

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 5, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 5, 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, City Engineer Keith Yapp 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 addition of 7l Resignation and 8b Beltline Road update. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Thomas and was seconded by Council Member Olson to approve the October 15, 2014 Regular Meeting Minutes and the October 29, 2014 Special Meeting Minutes as presented. A vote being recorded as follows: For: Thomas, Olson, Johnson, Stone 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. The EDA met in regular session on Wednesday, November 5, 2014 and received/discussed the following:

Reports

- a. Sauk Centre Chamber of Commerce – Representative Dennis Heinen
- b. Sauk Centre Opportunities – S.C.O. Representative Kevin Uphoff

Action Items

- a. TIF Payments – See 7g
- b. Abatement Payments – See 7h
- c. TIF District Decertification

Unfinished Business

- a. Unger Property – See 7i
- b. Racetrack Property – See 7j

New Business

- a. Interpretive Center Access

**7. ACTION ITEMS**

- a. Each year the City Council solicits proposals for the purchase of fuel and vehicle washes from local vendors for City vehicles. Last year the Council discussed a two-year bid for upcoming years, but did not do it for 2014 because the bid requests had already been sent out. This proposal assumes a two-year cycle if the Council concurs.

Past bidders include Holiday, Northstar and Gas Mart. The current provider for 2014 is Holiday for both diesel and gasoline.

Potential bidders include:

Holiday	Gas and Diesel
Truck Stop	Gas and Diesel
Northstar	Gas and Diesel
Gas Mart	Gas and Diesel
Casey's	Gas
Friedrich's	Gas and Diesel

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to authorize the solicitation of fuel and vehicle washes for 2015-16. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- b. Each year the City Council solicits proposals for 2015-16 Refuse Haulers from local vendors for City buildings/parks. Last year the Council discussed a two year bid for upcoming years, but did not do it for 2014 because the bid requests had already been sent out. This proposal assumes a two-year cycle if the Council concurs.

A motion was made by Stone and was seconded by Council Member Olson to authorize the solicitation of Refuse Hauler Bids for 2015-16. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- c. For the past fifteen years the Chamber of Commerce and downtown merchants have held the "Christmas By Candlelight" promotion which includes decorating the sidewalks with luminaries (candles in paper bags) to be placed in front of store fronts. This promotion is intended for merchandise to be sold within the store, not for sidewalk sales. They are requesting the date of Friday, December 5, 2014 from dusk until 9:00 p.m.

A motion was made by Council Member Olson 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 5, 2014. A vote being recorded as follows: For: Council Members Olson, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

- d. Following each election for City Offices, the City Council must meet to canvass and certify vote totals.

Minnesota Statute dictates that the meeting shall be held between November 7<sup>th</sup> and November 14. The County has informed us that the totals tape for the absentee votes will be mailed to the City on November 7<sup>th</sup>.

It was the general consent of the Council to set November 12, 2014 at 12:00 p.m. for the meeting to canvass votes.

- e. The Police advertised the following various excess vehicles for public sale through the State of MN Surplus Services online website:

<b>Vehicle</b>	<b>Bidder</b>	<b>Amount</b>
2001 Chrysler Town & Country	Mark Schreyer	\$221.00
2000 Chevrolet Silverado	Thomas Bauer	\$500.00
1991 Chevrolet PU GMT	Mark Soderstrom	\$500.00
2002 Oldsmobile Alero	Bill Dropik	\$155.00
2004 Ford Excursion	John Gracik	\$4,925.00
1995 Ford Escort LX	Bruce Holman	\$105.00

Council Member Stone introduced Resolution No. 2014-83, Resolution Accepting Bids and Authorizing Sale of Various Excess City Vehicles. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- f. Sauk Centre Youth Hockey Association is requesting the City approve a new gambling premise permit at the Moonshine Shoppe. The permit is for a 1.5 month period from November 15, 2014 through December 31, 2014 and will renew annually in January.

