SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 16, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 16, 2011 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Acting Mayor Warren Stone, Council Members Al Coenen and Michael Olson. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp of Bonestroo, Fire Chief Keith Polipnick, Ambulance Director Struffert and Administrative Assistant Nicki Vogt. Mayor Kirckof and Council Member Johnson were absent. Acting Mayor Stone presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

The February 2, 2011 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

Matt Wessel, Sauk Centre. Mr. Wessel stated that he is interested in serving on the Park Board. He has been a lifelong resident of Sauk Centre and has two children. He wants to see the parks maintained for the use of future generations.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Acting Mayor Stone reported that there were a total of 242 ICRs and 225 Warnings in the month of January for a total of 467.

b. Fire Chief Polipnick reported that there were a total of 94 fire calls in 2010 in comparison to 92 in 2009. The Department billed out $14,267, received $8,835 and $5,212 remains unpaid. The Department received a total of $31,480 in grants in 2010.

He also reported the following:

- The Department is in the running for a FEMA Grant for the purchase of a new tanker truck.
- 800 MHZ Radios are in all trucks.
- The Department has 17 portable radios.
- A request for the purchase of new air packs will come before the Council at a future meeting.

c. Ambulance Director Struffert presented the 2010 year-end report stating that she is the Director, Tim Deschene is the Assistant Director, Jeff Bromenshenkel is the Training Coordinator and Dr. Mari Thomas is the Medical Director. The Department currently runs with 18 members. They have 3 rigs as follows:

- 561-2008 Ford E-450 Type 3 with 28,100 miles – Primary rig used for ALS Transfers
- 562-2000 Ford F-350 Type 3 with 95,825 miles – Secondary rig used for BLS Transfers
- 563-2000 Ford E-350 Type 3 with 65,170 miles – Backup rig used for non-emergency transfers and special events

The Department provides additional services such as the Stearns County Fair, Demolition Derby, sporting events, EMS week, snowmobile races, CPR & First Aid classes, Community Education classes and hospital staff.

Ambulance Director Struffert also reported the following:

- The Department received two grants in 2010 totaling $480.
- 2010 total transported patients were 413 which was a 13.32% decrease from the 2009 total.
- Peak call hours were 9 a.m. -12 p.m. and 6 p.m. – 9 p.m.
- A majority of the calls were Saturdays.

d. Ambulance Director Struffert stated that the total amount billed in 2010 was $423,408 which was a decrease of 2% from the 2009 total of 434,130.

See 7a.

e. City Planner Morton reported on the February 8, 2011 Planning Commission meeting as follows:

- The Commission was presented with the Land Use Request Year End Report (Variances, CUP and Rezoning), Building Permit Year End Report (191) and Zoning Permit Year End Report (35)
- The Commission stated their 2011 goals.
- 4 new houses were built in 2010.

It was the general consent of the Council to ask that City Planner Morton present them with addition detail and analysis of the 2010 year end Building Permit Report.

f. The EDA met for its first meeting of the year on Tuesday, February 9, 2011. New member Keith Johnson was sworn in. Officers elected include Dennis Heinen as Chairman, Kevin Uphoff as Vice Chair and Gary Gamradt, Secretary.

The EDA received a report on the fund balances of the Revolving Loan Fund and the TIF Development Dollars and also the existing loan balances on outstanding loans the EDA has made to various businesses.

The EDA also heard and approved an application for Downtown Development Dollars for Joel (Jody) Olson for the new Sauk Hop Diner. These funds will help pay for the exterior treatments of the building including the entryway, awnings, signage, rear entrance and exterior paint. The EDA determined that all the items requested for funding met the goals of the Downtown Development Fund. See 7d.

The EDA is also looking at sponsoring a workshop where business owners or potential business owners can attend to learn about opening and operating a successful business

The Board is also looking at re-visiting the option of applying for another round of the Small Cities Development Grant. The prior grant was awarded in 2005 and it is thought enough time has passed that the City would stand well to apply for it again as there are several applicants still on the waiting list..

7. ACTION ITEMS

a. Because the City uses an outside vendor to provide billing services for the Ambulance, only the dollars actually received during the year are reflected on the City's books.

As part of the annual Audit process for the City, the City is required to book journal entries in the Accounting System to reflect an accurate picture of total Patient Services billed, Accounts Receivable, Medicare and Insurance Adjustments, an allowance for predicted uncollectible accounts and also a write off of bad debt.

In 2010, Patient Services totaled $419,891.01 before the Medicare and insurance adjustments. $150,124.26 is the estimated existing write down plus the predicted write-down on remaining collectibles. The City estimates on past actual experience that $25,375.57 will not be collected and is to be written off.

