SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 5, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 5, 2011 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members Keith Johnson, Warren Stone, Al Coenen and Michael Olson. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Ambulance Director Struffert, City Engineer Keith Yapp of Bonestroo and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

a. City Administrator Willer swore in Mayor Brad Kirckof and Council Members Keith Johnson and Michael Olson.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the December 15, 2010 Regular Meeting Minutes with changes. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Coenen and Mayor Kirckof. Against: None. The motion passed.

4. PUBLIC OPEN FORUM

Margaret Kitterman, Sauk Centre High School. Ms. Kitterman stated that the High School theatre program was nominated as one of Minnesota's top drama programs. Because of this, 7of her students will be performing in August 2011 in the High School Theatre Festival in Edinburgh, Scotland. They will perform a One Act Play titled "Women of Lockerbie". The cost per student is $6,200. Due to the cost, the students will be holding fundraisers. The program is two weeks.

Mayor Kirckof thanked Ms. Kitterman and her program for their hard work.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. City Administrator Willer reported on the January 4th Park Board meeting as follows:

- Jeff Quistorff was elected Chairperson.
- Mark Magnuson was elected as Vice-Chairperson.
- Adopted 2011 bylaws.
- Accepting Donation of Hockey Boards – See 7f.

- Recommended approval to purchase an AED for the Civic Arena.
- Formed a Committee that will be updating the Tree Ordinance.
- A garage sale hosted by the Park Board will be held at the Civic Arena on May 21, 2010.
- Discussion of possible 2011 project including Morning View Park, Towerview Park.
- Dry floor events schedule.

7. ACTION ITEMS

a. Council Member Olson introduced Resolution No. 2011-01, Resolution Adopting Rules of Order for City Council Meetings. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Olson, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

b. Mayor Kirckof recommended the 2011 annual appointments as follows:

Acting Mayor	Warren Stone
City Engineer	BWK
City Attorney	Thomas Mayer
Hospital Board Liaison	Brad Kirckof
HRA Board Liaison	Mike Olson
Park Board	Keith Johnson
Planning Commission	Warren Stone
EDA (1) Expires 2014	Allan Coenen
(2) Expires 2012	Keith Johnson
Senior Center Liaison	Allan Coenen
Airport Commission	Mike Olson
CVB Board	Warren Stone
Policy/Planning Committee	Mike Olson
	Brad Kirckof
Operations Committee	Allan Coenen
	Warren Stone
Finance	Brad Kirckof
	Warren Stone
Personnel	Keith Johnson
	Allan Coenen
Official Newspaper	Sauk Centre Herald
Depositories	MN National Bank-Sauk Centre
	First State Bank-Sauk Centre
	Central MN Credit Union
	4M Fund
Fire Chief	Keith Polipnick
1st Assistant	John Egan

2nd Assistant	Steve Moritz
Secretary/Treasurer	David Moritz
Training/Safety Officer	David Deters

Council Member Stone introduced Resolution No. 2011-02, Appointing Council Members to Serve on Various Boards and Commissions and Also Making Annual Appointments. The motion was seconded by Council Member Johnson. The vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Coenen and Mayor Kirckof. Against: None. The motion passed.

c. In the past, the City has adopted the entire fee schedule under one Resolution; however, with the new codified Ordinance and changes to the Administrative Fine Statutes, staff is proposing to adopt the administrative user fees which include items such as park rental and public works fees in one resolution and a separate Ordinance for fees required to be adopted by Ordinance.

Council Member Johnson introduced Resolution No. 2011-03, Resolution Adopting Administrative Fees for 2011, excluding the sidewalk snow removal administrative fee and pop-up camper fee. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to add a $10.00 administrative fee to the fee schedule for sidewalk snow removal by the City. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to eliminate the word pop-up in the fee schedule as it relates to $20/day camping. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

d. Ordinance No. 703 was presented to the Council. This Ordinance adopts fees for those fees and licenses required to be adopted by Ordinance. This includes land use fees, zoning permits, building permits, animal control, cigarette licenses and various other licenses.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to adopt Ordinance No. 703 – An Ordinance Summarizing and Reaffirming Fees for City Licenses and Permits and Providing for Subsequent Review, Modification and Amendment. A vote being recorded as follows: For: Council Members Johnson, Olson, Coenen, Stone and Mayor Kirckof. Against: None. The motion passed.

e. Council Member Stone introduced Ordinance No. 704, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 703 Summarizing and Reaffirming fees for City Licenses and Permits and Providing for Subsequent Review,

Modification and Amendment. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

f. Sauk Centre Youth Hockey Association presented the Park Board with documentation of costs incurred with the purchase and installation of the new boards at the arena for a total of $25,469.21. The Park Board made recommendation to the Council that they consider accepting the donation against the Hockey Association's $50,000 annual obligation with 1/3 due in 2011, 1/3 in 2012 and 1/3 in 2013.

