

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, OCTOBER 15, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, October 15, 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 Brad Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Ambulance Director Struffert, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the October 1, 2014 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, 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. Police Chief Friedrichs reported on the September 2014 monthly report stating that there were 338 ICRs and 236 Warnings for a total of 574. Chief Friedrichs also reported that they found a new K9 for the department which is a black lab named Jude.

b. Ambulance Director Struffert presented the Ambulance Department Quarterly Report stating that for the 3rd Quarter of 2014 there were 46 No Loads/Cancelled, 27 ALS Transfers, 104 BLS Transfers for a total of 177, in comparison to the 2013 total of 217. Total billed for the 3<sup>rd</sup> quarter was \$139,019.20.

Struffert also reviewed the 3rd Quarter Cancel/No Loads, Receiving Facilities and Destination Facilities.

c. The Park Board met on Tuesday, October 7<sup>th</sup> and discussed the following:

- Recommend Council approval of the purchase of a heating system for the Arena. See 7c.

- Recommend Council approve the Naming Rights Agreement for the Splash Pad Park. See 7e.
  - Receive information on splash pad funding and recommend solicitation of bids for the Splash Pad. See 7d.
  - Amend seasonal camper contract.
  - Receive positive input regarding Campground Managers.
  - Receive negative input on Monthly Rate increases.
- d. The EDA met on Wednesday, October 8<sup>th</sup> and discussed the following:
- Potential new building in Industrial Park (build to lease) with Sauk Centre Opportunities.
  - Recommend purchase of property for south Industrial Park (two options to be discussed in closed session).

## **7. ACTION ITEMS**

- a. Residents of Catholic Charities Apartments expressed concern to the City that it is difficult for others to locate their residences due to the name of the street. It is currently called Railroad Avenue Court, which is approximately 200' at the end of 9 ½ Street, east of Main Street. Railroad Avenue Court is not connected to Railroad Avenue. They stated that when they call the bus it cannot locate them and the bus ends up west of Main Street on Railroad Avenue by the Ding Dong Café. The residents are also concerned with emergency services being able to locate them. They requested that their street be considered an extension of 9 ½ Street. The Catholic Charities Board concurs.

The City Council can, by Ordinance, rename streets within its jurisdiction.

Chief Friedrichs recommended approval of Ordinance No. 749.

Council Member Olson introduced Ordinance No. 749, An Ordinance of the City of Sauk Centre Changing the Name of a City Street. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Olson, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

- b. Valerie Koelln-Boecker, 220 Fairy Lake Road, Sauk Centre, has submitted a request for a lot-split. The property is located at the corner of Fairy Lake Road and Sinclair Lewis Avenue.

A Certificate of Survey was provided to the Council which includes two parcels and the ultimate configuration of two new parcels.

The property is currently zoned residential and the resulting parcels each meet the minimum specifications for the zoning district. It is anticipated that a future request for rezoning the southerly parcel is forthcoming which would then allow for a commercial use of that property; however, that request is not a part of the current proposal.

	<u>Required</u>	<u>Parcel A</u>	<u>Parcel B</u>
Lot Area Minimum	10,200 sf	34,445 sf	41,898 sf
Lot Frontage Minimum	75'	191.02'	136.76'

Council Member Stone introduced Resolution No. 2014-80, Resolution Approving a Minor Subdivision (Lot-Split) for Valerie Koelln-Boecker. 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. The Park Board has been working with the Sauk Centre Youth Hockey Association on needed maintenance and improvements to the Civic Arena.

Several items have been painted, repaired, installed etc. The Hockey Association has been overseeing and volunteering and have committed \$5,000 of the \$6,000 cost to those repairs.

In addition, the Association has requested that the City install infra-red heaters over the bleachers. The following two bids were received:

**Kleinschmidt Plumbing and Heating**

2 Heaters totaling 70'	\$10,820.00
2 Chimneys	
Includes installation	
Owner to provide electrical	

**St. Cloud Refrigeration**

4 Heaters totaling 160'	\$17,400.00
2 Chimneys	
Includes up to 250' of gas piping	
Includes installation	
Includes warranty	
Owner to provide electrical	

After discussion with the Association, the Park Board recommended that the City Council approve installation with the following parameters:

St. Cloud Refrigeration be awarded the contract due to the following reasons:

1. Full Length installation to eliminate extra costs in future for expansion.
2. St. Cloud Refrigeration provides Labor and Parts Warranty.
3. St. Cloud Refrigeration has experience in installing over 100 units.

