

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JANUARY 21, 2015**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, January 21, 2015 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Dave Thomas, Heidi Leach, Diane Kelly and Mayor Warren Stone. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Stone presided thereat.

- a. City Administrator Willer conducted the swear-in of Council Member Diane Kelly.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Thomas and was seconded by Council Member Leach to approve the agenda with the addition of 7j Public Works Supervisor Position and the removal of 7g Snow Blower Purchase. A vote being recorded as follows: For: Council Members Thomas, Leach, Kelly, Johnson and Mayor Stone. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Thomas and was seconded by Council Member Kelly to approve the January 7, 2015 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Kelly, Johnson, Leach and Mayor Stone. Against: None. The motion passed.

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

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. The Planning Commission met on Tuesday, January 13, 2015 and discussed the following:

- Public Hearing regarding Sign Ordinance. See 7a.
- Received December 2014 monthly building permit report.
- Meeting time was changed to 4:30 p.m.

- b. The Airport Commission met on Wednesday, January 14, 2015 and discussed the following:

- Received update on the grant application for the fuel system with expected spring 2015 construction.
- Received update on the grant application for the beacon and EA runway improvements. Beacon installation is expected by fall 2015.

- Received update on the airport inspection by MnDOT with the following comments:
  - No immediate obstructions
  - Need to address “farm roads”
  - Need to address farming activities too close to runway
  - Need to address “animal holes from gophers and badgers”
  - Need to conduct animal study (goose and deer traffic)
- Received update on the airport pavement inspection.

## **7. ACTION ITEMS**

- a. The Planning Commission held a public hearing on Tuesday, January 13, 2015, where they discussed potential amendments to the Sign Ordinance to create a new category of signs.

The new sign Ordinance would allow for the installation of “Off-Premise Commercial Directional Signs” along T.H.71 where a business is located up to two blocks off the main highway. The sign would be located outside of MnDot right of way and would include the name and/or logo of the business and an arrow indicating the direction.

Regulations of the Ordinance include:

1. Name and/or logo and arrow on sign face only.
2. Overlay district to include from 5<sup>th</sup> St. S. to 8<sup>th</sup> St. S. on T.H. 71.
3. Sign to be a maximum of 3 sf feet if one business or 6 sf if two businesses.
4. Top of sign shall be limited to 8 feet.
5. No two signs that fall under this category to be located closer than 300’ to each other
6. No more than one sign per business.
7. No more than one sign per parcel. Signature of property owner required.
8. Sign shall be setback a minimum of ten feet from all property lines.

Following the hearing the Planning Commission recommended that the Ordinance be approved by the Council.

Council Member Leach introduced Ordinance No. 754, An Ordinance of the City of Sauk Centre Adding Section 156.080 to the City Code Permitting Off Premise Commercial Directional Signs. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- b. Minnesota Statute allows for summary publication of an Ordinance as a cost savings measure when publication of the summary clearly informs the public of the intent of the Ordinance.

An Ordinance authorizing summary publication requires a super majority vote of the Council.

Council Member Johnson introduced Ordinance No. 755, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 754 Adding Section 156.080 to the City Code Permitting Off Premise Commercial Directional Signs. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: None. The motion passed.

- c. One term on the Airport Board remains unfilled.

**Airport Commission – 1 position to be appointed for a 3 year term.** According to City Code Section 32.05., the Airport Commission shall consist of five (5) members all of which shall be appointed by the City Council. One (1) member of the Commission shall be a member of the Sauk Centre City Council three (3) members may be residents of the City of Sauk Centre, eligible to vote in its General and Special Elections and one (1) member shall be a staff person of Sauk Centre Public Works Department. The term of Joe Uphus has expired on December 31, 2014. The following submitted nominations:

**Scott Arvig**

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to appoint Scott Arvig to the Airport Commission for a three year term effective January 1, 2015 and expiring December 31, 2017. A vote being recorded as follows: For: Council Members Johnson, Thomas, Leach, Kelly and Mayor Stone. Against: none. The motion passed.

- d. City Attorney Tom Mayer worked with the City to prepare documentation for the vacation of part of State Road. The City then invoiced the County for reimbursement of those costs.

The County is disputing those charges stating that the City was responsible for those costs as part of an agreement in 2002 when the road was initially vacated.

After reviewing the 2002 file, staff is recommending that the invoice to the County be voided. Total cost to be voided is \$98.00.

Council Member Leach introduced Resolution No. 2015-08, Resolution Approving Adjustments to Accounts Receivable. The motion was seconded by Council Member Kelly. A vote being recorded as follows: For: Council Members Leach, Kelly, Johnson, Thomas and Mayor Stone. Against: None. The motion passed.

- e. As an arm of the City, the Convention and Visitors Bureau may purchase insurance through the League of MN Cities.

