SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 6, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 6, 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, 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 Stone to approve the agenda with the addition of 7f Donation of use of tables/chairs for May 25 deployment ceremony, 8b Senior Center wall/siding repair, 8c public works garage siding repair project, 9c Cass Street utility improvements, 9d HRA/Outdoor Rink/Conservation Park real estate and 11c Severe Weather Awareness Week. A vote being recorded a follows: For: Council Members Johnson, Stone, Olson, Coenen and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

The March 16, 2011 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. City Administrator Willer reported on the April 5, 2011 Park Board meeting as follows:

- Approval to waive the park rental fee for a 4H day camp.
- Discussion on internet in the campground. Staff will send out a questionnaire to seasonal campers to see if there is interest in expanding internet service in the campground.
- Discussion on summer staffing within the Park department. See 9a.
- Discussion on the tree ordinance. See 8a.
- Approval to advertise for the 1st Annual Craft, Vendor & Community Garage Sale.
- Recommendation that the Council approve the Sinclair Lewis Days Parade Permit and festivities. See 7b & c.
- Recommendation that the City only sell certified firewood in the campground. Firewood to be purchased in bulk and bundled by Sentence to Serve or by staff.
- The Sauk Centre Rotary provided information regarding the installation of "Freenotes" in the Sinclair Lewis Park. Freenotes are outdoor musical

instruments that are installed in parks, schools, etc. The Rotary is applying for a grant and will report back at a future meeting.

7. ACTION ITEMS

a. City Planner/Zoning Administrator Sarah Morton has been with the City for three years as of April 7, 2011. Her annual performance review was conducted with input from the Chairman of the Planning Commission. Notable points on the review include:

- Additional work completed with nuisance abatement with positive results.
- Improved confidence in decision making.
- Improved understanding and implementation of the zoning ordinance.
- Absorbed additional duties following staff retirements.
- Continued professional development utilizing available classes and lectures.
- Improved forms and processes.
- Developed a successful recycling program

It was the recommendation that City Planner/Zoning Administrator Morton be awarded a step advancement effective her anniversary date.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to advance Sarah Morton to Step 3 ($23.14) of the wage scale. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

b. Chamber Director Mike Olson requested the use of Sinclair Lewis Park for Sinclair Lewis Days 2011 festivities (July 10-16, 2011). Mr. Olson is requesting approval of the following:

- Crazy Days Sidewalk Sale – Saturday, July 16, 2011
- Temporary road closure on Park Road during the Craft Sale on July 16, 2011. At the Park Board's April 5th meeting, they recommended that the road closure be approved.

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to approve the Crazy Days Sidewalk Sale on July 16th and the temporary road closure of Park Road for the Craft Sale on July 16th. A vote being recorded as follows: For: Council Members Coenen, Johnson, Stone and Mayor Kirckof. Against: None. Abstain: Council Member Olson. The motion passed.

c. The City received the Parade Permit Application for the Sinclair Lewis Days Parade which is scheduled to be held July 16, 2011 from 7-9 p.m. The parade route and detour route is the old route that was taken before the 2008 Ash Street project.

A motion was made by Council Member Stone and was seconded by Council Member Coenen to approve the parade permit for Saturday, July 16, 2011. A vote being recorded

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

d. The Sauk Centre Historical Society and Great River Regional Library have requested that the City allocate one parking space near the front entrance of the building as a handicap parking space.

The City Council regulates parking within the City via Ordinance or Resolution.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve Resolution No. 2011-16, Resolution Regulating Parking and Authorizing Installation of a Parking Sign. The handicap space to be located on the easternmost parking stall on the north side of 5th Street between Main Street and Oak Street. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

e. The Sauk Centre Historical Society submitted a request that the City install a door from the southernmost room in the Historical Society to the common area meeting room.

Prior requests have been verbal; however, the City did solicit quotes for installation of a doorway to the common meeting room and a wall and also solicitation of a quote to install the exterior side door as depicted on the original plans.

Historical Society President Dave Thomas stated that this request is due to a safety issue as there is only one exit out of the museum and also a space issue. If approved, this will allow ease for researchers to complete work in a larger space. Nothing will be permanently stored in the meeting room.

Council Member Olson stated that he would like to see the Historical Society and Sinclair Lewis Foundation discuss a future together.

It was the general consent of the Council to send this to the Operations Committee. Also, staff will research the possibility of installing a new exit door and/or egress window.

f. It was the general consent of the Council to donate usage of tables and chairs from the Arena to the May 25th Deployment Ceremony.

Mayor Kirckof reminded citizens of the Beyond the Yellow Ribbon meeting on April 24th at 5:00 p.m. at City Hall.

8. UNFINISHED BUSINESS

a. The Council was presented with a draft of the Tree Ordinance. The main focus of the Ordinance is:

- Update the tree species list.
- Add additional diseases to be considered a nuisance (Emerald Ash Borer).

