

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, DECEMBER 17, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 17, 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, Mike Olson and Brad Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp, Police Chief Bryon Friedrichs 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 7m – accept resignations. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Olson 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 Thomas to approve the December 3, 2014 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson 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. Police Chief Friedrichs presented the November Offense Report stating that there were 282 ICRs and 242 Verbal Warnings for a total of 524.

Chief Friedrichs also noted that Officer Jensen is in his second week of training with the police dog.

- b. The Planning Commission met on Tuesday, December 9, 2014 and discussed the following:
- Received November 2014 Building Permit Report
 - Discussion of current sign Ordinance. A Public Hearing will be held on January 13, 2014 to amend the sign Ordinance
- c. The Park Board met on Tuesday, December 9, 2014 and discussed the following:

- Recommend changes to the Fee Schedule for the campground
- Recommend hiring Harold and Patricia Read as Campground Attendants for the 2015 season
- Recommend that the City proceed with awarding bid for the splash pad

7. ACTION ITEMS

a. Quotes were received for the 2015-2016 Fuel Bid (with vehicle washes) as follows:

<u>GAS STATION</u>	<u>Unleaded/Ethanol Discount</u>	<u>Diesel Fuel Discount</u>	<u>Car Washes</u>
Holiday Stationstores	.05¢	.05¢	10 Free per month
Gas Mart	.04¢	.04¢	Police unlimited per Mo. - \$1.00 per Wash All other City Vehicles 25 Free Washer per Mo.

Prior Year (2014) Fuel/Vehicle Bid with Diesel and Gas was awarded to Holiday as well.

Council Member Stone introduced Resolution No. 2014-96, Resolution Awarding 2015-2016 Fuel/Vehicle Wash Bids, awarding the bid to Holiday Stationstores. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

b. Bid quotes were received for the 2015-2016 refuse collection services. The following bids were received:

- Waste Management \$1,270.27/Monthly \$15,243.26/Annual
- Buecker’s City Sanitation \$1,259.42/Monthly \$15,113.00/Annual
- West Central Sanitation \$1,205.31/Monthly \$12,303.76/Annual/\$16,203.76

Council Member Johnson introduced Resolution 2014-97, Resolution Accepting Bid for 2015-2016 Refuse Service Collection, awarding the bid to Buecker’s City Sanitation. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

c. The Council considered the following Board and Commission appointments and Mayor Kirckof recommended appointing those that submitted applications.

1.) **Park Board – 3 positions to be appointed for a 2 year term.** According to City Code Section 37.21, the Park Board shall consist of five members, appointed by the council for two year terms. The terms of Weston Wander, Matt Wessel and Amy Trisko will expire December 31, 2014. The following have submitted nominations:

**Matt Wessel
Amy Trisko
Mark Magnuson**

Mayor Kirckof recommended appointing the above three members to the Park Board for a two year term, effective January 1, 2015 and expiring December 31, 2016.

2.) **Planning Commission – 1 positions to be appointed for a 3 year term and 1 position to be appointed for a 2 year term.** The Planning Commission shall consist of five (5) members of which are appointed by the City Council from among the residents of Sauk Centre, one (1) member will be appointed from the City Council and four (4) members shall be residents of the City. The terms of Diane Kelly and Marty Sunderman will expire December 31, 2014. The following have submitted nominations:

**Diane Kelly
Marty Sunderman – 1 year**

Mayor Kirckof recommended appointing Diane Kelly to the Planning Commission for a three year term, effective January 1, 2015 and expiring December 31, 2017 and Marty Sunderman to the Planning Commission for a one year term, effective January 1, 2015 and expiring December 31, 2015.

3.) **Senior Center Board – 4 (or more) position to be appointed for a 3 year term.** According to the City Code Section 32.03, the Senior Center Board shall consist of 5 to 15 members. Two-thirds of the members shall be citizens of the City and one-third shall be residents of the greater Sauk Centre area. Currently, there are 6 members on the board plus a Council Representative and staff member. The Code states that the Board may be expanded to fifteen members at any time. The term of Evelyn Gartner will expire December 31, 2014 and Sharon Tolling will expire on December 31, 2016. The following have submitted nominations.

None

4.) **Convention & Visitor's Bureau – 3 positions to be appointed for a 3 year term.** According to Ord. No. 665, 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 terms of Sara Weber, Pam Durbin and Andrea Kerfeld will expire December 31, 2015. The following have submitted nominations:

**Sara Weber
Pam Durbin
Andrea Kerfeld – 2 year**

Mayor Kirckof recommended appointing Sara Weber and Pam Durbin to the Convention & Visitor's Bureau, each for three year terms, effective January 1, 2015

and expiring December 31, 2017 and appoint Andrea Kerfeld for a two year term, effective January 1, 2015 and expiring December 31, 2016.

