

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, DECEMBER 2, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 2, 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, Administrative Assistant Nicki Vogt, City Engineer Keith Yapp and Public Works Director Matt Zinniel. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve the November 18, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

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

None.

**5. REPORTS/PRESENTATIONS**

a. Assistant Ambulance Director Deschene presented Lifesaving Awards for those involved in saving a life on October 23, 2015. Awards were presented to the following:

Ethan Jasch	Witness/911 Caller
Rachel Diehl	911 Dispatch
Andrea Kerfeld	Sauk Centre Ambulance
Scott Tullis	Sauk Centre Ambulance
Jami Cole	Sauk Centre Ambulance
Jeff Bromenshenkel	Sauk Centre Ambulance
Mark Roberg	Sauk Centre Ambulance
Dustin VonWahlde	Sauk Centre Police Department
Anthony Butler	MN State Trooper

b. The EDA met on Wednesday, December 2<sup>nd</sup> and discussed the following:

- Dennis Heinen has resigned as the Chamber Representative on the EDA.
- Received a proposal from a Developer regarding the Information Center Property. See 9a.

## **6. PUBLIC HEARINGS – 2016 Proposed Budget**

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

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 as well as offering them an opportunity to ask questions of the Council.

City Administrator Willer stated that the total operating expenses is \$7,886,255.00 and the total levy is \$1,591,704.00.

Mayor Stone called for persons to speak in favor or opposition. None spoke. Mayor Stone closed the Public Hearing.

See 7a and 7b.

## **7. ACTION ITEMS**

- a. See 6a.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve Resolution No. 2015-84, Resolution Adopting Final 2016 Expense and Revenue Budgets for the City of Sauk Centre. A vote being recorded as follows: For: Council Members Thomas, Johnson, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- b. See 6a.

Council Member Kelly introduced Resolution No. 2015-85, Resolution Adopting Preliminary 2015 Property Tax Levy, Collectible in 2016, to be set at a 2% increase. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson, Thomas and Mayor Stone. Against: None. The motion passed.

- c. Resolution No. 2015-86 categorizes all interfund transfers for the year, as follows:

- 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 4<sup>th</sup> 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.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve Resolution No. 2015-86, Resolution Authorizing Transfer of Funds. A

vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

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

At that time, the Council 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.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the Building Official Service Contract with Rick Holt. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- e. 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.

Catholic Charities is not proposing any changes to the contract for 2016.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve the contract with Catholic Charities Senior Dining for 2016. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- f. 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, which 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 <sup>st</sup> Assistant Chief	\$450.00	\$550.00
2 <sup>nd</sup> 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

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve rate increases for the Fire Department as noted above. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- g. 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	<b>10.81</b>
Probationary EMT		10.50	10.71	10.71	10.71	10.71	10.71	10.71	<b>11.35</b>
EMT-B-1	1-5 Years	11.99	12.23	12.23	12.23	12.23	12.23	12.23	<b>12.96</b>
EMT-B-2	5-10 Years	13.25	13.52	13.52	13.52	13.52	13.52	13.52	<b>14.33</b>
EMT-B-3	10-15 Years	14.50	14.79	14.79	14.79	14.79	14.79	14.79	<b>15.68</b>
EMT-B-4	15 and up	15.68	15.99	15.99	15.99	15.99	15.99	15.99	<b>16.95</b>
EMT-I	15 and up	15.68	15.99	15.99	15.99	15.99	15.99	15.99	<b>16.95</b>

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 was 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.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve rate increases for the Ambulance Department, as noted above. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- h. Isaac’s Northstar and Sauk Centre Conservation Club submitted an application for a Gambling Premise Permit.

Council Member Johnson introduced Resolution No. 2015-88, Resolution Approving Gambling Premise Permit for the Sauk Centre Conservation Club. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

This permit is valid for one month from December 2, 2015 through December 31, 2015 and will renew every year in January.

**8. UNFINISHED BUSINESS**

- a. Staff received an offer for purchase of the Transit Garage.

