

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, DECEMBER 19, 2018**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 19, 2018 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Diane Kelly, Dave Thomas, Keith Johnson, Heidi Leach and Mayor Warren Stone. Also present was City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, City Engineer Keith Yapp, Public Works Supervisor Ben Clink and Administrative Assistant Nicki Vogt. Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the agenda. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach 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 Thomas to approve the December 5, 2018 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. 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 Activity Report stating that there were 404 ICRs and 223 Verbal Warnings for a total of 627.
- b. Public Works Supervisor Ben Clink presented the Public Works Activity Report as follows:
 - Dog Park project is complete
 - Ice was placed in the outdoor rink the first week of December. Blue Lakes Plastic donated the rink liner.
 - The Department is taking sign inventory.
 - A new carbon monoxide detector was recently installed in the Historical Society.
 - Potholes are being patched.
 - Trees that are protruding into the street are being trimmed.

- c. The Park Board, at their regular meeting, heard a presentation from representatives of the Fitness Challenge Park Committee from the Community Foundation on a proposal to construct a Fitness Challenge Playground at the Splash Pad Park.
- Location is at the Basketball Court which would be re-located onto a part of the Skateboard Park.
 - Funding to come through fundraising efforts including grants that may be applied for by the City.
 - Total cost with surfacing to run approximately \$300,000
 - City would ultimately own the playground similar to all other public playgrounds in the City.
 - Legwork to be completed by the Committee.

The Park Board recommends that the City Council proceed with the project.

Challenge Park Committee Representative Brenda Jennissen was present and stated that they have been working with MN/Wisconsin Playground Equipment and after touring Sauk Centre, they recommended the Splash Pad Park as the best location for the Fitness Park. The park is geared towards upper elementary – junior high children. Jennissen presented the Council with a visual of the park.

See 7a.

7. ACTION ITEMS

- a. See 6c.

Council Member Kelly introduced Resolution No. 2018-105, Resolution Supporting Fitness Challenge Park. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

- b. Logan Kalkbrenner, 41833 – 393rd Avenue, Sauk Centre submitted a Petition for Detachment from the City. A copy of the Petition was presented to the Council for their review.

The property is located almost entirely in the Flood Plain and no further subdivision or development of the property is likely to occur. Extension of municipal services to the property is not feasible. However, the open property to the SE of the Kalkbrenner property is identified as a “Future Growth Area” in the Comprehensive Plan.

The Council was asked to give consideration to a solution that would not create a barrier preventing that future development and perhaps future annexation.

Any Opposition Resolution goes before an Administrative Law Judge for final disposition at which point the City could further explain its viewpoint.

If the City supports detachment of the entire parcel, a Resolution of Support is automatically detached by the Judge unless the Township opposes it or is neutral.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve Resolution No. 2018-106, a Resolution allowing detachment south of the section line, if new petition is submitted. A vote being recorded as follows: For: Council Members Kelly, Leach, Johnson and Mayor Stone. Against: Council Member Thomas. The motion passed.

- c. The City Purchasing Policy follows Minnesota Statute and lays out how approvals for purchases are made and the thresholds that employees and committees have for purchases based upon dollar amount.

Minnesota Statute was amended in 2018, which raised the threshold for Competitive Bidding to \$175,000. Purchases projected to exceed this amount are required to follow the Competitive Purchasing Statute.

The amendment amends the Policy to match State Statute. The City has, as a matter of practice, conducted competitive bidding for purchases less than the threshold in an attempt to secure lower bidding.

Council Member Thomas introduced Resolution No. 2018-107, Resolution Adopting Updated Purchasing Policy. The motion was seconded by Council Member Leach. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- d. The Fire Department was successful in obtaining an Assistance to Firefighters Grant (AFG) through FEMA for the purchase of Air Apparatus for the Department.

The grant award is for \$126,790.00. The City share for the grant is \$6,037 with the Federal share being \$120,753.

The Department has developed specifications for the purchase and are now prepared to advertise for Bids. Because this is a Federal Award, Competitive Bidding is required.

Resolution No. 2018-108 approves the Specifications and Authorizing Advertising for Bids.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve Resolution No. 2018-108. For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- e. Each year, the City Council approves various transfers between funds. These transfers are:
 - Transferring Fire Dept. share of City Hall Bond Pmt. To Bond Fund
 - Transferring Stormwater Fees to Bond Fund
 - Transferring Future Equipment Purchase Funds to Sinking Fund

- Transferring Apt. Complex Abatement to Bond Fund
- Transferring Small Cities Trans. Dollars to Sinking Fund
- Process Loan Repayment to General Fund for Ambulance Garage
- Process Loan Repayment to General Fund for Fire Pumper

Council Member Johnson introduced Resolution No. 2018-107, Resolution Authorizing Year End Interfund Transfers. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- f. Pay Request #1 has been received for the Airport Entrance Road Paving Project. This project is funded mainly by a grant received from the FAA and MnDot Aeronautics.

Following Payment, application for reimbursement will be submitted.

