

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 17, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, February 17, 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 and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

The February 3, 2010 Regular Meeting Minutes were approved as presented.

**4. PUBLIC OPEN FORUM**

Jacob Koecher, 912 2<sup>nd</sup> St. S., Sauk Centre, MN. Mr. Koecher was present to discuss his snow removal bill. He does not feel he should not be responsible for paying this bill because the property was already shoveled. He stated that he and his neighbors take care of each other and shovel each others' property. He also feels that the inspections are incomplete and that even City sidewalks are not shoveled.

Mayor Kirckof reminded those present that staff published the portion of City Code reminding citizens that all snow must be removed from sidewalks after its deposit.

Dave Krusmark, 343 Main St. N., Sauk Centre, MN. Mr. Krusmark was present to discuss the snow removal bill he received. He also stated that he and his neighbors share the responsibility of removing each others' snow and he is confident that the City contractor did not remove any snow from his property. He also feels that the inspections are incomplete and suggests that the City use a door hangar to remind citizens that their snow must be removed.

Mayor Kirckof stated that bills are calculated on a per foot basis.

Sally Brown, 828 Sinclair Lewis Avenue, Sauk Centre, MN. Ms. Brown stated that they are religious about clearing snow from this property and she feels they should not have to pay the bill. She suggests the City purchasing a torch and renting it out for citizens use.

Jeremy Weber, 606 Birch St., Sauk Centre, MN. Mr. Weber stated that he was present to discuss his property. Mayor Kirckof stated that this will be addressed under Action Item 7d.

City Administrator Willer stated that the snow removal bills are from snow removal that took place on January 29, 2010. The timeline for that event is as follows:

- 1/25/10 – 37 MPH wind
- 1/28/10 – Inspection by Public Works Director Wessel
- 1/29/10 – Contractor removed snow

All bills are based on a per foot basis.

This was referred to the Policy Committee and Operations Committee for review/discussion.

## **5. PUBLIC HEARINGS**

None.

## **6. REPORTS/PRESENTATIONS**

- a. Police Chief Friedrichs stated that there were a total of 500 calls in January 2010. There were 250 ICR's and 250 Warnings.
- b. City Planner Morton reported on the February 9, 2010 Planning Commission meeting as follows:
  - 2009 Year End Reports: Building Official Payment, Land Use Request Log, Building/Zoning Permit History, Housing Units and Land Use Summary.
  - Robert & Patricia Boyer Lot Split – See Action Item 7b
  - Brian Boyer Lot Split – See Action Item 7c
- c. The Finance Committee met on Thursday, February 11, 2010 to discuss the following finance items:
  - Investments – purchase of CD's
  - Review of banking institutions – Action Item 7e
  - Review Workers Comp Reimbursement Calculations
  - Internal Revenue Code regarding Clothing Reimbursement
  - Review Cleaning Bids – Action Item 7a

## **7. ACTION ITEMS**

- a. Quotes for cleaning services for City Hall and the Information Center were received until Wednesday, February 10, 2010 and were reviewed by the Finance Committee.

The quotes were received as follows:

1. Fuss Bug Cleaning Plus	\$25,650.00
2. Austin's Cleaning Service	\$17,313.72
3. WACOSA	\$11,068.94
4. Sally Vogt	\$9,139.00

Council Member Thomas introduced Resolution No. 2010-08, Resolution Accepting Quotes for Cleaning Services contingent upon the receipt of liability insurance and the passing of a background check. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- b. Robert N. & Patricia M. Boyer to Brian R. Boyer are requesting a minor subdivision (lot split) to split off 800 square feet from the north side of parcel no. 94.580990.0000 to add to parcel 94.58104.0000. No new lots will be created with this minor subdivision.

Council Member Stone introduced Resolution No. 2010-09, Resolution Approving a Minor Subdivision (Lot Split) from Robert N. & Patricia M. Boyer to Brian R. Boyer. 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.

- c. Brian R. Boyer is requesting a minor subdivision (lot split) to split off 5,544 square feet from the east side of parcel no. 94.58104.0000 to combine with parcel no. 94.58099.0000. No new lots will be created with this minor subdivision.

Council Member Stone introduced Resolution No. 2010-10, Resolution Approving a Minor Subdivision (Lot Split) from Brian R. Boyer to Robert N. & Patricia M. Boyer. 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.

- d. City Attorney Tom Mayer prepared a Resolution declaring the property at 606 Birch St. S. to be hazardous. The resolution empowers the City Attorney to
  1. Direct the owner of the property to remove the hazard.
  2. Obtain consent of the owners for the City to remove the hazard.
  3. Obtain a court order for the City to remove the hazard.

