

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, FEBRUARY 3, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 3, 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, Ambulance Director Struffert, Assistant Ambulance Director Tim Deschene, Fire Chief Polipnick 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, Coenen and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

The January 20, 2010 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

Judith Newby, 614 Birch St. S., Sauk Centre, MN 56378. Ms. Newby was present to discuss the fires of April and September 2009 at 606 Birch Street which is the home next to hers. Due to these fires there was \$25,000 damage to her home and she has spent \$2,000 in medical bills. She feels that this home is aesthetically displeasing and an unattractive nuisance and is asking the Council to set a time limit on which this home must be cleaned up. She is requesting to be notified of the clean up so she can prepare herself and her home.

Mayor Kirckof stated that this issue has been referred to the City Attorney for his recommendation.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Ambulance Director Struffert presented the Ambulance Year End Report as follows:

- Current roster of 20 EMTs
- Three ambulances in use:
 - 561 – Primary rig (468 calls) which is also used for ALS transfers. 2008 Ford E-450 type 3 with 13,000 miles. This rig was purchased in March 2009.
 - 562 – Secondary rig (79 calls) which is also used for BLS transfers. 1999 Ford E-350 type 3 with 90,000 miles.

- 563 – Back-up rig (59 calls) which is used for non-emergency transfers and stand-by events. 2000 Ford E-350 type 2 with 60,000 miles.
- Other services provided by the Ambulance Department are stand-by for I-94 Speedway, Stearns County Fair, demolition derby, sporting events and EMS Week. CPR and First Aid classes are also provided for schools, community education and hospital staff.
- The total number of calls in 2009 was 606 which is an increase of 12.85% from 2008.
- The total number of transported patients in 2009 was 466 which was an increase of 11.6% from 2008.
- Sauk Centre Ambulance transported patients to 14 different health care facilities within the State of Minnesota during 2009.
- The largest cause of injury (43%) is from falls.

b. Assistant Ambulance Director Deschene presented the Ambulance Department Year End Billing Report as follows:

- The total amount billed in 2009 was \$434,130.00 which was an increase of 7% from 2008.
- The total amount collected in 2009 was \$298,519.14 which was an increase of \$52,299.21 (18%) from 2008 with the breakdown as follows:
 - Billing - \$285,437.59
 - Revenue Recapture - \$11,528.67
 - Collections – \$1,030.60
 - Other - \$522.28
- The total amount to be written off is \$137,354.46.
- The total amount of returned files is \$22,930.14.

c. Fire Chief Polipnick stated that there were a total of 92 calls in 2009 which was an increase from the 2008 total of 70.

Grants, reimbursements and donations to the Fire Department received in 2009 are as follows:

● Dairyland Peach	\$425.00
● Wal-Mart	\$1,000.00
● Day Care Inspection	\$50.00
● Stearns Electric	\$500.00
● Dark House Association	\$750.00
● State of MN Training Reimbursement	\$4,000.00
● Centerpoint Energy (Community Partnership)	\$750.00
● DNR - Wildfire Grant (2010)	\$1,100.00
TOTAL	\$8,575.00

d. The Airport Commission met on Monday, January 25, 2010 and discussed the following:

- Tom Wenker was appointed Chairperson and Jerry Beuning was appointed Vice-Chairperson.
 - A complaint was received regarding salt being used on the runway. Urea, which is a form of salt, is used to de-ice because rock salt and/or sand is not permitted.
 - AWOS was installed and staff is waiting for a permit number from MNDOT.
 - Total fuel sales in 2009 were 12,945.
- e. The Park Board met on Tuesday, February 2, 2010 and discussed the following:
- Recommend Council approval of the Hockey Association Agreement at a rate of \$3,000 with the Hockey Association being responsible for sign maintenance. This Agreement to be reviewed annually. See action item 7f.
 - The Campground Host/Manager job description was approved and the Park Board recommended Council approval to re-hire Curt Pangburn at a rate of \$8,500. See action item 7g.
 - Approval to apply for the Dairyland Peach/ECM Publishers Community Affairs Council Grant to install new or fix the old benches at the band shell.
 - Recommend Council approval for the Chamber of Commerce to use the Sinclair Lewis Park on July 16-17, 2010 for Sinclair Lewis Days.
 - A refund request from a monthly camper who cancelled his monthly site was denied because the cancellation was not due to an emergency.
 - Recommend Council approval to make an exception and allow the Chamber of Commerce to remove tables at the arena at no cost to be used for the February 13, 2010 Farm Toy Show.
- f. The Operations Committee met on Tuesday, January 26, 2010 to discuss unfinished and new business items as follows:
- Gopher Prairie/Getty Street storm water issue has been repaired and will be seeded in the spring.
 - Ash Street Boulevard turf establishment will be monitored after snow melt. Although the project is closed, there have been a few concerns raised by property owners. Any improvements would come before the Council. Sentence to Serve has been asked to assist with the agreed upon drainage work for the Swedenburg property.
 - The 9th street sidewalk from Ash to the school was proposed for improvement in the Safe Routes to School program. That program is not going forward. The Committee has requested that staff provide them with a proposal to complete the project along with funding ideas. This would include the widening of the sidewalk to six feet and installing accessibility ramps at all driveway and street openings.
 - The Committee is beginning work on a recommendation for 2010 mill and overlay projects.

