SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, DECEMBER 21, 2011

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, December 21, 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, Police Chief Friedrichs, City Engineer Yapp and Administrative Assistant Nicki Vogt. Mayor Rykken presided thereat.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved with the addition of 8b-Billboard and 9b-Sinclair Lewis Park Playground parking.

3. APPROVAL OF MINUTES

The July 28, 2011 Special Meeting Minutes, December 7th Regular Meeting Minutes and December 14, 2011 Special Meeting Minutes were approved as presented. The August 29th, 2011 Special Meeting Minutes were approved with changes.

4. PUBLIC OPEN FORUM

Kelly Kerfeld, Sauk Centre. Mr. Kerfeld stated that he is interested in being on the Park Board; however, he lives right outside City limits. He is asking that the Park Board amend the bylaws to allow him to serve on the board. See 7c.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Police Chief Friedrichs reported that in November there were a total of 291 ICRs and 156 Warnings for a total of 447.

7. ACTION ITEMS

a. Quotes were received for the 2012 Fuel Bid (with vehicle washes) as follows:

GAS STATION	Unleaded/Ethanol Discount	#1 Diesel Fuel Discount	#2 Diesel Fuel Discount	Premium Diesel Fuel Discount	Car Washes	Please Note:
Truckers Inn, Inc.	**.08¢**	**.08¢**	**.08¢**	**.08¢**	**N/A**	
Northstar Gas & Wash	**.07¢**	**.07¢**	**.07¢**	**n/a**	**15 Free washes per month**	**Diesel is blended in winter**

Kranz Super Stop, Inc.	**.05¢**	**.05¢**	**.05¢**	**.05¢**	**10 Free washes per month**	

Administrator Willer provided calculations for the Council's consideration in comparing the quotes. This includes the value of the discount based on typical number of gallons purchased and the value of the car washes based on a $5.00 wash.

	Fuel	Washes	Total
Truckers Inn, Inc.	$1,680.00	0	$1,680.00
Northstar	$1,470.00	$ 900.00	$2,370.00
Kranz Super Stop	$1,050.00	$ 600.00	$1,650.00

Councilman Coenen stated that he was in favor of Kranz due to the 24 hour service for the availability of the discounts and car wash. It was noted that the Truckers Inn did not have a car wash and that Northstar is not open overnight.

Council Member Coenen introduced Resolution No. 2011-80, Resolution Awarding 2012 Fuel/Vehicle Was Bid to Kranz Super Stop, Inc. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Coenen, Johnson and Olson. Against: Council Member Stone and Mayor Rykken. The motion passed.

The 2012 Fuel/Vehicle Bid with Diesel and Gas was awarded to Kranz Super Stop (Holiday).

b. Bid quotes were received for 2012 refuse collection services. The following bids were received.

Affordable Disposal	$499.75 Monthly	$5,996.94 Annually
Buecker's City Sanitation	$636.60 Monthly	$7,639.05 Annually

Council Member Stone introduced Resolution No. 2011-81, Resolution Accepting Bid for the 2012 Refuse Collection Service for Affordable Disposal. The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Members Stone, Coenen, Olson, Johnson and Mayor Rykken. Against: None. The motion passed.

c. The Council considered the following Board and Commission appointments:

Hospital Board – 1 position to be appointed for a 6 month term effective January 1, 2012 and expiring June 30, 2012. The following have submitted nominations:

Joe Uphus
Dr. Diane M. Kelly

It was noted that the Hospital Board recommends that Joe Uphus stay on the Board due to the proposed upcoming changes.

Mayor Rykken recommended appointing Joe Uphus.

Park Board – 1 position to be appointed for a 2 year term effective January 1, 2012 and expiring December 31, 2013. The following submitted a nomination:

Kelly Kerfeld – See 4 above

A motion was made by Council Member Stone and was seconded by Council Member Johnson to recommend to the Park Board that their Bylaws be consistent with City Code. A vote being recorded as follows: For: Council Members Stone, Johnson and Mayor Rykken. Against: Council Members Olson and Coenen. The motion passed.

Planning Commission – 1 position to be appointed to a 3 year term effective January 1. 2012 and expiring December 31, 2014. The following submitted a nomination:

Dr. Diane M. Kelly

Mayor Rykken recommended appointing Dr. Diane M. Kelly.

Public Utilities Commission – 2 positions to be appointed for a 3 year term effective January 1, 2012 and expiring December 31, 2014. The following submitted nominations:

Ted Spanier
Michael Bick

Mayor Rykken recommended appointing Ted Spanier and Michael Bick.

Senior Center Board – 2 (or more) positions to be appointed for a 3 year term effective January 1, 2012 and expiring December 31, 2014. The following submitted nominations:

Evelyn Gartner

Mayor Rykken recommended appointing Evelyn Gartner.

Convention & Visitors Bureau – 2 positions to be appointed for a 3 year term effective January 1, 2012 and expiring December 31, 2014. The following submitted nominations:

Pam Durbin
Anita Kaiser
Annette Hinnenkamp (nomination received after deadline)

Mayor Rykken recommended appointed Pam Durbin and Anita Kaiser.

Airport Commission – 1 position to be appointed for a 3 year term effective January 1, 2012 and expiring December 31, 2014. The following submitted nominations:

Joe Uphus

Mayor Rykken recommended appointing Joe Uphus.

