

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 19, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 19, 2014 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Warren Stone, Keith Johnson and Brad 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. Council Members Olson and Thomas were absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the November 5, 2014 Regular Meeting Minutes and the November 12, 2014 Special Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

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

None.

5. PUBLIC HEARINGS

a. Amendment to TIF Plan

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

Tammy Omdahl of Northland Securities presented the TIF plan amendment and Tax Increment Plan for TIF District 1. This modification will modify the budget, extend the boundaries to include the newly annexed property and allow the City to retain the dollars for economic development purposes after the decertification of the TIF District. Omdahl noted the following:

- The County and School District have been notified and have no comments.
- The Planning Commission is recommending Council approval.
- The district was established in 1987.
- The district is planned to be decertified in 2014 and will become a part of the tax base after decertification.

Mayor Kirckof called for persons to speak in favor or opposition. None spoke. Mayor Kirckof closed the Public Hearing at 6:40 p.m.

6. REPORTS/PRESENTATIONS

- a. Insurance Agent Mark Maloney reported on the City's insurance renewal. The City currently purchases Liability, Property & Equipment, Open Meeting Law, Excess Liability, Airport, Workers Compensation Insurance and Bonding through the League of MN Cities.

Maloney stated that the Council needs to determine whether the City wishes to continue to purchase the Excess Liability coverage and also whether the City wishes to waive the per person limit for liability which is put in place by Minnesota Statute.

The City currently purchases the Excess Liability and waives the limit.

Maloney recommended that the City purchase the Excess Liability and waive the limit and cost to do so is as follows:

Umbrella Policy	\$10,176.00
Waive Tort Limits	\$1,112.00

See 7a.

- b. Police Chief Friedrichs presented the October 2014 Police Report stating that there were 335 ICRs and 204 Verbal Warnings for a total of 539. He also reported that Officer Jensen has will soon be picking up his K9 which is a Rottweiler/Labrador mix named Sonny. The two will participate in a two week training process before going active duty.
- c. City Planner Morton stated that the Planning Commission met on Monday, November 17, 2014 and discussed the following:
- A Public Hearing was held regarding a zoning map amendment. See 7d.
 - The Commission received the September and October Monthly Building Permit Reports.
 - The Commission is recommending Council approval of the TIF Plan Amendment. See 5a and 7c.
- d. The Airport Commission met on Wednesday, November 12th and discussed the following:
- Closeout Report for the Master Plan Project.
 - Reviewed and updated the Twenty Year Capital Improvement Plan.
 - Recommending Council approval of the grant application with MNDOT for a fuel pump/reader at a 60/40 split. See 7e.

7. ACTION ITEMS

- a. See 6a.

Each year when the City renews the liability insurance coverage, a determination needs to be made whether the City purchase Excess Liability Coverage and also whether the City wishes to waive the per person limit for liability put in place by MN State Statute.

The City currently purchases excess coverage (umbrella) and waives the limit.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to purchase excess liability insurance and waive the statutory limit. A vote being recorded as follows: For: Council Members Johnson and Stone. Against: Mayor Kirckof. Absent: Council Members Olson and Thomas. The motion passed.

The Council asked that this be discussed at the 2015 budget meeting.

- b. As part of the ongoing negotiations for the acquisition of the 59 acre Unger property and a portion of the 39 acre racetrack property, a proposal for annexation has been negotiated with Sauk Centre Township.

The Orderly Annexation Agreements for each parcel were provided to the Council for their review.

The Agreements call for the City to reimburse Sauk Centre Township for lost property taxes for a period of five years at the rate of \$500 per year for the Unger Property and \$1,700 per year for the racetrack property for a total reimbursement of \$11,000. In addition, the Agreement calls for the City to be responsible for the road maintenance of 410th Street from T.H. 71 easterly to the racetrack. The City Limit is currently the centerline of the roadway.

Sauk Centre Township has unanimously agreed to the proposal.

It was noted that the Purchase Agreement does state that if the City does not go through with the purchase for some unforeseen reason that the annexation will not be filed with Municipal Boundary Adjustments and will be null and void.

Council Member Stone introduced Resolution No. 2014-88, Resolution of the Town of Sauk Centre and the City of Sauk Centre, Designating an Unincorporated Area as In Need of Orderly Annexation and Conferring Jurisdiction Over Said Area to the Office of Administrative Hearings Pursuant to M.S. § 414.0325 and Resolution No. 2014-89, Resolution of the Town of Sauk Centre and the City of Sauk Centre Designating an Unincorporated Area as In Need of Orderly Annexation and Conferring Jurisdiction Over Said Area to the Office of Administrative Hearings, Pursuant to M.S. § 414.0325. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Members Olson and Thomas. The motion passed.