- The Committee is recommending that the City engage the City Engineer to resume work on the 4th Street Storm Water project planning (up to the budgeted amount of \$25,000).
- The Committee agreed that the rolled towel dispensers be removed at the Info Center and replaced with hand dryers. Cost to purchase and install \$580.00. Will save approximately \$400 per year.
- Committee agreed to contracting to have the PD floors stripped and waxed and the library tile floors to be deep scrubbed and sealed.
- The Committee agreed to cancellation of the American Linen contract at city hall and the info center due to the cleaning contract. Prior year expenses at Info Center of \$650 and City Hall \$776 (mop heads, cleaning towels, roll towel dispensers).
- A photo cell to be installed at the library to regulate the lighting in the cupola. It will now go on and off based on daylight. Savings per year for electric costs of approximately \$300.00. Cost to install \$50.00 (PUC and City).
- Computer purchase for Receptionist office approved. Current computer is five years old and undersized to efficiently run programs.
- Reviewed cleaning contract for supplies and equipment to be provided by contractor and those to be provided by City. Council expected to act on cleaning contract at the February 17 meeting.

g. The 2009 Bryant Library report is as follows:

- 85,974 items were checked out
- There were 282 Summer Reading Program youth participants
- 30 programs were offered including movie nights, story hours and computer instruction
- 400 children and adults participated in the above programs.

Some events planned at the Library for 2010 is Author Julie Kramer, scrapbooking for adults and teens, MN Zoo-mobile, Guthrie Theatre Presents, etc.

7. ACTION ITEMS

a. See 7a.

Annually, the City is required by generally accepted accounting principles to remove or write off any receipts deemed uncollectible. In 2009 \$139,354.46 was adjusted from patient billing, most as a result of write downs from insurance including Medicare and Medicaid.

In addition, it is requested that files totaling \$216.07 also be written off as uncollectible that are not part of the above adjustments.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve writing off Ambulance receivables of \$137,354.46 for write downs and \$216.07 as uncollectible for 2009. A vote being recorded as follows: For: Council

Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

The Council asked that Ambulance Director Struffert provide a Medicare/Medicaid report at a future meeting.

- b. On January 13, 2010 Fire Chief 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 and get 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 the annual assessments.

This agenda item was tabled at the February 3, 2010 meeting for clarification whether the proposed memorandum was correct in that calls up to 200 would be allocated against the call history of the township and only the hours above 200 on a single call would be spread out and absorbed by the balance of the jurisdictions. This was confirmed by the Fire Chief and also by review of the motion made at that meeting.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to authorize Execution of the Fire Service Memorandum of Understanding. A vote being recorded s follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. The CAPX 2020 permit application has been submitted by Xcel Energy to the State of MN. The State is now conducting public hearings to solicit comments regarding the proposed route as they relate to environmental and other concerns. They have requested input or specifics that they as a permitting body may not be aware of.

A preferred route and an alternate route have been presented. The preferred route is along I-94 with the alternate route passing south of town. The route permitted generally includes a 1,000 foot corridor in which Xcel would have to locate. The actual easement area needed is 150 but the 1,000 foot permit area gives flexibility in placement.

The preferred route area in Sauk Centre is much larger and extends from the south side of the freeway to the north side of 12th Street/County Road 186 and the Wobegon Trail giving Xcel a 3,500' wide corridor allowing placement anywhere in that area. This would include placement along 12th Street in a commercial are with close proximity to buildings and parking areas, Stearns County Fairgrounds and the residential homes along the route which gives some cause for concern. The route also passes along the south border of the McCormick Lake WPA.

The reason Xcel has requested this larger permit area because of the location of the municipal airport south of town and the restricted fly zones (the Xcel poles are 150').

It is staffs suggestion that the City submit public comment informing the State of our willingness to work with Xcel on any issues that may arise as a result of the airports location and also of our concerns if they were to allow the lines to go along 12th Street. It is suggested that the preferred route corridor along I-94 be reduced to 1,000' the same as along the freeway to the east and west of Sauk Centre. This would essentially move 12th Street out of the corridor if the State were to ultimately select the I-94 preferred route.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to submit public comments (noted above) on behalf of the City. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. In 2007 the City started the process of developing a plan to correct the storm water flooding issues from Walnut Street, Oak Grove and a variety of other areas. At that time a preliminary feasibility report was developed to lay out a plan with associated costs. The Operations Committee is recommending that the process be resurrected and that the City Engineer be engaged to resume work on the plan up to the amount in the 2010 budget of \$25,000.

