

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JANUARY 20, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 20, 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, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Assistant Ambulance Director Tim Deschene and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

The January 6, 2010 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs reported that there were a total of 482 calls in December 2009 with 242 ICR's and 240 Warnings.

The total calls for 2009 were 6,398 with 3,146 being verbal warnings and 3,252 ICR's.

Highlights for the Police Department in 2009 are as follows:

- June – 2 new squad switchover
- June – laptop in squads
- September – Retained forfeiture vehicle for police use
- October – Surveillance in Police Department and City Hall installed.

Chief Friedrichs stated that the Sauk Centre Police Department has been very proactive and he commended his officers and staff for their hard work.

- b. The Sauk Centre EDA convened for the first meeting of 2010 on Friday, January 8th and discussed the following:
- The Board elected to change the meeting date to the second Tuesday of each month at 12:00 noon at City Hall in the upper level conference room.
 - David Thomas was elected Chair/President, Dennis Heinen was elected Vice-Chair/Vice-President and Gary Gamradt was elected Secretary/Treasurer.
 - Update was provided on the progress with the contracts for Evy Schilling, (purchaser of the Palms Motel) and also Dunham Express.
 - Determination of a market value for the eventual marketing of the Information Center property is ongoing.

7. ACTION ITEMS

- a. The Convention & Visitors Bureau has 1 remaining position to be appointed for a 3 year term. According to Ordinance No. 665 the Mayor along with approval of the City Council shall appoint 8 members to the Board. Five of whom shall be representatives of the lodging and/or hospitality industry in the City, 1 of whom shall be a representative of the Chamber of Commerce and not a paid employee of the organization, 1 from the City who will represent the Council and 1 member at large. The terms of JoAnn Thorson, Tom Oschwald and Kelly Freese expired December 31, 2009 and 2 out of the 3 positions have been appointed at a previous Council meeting.

The City received the following nominations: Dale Bertram and Evy Schilling.

Mayor Kirckof recommended that the Council appoint Dale Bertram to the open CVB position.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to appoint Dale Bertram to the remaining open position on the CVB Board for a three year term effective January 2010 and expiring December 31, 2012. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- b. Each year the City is given the opportunity to transfer its duties and responsibilities of Local Board of Review to the County. It can be permanent or temporary but not less than 3 years.

The County has requested that the City make a determination for 2010. If the City elects to transfer, a Transfer Agreement must be executed. If the City chooses to keep the duties at the City Council level, we simply need to notify them.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to retain the Local Board of Review responsibilities. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. See 8a below.

I-94 Rec Club is requesting ambulance standby services for their snowmobile races and has agreed to the contract. Races are currently scheduled for February 5-9, 2010. This contract allows for the scheduling of additional races throughout 2010.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the Standby Agreement with I-94 Rec Club upon verification of I-94's non-profit status. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. On January 13, 2010 Fire Chief Keith Polipnick, City Administrator Willer and Council Members Stone and Thomas met with representatives from the Townships/Cities that the Fire Department provides fire protection services to discuss feedback on the calculation of the annual fire service assessments. This meeting was set due to questions raised at the last annual meeting and a letter sent by the Township of Sauk Centre. The main issue was the call history calculation and how the formula works when there is a single large fire in one jurisdiction and the impact that has on annual assessments.

After much discussion, the group voted to recommend that when a large fire occurs that the first 200 hours will be allocated to the jurisdiction and hours over 200 will be spread among and absorbed by the balance of the jurisdictions.

A Memorandum of Understanding was prepared and sent to each party. The City Council also needs to approve and execute the memo. It is the recommendation of the assigned Committee to do so.

Council Members Thomas and Stone felt that the agreement was that for large fires all the hours for would be spread amongst and absorbed by the balance of the jurisdictions, not just hours over 200.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to table action on this item for clarification of whether all hours for 200+ fires are spread out or only those hours above 200 be spread amongst all jurisdictions. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. The Chamber of Commerce has been working with the City on the preparation of a Lease Agreement for the use of the Information Center for Chamber purposes. A lease was prepared by Attorney Tom Mayer and has since been reviewed by the Policy Committee and Chamber with proposed amendments. The essential components of the lease are as follows:

Monthly lease is \$500/month

Either party may terminate with 60 days notice

City will continue to maintain the grounds including snow and lawn maintenance
Alterations or improvements require City approval
City has the right to enter during business hours with 48 hour notice
Care, inside maintenance and minor repairs are the responsibility of the tenant
City provide hazard and property insurance
Other common language regarding notice, termination, etc.

