

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, DECEMBER 2, 2015 – 6:30 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
 - a. November 18, 2015 Regular Meeting **(P. 1-6)**
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Reports/Presentations
 - a. Life Saver Award, Kathy Struffert, Amb. Director **(P. 7)**
 - b. EDA Report **(P. 8)**
6. Public Hearings
 - a. 2016 Proposed Budget – Public Meeting **(P. 9)**
7. Action Items
 - a. Approve Resolution 2015-84, Adopting 2016 Budget **(P. 10-12)**
 - b. Approve Resolution 2015-85, Adopting 2016 Levy **(P. 13-14)**
 - c. Approve Resolution 2015-86 Interfund Transfers **(P. 15-17)**
 - d. Approve Building Official Contract **(P. 18-20)**
 - e. Approve 2016 Senior Dining Contract with Catholic Charities **(P. 21-23)**
 - f. Approve Wage Increase – Fire Department **(P. 24)**
 - g. Approve Wage Increase – Ambulance Department **(P. 25-26)**
8. Unfinished Business
9. New Business
 - a. Set Closed Meeting Session to Consider Sale of Real Estate
10. Consent Agenda **(P. 27-29)**
 - a. Schedule of Claims
 - b. Resolution 2015-87, Resolution Accepting Contributions
11. Informational Items
 - a. Christmas on Main Street **(P. 30)**
12. Adjournment

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 18, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 18, 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 and Public Works Director Matt Zinniel. 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 addition of 7h. 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 Johnson and was seconded by Council Member Kelly to approve the November 4, 2015 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS – Hospital Bond Refunding

a. Mayor Stone opened the Public Hearing and Read the Public Hearing Procedure.

At the October 21st City Council Meeting, the Council called a public hearing to be held on November 18, 2015 to consider the refunding (refinancing) of the Hospital Bond Series 2005C.

George Eilertson of Northland Securities presented the details of the bond refunding as follows:

- Public Hearing is required due to relationship between City and a non-profit organization.
- City's bond rating is AA-, which is a favorable rating.
- Bond will mature in 2033.
- Interest rate set to be at approximately 2.63% which will save the City approximately 1.73 million dollars over the remaining term of the bond.

Mayor Stone called three times for persons to speak in favor or opposition. None spoke.

See 7a.

6. REPORTS/PRESENTATIONS

- a. Police Chief stated that in October 2015 there were 240 Verbal Warnings and 420 ICRs for a monthly total of 660.

Chief Friedrichs noted that he would like to move forward with the hiring of a Police Sergeant. More information to follow at a December meeting.

- b. The Planning Commission met on Tuesday, November 10, 2015 and discussed the following:

- Business Registry Program – will come to the Council at a December meeting.
- Fee Schedule.
- Impervious Surface – discussion of increasing percentage allowed.
- October Building Permit Reports
- 3rd Quarter Building Permit Reports.

- c. The Airport Commission met on Thursday, November 12, 2015 and discussed the following:

- Recommended change to pump installation – See 7d.
- Recommend amendment to Grant Agreement for pump change – See 7d.
- Recommend Approval for Airport CIP – See 7e.
- Recommend Approval of Work Order for Bolton Menk – See 7f.

7. ACTION ITEMS

- a. See 5a.

Council Member Leach introduced Resolution No. 2015-82, Providing for the Issuance and Sale of \$8,905,000 General Obligation Hospital Refunding Bonds, Series 2015C and Pledging for the Security Thereof Net Revenues for the Payment Thereof. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members: Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- b. The Planning Commission recommends Council approval to amend the City Code to require that all new businesses register with the City. There would be a one-time fee of \$25.00. Existing businesses would be grandfathered in.

This Registry will allow City to review business plans to be sure they are in appropriate zoning districts, etc.

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve Ordinance No. 762 Establishing a Business Registration Program. A vote being recorded as follows: For: Council Members: Kelly, Johnson, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

This Ordinance to become effective January 1, 2016.

- c. Each year the City writes uncollectible accounts out of the Accounting System. This includes those accounts deemed uncollectible and written off, those sent to collections, and those assessed to taxes.

