

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 2, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 2, 2013 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Warren Stone, Mike Olson, Dave Thomas and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Ambulance Director Struffert and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

- a. City Administrator Willer conducted the swearing-in of Mayor Brad Kirckof and Council Members Warren Stone and Dave Thomas.

2. APPROVAL OF AGENDA

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the agenda with the addition of 7k, Resolution No. 2013-07 Authorizing Signatures. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the December 19, 2012 Regular Meeting Minutes. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

4. PUBLIC OPEN FORUM (Comments Limited to 3 Minutes)

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

None.

7. ACTION ITEMS

- a. City Administrator Willer presented the Council with Resolution No. 2013-01, Resolution Adopting Rules of Order for Council Meetings. This is adopted every year at the first meeting in January.

Mayor Kirckof suggested that the Council consider going to one meeting a month and in place of the second meeting, they meet with other Boards and Commissions. He felt that this would make them more proactive and efficient.

The Council was asked to consider this request and hold a discussion at a future meeting.

A motion was made by Olson and was seconded by Johnson to approve Resolution No. 2013-01, Resolution Adopting Rules of Order for Council Meetings. A vote being recorded as follows: For: Council Members Olson, Johnson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

- b. A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2013-02, Appointing Council Members to Serve on Various Boards and Commissions and also Making Annual Appointments. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof read the appointments.

- c. A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve Resolution No. 2013-03, Resolution Amending Administrative User Fees for 2013. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

It was noted that all department head reviewed and provided their input regarding the Administrative User Fee.

- d. A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Resolution No. 2013-04, Resolution to Adopt a Schedule of Fees for Voluntary Administrative Penalties and Fines for Offenses of the City Code According to §10.98. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- e. The Council was presented with Ordinance No. 734. This Ordinance adopts fees for those fees and licenses required to be adopted by Ordinance. This includes land use fees, zoning permits, building permits, animal control licenses, liquor licenses, cigarette licenses and various other licenses.

Council Member Thomas introduced Ordinance No. 734, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines and Providing for Subsequent Review, Modification and Amendment. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

- f. Council Member Stone introduced Ordinance No. 735, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 735 Summarizing and Reaffirming Fees for City Licenses and Permits and Providing for Subsequent Review, Modification and Amendment. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- g. Diane L. Justin submitted an application for a minor subdivision (lot split) of a parcel located at the end of Alex Moore Street. The property is located in the N ½ of the SW ¼ of the SW ¼ of Section 9.

The split would divide the larger parcel “Tract B” into two parcels resulting in a new “Tract C” and a revised “Tract B”.

The parent parcel, “Tract B,” was originally split off a larger parcel in 2004.

Currently, Alex Moore Street is a dead end public road which terminates on the north property line of the property to be subdivided. As part of the subdivision, it has been recommended that a 66 foot wide easement for ingress and egress and drainage and utility purposes be granted for future use. This accommodates the property to the south (Parcel A) and allows for access to the two parcels B & C along with access to the water and sewer lines which serve the parcels. It also anticipates a future roadway if the resulting Tract B were to be platted into a subdivision.

The Public Utility has reviewed the proposal for conformance with its rules on access to water and sewer. The City water and sewer lines run through the easement area and they have determined it would be appropriate to hook a new service line into the line.

Sauk Centre City Code allows for the Administrative recommendation of Lot Splits where the resulting parcels meet all the criteria for a legal parcel as outlined in the Code. (Lot area, frontage on a public right of way, and access to utilities). This proposal meets all criteria and is therefore submitted directly to the City Council for approval.

Council Member Stone introduced Resolution No. 2013-05, Resolution Approving a Minor Subdivision (Lot Split) for Diane L. Justin. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- h. Due to retirements and absences, Ambulance Director Kathy Struffert has requested that the City Council authorize an EMT candidate to attend EMT classes beginning in January.

The candidate is Blaine Kostreba. Kostreba would be available to cover day shifts which have become increasingly difficult to cover. She is currently an LPN and works nights at the nursing home in Osakis. She would be available to take day calls, Holidays and weekends.

The Ambulance Service strives to maintain a roster of 20 EMTs. Currently one of the EMTs is out on leave for an undetermined amount of time and one EMT has stated he is considering not renewing his license in March and two EMTs who previously took daytime shifts now work out of town. For these reasons the Department is requesting to offer the training to Kostreba who has expressed interest on several occasions.

The cost to the City would be approximately \$1,000.00 for the classroom instruction.

Upon successful completion of the classroom requirements and licensure testing, formal appointment as a Probationary EMT will come before the City Council.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve Blaine Kostreba to attend EMT classes for potential future appointment to the Ambulance Service. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

The Council requested that from this point forward, a more systematic hiring approach be used when looking for new EMTs.

- i. In 2012, former Mayor Dennis Rykken introduced through the MN Mayor’s Association a Code of Conduct Policy and also a Statement of Values Policy for review. The City Council adopted these policies. The policies are to be reviewed annually. It seems appropriate that the time to review these policies is when new members of the Council and Boards/Commission take place.

By general consent, the Council affirmed and acknowledged the Code of Conduct and Statement of Values Policies.

