

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, DECEMBER 19, 2007 – 6:30 P.M.**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 19, 2007 at 6:30 p.m. at the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Kirckof, Council Members David Thomas, Warren Stone, Al Coenen and Keith Johnson. Also present were City Administrator Vicki Willer, Public Works Director Wessel, Police Chief Metcalf, City Engineer Yapp of Bonestroo and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved with additions and corrections.

3. APPROVAL OF MINUTES

The Council's November 30th Special Meeting Minutes were approved as presented and the Council's December 5, 2007 Regular Meeting Minutes were approved with corrections.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Police Chief Metcalf stated that there were a total of 286 calls in the month of November. The total calls in November of prior years are as follows:

- 2001 – 308
- 2002 – 245
- 2003 – 281
- 2004 – 236
- 2005 – 216
- 2006 – 274

Chief Metcalf then presented a handout regarding snowmobiles and snowmobiling with City limits.

The interviews for the part time police officer to be shared with the City of Melrose have been completed and they are in the process of completing the background checks.

7. ACTION ITEMS

a. Removed from agenda.

- b. Bid quotes were received for the 2008 fuel and vehicle washes and the following bids were received:

<u>GAS STATION</u>	<u>Unleaded/ Ethanol/ Discount</u>	<u>#1 Diesel Fuel Discount</u>	<u>#2 Diesel Fuel Discount</u>	<u>Premium Diesel Fuel Discount</u>	<u>Car Washes</u>	<u>Please Note:</u>
Holiday Super Stop	0.03	0.02	0.02	0.02	5 washes per month	If gas & diesel are awarded separately.
Holiday Super Stop	0.04	0.04	0.04	0.04	10 washes per month	If gas & diesel are awarded together.
Georges Food - n - Fuel	0.05	n/a	n/a	n/a	Free with fill	
Northstar Gas & Wash	0.05	0.05	0.05	0.05	1/2 price washes OR free wash with every other fill	Discount applied on direct bill purchases only (not credit cards).

The lowest bidder for gas was a tie between Food-N-Fuel and Northstar; however, Northstar's discount does not apply to credit card purchases. This is important because the Police Department uses a credit card through their lease program; therefore, purchases through the lease card would not qualify for the discount.

The diesel bid is lowest at Northstar; however, the station is not open 24 hours a day and pay at the pump with a credit card does not qualify for discount. PW Director Wessel noted that it was not an issue for the Public Works Department as they generally fill their vehicles during the day and if they do need to fill at night they have a tank at the garage.

Staff's suggestion was for the Council to award the gas bid to Food-N-Fuel and the diesel bid to Northstar.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to adopt Resolution No. 2007-98, Resolution Awarding 2008 Fuel/Vehicle Wash Bid, awarding the gas bid to Food-N-Fuel and the diesel bid to Northstar. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

It was noted that the only instance credit cards can be used will be during the night. Cards will be issued to the vehicle.

- c. The following bids were received for 2008 Refuse Collection Service:

- Buecker's City Sanitation: \$5,492.82/Annual
- West Central Sanitation: \$6,057.90/Annual
- Affordable Disposal: \$4,639.31/Annual

A motion was made by Council Member Coenen and was seconded by Council Member Thomas to award the 2008 refuse bid to Buecker's City Sanitation as they are an asset to the City of Sauk Centre. A vote being recorded as follows: For: Council Member Coenen. Against: Council Members Thomas, Johnson, Stone and Mayor Kirckof. The motion failed due to lack of majority vote.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to adopt Resolution No. 2007-99, Resolution Accepting Bid for 2008 Refuse Collection Service, awarding the bid to lowest bidder Affordable Disposal. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- d. The City received the following 2008 Refuse Hauler License renewal applications:
- West Central Sanitation – License No. 2008-01
 - Buecker's City Sanitation – License No. 2008-02
 - Affordable Disposal – License No. 2008-03

Each applicant has completed the required application, provided worker's compensation and liability insurance and has paid the \$50 fee.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the 2008 refuse hauler license applications from West Central Sanitation, Buecker's City Sanitation and Affordable Disposal. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

The license period is from January 1-December 31, 2008.

- e. City Administrator Vicki Willer noted that nominations were not received for the Library Board; however, the Board was established when the City was running the library, which we are now no longer doing as it is part of the Great River Regional Library system. The Council will need to review the Library Board functions.