SEND TO COLLECTIONS OR REVENUE RECAPTURE				
Notch, Anthony/Evelyn	Fire & Rescue	(#3152)	04/22/15	381.60
Pederson, David	Fire & Rescue	(#3182)	06/17/15	206.00
Peterson, Brandy	Fire & Rescue	(#3120)	01/14/15	331.50
Thompson, Sherry	Fire & Rescue	(#3145)	03/11/15	215.00
Tonka Auto Transport	Fire & Rescue	(#3075)	09/23/14	394.40
				\$1,528.50
REMOVALS				
Abokar, Samsam	Late Fees	(#3202)	07/27/15	5.40
Ahrens, Stephen	Billing Error	(#3110)	12/15/14	358.02
Alexandria Title Co.	Late Fees	(#3205)	08/06/15	.30
Bertram, Amy	Late Fees	(#3031)	06/26/14	28.13
Fitzhum, Ryan	Late Fees	(#3105)	09/23/14	11.25
Mohamed, Hussein Mohamed	Late Fees	(#3184)	06/14/15	9.00
SC Public Utilities	Billing Error	(#3245)	10/21/15	10.00
SC Youth Hockey	Late Fees	(#3142)	03/11/15	207.00
Schmitz, Gordon S.	Write Off	(#3096)	11/26/14	1,311.00
Westport, City of	Billing Error	(#3256)	10/28/15	\$660.13
				\$2,600.23
CERTIFIED TO TAXES				
Doubrava, Michael	Demolition	(#3226)	04/15/15	7,328.39
Hoppe, Jessica J	Demolition	(#3227)	04/15/15	5,150.43
EMA Ent.	Demolition	(#3228)	04/15/15	8,847.38
Stein, Kathleen	Demolition	(#3230)	04/15/15	596.40
				\$21,922.60
GRAND TOTAL				\$26,051.33

Council Member Leach introduced Resolution No. 2015-83, Resolution Adjusting Receivable by sending \$1,528.50 to Collections, Removing \$2,600.23 from Billing and Certifying \$21,922.60 to Taxes. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. The motion passed.

- d. In order to achieve a higher GPM (Gallons Per Minute) for the Airport Fueling System, the Airport Board is recommending the pump be upgraded to a larger pump.

The cost of the upgrade is \$6,551.00.

MnDot Aeronautics has agreed to fund 60% of the cost through and amendment to the existing grant agreement. These funds would be reimbursed in the next fiscal year. This leave the City with a net cost for the upgrade of \$2,620. This amount will come directly from Airport funds

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve an upgrade of pump and an amendment to the Grant Agreement with MNDOT. A vote being recorded as follows: For: Council Members: Thomas, Johnson, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- e. The Airport Board has finalized the Twenty Year Capital Improvement Plan for the Airport. The Plan is in accordance with the recently adopted Master Plan and Airport Layout Plan (ALP).

As a general rule, Airport Improvements are eligible for funding at a 90/10 split with the FAA. For the next year MnDot has agreed to fund one half of the City Share making the improvements 90/5/5 which cuts the City share in half. In addition, the FAA has tentatively budgeted discretionary funding for our airport for needed safety improvements to include the runway rehabilitation and new lighting.

MnDot has also opted to fund the widening of the airstrip from 60' to 75' at an 80/20 split when done in conjunction with the rehab project.

With the above factors, it appears to be in the best interest of the City to submit the CIP with the runway rehabilitation and lighting improvements along with widening in 2016/2017 to take advantage of these cost savings.

If the City moves forward with the project, the Airport Fund would require some up front funding from the City for the local share, which could be loaned to the Airport Fund similar to the funding of the Ambulance Garage, or the Airport Fund could be allotted undesignated existing dollars.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve submittal of a 5 year Capital Improvement Plan. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

- f. As part of the ongoing Airport Improvements, Bolton Menk has presented Work Order #5 according to the Professional Services Contract for the Runway 14/32 Reconstruction/Widening.

This work order would provide for Design and Bid Administration for the Runway Project which are explained in detail under section 1.1 through 1.12 and 2.1 through 2.7 of the Professional Services Contract.

These services are included in the CIP costs previously discussed.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve Work Order No. 5 for Runway 14/32 Reconstruction/Widening. A vote being recorded as follows: For: Council Members: Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- g. At the October 21, 2015 meeting the City Council approved utilizing SEH for grant writing for the proposed demolition and redevelopment of the racetrack property. In the preparation of the grant application for the environmental portion (Phase I and possibly Phase II) DEED representatives recommended that the City complete Phase I and then include those costs in the Phase II grant round if a Phase II is required. Their reasoning is that it is almost impossible to predict Phase II costs prior to conducting a Phase I.
- o Phase I – Book Review of what is potentially on property.
 - o Phase II- Field Work done as a result of Phase I to determine scope of necessary remediation. (Borings etc.)

As a result, SEH has submitted a proposal for completion of the Phase I study. These costs will be included for reimbursement with the Phase II portion.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve an Agreement with SEH for Phase I Racetrack. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- h. Blue Cross Blue Shield of Minnesota previously partnered with Mii Life Insurance to offer supplemental life insurance and short term disability at a group rate to employees.

In 2008, USABLE Life took over from Mii Life and all employees were ported over to USABLE.

In 2016, USABLE is pulling away from Blue Cross and will be standing alone for billing and administration. We will not have a local representative and have to work with the home office in Little Rock, Arkansas.

