

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 18, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 18, 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 with the addition of 7b, Committee Assignments.

3. APPROVAL OF MINUTES

The January 4, 2012 Regular Meeting Minutes were approved by general consent.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs presented the December 2011 Police Report stating that there were 248 Warnings and 270 ICR's for a total of 518 calls.

The 2011 Year End Report will be presented to the Council at the second meeting in February.

- b. The Planning Commission met on Tuesday, January 10, 2012 and discussed the following:
- Warren Stone was elected Chairperson and Diane Kelly was elected Vice-Chairperson.
 - The Commission was presented year-end totals for the Building Official Payment, Mn State Surcharge Reports, Land Use Request Log, Building Permit History, Zoning Permit Summary and Housing Unit Growth.
 - An appeal was heard regarding an Administrative Decision to grant a zoning permit for the replacement of a non-conforming tower that was damaged in the July 2011 storm. The Commission denied the appeal based on the interpretation that both MN Statute and City Ordinance allow for the replacement of non-conforming structures damaged by an act of God. The Statute and Code do state that the non-conformity cannot be increased; therefore, the applicant is required to paint the tower similar to its previous color and provide documentation that the

tower itself does not exceed the original height. This is to be verified in the Spring in the presence of staff.

c. The EDA met on Monday, January 9, 2012 and discussed the following:

- Jean Marthaler was welcomed as a new Board member
- Kevin Uphoff was elected Chairperson, Al Coenen was elected Vice-Chairperson and Dennis Heinen was elected secretary.
- A discussion was held regarding a potential business expansion that may be requesting a loan from the Revolving Loan Fund.
- Reviewed loan balances in funds related to the EDA and also the Accounts Receivable balances.
- Requested staff to begin the process of submitting a possible 2012 Small Cities Grant application. November 2012 is the deadline for submittal.

d. The CVB met on Thursday, January 12, 2012 and discussed the following:

- Evy Schilling was elected Chairperson and Keith Johnson was elected Vice-Chairperson.
- Ann Carlin has been hired as the Executive Director of the CVB. She will start on January 23rd.
- CVB has chosen to advertise at the Mall Of America.
- Discussion regarding the hotel grid in the Visitor's Guide.
- CVB website is www.visitsaukcentre.com.

Council Member Olson stated that he would like to see more communication from the Chair of each Board/Committee.

e. The Personnel/Finance Committee met to discuss the following:

- Gas Franchise Fee. See 8a.
- Part Time and Seasonal Employment. See 8b.
- Seasonal Employee Campground Attendant. They will hold another meeting to further discuss.

f. Mayor Rykken attended the Hospital Board Meeting and stated that the target date for conversion from St. Michael's Hospital to Centracare is July 1, 2012

7. ACTION ITEMS

- a. It was the general consent of the Council to schedule a Special Meeting to review the Stormwater Utility on February 1, 2012 at 5:00 p.m.
- b. Council Member Coenen requested this item be added to the agenda because he feels that the combination of the Personnel Committee and Finance Committee gives too much power to two Council Members. He referred to Resolution 2008-44 which defined the duties of the standing committees. This Resolution listed Personnel and Finance as

separate Committees. He felt that since they were defined by Resolution they should remain so, until a new Resolution set them apart. Mayor Rykken stated that he originally set up the structure in 2005 when they were together and was unaware they had been defined separately later. He had recommended they be together because most Personnel issues such as Contract Negotiations have to go to the Finance Committee anyway.

Council Member Coenen made a motion to rescind the Committee Appointments and have Mayor Rykken re-appoint. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Coenen and Olson. Against: Council Members Johnson, Stone and Mayor Rykken. The motion failed due to lack of majority vote.

Council Member Johnson made a motion to separate the Personnel/Finance Committee into two separate Committees. The motion was seconded by Council Member Coenen. A vote being recorded as follows: Council Members Johnson, Coenen and Olson. Against: Council Member Stone and Mayor Rykken. The motion passed.

