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

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, July 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, Michal Olson and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Fire Chief Keith Polipnick 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 changes. 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 June 15, 2011 Regular Meeting Minutes were approved with changes.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Removed from agenda.

b. At the last Council Meeting, members of the Council had some questions relating to the proposed re-establishment of the Sauk Lake Shoreline Restoration Project. Most specifically the questions were relating to:

1. Ability to except a portion in the future for a possible beach area.
2. Concerns about the longevity and maintenance of a split rail fence.
3. Costs related to the maintenance contract.
4. Discussion on aesthetic appeal. (How this will look compared to now or compared to mowing it.)

The City entered into an Agreement with the Sauk River Watershed District (SRWD) in 2005 for the restoration of the Shoreland in Sinclair Lewis Park in 2005. That agreement for ongoing maintenance has expired.

Tara Ostendorf of the SRWD presented the Council with their proposal to extend the existing Maintenance Plan for the Shoreline Restoration Project. She stated that they initially did the project because there were shoreline erosion issues, the concrete blanket

failed, there was a lot of storm drain and parking lot runoff and ducks and geese were a nuisance.

Their solution for the above raised issues is to plant a native vegetation buffer to stabilize the bank and increase habitat and filtration. They will put in 8,500 plugs, 15 trees and 45 shrubs.

The lessons learned from the initial project is that maintenance on this project is intensive, Reed Canary is invasive and that annual maintenance for the City is difficult.

The SRWD proposal is as follows:

- Re-establish the original project area
- Add a split rail fence in the proposed area to provide visible boundaries and visual appeal
- Eradicate all grass and weeds
- Add wildflowers only

The total cost of the project is estimated at $6,500. SRWD would pay for $4,875 of the project leaving $1,625 which would be a cost of the City and/or In Kind services.

Tara then presented the Council with a Maintenance Agreement. This Agreement states that the SRWD will conduct maintenance of the project and will bill the City of Sauk Centre for their staff time as follows:

Years 1-2: $2,480
Years 3-10: $1,680

Before making a final decision, the Council requested that Tara talk to the SRWD Board and their legal department regarding the following:

- The City's ability to opt-out of the Agreement and the financial liability relating to opting out.
- The option of selecting a portion of land for a potential beach sometime in the future.

c. The Park Board met on July 5th and discussed the following:

- Morning View Park Sprinkler System – See 7i.
- Refund requests were denied; however, they will allow the camper to apply the deposit to a future stay at the campground.
- Family Fun Circus will be renting the Arena parking lot to hold a circus on August 9, 2011.
- Discussion on the 2012 Budget and CIP.
- Discussion on handicap accessibility at the Dam Tailwater.

7. ACTION ITEMS

a. & b. See 6b.

A motion was made by Council Member Stone and was seconded by Council Member Olson to table action on this item until the August 3rd Regular Meeting. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Kirckof. Against: None. The motion passed.

c. The Fire Department unfortunately did not receive the FEMA Grant to assist with the purchase of a tanker to replace the 1956 tanker (2nd Tanker) in use by the Department.

It is proposed that the City purchase a new tanker through a lease/purchase option with a significant down payment from the equipment fund. A current year interest rate of 1.84% has been obtained. A total cost estimate of $170,000 to $200,000 has been obtained depending upon features selected and whether a demo can be purchased.

Because the proposed purchase is over $100,000 and is not available and therefore not being purchased through State Bid, the City must follow the sealed bid process which includes notifications, advertisements, etc.

The first step to begin the procedure is for the City Council to pass a Resolution authorizing the advertisement for bids.

The Fire Department is recommending that the City proceed.

Fire Chief Polipnick stated that this is a needed purchase as there aren't many members of the Department who are able to drive the 1956 tanker. Because of this, the Sauk Centre Fire Department covers their 191 square mile territory with 1 tanker. The proposed purchase will be a 2,000 gallon tanker.

Council Member Olson introduced Resolution No. 2011-31, Resolution Ordering Advertisement for Bids for a Tanker Fire Truck for the Sauk Centre Fire Department. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Olson, Stone, Johnson and Coenen. Against: None. Abstain: Mayor Kirckof. The motion passed.

d. Due to the resignation of Mayor Kirckof effective July 20, 2011, the City Council must pass a Resolution declaring that a vacancy exists to begin the selection process of a new Mayor.

