

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, APRIL 15, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 15, 2015 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Dave Thomas, Heidi Leach, Diane Kelly and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Administrative Assistant Nicki Vogt, Public Works Supervisor Matt Zinniel and Assistant Ambulance Director Tim Deschene. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the April 1, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Johnson, 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. A representative of Clifton Larson Allen reported on the 2014 audit. She thanked the City of Sauk Centre and the City Council for allowing them to perform the audit and she then stated that she reviewed the audit with the Finance Committee prior to the meeting. The City of Sauk Centre was issued a clean audit report. She then discussed the following:

- Required Communications
- City's Audit Results
- Cash and Investment Balances
- Fund Balances
- Comparative Governmental Revenues
- Governmental Fund Revenues
- Comparative Expenditures for Governmental Funds
- Governmental Fund Expenditures

See 7a.

b. City Engineer Yapp presented the Beltline Project as follows:

- Location of project
- Majority of the project will be full depth reclamation
- 10 foot shoulders will be placed on the entire length of the project
- Urban design from 12<sup>th</sup> Street to Main Street
- A detour will cause the loss of 13 parking spaces down Sinclair Lewis Avenue and Main Street

See 7b, 7c, 7d, 7e, 7f, 7g.

c. Police Chief Friedrichs presented the March 2015 Police Report stating that there were 281 verbal warnings and 306 ICR's for a monthly total of 587.

d. Assistant Ambulance Director Deschene presented the Ambulance Department 1<sup>st</sup> Quarterly report for 2015 as follows:

- No loads/cancelled 20
- ALS Transfers 19
- BLS Transfers 28
- Billed Calls 106
- TOTAL Calls 126
- Receiving facilities reviewed
- Total amount billed: \$109,232.90

e. The Planning Commission met on Tuesday, April 14<sup>th</sup> and discussed the following:

- Public Hearing – Zoning Code Amendment Section 156.048 – See 7i
- Public Hearing – Zoning Code Amendment Section 156.022 – See 7i
- Public Hearing – Sauk Centre PUC Well – See 7h
- March 2015 Building Permit Reports
- City Wide Cleanup/Scrap Metal Day – May 15-16 – Arena Parking Lot
- Hazardous Waste Collection – June 10 – Arena Parking Lot

f. The Park Board met on April 7, 2015 and discussed the following:

- Discussed and provided guidance for soliciting quotes for the public landing dock system
- Learned tentative start date for splash pad (mid-May)
- Discussed 2015 Arena improvements
- Reviewed Towerview Ball field improvements
- Discussed 2015 campground bathroom updates

g. The Airport Commission met on April 8, 2015 and discussed the following:

- Selected April 21<sup>st</sup> as the start date for installation of the fueling system
- Learned that the FAA has given the go-ahead to begin the process for 2015 projects (pending ALP approval)
- Determined the new beacon style to be a tip-down pole rather than refurbish the existing pole
- Recommend approving scope of services to begin environmental assessment work for the runway rehab project
- Delayed action on transferring potentially expiring funds to another airport

## **7. ACTION ITEMS**

- a. See 6a.

Council Member Thomas introduced Resolution No. 2015-24, Resolution Accepting 2014 Annual Audit. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- b. City Administrator Willer presented the Council with the Cost Share Agreement for the Beltline Road Project and stated that the City is responsible for \$148,000 of this project.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve the Cost Share Agreement with Stearns County for the Beltline Road Project. A vote being recorded as follows: For: Council Members Johnson, Kelly, Leach, Thomas and Mayor Stone. Against: None. The motion passed.

- c. City Administrator Willer presented the Resolution No. 2015-25 Approving County Project within Municipal Corporate Limits, stating that this will give approval for working within City limits.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Resolution No. 2015-25 Approving County Project within Municipal Corporate Limits. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- d. The Council was presented with Resolution No. 2015-26 and it was noted that due to the limited width of the available roadway between TH 71 and 12<sup>th</sup> Street, it is being requested that the City restrict parking on each side of CSAH 72 (Beltline Road) in that area.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2015-26 Relating to Parking Restrictions on County State Aid Highway 72 (S.A.P.073-672-005) from 1150 Feet North of CSAH 79 to TH 71 within the Limits of Sauk Centre. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- e. The City has negotiated easement purchases to accommodate storm water issues as part of the Beltline Road project as follows:

- F&W Exhaust
- Engle
- Broman

The total cost of these purchases total \$44,548 and this was a budgeted expense for this project.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the purchase of easements with F&W Exhaust, Engle and Broman and to authorize execution of documents. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- f. A Purchase Agreement has been presented to Central MN Federal Credit Union for the purchase of a lot on Fairlane Drive. The lot is necessary to accommodate storm water for the Beltline project.

The Purchase Agreement has been presented at a cost of \$96,700, with the City paying closing costs.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the purchase of property and authorizing the execution of documents. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- g. City Engineer Yapp presented the Council with the final plans and specifications for the City portion of the Beltline Road Project and the Centre Street Project and is recommending approval.