Bid Amount	\$76,727.00
Work Completed	\$70,028.32
Retained (5%)	<u>-\$3,503.92</u>
Amount Due	<u>\$66,574.40</u>

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve Pay Request No. 1 to Mark Lee Excavating, Inc. for \$66,574.40. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- g. Minnesota Statutes 204B, Subd. 1 requires that a City Council, by Ordinance or Resolution, must designate polling places for the upcoming year even if no election is scheduled.

This prevents changes to polling places less than 90 days prior to an election unless it becomes unavailable or due to an emergency.

Resolution 2018-110 designates Sauk Centre City Hall as the office polling place for Special and General Elections in 2019.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Resolution No. 2018-110, Resolution Designating Polling Places. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- h. One of the recommendations of the Comprehensive Plan is to take efforts to make Sauk Centre a more walkable community. One of the avenues to help make that happen is through the Safe Routes to School Program.

The City has an opportunity to apply for a Safe Routes to School Planning Grant in conjunction with Sauk Centre Public School and CentraCare through its Community Wellness Program.

The City would be the applicant and fiscal agent for the project. The grant would pay for any planning necessary to allow us to go the next level which would be implementation.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to approve Resolution No. 2018-111, Supporting Safe Routes to School Grant Application. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

i. The Council considered the following Board and Commission appointments:

- 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 Michael Gardner, Ryan Roelike and Amy Trisko will expire December 31, 2018. The following have submitted nominations:

**Michael Gardner
Ryan Roelike**

Mayor Stone recommended appointment of Michael Gardner and Ryan Roelike to the Park Board effective January 1, 2019 and expiring December 31, 2020.

- 2.) **Planning Commission – 1 position to be appointed for a 3-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 term of Roy Walz will expire December 31, 2018. The following have submitted nominations:

Roy Walz

Mayor Stone recommended appointment of Roy Walz to the Planning Commission for a three-year term, effective January 1, 2019 and expiring December 31, 2021.

- 3.) **Public Utilities Commission – 1 position to be appointed for a 3 year term.** The term of Mark Roberg will expire December 31, 2018. The following have submitted nominations:

Mark Roberg

Mayor Stone recommended appointment of Mark Roberg to the Public Utilities Commission, for a three year term, effective January 1, 2019 and expiring December 31, 2021.

- 4.) **Senior Center Board – 3 Members 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 terms of Alice Rothfork and Elaine Meier will expire on December 31, 2018 and 1 opening for a 2-year term. The following have submitted nominations:

Alice Rothfork (3 Years)
Elaine Meier (3 Years)
Vonnie Zirbes (2 Years)

Mayor Stone recommended appointment of Alice Rothfork, Elaine Meier and Vonnie Zirbes to the Senior Center Board, two for a three-year term, effective January 1, 2019 and expiring December 31, 2021 and a two-year term, effective January 1, 2019 and expiring December 31, 2020.

- 5.) **Convention & Visitor’s Bureau – 3 positions to be appointed for a 3 year term and 1 position for an unexpired 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, 1 from the City who will represent the City Council and 1 member at large. The terms of JoAnn Thorson, Kelley Freese and Nicki Vogt will expire December 31, 2018. Also, an unexpired term for a representative of the Chamber of Commerce to be appointed.

JoAnn Thorson
Kelley Freese
Nicki Vogt
Stacie Michels (Chamber of Commerce)

Mayor Stone asked to re-advertise for the CVB open position and to take action at a future meeting.

- 6.) **EDA Board – 1 position to be appointed for a 1-year unexpired term.** According to City Code Section 32.04, the Mayor with approval of the City Council shall appoint 5 members to the Board: 2 of whom shall be members of the City Council, 1 of whom shall be a member of the Sauk Centre Opportunities Board, 1 of whom shall be a member of the Sauk Centre Chamber of Commerce Board and 1 shall be an at large member with or without affiliation of any group or non-profit organization. Lynnette Ostendorf term, who represents the Sauk Centre Chamber of Commerce position is open and will expire December 31, 2019.

BJ Welle

Mayor Stone recommended appointment of BJ Welle to the EDA Board for the unexpired term, effective January 1, 2019 and expiring December 31, 2019.

- 7.) **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 Jody LaVoi will expire on December 31, 2018.

Jody LaVoi

Mayor Stone recommended appointment of Joyce LaVoi to the CentraCare Sauk Centre Board for a three-year term, effective January 1, 2019 and expiring December 31, 2021.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the Board appointments noted above (excluding the CVB). A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- j. The Council was presented with Resolution No. 2018-112, Resolution Amending Administrative User Fees for 2019. The Resolution was reviewed and the following changes were recommended:

Skid Loader w/ Bucket – Includes Operator	\$80.00
Pickups – Includes Operator	\$60.00
Tractor w/ Front Wheel Assist – Includes Operator	\$60.00
Concrete Saw	\$40 + \$4/lineal ft.
Man Power Rate	\$60/Hour or \$90/Hour OT
Animal Publication Cost	\$50.00

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve Resolution No. 2018-112, with the above noted changes. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

By general consent, the Policy Committee will review potential clean-up charges for arena rentals.