5.) **Airport Commission – 1 position to be appointed for a 3 year term.** According to City Code Section 32.05., the Airport Commission shall consist of five (5) members all of which shall be appointed by the City Council. One (1) member of the Commission shall be a member of the Sauk Centre City Council three (3) members may be residents of the City of Sauk Centre, eligible to vote in its General and Special Elections and one (1) member shall be a staff person of Sauk Centre Public Works Department. The term of Joe Uphus will expire on December 31, 2014. The following have submitted nominations:

None.

6.) **CentraCare Sauk Centre Board – 1 position to be recommended for a 3 year term.** As part of the integration process with CentraCare, the City Council recommended three appointees to the new CentraCare Sauk Centre Board with staggered terms. The term of Joe Uphus will expire on December 31, 2014.

Joe Uphus

Mayor Kirckof recommended that Joe Uphus be appointed to the CentraCare Sauk Centre Board for a three year term, effective January 1, 2014 and expiring December 31, 2016.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Mayor Kirckof's recommendations to the Park Board, Planning Commission, Convention and Visitor's Bureau and Centracare Sauk Centre board, as noted above. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

7.) **Public Utilities Commission – 2 positions to be appointed for a 3 year term.** The term of Ted Spanier and Michael Bick will expire on December 31, 2014. The following have submitted nominations:

**Diane Kelly
Ted Spanier
Michael Bick**

Mayor Kirckof recommended appointing Ted Spanier and Michael Bick to the Public Utilities Commission, each for a three year term effective January 1, 2015 and expiring December 31, 2017.

A motion was made by Council Member Olson and was seconded by Council Member Thomas to appoint Ted Spanier and Michael Bick to the Public Utilities Commission for a three year term effective January 1, 2015 and expiring December 31, 2017. A vote being recorded as follows: For: Council Members Olson, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

- d. The Council was presented with and reviewed the Administrative Fees. The following change was recommended:

- Interest on Receivables over 30 days – change from 1% to 1.5%

Council Member Thomas introduced Resolution No. 2014-98, Resolution Amending Administrative User Fees for 2015, with changes as noted above. A vote being recorded as follows: Council Members Thomas, Olson, Stone, Johnson and Mayor Kirckof. Against: None. The motion passed.

- e. The Council was presented with and reviewed the Administrative Penalties. No changes were recommended.

Council Member Stone introduced Resolution No. 2014-99, Resolution to Adopt a Schedule of Fees for Voluntary Administrative Penalties and Fines for Offenses of the City Code According to §10.98. 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. The Council was presented with Ordinance No. 752, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines, and Providing for Subsequent Review, Modification and Amendment. This Ordinance was reviewed and no changes were recommended.

This Ordinance adopts fees for those fees and licenses required to be adopted by Ordinance. This includes land use fees, zoning permits, building permits, animal control licenses, liquor, cigarette and various other licenses.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve Ordinance No. 752, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines, and Providing for Subsequent Review, Modification and Amendment. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- g. Council Member Thomas introduced Ordinance No. 753, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 752 Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines, and Providing for Subsequent Review, Modification and Amendment. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Olson and Mayor Kirckof. The motion passed.

- h. At year end, the City Council approves fund transfers to move funds into related Debt Service, TIF, Sinking Funds etc. The following listing includes all Fund Transfers completed or anticipated for 2015:

➤ Fund 100 Comp Plan to 101 Sinking Fund (Future Plan)	\$10,000.00
➤ Fund 100 PW to 101 Sinking Fund (2019 Plow Truck)	\$35,000.00
➤ Fund 100 Campground to 101 Sinking Fund (Storm Shelter)	\$20,000.00
➤ Fund 100 Campground to 405 MPP Project (Splash Pad)	\$25,000.00
➤ Fund 100 Parks to 101 Sinking Fund (2015 Mower)	\$20,000.00
➤ Fund 100 Designated to 405 MPP Project (Splash Pad)	\$182,830.00
➤ Fund 101 Sinking Fund to 405 MPP Project (Shelter)	\$90,000.00
➤ Fund 101 Sinking Fund to 100 PW (2014 Chipper)	\$25,000.00
➤ Fund 101 Sinking Fund to 100 Parks (2014 Kubota)	\$25,000.00
➤ Fund 225 Fire to 328 Debt Svc for Fire Hall Share of Pmt	\$65,016.50
➤ Fund 228 Park Ded to Fund 405 MPP Project (Sprinkler)	\$15,750.00
➤ Fund 228 Park Ded to Fund 405 MPP Project (Trail)	\$13,750.00
➤ Fund 230 Airport to 331 Debt Service (Final Hangar Pmt)	\$113,657.50
➤ Fund 230 Airport to 409 Master Plan	\$1,500.00
➤ Fund 230 Airport to 413 Beacon/EA	\$13,500.00
➤ Fund 255 TIF 1-5 Into 100 General (Close Fund)	\$651.69
➤ Fund 280 Storm Utility to 331 Debt Service	\$125,220.00

Council Member Johnson introduced Resolution No. 2014-100, Resolution Authorizing Transfer of funds. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- i. Prior to year end, the City Council may designate and allocate portions of its fund balance to specific activities for future use.