Any expenses incurred by the City will become the responsibility of the owner.

Property owner Jeremy Weber stated that the Fire Marshall cleared the property approximately one week before snow fall so he did not have a chance to get it cleared. He understands that the property needs to be cleaned and wants to do so and asked the Council to allow him 10 days after the road restrictions are lifted to do so. In the meantime, he is willing to place security fencing around the property. Mr. Weber also mentioned that all materials were tested and results came back showing there was no asbestos on the property. He spoke with MN Department of Health (Justine Green) and he was informed that the safest position for this property to be in right now is as it sits currently.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve Resolution No. 2010-11 Declaring Property to be Hazardous, with the requirement to have clean-up completed 10 days after road restrictions are lifted and to immediately install security fencing. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. Past practice by the City has been to rotate financial institutions used for checking and savings accounts. In the past years the City switched between banks every two years. Five years ago the practice was changed to every five years. At the time the City obtained costs for services and retained MN National Bank (then First National Bank).

Now that the five years have concluded the Finance Committee is recommending that the City solicit quotes from the three financial institutions for costs for providing banking services to the City. The Council will then make a recommendation at an upcoming meeting on whether a bank change should be made taking costs as well as available services into consideration.

Staff is preparing a list of items to be considered, including bank fees, ACH fees, stop payment fees, cost of checks, deposit tickets, stamps, etc. In addition, there may be fees for changing electronic transfer information for various vendors.

Council Member Johnson introduced Resolution No. 2010-12, Resolution Soliciting Quotes for Banking Services. 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.

- f. Keith Toenies has submitted his resignation from the Fire Department effective February 6, 2010. Mr. Toenies has been with the Fire Department for 20 years.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to accept the resignation of Keith Toenies from the Fire Department. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

The Council thanked Mr. Toenies for his 20 years of service to the fire department.

- g. Removed from agenda.
- h. At the January 20, 2010 Council meeting the Policy Committee was directed to review a potential policy change by implementing an Employee Recognition Policy for the Ambulance Department. This resolution authorizes implementation of an Employee Recognition Program. The Ambulance Department will have to come back with amounts of plaques, etc. for approval of the Council.

Council Member Coenen stated that he is not opposed to an Employee Recognition Program; however, he does not feel that the City's current financial situation warrants purchasing plaques in an amount of \$45.00.

Council Member Johnson introduced Resolution No. 2010-13, Resolution Amending Ambulance Policy by Implementing an Employee Recognition Program. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

## **8. UNFINISHED BUSINESS**

None.

## **9. NEW BUSINESS**

- a. City Administrator/Clerk Vicki Willer has been with the City for four years as of February 21, 2010. Each Council Member will be given a performance review form to complete and return to Mayor Kirckof for review.
- b. A Special meeting to discuss the 4<sup>th</sup> Street storm water project is set for Wednesday, March 17, 2010 at 5:00 p.m.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$68,327.45 and paid claims of \$56,481.58 for a total of \$124,809.03.
- b. List of January checks totaling \$1,564,004.29 (Check No. 29824 through Check No. 29908).
- c. Gambling application to conduct excluded bingo from the Sauk Centre Elementary PTA on March 6, 2010 at Sauk Centre High School.
- d. Resolution No. 2010-14, Resolution Acknowledging Contributions. The contribution was in the amount of \$10,000 from the Sauk Centre Youth Hockey Association.

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

Mayor Kirckof thanked the Sauk Centre Youth Hockey Association for their donation.

## **11. INFORMATION ITEMS**

- a. The Board of Review will be held on Monday, May 10, 2010 at 1:00 p.m. at the Sauk Centre City Hall Council Chambers for the purpose of reviewing and correcting the 2010 assessment of said City property tax values for taxes payable in the year 2011. At least 3 Council Members must be present.

- b. The Census Bureau has scheduled 4 days of training on February 22-25, 2010 from 8:00 a.m. to 5:00 p.m. in the Council Chambers.
- c. The Fire Service Assessment Meeting is scheduled for February 23, 2010.
- d. Annual bridge inspection report.
- e. Campground Host Curt Pangburn accepted the position for the 2010 camping season.
- f. Stearns County Hazardous Waste Collection is scheduled for June 19, 2010 at Buecker's City Sanitation.

**12. ADJOURNMENT**

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to adjourn. A vote being recorded as follows: For: Council Members Johnson, Thomas, 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 7:43 p.m.

Respectfully submitted,

\_\_\_\_\_/s/\_\_\_\_\_  
Mayor Brad A. Kirckof

\_\_\_\_\_/s/\_\_\_\_\_  
City Administrator Vicki M. Willer