

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, DECEMBER 19, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 19, 2012 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Warren Stone, Mike Olson and Mayor Rykken. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs and Administrative Assistant Nicki Vogt. Mayor Rykken presided thereat. Council Member Coenen was absent.

**2. APPROVAL OF AGENDA**

By general consent, the agenda was approved with the addition of 6b-Hospital Board Report and 7k-Overnight Camping Rental Rate.

**3. APPROVAL OF MINUTES**

The December 5, 2012 Regular Meeting Minutes were approved as presented.

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

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Police Chief Friedrichs reported that in November 2012 there were 335 ICRs and 230 Verbal Warnings for a total of 565. He also reported that in November the department completed 8 hours of Toward Zero Death (TZD), formerly known as Safe & Sober.
- b. Mayor Rykken reported the following regarding the December 19<sup>th</sup> Hospital Board Meeting:
  - The transition from St. Michaels Hospital to Centracare Clinic went smoothly.
  - All employees that were offered employment have accepted.
  - Two doctors and 3 Council Appointees will serve on the new Hospital Board.
  - Hospital Board meetings from this point forward will be private meetings.
  - All new signs have been installed.

**7. ACTION ITEMS**

- a. The following quote was received for the 2013 Fuel Bid (with vehicle washes) as follows:

Gas Station	Unleaded/Ethanol Discount	#1 Diesel Discount	#2 Diesel Discount	Premium Diesel Discount	Car Washes
Kranz Super Stop	.05¢	.05¢	.05¢	.05¢	10 Free/Month

For 2012, the Fuel Bid was Diesel and Gas was awarded to Holiday.

Council Member Stone introduced Resolution No. 2012-94, Resolution Awarding 2013 Fuel/Vehicle Wash Bid. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

- b. Bid quotes were received for 2013 refuse collection services. The following bids were received:

Waste Management	\$560.81/Month	\$6,729.73/Annual
Buecker’s City Sanitation	\$691.39/Month	\$8,296.67/Annual
West Central Sanitation	\$756.70/Month	\$9,080.50/Annual

For 2012, the bid was awarded to Affordable Disposal for \$5,996.94.

Council Member Olson introduced Resolution No. 2012-95, Resolution Accepting Bid for 2013 Refuse Collection Service. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Olson, Stone, Johnson and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

- c. The Council considered the following Board and Commission appointments:

Park Board – 3 positions to be appointed for a 2 year term. The Park Board consists of five members for two year terms. The terms of Jeff Quistorff, Matt Wessel and Shane DeFoe expire December 31, 2012. The following submitted nominations:

Matt Wessel  
 Weston Wander  
 Amy Trisko  
 Adam Sunderman

Council Member Stone nominated Wessel, Wander and Trisko to serve on the open Park Board positions. By a 4-0 vote, Wessel, Wander and Trisko were appointed to the Park Board for a two year term, effective January 1, 2013 and expiring December 31, 2014.

Planning Commission – 1 position to be appointed for a 3 year term. The Planning Commission consists of five members of which three are appointed by the Council. The term of Roy Walz expires December 31, 2012. The following submitted a nomination:

Roy Walz

The term is effective January 1, 2013 and expires December 31, 2015.

Public Utilities Commission – 1 position to be appointed for a 3 year term. The term of Roy Walz expires December 31, 2012. The following submitted a nomination:

Roy Walz

The term is effective January 1, 2013 and expires December 31, 2015.

Senior Center Board – 2 (or more) positions to be appointed for a 3 year term. The Senior Center Board shall consist of 5 to 15 members with 2/3 of the members being citizens of the City and 1/3 residents of the greater Sauk area. The terms of Gayle Brewer and Elaine Meier expire December 31, 2012. The following submitted nominations:

Elaine Meier  
Gayle Brewer

The terms are effective January 1, 2013 and expire December 31, 2015.