The process as the City moves forward includes the determination of whether the City should hold the special election as an addition to the ballot at the next regular election in November of 2012 and appoint a Mayor in the interim, or, if the Council should conduct a separate special election prior to that date which would also require the appointment of a Mayor in the interim.

If the City determines to conduct a special election prior to the next regular election, the City Council will need to pass an Ordinance to allow for the election after which we will follow all other requirements for conducting an election.

The cost to conduct an independent special election ranges up to $5,000.00 (Costs include ballot preparation and certification, machine certification, electronic card programming, training and hiring election judges, etc.).

Council Member Johnson introduced Resolution No. 2011-32, Resolution Declaring a Vacancy on the City Council. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Coenen and Stone. Against: None. Abstain: Mayor Kirckof. The motion passed.

Council Member Coenen made a motion to hold a Special Election within 90 days. The motion failed for lack of a second.

Council Member Johnson introduced Resolution No. 2011-38, Resolution Calling For A Special Election. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson and Stone. Against: Council Member Coenen. Abstain: Mayor Kirckof. The motion passed.

e. Brad Kirckof submitted a letter of resignation from the Fire Department to become effective July 20, 2011. Mr. Kirckof has been with the Fire Department for 16 years.

A motion was made by Council Member Stone and was seconded by Council member Johnson to approve the resignation of Brad Kirckof as a volunteer Firefighter. A vote being recorded as follows: Council Members Stone, Johnson, Coenen, Olson and Mayor Kirckof. Against: None. Abstain: Mayor Kirckof. The motion passed.

The Council thanked Mayor Kirckof for his 16 years of service to the Sauk Centre Fire Department.

f. As part of the 1999 Sewer and Water project south of the freeway, certain utility easements were recorded in favor of the City on private property owned by Felling Trailers. Prior to construction, a portion of the utilities were relocated; however, the original easement location was not vacated.

New easement language is being drafted by City Attorney Tom Mayer for execution by Felling Trailers to occur simultaneously with the execution of the proposed vacation language on the existing easement.

The first step in the process is for the City Council to call for a Public Hearing.

Council Member Olson introduced Resolution No. 2011-33, A Resolution Setting a Public Hearing on a Vacation of a Utility Easement. The motion was seconded by

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

g. Removed from agenda.

h. The Sauk Centre Police Department has been successful in obtaining a grant from Central MN EMS in the amount of $1,500 for public safety purposes.

It is also proposed this grant be used to purchase an 800 Mhz radio. This proposal is for a portable radio to be carried by the officers.

Council Member Olson introduced Resolution No. 2011-35, Resolution Accepting Grant Contribution. 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.

Mayor Kirckof thanked Central MN EMS for the Grant received.

i. With the installation of the well in Morningview Park currently underway, it is proposed that approval be granted for the solicitation of quotes for the installation of an irrigation system. The budget for the total project is $15,000. The well and water system is expected, according to bid, to come in at a maximum of $4,800 if the larger size pump is needed. This will leave over $10,000 in the budget for the sprinkler system. The system installed in Brown's Park in 2010 cost $7,650 and covered a larger area.

It is anticipated that the City would advertise for bids immediately upon knowing the gallons per minute and pump size for the well.

Council Member Johnson introduced Resolution No. 2011-36, Resolution Ordering Advertising for Bids for an Irrigation System at Morningview Park. The motion was seconded by Council member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

j. The Council was presented with Ordinance No. 709, Regulating Outdoor Solid Fuel Burning Devices. This Ordinance regulates Outdoor Wood Burning Stoves including safety precautions, setbacks, storage of wood, etc.

This Ordinance repeals the moratorium in effect and inserts regulations into the City Code.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve Ordinance No. 709, An Ordinance Regulating the Location and Use of Outdoor Solid Fuel Heating Devices and Storage of Solid Fuels. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

k. Council Member Stone introduced Ordinance No. 710, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 709, An Ordinance Regulating the Location And Use of Outdoor Solid Fuel Heating Devices and Storage of Solid Fuels. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

l. Sheyanne Sebek has applied for a loan from the Revolving Loan Fund in the amount of $50,000 to open a Child Care Center. The EDA has made a recommendation that a loan in the amount of $25,000 (unsecured) or $50,000 (secured) be granted.

