SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 20, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 20, 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, Assistant Ambulance Director Deschene and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

The April 6, 2011 Regular Meeting Minutes were approved with changes.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Representatives of the American Legion and VFW presented the Council with an American Flag.

b. A representative of Larson Allen reported on the 2010 audit. She thanked the City of Sauk Centre and the City Council for allowing them to perform the audit and she then stated that she reviewed the audit with the Finance Committee prior to the meeting. The City of Sauk Centre was issued a clean audit report. She then discussed Cash and Investment Balances, Fund Balances, Comparative Governmental Revenues, Governmental Fund Revenues for Years ending December 31, 2009 and December 31, 2010, Comparative Expenditures for Governmental Funds and Governmental Fund Expenditures for years ending December 31, 2009 and December 31, 2010.

c. Police Chief Friedrichs presented the March 2011 Police Department Report stating that there were 319 ICRs and 209 warnings for a total of 528.

The Council asked that Chief Friedrichs review the Pursuit Policy with his officers.

d. Assistant Ambulance Director Deschene reported on the Ambulance Department Quarterly report as follows:

Call Totals:	
No Loads/Cancels	26
ALS Transfers	24
BLS Transfers	30
Scene Transport	54
Total Calls	134
2010 Calls	140
2009 Calls	127
2008 Calls	111

Ambulance 561 was used 103 times, 562 was used 15 times and 563 was used 14 times.

Deschene also reported that the remodeling project at the Ambulance Garage is almost complete. Three EMT students are almost complete with their training.

e. City Planner Morton reported on the April 12, 2011 Planning Commission meeting as follows:

- Amendments to the Zoning Ordinance. See 7b.
- Review of the February and March Building Permit report.
- Updated the Planning Commission By-Laws
- Staff will be researching setbacks for accessory structures larger than 120 square feet.
- The May 10, 2011 Regular Meeting is cancelled.

f. The EDA met for its monthly meeting on Tuesday, April 12th, 2011. Discussion items included: Dunham Express Contract regarding jobs required, a potential TIF redevelopment project, Satisfaction of Mortgage issues relating to the 1995 Small Cities Grant Project and a potential consulting arrangement for EDA Activities.

g. The Policy and Planning Committee met on Wednesday, April 13 with several items on the Agenda as follows:

- Reviewed Draft Data Practices Policy for the Police Department
- Reviewed and Modified Proposed Tree Ordinance
- Reviewed Dress Code Policy including Clothing Guidelines for PW Dept.- Ongoing
- Reviewed a request for a property vacation to adjacent owner. – Ongoing
- Reviewed rules for Compost Site - Ongoing
- Reviewed Request of HRA for "Property Swap" - Ongoing
- Reviewed Cass Street (403rd) in Township regarding fill over City Infrastructure
- Reviewed Owner request for Speed Limit Sign on 2nd Street S.

Operations Committee met on Friday, April 15 to review the following:

- Reviewed Potential 2011 PW Projects. – Requesting to seek quotes for Mill and Overlay Projects. 2011 may include a combination of Storm Water Repairs and Mill and Overlay.
- Recommending proceed with 9th Street Sidewalk.
- Reviewed siding/window quote for PW Garage
- Reviewed various security/elevator alarm contracts
- Heard Proposal to Purchase Ambulance
- Agreed to proceed with carpet repair/replace in part of Ambulance Garage
- Discussed Cleaning Contract Rate Increase Proposal

7. ACTION ITEMS

a. See 6b above.

Council Member Johnson introduced Resolution No. 2011-18, Resolution Accepting 2010 Annual Audit. 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.

b. See 6e.

At the Planning Commission's regular meeting, they conducted a public hearing to consider various amendments to the Zoning Ordinance a follows:

- Removed unnecessary signatures from final plats.
- Moved requirement that a title opinion be submitted to supplementary document submissions.
- Restricted residential uses of street level in Congested District.
- Moved agricultural to an Accessory Use (from Not Permitted) in the RC District.
- Added a setback from alley for primary structures.

