SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MAY 4, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, May 4, 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 Police Chief Bryon Friedrichs, Engineer Keith Yapp 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 Johnson to approve the Agenda with the removal of 7h. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

The April 20, 2011 Regular Meeting Minutes were approved with changes.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The Park Board met on Tuesday, May 3, 2011 and discussed the following:

- Recommended the Council approve seeking quotes for a well and water system to be installed in Morning View Park. See 7i.
- Prices were set for camp fire wood at $5.00/ large bundle.
- Recommended closing time for all City parks be set at 10:30 p.m.
- Request for camping refund was denied.
- The Park Board was asked to make a visit to Sinclair Lewis Park/Campground to familiarize themselves.
- The Park Board was asked to review the Master Park Plan.
- Park Board approved moving forward with the "1,000 Trees in 1,000 Days" Project.

b. City Administrator Willer and City Planner Morton attended the Loss Control Workshop that was sponsored by the League of MN Cities on Tuesday, April 26, 2011. The course workshop was $20/person. Courses attended are as follows:

- Sign Retro-reflectivity

- Unions & You: What Not To Do
- Accidence Investigation for Safety
- Keep Your Composure Over Foreclosure
- Verifiable Variances
- Age and The Workplace
- Cooperative Efforts in Parks and Rec
- What's New With the 60 Day Rule?
- Working with Volunteers
- Employee Vs. Independent Contractor

c. Current activities taking place in the Public Works Department are as follows:

- Opening of the campground (water, internet, etc.)
- Spring clean-up in parks and trails
- Completed work on the pier in the park
- Cleaning rocks and debris off boulevards
- Street sweeping
- Equipment repair (broom)
- City Hall step repair
- Developing specifications for mill and overlay
- Obtaining quotes for storm water repairs
- Cleaning at the arena
- Set-up and take-down of the arena for Ladies Night Out
- Misc. work at the airport (fuel purchase, etc.)
- Attended an in the field study for Emerald Ash Borer
- Held a pre-camping season meeting with the Campground Managers

The Council asked that a Foreman be present at future meetings.

7. ACTION ITEMS

a. An application was received from Hartmann's Moonshine Shoppe, LLC DBA Moonshine Shoppe for a transfer of an Off-Sale License to be located at 1161 Main South Main Street.

Mr. Hartmann submitted the following:

- Application for transfer of an Off-Sale Liquor License
- $100 liquor license transfer fee
- Insurance Liability and Workers Compensation documents.

The liquor license annual fee will be pro-rated between the buyer and the seller at closing. The effective transfer date is May 16, 2011.

Council Member Coenen introduced Resolution No. 2011-23, Resolution Approving the Application of Hartmann's Moonshine Shoppe, LLC DBA the Moonshine Shoppe for a Transfer of an Off-Sale Liquor License Located at 1161 South Main Street. The motion

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

b. An application was received from Hartmann's Moonshine Shoppe, LLC DBA Moonshine Shoppe to sell cigarettes. Mr. Hartmann has completed and returned the appropriate paperwork (Application and Workman's Comp) and has paid the fee. Hartmann's Moonshine Shoppe, LLC purchased Glen's Distributing, Inc. DBA The Moonshine Shoppe who previously held a cigarette license. Cigarette licenses do not transfer; therefore, this is considered a new license.

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

c. Chamber Director Mike Olson is requesting the use of the City Park and a temporary Road Closure on Park Road for the Sinclair Lewis Days 2011 festivities which include a fireworks display on Friday, July 15, 2011.

The City received the application for the Display of Fireworks/Pyrotechnic Special Effects, a check, proof of insurance and a site map for the fireworks display on Friday, July 15, 2011 in Sinclair Lewis Park.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the temporary road closure of Park Road for the firework display on Friday, July 15, 2011 and to approve the fireworks display in Sinclair Lewis Park on Friday, July 15, 2011. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Olson. The motion passed.

d. The US Department of Transportation Federal Aviation Administration (FAA) has renewed funding for the development of NPIAS Airports. As part of the renewal, they have reworked the Terms and Conditions of accepting airport improvement grants. The City is operating under an older agreement. In order to continue with the Airport Project, the City first needs to agree to accept the terms. This does not commit the City to proceed with the next phases of the Airport Project. Terms include:

1. Methods for selecting consultants
2. Certification of project plans and specs
3. Certification of equipment
4. Certification of property acquisition
5. Certification of final acceptance
6. Certification of seismic design and construction
7. Certification of a drug free workplace

8. Various assurances that the project will be completed, operated, etc. according to FAA standards.

A motion was made by Council Member Olson and was seconded by Council Member Coenen to approve the execution of the Agreement of Terms and Conditions of Accepting Airport Improvement Grants. The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Members Olson, Coenen, Stone, Johnson and Mayor Kirckof. Against: None. The motion passed.

e. A request was received from John Wiese Ford to remove lots from TIF District 1-1 so he can proceed with a subdivision and consolidation of the property.

In order for John Wiese Ford to subdivide a lot and consolidate with adjoining parcels, all of the affected parcels must be removed from the District. This is due to the fact that one of the lots is not in the district and cannot be added at this time.

