

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 6, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 6, 2010 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 David Thomas, Warren Stone, Keith Johnson and Al Coenen. Also present were City Administrator Vicki Willer, Public Works Director Butch Wessel, City Planner Sarah Morton, Police Chief Bryon Friedrichs, City Engineer Keith Yapp, Ambulance Director Kathy Struffert 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 Thomas to approve the Agenda with additions. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

The December 11, 2009 Special Meeting, December 16, 2009 Special Meeting and December 28, 2009 Special Meeting minutes were approved as presented. The December 16, 2009 Regular Meeting minutes were approved with changes.

4. PUBLIC OPEN FORUM

Council Member Coenen removed himself from the Council table and addressed the Council as a member of the public. Mr. Coenen (427 Pendergast Street, Sauk Centre, MN) expressed his disappointment over the way the Hedin Point Plat was handled by the Council.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The Park Board met on Tuesday, December 1, 2010 and discussed the following:

- Park Board recommended Council approval of a change to the seasonal Campground Lease Agreement. See Action Item 7i.
- Park Board approved the Jaycee Park plan site improvement project presented to them from the Rotary Club.
- The Hockey Association has met their \$50,000 annual obligation as a combination of ice time and donations.
- Mike Beilke was elected Chairperson and Mark Magnuson was elected Vice-Chairperson.

7. ACTION ITEMS

- a. City Administrator Willer presented Resolution No. 2010-01, Resolution Adopting Rules of Order for City Council Meetings stating that the Council adopts the Rules of Order at the first meeting in January of each year. No changes are proposed.

Council Member Thomas introduced Resolution No. 2010-01, Resolution Adopting Rules of Order for City Council Meetings. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- b. Mayor Kirckof presented Resolution No. 2010-02 Appointing Council Members to Serve on Various Boards and Commissions and also Making Annual Appointments. He stated that he spoke with all Council Members and they stated that they are comfortable with their appointments which remain the same as the 2009 appointments.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve Resolution No. 2010-02 Appointing Council Members to Serve on Various Boards and Commissions and also Making Annual Appointments. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Thomas and Mayor Kirckof. Against: None. The motion passed.

- c. In past years the City has adopted the entire fee schedule under one resolution; however, with the new codified Ordinance and changes to the administrative fine statutes, we are proposing to adopt the administrative user fees which include items such as park rentals and public works fees in one resolution. Administrative fines such as parking tickets and other violations will have their own resolution along with a separate Ordinance for fees required to be adopted by Ordinance.

Ambulance Director Struffert stated that they would like to reduce the Special Event Stand By for non-profit organizations to \$35.00 to make stand by service more affordable for non-profit organizations. The Ambulance Department feels they lose business because of the high cost.

Council Member Thomas stated that decreasing the non-profit stand-by from \$45 to \$35 would not cover the costs of providing the service.

Council Member Thomas also questioned why the rates of the ambulance department have not gone up since pay, costs, etc. have all increased. Ambulance Director Struffert responded stating that she feels it is ok to hold off increasing rates for one more year.

Council Member Thomas recommended that the Park Board discuss a damage deposit for park shelter rental at a future meeting.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to increase Basic Ambulance Run charges to \$715, Ambulance Transfer Basic Life Support Emergency to \$715, Ambulance Transfer Basic Life Support Non-Emergency to

\$715 and Ambulance Transfer Advance Life Support to \$1,025. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

Council Member Thomas asked that staff review Ambulance Department special event stand-by fees.

Council Member Stone introduced Resolution No. 2010-03, Resolution Adopting Administrative Fees for 2010 with the above noted changes. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- d. City Administrator Willer presented Resolution No. 2010-04. Resolution to Adopt the Provisions of §10.98 and a Schedule of Offenses and Voluntary Administrative Penalties for 2010 stating that these are pertaining to violations of City Code.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to adopt Resolution No. 2010-04, Resolution to Adopt the Provisions of §10.98 and a Schedule of Offenses and Voluntary Administrative Penalties for 2010. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. City Administrator Willer presented Ordinance No. 686, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services and Providing for Subsequent Review, Modification and Amendment. 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, cigarette and other various licenses.

A motion was made by Council Member Stone and was seconded by Council Thomas to adopt Ordinance No. 686, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services and Providing for Subsequent Review, Modification and Amendment. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. Council Member Johnson introduced Ordinance No. 688, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 686 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 Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

Adoption of this Ordinance allows summary publication of Ordinance 686.

- g. The City has received a request from the All School Reunion Committee to change our ordinance to allow the closure of Sinclair Lewis Avenue for a street dance for the 2010 All School Reunion on August 14, 2010. Currently, our City Code states the following:

§ 96.066 ENCUMBERING PUBLIC WAYS.

No person shall encumber, block or otherwise obstruct any street, sidewalk or public alley within the city by the placement of themselves, another person or any other item.

§ 96.067 EXCEPTIONS.

The foregoing shall not apply to a maximum of 3 annual civic celebrations, 2 of which will be sponsored by the Sauk Centre Chamber of Commerce and will commonly be known as "Crazy Days," and 1 of which will be an event held during the celebration commonly known as "Sinclair Lewis Days." The dates of the celebrations as established by the Sauk Centre Chamber of Commerce and the organization promoting Sinclair Lewis Days shall be submitted to the City Council for approval.