- Provide additional guidance for tree planting.
- Provide guidance for nuisance abatement.
- Restrict firewood usage in public parks and campgrounds.

In addition to this Ordinance, some revision to the remainder of the code will be necessary so they dovetail together. These include:

- Access to property
- Sinclair Lewis Park & Campground
- Tree diseases
- Duties of officers
- Abatement of nuisances

The Tree Ordinance will be going to the Policy Committee for their review/recommendation.

b. The outside east wall of the Senior Center/Ambulance Garage has been leaking for a number of years, especially during an easterly wind driven rain event.

Contractors and staff have looked into the problem and it is the consensus that the leaking is coming through the cinder block walls which over the years has multiple cracks. Repair options include:

- Re-tuck the concrete blocks followed by new water seal paint
- Install pole barn type steal
- Install vinyl to match the rear entry addition.

Quotes were sought for both vinyl and steel installation as follows:

	Materials	Labor	Total
Isenhart Construction (Steel)	$3,000.00	$4,000.00	$7,000.00
Middendorf Construction (Steel)	$2,247.26	$1,620.00	$3,867.26
Middendorf Construction (Vinyl)	$2,358.88	$1,710.00	$4,068.88

The Senior Center Board reviewed the options and feel that the option of installing vinyl to match the existing rear entry addition was the best option. Both siding options include the addition of 1 ½ inch stryofoam insulation. It was also thought that vinyl would be the most aesthetically pleasing option.

Revenues over-budgeted and expenditures under-budget in 2010 resulting in residual funds in the Senior Center Fund at the end of the year. Those funds, along with the current year budget could be used to fund materials only or material and labor.

In addition, the City may be able to utilize the Sentenced to Serve Crew from Stearns County for the installation. However, this crew varies from week to week so it may take

some time to schedule a crew familiar with vinyl siding installation. This option would result in labor savings.

This project was reviewed in 2010 by the Operations Committee who sought input from the Senior Center Board.

A motion was made by Council Member Stone and was seconded by Council Member Coenen to approve the installation of vinyl siding by Middendorf Construction at a cost of $4,068.88. A vote being recorded as follows: For: Council Members Stone, Coenen, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

c. During the City Councils budget cycle, they identified the repair of siding on the older part of the public works garage as a potential 2011 project. This portion of the building has suffered from deferred maintenance and was put in the budget in the amount of $6,000 for that reason.

After looking at the proposed project with the option of replacing some sheets and painting the balance, it became apparent that more needs to be replaced that can be repaired; therefore, estimates were sought for replacement of the entire east end of the building.

Because this is more than budgeted, staff reviewed the overall budget for the street department and identified some areas that could be deferred so this project could proceed.

This is also a project that could benefit from the Sentenced to Serve crew. The only issue is that the crew may not have the necessary tools for bending and cutting of steel.

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

9. NEW BUSINESS

a. With the upcoming spring/summer season the City needs to consider the needs of the Park/Street departments as it relates to summer staffing.

The City budgeted funds for staffing in each department due to the retirement of the Public Works Director; however, those funds still remain unallocated.

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

b. With the uncertainty on the upcoming legislative decisions on LGA appropriations, decisions on the summer public works projects have been delayed; however, recent events at the Capitol lead us to believe we will fare well with the maximum deduction currently on the table resulting in an LGA appropriation at last year's level. Given that information, staff is recommending that the Operations Committee proceed with the development of a summer project. The 2009 project was the mill and overlay of

Lakeshore Drive. The 2010 project was 1st Street South. This project is outside of the 4th Street Stormwater Project.

Potential projects include:

- 9th Street Sidewalk (Carryover)
- Reconstruct Oak Street South from Sinclair Lewis Avenue to 2nd Street South
- Various mill and overlay projects.

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

c. It was the general consent of the Council to send the Cass Street Utility Improvements project to the Policy Committee for their review/recommendation.

d. It was the general consent of the Council to send the HRA/Outdoor Rink/Conservation Park real estate project to the Policy Committee for their review/recommendation.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

a. Schedule of Claims – total of unpaid claims: $30,642.49 and paid claims of $8,704.19 for a total of $39,346.68.

b. Resolution No. 2011-15, Resolution Accepting Contributions. The contribution totaled $355 from the Men's Card Playing Group to be used towards the Senior Center and $200 from Stearns Electric Association Trust/Operation Roundup to be used for the Police Department.

c. Gambling application for exempt permit request from Holy Family School for a raffle on August 12, 2011 at Gerard's Dining & Banquet.

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 Kirckof. Against: None. The motion passed.

11. INFORMATION ITEMS

a. Jose Cole Circus
b. Upcoming Arena Events
c. Severe Weather Awareness Week

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 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,

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Mayor Brad Kirckof	City Administrator Vicki M. Willer