

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 4, 2009 – 6:30 P.M.**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 4, 2009 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, Keith Johnson, Warren Stone and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, Public Works Director Butch Wessel, Ambulance Director Kathy Struffert, Assistant Ambulance Director Tim Deschene and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

A motion was made by Johnson and was seconded by Thomas to approve the agenda with additions. 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 Council's January 21, 2009 Regular Meeting Minutes were approved with changes.

**4. PUBLIC OPEN FORUM**

None.

**5. PUBLIC HEARINGS**

**Partial Vacation of Drainage and Utility Easement – Lot 6, Block 3, Lakeridge Addition.** Mayor Kirckof opened the Public Hearing at 6:34 p.m. and read the Public Hearing procedure.

At the Council's January 7, 2009 meeting Resolution No. 2009-04 Receiving Petition and Setting Hearing on Vacation of a Drainage and Utility Easement was adopted.

City Administrator Willer stated that in 2002 the Lakeridge Plat was approved. At that time, various measures for capturing and discharging storm water were approved. At the time of the preliminary plat approval for Lakeridge, the entire lot 6 was reserved as a utility and drainage easement. According to the City Engineer, at the time of final plat approval after the storm water pond was constructed, the easement was to be reduced to the actual area needed, leaving the balance of the lot available for construction. That change did not occur during final plat review. The effect of the change would be similar to the neighboring lot 7 where a portion of the lot remained as a utility easement.

VonWahlde, who is the owner of Lot 6 and also neighboring Lot 4 has requested the easement vacation. His home is located on Lot 5. The vacation would permit either the combination of Lot 6 with Lot 5 for the construction of an accessory building or would permit the construction of a new home on Lot 6 independent of the existing home. Water and sewer utilities are available to the lot.

The easements along the property line will remain as well as a significant portion of the lot for the storm water pond.

This proposal has been reviewed by the SCPUC and City Planner.

It was noted that no objections have been filed.

Mayor Kirckof called three times for persons to speak in favor or against. None spoke. Mayor Kirckof closed the Public Hearing at 6:38 p.m.

## **6. REPORTS/PRESENTATIONS**

a. Assistant Ambulance Director Deschene presented the 2008 Ambulance Department year end report as follows:

- There are 18 active members of the service. Three potential members are currently going through training.
- There are 3 ambulances with their breakdown of calls as follows:
  - 563 (24 calls) 1988 Ford E350 type 2 with 82,000 miles (will be traded in February 2009)
  - 562 (91 calls) 2000 Ford E350 type 2 with 56,000 miles
  - 561 (422 calls) 1999 Ford E350 type 3 with 84,000 miles
- The 2009 Ford E450 type 3 has been ordered and will be delivered in February 2009
- Other services the ambulance service provided in 2008 include contract service with I-94 Speedway, Fair, Demolition Derby, Sporting Events, EMS week and they have conducted CPR instruction for approximately 300 students
- Grant/Donations income includes \$19,819 from FEMA, \$1,000 from Peach, \$700 from Central EMS and \$1,000 from Wal-Mart.
- Fifty percent of the calls are elderly related calls, which is due to the many assisted living facilities in town.
- Patients were transported to 19 health care facilities within the state.

b. Assistant Ambulance Director Deschene presented the 2008 Ambulance Department year end billing report as follows:

- 2008 transported patients increased 29.11% from 2007. The total was 419.
- 2008 billing increased 36% from 2007. The total was \$402,890.
- \$402,890 was billed out in 2008. The total collected was \$242,219.93.
- Total adjust/write off is \$120,183.11. This amount is from a combination of Medicare/Medicare write-offs.
- Total returned files is \$35,120.42
- 2008 total collected is an increase of 30.45% from 2007
- 2008 total adjusted is an increase of 48.17 from 2007

c. Mayor Kirckof presented the 2008 Fire Chief's Annual Report in the absence of Fire Chief Polipnick. The report is as follows:

- Total Calls – 70
- Total Response Hours Billed – 12,935

- Total Response Calls Received – 4,915
- Total Write Offs – \$2,790
- Total Unpaid - \$8,020
- Grant/Donations income includes \$1,650 from Dairyland Peach, \$1,00 from Wal-Mart, \$1,200 from DNR and \$100 from Day Care Inspections

d. Public Works Director Wessel reported on the February 3, 2009 Park Board meeting as follows:

- The Hockey Association did a great job volunteering at the Pee Wee tournament in January.
- Council Member and CVB Member Stone was present and answered questions that the Park Board had regarding the CVB.
- The Board directed staff to contact the Curt and Ceil Pangburn to see if they were interested in managing the Sinclair Lewis Campground for 2009.
- Approved the purchase of 700 full color, double sided campground brochures to the low bidder Main Street Press at a cost of \$210.35.
- Discussion of building a dog park in Sauk Centre. Staff was directed to research insurance issues and fencing costs and report back at a future meeting.
- The Park Board was asked to come up with application ideas and present them at the March meeting for the ECM Publishers Dairyland Peach grant. The deadline to apply for that grant is March 13, 2009.

e. Adopt A Pole Project Coordinator Joe Heinen reported on the January 30, 2009 meeting as follows:

- Plaques may be placed on any decorative pole within the Main Street and Sinclair Lewis Avenue
- Up to two plaques are allowed with the cost of \$1,000 for a single and \$1,200 for a double mount
- Businesses or families may wish to utilize the dual plaque concept
- A minimum payment of \$500 is required when ordering the plaques with up to two years to pay the remaining balance
- Plaque inscriptions of up to five lines are authorized and they may include a memorial, honorarium or indicate a historical event.

