

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, DECEMBER 3, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 3, 2014 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Warren Stone, Keith Johnson, Dave Thomas and Brad Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton and City Engineer Keith Yapp. Mayor Kirckof presided thereat. Council Members Olson was absent.

**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 8a-Public Works Supervisor. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. 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 November 19, 2014 Regular Meeting Minutes, with changes. A vote being recorded as follows: For: Council Members Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. Abstain: Council Member Thomas. The motion passed.

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

None.

**5. PUBLIC HEARINGS**

**a. 2015 Proposed Budget – Truth in Taxation**

Mayor Kirckof 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 2015 budget and levy and to ask questions of the Council.

City Administrator Willer presented the Council with the tax rate trends, stating that Sauk Centre will decrease from 63.7% to 51.9% in 2015. The total operating expenses including TIF and Debt Service is \$6,402,320. The total levy is \$1,526.704.

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

See 7a and 7b.

## **6. REPORTS/PRESENTATIONS**

a. The EDA met on Wednesday, December 3 and discussed the following:

- A representative from Grow MN was present to discuss how they can help the EDA.
- Heidi Pepper of SEH was present to discuss how the EDA can access funding to leverage for improvements for development of the new properties south of the freeway.
- Annexation documents have been signed.

## **7. ACTION ITEMS**

a. See 6a.

Council Member Johnson introduced Resolution No. 2014-90, Resolution Adopting Final 2015 Expense and Revenue Budgets for the City of Sauk Centre. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

b. See 6a.

Council Member Johnson introduced Resolution No. 2014-91, Adopting Final 2014 Property Tax Levy Collectible in 2015. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

According to law, the City now must certify the final levy. The total levy is \$1,526,704.

c. Tax Increment Financing District 1-7 (Also known as Roach Centre Crossing) has been recommended for decertification by the Economic Development Authority. The reason for the early decertification is that the obligations of the District have been met.

The Contract called for the payment of Tax Increment Revenues in a Pay As You Go contract to Developer Mike Roach to reimburse him for development costs for the demolition and redevelopment of an old railroad grain elevator facility. The contract called for a maximum of eleven years of reimbursement which was met on February 1, 2014. The total reimbursement paid in those eleven years was \$280,083.09, including interest.

Early decertification of the District will return the full tax value of the property to the general tax roll of the City for taxes payable in 2015. The current value of the property is \$1,899,700.00.

Council Member Stone introduced Resolution No. 2014-92, A Resolution Decertifying Tax Increment Financing Redevelopment District No. 1-7 (Railroad Redevelopment Project) of the City of Sauk Centre. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas,

Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- d. Tax Increment Financing District 1-9 (Also known as East River Heights Housing) has been recommended for decertification by the Economic Development Authority. The reason for the early decertification is that the obligations of the District have been met.

The Contract called for the payment of Tax Increment Revenues toward the balance of Special Assessments for qualifying homeowners in the plat of East River Heights. As each homeowner qualified, a payment of \$5,000 from TIF revenues was paid toward the balance owed at the time. The maximum amount of reimbursement has been met.

Early decertification of the District will return the full tax value of the property to the general tax roll of the City for taxes payable in 2015. The current value of the property is \$1,285,500.

Council Member Thomas introduced Resolution No. 2014-93, Resolution Decertifying Tax Increment Financing Housing District No. 1-9 (East River Heights Project) of the City of Sauk Centre. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- e. The Personnel Committee and Representatives from the Public Works Teamsters Local 320 Union have met and are presenting a Tentative Agreement for Approval by the City Council.

Changes from the existing contract include:

- Modifies language to comply with new MN Statute on who you may use sick leave to care for.
- Changes group insurance VEBA contribution to reflect new contract years.
- Modifies salaries to adjust 2.5% in 2015 and 3% in each of years 2016 and 2017 for Maintenance Staff.
- Freezes existing salaries of Foreman positions for duration of contract.
- Update dates to reflect contract years. (3 years)
- Changes Roman Numerals to Numbers

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the contract with MN Teamsters Local 320 Public Works Union as presented. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- f. The Personnel Committee recommends that the Non-Union Wage Scale be amended at the same scale as the Public Works Union Contract, as follows:

2015 - 2.5%

2016 - 3.0%  
 2017 - 3.0%

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve wage adjustments to the non-union wage scale for 2015-2017 consistent with the union wage scale adjustment for Public Works. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

g. The following have been invoiced through the accounting system and are recommended to be removed for the following reasons:

<u>NAME</u>	<u>DESCRIPTION OF CHARGE</u>			<u>AMOUNT</u>
<b>SEND TO COLLECTIONS</b>				
ABBA Roofing & Windows	Building Permit	(#3048)	07/25/14	\$289.93
Kuperus, Jeremy	Fire/Rescue Call	(#3023)	06/11/14	\$309.00
Menard, Sheila	Fire/Rescue Call	(#2867)	08/08/13	\$904.00
Orozco, Emmanuel	Fire/Rescue Call	(#2949)	01/22/14	\$324.00
Parsons, Christopher	Fire/Rescue Call	(#2940)	12/16/13	\$261.60
Reins, Gary	Fire/Rescue Call	(#2880)	09/17/13	\$352.80
Taste of Heaven	StLighting Damage	(#2954)	02/07/14	\$386.90
Ward, Michael	Fire/Rescue Call	(#3033)	06/26/14	\$309.00
Weber, Jeremy	StLighting Damage	(#2926)	11/15/13	\$397.85
Wenk, Robert	Fire/Rescue Call	(#2938)	12/16/13	<u>\$228.90</u>
				<b>\$3,763.98</b>
<b>REMOVALS</b>				
Birchdale, Township of	(Late Fee)	(#2981)	03/26/14	\$75.95
Bohnsack, Paul E. II	(Late Fee)	(#2994)	04/07/14	\$.20
Century Link-Sk Ctr	(Late Fee)	(#2900)	10/15/13	\$9.00
Melrose, Township of	(Late Fee)	(#2985)	03/26/14	\$21.32
Mitchell, Ann	(Late Fee)	(#2995)	04/14/14	\$.20
Mitchell, Ann	(Late Fee)	(#2996)	04/15/14	\$.20
Niemeyer, Dawn	(Late Fee)	(#2991)	04/01/14	\$2.00
Reisinger, James	(Late Fee)	(#2997)	04/17/14	\$1.20
SC Public School	(Late Fee)	(#3001)	04/22/14	\$.90
SC Public School	(Billing Error)	(#3001)	04/22/14	\$15.00
SC Public School	(Late Fee)	(#2992)	04/1/14	\$5.10
SC Public School	(Billing Error)	(#2992)	04/01/14	\$30.00
SC Public School	(Billing Error)	(#3018)	06/05/14	\$30.00
SC Public School	(Late Fee)	(#2993)	04/01/14	\$5.70
SC Hockey Assn.	(Late Fee)	(#2971)	03/03/14	\$10.00
SC Hockey Assn.	(Late Fee)	(#2977)	03/13/14	\$195.90
SC Hockey Assn.	(Late Fee)	(#2946)	12/31/13	\$254.70
Spartan Staffing-Alex	(Late Fee)	(#3003)	04/24/14	\$.25
Bayer Interior Woods	(Duplicate Pd in Cash)	(#3056)	08/14/14	540.00
				<b>\$1,197.62</b>
<b>GRAND TOTAL</b>				<b>\$4,961.60</b>

Council Member Stone introduced Resolution No. 2014-94, Resolution Approving Adjustment to Accounts Receivable. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- h. The City has an ongoing relationship with Catholic Charities Senior Dining to provide use of the Sr. Center for its Senior Dining Program. The Program consists of both an onsite dining program and the Meals on Wheels Program.

The Lease Agreement with Sr. Dining is up for renewal. It is proposed by Sr. Dining that the renewed lease be under the same terms and conditions as the existing. The lease provides a payment of \$225 per month to the City as a reimbursement for costs incurred by the City as a result of the program.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the lease renewal with Catholic Charities for 2015. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- i. An application was submitted by Holiday Stationstores, Inc. to sell cigarettes effective December 17, 2014. All of the appropriate paperwork has been submitted and the fees have been paid.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve a license to sell cigarettes to Holiday Stationstores, Inc. effective December 17, 2014. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

**8. UNFINISHED BUSINESS**

- a. City Administrator Willer updated the Council stating that 11 applications were received for the Public Works Supervisor position. To broaden the applicant pool, she suggests that the position remain open to applicants until December 23, 2014 at 12:00 p.m.

It was the general consent of the Council to open the position of Public Works Supervisor until December 23, 2014 at 12:00 p.m.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

a.	Schedule of Claims -	Unpaid Claims	\$55,138.70
		Paid Claims	<u>\$0.00</u>
		Total	<u>\$55,138.70</u>

b. Resolution No. 201-95, Resolution Accepting Contributions. The contributions are as follows:

Men's Card Playing Group	\$189.00	Senior Center
Sauk Centre Seniors	\$3,000.00	Senior Center

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

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

**11. INFORMATIONAL ITEMS**

a. Safety Committee Meeting Minutes.

**12. ADJOURNMENT**

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

\_\_\_\_\_  
City Administrator Vicki Willer