

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JUNE 3, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, June 3, 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, Diane Kelly, Heidi Leach 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 City Engineer Keith Yapp. Mayor Stone presided thereat.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the agenda as presented. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly 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 Kelly to approve the May 20, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

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

None.

**5. PUBLIC HEARINGS**

**Street Reconstruction Plan**

Mayor Stone opened the Public Hearing and read the Public Hearing Procedure.

The financing mechanism for the Beltline and Centre Street Project includes the issuance of a bond. The bond is proposed to be issued in two parts. The Centre Street portion will be issued as an improvement (Special Assessment Bond) and the Beltline portion will be issued as a Street Reconstruction Bond.

Before the City Council can approve the issuance of a Street Reconstruction Bond, it must first hold a public hearing indicating potential projects that the City may undergo in future years. A Street Reconstruction Plan following the City's Capital Improvement Program has been written and was provided to the Council.

City Engineer Yapp presented the Street Reconstruction plan stating that the plan anticipates reconstruction expenditures over a 5 year period. Reasons for implementing a Reconstruction Plan are as follows:

- To anticipate and coordinate projects

- Provides a tool for asset management of roadways
- Allows for responsible fiscal management and anticipated expenditures
- Provides a method to maximize the funding avenues for improvements

Yapp also reviewed the proposed project location, proposed project summary and estimated project costs.

Stone called for persons to speak in favor or opposition. None spoke. See 7a.

## **6. REPORTS/PRESENTATIONS**

a. The Park Board met on Tuesday, June 2, 2015 and discussed the following:

- Campground is operational
- Tables and showers will be purchased within the week for the Splash Pad Park
- A request was received to cancel a seasonal site due to a family emergency
- Reviewed splash pad design changes
- Conservation Club has donated \$1,000 towards the purchase of a dock at the public landing
- Sauk Centre Youth Hockey Association will be renting the arena in early October to host a live band fundraiser

b. The EDA met on Wednesday, June 3, 2015 and discussed the following:

- Discussion of grant application submittal for the property south of the freeway
- A request was received to purchase the racetrack property
- Discussion of setting criteria for development of property south of the freeway

## **7. ACTION ITEMS**

a. See 5a.

Council Member Thomas introduced Resolution No. 2015-38, Resolution Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Kelly, Leach and Mayor Stone. Against: None. The motion passed.

b. Ambulance Director Struffert is recommending EMT Nicole Westbrook advance to the EMT-B Level 2 Pay Scale, effective on her five year anniversary of June 4, 2015.

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

A motion was made by Council Member Kelly and was seconded by Council Member Johnson to approve EMT Nicole Westbrook's advancement to Level 2 effective June 4, 2015. A vote being recorded as follows: For: Council Members Kelly, Johnson, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- c. The Personnel Committee has met with the Public Works Supervisor on a proposal to present a Memorandum of Understanding to the Public Works Teamsters Local 320 to allow the scheduling of public works personnel on a ten hour workday four days per week during summer hours.

Several employees have expressed an interest in this summer schedule, which would benefit both the City and the employees.

A Memorandum of Understanding would alter the existing contract for the balance of the term of the contract until 2017 at which time it could be made permanent.

Management of the scheduling of ten hour workdays would remain a management right of the Employer (City) and could be utilized when it would be beneficial to the Department at the discretion of the Supervisor.

Insert the following language:

*Summer Hours: The City may utilize "summer work schedules" for its Public Works Dept. that may vary from the language in Section 13.1 to allow for a 10 hour workday whenever deemed practical by management. These work schedules are of mutual benefit for the employer and employee and do not exceed the 40 hour work week. Any hours in excess of 10 hours per workday shall be compensated at one and one half (1 ½) times their regular rate of pay. The department shall remain open to serve the public during normal working hours and all summer work schedules must reflect this.*

A motion was made by Council Member Leach and was seconded by Council Member Thomas to approve ten hour workday schedule change for the Public Works Department as needed, to be scheduled by Management. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- d. The Police Departments of Melrose and Sauk Centre are proposing to conduct a new round of hiring for filling a part time position within the Department.

Kyle Hartigan has been offered a full time position elsewhere and has submitted his resignation from the Department.

In the past, the City of Melrose and Sauk Centre have shared several part time officers and the proposal is for the two cities to share the costs in the hiring and each department would schedule the officers for shifts as needed.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve the Police Department to start the hiring process jointly with the City of Melrose for a part-time police officer. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

- a. The Operations Committee (Council Members Kelly and Johnson) will be meeting with the Big Sauk Lake Association on Saturday, June 20, 2015 to discuss the 2016 plan and budget the treatment of Curly Leaf Pondweed.

That plan will then be presented to the council at a July meeting.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

- a. Schedule of Claims - 

Unpaid Claims	\$94,577.33
Paid Claims	<u>\$3,804.11</u>
Total	<u>\$98,681.44</u>
- b. Resolution No. 2015-39, Resolution Accepting Contributions. The contribution was from the Men’s Card Playing Group in the amount of \$196.45 to be used for the Senior Center.
- c. Gambling Application for Exempt Permit Request from St. Paul Catholic United Financial #108 for a raffle to be amended from September 20, 2015 to September 27, 2015 at Holy Family School Cafeteria.
- d. Request from the downtown bars for a Temporary Extension of Premise Permit and road closure for a Sinclair Lewis Days Street Dance on July 18, 2015. The road closure request is a one block area from Main Street (Stoplights) to Oak Street. The bars plan to close the road at 5:00 P.M. for set-up and re-open at 2:00 A.M. following clean-up. The fenced area will be from the east side of the Red Carpet across to Main Street Drug and at the intersection of Oak Street.

The Street Dance/Road Closure Permit Application will be sent to Jodi Teich at the County after Council approval.

- e. Request from Lori Rahn, dba: Palace Bar & Grill for a Temporary Extension of Premise Permit for 2 bands in the back parking lot a portion of the Sauk Centre Herald’s parking lot from 2 p.m. to 12:30 a.m. on June 20, 2015.
- f. Request from Eric Hellermann dba Next Door Bar & Lounge VIII, LLC for two Temporary Extension of Premise Permits for:
  - The term of one day on August 1, 2015 for a 6 Year Anniversary Party with music in the back parking lots (Next Door’s, Food Shelf’s & Antique Store) from 5:00 p.m. – 12:30 a.m.

- The term of one day on September 5, 2015 for a 10 Year Class Reunion with music in the back parking lots (Next Door's, Food Shelf's & Antique Store) from 5:00 p.m. – 12:30 a.m.
- g. Requests from Tina Rohde, dba: Mustang Bar and Eric Hellermann, dba: Next Door Bar & Lounge VII, LLC for a Temporary Extension of Premise Permit for a fundraising benefit for Ken Stepan on July 19, 2015 from 9 a.m. – 11:00 p.m.

Council Member Kelly asked that Consent Agenda items e, f, g be taken separately.

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

Council Member Kelly expressed concern about the volume of noise as well as the late hours for Consent Agenda items e, f, and g.

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

#### **11. INFORMATIONAL ITEMS**

- a. Andrew Rousslange will advance to Step 4 of the Wage Scale effective May 31, 2015. This is according to the approved union contract with the Public Works Department.
- b. Safety Committee Meeting Minutes.
- c. Hazardous Waste Pickup is scheduled for June 10, 2015 at the Arena Parking Lot from 9:00 a.m. to 1:00 p.m.

#### **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.

Respectfully submitted,

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Mayor Warren Stone

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City Administrator Vicki Willer