Council Member Coenen introduced Resolution No. 2011-04, Resolution Accepting Contribution. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Coenen, Stone, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

City Administrator Willer stated that the Hockey Association is in the second year of a contractual obligation where they pay the City $50,000 annually which is applied towards operating costs at the arena.

The CIP included new boards at an estimate of $80,000-$100,000 but this item has since been removed.

A representative from the Hockey Association stated that prior to purchase of the boards they requested approval from the City. They also stated that the existing boards were in bad condition so the need for new boards was high.

A motion was made by Council Member Stone and was seconded by Council Member Coenen to table action on applying the $25,469.21 cost of the hockey boards in 1/3 increments (2011, 2012, 2013) to the $50,000 annual obligation until the January 19th meeting. A vote being recorded as follows: For: Council Member Stone, Coenen, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

g. A motion was made by Council Member Johnson and was seconded by Council Member Coenen to table action on the Non-Union Wage Scale until the Personnel Committee can meet. A vote being recorded as follows: For: Council Members Johnson, Coenen, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

a. The Convention & Visitors Bureau (CVB) is requesting that the City amend the City Code to require Lodging Tax collection for camping at the Fairgrounds.

Staff has researched this and found that a majority of Fairs do not pay lodging tax.

The Stearns County Fairgrounds made revenue from camping of $1,500 in 2010 which would amount to $45.00 in lodging tax.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to send this request to the Policy/Planning Committee. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

b. As part of recent Union negotiations, a recommendation was made that the city adopts a Dress Code Policy for all City Departments.

A motion was made by Council Member Stone and was seconded by Council Member Olson to send the Dress Code Policy to the Policy Committee for their review. A vote being recorded as follows: For: Council Member Stone, Olson, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

a. Resolution No. 2011-05 Resolution Accepting Contributions.

• Men's Card Playing Group	$235.50	Senior Center
• Fire Relief Association	$42,000.00	Fire Department
• Sauk Centre Seniors	$3,000.00	Senior Center
• Sauk Centre Youth Hockey	$6,500.00	Arena
• O'Reilly's Auto Parts	$200.00	Fire Department

In addition, Wal-Mart Foundation donated $500.00 to "Shop-With-A-Cop" on behalf of the Sauk Centre Police Department.

b. 2010 Contribution List. This lists the organizations, businesses and individuals that have contributed money or In-Kind Service to the City in 2010. This list will be published in the Sauk Centre Herald on January 11, 2011.

c. Schedule of Claims – total of unpaid claims: $28,243.40 and paid claims of $6,066.41 on December 28, 2010 and paid claims of $58,489.03 on December 31, 2010 for a total of $92,798.84.

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, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof thanked all those who contributed donations/in-kind service to the City of Sauk Centre.

11. INFORMATION ITEMS

a. The Stearns County Municipal League Meeting will be held on Tuesday, January 18, 2011 at 6:30 p.m. at Sauk Centre City Hall.

b. The Council presented their 2011 goals as follows:

Mayor Kirckof:

- Move forward with Long Term Health Care in Sauk Centre.
- Move forward with the Valley Forge Veterans Village.
- Update the Comprehensive Plan.

Council Member Coenen:

- Move forward with the 4th Street Stormwater Project.
- Review all employee benefits.

Council Member Olson:

- Update the Comprehensive Plan.

Council Member Johnson:

- Move forward with the 4th Street Stormwater Project.
- Confirm dates for Highway 71 road repair.

Council Member Stone:

- Remain open minded when decision making.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:45 p.m.

Respectfully submitted,

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Mayor Brad A. Kirckof City Administrator Vicki M. Willer