SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JUNE 15, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, June 15, 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 and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs and Administrative Assistant Nicki Vogt. Council Member Olson was absent. 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, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

3. APPROVAL OF MINUTES

The June 1, 2011 Regular Meeting Minutes were approved with changes.

4. PUBLIC OPEN FORUM

Jo Glinnon – 115 9th St. S., Sauk Centre. Ms. Glinnon questioned why the City of Sauk Centre isn't being better promoted. She feels the websites need more information about Sinclair Lewis. The Lake Wobegon Trail website has no mention of Sinclair Lewis Days even though the trail runs through town. Ms. Glinnon also noted the following:

- Link to lakesandwoods.com
- Try to get on the MN Treasures Blog
- Try to get listed on minnesotabeautiful.com
- Advertise at the Mall of America

Mayor Kirckof suggested that Ms. Glinnon speak with Mike Olson with the Chamber of Commerce.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Police Chief Friedrichs reported that there were 332 ICRs and 307 Warnings in May 2011 for a total of 639. The Department also completed 9 Safe and Sober hours in May which resulted in 30 traffic stops.

b. City Planner Morton reported on the June 14th Planning Commission meeting as follows:

- A Public Hearing was held regarding amendments to the Zoning Ordinance in relation to outdoor solid fuel heating devices.
- As of May 2011 there were a total of 76 building permits issued, in comparison to a total of 69 in May, 2010.

The Council asked that City Planner Morton provide the Council with a list of the 2010 Building Permit report for their next meeting.

c. The Park Board met on June 7th for their regular meeting. At that meeting they heard a proposal from the Sauk River Watershed District on a proposed extension of the Sinclair Lewis Park Restoration Project which is set to expire this year. In addition to the proposal to extend the Agreement for the Shoreline Restoration, the Watershed is proposing to enter into a maintenance contract with the City for ongoing maintenance of the shoreline. See 7d & 7e.

The Board also reviewed all of the buildings at the campground to begin the planning for future upgrades. Discussion ranged from total replacement of the storm shelter into a multi-purpose building and restrooms to upgrading of existing restrooms. At a future meeting, they will also be reviewing the electrical and sewer/water layout.

The Board is recommending the approval of a quote for the well and water system for Morning View Park. See 7b.

d. The EDA met on June 14th for their regular meeting. At that meeting they recommended approval of a Revolving Loan Fund for a Child Development Center. This is ongoing as the applicant is working with the SBDC. The EDA also discussed the following:

- Proposed consulting agreement with the Chamber of Commerce.
- Sauk Centre job inflow/outflow report.

The Council asked that the Sauk Centre job inflow/outflow report be provided as an informational item on the July 6th meeting.

7. ACTION ITEMS

a. Four Non-Union employees are eligible for step advancement and it is recommended they be advanced as follows:

1. Wendy Drobny	Date of Temp 8-1-05 Date of FT hire – 7-5-07	Advance to Step 4 on 7-5-11 $17.96
2. Carol Inderrieden	Date of Hire 7-6-99	Advance to Step 7 on 7-6-11 $24.56
3. Bryon Friedrichs	Date of Hire 4-27-89 Promoted on 8-02-08	Advance to Step 4 on 8-2-11 $30.72

4. Nicki Vogt	Date of Hire 10-5-05 Amended on 8-01-07	Advance to Step 5 on 8-2-11 $19.61

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the step advancements for Drobny, Inderrieden, Friedrichs and Vogt. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

Mayor Kirckof stated that he feels all four are outstanding employees and that he appreciates their hard work.

b. According to prior Council action, quotes were sought for the installation of a well and water system at Morningview Park. Five quotes were received:

	1.5 – 2 h.p.	3. h.p.	5 h.p.
Traut		$7,640.00	$8,390.00
Atkinson	**$3,810.00**	**$3,840.00**	**$4,380.00**
Weisel	$4,085.00		
Klimek	$3,938.00	$4,770.00	$5,560.00
Dons Pump	$3,996.25	$4,581.30	$5,284.35

Once the well is in and tested for gallons per minute, the correct water system (pump size) will be installed.