Because of these changes, staff sought out alternatives to USABLE and is proposing that the City Council approve a switch to The Municipal Pool. The Pool is administered by Ochs, Inc. who represents many cities and counties in the State and also represents the League of Minnesota Cities.

Ochs has provided the City with a quote which is considerably more cost effective than what is currently being paid to USABLE. In addition the benefit options available to staff are expanded.

Ochs provided two quotes. Option One would be the City to provide for \$10,000 Basic Term Life Insurance with AD&D for \$1.70 per month per employee. (19 X \$1.70 = \$32.30) Employees could then add additional insurance on an age based scale. Option Two would be the employees pay from zero on an age based scale.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to Approve an Agreement with Ochs, Inc. to provide benefits through the Municipal Pool. A vote being record as follows: For: Council Members Leach, Kelly, Johnson, Thomas 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	\$50,725.05
	Paid Claims	<u>\$25,353.11</u>
	Total	<u>\$76,078.16</u>
b.	October Checks	
	#02772E-#02800E	<u>\$415,996.60</u>
	#36753-#36838	
	4 Payroll ACH Transfers	

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

11. INFORMATIONAL ITEMS

None.

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, Leach, 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

City of Sauk Centre
Staff Report

Meeting Date: December 2, 2015

Subject: Life Saver Award

Agenda Item: 5a

Description/Summary

- Ambulance Director, Kathy Struffert, to present Life Saver Award.

Action Requested:

Present Award

Action Taken:

Motion:

Second:

City of Sauk Centre
Staff Report

Meeting Date: December 2, 2015

Subject: EDA Report

Agenda Item: 5b

Description/Summary

- EDA to meet in regular session on Wednesday, December 2, 2015.

Action Requested:

Information Only.

Action Taken:

Motion:

Second:

City of Sauk Centre
Staff Report

Meeting Date: December 2, 2015
Subject: Public Meeting - 2016 Property Tax and Budget
Agenda Item: 6a

Description/Summary

The Council to hold a Public Meeting on the proposed 2016 Budget. The Budget Meeting Notice was published in the Sauk Centre Herald notifying the public of their opportunity to voice their concerns regarding the 2016 budget and levy and to ask questions of the Council.

Staff will present the budget after which the City Council will be asked to adopt Resolutions approving the budget and levy during the Action Item section of the Agenda.

Action Requested:

Review Budget and Conduct Public Meeting for Comments/Questions

Action Taken:

Motion:

Second:

City of Sauk Centre
Staff Report

Meeting Date: December 2, 2015
Subject: 2016 Budget (Resolution No. 2015-84)
Agenda Item: 7a

Description/Summary

Attached is proposed Resolution 2015-84, Adopting the 2016 Final Budget for all City operations.

Action Requested:

Approve Resolution No. 2015-84 Adopting 2016 Budgets.

Action Taken: _____

Motion: _____ **Second:** _____

RESOLUTION NO. 2015-84

**RESOLUTION ADOPTING FINAL 2016 EXPENSE AND REVENUE BUDGETS
FOR THE CITY OF SAUK CENTRE**

**BE IT RESOLVED, BY THE CITY COUNCIL OF SAUK CENTRE,
MINNESOTA:** That the 2016 Final Expense Budget be adopted as follows:

General Fund		
General Government	69,355.00	
CVB	45,000.00	
Administration	370,362.00	
Elections	4,910.00	
Audit	46,100.00	
Legal	37,500.00	
Planning/Zoning	173,329.00	
Comp Plan	12,300.00	
City Hall	63,895.00	
Police Administration	311,191.00	
Patrol	488,640.00	
Siren	9,450.00	
Fire Service	154,864.00	
Animal Control	500.00	
Public Works	95,524.00	
Streets	580,420.00	
Ice/Snow	22,600.00	
Street Lighting	67,000.00	
Sidewalks	3,000.00	
Waste Disposal (Oil)	4,150.00	
Outdoor Skating	10,304.00	
Information Center	1,700.00	
Transit Building	10,360.00	
Sr. Center Garage	1,550.00	
Campground	85,342.00	
Cultural Programming	1,000.00	
Parks	380,736.00	
Shade Tree	9,750.00	
Total General Fund		3,060,832.00

Special Revenue Funds		
Library	27,715.00	
Police Forfeiture Fund	22,950.00	
Fire Equipment Fund	33,000.00	
Fire Dept.	198,550.00	
EDA	30,250.00	
Park Dedication Fund	10,000.00	
Airport	101,500.00	
Ambulance	312,618.00	
Arena	117,411.00	
Senior Center	38,538.00	
Hospital Fund	1,000.00	
Storm Water Utility	<u>172,536.00</u>	
Total Special Revenue		1,065,468.00
TIF		30,800.00
Debt Service		1,222,155.00
Capital Projects		<u>2,507,000.00</u>
Total Expenses		7,886,255.00

BE IF FURTHER RESOLVED THAT THE 2016 REVENUE BUDGET BE ADOPTED AS PRESENTED.

