

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 1, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 1, 2012 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Acting Mayor Warren Stone, Council Members Keith Johnson, Michael Olson and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Yapp and Administrative Assistant Nicki Vogt. Acting Mayor Stone presided thereat. Mayor Rykken was absent.

2. APPROVAL OF AGENDA

The agenda was approved by general consent with the addition of 7f, Resolution No. 2012-11, Supporting Funding for the SRTS Grant Program.

3. APPROVAL OF MINUTES

A motion was made by Council Member Olson and was seconded by Council Member Johnson to approve the January 18, 2012 Regular Meeting minutes, with changes. A vote being recorded as follows: For: Council Members Olson, Johnson, Coenen and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. The Airport Commission met on Monday, January 23, 2012. The meeting focused on the future of the Airport, including long range planning and the impacts of the CAPX 2020 powerline.

Representatives from Stantec were in attendance to answer questions and explain to the Board the process for moving forward with creating a Master Plan for the Airport and updating of the ALP (Airport Layout Plan). The first step of this plan is to move forward and submit a request to the FAA outlining the need for Federal Funding for the update project. In addition, the City needs to begin the process of selecting an Airport Consultant. The FAA requires the City to solicit RFQ (Requests for Qualifications) from qualified consultants for each project or at least every 5 years.

See 7b and 7c.

- b. Dawn Shay, Great River Regional/Bryant Library Branch Manager, provide the Council with a letter summarizing 2011 activities at the Library.

The Council commended Dawn for her work at the library.

7. ACTION ITEMS

- a. The City currently has a money market fund with Morgan Stanley/Smith Barney. This fund was set up years ago where profits from a CD were deposited. The CD has since matured and has also been deposited in the account.

The financial institution Morgan Stanley/Smith Barney, LLC should be designated as depository for the City so we can continue to utilize them.

Council Member Johnson introduced Resolution No. 2012-08, Resolution Designating Depository. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Coenen and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- b. See 6a.

As part of ongoing updates at the Sauk Centre Municipal Airport and to continue improvements and upgrades at the Airport, the City is at the point of entering into a new Agreement. The new grant would provide for 95% of the cost of creating an Airport Master Plan and updates to the Airport Layout Plan (ALP).

The Airport Board is requesting that the City approve the submittal of a grant application to the FAA for this phase of the project. If approved, a grant agreement would come before the Council for approval.

Previously, the City Council approved the FAA Terms & Conditions for grant agreements.

The City currently has unused entitlements of approximately \$250,000 along with an anticipated 2012 allotment of \$150,000. The estimated cost of the Master Plan and ALP is \$200,000 with the City share of \$10,000.

A motion was made by Council Member Olson and was seconded by Council Member Johnson to approve grant submittal. A vote being recorded as follows: For: Council Members Olson, Johnson, Coenen and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- c. See 6a.

Prior to the City making application for federal entitlements for the Airport, there are a number of steps that need to be taken; one being that the City needs to solicit RFQ's (Request for Qualifications) from a number of consultants so a consultant can be selected to guide the City through the process. RFQ's must be solicited at least once every five years.

A motion was made by Council Member Olson and was seconded by Council Member Johnson to approve the advertisement for Request for Qualifications for an Airport Consultant, to be reviewed by the Airport Commission. A vote being recorded as follows: For: Council Members Olson, Johnson, Coenen and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- d. Gwen Kranz has resigned as a member of the HRA due to her moving outside City limits. Ms. Kranz's term would have expired March 31, 2016.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to accept the resignation of Gwen Kranz from the HRA. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- e. The Sauk Centre Police Department has two vehicles that have been released to the Department as forfeited. The Department is requesting Council approval to offer the vehicles for sale online through the MN Department of Administration. The vehicles are as follows:

- *1998 Ford F-150
- *2000 Chevrolet Malibu

Council Member Johnson introduced Resolution No. 2012-09, Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Johnson, Olson, Coenen and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- f. City Administrator Willer presented the Council with Resolution 2012-11, Supporting the Creation and Funding of a MN Safe Routes to School Grant Program. This resolution shows the City of Sauk Centre's support and encourages the MN Legislature to pass and Governor Dayton to sign a bill that creates a MN Safe Routes to School Program and funds it with an allocation of \$3 million.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to adopt Resolution No. 2012-11, Supporting the Creation and Funding of a MN Safe Routes to School Grant Program. A vote being recorded as follows: For: Council Members Johnson, Olson, Coenen and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following consent agenda items:

- a. Schedule of Claims – total of unpaid claims \$147,577.54 and paid claims of \$381.93 for a total of \$147,959.47.
- b. Resolution No. 2012-10, Resolution Accepting Contributions. The Contribution totaled \$2,000 from Community Connections of Sauk Centre to be used for the Ambulance Department and \$152.66 from the Sauk River Watershed District to be used for the Shade Tree Fund.

- c. Nicole Quistorff completed and returned a Temporary On-Sale Beer License Application for a softball tournament to be held on July 21st at Towerview Ball Field. This tournament is being held in conjunction with Sinclair Lewis Days. Ms. Quistorff completed the 3.2 Beer License Application, Hosting a Tournament Application and she has also provided liquor liability and has paid all appropriate fees.

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

Acting Mayor Stone thanked Community Connections and the Sauk River Watershed District for their donations.

11. INFORMATION ITEMS

- a. The Board of Appeal and Equalization Meeting is scheduled for Monday, May 7, 2012 at 1:00 p.m.
- b. Hazardous Waste Clean-up Day is scheduled for June 16, 2012 at Buecker’s City Sanitation from 9:00 a.m. – 1:00 p.m.
- c. Charter Communications letter of information.
- d. The City Arena Sale and City Cleanup Day (Arena Parking Lot) are scheduled for May 19th.

12. ADJOURNMENT

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

With no further business to come before the Council, Acting Mayor Stone adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Acting Mayor Warren Stone

City Administrator Vicki M. Willer