One outstanding issue is the cleaning of the bathroom facilities. It is the request of the Chamber that since the bathrooms are integral to the rest area that the City continue to clean them. Tom Sills previously cleaned them once per week. The Chamber has stated that it is not their intent to keep public restrooms open if maintenance of them becomes their responsibility.

If the City were to continue to be responsible for cleaning the bathrooms, it could become part of the cleaning contract for City Hall.

Council Member Stone felt that the City should not enter into the above Lease Agreement and that things at the Chamber should remain status quo.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to pursue an Agreement with the Chamber of Commerce to continue to operate status quo, with the Chamber paying \$500/month and restore the budget. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

At the January 6, 2010 meeting, questions arose regarding whether the new \$35.00 per hour Ambulance standby rate for non-profit groups was enough to cover the costs.

Ambulance Director Struffert compiled a list of the costs for the EMTs that include their rate of pay, Medicare, FICA, Workers Comp and PERA.

In most instances, \$35.00 per hour will cover the volunteer costs with the exception if both EMTs are Level 4 or if one is a Level 3 and other is a Level 4 with PERA.

The current disposition of EMTs at each level are as follows:

Level 1	6
Level 2	5
Level 3	0
Level 4	4
Level 4P	1

There are three probationary EMTs that will become Level 1 in the future.

Council Member Thomas wanted the Council to be aware of other costs involved, such as paper, gas, supplies, etc.

9. NEW BUSINESS

- a. In order for the Ambulance to purchase plaques for its Retiring Employee Recognition Program, the City is required to adopt a formal Employee Recognition Program. The Policy Committee will be working on this to bring back for approval.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$1,390,498.50 and paid claims of \$6,357.94 for a total of \$1,396,856.44. Also, claims for year-end payments on December 31, 2009 of \$60,203.33
- b. List of December checks totaling \$538,194.69 (Check #12294 through 12312 and Check #29660 through 29823).
- c. Gambling Application for Exempt Permit Request from Holy Family School for a raffle on March 21, 2010 at Holy Family School.
- d. Gambling Application for Exempt Permit request from Stearns County Pheasants Forever for a raffle on February 27, 2010 at Gerard's Dining and Banquet.
- e. Resolution No. 2010-06, Resolution Accepting Contributions. The contribution totaled \$750.00 from Community Connections to be used for the Chamber of Commerce Easter Egg Hunt.

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

Mayor Kirckof thanked Community Connections for their donation.

11. INFORMATION ITEMS

- a. The annual meeting with the Township/City to review the annual fire service assessments has been scheduled for Tuesday, February 23, 2010 at 7:30 p.m. The meeting will be publicly noticed so a quorum of the Council may attend.
- b. The City has received notice that the grant application submitted by the Lakeview Medical Clinic to the Department of Health was not selected for funding this funding cycle.
- c. Memorial Day, July 4th and Labor Day are approximately 75% full at the Sinclair Lewis Campground. Only one site remains available for Sinclair Lewis Days.

As soon as all seasonal contracts are returned, staff will be working to fill seven seasonal sites from the waiting list.

One to three monthly sites remain open for each month.

- d. The CVB collected \$36,584.53 Lodging Tax in 2009.
- e. Council Members Stone and Coenen and City Administrator Willer attended the Stearns County Municipal League meeting on December 19th in Spring Hill. A major point of discussion at this meeting was how cities deal with failed developments and the percentage of properties in Stearns County with delinquent taxes and assessments.
- f. City Administrator Willer and Public Works Director Wessel attended the CapX 2020 meeting this afternoon in Melrose. They are currently taking public comment and are allowing until February 10 to do so. City Administrator Willer noted that Xcel's main concern as they pass Sauk Centre is the Airport. In order to compensate for that they have widened the permit area to include 12th Street. The Council felt that lines running down 12th may not be in the best interest of the City.

The Council was asked to review the proposed route maps and provide City Administrator Willer with their input regarding CapX2020 before the February 3, 2010 meeting so a comment letter can be prepared.

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 7:30 p.m.

Respectfully submitted,

Mayor Brad A. Kirckof

City Administrator Vicki M. Willer