Convention & Visitors Bureau – 3 positions to be appointed for a 3 year term. Five members shall be representatives of the lodging and/or hospitality industry and one member shall be a representative of the Chamber of Commerce and not a paid employee of the organization, one member from the City Council and one member at large. The terms of Joann Thorson, Pamela Borgmann and Kelley Freese expire December 31, 2012. The following submitted nominations:

JoAnna Thorson  
Pamela Borgmann  
Kelley Freese

Convention & Visitors Bureau – 1 position to be appointed for an unexpired 2 year term. At the Council's December 5, 2012 meeting, they accepted the resignation of Anita Kaiser. Her term is set to expire December 31, 2014. The following submitted a nomination:

Sara Weber

Airport Commission – 1 position to be appointed for a 3 year term. The Commission shall consist of five members, one shall be a Council Member, three shall be residents of the City of Sauk Centre and one shall be a staff member from the Public Works Department. The term of Tom Johnson expires December 31, 2012. The following submitted a nomination:

Tom Johnson.

The term is effective January 1, 2013 and expires December 31, 2015.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to appoint people to the Boards/Commission as presented. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

- d. The City of Sauk Centre, through the Sauk Centre Public Utility, has negotiated a renewal contract for Firm Electric Service with Western Area Power Administration (WAPA).

Through this agreement, the City will purchase an allocation of federal hydroelectricity. This agreement will provide for a reliable, low cost, environmentally friendly source of power and energy.

This agreement has been reviewed by the City Attorney.

Council Member Johnson introduced Resolution No. 2012-96, A Resolution Approving the Contract for Firm Electric Service Agreement with Western Area Power Administration. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

- e. Daniel and Helen Rieland submitted an application for a metes and bounds subdivision (lot split) for property owned by them at 1227 Sinclair Lewis Avenue. The property is commonly referred to as Dan's Cabinets.

The proposal is to subdivide the east 125' from the property, which would allow for a sale to Standard Iron.

Sauk Centre City Code allows for the administrative recommendation of Lot Splits where the resulting parcels meet all of the criteria for a legal parcel, as outlined in the City Code. This proposal meets all criteria and is therefore submitted directly to the City Council for approval.

Council Member Stone introduced Resolution No. 2012-97, Resolution Approving a Minor Subdivision (Lot Split) for Daniel and Helen Rieland. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members

Stone, Johnson, Olson and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

- f. RL Larson submitted Payment Approval #5 for work completed on the 4<sup>th</sup> Street Project. The payment request is for \$175,553.33.

Work completed to date totals \$1,401,886.30. Payment to date, including this payment, total \$1,331,791.98.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve Payment Voucher No. 5 in the amount of \$175,553.33. A vote being recorded as follows: For: Council Members Olson, Stone, Johnson and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

- g. As part of the TIF District closures, the EDA recommended that the City General Fund recoup some of the administrative costs incurred over the years for costs spent for staff time to administer the districts.

Each TIF District initially adopted a budget for administrative costs. This budget was used to pay for legal, accounting, etc. costs. The remaining portion of the administrative budget is available for transfer to the general fund. The EDA is recommending that the City recoup up to 80 hours per year at the administrative rate set by the fee schedule for each year, with a cap based on the remaining budget.

This calculates as follows:

TIF 1-6 Pleasant Hills (Water Tower)	\$16,704.00
TIF 1-8 Morningview 5 <sup>th</sup> & 7 <sup>th</sup>	\$23,200.00
TIF 1-10 Clinic	<u>\$ 7,048.00</u>
	<b>\$46,952.00</b>

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve the transfer of \$46,952.00 from TIF funds to the General Fund for administrative cost reimbursement. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

It was noted that these fees are based on a 10 year period of time.

- 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 2012.

➤ Fund 100 PW General to 101 Sinking Fund	35,000.00
➤ Fund 100 Parks General to 101 Sinking Fund	25,000.00
➤ Fund 100 Campground to 101 Sinking Fund	45,000.00

➤ Fund 101 Sinking to 100 Storm(Repair Sweeper)	30,185.15
➤ Fund 101 Sinking to 280 SWU Setup	25,709.51
➤ Fund 225 Fire to 328 Debt Service	64,720.60
➤ Fund 230 Airport to 318 Debt Service	40,307.50
➤ Fund 230 Airport to 409 Airport Master Plan	10,000.00
➤ Fund 407 Airport Hangar to 409 Master Plan	2,620.81
➤ Fund 250 TIF to 326 Debt Service	350,000.00
➤ Fund 255 TIF to 316 Debt Service	49,058.70
➤ Fund 255 TIF to 314 Debt Service	20,344.96
➤ Fund 259 TIF to 330 Debt Service	24,017.64
➤ Fund 250 TIF to 270 Arena	218,250.00
➤ Fund 256 TIF to 100 General Admin	16,704.00
➤ Fund 258 TIF to 100 General Admin	23,200.00
➤ Fund 253 TIF to 100 General Admin	<u>7,048.00</u>
	987,166.87