Mayor Kirckof made his Board recommendations as follows:

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|----------------------|---|
| Hospital Board: | Marlene Otte and Dale Emmel |
| Park Board: | Mike Beilke and make Keith Johnson a voting member |
| P&Z Commission: | Don Schlichting |
| PUC Commission: | Richard Bullard and Dennis Rykken |
| Senior Center Board: | Nancy Kazlauckas, Victor Schwinghammer and Pat Newell |
| Airport Commission: | Tom Wenker and Jerry Beuning |

A motion was made by Council Member Thomas and was seconded by Council Member Stone to appoint Marlene Otte and Dale Emmel to the Hospital Board for a three year term effective January 1, 2008 and expiring December 31, 2010. A vote being recorded as follows: For: Council Members Thomas, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Johnson. The motion passed.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to appoint Mike Beilke to the Park Board for a two year term effective January 1, 2008 and expiring December 31, 2009 and make Council Member Keith Johnson a voting member. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to appoint Don Schlichting to the Planning Commission for a three year term effective January 1, 2008 and expiring December 31, 2010. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

Council Member Thomas asked the candidates for the Public Utilities Commission to speak about themselves and why they feel they are a good candidate for the Commission.

William Voller stated that the Public Utilities Commission is a reflection on what they do for the community. He is glad to see that the City is growing. He stated that utility rates are important and the Commission needs to keep the rates low and competitive which invites people and businesses to town. He feels that the Commission should take a role in economic development which is a bidding process between communities. He felt that the EDA, City and PUC should work intertwined when it come to EDA issues.

Dennis Rykken stated that he is in his 6th term with the Commission for a total of 18 years. He has also been with the dislocated worker program and served on the City Council. He feels that it is the Commission's responsibility to look at the here and now and they take a long and short look every day. The Commission completed a rate study which is less than 6 years old. They are a part of the Missouri River Energy Systems, which expires in 2043. The Sauk Centre PUC currently is among the lowest 20 in electrical rates. The water rates are comparable to other cities our size. A 3% increase will be implemented for water and wastewater. Wastewater facility design will begin in 2008.

Rich Bullard stated that he has been on the Commission for one term. He has 25-30 years background in financial services and is currently an employee of First National Bank. He feels his background in financial services helps the Commission. He is the only person on the Commission who owns a business.

A motion was made by Council Member Coenen and was seconded by Council Member Stone to appoint William Voller to the Public Utilities Commission for a three year term effective January 1, 2008 and expiring December 31, 2010. A vote being recorded as follows: For: Council Members Coenen and Stone. Against: Council Members Thomas, Johnson and Mayor Kirckof. The motion failed.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to appoint Richard Bullard and Dennis Rykken to the Public Utilities Commission for a three year term effective January 1, 2008 and expiring December 31, 2010. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to appoint Nancy Kazlauckas, Victor Schwinghamer and Pat Newell to the Senior Center Board for a three year term effective January 1, 2008 and expiring December 31, 2010. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Abstain: Council Member Coenen. The motion passed.

A motion was made by Council Member Thomas and was seconded by Mayor Kirckof to appoint Tom Wenker and Jerry Beuning to the Airport Commission for a three year term effective January 1, 2008 and expiring December 31, 2010. A vote being recorded as follows: For: Council Member Thomas, Mayor Kirckof, Council Members Stone and Johnson. Against: Council Member Coenen. The motion passed.

- f. City Administrator Vicki Willer stated that the levy is the same amount as it was when it was presented to the Council in September. The levy must be certified by December 31, 2007.

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to set the 2008 tax rate the same as the 2007 rate with no levy increase. A vote being recorded as follows: For: Council Members Coenen. Against: Council Members Johnson, Thomas, Stone and Mayor Kirckof. The motion failed.

Council Member Thomas introduced Resolution No. 2007-100, Resolution Adopting Tax Levy Approving 2007 Tax Levy, Collectible in 2008. The motion was seconded by Council Member Stone. A vote being recorded as follows: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- g. Council Member Thomas introduced Resolution No. 2007-101, A Resolution of the City of Sauk Centre Adopting the 2008 City Budget. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.
- h. The following is a list of delinquent accounts to be charged off at year end:

<u>Name</u>	<u>Description</u>	<u>Amount</u>
Martinez, Jennifer	Animal Impound Fee	\$25.00
Davids, Norm	Fire/Rescue Call	\$292.00
Anfinson, Tim	Fire/Rescue Call	\$224.50
Johnson, Rodney	Fire/Rescue Call	\$150.00
Fischer, Kevin	Fire/Rescue Call	\$251.50
TOTAL TO BE CHARGED OFF AT YEAR-END		\$943.00

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to charge off the bad debt accounts at year end totaling \$943. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

It was noted that the bad debt accounts are not property owners within the City of Sauk Centre. This is budgeted for annually.