The Park Board reviewed the quotes and is recommending the City proceed with the installation of the well to Atkinson Well Drilling.

Council Member Stone introduced Resolution No. 2011-30, Resolution Accepting the Quote for the Installation of an Irrigation Well and Water System at Morningview Park. The motion was seconded by Council Member Johnson. A vote being recorded as followed: For: Council Members Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. Absent: Council Member Olson. The motion passed.

c. The City of Melrose and the City of Sauk Centre have jointly interviewed candidates for the position of a Part Time Police Officer and have reached a recommendation. The Officer will work for both agencies to fill in where needed.

The selected candidate is Matthew Jerome Moorman.

The candidate is currently undergoing the pre-employment testing which includes background and psychological testing after which he will be eligible for employment and licensure.

This is a budgeted item.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to appoint Matthew Jerome Moorman as a Part Time Police Officer at Step 1 ($20.65) of the wage scale following a successful passage of background and psychological testing. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

d&e The Sauk River Watershed District has proposed to the Park Board and the Park Board is recommending to the Council that the existing Agreement for the prior Shoreline Restoration Project be renewed to include the expansion of the existing buffer to comply with the original design and the installation of split rail fencing. The project area is from the band shell to the storm water outlet by the playground. The existing agreement will expire this year.

The Watershed is proposing to extend the agreement for an additional ten years which will include the removal of most of the grasses and replacement with flowers. The City cost share would be in-kind services of the Public Works Department to install a split rail fence from the All School Reunion bridge to the storm water outlet (near the playground).

The Watershed is also proposing that the City enter into an agreement for the ongoing maintenance of the Shoreline Restoration Project. In this agreement, they propose to provide ongoing maintenance (weeding, etc.) for an annual maximum cost of $2,480 for years 1&2 and $1,680 per year thereafter. This is based on the usage of volunteers with Watershed staff time billed at $40.00/hour.

The Park Board recommends that the City renew the Shoreline Restoration Project and enter into a contract with the Sauk River Watershed District for ongoing maintenance of the Shoreline Restoration Project.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to table action on 7d&e until the July 6th meeting. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

f. The City's lease for the postage meter is up for renewal. The City has been leasing from FP Mailing Solutions through a leasing agent (Axis). Staff is proposing to terminate the arrangement with Axis and lease directly from FP Mailing Solutions. The Agreement would run from June 20, 2011 to June 19, 2015.

This arrangement will include a new postage meter and scale. The total cost to the City will be $35.22 per month. The prior rate was $62.52 per month.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve entering into a Lease Agreement with FP Mailing Solutions. A vote

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

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

a. Schedule of Claims – total of unpaid claims: $83,366.60 and paid claims of $2,846.56 for a total of $86,213.16.

b. List of May checks totaling $351,503.82 (Check No. 031477 through Check No. 031563, ACH No. 1270E through ACH No.1290E and 3 Payroll ACH Transfers on 05.06.11, 05.09.11 and 05.20.11).

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

11. INFORMATION ITEMS

a. The annual household hazardous waste collection is Saturday, June 18, 2011. The collection is facilitated by Stearns County. They are asking for volunteer assistance for activities including traffic control, unloading vehicles, sorting, emptying paint cans, etc. Volunteers are asked to show up at Bueckers by 8:30 a.m. for safety training. Pickup is from 9:00 a.m. to 1:00 p.m.

   2010 volunteers were Keith Johnson, Wendy Drobny, Erik Willer and Vicki Willer.

b. Mayor Kirckof submitted his letter of resignation as Mayor of the City of Sauk Centre due to accepting a position out of state. He stated that if persons are interested in filling the Mayor position, they should submit a letter of intent to City Administrator Vicki Willer.

12. ADJOURNMENT

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:45 p.m.

Respectfully submitted,

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Mayor Brad Kirckof City Administrator Vicki M. Willer