Council Member Johnson introduced Resolution No. 2012-98, Resolution Authorizing Transfer of Funds. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

- i. The Sauk Centre Ambulance Department has requested to purchase a Stair Chair for the 3<sup>rd</sup> rig. The cost of the chair is \$2,397.00 and is to be paid with donations. The cost reflects a 22% discount off of the listed price.

This chair is the same chair that is in the other rigs.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the purchase of a Stryker Stair chair for the Ambulance Department. A vote being recorded as follows: For: Council Members Olson, Stone, Johnson and Mayor Rykken. Against: None. Absent: Council Member Coenen. The motion passed.

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

At the beginning of the year the General Fund had \$406,756.64 in Designated Funds while the Special Revenue Funds had \$171,788.00 for a total of \$578,544.64.

Changes for 2012 have been made with both additions and deletions:

1. Transferred \$35,000 to Sinking Fund Streets
2. Transferred \$45,000 to Sinking Fund Parks/Campground
3. Transferred \$25,000 to Sinking Fund Parks Equip.
4. Transferred \$55,894.66 from Sinking Fund to SWU Fund for Setup and Sweeper Repair
5. Reduced Fire (Building Fund) designation by \$7,000 (Annual toward building)

6. Reduced Library by \$16,000 for carpeting.

These items were all previously approved.

The total is an addition of \$105,000 and the use of \$78,894.66 for a final total designation of \$604,649.98.

Interest will also be allocated at year end.

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

- k. The Campground Fee schedule was reviewed by the Park Board for implementation on January 1, 2013. One fee change is recommended. The overnight fee for motor homes/campers/trailers is recommended to be raised from \$27.50 to \$30.00 per night. This rate includes both sales and lodging tax and has been in effect for five seasons. (2008-2012).

The City Council reviews the fee schedule at the first meeting of the year which is January 2, 2013. However, reservations for the campground begin that same day in the morning. A large percentage of reservations are made that day and it would be helpful if the Council would act on this one item on the fee schedule prior to the first of the year.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the rate change for single night camping for motor homes/campers/trailers to \$30.00 effective January 1, 2013. A vote being recorded as follows: For: Council Members Stone, Johnson and Mayor Rykken. Against: Council Member Olson. Absent: Council Member Coenen. 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 – Total of unpaid claims of \$422,374.92 and paid claims of \$1,985.54 for a total of \$424,360.46.
- b. List of Checks for November, 2012 (ACH #1700E-1731E) AP Checks #033277-#03396 and 4 Payroll ACH Transfers. All totaling \$946,872.57.

c. Resolution No. 2012-99, Resolution Accepting Contribution.

Sauk Centre Fire Dept.	Fire Engine	S.C. Park
Community Legacies	½ of Horse & Sleigh	S.C. Park
S.C. Rotary Club	Santa Claus & Reindeer Sleigh	S.C. Park
Trisko Plumbing & Tree Top Nursery	North Pole Arch	S.C.Park
Myrna Bowman & Mainstreet Coffee Co.	Candle	S.C. Park
Diane Kelly	\$30.80	S.C. Police

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

**11. INFORMATIONAL ITEMS**

- a. December 6, 2012 Draft Safety Committee Meeting Minutes.
- b. Proposed 2013 Meeting Calendar for the Council as well as City Boards and Commissions. This notice will be posted on the City’s bulletin board.

Note that meetings are subject to change based on the beginning of the year organizational meetings of each Board/Commission.

- c. At a ceremony on December 7, 2012, the City of Sauk Centre received the official Beyond the Yellow Ribbon Proclamation.

City Administrator Willer thanked Mayor Rykken for fulfilling the Mayoral vacancy.

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 7:07 p.m.

Respectfully submitted,

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Mayor Dennis Rykken

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City Administrator Vicki Willer