- i. The City received 5 applications for the EMT position. The Interview Committee which consisted of Tim Deschene, Kathy Struffert and Jeff Bromenshenkel interviewed the applicants on November 28 and recommend hiring the following:
- Aaron Feltman
 - Mark Roberg

A motion was made by Council Member Johnson and was seconded by Council member Stone to appoint Aaron Feltman and Mark Roberg as EMT on the condition of the completion of the EMT course. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas. The motion passed.

Once the applicants complete the class they will be appointed to the department and be on a 6 month probation period.

- j. The City received Change Order No. 1 from Bonestroo in the amount of \$7,561 for the Airport Hangar Improvements. The change order is to cover the extra costs incurred to remove excess top soil beneath the new bituminous and the area where the new hangar will be constructed.

City Engineer Yapp of Bonestroo stated that the extra depth was not anticipated as you do not know what is beneath the ground and it is not cost feasible to do soil borings everywhere. He then stated that variation does happen, especially with excavation projects. The cost was negotiated with the contractor and the City was charged \$2.00/yard less for borrow and exchange.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve Change Order No. 1 in the amount of \$7,561. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- k. The City received Change Order No. 1 from Bonestroo in the amount of \$3,645.40 to the East River Heights Erosion Control project which covers the extra cost incurred for Rip Rap.

A pay request was received from Bonestroo for the East River Heights Erosion Control Project. The net amount due to Schurman Excavating is \$20,072.93 after 5% retainage.

City Engineer Yapp of Bonestroo stated that when staked, the slope was longer than that of what the initial data showed. Ten additional feet of Rip Rap were needed.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Change Order 1 and authorize payment of the Pay Request to Schurman Excavating in the amount of \$20,072.93. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

Schurman will be finalizing the project in the spring.

8. UNFINISHED BUSINESS

- a. None.

9. NEW BUSINESS

- a. Every department and their respective Board/Commission has gone through the fee schedule and has made recommended changes. The fee schedule will be presented to the Council for discussion/adoption at their first meeting in January.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims - Total of unpaid claims \$110,064.63 and paid claims of \$17,074.12 for a total of \$127,138.75.
- b. List of November checks totaling \$229,658.63 (Check No. 26757 through Check No. 26879)

- c. Gambling application for exempt permit request from Stearns County Pheasants Forever for a raffle on March 1, 2008 at Gerard's Dining & Banquet.
- d. Resolution No. 2007-102, Resolution Accepting Contributions. The contributions are as follows:
 - Sauk Centre Youth Hockey - \$10,000 to be used for the Arena
 - Fire Relief Association - \$47,000 to be used towards the Fire Department
 - Sauk Centre Seniors - \$3,000 to be used for the Senior Center

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

Mayor Kirckof thanked the above mentioned groups for their donations.

11. INFORMATIONAL ITEMS

- a. The League of Minnesota Cities is holding a conference for experienced officials on January 18-19, 2008 at Hotel Sofitel in Bloomington. Registration fee is \$210, not including lodging. Registration deadline is December 27, 2008.
- b. The next Stearns County Municipal League meeting is January 15, 2008 in Holdingford. The Council is invited to attend.
- c. A Mailbox Policy/Standard handout was presented to the Council.
- d. The Sauk Centre Ambulance Service was awarded \$20,900 in the Assistance to Firefighters Grant (FEMA Grant). Mayor Kirckof congratulated the Ambulance Service for a job well done on the grant.

12. COUNCIL COMMENTS

Council Member Coenen made a motion to set term limits on Board and Commissions. The motion failed due to lack of a second.

Mayor Kirckof noted that Committee appointments will take place at the next meeting.

Council Member Stone stated that three members of the Council made it through their first year. He feels that all members do their homework and that it is a good working Council. He also wished everyone Happy Holidays.

13. 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, Coenen and Mayor Kirckof. Against: None. The motion passed.

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mayor Brad A Kirckof

City Administrator Vicki M. Willer