Council Member Thomas introduced Resolution No. 2015-09, Resolution Requesting the League of MN Cities Insurance Trust to Accept the Sauk Centre Convention and Visitors Bureau, Inc. in its Coverage Programs. The motion was seconded by Council Member

Leach. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- f. After reviewing the chain of events regarding the Centre Street Project, it is recommended that the City follow the Special Assessment Public Hearing Procedure. This recommendation is based on the change in the project from what was initially petitioned. The petition was for blacktop. The project now includes blacktop, curb, gutter and storm.

The City has already received the Feasibility Report.

A Public Hearing can be scheduled for Wednesday, February 4, 2015. At that time the abutting owners will be invited to attend and hear updates and offer input.

Council Member Johnson introduced Resolution No. 2015-10, Resolution Receiving Feasibility Study and Calling for Public Hearing for 2015 Centre Street Improvements (Urban Design). The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Kelly, Leach and Mayor Kirckof. Against: None. The motion passed.

- g. Removed from agenda.
- h. The Capital Improvement Plan calls for the purchase of an ice edger for the arena. The edger is used to save ice along the boards where it builds up and cannot be reached by the Ice Resurfacers. The purchase is included in the 2015 budget.

Four quotes were obtained for the purchase:

Becker Arena Products	Winn Ice Edger	4 blades, 24V	\$6,340.00
R&R Specialties	Zamboni	8 blades, 36V	\$6,750.00
CTM Services	Olympia	8 blades, 36V	\$6,490.00
CTM Services	Olympia (USED)	8 blades, 36V	\$4,900.00

The used machine is being demo' d.

Council Member Leach introduced Resolution No. 2015-12, Resolution Accepting Quote for Purchase of Ice Edger (CTM Services/Used Olympia/\$4,900). The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Leach, Thomas, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

- i. Every three years the City is required to submit a Pay Equity Report to the State of Minnesota. The purpose of the report is to statistically analyze whether female jobs and male jobs are comparatively paid.

The City is required to report by January 31, 2015. This will be the first time the City has reported without the inclusion of the Hospital Employees. Therefore, it is anticipated the State will have follow up questions before they determine if the City has complied.

The first step is to approve the submittal of the report.

A motion was made by Council Member Johnson and was seconded by Council Member Kelly to submit the Pay Equity Implementation Report. A vote being recorded as follows: For: Council Members Johnson, Kelly, Thomas, Leach and Mayor Stone. Against: None. The motion passed.

- j. The City Administrator and Personnel Committee interviewed nine candidates for the position of Public Works Supervisor. Following the interviews, the candidates were ranked and the City Administrator was asked to contact the first candidate and begin negotiations. The candidate is Matt Zinniel.

The Interview Committee is recommending that Zinniel be hired to the Public Works Supervisor position, beginning at Step 2 of the Pay Scale. It is requested that credit be given for years of public service when calculating accrual rate for vacation. Credit is requested for 13 years of service. The rate of accrual after thirteen years of service is 6.16 hours per pay period (4 weeks per year). Other benefits to be consistent with other non-union exempt employees.

Releases for background checks have been signed.

A motion was made by Council Member Kelly and was seconded by Council Member Leach to appoint Matt Zinniel as the Public Works Supervisor to begin at Step 2 and credit be given for 13 years of service in the calculation of vacation accruals, contingent upon successful background investigation. A vote being recorded as follows: For: Council Members Kelly, Leach, Thomas, Johnson and Mayor Stone. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. At the last Council meeting, the Council directed the Operations Committee to conduct a walk-through of the former Ambulance Garage offices to determine if it would be feasible to allow the Senior Center to utilize the space to provide for private use by the Public Health Nurse, tax preparation services and other uses where some privacy is required and to also utilize the area when additional space is needed when multiple activities are occurring simultaneously.

The Committee conducted the walk through on Tuesday, January 20<sup>th</sup> and recommended moving forward with the project. They presented the Council the proposed plan and the estimated cost for that plan is \$2,000-\$2,500.

A motion was made by Council Member Thomas and was seconded by Council Member Leach to proceed with changes to the former Ambulance Garage to allow the Senior Center to utilize the space. A vote being recorded as follows: For: Council Members Thomas, Leach, Johnson, Kelly and Mayor Stone. Against: None. The motion passed.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda items:

- |    |                      |               |                     |
|----|----------------------|---------------|---------------------|
| a. | Schedule of Claims - | Unpaid Claims | \$644,405.31        |
|    |                      | Paid Claims   | <u>\$0.00</u>       |
|    |                      | Total         | <u>\$644,405.31</u> |
- b. Gambling Application for Exempt Permit request from Ivy’s Legacy Foundation for a raffle to be conducted on April 24, 2015 at JT’s Pub & Grill.
- c. Gambling Application for Exempt Permit request from Holy Family School for a raffle on March 22, 2015 at Holy Family School.

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

**11. INFORMATIONAL ITEMS**

None.

**12. ADJOURNMENT**

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

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

Respectfully submitted,

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Mayor Warren Stone

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City Administrator Vicki Willer