Adopted this 2nd day of December, 2015.

Mayor Warren Stone

ATTEST: _____
City Administrator Vicki M. Willer

City of Sauk Centre
Staff Report

Meeting Date: December 2, 2015
Subject: 2016 Levy Adoption (Resolution No. 2015-85)
Agenda Item: 7b

Description/Summary

See attached Resolution 2015-85 Adopting 2015 Property Tax Levy Collectible in 2016. According to law, the City now must certify the final levy.

Action Requested:

Approve Resolution No. 2015-85 Certifying Final Property Tax Levy for Taxes Collectible in 2016.

Action Taken: _____

Motion: _____

Second: _____

RESOLUTION NO. 2015-85

**ADOPTING PRELIMINARY 2015 PROPERTY TAX LEVY,
COLLECTIBLE IN 2016**

BE IT RESOLVED by the City Council of the City of Sauk Centre, County of Stearns, State of Minnesota, that the following proposed sums of money be levied for the current year, collectible in 2016 upon the taxable property in said City, for the following purposes:

General Fund			1,076,704.00
Special Revenue			
211 Library		25,000.00	
226 EDA		20,000.00	
230 Airport		30,000.00	
260 Senior Center		<u>25,000.00</u>	
	Total Special Revenue		100,000.00
Debt Service:			
328	2007A G.O. Refunding (City Hall)	135,000.00	
329	2008A G.O. IMP (Ash/Pine)	55,000.00	
331	2012A G.O. IMP (4 th)	100,000.00	
333	2015A G.O. IMP/SR (Beltline/Centre)	125,000.00	
	Total Debt Service		415,000.00
	TOTAL 2015 LEVIES		1,591,704.00

The City Administrator is instructed to transmit a certified copy of this resolution to Randy Schreifels, the County Auditor of Stearns County, Minnesota.

Adopted this 2nd day of December, 2015.

Mayor Warren Stone

ATTEST:

City Administrator Vicki M. Willer

City of Sauk Centre
Staff Report

Meeting Date: December 2, 2015
Subject: 2015 Interfund Transfers
Agenda Item: 7c

Description/Summary

The attached Resolution categorizes all interfund transfers for the year.

- Stormwater Utility Revenue to Bond Payment Fund
- Comp Plan Funds to Future Update Fund
- Close Various Funds and Allocate Dollars to Beltline/Runway/Splash Pad Retainage
- Close 4th Street Capital Project Fund to Debt Service Fund
- Transfer Funds for Future Purchases for Street, Park, Campground
- Transfer Funds to City Hall Bond Payment Fund from Fire Dept. for its share
- Reimburse General Fund for Lost Tax Base for Ambulance Garage
- Sets Aside Small City Transportation Aid for 2015 to be utilized in 2016.

Action Requested:

Approve Resolution No. 2015-86 Approving 2015 Interfund Transfers

Action Taken:

Motion:

Second:

RESOLUTION NO. 2015-86

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

WHEREAS, the City of Sauk Centre annually budgets for interfund transfers to move funds internally for the purposes of funding capital projects, debt service, sinking funds, etc. and

WHEREAS, at year end those transfers are submitted for approval by the City Council,

NOW THEREFORE, BE IT RESOLVED by the city council of the City of Sauk Centre, that the following transfers are approved:

	Account	JE #	Debit	Credit	Description
E	280-43150-411		125,220.00		Transfer SWU Funds to Debt Service
R	331-47000-39201			125,220.00	
E	100-49012-714		10,000.00		Transfer Comp Plan funds to Sinking Fund
R	101-49012-39201			10,000.00	
E	314-47000-711		1,716.41		Close Fund
R	316-47000-39201			1,669.56	Close Fund
E	326-47000-711		7,826.04		Close Fund
E	330-47000-711		378,421.97		Close Fund
R	405-45200-39201			32,685.48	Close Fund
R	101-45200-39201			10,000.00	Sun Shades for Splash Pad (Community Conn).
R	101-45200-39201			6,900.00	Retainage for SplashZone LLC
R	414-49815-39201			185,000.00	2016 Runway Rehab Project
R	440-43100-39201			148,923.47	Beltline/Centre Project Costs
R	252-49300-39201			2,785.91	TIF Fund Deficit
E	439-43100-711		144,333.46		Close Project Fund into Debt Service Fund
R	331-47000-39201			144,333.46	
E	100-43100-700		35,000.00		2019 Plow Truck to Sinking Fund
R	101-43100-39201			35,000.00	from Street
E	100-45183-720		30,000.00		From Campground to Sinking Fund for
R	101-45183-39201			30,000.00	Future Storm Shelter
E	100-45183-720		25,000.00		From Campground Profits to Fund for
R	101-45183-39201			25,000.00	Future Expansion Project
E	100-45200-714		25,000.00		Parks to Sinking Fund Equipment
R	101-45200-39201			25,000.00	