Council Member Johnson introduced Resolution No. 2014-84, Resolution Approving Gambling Premise Permits for the Sauk Centre Youth Hockey Association. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

- g. The EDA is recommending approval of the TIF Pay As You Go Payments (PAYGO)

**PAYGO Developer Payments**

a. Mississippi Flats	\$18,202.07
b. Riverview Townhomes	\$4,184.87 FINAL
d. Coborns	\$11,404.22 FINAL
e. Sauk Centre Opportunities (TALK Inc.)	\$6,918.98

**Loan Repayments**

a. RLF (Formerly Fitness Guru) (Interfund Loan)	\$8,539.79 FINAL*
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b. Walters Trucking (Interfund Loan) \$6,548.59 FINAL\*

**TOTAL PAYMENTS \$55,798.52**

\*Carries outstanding principal balance. Potential to repay internal loan in full with residual TIF dollars.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the 2014 PAYGO Payments in the amount of \$55,798.52. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- h. The 2014 Fairway Pines Semi-Annual Abatement Payment is due December 1, 2014. The payment refunds the City share of property taxes to the developer. The semi-annual amount due is \$7,053.35 and this is the final payment as the total reimbursement of \$70,000 has been met.

The 2013 Dunham Express (8310 Commerce Drive) semi-annual payment is due December 15, 2014 and the amount due is \$2,548.28.

The EDA is recommending Council approval.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the semi-annual abatement payment to Fairway Pines in the amount of \$7,053.35 and to Dunham Express in the amount of \$2,548.28. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

- i. Following the City Council closed meeting on October 15, 2014, staff reached out to the Unger Trust representatives regarding the offer the City Council was comfortable with making.

Staff is recommending taking formal action on the purchase with the following conditions:

1. Contingent upon successful annexation into the City limits.
2. Contingent upon successful TIF Plan Amendment.
3. Contingent upon clear title.

The source of funding for this purchase is TIF District 1-1. Residual pooled funds will be utilized for this purchase. The TIF District will be decertified on December 31, 2014. The purchase price is \$920,000.

A motion was made by Council Member Olson and was seconded by Council Member Stone to authorize the purchase of property and execution of documents, contingent upon successful annexation, TIF Plan Amendment and Clear Title. A vote being recorded as

follows: For: Council Members Olson, Stone, Thomas, Johnson and Mayor Kirckof.  
Against: None. The motion passed.

- j. Following the City Council closed meeting on October 15, 2014, staff researched out to the Felling Family representatives regarding the offer the City Council was comfortable with making. The purchase is for the east twenty acres of the racetrack property.

Staff recommends the Council take formal action on the purchase with the following conditions:

1. Contingent upon successful annexation of entire racetrack into the City limits.
2. Contingent upon successful TIF Plan amendment.
3. Contingent upon clear title.

The source of funding for this purchase is TIF 1-1. Residual pooled funds will be utilized for this purchase. The District will be decertified on December 31, 2014.

A motion was made by Council Member Stone and was seconded by Council Member Olson to authorize the purchase of property and execution of documents contingent upon successful annexation, TIF Plan amendment, clear title and easement. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- k. At the direction of the Council, staff has prepared a timeline and wage scale for filling the position of Public Works Supervisor.

The timeline is as follows:

- **November 5, 2014** –City Council to approve timeline and wage scale.
- **November 5, 2014** - Council to approve advertising for the position. The ad to be internally posted, published in the League of Minnesota Cities (LMC) Bulletin, on the LMC website, a job posting through the LMC listserv, Herald, Shopper, City Website and City Facebook. The application packet to consist of the application form, a supplemental application form, and a copy of the job description.
- **November 25, 2014** – Deadline for submitting application packets.
- **December 1 – 5, 2014** – Review and rate the applications using the T & E Rating system.
- **December 8 – 12, 2014** – Conduct interviews. (Committee to be selected OR Personnel Committee)
- **December 15, 2015** - Make a conditional job offer.
- **December 17, 2014** – Formal Council Action.

- **January XX** - Employment to commence.

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

1. Sauk Centre Police Chaplain and Ambulance Department Crew Member Ron Hemsworth has submitted his resignation to both departments as he is moving out of state. His resignations are to be effective November 21, 2014.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the resignation of Ron Hemsworth from the Police and Ambulance Department, effective November 21, 2014. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

The Council thanked Mr. Hemsworth for his service and dedication to the City of Sauk Centre.

## **8. UNFINISHED BUSINESS**

- a. At the January 15, 2014 meeting, the Council waived the requirement that the Chamber of Commerce representative on the CVB Board not be a paid employee.