A motion was made by Coenen and was seconded by Olson to approve the write-down of $150,124.46 in Medicare and Insurance Adjustments and allowance for bad debt and the write-offs of $25,375.57 as a Bad Debt Expense and approve the journal entries necessary to make those adjustments. A vote being recorded as follows: For: Council Members Coenen and Olson and Acting Mayor Stone. Against: None. Absent: Council Member Johnson and Mayor Kirckof. The motion passed.

b. Mark Magnuson has resigned as a Park Board Member due to his moving outside city limits. Mr. Magnuson's term would have expired December 31, 2012.

A motion was made by Council Member Coenen and was seconded by Council Member Olson to accept the resignation of Mark Magnuson from the Park Board. A vote being recorded as follows: For: Council Members Coenen and Olson and Acting Mayor Stone.

Against: None. Absent: Council Member Johnson and Mayor Kirckof. The motion passed.

c. As a part of the annual board appointment process, multiple requests for appointment to be on various boards were received. The City received two more applicants for the Park Board positions that were vacated at the end of 2010.

Due to the vacant position on the Park Board, the Council was presented with two options to fill the vacancy:

1. Advertise the vacancy

OR

2. Fill the position from the prior applicant pool.

Adam Sunderman and Matt Wessel submitted nominations in December to serve on the Board. They have both been contacted and remain interested on serving on the Board.

A motion was made by Council Member Coenen and was seconded by Council Member Olson to appoint Matt Wessel to the Park Board for the remaining term vacated by Mark Magnuson, effective March 1, 2011 and expiring December 31, 2012. A vote being recorded as follows: For: Council Members Coenen and Olson and Acting Mayor Stone. Against: None. Absent: Council Member Johnson and Mayor Kirckof. The motion passed.

d. On January 31, 2011, Joel Olson, owner of the Sauk Hop Diner (formerly Main Street Café) submitted a Downtown Improvement Fund Application to the EDA for improvements to his building located at 303 Main Street.

The request is for a low interest loan from the Downtown Development Fund in the amount of $10,000 for the purpose of updating the exterior of the building to include paint, signage, awnings, and updates to the rear entrance.

The EDA met and reviewed the application and determined that the request meets the goals and guidelines required for obtaining Downtown Development dollars from the City.

The EDA has approved the application for $10,000 at 4% for five years. The loan will be recorded against the property as a mortgage and will require payment in full or assumption by a buyer with approval of the EDA if sold.

Mr. Olson will be required to provide receipts of purchase before any funds will be dispersed.

Council Member Olson introduced Resolution No. 2011-08, Authorizing Execution of Loan Documents. The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Members Olson and Coenen and Acting Mayor Stone. Against: None. Absent: Council Member Johnson and Mayor Kirckof. The motion passed.

e. The City contracts with Duane Ostrowski for Inspections of the Building Code. The Planning Commission recommended and the City Council approved changes to fee structure regarding Plan Review Fees in 2010.

The change was for the Plan Review Fee for Residential Permits to be amended from $50 per hour to 40% of the permit fee for consistency with the adopted fee schedule.

A motion was made by Council Member Olson and was seconded by Council Member Coenen to approve the Contract for Services with Duane Ostrowski with changes to the fee structure on Plan Review Services. A vote being recorded as follows: For: Council Members Olson and Coenen and Acting Mayor Stone. Against: None. Absent: Council Member Johnson and Mayor Kirckof. The motion passed.

8. UNFINISHED BUSINESS

a. The Operations Committee continues to work on and consider the purchase of a piece of equipment to replace the John Deere 1435. Replacement of the JD 1435 has been on the CIP for several years and dollars have been set aside for this purpose.

The Committee has looked at a Bobcat Toolcat and had the opportunity to view it in action.

Staff has been asked to continue to work to obtain the lowest possible quote amount via the State Bid process and to provide those amounts to the Finance Committee for consideration and recommendation.

A formal request will come before the Council at a later date.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

a. Schedule of Claims – total of unpaid claims: $24,482.54 and paid claims of $720.00 for a total of $25,202.54.

b. List of January checks totaling $1,497,368.35 (Check #031108 - #031200 and ACH #1187E-1204E and two Payroll ACH Transfers).

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

11. INFORMATION ITEMS

a. The Board of Review will be held on Monday, May 2, 2011 at 1:00 p.m. at the City Hall Council Chambers for the purpose of reviewing and correcting the 2011 assessment of said City property tax values for taxes payable in the year 2012. At least 3 Council Members must be present.

b. The Fire Assessment Meeting will be held on February 22, 2011 at 6:30 p.m.

c. City Administrator Willer reviewed the following legislative activities:
- LGA remains volatile
- Salary freeze is proposed for State only
- A bill has been introduced to lift the firework ban
- A vote ID bill has been introduced.
- A variance bill has been introduced.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:30 p.m.

Respectfully submitted,

_____ _____

Acting Mayor Warren Stone City Administrator Vicki M. Willer