E	225-42200-711	AP 9-15-16	65,188.20		FD Share of City Hall Pmt to Debt Service
R	328-47000-39201	AP 9-15-16		65,188.20	
E	240-44101-612	2015-11a	3,400.00		Ambulance Principal/Interest for Building Loan
G	240-20700	2015-11a	32,666.93		
R	100-41110-39322	2015-11a		3,400.00	
G	100-13100	2015-11a		32,666.93	
E	240-44101-700		2,400.00		Reimbursement of lost tax base to City.
R	100-41110-39201			2,400.00	Ambulance Garage
E	100-43100-700		55,711.00		Transfer Small Cities Trans. Aid to Sinking Fund
R	101-43100-39201			55,711.00	for use in future year.
			941,884.01	941,884.01	

BE IF FURTHER RESOLVED that the City Council approves the journal entries necessary for the fund transfers.

Adopted this 2nd day of December, 2015.

Mayor Warren Stone

ATTEST:

City Administrator Vicki M. Willer

City of Sauk Centre
Staff Report

Meeting Date: December 2, 2015
Subject: Building Official Contract
Agenda Item: 7d

Description/Summary

Previously it was announced that Duane Ostrowski is retiring as of December 31, 2015 and will not be renewing his contract for Building Inspection Services with the City.

The Council at that time agreed that we would enter into an agreement with Rick Holt who has been working with Duane to take over providing the service under the same terms and conditions for a period of one year at which time the City will review. Rick is a fully accredited licensed building official.

The Official receives 80% of the Building Permit fee in addition to 100% of the Plan Check fee.

Action Requested:

Approve Contract with Rick Holt for Building Official Services.

Action Taken:

Motion:

Second:



BUILDING OFFICIAL SERVICES CONTRACT

THIS CONTRACT, made this ____ day of _____, 2016, by and between RICHARD S. HOLT, hereinafter referred to as "CONTRACTOR", and the CITY OF SAUK CENTRE, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "CITY".

Contractor agrees with the City to serve as Building Official for the City attending to all aspects of Minnesota State Building Code Administration, including issuance of building permits, conducting the necessary plan checks and inspections in accordance with the Minnesota State Building Code, which has established a code of standards for new construction, reconstruction, alteration, repair and demolition of buildings within the State of Minnesota.

Contractor further warrants and states that it will retain the license making them eligible for appointment as Building Official and that said employee will have the experience in design, construction and supervision as the Commissioner of Administration of the State of Minnesota, hereinafter referred to as "COMMISSIONER", deems necessary, and that the Contractor shall all have knowledge and information as to the quality and strength of building materials, accepted building construction requirements, and the nature of equipment and needs conducive to the safety, comfort and convenience of building occupants.

Contractor warrants that they are a certified building inspector, the Commissioner has certified that individual as Building Official No.698316 and that this person has completed the requisite written and practical examinations and training programs demonstrating his qualifications to the satisfaction of the Commissioner.

In consideration of the performance of all of the stipulations of this Contract by Contractor, the City does hereby appoint RICHARD S. HOLT, to serve as Building Official for the City.

Both City and Contractor agree that the relationship created by this Contract is that of an independent contractor. Contractor is not an employee of the City and Contractor is not entitled to the benefits provided by the City to other employees. The City has not specified to Contractor its hours of employment or specified times or places of services to be rendered. The Contractor shall perform the duties of Building Official as defined by the State Building Code.

City agrees to assist Contractor in the performance of its duties, as follows:

The City shall accept the original Building Permit Application form, approve it as being in compliance with local zoning regulations, collect and submit the state surcharge, and shall administer the collection of the Building Permit Fee and Plan Check Fee, if applicable, disbursing the appropriate portions of the said Fees to Contractor, and retaining the balance in accordance with the percentages hereinafter enumerated.

Of the Building Permit Fee and Elevation Check, Eighty (80%) percent shall be disbursed to Contractor with the remainder being retained by the City. The fees established are attached as Exhibit 1 to this Contract. In the event that a Plan Check is necessary, the fee for such Plan Check shall be fifty percent (50%) of the building permit fee for commercial buildings, and forty percent (40%) of building permit fee for residential buildings. Plan Check Fees shall be disbursed to Contractor.

Contractor shall indemnify and hold City harmless for any claims for damages resulting from any careless or negligent acts.

Each party acknowledges receipt of a complete copy of this Contract.

This Building Official Services Contract shall become effective January 1, 2016 and shall automatically renew under the same terms and conditions each year unless either party gives sixty (60) days advance notice of proposed changes. Either party may terminate this Contract at any time without cause upon thirty (30) days written notice to the other party.

