

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, MARCH 18, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 18, 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, 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 Thomas to approve the agenda as presented. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Kelly and was seconded by Council Member Leach to approve the March 5, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

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

Father Greg Paffel – 304 Sinclair Lewis Avenue. Father Paffel thanked the Council for considering St. Paul’s Church variance request. He feels that approval of this request will improve accessibility to worship space, office and the chapel, which is used 24 hours a day, six days a week. He also feels that it will create beauty in that portion of the City. See 7a.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

a. Police Chief Friedrichs presented the January and February 2015 Activity Reports as follows:

January	February
250 – ICR	244 – ICR
<u>241 – Warning</u>	<u>177 – Warning</u>
491 TOTAL	421 TOTAL

Chief Friedrichs then presented the 2014 Annual Report stating that they had a very busy year with the total ICR count being down 53 calls from 2013. Verbal warnings were up 99 from 2013. From these routine traffic stops, officers issued citations to 172 drivers that either did not have a license or have lost their driving privileges. These drivers were still

driving in our community, along with 139 drivers that did not have proof of insurance. This was up from 107 in 2013.

Major crimes of theft and burglary were slightly down from 2013. There was a major decline in public vandalism and property damage this year at 27 calls compared to 53 in 2013. There was a big increase in domestic assaults and other assaults. 2014 showed an increase in arrest of possession of 5<sup>th</sup> degree controlled substance of methamphetamine and still a surprising amount of drivers arrested for driving under the influence of a controlled substance, being 20. There was a decrease of arrests for possession of marijuana and drug paraphernalia.

This year the Department added another crime fighting tool. In December, Officer Jensen completed training to work with his new canine partner, Sonny. This drug canine will be a great asset in the fight against drug crimes in our community and other drug crimes traveling on our three major highways. Chief Friedrichs thanked the Council for allowing this program into the Department.

The community continues to be involved in making calls to report suspicious activity. This is a great tool to get the community involved as it is very beneficial in helping Officers solve crimes.

Our Officers are doing much more than enforcement. They take time in interacting with children and adults in the community by speaking with pre-school children, kindergartners and high school kids, as well as tours of the police department, sporting events appearances, lunches and community meetings. The Department participated in “Shop With A Cop” and “Night to Unite”, which were both a big success.

The Sauk Centre Police Department has 90 years of combined experience with six full time employees and a data entry/records person. For a department of this size, having this many years shows that Officers have a great loyalty, dedication and commitment to the department. Having a low turnover rate for officers also helps the community to get to know their officers and establish trust in their abilities when working with them.

The department continues to be proactive in enforcement and working with the community, which gives the citizens of Sauk Centre a safer community to live, work and raise a family.

b. City Planner Morton reported on the March 10, 2015 Regular Meeting as follows:

- Public Hearing – St. Paul’s Catholic Church. See 7a.
- Public Hearing – Centracare Health Re-zone request. See 7a.
- January 2015 monthly building permit report.
- February 2015 monthly building permit report.

c. The Park Board met on Tuesday, March 3, 2015 and discussed the following:

- Staff is working through the MN Dept. Public Health requirements for the splash pad project.

- Alternatives for dock placement at the public landing were discussed.
  - Discussion of upgrades to campground properties.
  - Review of arena dry floor rentals.
- d. City Administrator Willer presented the Convention and Visitor's Bureau 2014 Annual Report as follows:
- Review of the 2014 CVB achievements
  - Requests for information on Sauk Centre from the Explore Minnesota website has increased by 30% since 2010.
  - Advertising statistics
  - New promotions for 2015
  - 2014 extras
  - Budget
- e. The Operations Committee, consisting of Council Members Kelly and Johnson, met on Tuesday, March 17<sup>th</sup> and discussed the following:
- Discussed police impound fencing
  - Reviewed storm water pond maintenance
  - Reviewed dog kennel (impound) updates
  - Discussed 2015 ambulance purchase – See 7e
  - Reviewed alley entrance/exit onto 5<sup>th</sup> Street behind Main Street Realty
  - Reviewed solutions for wall/ceiling leaks at City Hall
  - Discussed HVAC issues at City hall
  - Began phone system review
- f. The Policy Committee, consisting of Council Members Thomas and Leach, met on Monday, March 16<sup>th</sup> and discussed the following:
- Met with representative from Tri-Cap regarding the Transit Garage Agreement with Tri-Cap/MnDot
  - Ongoing discussion on sidewalk snow removal
  - Reviewed proposal for cell phone reimbursement policy

## **7. ACTION ITEMS**

- a. The Board of Adjustment/Planning Commission held a Public Hearing on March 10, 2015 to conduct a Public Hearing and hear a variance request from St. Paul's Church in Sauk Centre.

St. Paul's Church proposes to construct an addition to the west side of the existing church to provide for additional space, including handicap accessibility.

The Planning Commission recommended Council approval, including the following conditions:

1. The City Engineer shall approve an appropriate storm water mitigation, rate control of runoff and infiltration plan for proposed project.
2. Any lighting shall be directed away from residences.
3. Screening shall be placed in parking lots abutting residences.

Mayor Stone noted that the project includes mesh fencing 3 feet off of property lines in an R-1 Zoning District. Stone was wondering if this will be a problem. Mark Lunberg, Architect for St. Paul's Church project. Mr. Lundberg stated that he could accommodate the three feet; however, the driveway would need to be changed from 12 feet to 11 feet.