City Engineer Yapp stated that the following can be completed/updated within the 2010 budgeted amount:

- Define scope of project
- Define costs
- Determine whether it be street restoration and/or reconstruction
- Preliminary assessments
- Final assessments

It was the general consent of the Council to set a date for a workshop to discuss.

- e. The Ladies Night Out Committee is requesting to have Gerard's Dining and Banquet utilize their on-sale liquor license at Ladies Night Out at the Arena on April 22, 2010.

Mn. Stat. § 340A.404, Subd. 4 reads as follows:

“The governing body of a municipality may authorize the holder of a retail on-sale intoxicating liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting or social affair conducted on the premises of a sports, convention or cultural facility owned by the municipality or instrumentality thereof having independent policy making and appropriating authority and located within the municipality. The licensee must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the premises and may dispense intoxicating liquor only to persons attending the event.”

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to approve the temporary off-premise one day on-sale intoxicating liquor license to Gerard's Dining & Banquet for Ladies Night Out at the Arena on April 22, 2010. A vote being recorded as follows: For: Council Members Johnson, Coenen, Thomas, Stone and Mayor Kirckof. Against: None. The motion passed.

- f. The Sauk Centre Youth Hockey Association approached the Park Board with a proposal to purchase the advertising rights in the arena. This would include both the wall advertising and advertising on the boards.

They have proposed to purchase the rights for \$3,000 annually (this is the average rental currently generated by the City). The Association would then be responsible for marketing with funds generated in excess of \$3,000 to be placed in a fund for arena improvements to include new boards, etc.

The Park Board recommends Council approval of the Hockey Association Agreement at a rate of \$3,000 with the Hockey Association being responsible for sign maintenance. This Agreement to be reviewed annually.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to table action on this item and refer it to the Finance Committee for clarification on costs, insurance, etc. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- g. Each year the City appoint or re-appoints seasonal employees. The Campground Manager position is a seasonal appointment yet to be made in 2010. The previous Campground Manager Curt Pangburn has been with the City for three seasons. The total amount budgeted for this position in 2010 is \$8,100 along with the use of a campsite including utilities.

The Park Board recommended approving the Job Description and re-hiring Curt Pangburn for the 2010 camping season at a rate of \$8,500/season.

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

A motion was made by Council Member Thomas and was seconded by Council Johnson to offer the Campground Manager position to Curt Pangburn at a rate of \$8,100. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. City Administrator Willer stated that every year the Chamber of Commerce uses Arena tables at no cost for the Farm Toy Show. The Chamber is again making this request and

the Park Board recommended Council approval to allow the Chamber of Commerce to remove tables at the arena at no cost to be used for the February 13, 2010 Farm Toy Show.

It was the general consent of the Council to allow the Chamber of Commerce to use tables from the Arena for free of charge.

8. UNFINISHED BUSINESS

- a. A new building lease for the Chamber has been prepared and presented to the Chamber Board for approval. Language in the lease includes sixty day notice provisions and language that the City will continue to maintain the interior and exterior of the building. The lease has been forwarded to the Chamber for action by its board.
- b. The City has advertised for cleaning services for City Hall and the Information Center. We have received two requests for more information. The deadline is February 10, 2010 with awarding of the contract to take place at the February 17th meeting.
- c. The Policy Committee is working on the following Policies/Ordinances:
 1. Employee Recognition Policy
 2. Ordinance Amendments – Liquor
 3. Special Assessment Policy

9. NEW BUSINESS

- a. As reported by the Operations Committee, the development of the 2010 mill and overlay project list is underway. A recommendation will come before the City Council in the future requesting advertisement for bids.
- b. The Operations Committee is developing a plan for the repair and enlargement of the 9th Street sidewalk between Ash Street and the school. The current plan calls for a six foot sidewalk with accessible crossings at driveways and East Street. The Committee is seeking any council input.

Issues include narrow right of way, sidewalk immediately adjacent to the curb, trees, small house setbacks, high traffic both vehicular and pedestrian and a retaining wall.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$99,963.07 and paid claims of \$1,411.17 for a total of \$101,374.24
- b. Resolution No. 2010-07, Resolution Accepting Contributions. The contribution totaled \$306.70 from the Men’s Card Playing Group to be used towards the Senior Center.
- c. Gambling Application for Exempt Permit request from the Sauk Centre Area Chamber of Commerce for a raffle on June 30, 2010 at the Chamber Office.

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

The Council thanked the Men's Card Playing Group for their donation.

11. INFORMATION ITEMS

- a. Nominations for the vacant HRA Board opening will be accepting until Thursday, March 11, 2010 at 12:00 p.m.
- b. January 14, 2010 Safety Committee Meeting Minutes.
- c. January 2011 Municipal League Meeting.
- d. 2010 Loss Control Workshops

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Mayor Brad A. Kirckof

City Administrator Vicki M. Willer