And with the following conditions:

1. City to provide electrical to the unit.
2. Association to cover extra cost of gas during heating season.
3. Association to cover \$10,000 toward the cost of the installation.

4. City to pay costs over \$10,000 up to 50% of the total cost of the project.

It is understood by the Park Board that the expense would need to be paid for with reserve funds for the Arena since the cost is over the Maintenance Budget.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the installation of heaters by St. Cloud Refrigeration, as outlined above. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: none. The motion passed.

- d. At the Park Board's October 7<sup>th</sup> meeting, they recommended that the City Council formally solicit bids for the construction of the Splash Pad. The solicitation is to include the following five components to be considered as a whole package:

1. Splash Pad Site Plan, Plumbing Schematic and related details.
2. Complete recirculation system including tank, pumps, chlorinator, sanitizer and overflow discharge.
3. Purchase of interchangeable jets, housing, nozzles, manifold, control system, activators, timers and above ground and in ground features.
4. Complete installation including utilities and startup.
5. Concrete slab (1,500 square foot wet area and 1,000 dry area).

Complete detailed specifications are to be made a part of the bid package.

The Park Board suggests that bidding be completed in November so that the potential is there for the first on the list for a spring 2015 installation. The final bid price will also provide the Board and Committee with a final target for funding and will give the City Council additional time to consider those funding options. This would also give staff time to line up everything that would be needed.

Council Member Johnson introduced Resolution No. 2014-82, Resolution Seeking Bids for a Splash Pad. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- e. Part of the Fundraising Plan for the Splash Pad has been selling naming rights for the park.

The City Council and Park Board have reviewed the parameters in the past for the selection of the name. The Park Board is recommending that the City proceed with the plan for naming the park.

- Agreement is for a time period of 20 years, after which the City can elect to continue use of the name or change the name.
- Names with political or religious affiliation will not be accepted.
- The City reserves the right to change the name if it becomes affiliated with criminal activity.

- The City reserves the right to reject or accept any bid.
- The City will accept bids (nominations) until November 26, 2014.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the Naming Rights Procedure and setting a due date after bids are received. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- f. The Personnel Committee is recommending that the City move forward with establishing and filling a Public Works Supervisor position. This position would cover much of the administration of the Department, but would also work in the field and has been created by merging parts of the former Public Works Director position, the current Foreman positions and also with duties assumed by other staff members upon the Public Works Director's retirement in 2010.

A proposed job description has been prepared and was presented to the Council for approval.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the Job Description for Public Works Supervisor. A vote being recorded as follows: For: Council Members Olson, Stone, Thomas, Johnson and Mayor Kirckof. Against: None. The motion passed.

- g. Four of the five buildings that were declared hazardous are now eligible for demolition and the City has received consent forms from the owners and mortgage holders to proceed with demolition.

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|-------------|----------------------------|
| 1. Stein    | 508 2 <sup>nd</sup> St. S. |
| 2. Doubrava | 200 2 <sup>nd</sup> St. S. |
| 3. Hoppe    | 332 Birch St. N.           |
| 4. Ahrens   | 625 Getty St.              |

The City obtained bids from three local contractors as follows:

Ilgen Excavating	\$34,100
Schurman Excavating	\$21,525
Mid Minnesota Excavating	\$29,194

Council Member Stone introduced Resolution No. 2014-81, Resolution Accepting Quote for Hazardous Building Demolition. 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.