- k. A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Resolution No. 2018-113, Resolution to Adopt a Schedule of Fees for Voluntary Administrative Penalties and Fines for Offenses of the City Code According to

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

1. The Council was presented with Ordinance No. 785. 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 licenses, cigarette licenses and other various licenses.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to adopt Ordinance No. 785, 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 Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

By general consent, the Council asked that the Policy Committee review this Ordinance for any potential changes.

- m. Council Member Kelly introduced Ordinance No. 786, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 785 Summarizing and Reaffirming Fees for City Licenses and Permits and Providing for Subsequent Review, Modification and Amendment. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.
- n. Quotes were received for the Fuel Bid as follows:

2 Year Bid

<u>GAS STATION</u>	<u>Unleaded/Ethanol</u>	<u>#1</u>	<u>#2</u>	<u>Premium</u>
		<u>Diesel Fuel</u>	<u>Diesel Fuel</u>	<u>Diesel Fuel</u>
Holiday Stationstores	\$0.10	\$0.10	\$0.10	
Truckers Inn	\$0.10	\$0.15		\$0.15
Gas Mart	\$0.03	\$0.03	\$0.03	\$0.03
Isaac's North Star	\$0.12	\$0.12	\$0.12	\$0.12

5 Year Bid

<u>GAS STATION</u>	<u>Unleaded/Ethanol</u>	<u>#1</u>	<u>#2</u>	<u>Premium</u>
		<u>Diesel Fuel</u>	<u>Diesel Fuel</u>	<u>Diesel Fuel</u>
Isaac's North Star	\$0.13	\$0.13	\$0.13	\$0.13

Both Holiday & Truckers Inn are open 24 hours whereas Isaac's North Star is open at 5 a.m. until 7 p.m. Fuel can still be purchased after hours at Isaac's North Star if the City uses a credit card and then bring the slips in at the end of the month.

Purchase amount of fuel in prior years:

	Gas	Diesel
2011	5625	10023
2012	7017	7731
2013	8284	11555
2014	7924	12082
2015	8797	9956
2016	9653	9719
2017	9554	8805
2018	8662	9262

Prior Year (2017-2018) Fuel Bid with Diesel and Gas was awarded to Isaac's North Star.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve Resolution No. 2018, 114 Awarding the 2019-2023 Fuel Bid to Isaac's Northstar. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- o. Bid quotes were received for 2019 refuse collection services. The following bids were received:

• Waste Management	\$1,171.35/Monthly	\$14,056.17 Annual (2 Year)
• Waste Management	\$1,130.35/Monthly	\$13,564.22/Annual (5 Year)
• West Central Sanitation	\$1,273.18/Monthly	\$15,278.10/Annual (2 Year)
• West Central Sanitation	\$1,376.50/Monthly	\$16,518.03/Annual (5 Year)

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve Resolution No. 2019-115, Accepting Bids for 2019-2023 Refuse Collection Services from Waste Management. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- p. The following vehicles were offered for sale through the Dept. of Administration online bidding program:

Vehicle	Bidder	Amount
2000 Ford Focus	Matthew Dellwo	\$820.00
2001 Toyota Camry	Taylor Lintner	\$700.00
2010 Ford Escape	John Williams	\$3,725.00

Council Member Johnson introduced Resolution No. 2018-116, Resolution Accepting Bids and Authorizing Sale of Forfeited Vehicles. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- q. Stearns County Attorney's office has released to the City Police Department the following two forfeited vehicles:

2008 Volkswagon
2010 Cadillac CTS

The Department is requesting that the City Council declare the property as excess and allow for it to be sold.

Council Member Thomas introduced Resolution No. 2018-117, Resolution Declaring Property as Excess and Advertising for Sale. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- r. The Council was presented with a copy of the Campground Attendant Job Description.

The recommended pay is \$8,500 for the season and a campsite, but could be amended based upon experience and other factors. The Park Board recommends the option of splitting the position be open.

The proposed timeline for filling the position is:

December 19, 2018	City Council Approves Description and Pay Rate
December 20-Jan 17, 2019	Advertise for Position
Through Jan. 31, 2019	Accept Applications
Feb. 1 – Feb 15, 2019	Review Applications
Feb. 15 – March 1, 2019	Conduct Interviews
March 5, 2019	Park Board Recommendation
March 6, 2019	Formal Appointment by City Council
May 1, 2019	Position Begins

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the timeline and rate of pay for the Campground Attendant. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach 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 \$119,518.62
 Paid Claims \$0.00
 Total \$119,518.62
- b. November Checks Paid Claims/Payroll \$1,081,494.25
- c. Resolution No. 2018-118, Resolution Accepting Contribution. The Contribution is as follows:

Men’s Card Playing Group	\$202.25	Senior Center
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A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

11. INFORMATIONAL ITEMS

The Council thanked Council Member Johnson for his eight years of service.

12. ADJOURN

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

With no further business to come before the Council, Mayor Stone adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Mayor Warren Stone

City Administrator Vicki Willer