CONTRACTOR: RICHARD S. HOLT

Richard S. Holt

CITY: THE CITY OF SAUK CENTRE

Warren Stone, Its Mayor

Vicki M. Willer, Its City Administrator

City of Sauk Centre Staff Report

Meeting Date: December 2, 2015
Subject: Senior Dining Contract
Agenda Item: 7e

Description/Summary

Catholic Charities has submitted a renewal for their Site Lease Agreement with the City for use of the Senior Center to provide Sr. Dining and Meals on Wheels services.

Although they do not pay rent for use of the facility, they do reimburse the City \$225.00 per month for cleaning and garbage.

They are not proposing any changes to the contract for 2016.

Action Requested:

Approve Contract with Sr. Dining for 2016.

Action Taken:

Motion:

Second:

**CATHOLIC CHARITIES SENIOR DINING PROGRAM
SITE USE AGREEMENT**

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Senior Dining Program in Sauk Centre Minnesota at the Sauk Centre Senior Center located at 321 4th Street N. Sauk Centre.

This agreement made this 1st day of January, 2016 by and between City of Sauk Centre hereafter referred to as the Company and the Catholic Charities Senior Dining Program, 157 Roosevelt Road, Suite 200, City of St. Cloud and the State of Minnesota, hereafter called Senior Dining, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

I. TERM OF AGREEMENT: The term of this agreement shall be in effect beginning January 1, 2016 and continuing until either party deems it necessary to change specifications stated in the agreement. The agreement may be changed by either party upon 60 days written notice thereof to the other.

II. There will be no charge for the use of the facilities. Catholic Charities Senior Dining Program will reimburse the City \$225.00 per month for costs. Senior Dining agrees to provide all paper products necessary including refuse can liners.

III. All correspondence regarding this agreement will be between the Senior Dining Program Director and the City Administrator of Sauk Centre.

IV. Senior Dining agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Sauk Centre Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Sauk Centre, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured yearly by Senior Dining.

V. Senior Dining usually observes the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Other days of closing will be determined by Senior Dining and the Company. This does not prohibit the City from time to time closing the Center to Senior Dining services upon thirty days advance notice.

VI. Senior Dining agrees to restore the used facilities to regulatory cleanliness after use. The intention is for staff to leave the facilities in the same condition as they were prior to entering. Basic custodial services such as floor maintenance, window washing, cleaning of restrooms, washing and/or painting of walls, and snow removal are the responsibility of the Company.

VII. Senior Dining shall at it's own expense procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars (\$1,000,000.00) and Workers Compensation Insurance on all staff relating to the site mentioned above. Senior Dining shall hold the building owner harmless for damages or injury occurring on the rented premises for which Senior Dining is found liable.

VIII. The Company agrees to assume sole financial responsibility for the facility due to mechanical and electrical problems and to repair damage as a result of the above. Replacement of any lost perishable food due to mechanical or electrical problems will be the responsibility of the Senior Dining program provided regular maintenance of equipment owned by the company is completed. Maintenance and repair costs of equipment owned by the company will be the responsibility of the company.

IX. In the event Senior Dining or the Company must cancel all or part of the terms of this agreement, both parties will provide the other agency sixty (60) days notice in writing. Upon written receipt by the Company from Catholic Charities Senior Dining, this agreement is subject to immediate termination by Senior Dining should federal, state or local dollars be reduced or withdrawn.

X. Senior Dining may use the assigned storage areas and nonexclusive use of the dining room Monday through Friday during the hours of 11:00 a.m. to 1:00 p.m. Extended hours may be made available from time to time if arranged in advance with the Senior Center Coordinator.

XI. The Company agrees to furnish Senior Dining information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.

XII. During the first year of this Agreement the City and Catholic Charities Senior Dining Program will review the use of the facility on a Quarterly basis. Either party may request additional review at any time deemed necessary throughout the term of this agreement.

CATHOLIC CHARITIES
SENIOR DINING PROGRAM



Program Director

CITY OF SAUK CENTRE
OWNER/OPERATOR

City Administrator

Date 11/19/15

Date _____

Approved by the Sauk Centre City Council on _____

City of Sauk Centre Staff Report

Meeting Date: December 2, 2015
Subject: Fire Department Wages
Agenda Item: 7f

Description/Summary

The members of the Fire Department that serve in various capacities are paid an annual stipend in addition to the hourly paid-on-call rate. The current rates have been in effect since 2002 for the Chief and Truck Foreman and 2007 for the other positions. It is proposed to raise the stipends as follows. This is an annual rate. The total annual impact is \$1,050 and is included the 2016 proposed budget.