Mr. Lundberg also noted that there will be a holding pond on the northwest corner of the lot. This pond will not hold standing water, except during heavy rains.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to approve Resolution No. 2015-19, Resolution Approving Request for Variance for St. Paul's Catholic Church of Sauk Centre, with the three conditions stated above as well as the three foot setback requirement. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- b. At the March 10<sup>th</sup> Planning Commission Meeting, they held a Public Hearing to consider the request of Centracare to rezone a parcel of land directly north of the clinic on the north side of 5<sup>th</sup> Street for the purpose of removing the home on the property and constructing additional parking. The Commission recommended approval of Ordinance No. 756, amending the zoning map.

Council Member Leach introduced Ordinance No. 756, An Ordinance of the City of Sauk Centre amending the Official Zoning Map of the City as Outlined in Section 156.036 of the City Code. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- c. Diane Leukam submitted a nomination form for the HRA Board for a 5 year term. Her terms expires March 31, 2015 and she is interested in serving another term from April 1, 2015-March 31, 2020.

Kenneth Gieske submitted a nomination form for the Planning Commission. One position is to be appointed for a three year term, expiring December 31, 2017.

A motion was made by Council Member Leach and was seconded by Council Member Kelly to appoint Diane Leukam to the HRA Board for a 5 year term, expiring March 31, 2020 and Kenneth Gieske to the Planning Commission for a 3 year term, expiring December 31, 2017. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Thomas and Mayor Stone. Against: None. The motion passed.

- d. Stearns County has approved the sale of tax forfeited property located in Sauk Centre. The property is located at 414 6<sup>th</sup> St. S (Vocational Biographies). This property was previously offered at \$35,000 and is now being reduced to a starting bid of \$10,000.

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve classification of property as non-conservation lands and also approve the sale of the property. A vote being recorded as follows: For: Council Members Thomas, Kelly, Leach, Johnson and Mayor Stone. Against: None. The motion passed.

- e. The Policy Committee discussed a Cell Phone Reimbursement Policy at their meeting on March 16, 2015.

The proposal is for the City to reimburse an employee for his/her use of his/her personal cell phone rather than supply that employee with a phone when a cell phone is necessary for the employee to conduct business. Eligible employees would be Police Chief Friedrichs, Public Works Supervisor Zinniel and Ambulance Director Struffert.

- a. For the purpose of this Policy, only employees that would otherwise be provided with a cell phone are eligible for this reimbursement.
- b. Employee must maintain the type of cell phone coverage that is reasonably related to the employer's needs. Ie: similar to what the City would otherwise provide.
- c. Reimbursement cannot exceed 80% of what it would cost the City to provide the phone/service.
- d. Reimbursement cannot exceed what the employee pays for the service. The employee will be required to submit a copy of his/her cell phone bill every six months for verification.
- e. Reimbursement will not be considered wages or be subject to income/payroll tax and will not be a substitute for wages.
- f. Cell phone shall be set to ensure that use of the cell phone for reading/sending email will not result in deletion of the emails from the server.

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

- f. The Ambulance Department, in an effort to maintain the current schedule for vehicle replacement, is seeking approval to solicit quotes through the state bidding process for the proposed purchase of a new rig. This 2015 vehicle will replace the current 2000 vehicle and will be the final step in converting the fleet to a nine year rotation schedule

The Operations Committee reviewed the proposal and potential costs of two separate chassis models and two separate ambulance styles. Costs to range from \$135,000 to \$155,000.

A motion was made by Council Member Kelly and was seconded by Council Member Thomas to approve Resolution No. 2015-20, Resolution Seeking Formal Solicitation of

Bids through the State Bid Process for a 2015 Ambulance. A vote being recorded as follows: For: Council Members Kelly, Thomas, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

- a. The discussion of the Tri-Cap Transit Garage stall rental is an ongoing agenda item. Tri-Cap has taken the proposal to their board for review. No action needed.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

- a. Schedule of Claims -
 

Unpaid Claims	\$62,816.55
Paid Claims	<u>\$0.00</u>
Total	<u>\$62816.55</u>
  
- b. February Checks
 

#2447E-#2478E	<u>\$1,008,463.40</u>
#36052-36096	
3 Payroll ACH Transfers	
  
- c. Resolution No. 2015-21, Resolution Accepting Contributions. The contributions are as follows:
 

Men’s Card Playing Group	\$230.10	Senior Center
Robert & Jeanette Stansbury	\$25.00	Senior Center
  
- d. Gambling Application for Exempt Permit Request from St. Paul’s Catholic United Financial #108 for a raffle on September 20, 2015 at Holy Family School Cafeteria.
  
- e. Gambling Application for Exempt Permit Request from Knights of Columbus #4863 for a raffle and bingo on July 29, 2015 – August 2, 2015 at the Stearns County Fairgrounds.
  
- f. The Police Department has a 2003 Cadillac Escalade to be offered for Public Sale. Staff is recommending approval of Resolution No. 2015-18, Declaring Property as Excess and Authorizing Sale.

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

Mayor Stone thanked the above noted groups for their donations.

**11. INFORMATIONAL ITEMS**

- a. 2015 Final Tax Capacity Rates

- b. Loss Control Workshops
- c. Annual Bridge Inspection

**12. ADJOURNMENT**

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