EDA Board – 1 position to be appointed for a 6 year term effective January 1, 2012 and expiring December 31, 2017. The following submitted a nomination:

Jean Marthaler

Mayor Rykken recommended appointing Jean Marthaler.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to appoint all persons to the Board and Commission as recommended by Mayor Rykken. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

d. Periodically, the City is required to submit a Pay Equity Report to the State. This report compares wages and length of time needed to achieve the top step of a wage scale between genders.

The city reports together with the Hospital. The Public Utility reports separately.

The Council was provided with a Compliance Report which was prepared utilizing December 31, 2011 wages. After submittal, a final determination will then be made by the State of MN on compliance with the Pay Equity Act.

After the integration with Centracare is complete, an updated report will need to be submitted.

A motion was made by council Member Stone and was seconded by Council Member Johnson to approve the submittal of the Pay Equity Report. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

e. Due to development within the City and upgrades to the City's Emergency Sirens (narrow banding), a proposed relocation plan has been developed to provide for a greater coverage area and also to provide for backup generator power to the City's main siren. The Council was provided with two maps to review.

Map #1 indicates the locations of the existing sirens within the City.

Siren #1: Hoboken Hill and is proposed to remain at this location.

Siren #2 Hickman Park and is proposed to remain at this location.
Siren #3 Walnut and Railroad and is proposed to be moved to Lake Shore Drive on the far north end of town.
Siren #4 Old City Hall and is proposed to be moved to the Morningview Area. Location yet to be determined due to power needs.
Siren #5 Fairgrounds and is proposed to remain at this location.
Siren #6 Truck Stop and is proposed to remain at this location.
Siren #7 Water Treatment Plant. This is the newest siren with the greatest range. It is proposed to move that siren to City Hall where it can be powered by the backup generator in the event of power or battery failure. This siren gives the greatest coverage area and will serve the largest population segment of the City.

Map #2 indicates the final location of the sirens. The locations were determined based on a number of factors including availability of power, costs involved and coverage area. All sirens will remain on poles allowing the City through the Public Utility to do the actual relocation. Costs for materials including wire etc. are budgeted not to exceed $5,000. It is proposed to relocate the sirens in early Spring, prior to storm season.

A motion was made by Council Member Olson and was seconded by Council Member Coenen to approve the siren relocation plan and authorize staff to work with the Public Utility to proceed with the plan. A vote being recorded as follows: For: Council Members Olson, Coenen, Stone, Johnson and Mayor Rykken. Against: None. The motion passed.

f. Prior to year end, the City Council may designate and allocate portions of its fund balance to specific activities.

At the beginning of the year, the General Fund had $316,726.50 in Designated Funds while the Special Revenue Funds had $186,288 for a total of $503,014.50.

Changes for 2011 include the allocation of funds in and out of the Sinking Fund as approved at the December 7th meeting, the annual $7,000 reduction in the Fire Building Fund to be allocated toward its contribution for the City Hall payment and a proposal to utilize $7,500 of the Library designation to cover the costs of the installation of the egress door out of the Historical Society into the meeting room.

The total is an addition of $53,000 and the use of $34,500 for a final total designation of $521,414.50.

Interest will be allocated to the appropriate categories at year end.

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

8. UNFINISHED BUSINESS

a. As directed at a prior meeting, staff has been moving forward with the background work needed to prepare for a possible adoption of a Storm Water Utility Ordinance.

- Most of the parcel information has been completed and documented.
- Decisions will need to be made regarding multifamily buildings and commercial/residential structures.
- Details on billing issues need to be worked out with the Public Utility. This needs to be completed early on in case software updates are needed.
- The Council will need to review and provide direction in determining a rate structure.
- Procedures for ongoing updates due to building, property ownership, etc. will need to be formulated.
- A public hearing will need to be conducted.

b. City Administrator Willer stated that FEMA and the City's Insurance will cover replacement costs for the I94 billboard.

It was the general consent of the council to allow staff to create a Billboard Committee that will proceed with design of a new billboard.

9. NEW BUSINESS

a. It has been two years since the City adopted a Gas Franchise. Ordinance No. 669 established a fee of 1.5% of gas sales within City limits be collected and remitted.

In 2010 the City collected $20,668.67 (Note: Fee started end of February, 2010). In 2011 the City collected $21,847.39 for the first three quarters.

The Ordinance states that the Council should review it every two years.

A motion was made by Council Member Stone and was seconded by Council Member Olson to have the Finance Committee review the Gas Franchise. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

b. Council member Keith Johnson stated that he had been approached by a citizen concerning the safety of parking near the Sinclair Lewis Park playground. Due to safety reasons, this person is requesting that parking be restricted on the north side of the street.

A motion was made by Council Member Stone and was seconded by Council Member Olson to send this request to the Operations Committee for their review. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Coenen and Mayor Rykken. Against: None. The motion passed.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

a. Schedule of Claims - Total of unpaid claims $46,724.54 and paid claims of $7,617.88 for a Total of $54,342.42.

b. List of November checks totaling $252,701.11 (Check No. 32095 through Check No. 32185 and ACH Payment No. 1395E through E1417E and 6 Payroll ACH Transfers on November 4, 7, 10, 18, 23 and 30th.

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

11. INFORMATION ITEMS

a. The 2011 Wellhead Protection Implementation & Evaluation Report has been provided by the Sauk Centre Public Utility.

b. December 8, 2011 Safety Committee Meeting Minutes.

c. 2012 Meeting Calendar.

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

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 7:20 p.m.

Respectfully submitted,

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Mayor Dennis Rykken City Administrator Vicki M. Willer