

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 4, 2009**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 4, 2009 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members David Thomas, Warren Stone, Keith Johnson, Al Coenen and Mayor Kirckof. Also present were City Administrator Vicki Willer, Public Works Director Butch Wessel, City Planner Sarah Morton, Assistant Ambulance Director Duschene 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 deletion of 7g-EMT Appointment. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

The October 14, 2009 Special Meeting Minutes and the October 21, 2009 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

None

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Public Works Director Wessel reported on the November 3, 2009 Park Board Meeting as follows:

- The Park Board reviewed and recommended changes to the 2010 fee schedule.
- Hedin Point Park Dedication was discussed and it was the general consent of the Park Board to have staff meet with the Polipnicks to make a recommendation regarding the park dedication to be presented to the Council for action at a future meeting.
- Recommendation for the City Council to adopt the Reservation Policy. See Action Item 7f.
- The 09-10 Arena Wall Ad fee for the Palms Motel was waived due to a sign error (incorrect phone number). The sign has since been corrected by Gillies Sign and Graphics at no cost to the City or the Palms Motel.
- Recommendation to set Little League advertising fees which will be on the fee schedule for action at an upcoming City Council Meeting.
- Approval (pending these items meet the Public Purpose Expenditure) of providing free skate sharpening at the December 5th Hockey Festival and approval to provide a free weekend stay at the Sinclair Lewis Campground to be auctioned off at the St. Mary's School Auction for Education.

b. Assistant Ambulance Director Duschene presented the 3rd quarter ambulance report as follows:

- Total calls 190 (51 no loads/cancelled, 19 ALS transfers, 35 BLS transfers, 139 scene responses).
- \$341,000 has been billed to date with \$229,336 collected to date.

7. ACTION ITEMS

a. City Administrator Willer presented Resolution No. 2009-68, Resolution of Application which authorizes application for funding and submittal of funding for the wastewater treatment facility.

Following submittal of the Plans and Specifications to the MPCA for approval and submittal of the application of the PFA loan, the project will be advertised for bids followed by the bid opening. The bid budget will then be submitted to the FPA at which time the loan closing will be scheduled and the interest rate will be locked in.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2009-68, Resolution of Application. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

b. Two Actuarial study proposal were received due for proposals to conduct the study on behalf of the City, SCPUC and St. Michael's Hospital and Nursing Home.

The City's auditor has worked with both firms on prior actuarial studies but has worked more extensively with Hildi.

The proposals have been reviewed by the Hospital Administrator and Utility Superintendent as well. They will defer to the City's choice.

Actuarial studies provide post employment benefit evaluation.

Full proposals were provided to the Finance Committee and their recommendation was to appoint Hildi.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2009-69, Resolution Awarding Contract for Actuarial Study Services appointing Hildi. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

c. Capital Project Fund 406 (City Center Project) has been carried in Fund Accounting as a deficit fund since the construction of City Hall in 2003-2004. The deficit amount is \$386,351.54. In essence, the City did not borrow enough money at the time of construction to pay for all the costs and failed to generate offsetting revenue to cover the shortfall.

According to GAAAP (Generally Accepted Accounting Principles), whenever a deficit fund exists, the City shall have a plan in place to reduce the deficit. The deficit fund is then

identified in the annual audit. The City has no formal plan to eventually reduce or remove the deficit of the fund. Example of plans to reduce the deficit would be an annual levy to be applied to the deficit, the sale of excess property not needed for the project, the sale of the old city hall (which has been done) or similar proposals.

The General Fund has been carrying the deficit fund each year. The Finance Committee recommends that the fund be closed into the General Fund and the Capital Projects Fund be closed.

Council Member Stone introduced Resolution No. 2009-70, Resolution Authorizing Transfer of Funds to Close Out Capital Improvement Fund. The motion was seconded by Council member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: none. The motion passed.