The CVB had requested an amendment to Code that restricts a paid employee from being the Board Representative. Rather than amend the Code at the time, the Council waived the requirement for one year.

**Convention & Visitor's Bureau** According to City Code § 112.15 A (1), the Mayor with approval of the City Council shall appoint 8 members to the Board: 5 of whom shall be representatives of the lodging and/or hospitality industry in the city, 1 of whom shall be a representative of the Chamber of Commerce and not a paid employee of the organization, 1 from the City who will represent the City Council and 1 member at large.

The consideration at this time is to permanently remove the restriction from the Code which would then allow a paid employee of the Chamber to serve as the CVB Board Member. This would not prohibit any other member of the Chamber from eligibility as well.

Council Member Olson introduced Ordinance No. 750, An Ordinance Amending Membership on Convention and Visitors Bureau Board. 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. Administrator Willer updated the Council on the Beltline Road project. At the last meeting Engineer Keith Yapp presented the Council with options on the storm water upgrade portion of the project. The County is requesting feedback from the City on whether we will be proceeding with the storm improvements so it can be designed into the project. In addition, we need to be discussing the funding of the project.

In summary we are looking for direction on whether we will be participating and to what extent and also we are looking for direction on the funding side. How much is the Council comfortable is committing to the project in total and on an annual basis. There are some options for using existing funds from closed projects and a small portion of the storm utility fees. We would then structure funding around whether it is internal or a bond issue.

Mayor Kirckof referred to the Design Plan. He stated that he had a level of discomfort on making a decision on the holding ponds on the east side of the project. He said he is more comfortable with the west side which includes everything west of the Holiday/Guest House driveway including boring under T.H. 71. Kirckof asked if we could break the project into two phases. Move forward on the “west” side as Phase One and then work on the “east” side later as Phase Two. Engineer Yapp stated that you wouldn’t realize substantial flood mitigation measures by doing just the one phase. The east phase needs to be done for the west side to work properly. If we were to do Phase One the public will have to know that it won’t be working to full capacity until Phase Two is done.

The Council discussed various options for how the water will be directed after it crosses T.H. 71. Yapp explained that usage of the ponds is proposed to keep costs down.

Yapp summarized that tonight we need to know if we are willing to proceed with the project and participate with the County and how much we are willing to bite off. Kirckof encouraged the Council to proceed with Phase One and then continue with Phase Two in 2016. Yapp encouraged the Council to bid as one project and then phase it into two years for construction. Yapp said that if we get a commitment to move forward that we can work on the final options at the next meeting so we can move forward into design phase. The County has suggested that the City take responsibility for design of the storm portion of the project and then hand that over to them for their plan set and bidding.

Stone stated we don’t really have a choice to participate. He asked for costs at the next meeting to extend the pipe around the corner up Beltline and eliminate those catch basins and do Getty Street later.

Kirckof summarized we agree to take it across Main Street to the existing 36” pipe as Phase One. He asked Yapp to bring back alternatives on what we do with it once we get there. The Council isn’t in agreement on the Fairlane Drive pond alternative or on the pond in front of Walmart.

Yapp will develop costs for installing the line behind the businesses (McDonalds, Americinn etc.) rather than taking it to Fairlane Dr.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

- a. Schedule of Claims -
 

Unpaid Claims	\$78,981.71
Paid Claims	<u>\$0.00</u>
Total	<u>\$78,981.71</u>
  
- b. Resolution No. 2014-85, Resolution Accepting Contributions. The contributions are as follows:

Men’s Card Playing Group	\$196.00	Senior Center
Bolton & Menk, Inc.	\$250.00	Airport
Ag Star Financial	\$3,000.00	Fire Dept
Sauk Centre Youth Hockey Assoc.	\$5,000.00	Arena
Sauk Centre Youth Hockey Assoc.	\$10,000.00	Arena (Heaters)

- c. Gambling Application for Exempt Permit Request from Sauk Centre Lions Club for a raffle on February 25, 2015 at Jitters Java Café.

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.

The Council thanked the above noted entities for their generous donations.

**11. INFORMATIONAL ITEMS**

- a. TIF Hearing Plan Amendment – November 19, 2014
  
- b. Township Board Meeting – November 12, 2014.

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting.

Respectfully submitted,

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Mayor Brad Kirckof

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City Administrator Vicki Willer