Council Member Olson introduced Ordinance No. 705, An Ordinance Amending City Code by Amending 155.03 Procedures for Filing Final Plats; 71.06 Restricting Residential Uses in the Congested District; 156.047 Allowing Agricultural Uses in the R/C Zoning District; 156.049 Clarifying Alley Setbacks; and 156.077 Amending Fence Standards in a Front Yard. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Olson, Johnson, Coenen, Stone and Mayor Kirckof. Against: None. The motion passed.

c &d. The Park Board/Tree Board and the Policy Committee have reviewed the proposed changes to the City Code relating to the Tree Ordinance as follows:

- Adds definitions
- Restricts placement of boulevard tree plantings
- Updates recommended tree species

- Updates tree diseases
- Provides for enforcement.

The proposed Code also makes changes to other parts of the City Code so they do not conflict with the revised Tree code by adding references to Emerald Ash Borer as a tree disease and also regulating campfire wood in public parks and campgrounds.

A motion was made by Council Member Stone and was seconded by Council Member Olson to adopt Ordinance 706 Amending City Code and 707 Authorizing Summary Publication of Ordinance No. 706. A vote being recorded as follows: Council Members Stone, Olson, Coenen, Johnson and Mayor Kirckof. Against: None. The motion passed.

e. The City Council advertised for quotes for the replacement of sidewalk of 9th Street South from Ash Street to State Street in 2010. At the time the quotes were rejected with the project to be revisited in 2011.

The Operations Committee met to discuss the project and recommended that the City advertise for quotes for the project to be completed in 2011 after school is concluded for the summer season.

Council Member Coenen introduced Resolution No. 2011-19, Resolution Approving Plans and Specifications and Ordering Solicitation of Quotes. 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.

f. The Operations Committee reviewed potential 2011 Mill and Overlay Projects and is recommending the City seek quotes to complete the project started in 2010 by finishing Pine Street from 2nd Street South to where the 2010 project concluded and Birch Street from 1st to 2nd Street South and also for the repair of 120 feet of 10th Street from Main Going East.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the solicitation of quotes for 2011 Mill and Overlay Projects. A vote being recorded as follows: For: Council Member Johnson, Stone, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

g. The City Council sent the review of the quotes for the siding and window replacement for the Public Works Garage to the Operations Committee for review. The Committee has reviewed the proposal and the budget and recommending the City proceed with the low quote. Two quotes were received for $8,950 and $10,560.44.

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve the Public Works Garage repair and award the project to Mark Wenker Construction. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

h. Assistant Ambulance Director Deschene presented a proposal to the Operations Committee that the City proceed with the purchase of a 2011 Horton Emergency Vehicle. Deschene stated that the new rig will replace No. 563 which has not met transfer needs and provides a "rough ride". He feels that this is a necessary purchase to have a quality second rig. Deschene presented the Council with the following information: The new unit will be a gas engine, the net price delivered to Sauk Centre Ambulance will be $122,123.00 and all equipment in No. 563 will transfer to the new rig. Deschene's goal is for the Ambulance Department to be purchasing a new rig every 5 years.

A motion was made by Coenen and was seconded by Johnson to deny the ambulance purchase. A vote being recorded as follows: For: Coenen, Johnson and Mayor Kirckof. Against: Council Members Olson and Stone. The motion passed.

i. The Council was presented with a revised Data Practices Policy for the Police Department. The Policy governs how data is collected, retained, released or destroyed. This Policy has been reviewed by the Policy Committee who is recommending approval

The City will be revising sections of the Data Practices Policy for other departments in the future.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the amended Data Practices Policy for the Sauk Centre Police Department. A vote being recorded as follows: For: Council Members Olson, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

j. The Council was presented with the BCA/Stearns County/City of Sauk Centre Joint Powers Agreement. This agreement is similar to the one that was executed in March which lays out terms for access to BCA data.

Council Member Stone introduced Resolution No. 2011-21, Resolution Approving State of MN Joint Powers Agreements with the City of Sauk Centre on behalf of its Attorney and Police Department. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Coenen and Mayor Kirckof. Against: None. The motion passed.

k. Curt and Cecilia Pangburn work together to manage the Sinclair Lewis Campground; however, Curt has been considered the employee. In an effort to assure that both are covered under Worker's Compensation, staff recommends that they both be appointed as "Co-Attendants."

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to appoint Curt Pangburn and Cecilia Pangburn as Co-Attendants for the Sinclair Lewis Campground 2011 season. A vote being recorded as follows: For: Council Members Coenen, Johnson, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

l. Sally Vogt holds the cleaning contract for City Hall, the Information Center and the Senior Center. The contract is year to year and automatically renews under the same terms unless modified and approved. The renewal date was February 20th.