Because the facility is leased, a mortgage isn't feasible; therefore, Sebek is requesting the $50,000 with a co-signer.

The total cost is $80,000. Additional funding includes $14,000 equity investment with the balance being other loan funding sources. The City funds will not be released until all other funding is in place.

It was noted that the Revolving Loan would be for a period of 10 years at a 4% interest rate. There is currently a $240,000 balance in the Revolving Loan Fund.

Sheyanne Sebek stated that they will be licensed for approximately 60-70 children. Their prices will be comparable to that of home daycares. Advertising will be done through word of mouth and social media.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to authorize the loan to Sheyanne Sebek for $50,000 with a loan co-signer. A vote being recorded as follows: For: Council Members Johnson, Coenen and Mayor Kirckof. Against: Council Members Stone and Olson. The motion passed.

8. UNFINISHED BUSINESS

a. At prior meetings, the Council discussed egress options for the South room of the Historical Society in the lower level of the library. Because the room is occupied much of the time and is not a "storage only" room, egress of some type is required.

The Council requested that staff obtain quotes on costs for three options:

1. Egress Window
2. Door to outside
3. Door to lower level meeting room

A schematic was prepared so that all bidders would be bidding on the same thing. One bid was received as follows:

Kostreba Contracting:

1. $2,993.00
2. $14,269.60
3. $4,345.00

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve Option 3 (Doorway). A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Kirckof. Against: None. The motion passed.

b. A quote came in for upgrading the City's Civil Defense Sirens for Narrow Banding Upgrade for paging on the 800 MHZ system. The cost for the City's 7 sirens is just over $13,000.

c. It was the general consent of the Council to set a Special 4th Street Stormwater Meeting for July 27th at 5:00 p.m. At this meeting, City Engineer Yapp will recap the project on what it is expected to do, what the projected costs are and how it could be funded, including discussion on the Assessment Policy.

9. NEW BUSINESS

a. Council Member Olson stated that he feels it is time to put a For Sale sign on the Interpretive Center/Chamber property.

It was the general consent of the Council to have staff review options regarding advertising of the Interpretive Center/Chamber of Commerce Property.

b. Due to the State of MN Government shutdown, the planned parade route was cancelled.

The alternate proposed route is: Ash Street to 4th Street to Birch Street to 9 ½ Street back to Ash Street to Fairgrounds.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the alternate proposed parade route for Sinclair Lewis Days. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Stone. Against: None. The motion passed.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

a. Schedule of Claims – total of unpaid claims: $46,180.74 and paid claims of $3,566.40 for a total of $49,747.14.

b. Resolution No. 2011-37, Resolution Accepting Contribution.

Men's Card Playing Group	$235	Senior Center

SCPUC	$250	Street Lighting Beautification
Lions Club-Sauk Centre	$600.77	Outdoor Rink (Gas & Phone)
Fiedler Farms (Grain Bin Rescue Class)		Fire Department

c. Request from Jeff Thang DBA JT's Pub & Grill for a Temporary Extension of a Premise Permit for a 1986 & 1991 Class Reunion on July 15, 2011 from 4:00 p.m. until 1:00 a.m.

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

11. INFORMATION ITEMS

a. The Stearns County Hazardous Waste Collection was held on June 18, 2011 at Bueckers City Sanitation. 137 vehicles dropped off hazardous materials. City volunteers who participated include Vicki Willer, Wendy Drobny and Al Coenen.

b. Safety Committee Meeting Minutes.

c. Thank You from the Historical Society regarding signage and mailboxes.

d. Thank You from the Rotary regarding the Bandshell project.

e. State shutdown implications for Local Governments handout. (Note: A Judge ruled payment of LGA will be made after publication).

f. Joe Jensen advances to Step 6 (23.85) on July 3, 2011.

12. ADJOURNMENT

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 9:05 p.m.

Respectfully submitted,

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Acting Mayor Warren Stone City Administrator Vicki M. Willer