SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, SEPTEMBER 7, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 7, 2011 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Dennis Rykken, Council Members Warren Stone, Keith Johnson, Michael Olson and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Rykken presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved by general consent with additions.

3. APPROVAL OF MINUTES

The August 17, 2011 Regular Meeting Minutes were approved as presented by general consent.

4. PUBLIC OPEN FORUM

Gunther Austin – Sauk Centre. Mr. Austin stated that he read an article in the Star Tribune stating that the legislature raised property taxes by 4.2% and got rid of the Senior Tax Credit. He asked that this be kept in mind when adopting the budget.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The Park Board met on Tuesday, September 6, 2011 and discussed the following:

- Park Rental Report. A majority of the parks saw an increase in rentals, including the Bath House in Sinclair Lewis Park.
- Approval to advertise for the figure skating program which starts on October 30, 2011.
- Approval to allow seasonal campers to sign lease agreements at the end of the camping season.
- The Board formed a Tree Committee, including Council Member Olson, which will come up with a plan for replacement of trees in Sinclair Lewis Park.
- Staff will solicit quotes for installing additional outlets in Sinclair Lewis Park.
- Research will begin on a splash pad in Sauk Centre, including location, etc.
- Recommendation for Council to retain a tax forfeit lot for the creation of a sledding hill. See 7g.

City Administrator Willer noted that she just obtained a report from the Summer Rec. Program. Historically, the City budgets $9,000 towards this program which is 23% of the program funding. At the August Board meeting, the Park Board recommended budgeting $5,000 for the 2012 Summer Rec. season.

b. The EDA met in a Special Meeting on Wednesday, August 3, 2011 to consider a request by Victri Village to work with them on a grant application from the Blandin Foundation for a Light Speed Grant to install technology to provide for distant learning opportunities.

The EDA agreed to consider a Revolving Loan as a match if Victri Village is successful in obtaining the Grant. The Grant is for $50,000.

If Victri Village is selected to move forward, formal action will come before the EDA and Council at that time.

c. The CVB met on August 31, 2011 where Keith Johnson was welcomed as the new representative from the City.

Action items included:

- Approved advertising for a part time Executive Director.
- Formed a Committee to review applications.
- Approved advertising in Explore MN Magazine.
- Elected Evy Schilling as President and Keith Johnson as Vice President.
- Approved payment of September Admin Services, Rent and Website to the Chamber of Commerce.
- Received financial report of year to date revenues and balances.

d. Administrator Willer attended a meeting on Stearns County EOC on August 4 conducted by FEMA regarding the application being prepared for submittal.

Additional detail was given on reimbursable expenses and what substantiation is needed for the request. If the application is successful, it will be funded 75% federal and 25% state.

FEMA representatives will be in the community in the next few weeks to finalize the application.

Administrator Willer stated that they are waiting to repair the Sauk Centre billboard until the insurance provides their approval. The plan is to modernize, if financially feasible.

7. ACTION ITEMS

a. & b. This action is carried over from the July 6th meeting where the Council heard a report from the Sauk River Watershed District on a continuance of the Shoreline Restoration Project at Sinclair Lewis Park.

(From Prior Meeting) The City share of this project is for the labor for installation of the split rail fence. The overall cost of the project is including labor and material is $6,500.00. The Watershed is proposing a $4,875.00 Grant. The City would contribute $1,625.00 in "in-kind" labor for the fence installation.

The city would agree to the Shoreline Restoration Project for ten years during which time it is proposed that the City enter into a Maintenance Agreement with the Watershed District for maintenance. The Park Board felt that if the City does this project that they should also enter that contract. (See 7b).

The Park Board is recommending that the Council enter into the agreement.

At the conclusion of the meeting, the City Council tabled action pending a review by Sauk River Watershed on the possibility of allowing for an exception of some property for a future bench area.

At the July 6th meeting the Council discussed an ongoing Maintenance Contract with the Sauk River Watershed for maintenance of the restoration project.

(From prior meeting) This Agreement provides for the ongoing maintenance of the Shoreline Restoration Project.

The cost for the Agreement will vary according to the amount of time spent by Watershed staff. The total cost has a Not to Exceed (NTE) figure of $2,480 for years 1 and 2 and $1,680 for years 3 through 10. The maintenance will also include the use of volunteers including students and Master Gardeners.

This would be an item that would need to be budgeted each year within the Park Budget.

The Park Board is recommending this Agreement be approved.

Action was tabled with concerns about the NTE numbers each year and the Watershed Board is to recommend another amount. It was discussed that the annual costs be reduced.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to remove the fence from the Agreement. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

A motion was made by Council Members Johnson and was seconded by Council Member Stone not to enter into the Shoreline Restoration Project with the Sauk River Watershed District. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson and Coenen. Against: none. Abstain: Mayor Rykken. The motion passed.

c. The City Council met on August 29th in a workshop session to review the 2012 proposed revenue and expense budgets for the City. Following that meeting, staff discussed additional reductions that could be achieved. The revised expense budget presented

represents an overall expense budget for the City of $7,715,857.37 which is a decrease of $15,770.92 from the 2011 expense budget.

The Revenue Budget totals $7,947,617.10 and includes a levy of $1,532,224.84 which is an increase of 2% from 2011.

The General Fund Expense Budget of $2,551,594.46 as proposed is $20,329.62 short of being a balanced budget (revenues = expenses). City Administrator Willer is confident that number can be eliminated as staff and the Council continue to fine tune numbers through the end of the year.