Ordinance No. 687 Amending City Code Section 96.067 allows for one additional street closure every fifth year for the All School Reunion.

Council Member Johnson introduced Ordinance No. 687, An Ordinance of the City of Sauk Centre Amending City Code Section 96.067 Defining Exceptions to Encumbering Public Ways. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. The City's cell phone service contracts are up for renewal. The City currently utilizes two vendors. The Police/Fire/Ambulance group uses Verizon because it has more reliable coverage in fringe areas. The Public Works Department uses Nextel (Sprint) because of the push to talk feature and also because it integrates well with the Public Utilities Commission. This change was originally made when we discontinued use of the hand held radios which were in need of replacement.

The Verizon contract (9 lines) will increase by \$52.80 per month over the 2007 rate because we are being switched from the Family Share Plan to the Government Plan. The total for 2009 was \$3,355.07.

The Nextel (Sprint) contract will remain the same (9 lines). The total for 2009 was \$2,873.86.

Both contracts will provide the City with new phones. Accessories are not included and can be purchased with the renewal from a separate vendor. Examples of accessories include car chargers, belt clips and vehicle mounting devices.

The cost increase falls within the budget.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the renewal of cell phone service contracts with Verizon and Nextel (Sprint). A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- i. The Park Board reviewed the Seasonal Campground Lease Agreement and is recommending one change. The change refers to subleasing the sites. Currently, the agreement allows for subletting with the prior written consent of the City. The Board is recommending that be omitted from the contract. Subletting sites circumvents the waiting list process as a camper could choose someone to take his/her site that is not on the waiting list.

In addition, any lease agreement should be made directly with the City. The current agreement allows others such as family members to use the site during the term of their lease.

If a seasonal camper is unable to use his/her site for a full season but wants to resume camping next year, the City has the option to lease the site to the next person on the waiting list for one year with the site reverting back to the original camper the next year.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the amendment to the Campground Seasonal Lease Agreement. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- j. With the retirement of Tom Sills from the Building/Grounds Maintenance position, we have been working to resolve transition issues.

One of those issues to be concluded is to determine best how to handle the custodial duties at City Hall. These will include vacuuming, cleaning bathrooms, etc.

Several cities enter into a Cleaning Service Agreement with local individuals or companies to provide that service. The agreement outlines duties to be completed weekly, monthly, seasonally and annually along with a pay structure and insurance and background information.

In reaching out to various individuals/companies that provide the service, we have found considerable interest. Staff recommends that the City solicit quotes based on a proposed service agreement to bring back to the Council for consideration. In the interim, existing staff will fill the gaps where needed.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to solicit quotes for City Hall cleaning services. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- k. Part-Time Police Officer Chris Borka submitted his resignation letter.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to accept the resignation of Part-Time Police Officer Borka. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

The City of Melrose Police Chief and Chief Bryon Friedrichs are working together to hire another Part-Time Officer.

- l. The City of Sauk Centre re-submitted the Pay Equity Compliance Report and has since received Notice of Compliance.

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

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Resolution No. 2010-05 Resolution Accepting Contributions.
- Men's Card Playing Group \$301.25 Senior Center
 - Fire Relief Association \$27,000.00 Fire Department
 - Sauk Centre Seniors \$3,000.00 Senior Center
 - Sauk Centre Youth Hockey \$7,560.00 Arena

In addition, Wal-Mart Foundation donated \$1,000.00 to "Shop-With-A-Cop" on behalf of the Sauk Centre Police Department.

- b. 2009 Contribution List. This lists the organizations, businesses and individuals that have contributed money or In-Kind Service to the City in 2009. This list will be published in the Sauk Centre Herald on January 12, 2010.
- c. Schedule of Claims.

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

Mayor Kirckof thanked all those who contributed donations/in-kind service to the City of Sauk Centre.

11. INFORMATION ITEMS

- a. The City received a letter from the MPCA regarding the final closure of the file regarding the petroleum tank release at the City Hall Site. This was from a fuel oil tank that was buried underground at the former apartment building. This unresolved issue is now closed.
- b. The data requested by Hildi, Inc. for the preparation of the Actuarial Study has been compiled by the City, PUC and Hospital and has been submitted. A report will be forwarded to the City for review by the Council, PUC Commission and the Hospital Board.
- c. Stearns County is hosting a training session on shore land, erosion control and storm water. The cost is \$30.00 which includes lunch and refreshments. The training is Thursday, January 21, 2010.
- d. On January 13, 2010 at 1:30 p.m. at the City Hall Council Chambers Fire Chief Polipnick, City Administrator Willer and Council Members Stone and Thomas will be meeting with one representative from each township to review the fire service contract procedure.
- e. The DNR sampled carp that was removed from the Sauk Lake. It was found that ages range from 4 through 14 with the majority of them being ages 5, 6, 7 and 8.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Mayor Brad A. Kirckof

City Administrator Vicki M. Willer