

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, SEPTEMBER 17, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 17, 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, Mike 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 Stone and was seconded by Council Member Thomas to approve the agenda with the addition of 8a Hydrology Study. A vote being recorded as follows: For: Council Members Stone, Thomas, 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 September 3, 2014 Regular Meeting Minutes with changes. 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. Police Chief Friedrichs presented the August 2014 Monthly Report stating that there were 376 ICR and 235 Warnings for a total of 611. Friedrichs also reported that they have picked out their K-9 which is a white/yellow lab names Jackson. Training has begun and will last 2-3 weeks.
- b. The Planning Commission met on Tuesday, September 9th and discussed the following:
 - Rezoning/Ordinance 748 – See 7e
 - July and August 2014 Building Permit Report
 - 2015 Fee Schedule
 - GTS Educational Events

The Council asked to be provided with the 2014 building permit breakdown.

c. The Airport Commission met on Wednesday, September 10th and discussed the following:

- The Airport Pavement Inspection has been completed
- Staff is looking into an alternative drain for the drainage by the fueling station/AD building
- Potential to purchase a new credit card reader with MnDot at an 80/20 split
- The CIP meeting is scheduled for October 6th
- The Commission is recommending to keep funds in the budget for the purchase of a new courtesy car
- The Commission declined to participate in a land acquisition/easement

7. ACTION ITEMS

a. The City Council met on September 10th in a workshop session to review the proposed 2015 Revenue and Expense Budget. 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.

Council Member Stone introduced Resolution No. 2014-69, Resolution Adopting Preliminary 2015 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.

b. The proposed property tax levy for 2015 has been increased by 0% as proposed at the budget workshop session.

It was recommended that the City increase the property tax levy to maintain a 6 month operating cash flow.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to adopt Resolution No. 2014-70, Adopting Preliminary 2014 Property Tax Levy, Collectible in 2015 at a 1.5% increase. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

c. 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.

It was recommended that the budget meeting be set for December 3, 2014.

Council Member Olson introduced Resolution No. 2014-71, Resolution Setting Public Meeting. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Olson, Thomas, Stone, Johnson and Mayor Kirckof. Against: None. The motion passed.

- d. A request was received by a resident that the stop sign at the intersection of Grove Lake Street and 5th Street be relocated. Currently, 5th Street stops for traffic and Grove Lake merges directly onto 5th with no stop. It is requested that Grove Lake traffic be required to stop and that 5th be a through street (for eastbound traffic).

City Engineer Yap reviewed the proposal and feels the skewed intersection is inherently dangerous and that stopping Grove Lake would be safer.

Police Chief Friedrichs stated that he has seen very few, if any, accidents at this intersection and that moving the sign would create accidents. His recommendation is to make no change to the existing setup.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to table action on this item to allow time for further review. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Olson. The motion passed.

- e. On September 9, 2014 the Planning Commission recommended Council approval of Ordinance No. 748 Rezoning.

Applicants Mike and Cindy Karasch requested to rezone one parcel of land from Multiple Family Residential (R2) to General Business (C2). This lot has an existing single family house and attached garage located on it. The lot also meets or exceeds the current zoning requirements for setbacks and lot coverage in the C2 zoning district.

It was noted that the property abuts C2 property, so if approved, it would not be spot zoning.

Council Member Stone introduced Ordinance No. 748, An Ordinance of the City of Sauk Centre Amending the Official Zoning Map of the City as Outlined in Section 156.036 of the City Code. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- f. Charter Communications and Comcast have entered into a merger agreement. Because the City holds a franchise agreement with Charter, such a merger requires consent of the City.

The name of the new business will be "New Charter". New Charter will be bound by the existing franchise agreement with the City.

Council Member Olson introduced Resolution No. 2014-73, Resolution to Consent to Transfer of Control. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Olson, Johnson, Thomas, Stone and Mayor Kirckof. Against: None. The motion passed.

- g. A motion was made by Council Member Thomas and was seconded by Council Member Olson to table action on the 2015 Downtown Flowers. A vote being recorded as follows: For: Council Members Thomas, Olson, Stone, Johnson and Mayor Kirckof. Against: None. The motion passed.
- h. Annually, the Council appoints the following seasonal employees:

Ice Arena Attendant

Keith Sorenson	Step 8	\$14.34
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Figure Skating Instructors

Sara Linow	\$30.00	Mileage at IRS Rate / When Driver
Kelsey Krawiecki	\$22.00	Mileage at IRS Rate / When Driver
Anna Theischafer	\$15.00	Mileage at IRS Rate/ When Driver
Morgan Hess	\$15.00	Mileage at IRS Rate/ When Driver

The Figure Skating Instructors work on Sunday evenings only (1.5 hours) This portion of the budget is funded by figure skating fees and is cost neutral.

Outdoor Rink Attendant

Dennis Christianson	\$12.54	(Same as Summer 2014 Rate)
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A motion was made by Council Member Johnson and was seconded by Council Member Thomas to appoint the seasonal employees listed above for the 2014-2015 season at the rates listed above. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- i. Ambulance Director Struffert noted that there were seven applicants that were interviewed by the Department. She is requesting approval for the following:
 1. Send applicant Christine E. Heinen to EMT classes beginning in October. Classes are held through North Ambulance Service in Alexandria and run through March 2015.
 2. Send Andrea Kerfeld to EMT classes in Alexandria. Andrea is currently certified as a first responder and is a driver for the ambulance service and would upgrade her training to EMT level.
 3. Hire applicant Robert L. Olson as probationary EMT with the ambulance service effective October 1st. Robert is currently certified as an EMT so would require no additional training. He will be doing some ride-along's with the service before October 1st to become acquainted with the service and crew.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the recommendations noted above. A vote being recorded as follows:

For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- j. At the last Council meeting, the Council approved moving forward with the hiring process for an Accounting/Payroll Specialist.

The revised Job Description has been reviewed for an assignment of points. The position scored 271 points which places it at grade 9 of the Non-Union Scale; however, as the position progresses, it is anticipated that it could be upgraded in the future to grade 10.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve placement of 271 points to the Accounting/Payroll Specialist position. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- k. At the last Council meeting, City Engineer Yapp provided the City with a Scope of Services along with costs to plan and oversee the cleaning of two storm water retention ponds in the City. The Council tabled the request.

Yapp noted that they like to do as much work as possible in the winter months as it causes less disruption.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the Scope of Service Contract for oversight of the storm retention pond cleaning project. A vote being recorded as follows: For: Council Member Olson, Stone, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- l. The Police Department has obtained title to the following forfeited vehicles to be offered for sale:

- 2001 Chrysler Town & Country
- 2000 Chevrolet Silverado
- 1991 Chevrolet PU GMT
- 2002 Oldsmobile Alero
- 2004 Ford Excursion
- 1995 Ford Escort
- 1996 Cadillac Deville
- Browning 22 Buckmaster Rifle

Council Member Olson introduced Resolution No. 2014-74, Resolution Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Olson, Johnson, Thomas, Stone and Mayor Kirckof. The motion passed.

8. UNFINISHED BUSINESS

- a. City Engineer Yapp reported on the Hydrology Study as follows:

- Alternative Analyses
- Project watershed – 200 acres
- Hydraulic model
- West end alternative
- Fairlane Dr. surge basins
- Wal-Mart area surge basins
- Timberlane Dr. Route alternative

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda items:

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|-------------------------|-------------------------|-----------------------|
| a. Schedule of Claims - | Unpaid Claims | \$42,024.07 |
| | Paid Claims | <u>\$1,383.75</u> |
| | Total | <u>\$43,407.82</u> |
| b. August Checks | #2282E-#2302E | <u>\$1,174,387.13</u> |
| | #035414-#035526 | |
| | 4 Payroll ACH Transfers | |

- c. Resolution No. 2014-75 Resolution Accepting Contributions.

The Color Dash	\$1,224.97	Splash Pad
Clothing Fundraiser	\$1,654.00	Splash Pad
\$10 Donation for 50% Off Coupon (Meads)	\$3,421.90	Splash Pad
Lorraine Peschel	\$50.00	Splash Pad
Centre Dairy Equipment	\$150.00	Splash Pad
Mark & Jennifer Mayer	\$24.00	Splash Pad

- d. Gambling Application for Exempt Permit Request from Holy Family School for a raffle on December 17, 2014 at Holy Family School.

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

The Council thanked those who donated to the Splash Pad Project for their generosity.

11. INFORMATIONAL ITEMS

- a. Board of Review and Equalization Training is scheduled for Wednesday, October 29th from 6:30 p.m. to 9:30 p.m.
- b. Long Range Capital Planning

12. ADJOURNMENT

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

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

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer