**SAUK CENTRE CITY COUNCIL**
**REGULAR MEETING**
**WEDNESDAY, NOVEMBER 2, 2011**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 2, 2011 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Dennis Rykken, Council Members Warren Stone, Keith Johnson, Michael Olson and Al Coenen. Also present were City Administrator Vicki Willer, Assistant Ambulance Director Duschene, City Planner Sarah Morton, City Engineer Yapp and Administrative Assistant Nicki Vogt. Mayor Rykken presided thereat.

## 2. APPROVAL OF AGENDA

By general consent, the agenda was approved with additions and deletions.

## 3. APPROVAL OF MINUTES

The October 19, 2011 Regular Meeting Minutes were approved as presented.

## 4. PUBLIC OPEN FORUM

None.

## 5. PUBLIC HEARINGS

None.

## 6. REPORTS/PRESENTATIONS

None.

## 7. ACTION ITEMS

a. Each year in November, the City Council determines whether the non-union wage scale will be increased. Non-Union employees on the scale include Bryon Friedrichs, Melissa Kleinschmidt, Carol Inderrieden, Nicki Vogt, Wendy Drobny, Sarah Morton, Vicki Willer and Donna Broermann. The employees are considered for step increases on their anniversary dates. Carol Inderrieden is currently at the top step.

The union contracts for 2012 were previously approved with an increase of 2%.

The non-union scale was last increased in 2008 and has remained the same for 2009-2010 and 2011.

The Personnel Committee recommends that the Non-Union Pay Scale be adjusted for 2012 by 2%

A motion was made by Council Member Coenen and was seconded by Council Member Stone to approve the wage scale for Non-Union Employees for 2012 at 2%. A vote being recorded as follows: For: Council Members Coenen, Stone, Olson, Johnson and Mayor Rykken. Against: None. The motion passed.

b. During the preliminary budgeting process, Ambulance Director Struffert addressed the Council regarding a proposal to increase the training rate of pay for the EMTs from the

current rate which ranges from $7.25/hour (minimum wage) to $8.00/hour. The current method of determining a EMTs training rate is ½ of their run time rate of pay or minimum wage.

The proposal; if approved, would result in an increase in pay for house spent during training/meetings to equal the rate of pay received for run time. This rate would be from $12.23 to $15.99/hour or an average increase of $5.97/hour.

Regarding fiscal impact, the average hour spent training over a one year time frame is approximately 65 hour per EMT or 1,133. 1,133 x $5.97/hour = $6,764.01 plus FICA/Medicare, etc. for a total of $7,300.

This was placed in the preliminary budget and is supported by user fees.

Assistant Ambulance Director Duschene stated that the Ambulance Department is the only Department in the City that does not get their full wages for training. He feels that since they are required to attend training, they should be compensated accordingly.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the training pay rate to equal run time pay rate for EMTs in the Ambulance Department. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson and Mayor Rykken. Against: Council Member Coenen. The motion passed.

c. Removed from agenda.

d. Each year, the City Council solicits proposals for the purchase of fuel and vehicle washes from local vendors for City vehicles.

Past bidders include Holiday, Northstar and GasMart. The current provide for both diesel and gasoline is Holiday.

Potential bidders include: Holiday, Truck Stop, Northstar, GasMart, Casey's and Friedrichs.

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to authorize the solicitation of fuel and vehicle was bids for 2012. A vote being recorded as follows: For: Council Members Coenen, Johnson, Stone, Olson and Mayor Rykken. Against: None. The motion passed.

e. Each year, the City Council solicits proposals for the 2012 refuse hauler from local vendors for the City Parks and City Buildings. The current refuse hauler for the City is Affordable Disposal & Recycling.

A motion was made by Council Member Stone and was seconded by Council Member Olson to authorize the solicitation of refuse hauler bids for 2012. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

f. In 2010 airports were required to develop an Industrial Stormwater Plan and obtain an Industrial Stormwater Permit from the MPCA. The City contracted with Bonestroo to

complete the work which was done at a cost of $5,500. At the time, MnDOT Aeronautics indicated that the State might offer a grant to assist with covering the cost.

A grant proposal has now been prepared where the State will cover 70% of the cost, to be $3,850.

