

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 16, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 16, 2015 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members 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, Administrative Assistant Nicki Vogt and Public Works Supervisor Matt Zinniel. Mayor Stone presided thereat. Council Member Keith Johnson was absent.

**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, 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 Kelly to approve the August 19, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach 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 – STREET RECONSTRUCTION PLAN**

None.

**6. REPORTS/PRESENTATIONS**

- a. State Representative Paul Anderson was present at the meeting to discuss avenues for pursuing MnDot Participation in funding for a possible realignment of N. Main Street at the curve on the north end of Sauk Centre.

Representative Anderson stated that as a short-term fix they could re-stripe the corner to allow a legal right go-around; however, MnDot is not in favor of this option. He noted that MnDot is looking more favorably upon funds to help with the project and encourages the City to apply noting that safety concerns are the biggest issue. It was noted that that piece of property is owned by the State

The Local Initiative Project Development Process was presented to the Council for their review both in written form and also in a flow chart form.

If the City were to consider pursuit of this realignment, they would need to enlist the City Engineer to develop preliminary design and costs. As the local agency, the City would administer the project.

- b. George Eilertson, Northland Securities, presented a proposal to refinance two of the City's outstanding bonds. The bonds proposed to be refinanced include the Ash Street Bond and the City Hall Bond.

The Council was proposed with a summary which indicates that the City would save approximately \$226,000 over the remaining life of the bonds, if refinanced.

Eilertson noted that the new bonds will be set at an approximate 1.7% interest rate.

See 7a.

- c. Police Chief Friedrichs reported that there were 344 Verbal Warnings and 373 ICR's for a total of 717 calls in the month of August. It was also reported that the City completed some Towards Zero Death hours in August.

Chief Friedrichs then presented the following information regarding the K-9 unit:

- 95 deployments
- 200 training hours
- 1,553 grams marijuana
- 1 gram molly
- 6 grams cocaine
- 1 gram ecstasy
- 200 grams meth
- 3 guns
- 300 paraphernalia
- 4 assists to MN State Patrol
- 8 assists to the MN Violent Offender Task Force
- 6 assists to the City of Melrose

- d. The Airport Board met in regular session on Wednesday, September 9, 2015 and discussed the following:

- Discussed Fuel Pump and Reader Issues with some ongoing details yet to be worked out.
- Received Grant Agreement with FAA and MnDot Aeronautics for Environmental Assessment – Can now apply for reimbursement.
- Received Final Approval of Master Plan/ALP – Will submit closeout report.
- Updated Recommendations to Twenty Year Capital Improvement Plan
- Scheduled Annual CIP Meeting with FAA and MnDot Officials
- Extended Lease Agreement with Schurman Farms for One Year
- Received Increased MnDot Maintenance of Operations Payment

## **7. ACTION ITEMS**

a. See 6b.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to authorize the sale of bonds to refinance Bond 2007A and 2008A. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

b. The City Council met on September 9 in a workshop session to review the 2016 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 and for the Council to provide input.

The budget now reflects changes made at the workshop with the following results:

- General Fund Revenues vs. Expenses indicates a revenue deficit of \$25,000. This deficit can be eliminated by either an increase in revenue or decrease in expense. The Council should keep this in mind when they proceed with final adoption later in the year.
- The overall budget is a balanced budget after taking into consideration funds that were obtained in 2015 to be expended in 2016 and also expenses incurred in 2015 that will be reimbursed in 2016.
- This budget does reflect an increase in the overall tax levy of \$65,000, primarily due to the new bond issue where the City committed a City Share to the Beltline and Centre Street projects.

This budget will continue to be a work in progress until the final adoption at the December meeting.

Council Member Kelly introduced Resolution No. 2015-59, Resolution Adopting Preliminary 2016 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 Kelly, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

c. Council Member Thomas introduced Resolution No. 2015-60, Resolution Adopting Preliminary 2015 Property Tax Levy, Collectible in 2016. 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.

- d. As a 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.

Council Member Leach introduced Resolution No. 2015-61, Resolution Setting Public Meeting. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

The meeting was set for Wednesday, December 2, 2015 at 6:30 p.m.

- e. Each year the City Council considers assessing unpaid utility and service charges to property taxes for collection in the subsequent year.

The first step in the process is to call a hearing. The recommended date to conduct the hearing is October 7, 2015. All those with unpaid accounts will be properly notified and have the opportunity to attend the meeting and be heard on the matter.

Council Member Thomas introduced Resolution No. 2015-62, Resolution Calling for a Public Hearing on Proposed Assessments for Unpaid City and Utility Service Charges. 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.

- f. With the Centre Street project nearing completion, the adoption of final assessment for the project should be completed so that it can be forwarded to Stearns County for inclusion on property tax statements.

Council Member Kelly introduced Resolution No. 2015-63, Resolution Calling a Hearing on Proposed Assessment for Centre Street Improvements. 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.

The hearing is set to be on October 7, 2015 at 6:30 p.m.

- g. Joseph M. and Angela A. Fuechtmann have submitted an application for a minor subdivision of property adjacent to their home at 1426 Kennicott Terrace. The current fee owner of the parcel is John W. Meyer. The proposal is to purchase segments of adjoining property.

A Certificate of Survey was presented to the Council for their review. The purchase is for a part of Outlot B. and a part of Outlot C. One resolution for each Outlot is required.

The resulting parcel will comply with all City Codes and Restrictions.