Council Member Johnson introduced Resolution No. 2015-27, Resolution Approving Plans and Specification for 2015 Improvement Project. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- h. The Planning Commission (Board of Adjustment) conducted a public hearing on Tuesday, April 14, 2015, to consider the request of the Sauk Centre Public Utilities (City) to construct a well structure in the floodway of Sauk River. The proposed location of the well is on City property on the east side of the outdoor skating rink on 1<sup>st</sup> Street N.

The Utility has worked for many years on exploration in multiple areas for an adequate source of water for a new well. This exploration is necessary due to the existence of a granite shelf under the City. The proposal is not to pump additional water as the City's water usage has remained constant over the past fifteen years. However, with productivity decreases due to aging, the Utility is proposing to construct a new well and retire an older well.

The proposed location provides the best data and the highest probability of good quality water at the volume necessary for the City's water system. Unfortunately, the location is within the floodway of Sauk River. According to Flood Protection Ordinances, a structure cannot be built within a floodway if it increases the potential of displacement of water resulting in the potential of flooding of other properties.

The Utility has proposed to mitigate such a potential by removing an equal amount of structure or land area within the same floodway to offset the new structure. The area impacted is approximately 100 square feet.

The Planning Commission is recommending approval.

Council Member Leach introduced Resolution No. 2015-28, Resolution Approving Request for Variance to City of Sauk Centre Public Utility. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Leach, Kelly, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

- i. The Planning Commission held a Public Hearing to consider two amendments to the Zoning Ordinance as follows:
  - 1. Criteria where an accessory building could be constructed upon a vacant residential lot. TABLED.
  - 2. Definition of motor fueling station with performance standards for fuel storage tanks relative to screening when tanks are above ground.

The Planning Commission is recommending approval of Ordinance No. 757 Amending Zoning Ordinance.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve Ordinance No. 757 Amending Zoning Ordinance. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- j. The City currently requires a "Street Opening" Permit whenever a contractor opens a permanent type roadbed in the City to repair water or sewer services to a residence. This Permit is accompanied by a deposit paid to the City from which the City can deduct costs to restore the roadbed, asphalt, curb and/or sidewalk and to insure that the restoration occurs.

If the contractor or owner restores the road, the deposit is refunded following inspection and approval.

An alternative to paying the deposit with each permit has been suggested to the City. This would be a contractor who generally does several openings in one year could post a performance bond with the City on an annual basis that the City could draw on if the work is not completed to restore the street. This would eliminate the contractor from making multiple deposits and the City making multiple refunds each year.

It is anticipated that two or three contractors would take advantage of this option.

A motion was made by Council Member Johnson and was seconded by Council Member Leach to approve Ordinance No. 758, An Ordinance Amending Section 96 Street Openings and Excavation. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- k. In 2011 the City obtained consent to remove a hazardous building that had been in a house fire at 606 Birch Street. The City assessed the cost of the removal to the property taxes in the amount of \$9,875.42. In addition, City taxes totaling \$1,175.90 also remain unpaid. Both the assessment and taxes have accrued interest and penalties totaling \$4,691.54 (City Share).

The property is set to be forfeited to the County on May 1, 2015, at which time all taxes, interest and penalties will be swiped clean.

Original Assessment for Demolition	\$9,875.42
Unpaid Property Taxes (City Share)	\$1,175.90
Accrued Interest & Penalties (City)	<u>\$4,691.54</u>
Total Receivable at Risk	\$15,742.86

The City is working with an individual interested in purchasing the property to put a home on it; however, the back taxes, City assessment and a lien on the property that would all need to be paid from closing, make the transaction infeasible.

In order to facilitate a sale before the forfeiture occurs, the City has been asked to consider removing the principal portion of the assessment for 2015 and 2016 totaling \$4,259.02.

If the City were to waive the amount requested, the net proceeds to the City would be \$11,483.84.

If the property goes forfeited the City would receive 10% of a future sale of the property according to MN Statute.

A motion was made by Council Member Johnson and was seconded by Council Member Leach to approve the removal of \$4,259.02 of prior assessments from property located at 606 Birch St. A vote being recorded as follows: For: Council Members Johnson, Leach, Thomas, Kelly and Mayor Stone. Against: None. The motion passed.

- 1. City Planner Sarah Morton will reach her anniversary date with the City on April 7th. A Performance Evaluation has been conducted and it has been determined that Sarah has met the goals set at her last review and also meets the performance standards necessary to qualify for advancement to the next Step in the pay scale.

It is recommended that Sarah advance from Step 6 to Step 7 effective with her anniversary date on April 7, 2015.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve the advancement to Step 7 of the Non-Union Pay Scale for Sarah Morton, effective April 7, 2015. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

- m. Ambulance Director Struffert is recommending EMT Chandra Lofquist advance to EMT-B Level 2 pay scale, effective on her five year anniversary date of April 22, 2015.