Mayor Kirckof stated that the Committee met and discussed the program at great lengths and that they recognize that there is interest. They want to move forward with the program as they feel that the decorative lighting adds a great deal to the downtown.

It was noted that those that purchased a pole at the old rate will be given the option to take a second pole, or they will receive a rebate.

It was the general consent of the Council to move forward with the Adopt A Pole program.

- f. City Administrator Willer reported on the February 2, 2009 Finance Committee meeting stating that the 2009 budget reduction totals \$160,210 which includes LGA reduction and the gas franchise cut. An additional 2 years of LGA cuts are possible. At the meeting, all areas of the budget were scrutinized. Once they have an estimate of savings, department heads will be met with and will in turn meet with their staff. All staff has been asked to delay purchases until the revised budget is presented.

**7. ACTION ITEMS**

- a. See 5a above.

Council Member Stone introduced Resolution No. 2009-08, Resolution Vacating a Drainage & Utility Easement Upon a Petition of a Majority of Abutting Landowners. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- b. See 6 a & b above.

Annually, the City is required by generally accepted accounting principles to remove or write off any receipts deemed uncollectible. In 2008, \$117,331.03 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 \$2,852.08 also be written off as uncollectible that are not part of the above adjustments.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to take action charging off ambulance receipts of \$117,331.03 for write-downs and \$2,852.08 as uncollectible for 2008. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. Ambulance Director Struffert is recommending that the Council release Mark Roberg and Aaron Feltman from probationary EMT status and appoint them as EMTs at Step 1 of the pay scale.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to release Mark Roberg and Aaron Feltman from probationary EMT status and appoint them as regular EMTs at the established rate of \$11.99 per hour effective February 1, 2009. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. On January 21, 2009 the City Council adopted Ordinance No. 674 regarding excessive vehicle noise (jake braking). A fee of \$100 needs to be added to the fee schedule for violation of this Ordinance.

Council Member Johnson introduced Resolution No. 2009-09, Resolution Amending the 2009 Fee Schedule. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. Partial Payment Voucher No. 4 has been submitted from Bonestroo on behalf of Construction Services for the construction of the airport t-hangar concrete floor. The amount due under this request after the 5% retainage is \$13,086.77 and has been verified by the City's engineer.

The total amount earned to date is \$91,837. Total paid to date following this payment is \$87,245.15. \$4,591.85 is being held as retainage.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve partial payment voucher no. 4 in the amount of \$13,086.77. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

None.

## **9. NEW BUSINESS**

- a. Due to recent changes to legislation regarding the keeping of dangerous dogs, amendments to the City's animal control ordinance are necessary.

In addition to amendments necessary to comply with the new State law, some provisions of the existing Ordinance should be reviewed for possible amendment. These areas include timelines for impoundment, fee structure, dog nuisances including kennel placement, barking dogs, dogs running at large and penalties for failure to clean up litter (feces) from private and public property.

It was the general consent of the Council to have the Policy and Planning Committee review the proposed Animal Ordinance to be presented to the Council for adoption at a future date.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$107,247.41 and paid claims of \$3,744.77 for a total of \$110,992.18.
- b. Resolution No. 2009-10, Resolution Accepting Contribution. The contributions totaled \$353 from the Men's Card Playing Group to be used towards the Senior Center, \$387.29 of In-Kind Services from Mainstreet Communications for repairs to damages done with snowblower and \$500 from Community Connections to be used for the Chamber of Commerce Easter Egg Hunt.
- c. Gambling application for exempt permit request from the Sauk Centre Chamber of Commerce for a raffle on June 30, 2009 at the Chamber Office.

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

**11. INFORMATIONAL ITEMS**

- a. City Administrator Willer and Mayor Kirckof executed Civic Arena Rental Agreements with Midwest Machinery for March 17-19, 2009 and the Jose Cole Circus for March 23, 2009.
- b. The HRA term of Robert Polipnick expires March 31, 2009. A notice will be placed in the Sauk Centre Herald regarding the vacant seat. The length of the term is 5 years.

**12. ADJOURNMENT**

A motion was made by Council Member Thomas and was seconded by Council Member stone to adjourn the meeting. A vote being recorded as follows: For: Council Members Thomas, Stone, 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,

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Mayor Brad A. Kirckof

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City Administrator Vicki M. Willer