The City received notification that the rate is requested to be increased from $18.50 to $20.00/hour effective May 1, 2011. The Operations Committee reviewed this request and is recommending the rate increase be approved. They felt that even with the change, the rate is considerably less than what was quoted by competing firms in 2010.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve the amendment to the cleaning contract from $18.50/hour to $20.00/hour and to remind Mrs. Vogt that in the future, requested changes to the contract must be made within 60 days prior to the end of the contract. A vote being recorded as follows: For: Council Members Johnson, Olson, Coenen, Stone and Mayor Kirckof. Against: None. The motion passed.

m. Jeff Thang of JT's Pub & Grill is requesting that the City refund his $50.00 permit fee for an Outdoor Event that was approved for the Fall of 2010. This event was cancelled and he is requesting his refund be applied to a proposed zoning permit.

A motion was made by Council Member Stone and was seconded by Council Member Olson to deny Mr. Thang's refund request. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

n. At a prior Council meeting, the Council briefly discussed 2011 Seasonal Employment which was forwarded to the Finance Committee to review the allocation of employment dollars. During the budget cycle $50,000 was allocated between Parks and Streets for Seasonal or Part Time or for changes to wage scales of existing employees due to the retirement of the Public Works Director.

The additional issue of appointing prior Seasonal Employees to the Seasonal positions or advertising the positions to the public was also discussed. The Committee feels the most cost effective way to meet the needs of the Park and Street Department for the Summer season is to appoint returning Seasonal workers. The rates of pay for returning part time seasonal works was previously approved during the Union Contract negotiations.

In addition, the Committee will come before the Council at a future date with a recommendation on how to meet the ongoing needs of the Department in the absence of the Public Works Director from both a staffing and a funding perspective.

Fiscal Impact:
Two Seasonal Employees at the pre-determined rate of pay for a maximum of 67 days would approximate $11,500.00.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to appoint Andrew Rousslange as a part time seasonal worker (street) at the rate of $10.53 (Step 3) and appoint Dennis Christianson (park) as a part time seasonal worker at the rate of $9.43 (Step 1). A vote being recorded as follows: For: Council Members Johnson, Olson, Coenen, Stone and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

a. The Operations Committee reviewed the 4th Street Storm water Project and feel it is a good project. It is felt that potential funding should be reviewed prior to bringing it back to the Council which could then go to a workshop for updating.

9. NEW BUSINESS

a. The current Comprehensive Plan was completed in 2000. It was the general consent of the Council to have Council Member Olson and City Administrator Willer work on compiling information for preparation of a new Comprehensive Plan.

b. Council Member Mike Olson stated that he would like to see a reforestation project titled 1,000 Trees in 1,000 Days be implemented. This could be a private/public partnership. It was the general consent of the Council to have Council Member Olson and Park Board Member Mike Beilke work on a vision for this project.

c. It was brought to the attention of staff that there is some interest in having the Council re-visit outdoor liquor consumption. It was the general consent of the Council to bring this issue back at a later date.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

a. Schedule of Claims – total of unpaid claims: $43,442.21 and paid claims of $591.000 for a total of $44,033.21.

b. List of March checks totaling $198,154.34 (Check No. 031297-031380, ACH Payments No. 1226E-1247E and Payroll ACH Transfers dated March 9, 2011, March 11, 2011 and March 25, 2011).

c. Resolution No. 2011-20, Resolution Accepting Contribution. The contribution totaled $450.00 to be used for the Street Lighting Beautification Project from the following:

Lions Club of Sauk Centre - $200.00
VFW Auxiliary - $50.00
Community Connections of Sauk Centre- $200.00

Eagles Auxiliary - contribution of a television - $538.00 to be used for the Sauk Centre Senior Centre and Sauk Centre Senior Dining/Meals on Wheels.

d. Acknowledgement of Arbor Day, Friday, April 29, 2011. The City of Sauk Centre has participated in the observance of Arbor Day for many years by a proclamation and tree planting. An Arbor Day Proclamation is also used in attaining the Tree City Status each year, which the City should be receiving shortly.

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

11. INFORMATION ITEMS

The Beyond the Yellow Ribbon meeting is scheduled for April 21st at 5:00 p.m. in the Council Chambers.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 8:35 p.m.

Respectfully submitted,

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Mayor Brad Kirckof City Administrator Vicki M. Willer