	Current	Proposed
Fire Chief	\$3,000.00	\$3,500.00
1 st Assistant Chief	\$450.00	\$550.00
2 nd Assistant Chief	\$450.00	\$550.00
Secretary/Treasurer	\$450.00	\$550.00
Training Officer	\$500.00	\$600.00
Truck Foreman (6)	\$75.00	\$100.00

Action Requested:

Approve Rate Increases for Fire Department as Presented.

Action Taken:

Motion:

Second:

City of Sauk Centre Staff Report

Meeting Date: December 2, 2015
Subject: Ambulance Department Wages
Agenda Item: 7g

Description/Summary

The members of the Ambulance Department are paid-on-call and are paid for Run Time, On-Call Time and Backup Time.

The current scale for Run Time was adopted in 2009 and has been in effect for six years.

	2009	2010	2011	2012	2013	2014	2015	2016
Driver	10.00	10.20	10.20	10.20	10.20	10.20	10.20	10.81
Probationary EMT	10.50	10.71	10.71	10.71	10.71	10.71	10.71	11.35
EMT-B-1 1-5 Years	11.99	12.23	12.23	12.23	12.23	12.23	12.23	12.96
EMT-B-2 5-10 Years	13.25	13.52	13.52	13.52	13.52	13.52	13.52	14.33
EMT-B-3 10-15 Years	14.50	14.79	14.79	14.79	14.79	14.79	14.79	15.68
EMT-B-4 15 and up	15.68	15.99	15.99	15.99	15.99	15.99	15.99	16.95
EMT-I 15 and up	15.68	15.99	15.99	15.99	15.99	15.99	15.99	16.95

The Department is requesting the rates increase by 6% (1% per year). The annual impact is \$6,800 and is funded by Ambulance Dept. Revenues.

In addition, wages for Department Management were set in 2006 when the positions were created and have remained the same since that time. (\$18.00/Director, \$17.00/Assistant, \$15.00/Training Coordinator).

It is requested that those rates be changed by 6% as well to \$19.08/\$18.02/\$15.90. Total impact of this change is approximately \$1,000.00.

Action Requested:

Approve Rate Increases for Ambulance Department as Presented.

Action Taken:

Motion:

Second:



AMBULANCE SERVICE
320 Oak Street South
Sauk Centre, MN 56378
Phone: 320-352-0176

11/25/2015

Mayor Stone and Sauk Centre Council Members:

We are requesting a 6% raise in the wages of the EMT and management pay scales, to be effective January 1st, 2016. This will not affect the on call pay, only the hourly rate for runs and management hours worked.

It has been several years since we have asked for a pay increase and feel this is appropriate and that our budget can maintain this raise.

Thank you for your consideration of this request.

Respectfully,

Kathy Struffert, Director
Sauk Centre Ambulance Service
320 Oak St S.
Sauk Centre, MN 56378
320-352-0176

City of Sauk Centre
Staff Report

Meeting Date: December 2, 2015

Subject: Consent Agenda

Agenda Item: 10a-b

Description/Summary

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$85,895.84
	Paid Claims	\$40,975.83
	Total	<u>\$126,871.67</u>

b. See attachment 10b - Resolution No. 2015-87, Resolution Accepting Contributions.

Sauk Centre Seniors	\$3,000.00	Senior Center
Verizon Wireless	\$125.00	Splash Pad
Stearns Electric Association	\$250.00	Ambulance

It is recommended that the City acknowledge the contributions received and thank the Sauk Centre Seniors, Verizon Wireless and Stearns Electric Association Operation Round Up.

Action Requested:

Approve Consent Calendar as Presented.

Action Taken: _____

Motion: _____

Second: _____

Schedule of Claims

City of Sauk Centre

1st Meeting — December 2015

Date of Meeting: 12.2.15

Vendor	Dept.	Purpose	Amount
CentraCare - Sauk Centre	Ambulance	October ALS Wages	\$ 1,155.00
Centre Towing	Police/Ambulance	Tow Rig 562 to F & W and Tow 2001 GMC Yukon	\$ 343.00
East Side Oil	Waste Oil	1 barrel of filters	50.00
E-Z Sharp	Arena	Grinding wheels and Diamond dressers	\$ 186.45
Konica Minolta	Various	Monthly Copier maintenance	\$ 834.37
Locators & Supplies, Inc.	Street	Safety Supplies	\$ 832.76
Messer Repair & Fabricating	Street	Street Equipment repair	\$ 35.00
MN Dept of Human Services	HospFd	ECPN pymt December 2015	\$ 44,858.64
NCPERS Minnesota	GnGvt	Life Insurance	\$ 112.00
Office Depot	Admin	office supplies	\$ 8.69
PMA Securities, Inc.	2015B Bond	Pricing Advisory services rendered for Refunding Bonds	1,500.00
Resource Training & Solutions	GnGovt	Annual membership	\$ 117.00
Riley Bros Construction	Street	Bituminous Mix	\$ 327.20
Sauk Centre CVB	Gn/Cmpg	Lodging Tax	\$ 4,039.34
Sauk Centre Fire Relief Assn	GnFireSvc/Fire	2015 Contribution	\$ 4,500.00
Sauk Centre Public Utilities	Street Lighting	Street Light Repairs	\$ 1,785.42
Sauk Centre PUC	Various	Utility charges: October 1, 2015 to November 2, 2015	\$ 11,925.14
Schwaab, Inc.	P & Z	ExcelMark SI Dater R100 stamp/red	\$ 67.25
Standard and Poors	2015B Bond	Analytical services rendered for Refunding Bonds	\$ 8,875.00
Stantec	Beltline/Centre Street	Beltline/Centre Street Reconstruct	\$ 354.00
Stantec	EDA	Plat Preparation	\$ 1,802.00
Star Claims	Ambulance	October 2015 billing fees	\$ 1,152.00
Stearns County Aud - Treas	GnGvt	2015 T-in-T DocPrep, new assessments and	\$ 444.20
Steiner Lumber	Arena/SnrCntr	Repair and Maintenance Supplies	\$ 91.38
US Postal Service	Various	Postage	\$ 500.00