- j. In 2012, property located at the corner of Highway 71N and Lakeridge that had reverted to the State of Minnesota due to non-payment of property taxes was sold. This property had remaining special assessments for improvements on Lakeridge Drive that were forfeited by the City at the time.

The City will receive a percentage of the selling price. In addition, the City has the option of re-certifying special assessments that were forfeited by the same method as was originally used (public hearing and adoption of Resolution and certifying against taxes).

The property was purchased by the Congregation of Jehovah’s Witness Church for the purposes of constructing a new church. The principal amount that was forfeited is \$24,051.84 which is the outstanding amount due after the 2006 payments were made.

The following chart shows the original adopted amortization schedule for the property.

Year	Principal	Interest	Total	Balance
2003	\$2,731.25	\$2,485.48	\$5,216.73	\$33,268.75
2004	\$2,895.12	\$1,996.13	\$4,891.25	\$30,373.63
2005	\$3,068.83	\$1,822.42	\$4,891.25	\$27,304.80
2006	\$3,252.96	\$1,638.29	\$4,891.25	\$24,051.84
2007	\$3,448.14	\$1,443.11	\$4,891.25	\$20,603.70
2008	\$3,655.03	\$1,236.22	\$4,891.25	\$16,948.67

2009	\$3,874.33	\$1,016.92	\$4,891.25	\$13,074.34
2010	\$4,106.79	\$784.46	\$4,891.25	\$8,967.55
2011	\$4,353.20	\$538.05	\$4,891.25	\$4,614.35
2012	\$4,614.35	\$276.86	\$4,891.21	\$0.00

The bond for the construction of the property has been paid in full.

The Council was presented with the following three options:

1. Call a Public Hearing and assess unpaid principal of \$24,051.84. (Hearing not needed if owner signs a waiver of hearing and accepts the amount.) City can spread the assessment over a number of years with interest.
2. Negotiate with the owner a different amount and certify that amount. (With waiver of hearing and acceptance of amount.)
3. Decline to move forward and affirm that no amount is due the City.

It was the general consent of the Council to send this to the Policy Committee for their review/recommendation.

- k. Annually, the City authorizes the Mayor and City Administrator/Clerk to execute a City Resolution which in turn authorizes the execution of Corporate Authorization Resolutions and Signature Cards for the following institutions granting signing authority to the Mayor, City Administrator/Clerk and Deputy Treasurer.

1. First National Bank – Sauk Centre
2. First State Bank – Sauk Centre
3. Central MN Credit Union

Council Member Stone introduced Resolution No. 2013-07, Corporate Authorization Resolution for Central Minnesota Credit Union, Minnesota National Bank and First State Bank. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

- a. With more and more communication being completed through e-mail, it has been recognized that all Council Members may not wish to have their personal e-mail accounts available to the public.

In these cases, the City Council should consider whether it is appropriate to assign a City E-mail Account. The city is currently grandfathered in at \$10/month for all current e-mail addresses. The City would convert to the current fee schedule upon implementation

of any change, which is a base fee of \$5.00 for the first e-mail and .50 for each additional e-mail. We currently have 31 accounts.

It was the general consent of the Council to proceed with providing e-mail accounts for each Council Member.

- b. Over the past 18 months, the City Council and the Public Utility Commission (PUC) have not met in a joint session due to former Mayor Rykken also serving as President of the PUC. During that time period, he was able to bring information directly to the Council.

It is recommended that he join meetings with the PUC resume. Previously, the meeting was set for a month with five Wednesdays. Therefore, it is recommended that January 30th be set as the meeting date.

It was the general consent of the Council to set the joint Council/PUC meeting for January 30th at 5:00 p.m.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- a. Resolution No. 2013-06, Resolution Accepting Contribution. The contributions are as follows:

The Men's Card Playing Group	\$202.40	Senior Center
Fire Relief Association	\$53,000.00	Fire Department
Sauk Centre Youth Hockey	\$1,094.26	Arena

In addition, the Wal-Mart Foundation donated \$500.00 to "Shop with a Cop" on behalf of the Sauk Centre PD.

- b. 2012 Contribution list. This lists the organizations, businesses and individuals that have contributed money or in-kind services to the City in 2012. This list will be published in the Sauk Centre Herald on January 10, 2013.
- c. Schedule of Claims. Unpaid Claims \$111,020.00 and paid claims of \$2,814.48 for a total of \$113,834.48.

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

11. INFORMATIONAL ITEMS

- a. The Land Lease Agreement with Dennis Muellner for farm use of excess property at the Airport has been executed for 2013. Revenue to the City will be \$3,635.00. The City

(Utility) retains the ability to land apply sludge from the Wastewater Treatment Plant on the property.

- b. The Campground will receive a credit for sewer charges in the amount of \$3,677.05. This was for water used for irrigation for newly seeded areas as the water did not go into the wastewater system.
- c. The PUC has notified the City that MRES is recommending that they gradually increase the annual hydrant charges to the City. Currently, the charge to the City is \$1.00/month per hydrant for an annual total of \$3,432. This can be an item for discussion at a joint meeting with the PUC.

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 as follows: For: Council Members Stone, Johnson, Thomas, Olson 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,

Mayor Brad Kirckof

City Administrator Vicki Willer