Council Member Leach introduced Resolution No. 2015-64, Resolution Approving a Minor Subdivision (Lot Split) for John W. Meyer. 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.

- h. Evy Schilling has resigned from her position on the CVB, which expires December 31, 2016. The following has submitted a nomination:

- Asmita Amin

A motion was made by Council Member Kelly and was seconded by Council Member Leach to appoint Asmita Amin to the CVB for the remaining term left by Evy Schilling, effective September 16, 2015 and expiring December 31, 2016. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- i. Pam Borgmann, on behalf of the Downtown Flowers Group, has requested that the City continue to support the program in 2016. The City's participation was hanging the flowers in the spring, watering on weekdays, and taking the baskets down in the fall. In addition, the City has allowed volunteers the use of a lawn mower for pulling a watering trailer on the weekends.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve the Council's continued support of the downtown flower basket project in 2016. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

Ordering of the baskets will take place in November.

- j. The City has been made aware that the insurance policy for liquor liability for the Red Carpet has been cancelled. This is a violation of the Liquor Ordinance for the City. The City Council has the option to revoke the license if insurance is not re-instated. Revocation cannot occur until after the owner has been afforded the opportunity to address the City Council after due notice.

It was recommended that the owner be invited to attend the City Council meeting on October 7, 2015 if insurance has not been re-instated by that time.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to set a Public Meeting for October 7, 2015 to consider the Red Carpet Liquor License Revocation. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- k. The Airport Commission, at a prior meeting, recommended that the City proceed with the purchase of a courtesy car for the airport. The budget for the purchase is \$10,000. The

current car is a 1986 Pontiac Parisienne. It was noted that the City should be able to recoup some funds through the sale of the Pontiac because it is now considered a collector car.

City staff has been monitoring the MinnBid website to possibly purchase a retired State of Minnesota vehicle through the online bidding process. The car to be purchased to be either a minivan or a four door sedan, both typical vehicles retired by the State.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to authorize staff to proceed with the online auction for the purchase of an airport courtesy car at a cost not to exceed \$10,000. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- l. The City contract for prosecution services with Stearns County Attorney is up for renewal. Stearns County Attorney Janelle Kendall has submitted a renewed contract for execution by the City. The new amount is set at \$30,000.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the Stearns County Prosecution Contract for 2016-2017. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- m. The third payment request has been received from Stearns County for the 2015 Beltline/Centre Street Project. The total work completed for the City share of the project is \$913,764.45. The total request for this payment is in the amount of \$280,916.90.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Pay Voucher No. 3 for \$280,916.90 to Stearns County. A vote being recorded as follows: For: Council Members Leach, Thomas, Kelly and Mayor Stone. Against: None. Absent: Council Member Johnson. The motion passed.

- n. The Ambulance Department has submitted for approval three applicants to be appointed to the Department as EMTs as follows:

Spencer Sundberg: Currently licensed to be appointed as a Probationary EMT.

Annie Sorenson: Candidate to attend EMT classes.

Catherine Lensing: Candidate to attend EMT classes.

Director Struffert is recommending that Sundberg be appointed to the crew and that Sorenson and Lensing be authorized to attend EMT classes for potential future appointment to the crew.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to appoint Sundberg as a Probationary EMT and to approve Sorenson and Lensing to attend EMT classes, pending final background review. A vote being recorded as

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

- o. Pursuant to EDA recommendation, the City solicited quotes for the demolition of the Railroad Property. One contractor, Schurman Excavating, submitted a quote, with two options:

- Removal of structures and concrete \$8,310.00
- Removal plus installation of black dirt, grading, and seeding. \$15,540.00

It was recommended that Schurman Excavating be contracted to remove the buildings and concrete and that City Staff take care of the dirt, grading, and seeding.

Council Member Kelly introduced Resolution No. 2015-66, Resolution Accepting Quote for Demolition. 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.

## **8. UNFINISHED BUSINESS**

- a. City Engineer Yapp presented the Beltline/Centre Street Project update as follows:

- Wear-course on the County portion of the project will not be completed until 2016.
- Shoulder work and temporary striping will be completed in 2015.

## **9. NEW BUSINESS**

None.

## **10. CONSENT AGENDA**

The Council to consider the following Consent Agenda Items:

- a. Schedule of Claims -
- |               |                     |
|---------------|---------------------|
| Unpaid Claims | \$524,037.90        |
| Paid Claims   | <u>\$3,808.70</u>   |
| Total         | <u>\$527,846.60</u> |
- b. August Checks
- |                         |                       |
|-------------------------|-----------------------|
| #2704E-#2726E           | <u>\$1,620,404.78</u> |
| #36565-#36681           |                       |
| 3 Payroll ACH Transfers |                       |
- c. Resolution No. 2015-65, Resolution Accepting Contributions. The Contributions were as follows:

Lions Club of Sauk Centre	\$2,011.60	Outdoor Skating Rink
Men's Card Playing Group	\$208.72	Senior Centre.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council

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

The Council thanked the Lions Club of Sauk Centre and the Men's Card Playing Group for their donations.

**11. INFORMATIONAL ITEMS**

None.

**12. ADJOURNMENT**

A motion was made by Council Member Thomas and was seconded by Council Member Leach to adjourn the meeting. A vote being recorded as follows: For: Council Members Thomas, Leach, 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.

Respectfully submitted,

---

Mayor Warren Stone

---

City Administrator Vicki Willer