- c. See 5a.

Council Member Stone introduced Resolution No. 2014-87, Resolution Approving Modification to Development District No. 1 and Development Program and Tax Increment Financing Plan Relating Thereto. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Members Olson and Thomas. The motion passed.

- d. On Monday, November 17, 2014 the Planning Commission conducted a Public Hearing on a request for rezoning.

The property (220 Fairy Lake Road – 94.57904.0000 & 94.57905.0000) to be rezoned is located at the corner of Sinclair Lewis Avenue and Fairy Lake Road. This property was the subject of the lot split approval in October. The request was to rezone from a single family residential to an Industrial/Commercial, which will then allow for the construction of an Automotive Detail Shop.

The Planning Commission is recommending Council approval.

Council Member Johnson introduced Ordinance No. 751, 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 Stone. A vote being recorded as follows: For: Council Members Johnson, Stone and Mayor Kirckof. Against: None. Absent: Council Members Olson and Thomas. The motion passed.

- e. The Airport Commission has been researching a replacement for the existing fuel system at the airport. The proposal includes a new pump and credit card reader, along with related computer transmission equipment.

MnDOT Aeronautics will provide a grant for 60% of the replacement project.

Two quotes were obtained as follows:

1. Zahl Petroleum Maint. Co.	\$28,328.00
2. O'Day Equipment	\$56,106.16

Total project costs, including costs for Bolton Menk and City administrative costs would be \$29,628.00 for the Zahl proposal.

Staff recommendation is to apply for a grant not to exceed \$31,000. This would be a local share for the City (Airport) of \$12,400. The Airport Fund has funds on hand.

The Airport Commission is recommending Council approval.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve MnDOT Aeronautics Grant Request for Airport Fueling Systems. A vote being recorded as follows: For: Council Members Johnson, Stone and Mayor

Kirckof. Against: None. Absent: Council Members Olson and Thomas. The motion passed.

8. UNFINISHED BUSINESS

- a. At the November 5, 2014, City Council meeting, the Council received an update on the proposed storm water control options for the Beltline Road project currently under design with Stearns County.

There were several options discussed, along with estimated costs. City Engineer Keith Yapp was asked to bring back an additional option (No. 7) which included running the storm water along the freeway side of the businesses on Timberlane Drive.

1. Alternative One: Figures 2 & 3 \$695,879.00

This option installs new storm on the west side across T.H. 71 to the existing 36" pipe just prior to the Guest House driveway, two surge basins west of T.H. 71 and one on the east side of T.H. 71. The one on the east side would be on Fairlane Drive. This option also includes two surge basins on the west side.

2. Alternative Two: Figures 2 & 4 \$976,708.00

This option is the same of the above on the west side up to the Guest House driveway and adds a new 42" pipe from Fairlane past Walmart on 12th, then south to a surge basin near the NE corner of the Wal-Mart parking lot. This basin then connects to the existing 54" storm on the east side of Wal-Mart. The difference between this and Alternative One is the addition of the 42" pipe to get to the pond by Wal-Mart vs. the pond on Fairlane.

3. New Alternative Seven: Figure 7 \$1,348,017.00

This new option removes the storm ponds on the west side and enlarges the west pipes to 48" to accommodate for the pond removal, bores under T.H. 71 south of the stoplights and traverses along the freeway fence to a new pond by Wal-Mart and then hooks into the existing 54" pipe from there toward the river. Other than the 54" pipe, this option does not connect to any of the other storm pipe east of T.H. 71.

The other alternatives previously reviewed that involved larger piping east of T.H. 71 rather than using the ponding method was considerably higher in cost and removed from consideration.

City Engineer Yapp noted that Stearns County has approve all of the options.

A motion was made by Council Member Johnson and was seconded by Mayor Kirckof to select Alternative 1 – Figures 2&3 (\$695,879.00). A vote being recorded as follows: For: Council Member Johnson and Mayor Kirckof. Against: Council Member Stone. Absent: Council Members Olson and Thomas. The motion passed.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda items:

a.	Schedule of Claims -	Unpaid Claims	\$73,299.53
		Paid Claims	<u>\$18,109.59</u>
		Total	<u>\$91,409.12</u>
b.	October Checks	#2334E-#2347E	<u>\$369,303.76</u>
		#035612-#035715	
		3 Payroll ACH Transfers	

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

11. INFORMATIONAL ITEMS

- a. The Sauk Centre Red Kettle Campaign is underway from December 4-24, 2014. Eighty-two percent of the money raised in our district is also spent in our district. Please call Stacie Michels at 320-250-5371 to volunteer.

12. ADJOURNMENT

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