Council Member Johnson introduced Resolution No. 2011-66, Authorizing Execution of MnDOT Grant Agreement. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Coenen and Mayor Rykken. Against: None. The motion passed.

g. In August of 2011 the City Council approved the execution of a Quit Claim Deed releasing an easement that was in favor of the City across property owned by Felling. This Quit Claim Deed was in exchange for a new Easement in the relocated location.

The new Easement was prepared and presented to the Council.

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to authorize execution of the General Utility Easement. A vote being recorded as follows: For: Council Members Coenen, Johnson, Stone, Olson and Mayor Rykken. Against: None. The motion passed.

h. With the well and sprinkler system installed in Morningview Park, the final stage of bringing electric to the system remains to be complete. Based on the location of the well and the location of the nearest electrical box that can feed the line, it was determined that the shortest, most cost effective route was from Morningview Drive and could be accomplished by following a property line between two properties.

A five foot easement was obtained along the southern property line of Lot 6. The owner of the property has consented to the Agreement.

A motion was made by Council Member Coenen and was seconded by Council Member Olson to authorize execution of the easement. A vote being recorded as follows: For: Council members Coenen, Olson, Johnson, Stone and Mayor Rykken. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

a. Following research on possible funding and review by Bond Counsel, it has been determined that an avenue exists for funding the Storm Water Project without the requirements of assessments for storm water.

The project could be funded with two bonds. One being a Special Assessment Bond and the other would be a Revenue Bond to be paid with Storm Water Utility Revenues.

Proposed special assessments would be 50/50 for street costs and 100% for water and sewer service lines (water and sewer mains are 100% paid by the Public Utility).

This type of funding would only be available if the City were to create a Storm Water Utility. A new public hearing for the Special Assessments would also have to be conducted, but would only involve those abutting the new construction.

See 8b.

b. The Council was presented with a spreadsheet that showed a potential of $119,500 - $358,500 annual revenue from the Storm Water Utility from a $2.00-$6.00/month fee per REU.

To prepare a Storm Water Utility, costs are estimated to be in the $15,000-$20,000 range with a timeline of 4-5 weeks for the draft report. Including the follow-up CIP development for the Storm Water Utility revenue, a public informational meeting and ultimately a public hearing, the timeline would likely be in the 10-12 week range for total completion.

City Engineer Yapp stated the following:

- A Storm Water Utility is a fee, not a tax.
- Storm Water Utility is based on imperviousness of a lot.
- Every property owner in the City will pay into a pool for storm water related projects which shifts the focus from a project specific approach to a citywide approach.

See 8a.

A motion was made by Council Member Stone and was seconded by Council Member Olson to proceed with funding options and preparation of Storm Water Utility documents. A vote being recorded as follows: For: Council Members Stone, Olson and Johnson. Against: None. Abstain: Council Member Coenen and Mayor Rykken. The motion passed.

c. A motion was made by Council Member Coenen and was seconded by Mayor Rykken to have the Finance Committee complete a final review on the 2012 budget and levy. A vote being recorded as follows: For: Council Member Coenen, Mayor Rykken, Council Members Stone, Johnson and Olson. Against: None. The motion passed.

**9. NEW BUSINESS**

a. It was the general consent of the Council to have staff draft notification procedures for when brush site burns take place. A suggestion was made using texting notifications.

**10. CONSENT AGENDA**

The Council considered the following consent agenda items:

a. Schedule of Claims – total of unpaid claims: $71,201.22 and paid claims of $6,621.97 for a total of $77,823.19.

b. Resolution No. 2011-67, Resolution Accepting Contribution. The contribution was from the Men's Card Playing Group and it totaled $219.14. This contribution is to be used for the Senior Center.

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

**11. INFORMATION ITEMS**

a. The Council was presented with the following Board and Commission Openings:

| Board | Position | Term |
|---|---|---|
| St. Michaels Hospital & Nursing Home Board 1 | 6 months | |
| Park Board | 1 | 2 years |
| Planning Commission | 1 | 3 years |
| Public Utilities Commission | 2 | 3 years |
| EDA | 1 | 6 years |
| Airport Commission | 1 | 3 years |
| Senior Center Board | 2 | 3 years |
| CVB Board | 2 | 3 years |

b. October 13, 2011 Safety Committee Meeting Minutes.

c. Don Struss has been with the City for five years as of October 23, 2011. According to the Public Works Union Contract, he will move to Step 6 $20.29) of the wage scale.

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 7:20 p.m.

Respectfully submitted,

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Mayor Dennis Rykken City Administrator Vicki M. Willer