The EMT-B Level 2 rate is \$13.52/hour.

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve Chandra Lofquist advancement to Level 2, effective April 22, 2015. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- n. Ambulance Director Struffert is recommending Ambulance Driver Andrea Kerfeld be promoted to Probationary EMT Status. She has passed the required EMT classes, hand on practical exams and the National Registry written test to become a Nationally Certified EMT.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the appointment of Andrea Kerfeld as a Probationary EMT with the Sauk Centre Ambulance Department. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- o. The City has been notified that the FAA and MnDot Aeronautics have approved the Airport to move forward with preparing for a 2015 project pending final approval of the ALP, which is now slated to occur in the next few weeks.

The next project to move forward with is an Environmental Assessment (EA) which is required prior to the 2016 work on the runway. The EA has been slated as a 2015 project but had not yet moved forward pending approval of the ALP (Airport Layout Plan).

The FAA requires the City to submit a Scope of Services Agreement for their review prior to committing funds to the project.

Once the ALP is finally approved and the Scope is approved, the FAA will submit grant documents for the EA and also for the Beacon project.

Contract price is \$88,000.00.

Project funding is 90% FAA, 5% MnDot Aeronautics, and 5% Local (City cost \$4,400).

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the Scope of Services Agreement with Bolton Menk for the Environmental Assessment. A vote being recorded as follows: For: Council Members Thomas, Johnson, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- p. As part of the financing plan for the improvement of the City's share of the Beltline Road Project including the storm water improvements and related expenses, the City will be obtaining financing through the issuance of debt.

The debt issue will be a combination of a GO Street Reconstruction Bond for the Beltline portion and a GO Improvement Bond (Special Assessment Bond) for the Centre Street portion. The debt will be issued as one overall bond to take advantage of economy of numbers for issuance and also to make the issue more attractive to investors and buyers.

The City had previously conducted a Public Hearing for the Centre Street Portion. We are now in the process of preparing for the Beltline Portion. Because this portion does not include assessments, the avenue for funding is called a Street Reconstruction Bond. This type of bond is authorized under MN Statute 475.58 and requires a public hearing to adopt a five year plan (similar to our existing five year CIP Plan).

The action requested at this time is to adopt a Resolution calling for the public hearing to be held on May 20, 2015.

Council Member Kelly introduced Resolution No. 2015-31 Calling a Public Hearing on the Proposal to Adopt a Street Reconstruction Plan and the Intent to Issue a General Obligation Street Reconstruction Bond. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Kelly, Thomas, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. At the April 1, 2015 meeting, it was brought up that the City should consider an earlier ending time for outdoor music when approving temporary extension of premise permits. The current end time on weekdays is 10:00 p.m. and the end time on Friday and Saturday nights is 12:30 a.m.

It was the general consent of the Council to send this to the Policy Committee for their review and recommendation.

## **9. NEW BUSINESS**

None.

## **10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

a.	Schedule of Claims -	Unpaid Claims	\$56,804.55
		Paid Claims	<u>\$0.00</u>
		Total	<u>\$56,804.55</u>



b. March Checks #2482E-#2528E \$331,323.05  
 #36097-#36206  
 3 Payroll ACH Transfers

c. Resolution No. 2015-29, Resolution Accepting Contributions as follows:

Men’s Card Playing Group	\$229.40	Senior Center
Tara Pitschka	\$50.00	Splash Pad
Donald & Carlene Veeder	\$100.00	Splash Pad
Bill Berg - Light on Plaque	\$52.00	Fire Department

d. Arbor Day Proclamation. Arbor Day is April 24, 2015. An Arbor Day Proclamation is required for the City to maintain Tree City Status.

e. Resolution No. 2015-30, Accepting Bid and Authorizing Sale to Like Nu Gun & Pawn for Browning Buckmark from the Police Department, which was authorized for sale at the September 17, 2014 Council Meeting.

f. Request from Jim Winters representing the American Legion Post 67 for a temporary extension of outdoor liquor permit for June 6, 2015 for food, music and a bean bag tournament in their north parking lot from noon until 11:00 p.m.

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

The Council thanked the Men’s Card Playing Group, Tara Pitschka, Donald and Carlene Veeder and Bill Berg for their generous donations.

**11. INFORMATIONAL ITEMS**

a. April 13-17 is Severe Weather Awareness Week. Information regarding Severe Weather is posted on the Stearns County Website with a link from the City website.

Monday	Alerts and Warnings
Tuesday	Thunderstorms, Lightning & Hail
Wednesday	Floods
Thursday	Tornadoes (Statewide tornado drills at 1:45 p.m. & 6:55 p.m.)
Friday	Heat

**12. ADJOURNMENT**

A motion was made by Council Member Leach and was seconded by Council Member Thomas to adjourn the meeting. A vote being recorded as follows: For: Council Members Leach, Thomas, 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 7:50 p.m.

Respectfully submitted,

---

Mayor Warren Stone

---

City Administrator Vicki Willer