8. UNFINISHED BUSINESS

- a. To update the Gas Franchise Fee, the City must serve upon the Company a proposed Ordinance to raise the Fee as follows:

10.2 Separate Ordinance. The franchise fee shall be imposed by separate Ordinance duly adopted by the City Council, which Ordinance shall not be adopted until at least sixty (60) days after written notice enclosing such proposed Ordinance has been served upon the Company. The fee shall become effective sixty (60) days after written notice enclosing such adopted Ordinance has been served upon the Company by Certified Mail.

The Finance Committee has recommended a fee increase. Staff will be preparing the necessary documentation for consideration at the next meeting which will include revenue estimates.

- b. The Personnel/Finance Committee discussed the needs of the City regarding part time and seasonal employment as follows:
- Moving a seasonal employee that returns for both winter and summer seasons into a regular part time position.
 - Continue the use of a seasonal employee in the Parks Dept. for mowing
 - Appointing a Campground Attendant.

9. NEW BUSINESS

- a. As a NPIAS Airport, Sauk Centre has access to Federal Dollars for Airport expansion. The City most recently encumbered Federal Dollars for the construction of an eleven unit T-Hangar.

The next phase of the Airport Expansion is the updating of the Airport Layout Plan (ALP) and a Justification/Feasibility Study for the runway extension.

The City is entitled to \$150,000/year. We have \$253,162 in remaining funds from prior year allocations from 2010 and 2011 along with an additional potential 2012 allotment of \$150,000 giving a grand total available of \$403,162.

The City is required to contribute 5% match which we have been doing on an annual basis through the Airport Fund.

The Airport Board will be discussing the possibility of moving forward with a Grant Application for the next phase (ALP & Justification/Feasibility Study). The Grant would range from \$120,000 to \$250,000.

- b. The Ambulance Department has requested that the City re-visit the potential purchase of a 2012 or 2013 Ambulance to replace the older van style rig (563).

10. CONSENT AGENDA

The Council considered the following consent agenda items:

- a. Schedule of Claims – Total of unpaid claims \$74,965.46 and paid claims of \$1,168,561.38 for a total of \$1,243,526.84.
- b. List of December checks totaling \$468,213.77 (Check No. 12333 through Check No. 12354 and No. 32186 through No. 32333, No. 1418E through No. 1452E and 7 ACH Payroll)
- c. Gambling Application for Exempt Permit request from Holy Family School for a raffle on March 18, 2012.
- d. Resolution No. 2012-07, Resolution Accepting Contributions. The Contribution totaled \$750 from Community Connections of Sauk Centre to be used for the Easter Egg Hunt for the Chamber of Commerce.

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

11. INFORMATION ITEMS

- a. The annual meeting with the Townships/City to review the annual fire service assessments has been scheduled for Tuesday, February 21, 2012 at 7:30 p.m. The meeting will be publicly noticed so a quorum of the Council may attend.
- b. The 2012 Caucus date is Tuesday, February 7, 2012 at 7:00 p.m.

The locations have not been released as they are being finalized; however, in the past election the Democratic Party met at the Holy Family School and the Republican Party met at the Albany School.

- c. The HRA term of Victor Traut will expire on March 31, 2012. A notice will be placed in the Sauk Centre Herald regarding the vacant seat. The length of the term is 5 years.
- d. Each year the Police Department rotates out a squad car which is leased through the State of MN. The Ford Crown Victoria has been discontinued; therefore, staff is reviewing the various vehicles that are available. These include a squad package on a Ford Taurus, a Ford Explorer, a Dodge Charger and a Chevy Caprice (Impala).

In addition, the new leases do not include fuel so it may be financially feasible to purchase rather than lease the vehicles in the future.

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, 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 7:40 p.m.

Respectfully submitted,

Mayor Dennis Rykken

City Administrator Vicki M. Willer