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

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 16, 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 Warren Stone, Keith Johnson, Al Coenen and Michael Olson. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, City Engineer Keith Yapp 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 Olson to approve the agenda with changes. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

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

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Police Chief Friedrichs reported that there were 239 verbal warnings and 240 ICR's for a February total of 479. He also reported that all officers completed 20 hours of First Responder Training in February.

b. The EDA met at their regular meeting on Tuesday, March 8, 2011. Barry Kirchoff of the Small Business Development Center (SBDC) was in attendance and updated the EDA on activities of the SBDC over the past three years since they have been working out of the Sauk Centre City Hall. The EDA also discussed upcoming opportunities that exist with the SBDC:

1. A class on starting a small business and the tax consequences.
2. A class called Profit Mastery which is directed toward businesses with 15-25 employees to educate on cash flows, projections, etc. Banks would be offered the opportunity to send potential clients or existing clients who think they might benefit.
3. A Main Street walk-through to introduce the business owners to the SBDC in June.
4. The EDA is moving forward with gathering additional information for a Potential Small Cities Grant application.
5. The EDA elected to become an Associate Member of the MN Main Street Program.

6. The EDA was updated on the Sauk Hop Diner loan. All documents have been executed and the funds are being distributed through Tom Mayer's Trust Account.

7. ACTION ITEMS

a. Police Secretary Melissa Kleinschmidt has been with the City for three years as of March 17, 2011. Police Chief Friedrichs recommended that she be awarded a step increase from Step 3 to Step 4 because he feels she exceeds performance in all categories.

A motion was made by Council Member Stone and was seconded by Council Member Olson to award the step increase from Step 3 to Step 4 ($17.96) for Police Secretary Melissa Kleinschmidt. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

b. A motion was made by Council Member Olson and was seconded by Council Member Stone to appoint Gwen Kranz to the position on the HRA Board for a five year term effective April 1, 2011 and ending March 31, 20016. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen, Johnson and Mayor Kirckof. Against: None. The motion passed.

c. The Operations Committee has reviewed the proposed purchase of a Bobcat Toolcat to replace two pieces of equipment for the Parks Department. The proposal was also forwarded to the Finance Committee for their review.

Quotes were received from Alex Power Equipment and Long Prairie Bobcat.

The Park Department prepared the specs that would work best for the Park and Street Departments specific use which includes mowing, snow blowing, sweeping, sanding and ice scraping, among others. In addition, the attachments the City currently has for the Gehl skid loader are compatible.

In addition, staff sought the State bid price for the two pieces of equipment that are being replaced for comparison purposes; however, if the City determines to go that route, the Toolcat is an industrial piece of equipment where the mowers are residential/commercial grade and will also not include all the functions expected to be utilized with the Toolcat.

The City has allocated $65,000 for the replacement of equipment as a combination of prior year sinking funds and current year budget.

The Toolcat comes with a 12 month full coverage warranty.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the purchase of the Bobcat Toolcat from Long Prairie Bobcat with attachments at a price of $58,720.13. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen, Johnson and Mayor Kirckof. Against: None. The motion passed.

The Council will review the warranty in 10 months to see if they would like to pursue the option of purchasing the extended warranty.

d. An application was received for the transfer of an Off-Sale, On-Sale and Sunday liquor license to be located at 510 Sinclair Lewis Avenue. The $100 fee has been paid and insurance liability is forthcoming. The liquor license fee will be prorated between the buyer and the seller at closing. The effective transfer date will be April 1, 2011.

Council Member Coenen introduced Resolution No. 2011-11, Resolution Approving the Application of Kathryn Nelson DBA Red Carpet for a Transfer of an Off-Sale, On-Sale and Sunday Liquor License located at 510 Sinclair Lewis Avenue. 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.

e. Big Sauk Lake Association has requested that the City join. The cost is $25/year.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve membership to the Big Sauk Lake Association. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Coenen and Mayor Kirckof. Against: none. The motion passed.

f. As part of the process of replacing the temporary signal at 12th Street and to perform updates to the downtown traffic signal, MnDot is proposing an amended Traffic Control Signal Agreement. This agreement adds language regarding the use and control of the signal by Emergency Vehicles which was silent in prior agreements.

Council Member Olson introduced Resolution No. 2011-12, authorizing execution of a revised Traffic Control Signal Agreement. 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.

Bids will go out March 25, 2011.

g. Notice was sent to all those identified that use 2nd Street S from Oak to Spruce and also Willow Street as a truck route.

Four users have contacted the City regarding the use and their feedback is as follows:

- No issue. They seldom use the roadway and can go around.
- Opposing the use. They take the route down Willow and 2nd so they don't have to go downtown through the stoplight. Concerned this will open the gates to closing more roads.
- Oppose the restriction. This is a main route for their trucks.
- Oppose the restriction on Willow and 2nd from Willow to Spruce. From Oak to Willow not an issue. Also don't like that some are exempt and not others.

Please note that the exemption is statutory and applies to those vehicles while providing services to the homes along the roadway.

There was also discussion on why 5 ton was selected. This was selected because that is what the spring restrictions are, so this would apply those Spring Road Restrictions year round.

Bill Friedrichs of Friedrichs Tire & Oil stated that he is opposed to this because this change will add extra time for his employees and it's harder for them to go around. He also stated that requiring their trucks to go from 2nd Street to Walnut will be a safety issue.

Council Member Coenen introduced Resolution No. 2011-12, Resolution Declaring Willow Street and Part of Second Street South Closed to Trucks. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Coenen, Johnson, Stone and Olson. Against: Mayor Kirckof. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

a. Northland Securities has contacted the City to notify them of the possibility to refinance two City Bond issues from 3.87% and 3.97% to 1.1%.

It was the general consent of the Council to send this to the Finance Committee for their discussion/recommendation.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

a. Schedule of Claims – total of unpaid claims: $27,201.28 and paid claims of $12,090.94 for a total of $39,292.22.

b. List of February checks totaling $244,928.37 (Check No. 031201-031296 and ACH 1205R-1225E and Payroll ACH transfers dated 02.10.11, 2.11.11 and 2.25.11).

c. Gambling application for exempt permit request from St. Paul's Catholic Aid Council #108 for a raffle on September 18, 2011 at Holy Family School.

d. Nicole Quistorff has completed and returned to the City a Temporary On Sale Beer License Application for a softball tournament to be held July 16th at the Towerview Ball Fields. This tournament is being held in conjunction with Sinclair Lewis Days. Ms. Quistorff has completed the following: 3.2 On Sale Beer License Application, Hosting a

Tournament Application and she also has provided liquor liability and has paid all of the appropriate fees.

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

11. INFORMATION ITEMS

a. March 10, 2011 Safety Committee Meeting Minutes.
b. Stearns County Flood Response Policy.
c. The Board of Appeal and Equalization for Sauk Centre will meet on May 2, 2011 at 1:00 p.m. at City Hall.
d. Annual bridge inspection report. No deficiencies were found.
e. MPCA Annual report acknowledgement.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:50 p.m.

Respectfully submitted,

_____ _____

Mayor Brad Kirckof City Administrator Vicki M. Willer