

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, SEPTEMBER 5, 2018**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 5, 2018 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Dave Thomas, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Administrative Assistant Nicki Vogt and City Engineer Keith Yapp. Mayor Stone presided thereat. Council Member Keith Johnson was absent.

2. APPROVAL OF AGENDA

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the agenda, with changes. A vote being recorded as follows: For: Thomas, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the August 15, 2018 Regular Meeting Minutes, with changes. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The EDA Met on Wednesday, September 5th and discussed the following:

- An SCDP loan was preliminarily approved for a business re-locating to Main Street to help with health, safety and energy issues.
- Preliminary layout was received and reviewed for the potential railroad property development. It was recommended that the Developer submit a Purchase Agreement.

b. City Administrator Willer presented the Public Works Department report as follows:

- Lincoln Loop storm sewer repairs are complete
- Splash Pad is closed for the season
- Preparing for salt/sand delivery
- Street sign purchases are underway
- Durapatching will start Monday, September 10

- Flower baskets will be coming down soon
- Sprinkler blowout will begin soon
- The department assisted with an oil spill cleanup

7. ACTION ITEMS

- a. The City Council approved the resignation of Mark Magnuson from the Park Board on March 7, 2018 and since that time, the vacancy remains. The term expires on December 31, 2018. The following submitted nominations:

Michael Gardner
Sara Meier

A motion was made by Council Member Kelly and was seconded by Council Member Leach to appoint Michael Gardner to the Park Board for the remaining term, effective September 5, 2018 and expiring December 31, 2018. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- b. Ambulance Director Kathy Struffert submitted the following for advancement to EMT status:

Neal Rhode
Gina Eggert
Ben Clink

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the appointments of Neal Rhode, Gina Eggert and Ben Clink to EMT-B Level 1 status effective September 1, 2018. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- c. Interviews were conducted on seven candidates for the Public Works Director position on Tuesday, September 4, 2018. The Interview Committee consisted of Mayor Stone, Council Member Leach, Melrose Public Works Gary Middendorf and City Administrator Willer.

The Interview Committee is recommending appointment of Ben Clink at Step 1 of the pay scale, 2 week vacation, starting on October 1st and a 6 month probation period.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to appoint Ben Clink as the Public Works Supervisor. A vote being recorded as follows: For: Kelly, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- d. The Council was presented with a Resolution calling for the hearing on assessments for unpaid utility and city service charges to various properties in the City.

The hearing date is scheduled for October 17, 2018. All property owners will be notified of the meeting and of their total proposed assessments.

Council Member Leach introduced Resolution No. 2018-68, Resolution Calling for a Public Hearing on Proposed Assessments for Unpaid City and Utility Service Charges. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- e. With the North project well underway and to meet the requirements for funding the 2018A Project Improvement Bond, the Public Hearing for the adoption of the final assessment for the north project should be completed so that it can be forwarded to Stearns County for inclusion on property tax statements for 2019.

Council Member Kelly introduced Resolution No. 2018-69, Resolution Calling a Public Hearing on Proposed Assessments for North Area Street Improvements. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

All property owners will be notified of their proposed assessments prior to the meeting.

- f. With the Getty Street project well underway and to meet the requirements for funding the 2018A project improvement bond, the public hearing for the adoption of final assessment for the Getty Street project should be completed so that it can be forwarded to Stearns County for inclusion on property tax statements for 2019.

Council Member Thomas introduced Resolution No. 2018-70, Resolution Calling a Hearing on Proposed Assessment for Getty Street Improvements. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

All property owners will be notified of their proposed assessments prior to the meeting.

- g. Pay Request No. 5 has been received for the airport runway project. All construction has been completed as of this date. There will be one additional payment of retainage to the contractor once all paperwork has been received from him.

Total Bid:	\$2,011,213.44
Completed to Date:	\$1,949,990.11
Retainage – 2%:	\$(38,999.80)
Total Due to Contractor:	\$1,910,990.31
Paid to Date:	<u>(\$1,829,111.10)</u>
Due this payment:	\$81,879.20

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve Pay Request No. 5 to Kramer Trucking and Excavating for \$81,879.20. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- h. Pay Request No. 2 has been received for the Getty Street Project:

Contract Amount (with CO)	315,016.00
Completed to Date	164,699.57
Retainage 5%	<u>- 8,234.98</u>
Previously Paid	<u>101,481.84</u>
Amount Due	<u>54,982.75</u>

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Pay Request No. 2 to Molitor Excavating for the Getty Street Project. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- i. The documentation for the airport entrance road paving project grant agreement has been received and is ready for execution. The total project cost is \$127,727.00.

The committed funding for the project is \$114,954 Federal (90%) \$6,386.50 State (5%) with the remaining 5% responsibility with the City.

Council Member Kelly introduced Resolution No. 2018-71, Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

8. UNFINISHED BUSINESS

- a. (1) City Engineer Yapp stated that the north project is going well and is on schedule. The sewer and water is complete with the pipework scheduled to be complete by the end of the week (September 7th). The first phase is schedule for pavement within two weeks.
- (2) City Engineer Yapp stated that the Getty Street project curb work has started and the driveways are in the process of being completed. Pavement is scheduled for the week of September 10th with final seeding and grading to follow.
- b. City Administrator Willer updated the Council regarding the sales tax question that will be on the upcoming ballot. The ballot was reviewed and approved. MN Department of Revenue will update the potential revenue stream. Volunteers will be asked to provide outreach and education regarding the ballot question. It will also be advertised on social media and local papers.

9. NEW BUSINESS

- a. None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$308,779.69
	Paid Claims	\$43.41
	Total	<u>\$308,823.10</u>

- b. Resolution No. 2018-72, Resolution Accepting Contributions. The contributions are as follows:

Men’s Card Playing Group	\$200.23	Senior Center
Fire Relief Association	\$10,000.00	Fire Department
Michael & Nancy Noe	\$100.00	Police Department
MN National Bank	\$200.00	Police Department
MN National Bank	\$50.00	Dog Park
Anonymous Donor	\$654.33	Dog Park

- c. Pam Borgmann, representing the Car Show & Concert on September 15, 2018 has requested approval of a road closure for Park Road.
- d. Community Connections of Sauk Centre submitted an application and permit for a 1 day temporary on sale liquor license for a fall demolition derby at the Stearns County Fairgrounds on October 13, 2018. A fee and certificate of insurance will be provided.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the Consent Agenda as follows: For: Council Members Kelly, Leach, Thomas and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

The Council thanked the Men’s Card Playing Group, Fire Relief Association, Michael and Nancy Noe, MN National Bank and the anonymous donors for their generous donations.

11. INFORMATIONAL ITEMS

- a. Safety Committee Meeting Minutes.
- b. Scrap Metal Cleanup Day – September 15, 2018 – Civic Arena Parking Lot

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, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

With no further business to come before the Council, Mayor Stone adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer