

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, OCTOBER 7, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, October 7, 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, Keith Johnson, Heidi Leach and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp, Public Works Director Matt Zinniel and Administrative Assistant Nicki Vogt. Mayor Stone presided thereat. Council Member Diane Kelly 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, Johnson and Mayor Stone. Against: None. Absent: Council Member Kelly. 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 September 16, 2015 Regular Meeting Minutes and the September 30, 2015 Special Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson and Mayor Stone. Against: None. Absent: Council Member Kelly. The motion passed.

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

None.

5. PUBLIC HEARINGS

Mayor Stone opened the Public Hearing and read the Public Hearing Procedure.

a. **Proposed Centre Street Assessments.**

As part of the process for applying assessments to property taxes, the City must first conduct a public hearing to hear public comment on the proposal. The City held a Hearing on the Improvement for Centre Street earlier in the year at which time estimated assessments were provided to the benefitting property owners.

New estimated assessments have now been calculated based on actual costs and have come in higher than the original estimates. These new estimates were provided to the property owners. The Council reviewed the following:

1. Should the corner lot discount (2nd side gets 1st 150' free) be granted to the corner lot at 12th and Centre? This owner paid the entire frontage on the 12th Street side when that project was done. This is generally for residentially zoned property. This property, although residentially utilized is commercially zoned. (Grandfathered in).

2. The purchase of the storm water easement behind Fleet Supply was included in the overall calculation. Should that cost be removed?
3. The Council has the option to revert to the original estimated assessments, modify the final assessments or adopt the final assessment.

City Engineer Yapp reviewed the project as follows:

- Project location - The street was reconstructed to an urban roadway with pond
- Project design
- Initial cost estimates
- Actual project costs
- Preliminary and final assessments rolls

Mayor Stone called for persons to speak in favor or opposition.

Dewayne E. Massmann. Mr. Massmann asked that his lot be assessed as a residential lot vs. as a commercial lot at the proposed vs. final assessment values.

Bob Tomsche – Schmidt Farm & Home Supply, Inc. Mr. Tomsche stated that he entered into a contract with City Staff at the original rate of \$82,979.71. He is asking the Council to assess him at the original agreed upon rate.

Mayor Stone called for additional persons to speak in favor or opposition. None spoke.

See 7a.

b. **Proposed Assessments for Unpaid Utility and City Service Charges.**

At the Council's September 16th meeting, they called for a hearing to be held on October 7, 2015 at 6:30 p.m. or shortly thereafter.

State statute allows for the City to apply unpaid service charges against property taxes. Service charges can include lot mowing, snow removal, sidewalk replacement, unpaid utility bills (electric, water, sewer) etc. A listing of the affected properties was provided to the Council.

The assessment calls for a \$100.00 administration fee to be added to the amount owed. The council was given the opportunity to waive the fee for anyone that pays the amount owed within the next thirty days as an incentive to clear the bill. After thirty days, the assessment roll will be forwarded to Stearns County for inclusion on the 2016 property tax statement.

Mayor Stone called for persons to speak in favor or opposition. None spoke.

See 7b.

c. **Liquor License Revocation.**

The Council considered the revocation of liquor license for Kathryn Nelson dba Red Carpet. The reason for the revocation is due to the cancellation of insurance, which was received in mid-August.

Our City Code states the following:

- Section 113.13 states that cancellation or termination of insurance coverage shall be grounds for revocation.
- Section 113.02 Subd.7 requires that no suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing before the Council, a committee of the Council, or a hearing under the Administrative Procedures Act, as may be determined and set forth in the Council action calling the hearing.

Mayor Stone called for persons to speak in favor or opposition. None spoke.

See 7c.

6. REPORTS/PRESENTATIONS

a. The Park Board met on Tuesday, October 6, 2015 and discussed the following:

- Reviewed 2015 Summer Rec Report
- Recommended Council approval to purchase a John Deere 1600 Mower – See 7g
- Recommended Council approval of seasonal employment – See 7e
- Set a plan to restore/replace picnic tables
- Recommended Council approval to remove the west outdoor rink – See 7h
- Sauk Centre City Park Rental Report

b. The EDA met on Wednesday, October 7, 2015 and discussed the following:

- The economic survey of Sauk Centre is being conducted by the University of MN and is underway
- Chamber Representative Dennis Heinen stated that he will no longer be the Chamber Representative for 2016
- Heidi Pepper of SEH discussed potential rehabilitation grants for the racetrack property
- Discussion of personal property taxes to rented farmland

7. ACTION ITEMS

a. See 5a.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to assessing Dewayne E. Massmann as a residential property at the proposed

assessment. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson and Mayor Stone. Against: None. Absent: Kelly. The motion passed.

A motion was made by Council Member Leach and was seconded by Council Member Johnson to assess Schmidt Farm & Home Supply (Fleet Supply) at the original agreed upon rate of \$82,979.71. A vote being recorded as follows: For: Council Members Leach, Johnson, Thomas and Mayor Stone. Against: None. Absent: Council Member Kelly. The motion passed.

Council Member Johnson introduced Resolution No. 2015-68, Resolution Adopting Assessment Roll for Centre Street Improvement Project, with the above noted changes. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Kelly. The motion passed.

b. See 5b.

Council Member Johnson introduced Resolution No. 2015-69, Resolution Adopting Assessment Roll for Unpaid City and Utility Service Charges, with \$100 Administrative Fee if not paid before certification. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas and Mayor Stone. Against: None. Absent: Council Member Kelly. The motion passed.

Council Member Johnson introduced Resolution No. 2015-74, Resolution Adopting Assessment Roll for Unpaid City Charges, with \$100 Administrative Fee if not paid before certification. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Kelly. The motion passed.

c. See 5c.

City Administrator Willer reviewed the Council options as follows:

1. Revoke License.
2. Suspend operations until insurance becomes valid.
3. Grant time to provide valid insurance and allow operations to commence.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to suspend Red Carpet Liquor License until Friday, October 9, 2015 and revoke after 4:30 p.m. Friday, October 9, 2015 if valid insurance is not provided. A vote being recorded as follows: For: Council Member Thomas, Johnson, Leach and Mayor Stone. Against: None. Absent: Council Member Kelly. The motion passed.

d. A Cigarette License Application was submitted on behalf of Westside Liquor to sell cigarettes at 1227 Timberlane Dr.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve a Cigarette License for Westside Liquor. A vote being recorded as

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

- e. The Park Board is recommending Council approval of the following seasonal employees:

Ice Arena Attendant

Keith Sorenson	Step 8	\$14.70
----------------	--------	---------

Figure Skating Instructors

Sara Linow	\$30.00	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
Madison Hess	\$15.00	Mileage at IRS Rate/When Driver

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

Outdoor Rink Attendant

Dennis Christianson	\$13.46 (Same as Summer 2015 Rate)
---------------------	------------------------------------

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

- f. The City has received two requests for signs. One for a handicap parking sign and one for a speed limit sign.

The Speed Limit sign is for Lake Shore Drive at Main and Lake Shore Eastbound and also a Westbound sign at T.H. 71 and Lakeridge.

The Handicap Parking Sign request is at Main and Sinclair Northbound on the south side of the light (front of Shell's Diner). The only handicap parking sign located on the four blocks approaching this intersection is southbound in front of Palmer House.

Council Member Thomas introduced Resolution No. 2015-71, Resolution Authorizing Installation of Traffic Control Signs. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Member Thomas, Leach, Johnson and Mayor Stone. Against: None. Absent: Council Member Kelly. The motion passed.

- g. According to the scheduled Capital Improvement Plan and Fiscal 2015 Budget, staff has obtained a quote for the replacement of the John Deere 1600 Series mower with a like mower. John Deere and competitor brands were researched for comparison.

Staff recommends that the City stay with a John Deere mower compared to other brands due to available horsepower etc. The mower is available through the State Bid with Midwest Machinery as an authorized vendor.

The budget for the replacement is \$50,000.

List Price	\$67,341.00
Gov't Discount	<u>(\$15,488.43)</u>
Contract Price	\$51,852.57
Less Trade	<u>(\$13,000.00)</u>
Net Price	<u>\$38,852.57</u>

Council Member Johnson introduced Resolution No. 2015-72, Resolution Authorizing Purchase of Mower. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach and Mayor Stone. Against: None. Absent: Council Member Kelly. The motion passed.

- h. The City floods two rinks for outdoor skating each winter. The East rink is a hockey rink with boards, the West rink is an older rink which is in need of many repairs and has not been utilized for some time, and the middle area is for free skate/figure skating.

The Park Board and Staff recommend that the West rink be removed rather than investing substantial funds in repair.

Representatives from Eagles Healing Nest have asked if the City would consider allowing them to remove the boards. They would repurpose them in their wood shop and install as much as can be repurposed at their facility.

A motion was made by Council Member Leach and was seconded by Council Member Johnson to authorize the removal of boards by the Eagles Healing Nest. A vote being recorded as follows: For: Council Members Leach, Johnson, Thomas and Mayor Stone. Against: None. Absent: Council Member Kelly. 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.

9. NEW BUSINESS

- a. The City's Building Official has announced his retirement effective 12.31.2015. He has been teaming up with another licensed official and recommends that the City contracts with him.

It was the general consent of the Council to enter into a contract for a period of 1 year with the recommended Official.

- b. The City Buildings Cleaning Contract is up for renewal. This contract has not been reviewed in 6 years.

It was the general consent of the Council to send this to the Personnel Committee for their recommendation.

- c. Several buildings have been identified for cleanup or demo through the Hazardous Buildings Act.
- d. The Stormwater Utility Fee is up for review.

It was the general consent of the Council to send this to the Finance Committee for their review.

- e. The Gas Franchise Fee is up for review.

It was the general consent of the Council to send this to the Finance Committee for their review.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims - Unpaid Claims	\$207,861.98
	Paid Claims	<u>\$1,054.95</u>
	Total	<u>\$208,916.93</u>

- b. Resolution No. 2015-73, Resolution Accepting Contributions.

The Men's Card Playing Group	\$198.41	Senior Center
Community Connections	\$10,000.00	Splash Pad
American Legion Post #67	\$1,000.00	Ambulance
Verizon Wireless	\$125.00	Splash Pad

- c. Gambling Application for Exempt Permit Request from Holy Family School for a raffle on December 16, 2015 at the Holy Family School.

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

The Council thanked the Men's Card Playing Group, Community Connections, Verizon Wireless and American Legion Post #67 for their contributions.

11. INFORMATIONAL ITEMS

- a. Sauk Centre School District submitted a copy of its Summer Rec Program Budget and participation rates.

2016 is the final year of the current five year contract whereby the City contributes \$9,000 toward the program.

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