At the beginning of the year the General Fund had \$452,540.02 in Designated Funds (Not including Hospital) while the Special Revenue Funds had \$141,788.00 for a total of \$594,328.02.

Changes for 2014 have been made with both additions and deletions:

General Sinking Fund

1. Transferred \$35,000.00 to Sinking Fund Streets for 2019 Plow Truck
2. Transferred \$20,000.00 to Sinking Fund for Campground Storm Shelter
3. Transferred \$25,000.00 to Sinking Fund to Park Mower
4. Transferred \$25,000 from SF to Streets for 2014 Chipper Purchase
5. Transferred \$25,000 from SF to Parks for 2014 Kubota Purchase
6. Transferred \$90,000 from SF to MPP Project Fund for Shelter
7. Transferred \$10,000.00 to Sinking Fund for Comp Plan

Reallocations

1. Transferred Designation of \$182,830 Parks to MPP Project Fund
2. Reduced Fire (Building Fund) designation by \$7,000 (Annual toward building)
3. Designated \$150,000 of Existing Fire Funds to Future Equipment Purchases

The total is an addition of \$235,000.00 and the use of \$329,830.00 for a final total designation of \$499,498.02

Interest will also be allocated at year end.

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

- j. On October 15, the City Council authorized the advertisement for bids for the construction of a Splash Pad. Bids were opened on December 9.

Three bidders were working on the proposal, which was to be an all-inclusive bid from design through start-up. Two of the bidders working on the proposal declined to submit a bid because they did not want to be a General Contractor and were interested in selling the play features only. The third bidder is a Splash Pad design and installation firm and they bid the project from design all the way through training of staff on the operation of the pad.

The total bid package came in at \$220,000. The committee had initially estimated \$200,000; however, some changes were made during development of the specifications which include additional features and thicker concrete, plus two years have gone by since the initial estimate.

The City Engineer reviewed the proposal to assist the City in being sure that the pad will meet the expectations of the Committee and the Park Board. Because designing the pad is part of the bid, City Engineer Yapp recommended the following items be included in the bid:

- Design to include final site plan and plumbing plan acceptable to submission to State of MN.
- Designed to meet the MN Department of Health (DH) requirements, which include a sign off by the Engineer.
- Items to include a mold resistant finish.
- Storage tank size to be modified to meet DH standards.
- Filter to meet 30 minute turnover rate and DH requirements.
- Design for easy winterization access.
- Design for visual inspection of rain diverter.
- Separation of PH Chemical and Feed Equipment from other components.
- Automated controllers for adding chemicals.

The Park Board is recommending the City award the bid to Splash Zone, LLC with the above noted conditions.

Council Member Stone introduced Resolution No. 2014-01, Resolution Accepting Bid for Purchase and Installation of Splash Pad Project. 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.

- k. At the Park Board's December 9th meeting, they recommended that the City offer the position of Campground Attendant for the 2015 season to Harold and Patricia Read at a rate of \$9,000.

Over the past years while the Reads were Attendants, the City has received numerous compliments on the operation of the campground (directly related to the Reads) as well as the cleanliness of the campground.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to appoint Harold and Patricia Read as Campground Attendants for the 2015 season at a rate of \$9,000/season. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- l. As part of the approved purchase of a portion of the racetrack property south of the freeway, the City Council needs to grant formal approval of the lot split to allow for the recording of the deed.

The recording of the deed will follow approval of the Annexation by the boundary adjustment office.

Council Member Stone introduced Resolution No. 2014-104, Resolution Approving a Minor Subdivision (Lot Split) for Felling Trailers. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas, Olson and Mayor Kirckof. Against: None. The motion passed.

- m. Don John submitted his resignation from the City of Sauk Centre Fire Department. John has been with the Department since July 7, 1992.

Bill Berg submitted his resignation from the City of Sauk Centre Fire Department. Bill has been with the Department since May 2, 1989.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to accept the resignations of Don John and Bill Berg from the Sauk Centre Fire Department. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

The Council thanked Don John and Bill Berg for their dedication and years of service.

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	\$230,626.68
		Paid Claims	<u>\$102,357.11</u>
		Total	<u>\$332,983.79</u>

b.	November checks -	#2349E-#2385E	<u>\$391,895.35</u>
		#035716-#035831	
		4 Payroll ACH Transfers	

c. Resolution No. 2014-102, Resolution Accepting Contributions as follows:

Walmart	\$1,000.00	Ambulance
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d. Resolution No. 2014-103, Accepting Bids for Excess Vehicles and Equipment. The Police Department advertised various excess vehicles for public sale through the State of MN Surplus Services online website as follows:

1996 Cadillac DeVille	Bernie Auto Sales	\$780.00
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A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

The Council thanked Walmart for their generous donation to the Ambulance Department.

11. INFORMATIONAL ITEMS

a. 2015 Meeting Calendar

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,

Mayor Brad Kirckof

City Administrator Vicki Willer