SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 2, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 2, 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, City Engineer Keith Yapp of Bonestroo and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

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

4. PUBLIC OPEN FORUM

Dave Thomas, 45 North Main Street, Sauk Centre, MN. Mr. Thomas urged the Council to maintain the residency requirement for the Park Board (See 7d). He feels that since parks are funded through property taxes this requirement should remain in place.

Mr. Thomas also suggested that the City text and e-mail citizens informing them of when sidewalk inspections will take place.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The Airport Commission met on Monday, January 28, 2011 and discussed the following:
- Tom Wenker was re-elected Chairperson and Joe Uphus was elected Vice-Chair.
- Reviewed the fuel prices and determined to let the price of $4.07 stand until such time as we have to purchase another tanker of fuel.
- Discussed ways to encourage hangar rentals. The Commission is proposing to offer one free month rent if a full year is paid in advance. They also discussed rental rates in comparison to other airports.
- Renewed the land lease agreement with Schurman Farms.
- Reviewed AirNav online information for updates.
- Discussed the close-out of the T-Hangar project and the next steps to implement the CIP.

b. The Park Board met on Tuesday, February 1st for its regular meeting and discussed the following:

- Received a report on the campground reservations.
- Applied for the ECM Publishers grant to resurface the half pipe with Skate Tech.
- Voted that board members should be City residents but felt that current member Magnuson should be allowed to serve for the remainder of his term. See 7d.
- Recommended that Curt Pangburn be offered the Campground Attendant position at a rate of $8,300. See 7a.
- Selected Morningview as the 2011 Park Dedication project.
- Worked on the Civic Arena Garage Sale/Flea Market/Craft Sale. Spaces are to be rented for $15 and $10 this year.
- Worked on signage to keep snowmobiles off of the walking trail on Highway 71.
- Affirmed the decision to purchase a defibrillator for the Arena.

c. The Operations Committee met on Thursday, January 20, 2011 for its first meeting of the year.

- Discussed replacement of John Deere 1435 Front Mount Mower which has been on the CIP for several years. Sinking funds plus current year budget will allow for the purchase. The Committee is looking at an alternate piece of equipment (Bobcat Toolcat) which will allow its use for additional projects.
- 4th Street Stormwater Project. The Committee feels the project is a good project and should move forward. How it is funded is the issue. This should be reviewed by the Finance Committee on how revenue can be raised.
- Downtown Alley/Old City Hall Parking Lot. The Committee feels this project should be done in conjunction with the 4th Street Stormwater Project. This was set aside when the 4th Street Stormwater project did not proceed.
- Ice Arena Railings – Committee will review types of railings for the Arena. This is a loss control issue brought up by our insurance carrier. The railings would be for the outside steps and also a set going up the bleachers. This was budgeted for 2011.
- Committee is looking at which projects should be completed in 2011 for the mill and overlay project. Areas such as High Street and Prospect Street were discussed along with the possibility of reconstructing Oak from Sinclair Lewis Avenue to 2nd Street.
- Ambulance Dept. is looking at the purchase of an Ambulance. They will be at the next Operations Meeting with a proposal. This will be funded through the Ambulance Dept.
- Flooring Repair – City Hall upstairs tile from top of stairs to carpeted area inside Admin area is detaching and curling. The Committee is recommending sheet vinyl along the walkway and carpet inside the door. Staff is securing estimates.
- Exterior Door – Historical Society. The City received a request from a member of the Historical Society that we install the exit door on the south side of the Library. This was in the plans when the addition was built, but it was cut due to budget constraints. Staff will be contacting the Historical Society Board of Directors to confirm this is a Board request and look at ways to make the drainage work. The City budgeted for this in 2011.

- The Committee is looking at the front office desk unit setup. The furniture is of the pressboard variety moved over from the old city hall and had been repaired so many times there is nothing left to work with. Funds were budgeted for some updates in 2011.

d. The Personnel Committee met on Thursday, January 20, 2011 to review the non-union wages for 2011 now that the union contracts are settled. See 7e.

e. The Policy Committee met on Wednesday, January 26, 2011 where they discussed the following:

- Recommended the City pursue text messaging as an additional means of notifying people of snow emergencies. Residents will need to notify the City of their cell phone number and carrier. The text will be sent directly from a pre-populated list in e-mail.
- Reviewed the City's snow plowing policy as it relates to mailbox damage.
- Reviewed statutes as they relate to lodging tax and the CVB's request that lodging tax be collected from the Ag Society for camping at the fairgrounds. See 7g.
- Developed a policy for stoplight lamp replacement. See7b.
- Reviewed data practices policies. This will be worked on and presented to the Council at a future meeting.
- Reviewed the sample dress code policy. This will be worked on with involvement from other departments.

7. ACTION ITEMS

a. Each year the City appoints or re-appoints seasonal employees. The Campground Attendant position is a seasonal appointment yet to be made for 2011. The previous Campground Attendant Curt Pangburn has been with the City for four seasons.

The Park Board considered the option of re-appointing Curt to the position or opening the position to the public with a recommendation to re-appoint at a rate of $8,300 and a seasonal site with full hook-up.

The previous rate of pay was $8,100. The Council budgeted $8,343 for this position in 2011.

A motion was made by Council Member Stone and was seconded by Council Member Olson to re-appoint Curt Pangburn as the Campground Attendant for 2011 at a rate of $8,300. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

It was the general consent of the Council that staff performs a year-end review at the close of the camping season.

b. The City has a maintenance agreement with MnDOT for the stoplights on Highway 71 at 12th Street and Sinclair Lewis Avenue. The City is responsible for painting and also for lamp replacement.

Sauk Centre Public Utility replaces the lamps on behalf of the City. The PUC has requested that the City give some guidance as to when the lamps should be replaced and which situations would entail an immediate call out and which could wait until regular business hours.

The Policy Committee has reviewed and is recommending approval of a policy.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to adopt the Policy/Protocol on the Stoplight Lamp Replacement. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

c. The City's Snow Removal Policy currently states that the City will reimburse residents for mailboxes damaged by City equipment upon presentation of a receipt. There is currently a cap of $25.00 on the reimbursed amount. This amount was based on a typical metal mailbox on a wood post.

The Policy has presented a problem when the damaged mailbox is a large plastic unit which costs approximately $85.00. These units are more likely to crack or shatter in cold weather and often are the ones we get claims for.

The Policy Committee recommends that the City amend the Policy to reimburse up to $50.00 for a replaced mailbox. The mailbox must have been hit by the equipment and not a result of rolling snow.

Typically, the City reimburses 1-2 mailboxes per year.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to amend the Snow Removal Policy to reimburse up to $50.00 for damaged, replaced mailboxes. A vote being recorded as follows: For: Council Members Johnson, Olson, Coenen and Mayor Kirckof. Against: Council Member Stone. The motion passed.

d. A member of the Park Board will be moving out of the City and he has requested to maintain his membership on the board. City Code states that member "may" be residents of the City vs. "shall" be; however, the Park Board Bylaws state the member "shall" be a resident. These two documents are conflicting; therefore, the more restrictive applies.

The City has some flexibility in Board Membership and has gone outside the City on some boards such as the Hospital Board because it operates as a community hospital and the EDA as some members are business oriented individuals who own businesses in City limits. The CVB and Airport Board also have members that are not residents.

All other Boards are appointed from among City residents.

The issue presented to the Council is if a member from outside City limits should serve on the Park Board or if a resident should be appointed to that position. The last time this was an issue was in 2008 when a member of the Board vacated his position when he moved outside the City.

The Park Board made a recommendation to the Council to that the Bylaws remain as they are; however, they make an exception to allow this person to complete his remaining term.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to allow the position on the Park Board to terminate upon the end of residency. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Coenen and Mayor Kirckof. Against: None. The motion passed.

e. The Personnel Committee met and discussed adjusting the wage scale for non-union employees for 2011. The Committee is split: one member is proposing a zero percent adjustment and one is proposing a two percent adjustment. Both proposals recommend non-union employees be eligible for steps.

A motion was made by Council Member Coenen and was seconded by Council Member Olson present a 0% pay scale wage adjustment for 2011 Non-Union Employees. A vote being recorded as follows: For: Council Members Coenen, Olson and Mayor Kirckof. Against: Council Members Stone and Johnson. The motion passed.

A motion was made by Council Member Olson and was seconded by Council Member Coenen to raise the Library Custodian pay by 1.5%. A vote being recorded as follows: For: Council Members, Olson, Coenen and Mayor Kirckof. Against: Council Members Stone and Johnson. The motion passed.

f. It was proposed to the Airport Commission that an incentive be offered to hangar renters who wish to pay their rent one year at a time. The incentive proposed is one month free.