This budget will continue to be a work in progress until the final adoption at the December meeting. The only constant is the levy which cannot be increased but can be decreased at that time.

Council Member Olson introduced Resolution No. 2011-51, Resolution Adopting Preliminary 2012 Expense and Revenue Budgets for the City of Sauk Centre. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Olson, Johnson, Stone and Mayor Rykken. Against: Council Member Coenen. The motion passed.

d The proposed tax levy for 2012 has been increased by 2% as proposed at the workshop meeting. The increase is $30,082.84.

Council Member Stone introduced Resolution No. 2011-52, Adopting Preliminary 2011 Property Tax Levy, Collectible in 2012. The motion was seconded by Council Member Olson. A vote being recorded by as follows: For: Council Members Stone, Olson, Johnson and Mayor Rykken. Against: Council Member Coenen. The motion passed.

e. As a part of the public notice process, the City traditionally holds a public meeting in December to present the final budget to the public and receive input, comments and questions. The regular meeting is on December 7th where it is recommended that the budget be discussed in a public format at that time.

Council Member Johnson introduced Resolution No. 2011-53, Resolution Setting Public Meeting. The motion was seconded by Council member Stone. A vote being recorded as follows: For: Council members Johnson, Stone, Olson, Coenen and Mayor Rykken. Against: None. The motion passed.

f. According to the Policy of the City and the Ambulance Service, EMTs are afforded the opportunity to advance in run-time pay commensurate with years of service, patient contact and demonstration of leadership.

Joyce Hunstiger has recently been reviewed and is recommended for advancement to the next EMT pay step for 10 years of service as of September 10, 2011 (from $13.52 to $14.79).

A motion was made by Council Member Olson and was seconded by Council Member Coenen to approve the step increase to $14.79 per run time hour for Joyce Hunstiger on September 10, 2011. A vote being recorded as follows: For: Council Members Olson, Coenen, Stone, Johnson and Mayor Rykken. Against: None. The motion passed.

g. The City has received a request from Stearns County to approve the classification of two parcels that are currently tax-forfeited as non-conservation. This will then allow the County to put the land up for sale on a public auction.

1. 94.57882.0000 – Home located at 926 Sinclair Lewis Avenue.
2. 94.58671.0000 – Vacant land located on the south side of 2nd Street North between Birch St. and Ash St.

The Park Board reviewed the vacant land at its September 6th meeting and are recommending that the Council not offer #2 for public sale and retain it for a potential sledding hill as it adjacent to the public works facility and outdoor warming house. In addition, the parcel has a drop off from the road side and has considerable concrete debris, etc. Contact has been made with Stearns County Environmental Services regarding clean-up of the site.

A motion was made by Council member Stone and was seconded by Council Member Olson to approve the re-classification of Parcel 1 at 926 Sinclair Lewis Avenue North to Non-Conservation to allow for sale by public auction and to retain #2 for a potential sledding hill. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

h. As a part of the integration with Centracare, certain Hospital Bonds currently held are proposed to be paid with funds on hand. The bonds proposed to be paid include 2002B, 2003C and 2005B. The total amount to call to pay the bonds is $1,314,046.22.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve Resolution No.'s 2011-54 Calling Hospital Bond 2002B, 2011-56 Calling Hospital Bond 2003C and 2011-57 Calling Hospital Bond 2005B. A vote being recorded as follows: For: Council members Olson, Stone, Coenen and Mayor Rykken. Against: None. Abstain: Council Member Johnson. The motion passed.

i. Previous Mayor Brad Kirckof served as a volunteer on the Sauk Centre Beyond the Yellow Ribbon Committee. The Committee is working to designate Sauk Centre as a Beyond the Yellow Ribbon Community.

The Committee is seeking a new City representative to serve. The meeting date is the 3rd Thursday of the month at 5:00 p.m.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to appoint Council Member Stone to serve as the City Representative on the

Beyond the Yellow Ribbon Committee. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Coenen and Mayor Rykken. Against: None. 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: $1,991.76 and paid claims of $118,498.10 for a total of $120,489.86.

b. Resolution No. 2011-55, Resolution Accepting Contribution.

Men's Card Playing Group	$190.00	Senior Center
Alan Isaacson	$100.00	Senior Center
Kathleen Sieben	$20.00	Senior Center
Lyndon & Kay Isaacson	$100.00	Senior Center

c. Request from Tina Rohde DBA Mustang Bar for a Temporary Extension of Premise Permit for a Customer Appreciation Event on Friday, September 9 through Saturday, September 10, 2012 from 7:00 p.m. to 1:30 a.m. both nights.

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

Mayor Rykken thanked the Men's Card Playing Group, Alan Isaacson, Kathleen Sieben and Lyndon & Kay Isaacson for their contributions.

11. INFORMATION ITEMS

a. The League of MN Annual Regional Meetings are scheduled in various locations this fall. Council and staff are invited to attend. Cost is covered by the City.

b. The Local Board of Appeal and Equalization Training is scheduled for Wednesday, November 9th from 6:30 p.m. to 9:30 p.m. for any Council Members that need to be trained.

c. The Citywide Scrap Metal Clean-Up day is September 23-24 at the Arena parking lot. Hours are from 8:00 a.m. on Friday and 8:00 a.m. to noon on Saturday.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 7:30 p.m.

Respectfully submitted,

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Mayor Dennis Rykken City Administrator Vicki M. Willer