- d. Council Member Johnson introduced Resolution No. 2009-71, Resolution Approving an Off-Site Gambling Permit for the Sauk Centre Youth Hockey Association. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

Approval of this permit allows a raffle to be held on January 28, 2010 at the Sauk Centre Civic Arena.

- e. Anita Kaiser from Centre Floral has requested approval for the annual “Christmas by Candlelight” promotion. For the past ten years, the Chamber and downtown merchants have held this promotion. This includes decorating the sidewalks with luminaries (candles in paper bags) to be placed in front of the store fronts. This promotion is intended for merchandise to be sold within the store, not for sidewalk sales. They are requesting Friday, December 4, 2009 from dusk until 9:00 p.m.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the “Christmas by Candlelight” promotion and the placement of luminaries on sidewalks in front of businesses on Friday, December 4, 2009. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. Council Member Stone introduced the Sinclair Lewis Campground Reservation Policy. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

This policy combines various reservation policies and outlines how the reservation process will work for Daily/Weekly/Monthly and Seasonal sites, including the filling of vacant seasonal sites. Coenen expressed concern over the lines in January for those waiting to reserve daily and weekly sites. It was consensus of the Council that whichever date was selected as the first day that reservations are allowed that people would stand in line.

- g. Removed from Agenda.

- h. The Finance Committee met regarding a potential proposed budget amendment for the Information Center. The preliminary budget for 2010 was set at \$1,400 for the Information Center which is equal the cost of insurance. The Committee has made a recommendation that the budget amendment be modified to include payment of costs for the operation of the Information Center with an offsetting revenue of \$6,000 for rental income (\$500/month).

This would change the overall net budget for the Center from the originally proposed \$1,400 to \$3,525 (originally proposed \$9,525 less \$6,000 rental income). Stone indicated that this amount could be even less if the CVB elects to pay the electric costs for the highway billboard which is currently in the Information Center budget.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to ratify the recommendation of the Finance Committee. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

- a. The City’s snowplowing policy calls for an annual review prior to the snow season. The Policy Committee has been provided with a copy of the Snow Removal Policy, Downtown Snow Removal Policy and the City Code as it relates to snow removal on the sidewalk.

Some adjustments to the Snow Removal Policy and Sidewalk Snow Removal Policy are expected for the next Council meeting.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$33,846.26 and paid claims \$3,909.34 for a total of \$37,755.60.
- b. Resolution No. 2009-72, Resolution Accepting Contributions. The contribution totaled \$375 from the Men’s Card Playing Group to be used towards the Senior Center.
- c. Gambling Exemption for Exempt Permit request from Lions Club of Sauk Centre for a raffle to be held at River’s Edge Dining & Lounge on February 24, 2010.

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

11. INFORMATION ITEMS

- a. A Notice of Board Openings will be published in the Sauk Centre Herald and mailed to all members with expiring terms.

<u>Board/Commission</u>	<u>Positions</u>
St. Michael’s Hospital & Nursing Home Board	2
Park Board	1
Planning Commission	1

Public Utilities Commission	1
Senior Center Board	2
CVB Board	3
EDA Board	3

- b. A grant opportunity exists for the City to partner with Lakeview Medical Clinic for a 2010 Minnesota Medicare Rural Hospital Flexibility Grant through the MN Department of Health. The funding for this grant originates with the Federal Stimulus.

The grant request would be for approximately \$12,000 and would be for developing a performance improvement initiative for information and technology development.

The project would be to research and identify a way for information to be shared electronically for transfer and updating of records from outside providers to our local clinic. For example, if someone got a flu shot at Coborn's, record of that could be electronically submitted to Lakeview Medical Clinic so the patient's records are updated. Currently, records are faxed upon request and manually entered into the system. The project would involve identifying the technical and legal issues.

If the City is selected for an award, further information and approval will come before the Council.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Mayor Brad A. Kirckof

City Administrator Vicki M. Willer