

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 6, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 6, 2013 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Dave Thomas, Mike Olson, Warren Stone and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Ambulance Director Struffert, Police Chief Bryon Friedrichs, 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 with the addition of 7f, Figure Skating Instructor Appointment. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson 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 Johnson to approve the October 16, 2013 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas 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. Ambulance Director Struffert presented the Ambulance Department Quarterly Report stating that for the 3<sup>rd</sup> Quarter of 2013 there were

Ambulance Director Struffert presented the Ambulance Department Quarterly Report stating that for the 2<sup>nd</sup> Quarter of 2013 there were 58 No Loads/Cancelled, 40 ALS Transfers, 38 BLS Transfers and 81 Scene Transports for a total of 217, in comparison to the 2012 total of 178. Total billed for the 3<sup>rd</sup> quarter was \$178,660.90.

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

- b. The November Park Board Meeting was cancelled.

**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.

Past bidders include Holiday, Northstar and Gas Mart. The current provider for 2013 is Holiday for diesel and gasoline.

Potential bidders include:

Holiday	Gas and Diesel
Truck Stop	Gas and Diesel
Northstar	Gas and Diesel
Gas Mart	Gas
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 wash bids for 2014. 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 solicits proposals for Refuse Haulers from local vendors for City parks/buildings. The current Refuse Hauler for the City is Waste Management.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to authorize the solicitation of 2014 Refuse Hauler Bids. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- c. For the past 14 years the Chamber and downtown merchants have held the Christmas By Candlelight Promotion. This will include 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.

The date they are requesting is Friday, December 6, 2013 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" and the placement of luminaries on sidewalks in front of businesses on Friday, December 6, 2013. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- d. The Chamber is proposing to sponsor a winter event at Sinclair Lewis Park on December 7<sup>th</sup>, 2013 and is requesting Park Road be closed to through traffic from 1:00 p.m. until 5:30 p.m. The event will run from 2:00 p.m. to 5:00 p.m. and include the following:

1. Pictures with Santa
2. Sleigh Rides
3. Fish House Display
4. Hot Chocolate, Cider and Treat Bags for participants
5. Tree Lighting Ceremony at dusk

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the use of Sinclair Lewis Park on December 7, 2013 and the closure of Park Road from 1:00 p.m. to 5:30 p.m. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- e. Ambulance Director Kathy Struffert is recommending that Blaine Kostreba be promoted to full EMT status, effective November 15, 2013.

Kostreba was appointed as a probationary EMT on May 15, 2013 and has met the requirements to become a full member of the crew, including number of patient contacts.

A motion was made by Council Member Stone to appoint Blaine Kostreba to full EMT status at the rate of \$12.23 per hour for run and training hours and \$2.00 per hour for on-call hours, effective November 15, 2013. 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.

- f. On October 2, 2013, the City Council took action to appoint instructors for Seasonal Employment including Figure Skating Instructors. At that time, two individuals were appointed with one additional appointment expected.

It is requested that Anna Thieschafer be appointed as an Instructor at the rate of \$15.00 per hour.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to appoint Anna Thieschafer as a Figure Skating Instructor at the rate of \$15.00 per hour. A vote being recorded as follows: For: Council Members Johnson, Thomas, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. At the Public Hearing for the Oak Street Improvement, the City Council tabled action on the item until after the Joint Meeting with the Sauk Centre Public Utilities. This was to get input from the Commission on whether the street replacement was an immediate need on its' part due to a potential leak. In addition, the issue of the ice buildup from the snowmobile trail groomer at the intersection of Oak St. S and the Park Trail was to be reviewed to determine if some corrective action could be built into the project.

At the Joint meeting with the SCPUC, the Commission stated that they were unable to ascertain if and where a leak might be and surmised that it is possible the sound heard by

the leak detector is due to a 90' elbow in the line. They potholed down ten feet at the intersection of Oak and 2<sup>nd</sup> and found it to be dry.

The Commission stated they can work with the lines as they are for two or three more years. They did not recommend a mill and overlay that would put a possible reconstruct out ten or more years. The longer the project is delayed the more risk there is for additional leaks that could potentially cost the homeowners considerable dollars.

Staff also visited the site where the trail crosses the road to see what could be done to prevent ice and snow buildup in this area. Snowmobiles drag snow back onto the street each time they pass. The City crew will be more diligent in keeping the area clear in the coming winter season and in clearing it off in the Spring during snow melt.

A motion was made by Council Member Resolution No. 2013-79 Ordering Improvement. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

**9. NEW BUSINESS**

a. The maintenance issues for our City alleys have become more problematic in recent years.

1. Large Trucks such as refuse trucks and higher traffic volumes are causing increased wear and tear.
2. Encroachment on the alleys by roof overhangs, landscaping, debris etc.
3. Alleys have wandered in and out of the alley right-of-way due to obstructions such as utility boxes and overgrown trees and shrubs.
4. Alleys are being used as waterways to drain properties.
5. Property owners are requesting paved alleys.

City Engineer Yapp noted that they are seeing alleys make a comeback in new developments.

By general consent, this issue was sent to the Policy Committee for their review and recommendation.

**10. CONSENT AGENDA**

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$98,575.53
	Paid Claims	<u>\$3,347.14</u>

Total \$101,922.67

b. Resolution No. 2013-83, Accepting Contribution. The contributions are as follows:

- Men's Card Playing Group \$235.00 Senior Center
- S.C. Youth Hockey Assn \$5,000.00 Arena

c. Gambling Application for Exempt Permit Request from Holy Family School for a raffle on December 18, 2013 at Holy Family School.

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

The Council thanked the Men's Card Playing Group and the Sauk Centre Youth Hockey Association for their donation.

#### **11. INFORMATIONAL ITEMS**

a. 2014 Notice of Board and Commission Openings.

b. The Primary Elections for the Stearns County Commission seat is on November 19, 2013 at City Hall.

#### **12. ADJOURNMENT**

A motion was made by Council Member Olson and was seconded by Council Member Thomas to adjourn the meeting. A vote being recorded as follows: For: Council Members Olson, Thomas, Stone, Johnson 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 Kirckof

---

City Administrator Vicki Willer