program starts in October.

It was the general consent of the Council to proceed. Official approval documentation will be presented at the next Council meeting.

- b. Resource Training & Solutions has provided a 2014 Health Care Reform Compliance Checklist to assist the City with confirming that key requirements are being met as the Affordable Care Act (ACA) goes into effect.

These items are managed by staff; however, the Council was asked to be aware of the complexity of the Act and its requirements on the City as an employer.

#### **10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

a. Schedule of Claims - Unpaid Claims	\$88,540.03
Paid Claims	<u>\$1,967.61</u>
Total	<u>\$90,507.64</u>

- b. Resolution No. 2014-68, Resolution Accepting Contributions as follows:

Men's Card Playing Group	\$201.63	Senior Center
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- c. Gambling Application for Exempt Permit from the Sauk Centre Chamber of Commerce for a raffle on October 31, 2014 at the Sauk Centre Chamber Office.

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

## **11. INFORMATIONAL ITEMS**

1. Splash Pad Fundraising Events.
  - a. ColorDash Bubble Bash Event – Held on Saturday, August 23, 2014.
  - b. Sweatshirt-T Shirt Sale – Held Friday/Saturday, August 22-23, 2014 and to be held at Grillin and Chillen on Sept. 6.
  
2. Progress Report – Splash Pad Park.
  - a. Phase I of the Trail is in. Black dirt and seed completed.
  - b. Sprinkler System is up and running.
  - c. Repairs to the Half Pipe are being completed. (New surfacing)
  - d. Shelter is under construction.
  - e. Plans are being made for the Rain Garden
  - f. Final technical details for Pad design in coming weeks.
  - g. Possible Contract for Professional Services for Splash Pad Design
  - h. Tree planting planned for Fall
  - i. Financial Report will be presented as part of Budget Process.
  
3. Health Insurance Renewal. The health insurance renewal came in at a 3.5% increase. That number will be included in the budget proposal for 2015.
  
4. Reminder of Budget Workshop – September 10, 2014.

## **12. ADJOURNMENT**

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

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

Respectfully submitted,

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Mayor Brad Kirckof

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City Administrator Vicki Willer