The Airport Commission felt this would be a good incentive to get new renters into the facility and that it should be offered to them and then get the word out for the next rental year for the existing renters.

One issue that may be of concern is if someone vacates a site what happens to the prepaid rent. Also, there is some administrative tracking and entry to move rent into the proper fiscal year at year end.

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to approve the amendment to the Fee Schedule to offer one month free hangar rent with payment of one year in advance. The free month will be the last month. A vote

being recorded as follows: For: Council Members Coenen, Johnson, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

A 25% administrative fee will be charged if vacated early.

g. The City Council was asked by the Convention and Visitors Bureau (CVB) to impose a lodging tax on the camping receipts of the Ag Society. This is revenue the Ag Society collects for overnight camping at the fairgrounds during the fair, during horse shows, etc.

In researching this issue, two items arise that appear which would not allow the City to impose the tax:

1. The Ag Society, by Statute, is exempt from Municipal Zoning, Building and "Other Ordinances". Because the Lodging Tax is imposed by Ordinance, it appears the Ag Society would be exempt.

2. MN Statute § 469.190 grants the authority to Cities to impose lodging tax on a Hotel, Motel, Rooming House, Tourist Court or Resort. In addition, they may impose a tax on a municipal campground. Cities cannot impose any tax not authorized by Statute; therefore, the City appears not to have the authority to impose a Lodging Tax on camping receipts other than that of a municipal campground.

The Policy Committee is recommending this not be pursued further. If the Council wishes to further pursue it, a legal opinion on the two statutes should be sought.

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to discontinue the pursuit of imposing a lodging tax on the fairground camping receipts from the Ag. Society. A vote being recorded as follows: For: Council Members Johnson, Coenen, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

a. Previously, the City Council discussed the option of restricting trucks on 2nd Street from Oak to Spruce and on Willow from Park Rd. to Sinclair Lewis Avenue.

Council Member Stone has discussed this possibility with the major user of the road and has found them to be in favor of the proposal. Other identified users were mailed notification.

Staff has been working on drafting an Ordinance based on MN Statute and also looking at the exceptions. The draft will be sent to the City Attorney for review and amendment and then brought before the Council.

9. NEW BUSINESS

a. The Policy Committee has recommended that the City revisit the idea of creating a Storm Water Utility as a means of raising funds for storm water projects. The fee could be administered for collection on the utility bill as a line item similar to the collection of water, sewer and electricity. The fee is typically based on the size and use of an individual's property.

City Engineer Yapp presented the Council with the following information:

- Authority to create a Storm Water Utility was established in 1983.
- The utility is based on the size of the parcel and the amount of run-off from that parcel that goes into the City storm water system.
- All parcels pay by the amount of run-off their parcel generates.
- The money generated from the Utility is used for maintenance/replacement of the storm water system.
- Rates are generally $1.00/month for low and $15.00/month for high with the average being $2.00-$6.00/month.
- Annual revenue would be approximately $119,000-$316,000 which would be used towards improvement.
- The cost to put the storm water study together would be $15,000-$20,000.
- The timeline to put the storm water study together would be 4-5 weeks.

At a future meeting Yapp will present the Council with other communities that have a storm water utility.

It was the general consent of the Council to send this item to the Policy Committee for development with a full report to the Council at a later date.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

a. Schedule of Claims – total of unpaid claims: $97,189.10 and paid claims of $985.64 2010 for a total of $98,174.74.

b. Resolution No. 2011-07, Resolution Accepting Contribution. The contribution totaled $265.00 from the Men's Card Playing Group to be used for the Senior Center and $750.00 from Community Connections of Sauk Centre to be used for the Easter Egg Hunt for the Chamber of Commerce.

c. Gambling Application for Exempt Permit from the Sauk Centre Chamber of Commerce for a raffle on June 30, 2011 at the Chamber Office.

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 those who made contributions to the City of Sauk Centre.

11. INFORMATION ITEMS

a. The term of Gwen Kranz will expire on March 31, 2011. A notice will be placed in the Sauk Centre Herald regarding this vacant seat. The length of the term is 5 years.

b. Safety and Loss Control Workshops.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 8:00 p.m.

Respectfully submitted,

_____ _____

Mayor Brad A. Kirckof City Administrator Vicki M. Willer