A motion was made by Council member Olson and was seconded by Council Member Johnson to approve Resolution No. 2011-21, Resolution Approving Modifications of Tax Increment Financing District No. 1 by Removing Parcels Thereof. A vote being recorded as follows: For: Council Members Olson, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

f. Connie (John) Wiese, owner of several parcels of land located at the intersection of Ash Street and 10th Street has requested that the City approve a lot split with accompanying consolidation with existing lots. Final approval will allow for additional development of the property.

Sauk Centre City Code allows for the administrative recommendation of lot splits where the resulting parcels meet all of the criteria for a legal parcel as outline in the Code. This proposal meets all of the criteria and is therefore submitted directly to the Council for approval.

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve Resolution No. 2011-22, Resolution Approving a Minor Subdivision (Lot Split) for Connie L. Wiese. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Kirckof. Against: None. The motion passed.

g. It is requested that the City meet in a joint workshop with the Hospital Board to review the ongoing development of a potential affiliation with CentraCare Health Systems. The proposed meeting is set for May 25th at 6:00 p.m. at City Hall.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to set the City Council/Hospital Board Joint Workshop for Wednesday, May 25, 2011 at 6:00 p.m. at City Hall. A vote being recorded as follows: For: Council

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

h. Removed from agenda.

i. The Park Board is recommending that the City proceed with obtaining quotes for a well and water system in Morning View Park. Quotes for a sprinkler system will follow at a later date after the well installation so the gallons per minute is known. This will result in a more accurate quote for the subsequent sprinkler system.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve the solicitation of quotes for a well at Morning View Park. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

j. Historically, the City has purchased property and liability insurance from the League of MN Cities (LMC). The exception to this is for the Airport due to the fact that the airport insurance was purchased from another vendor at a lower rate.

Insurance Agent Rich Bullard stated that the LMC now has a new approach to the issuance of Airport Liability Insurance which results in a lower premium with the ability to save the City approximately $700/year. The LMC insurance is quoted at $1,700 vs. the $2,400 that is currently paid.

One of the criteria required is that City employees do not handle any aircraft. This is the unwritten policy the City has been operating under with the existing insurance and is presented for formal adoption – See 7k.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the cancellation of the existing Airport Liability Policy and purchase the Policy from LMC Insurance Trust. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

k. As a part of the recommendations for the purchase of Airport Liability Insurance from LMC, the Council was presented with a Policy on aircraft handling. The Policy specifically states that City Employees are not to be involved in the moving, pushing, towing, etc. of any aircraft that is housed at the Sauk Centre Municipal Airport.

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

The Council asked that all employees are required to sign this Policy.

l. With the prior resignation of the part-time Police Officer that was shared with Melrose, the City of Melrose is pursuing a replacement for that Officer. Melrose Chief Jensen has asked if the City is interested in "co-hiring" another Officer.

Chief Friedrichs recommended that the City enter into the "co-hiring" agreement as a cost effective way to cover vacant shifts when necessary. "Co-hiring" has worked well in the past and it also lowers training costs. This Officer will be available in June. No increase to the budget is requested. Appointment of the selected Officer will be presented at a future meeting.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve moving forward with hiring a Part Time Police Officer in conjunction with the City of Melrose. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

a. Advertisement for quotes for the 9th Street Sidewalk and Mill and Overlay Project proposals will be opened May 24th. Quotes are also underway for various storm water repairs.

b. Work has begun on creating a proposal for moving forward with updating the Comprehensive Plan.

c. A Committee is planning to meet regarding the 1,000 Trees in 1,000 Days project.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

a. Schedule of Claims – total of unpaid claims: $44,747.40 and paid claims of $2,394.62 for a total of $47142.02.

b. Resolution No. 2011-24, Resolution Accepting Contributions. The contribution totaled $290 from the Men's Card Playing Group to be used towards the Senior Center.

c. A Gambling Application for Exempt Permit was received from the Sauk Centre Lions Club for pull-tabs and a raffle to be held on July 28-31 at the Stearns County Fairgrounds.

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

Mayor Kirckof thanked the Men's Card Playing Group for their donation.

11. INFORMATION ITEMS

a. The 8th Annual Middle Sauk Water Festival will be held in the Sauk River Park on Thursday, May 12, 2011 (Civic Arena if it rains). The festival is co-sponsored by the cities of Melrose and Sauk Centre and the Sauk River Watershed District. The kick-off will start at 9:25 a.m. and should end at approximately 1:45 p.m.

Volunteers are needed to serve pop, food and cleanup, etc. The Sauk Centre Public Works will assist the Melrose Public Works in setting up, along with other City employees. The Council is invited to attend and show their support.

b. Judge Heydinger rendered her recommendation to the MN Public Utility Commission on the proposed route for CAPX202 from Fargo to St. Cloud.

The proposal, as it relates to Sauk Centre, states that if the line cannot pass through Sauk Centre along the I94 corridor without impacting 12th Street or the airport, that is should take the southern route.

The Commission will consider the recommendation at an upcoming meeting.

c. Invitation to a Water Contaminant Forum on May 18th sponsored by the Sauk River Watershed District.

d. Community Cleanup Days – May 20-21 in the Civic Arena parking lot.
Hazardous Waste Recycling – June 18th at Bueckers Sanitation

e. Craft, Vendor & Community Garage Sale – May 21 at the Civic Arena.

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 7:30 p.m.

Respectfully submitted,

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Mayor Brad Kirckof City Administrator Vicki M. Willer