

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 16, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 16, 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, CVB Director Ann Carlon 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 as presented. 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

The January 2, 2013 Regular Meeting Minutes were approved with changes.

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

Ann Mitchell was present on behalf of a group of over 30 business owners asking that the Ordinance pertaining to the Stormwater Utility Fee be rescinded due to the following reasons:

- Properties are already paying for storm water special assessments in addition to meeting impervious surface and impaired water rules that require businesses to implement their own storm water systems.
- A monthly “user fee” is not metered as other utilities do with their charges, nor is the storm water fee based on a level of usage.
- They feel that if storm water issues must be addressed and are vital to the city, it should be a budgeted item paid for with taxes just as the police and fire department budgets.

Mayor Kirckof thanked Ann Mitchell for her comments and stated that the Council will review their input and discuss at the February 6th meeting.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The Park Board met for its regular meeting on January 8, 2013 and discussed the following.

- Elected Chairman/Vice-Chair (Warren Stone/Matt Wessel)
- Approved Bylaws
- Reviewed Amendments to Campground Attendant Job Description
- Appointed Wessel to participate in hiring process for Campground Attendant

- Set Date for 3rd Annual Civic Arena Sale – May 18
 - Heard Update from Splash Pad Committee
 - Authorized staff to proceed with researching purchase of TF lot for sledding hill.
 - Discussed updates to Park Master Plan
 - Reviewed campground reservation policy
 - Discussed 2013 Capital Improvement Policy
 - Reviewed types of plaques for tree memorials
 - Authorized refund of figure skating fees for one session (Hockey tournament time overrun)
 - Reviewed Hockey Association annual contribution commitment
 - Reviewed Annual Contribution List
 - Received notice of credit for campground wastewater usage
- b. Police Chief Friedrichs reported that in December, 2012 there were 273 ICRs and 211 Warnings for a total of 484. Friedrichs noted that the 2012 annual report will be presented to the Council at the 1st meeting in February.
- c. The Planning Commission met for its regular meeting on January 8, 2013 and discussed the following:
- Elected Chairman/Vice Chair (Warren Stone/Diane Kelly)
 - Approved Bylaws
 - Received November and December 2012 Monthly Building Report
 - Received 2012 Year End Totals for Land Use, Building Permit Summary, Zoning Permit Summary and Housing Unit Growth
 - Discussed radio tower located at 725 8th St. S.
 - Discussed 2013 goals
- d. The EDA met for its regular meeting on January 16, 2013 and discussed the following:
- Elected President/Vice President and Secretary (Kevin Uphoff/Keith Johnson/Jean Marthaler)
 - Reviewed 2012 year-end financial reports
 - Discussed airport property acquisition
 - Changed regular meeting date to the 2nd Wednesday of the month at 12:00
 - Discussed property south of the freeway.
- e. Sauk Centre CVB Director, Ann Carlon, presented the CVB 2012 report as follows:

CVB Income Totals by years

| <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> |
|-------------|-------------|-------------|-------------|-------------|-------------|
| \$19,476.20 | \$39,519.49 | \$35,160.20 | \$37,558.07 | \$40,635.34 | \$42,164.76 |

- New e-mail address info@visitsaukcentre.com

- New toll free number 1-855-444-SAUK
- Revamped website www.visitsaukcentre.com
- The CVB is partnering with Visitors Bureaus in Alexandria and St. Cloud for additional advertising leads
- Six bus tours were welcomed in 2012
- Advertising has been placed with MN Trails, Explore MN State Guide Book, Midwest Meetings Magazine, Midwest Living Magazine, Minnesota-Wisconsin Travel Recreational Guide, Twincities.com and Let's Play Hockey
- They are working on bringing the MN Opera to Sauk Centre
- They are working with local golf courses on a joint weekend golfing experience
- MN Buffalo Association has been booked for a 2013 event
- Averaged 40-60% occupancy in 2012.

7. ACTION ITEMS

- a. At the last City Council meeting, the Policy Committee was directed to meet and discuss what the City's Policy should be regarding outstanding special assessments on property where the special assessment was cancelled due to tax forfeiture and has since returned to private ownership.

The Committee met and reviewed Statute §429.071 and §44.076 as they relate to this situation. The Statutes both authorize the City to reassess the unpaid balance against the property after conducting a public hearing or obtaining a waiver of hearing.

The Committee feels that the amount cancelled due to the forfeiture should be reassessed to the property. Their justification is that the City incurred the costs and constructed the improvement and should received reimbursement for those costs.

The Committee recommends that the Special Assessment Policy be amended to include a section regarding reassessments according to Mn Stat §429.071.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve amendment to the Special Assessment Policy adding a section authorizing reassessment of unpaid assessments which were cancelled due to tax forfeiture, according to Mn Stat §429.071. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- b. At the Planning Commissions January meeting, they discussed and recommended that the Council increase their pay rate from \$50/meeting to \$75/meeting. This pay rate would be applicable to the three at large members and not to the Council Member or the PUC Representative as they serve without pay.

The Commission is paid per meeting attended and does not get paid for missed or cancelled meetings.

The current \$50 rate has been in effect since 2005. At that time, the rate increased to \$50/meeting from \$300/year which had been in effect since prior to 1990.

Fiscal Impact: The total annual increase would be \$900/annually (\$300 for each of the three members). This would only be if all three were in attendance at 12 meetings.

A motion was made by Council Member Olson and was seconded by Council Member Thomas to table action on this item and send to the Policy Committee for further review of all Committees, when their last pay adjustments have been made and what the purpose of the payment is. A vote being recorded as follows: For: Council Members Olson, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

- a. The Fire Department has been researching equipment to replace the existing Gator with trailer that they currently use as a grass rig. They are looking for a piece of equipment that is better suited as a grass rig, can transport more people, will be usable in marsh areas and can also be used as a rescue unit on lakes and trails in the winter.

The Department will be coming before the City Council at an upcoming meeting to request approval to purchase a new machine and trailer with funds previously donated to the City for equipment purchases.

The proposed equipment is four wheel drive, has tracks (and wheels) and can transport four people.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

| | | |
|----|------------------------------------|----------------|
| a. | Schedule of Claims - Unpaid Claims | \$1,065,815.64 |
| | Paid Claims | \$103,111.07 |
| | Total | \$1,168,926.71 |
| b. | December Checks #1732E-E1763E | \$836,753.43 |
| | #012355-012373 | |
| | #033397-033546 | |
| | 6 Payroll ACH | |

- c. Gambling application for exempt permit request from Holy Family School for a raffle on March 10, 2013 at Holy Family School.

A motion as 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 third annual Civic Arena Sale has been scheduled for Saturday, May 18, 2013.
- b. The joint meeting with the SCPUC is scheduled for January 30, 2013 at 5:00 p.m.
- c. Notice of rate increase from Charter Communications. (As a franchise holder, Charter provides notices to the City of rate changes for cable television.)

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer