

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 4, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 4, 2013 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Warren Stone, Mike Olson, Dave Thomas 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 Johnson and was seconded by Council Member Thomas to approve the agenda, with changes. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. 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 21, 2013 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson 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 3<sup>rd</sup> and discussed the following:

- Occupancy at the Sinclair Lewis Campground is steady
- The Park Board approved closing the fish house from 9 p.m. to 7 a.m.
- Summer Rec. Report was received and reviewed
- Recommend replacement of John Deere 1435. See 9a
- Figure Skating Program will begin in October
- Refund requests have been denied

Council Member Olson asked that staff research the possibility of offering online reservations for Sinclair Lewis Campground.

b. The EDA met on September 4<sup>th</sup> and discussed unfinished business, including the TIF closeout review, south freeway development and a potential redevelopment.

- c. Removed from agenda.

## **7. ACTION ITEMS**

- a. The City Council met on August 28<sup>th</sup> in a workshop session to review the 2014 proposed revenue and expense budgets for the City. The primary focus of this meeting was to give staff an opportunity to present their budgets to the Council.

This budget will continue to be a work in progress until the final adoption at the December meeting. The only constant is the levy which cannot be increased but can be decreased at that time. The proposed levy is \$1,504,142.

Council Member Stone introduced Resolution No. 2013-60, Resolution Adopting Preliminary 2014 Expense and Revenue Budgets for the City of Sauk Centre. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

It was noted that the proposed budget will remain consistent, as it has in the past 7 years. The final budget will be adopted in December.

- b. The proposed tax levy for 2014 has been increased by 0% as proposed at the workshop meeting.

Council Member Stone introduced Resolution No. 2013-61, Adopting Final 2013 Tax Levy, Collectible in 2014. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- c. As part of the public notice process, the City traditionally holds a public meeting in December to present the final budget to the public and to receive input, comments and questions.

The regular December meeting is on December 4, 2013 and staff recommended that the budget be discussed in public format at that time.

Council Member Johnson introduced Resolution No. 2013-62, Resolution Setting Public Meeting. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

- d. Annually, a Public Hearing is held regarding proposed assessments for unpaid City and utility service charges.

The Council was presented with the assessment roll and Resolution No. 2013-63, Resolution Calling for a Public Hearing on Proposed Assessments for Unpaid City and Utility Service Charges.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve Resolution No. 2013-63, Resolution Calling for a Public Hearing on Proposed Assessments for Unpaid City and Utility Service Charges. A vote being recorded as follows: For: Council Members Thomas, Johnson, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

All persons on the list will be sent notifications.

- e. Removed from agenda.
- f. Removed from agenda.
- g. Removed from agenda.
- h. Ambulance Director Kathy Struffert has requested that the City add Andrea Kerfeld to the Ambulance Department roster as a driver. She would be available for backup with both day shifts, evenings and weekends and is able to commit to attending monthly meetings. Two EMTs are returning to teaching positions, so the Department is losing daytime availability.

Struffert stated that this would be on an as-needed basis.

In the past, the City has utilized members of the Fire Department as drivers for the Department as needed. The established pay rate is \$10 per hour.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to appoint Andrea Kerfeld as a Driver to the Sauk Centre Ambulance Department at a rate of \$10/hour. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- i. The City has an ongoing contract with the Stearns County Attorney's Office for Prosecution Services. The existing contract is effective through 2013.

The current rate, which has been in effect for several years, is at \$27,500. The proposal for 2014 and 2015 is \$22,500, which is a reduction of \$5,000 per year.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the agreement for Prosecution Services with the Stearns County Attorney's Office for 201-2015 at \$22,500 per year. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

- a. Staff has not met with the homeowner regarding their request of no parking on Linden Lane. The employees have been parking on the North end of GasMart since the last City Council Meeting.
- b. The Planning Commission will be reviewing the Ordinance Defining Setbacks at their September 10<sup>th</sup> meeting.

**9. NEW BUSINESS**

- a. At the Park Board’s September 3<sup>rd</sup> meeting, they recommended the Council approve the purchase/replacement of the John Deere 1435.

By general consent, this was sent to the Operations Committee for their review/recommendation.

**10. CONSENT AGENDA**

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$162,346.14
	Paid Claims	<u>\$37,694.94</u>
	Total	<u>\$200,041.08</u>

- b. Resolution No. 2013-68, Resolution Accepting Contributions. The contribution were as follows:

Men’s Card Playing Group	\$236.02	Senior Center
Lions Club of Sauk Centre	\$585.91	Outdoor Skating Rink

- c. The Chamber is requesting a road closure for Run Your Sauks Off on Saturday, September 14<sup>th</sup> from 8 a.m. to 11 a.m. The roads are 5<sup>th</sup> St. N., Main St. N., and Lake Shore Drive, circling past the Country Club. The route will start and finish in the same spot. One side of the road will be kept clear at all times for incoming/outgoing ambulances.

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

The Council thanked the Men’s Card Playing Group and the Lions Club for their donations.

**11. INFORMATIONAL ITEMS**

- a. The City of Sauk Centre 2013 Fall Clean Up Days are schedule for Friday, September 20<sup>th</sup> from 8 a.m. to 7 p.m. and Saturday, September 21 from 8 a.m. to 12 p.m.

b. City Engineer Yapp reported on the 4<sup>th</sup> Street Project stating that they are completing seeding on the 2<sup>nd</sup> phase of the project. Next spring they will re-plant any areas that didn't grow and they will complete the final wear course.

c. Mayor Kirckof noted that it is his intent to run for Stearns County Commissioner.

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 6:57 p.m.

Respectfully submitted,

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Mayor Brad Kirckof

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City Administrator Vicki Willer

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