- h. Interviews were conducted on September 24, 2014. The Committee, consisting of Warren Stone, David Thomas, Bryon Friedrichs, Vicki Willer and Karen Thostenson, recommend that Jacquelyn Kirckof be appointed as Accounting/Payroll Specialist. The rate of pay for the position has been negotiated at Step 4. Other benefits apply to the position according to the Personnel Policy of the City.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to appoint Jacquelyn Kirckof as an Accounting/Payroll Specialist upon successful completion of background investigation at Step 4 of the Non-Union Scale. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Olson. Against: None. Abstain: Mayor Kirckof. The motion passed.

- i. The existing Non-Union Personnel Policy grants a Floating Holiday to Non-Union Employees. As a general rule, most employees have taken their Floating Holiday on the day after Thanksgiving.

The employees are requesting that the City officially change the Policy to remove the paid Floating Holiday and add the day after Thanksgiving as a paid holiday. However, this would result in City Hall being closed the day after Thanksgiving (it was noted that the council has approved this in the past). This would also eliminate the need to track the floating holiday from a payroll perspective.

The Public Works Union negotiated this change several years ago.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to amend the Personnel Policy by eliminating the paid floating holiday for Non-Union Employees and adding the day after Thanksgiving as a paid holiday. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. In 2013 the CVB requested that the City Code be amended to allow the Chamber Representative on its CVB Board to be an employee of the Chamber. The existing Code specifically states that the Chamber Representative is NOT to be a paid employee.

The Council did not change the Ordinance; however, they granted approval to allow a paid employee of the Chamber to serve for one year.

The Council was asked to consider whether it wished to amend the Ordinance allowing the Chamber Representative to be an employee or if the Chamber should be represented by a Chamber Member at Large.

It was the general consent of the Council to bring the Policy to a future Council meeting for their review.

- b. City Engineer Yapp presented the Council with the North I-94 Drainage Report Hydrology and Hydraulic Study reviewing the following:
  - Study Purpose
  - Study Area Description
  - Technical Background
    - Hydrologic & Hydraulic Modeling

- Storm Sewer Design
- Existing System Analysis
- Alternative Description & Analysis
  - Alternatives -6

Yapp noted that he met with the County and they are comfortable with the options presented. His recommendation is Alternative 1.

It was the general consent of the Council to have Yapp report back with a cost share plan with MNDOT.

**9. NEW BUSINESS**

- a. New Charter has requested that the City update and amend its Franchise Agreement. A new Agreement has been sent to the City.

It was the general consent of the Council to refer this to the Policy Committee for their review/recommendation.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

- a. Schedule of Claims -
 

Unpaid Claims	\$171,852.72
Paid Claims	\$36.00
Total	<u>\$171,888.72</u>
- b. September Checks
 

#2303E-#2333E	\$286,284.65
#035527-#035611	
3 Payroll ACH Transfers	

- c. Resolution No. 2014-81, Resolution Accepting Contributions. The contributions are as follows:

Men’s Card Playing Group	\$199.00	Senior Center
Geronimo Energy – Res-Q-Tube	\$2,500.00	Fire Department

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

**11. INFORMATIONAL ITEMS**

- a. The General Election is November 4, 2014 from 7:00 a.m. to 8:00 p.m.
- b. Stearns County Municipal League Meeting is set for October 21, 2014 at 6:00 p.m. in Clod Spring.

- c. Nest Day at the Eagles Healing Nest is scheduled for October 24<sup>th</sup> from 9:00 a.m. to 4:00 p.m.

**CLOSED SESSION.**

Mayor Kirckof announced that the City Council will now go into closed session. This closed session is authorized under Minnesota Statute 13D.05 Subd. 3 (c) 3 (to develop or consider offers or counteroffers for the purchase or sale of real or personal property.)

The City is considering two parcels of property for potential purchase. The properties are commonly known as the Racetrack Property south of the freeway and the Unger property located at the intersection of Truck Highway 71 and State Highway 28.

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

Closed Meeting – All public excused from the meeting. City Council and City Administrator Willer remained in the meeting.

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

Mayor Kirckof announced that the City Council has provided guidance to staff for final negotiations for the purchase of the properties. Final action may occur at the next City Council meeting.

**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, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 9:05 p.m.

Respectfully submitted,

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Mayor Brad Kirckof

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City Administrator Vicki Willer