Total \$ 85,895.84

Paid Prior to Meeting			
Bueckers City Sanitation	Various	Monthly refuse hauling - October	\$ 989.56
Verizon	Various	October Monthly Cellphone Charges	\$ 438.91
Charter	Campground	Phone and internet 11.12.15 to 12.11.15	\$ 30.29
Midwest Machinery Co.	Park	2015 John Deere Mower	\$ 38,852.57
Surplus Services	Park	Menning King-O-Dial white coat paint sprayer	\$ 488.00
Clifton Larson Allen	Admin	Year Reporting Requirements/Annual Update	\$ 35.00
Infinisource	Finance	Monthly Time Keeping Software Charge	\$ 141.50
			40,975.83
Claims Appr by Council			\$85,895.84
Additions			40,975.83
Totals Claims This Batch			\$126,871.67

X _____ Date: _____
 CtyAdmr/Clk

RESOLUTION NO. 2015-87

RESOLUTION ACCEPTING CONTRIBUTION

WHEREAS, a contribution of \$3,000.00 was received by the City from the Sauk Centre Seniors, and

WHEREAS, the Sauk Centre Seniors has requested that the City allocate the contribution to the Sauk Centre Senior Center.

WHEREAS, a contribution of \$125.00 was received by the City from Verizon Wireless, and

WHEREAS, Verizon Wireless has requested that the City allocate the contribution to the Splash Pad.

WHEREAS, a contribution of \$250.00 was received by the City from the Stearns Electric Association – Operation Round Up, and

WHEREAS, the Stearns Electric Association – Operation Round Up has requested that the City allocate the contribution to the Sauk Centre Ambulance Department.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA that the City accept the contribution received and commend the Sauk Centre Seniors, Stearns Electric Association – Operation Round Up and Verizon Wireless for their generosity.

Adopted by the Sauk Centre City Council this 2nd day of November, 2015.

Mayor Warren Stone

ATTEST: _____
City Administrator Vicki M. Willer

Christmas on Main Street

**FRIDAY, DECEMBER 4
SAUK CENTRE, MN**

COMMUNITY TREE & DISPLAY LIGHTING

Sinclair Lewis Park

6:45 PM

•Horse Drawn
Wagon Rides,
Hot Chocolate,
Bonfire & Carolers
Starting at 5 PM

**SALVATION ARMY
RED KETTLE
BELL RINGERS**
on Main Street
5-9 PM

FREE BABYSITTING

6-9 PM at First
Lutheran Church.
RSVP by Dec. 2
Call 352-3623
Planned activities and fun!

VENDOR SHOW

Winter's Main Street
Drug

VISIT WITH SANTA
5-9 PM

Palmer House Lobby
Ho-Ho-Ho! Sit on Santa's lap and
let him know you've been extra
good this year!
Walk away with a candy cane and
take your own photos!
(Sponsored by Ivy Legacy Foundation)

BAKE SALE
(Proceeds benefit Gradalim Club)
Next to
Eyes On Main

**UGLY SWEATER
CONTEST**

Wear Your Ugliest
Sweater into
Centre Floral
and Win!!

HOLIDAY BEVERAGE SAMPLING

By Local Liquor Stores
From 5-7 PM
at Jitters Java Cafe

**FREE
GIFT WRAPPING**
(Sponsored by River of Life Church)
Next to
Eyes On Main

Tutti Fruitti Market
•Homemade Baked Goods
•Wreaths •And More!
Next to
Eyes On Main

**EXTENDED
STORE
HOURS!**

**FUN FOR
THE ENTIRE
FAMILY!**

For more information visit:
saukcentrechamber.com

Sponsored by Sauk Centre Chamber of Commerce & The Dairyland Peach