

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 4, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 4, 2012 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

The agenda was approved by general consent.

3. APPROVAL OF MINUTES

The December 21, 2011 Regular Meeting Minutes were approved by general consent.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. City Administrator Willer reported on the January 3, 2011 Park Board meeting as follows:

- Jeff Quistorff was voted as Chairperson and Shane Defoe was voted as Vice-Chairperson.
- The Board amended their By-laws to state that Park Board Members shall reside within the Sauk Centre School District. See 7h.
- The Personnel Committee, along with Jeff Quistorff, will review the Campground Manager Position.
- The Arena Craft/Vendor/Garage Sale was scheduled for May 19, 2012.
- Sauk Centre Youth Hockey Association made their final 2012 payment.
- The Board approved applying for the Community Forest Bonding Grant.

The Park Board report was approved as presented.

7. ACTION ITEMS

a. Each year at the first meeting in January, the Council adopts the Rules of Order for Council Meetings.

Council Member Stone introduced Resolution No. 2012-01, Resolution Adopting Rules of Order for City Council Meetings. The motion was seconded by Council Member

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

b. Mayor Rykken recommended the following Annual Appointments:

Acting Mayor	<u>Warren Stone</u>
Engineer	<u>Stantec</u>
City Attorney	<u>Thomas Mayer</u>
Hospital Board Liaison	<u>Dennis Rykken</u>
HRA Board Liaison	<u>Mike Olson</u>
Park Board	<u>Warren Stone</u>
Planning Commission	<u>Warren Stone</u>
EDA (1) Expires 2014	<u>Allan Coenen</u>
(2) Expires 2012	<u>Keith Johnson</u>
Senior Center Liaison	<u>Allan Coenen</u>
Airport Commission	<u>Mike Olson</u>
CVB Board	<u>Keith Johnson</u>
Policy/Planning Committee	<u>Mike Olson</u>
	<u>Dennis Rykken</u>
Operations Committee	<u>Allan Coenen</u>
	<u>Keith Johnson</u>
Personnel/Finance	<u>Dennis Rykken</u>
	<u>Warren Stone</u>
Official Newspaper	<u>Sauk Centre Herald</u>
Depositories	<u>MN National Bank-Sauk Centre</u>
	<u>First State Bank-Sauk Centre</u>
	<u>Central MN Credit Union</u>
	<u>4M Fund</u>
Fire Chief	<u>John Egan</u>
1 st Assistant	<u>Steve Moritz</u>
2 nd Assistant	<u>Ron Moritz</u>
Secretary/Treasurer	<u>David Moritz</u>
Training/Safety Officer	<u>David Deters</u>

Council Member Stone introduced Resolution No. 2012-02, Appointing Council Members to Serve on Various Boards and Commission and also making Annual Appointments, as noted above. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Mayor Rykken. Against: Council Member Olson. The motion passed.

c. City Administrator Willer presented the Council with the recommended 2012 Administrative Fees. Administrative fees include items such as room rentals, rates for equipment, etc.

Council Member Johnson introduced Resolution No. 2012-03, Resolution Adopting Administrative Fees for 2012, with amendments. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

- d. City Administrator Willer presented the Council with the 2012 Administrative Penalties. Section 10.98 of the City Code is that Section that provides for Administrative Penalties as an alternative to criminal prosecution for code related violations. These include things like parking tickets, nuisance violations, etc.

Council Member Stone introduced Resolution 2012-04, Resolution to Adopt a Schedule of Fees for Voluntary Administrative Penalties and Fines for Offenses of the City Code According to §10.98. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

- e. City Administrator Willer presented the Council with the 2012 Licenses, Permits and Service Fees. These are fees and licenses that are required to be adopted by an Ordinance. This includes land use fees, zoning permits, building permits, animal control licenses, liquor, cigarette and various other licenses.

Council Member Stone introduced Ordinance No. 715, 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 Olson. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Coenen and Mayor Rykken. Against: None. The motion passed.

Mayor Rykken asked that the fee schedule be added to the website.

- f. Council Member Johnson introduced Ordinance No. 716, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 715 Summarizing and Reaffirming Fees for City Licenses and Permits and Providing for Subsequent Review, Modification and Amendment. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Coenen and Mayor Rykken. Against: None. The motion passed.
- g. In anticipation of possible bonding for a Public Improvement Project in 2012, the City Council must approve a Resolution declaring its intent to reimburse itself for costs incurred related to the project prior to obtaining bond funds.

The City has already incurred and will continue to incur costs relating to the 4th Street Stormwater Project prior to issuance of bonds. Resolution No. 2012-05 provides the notice necessary indicating the City's intent to cover those costs with bond proceeds.

Council Member Stone introduced Resolution No. 2012-05, Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Coenen and Mayor Rykken. Against: None. The motion passed.

- h. At the December 21, 2011 City Council Meeting, the Council was presented with a nomination form from a potential candidate to serve on the Park Board; however, the candidate lives across the road from City Limits. The City Council previously amended the City Code to allow for non-residents to serve on certain Boards; however, the Park Board had not amended its Bylaws to reflect that. Therefore, an appointment at the December 21st meeting was not concluded.

At the January 3, 2012 Park Board meeting, the Board amended their Bylaws to allow anyone from the Sauk Centre School District to serve on the Board.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the Park Board's amendment to the Bylaws and appoint Kelly Kerfeld to the Park Board. A vote being recorded as follows: For: Council Members Stone, Johnson and Mayor Rykken. Against: Council Members Olson and Coenen. The motion passed.

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

Ron Hemsworth has undergone review by the Ambulance Department management and is recommended for advancement to the next step following five years of continuous service, effective January 17, 2012 from EMT (B) 1 \$12.23 to EMT (B) 2 \$13.52.

Penny Deters has also undergone review by Ambulance Department management and is recommended for advancement to the next step for five years of continuous service effective February 7, 2012 from EMT (B) 1 \$12.23 to EMT (B) 2 \$13.52.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve the increase to \$13.52 – Step EMT (B) 2 for Ron Hemsworth effective January 17, 2012 and Penny Deters effective February 7, 2012. 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. Resolution No. 2012-06, Resolution Accepting Contribution. Contributions were received from the following:

Men’s Card Playing Group	\$245.00	Senior Center
Fire Relief Association	\$41,500.00	Fire Department
Sauk Centre Seniors	\$3,000.00	Senior Center
S.C. Youth Hockey Assn.	\$3,627.26	Arena
Anonymous Donor	\$750.00	Ambulance Dept.
Anonymous Donor	\$750.00	Fire Dept.
Louise Minette	\$200.00	Senior Center

In addition, the Wal-Mart foundation donated \$1,000 to “Shop with a Cop” on behalf of the Sauk Centre Police Department.

- b. 2011 Contribution List.
- c. Schedule of Claims – total of unpaid claims \$110,998.71 and paid claims paid December 21st and December 22nd of \$3,994.96 and claims paid December 30th of \$62,232.67 for a total of \$177,226.34.

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 Rykken. Against: None. The motion passed.

11. INFORMATION ITEMS

None.

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

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Mayor Dennis Rykken

City Administrator Vicki M. Willer