

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 4, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 4, 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, Diane Kelly and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Public Works Director Matt Zinniel and Administrative Assistant Nicki Vogt. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve the agenda with the deletion of 6d – EDA Report. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the October 21, 2015 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Mark Mahoney of MN National Agency was present to discuss the 2016 Insurance Renewal for the City. This renewal is for property and liability insurance. In addition, Mr. Mahoney requested action from the Council on whether they wish to waive the statutory tort liability limit and if it wishes to purchase excess liability coverage. The cost to the City to waive the limit is \$945. The cost to purchase the excess liability insurance was \$8,126 for 2015.

The League of MN Cities is recommending the City allow for a possible increase of 3 to 5 percent for property insurance and 2 percent for auto physical damage, while municipal and auto liability are predicted to remain constant.

Waiving the limit and purchasing excess liability insurance increases the City's coverage to \$3,000,000 per incident in event of a claim.

Absent the waiver and extra coverage, the limit for tort liability purposes is \$500,000 for a single claimant and \$1,500,000 per incident.

See 7a.

- b. Assistant Ambulance Director Deschene presented the Ambulance Department Quarterly Report stating that for the 3rd Quarter of 2015 there were 53 No Loads/Cancelled, 32 ALS Transfers, 40 BLS Transfers for a total of 125, in comparison to the 2014 total of 177. Total billed for the 3rd quarter was \$160,089.90.

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

- c. The Park Board met on Tuesday, November 3 and discussed the following:
- Received Campground Financial report.
 - Recommended appointment of seasonal arena employee. See 7e.
 - Discussed campground reconfiguration to accommodate larger units.

7. ACTION ITEMS

- a. See 6a.

Each year when the City renews Liability Insurance Coverage, a determination needs to be made whether the City purchases Excess Liability Insurance Coverage and also whether the City wishes to waive the per person limit for liability put in place by MN 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 Leach to purchase the Excess Liability Insurance and waive the statutory limit. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- b. Prior to the refunding (refinancing) of the 2005C Hospital Bonds in conjunction with CentraCare, the lease was reviewed for potential amendments that would be required prior to issuance of the new 2015C bonds.

CentraCare provided and the City's Bond Counsel reviewed the proposed Lease Amendment. The Amendment ties the new lease to the new bond, along with any future refunding and removes the language relating to the old bond (2005C) that is being refunded.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve a Lease Agreement with CentraCare removing language referring to Bond Series 2005C and inserting language referring to the new and/or future refunding bond. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

c. Staff is recommending approval of the following:

TIF Pay As You Go Payments (PAYGO)

PAYGO Developer Payments

- a. Mississippi Flats \$16,650.00
- b. Sauk Centre Opportunities (TALK Inc.) \$6,425.92

The 2015 Dunham Express (8310 Commerce Drive) semi-annual Payment is due December 15, 2015.

The semi-annual payment due is \$2,277.19

TOTAL PAYMENTS \$25,353.11

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the 2015 PAYGO Abatement Payments in the amount of \$25,353.11. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

d. Jacquelyn Kirckof has been employed by the City for one year on November 10, 2015.

The City was fortunate to find such a talented and dedicated individual to fill the Accounting position last year when it became open following a retirement. Jacquelyn is a quick study and very knowledgeable in her field. She has transitioned into the governmental accounting environment and has applied her background knowledge in accounting and auditing to help streamline and modernize the system.

In addition to her knowledge in the field, she is professional, works well with other staff, consistently meets deadlines, and brings new ideas and processes to the table while helping to eliminate redundancy.

It is for these reasons that City Administrator Willer recommended Jacquelyn be advanced to Step 5 of pay system effective November 10, 2015.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve a step advancement for Jacquelyn Kirckof to Step 5 on the Non-Union Pay Scale, effective November 10, 2015. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

e. The Park Board, at the recommendation of Public Works Supervisor, Matt Zinniel, is recommending that the City hire one additional seasonal employee at the arena to share hours with the existing seasonal employee.

The total hours worked or budget is not expected to increase as a result.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve advertisement for seasonal employment at the Arena. A vote being recorded as follows: For: Council Member Thomas, Johnson, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- f. The fourth payment request has been received from Stearn's County for the 2015 Beltline/Centre Street Project.

The total work completed for the City share of the project is:

Local Participation – City Share of County Project	\$96,342.22
Local Participation – City Share of County Storm	\$50,457.75
City Storm – I94 Drainage/Beltline	\$540,822.68
Centre Street	<u>\$332,739.91</u>
Total Completed to Date	<u>\$1,020,362.56</u>
Paid to Date including this Voucher	\$969,344.43
5% Retaining	<u>\$51,018.13</u>
Total to Date	<u>\$1,020,362.56</u>
Amount of this Voucher	\$101,268.20

A motion was made by Council Member Johnson and was seconded by Council Member Leach to approve Pay Voucher No. 4 to Stearns County in the amount of \$101,268.20. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims - Unpaid Claims \$259,522.10
Paid Claims \$1,098.13
Total \$260,620.23
- b. Resolution No. 2015-81, Resolution Accepting Contributions. The contributions were as follows:

Men's Card Playing Group	\$209.00	Senior Center
Dr. Jim Wachlarowicz	\$50.00	Ambulance Dept.
Rosa Rodriguez	\$15.00	Senior Center

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

The Council thanked the Men's Card Playing Group, Dr. Jim Wachlarowicz and Rosa Rodriguez for their contributions.

11. INFORMATIONAL ITEMS

a. Safety Committee Meeting Minutes.

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, Kelly and Mayor Stone. Against: None. 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