

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

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 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, Keith Johnson and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Yapp 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 Johnson to approve the agenda as presented. A vote being recorded as follows: For: Council Members Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

**3. APPROVAL OF MINUTES**

The February 17, 2010 Regular Meeting Minutes were approved with changes.

**4. PUBLIC OPEN FORUM**

Debra Schmitz, 727 Birch St. S., Sauk Centre, MN 56378. Ms. Schmitz was present to discuss the January 29, 2010 snow event, stating that she did not see a contractor remove snow from her property and questioned why she was billed. She requested the Council cancel her bill.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. On Tuesday, February 23, 2010 staff met with area township and cities that are in our area of coverage to discuss 2009 response calls, annually summary by governmental unit, 5 year call summary, 2009 market values, 2010 adopted budget, grants and donations, 2010-2014 CIP and 2010 Fire Service Assessments as follows:

Ashley -	\$7,050.07
Birchdale -	\$8,853.05
Getty -	\$4,630.56
Kandota -	\$19,104.90
Little Sauk -	\$719.48
Melrose -	\$1,637.19
Raymond -	\$4,032.17
SC Township-	\$33,702.08
West Union -	\$5,260.33
Westport -	\$1,412.65
Sauk Centre -	\$90,392.61

b. The Policy Committee met on Friday, February 19, 2010 with the following items of discussion:

1. Revisions to liquor ordinance – See Action Item 7b
2. Revisions to special assessment policy – See Action Item 7c
3. Review snow removal policy (re: sidewalks) – See Action Item 7a

## **7. ACTION ITEMS**

a. The Policy Committee reviewed the Policy and Ordinance as it relates to snow removal on sidewalks which was due to public concerns raised following the billing that was sent out for contracted work for snow removal on sidewalks done on January 29, 2010 following the wind event of January 23, 2010.

The following timeline/procedure was followed:

January 25, 2010 – 37 MPH winds  
January 28, 2010 – Inspections  
January 29, 2010 – Work completed

The Committee felt that it is the responsibility of the homeowner to remove the snow whether the snow is from a recent snowfall or wind and recommended that the billing stand.

The Council was presented with the following options:

1. Billing to remain the responsibility of the homeowner
2. Billing to be adjusted by percentage
3. Billing to be eliminated

At a future meeting, the Operations Committee will review the procedure for future snow event inspections and will consider options such as door hangars, phone calls, digital photos, etc.

The total billed for this snowfall was \$2,352.75 which has been paid to the contractors. No administrative time was billed. Any billing adjustment would have to be absorbed by the City.

City Administrator Willer stated that to date \$453.75 has been paid. The current policy states that all snow must be removed within 24 hours after its deposit. Eighty citizens were originally on the list to have snow removed; however, only 62 properties were billed because the 18 had already removed snow when the contractor arrived.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to cancel the billing for the January 29, 2010 snow removal and request that those who have already paid their bill consider it a donation to the City to offset costs. A

vote being recorded as follows: For: Council Members Thomas, Johnson and Coenen. Against: Mayor Kirckof. Absent: Council Member Stone. The motion passed.

b. The Policy Committee reviewed the Liquor Ordinance Section of the City Code as follows:

1. Various changes and updates to definitions were reviewed for compliance with State Statute amendments.
2. License revocation for lapse of insurance was reviewed for compliance with mandated notice provisions and due process.
3. Section was added to accommodate liquor sales at City Arena for events such as Ladies Night Out. (Previously approved through State Statute).
4. Discussion on Server Training. It was the consensus of the Committee that Server Training should not be mandated but should be available.
5. Section added for Community Festivals such as Sinclair Lewis Days that includes the requirements that the City has historically added as conditions to approval. Participation in community festival would not count toward limit of permits under Section 7 below.
6. Considered addition of section on allowing Liquor for Outdoor Sport Type Recreation. This is not recommended at this time.
7. Outdoor Liquor (patios)
  - a. Add a Section on Temporary Extension of Premise Permits and consider each time on an individual basis but with pre-described conditions so can be approved by Consent Calendar similar to Gambling Permits. (with limit of 3 per year per licensee). This is not the same as the non-profit permits currently in the code.
  - OR** b. Add a section allowing outdoor liquor (Patios). The patio or deck would be included in the insurance policy.

A motion was made by Council Member Coenen and was seconded by Council Member Thomas to direct staff to prepare the final ordinance to include outdoor liquor by the addition of a temporary extension of premise permits. A vote being recorded as follows: For: Council Members Coenen, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

c. The Policy Committee reviewed the Local Improvement Policy as it relates to special assessments. This meeting was regarding the percentage of amount to be assessed for various local improvement projects.

The changes being considered are as follows:

Sidewalks:

- New sidewalks as part of a new development to be paid 100% by developer.
- New sidewalks in existing developments added as part of a City improvement to be paid by the City 100%.

- Repair and replacement of existing sidewalks remain the responsibility of the adjacent property owner.

Storm Sewer:

- New storm sewer as part of a new development to be paid 100% by developer.
- New/replacement/enlargement of existing storm sewer areas be shared 50/50 within the storm sewer district.

The Committee felt that the current policy of 50/50 split for reconstruction of streets was appropriate if changes were made to the sidewalk and storm sewer portions of the policy.

Sanitary and water assessments are to be further reviewed following consultation with the Sauk Centre Public Utilities.

City Engineer Yapp felt that sidewalks warrant further discussion.

It was the general consent of the Council to allow staff to proceed with changes to the Storm Sewer portion of the Policy so that it can be brought forward for adoption at a later date.

- d. As part of the grant the City received for the Shoreland Restoration project on Sauk Lake in Sinclair Lewis Park, the City agreed to responsibility for maintenance of the vegetation which includes weeding, thinning, etc.

MN Native Landscapes has submitted a proposal through the Sauk River Watershed District to conduct a prescribed burn for the area to take care of the weeds to help restore the native vegetation required as part of the grant.

The cost is \$525 if it is done in conjunction with other areas being done at the same time.

The proposal includes the completion and submittal of a burn plan to the DNR followed by permitting, establishment of burn breaks, cutting in some areas and then the conduction of the burn in early spring.

This would include areas from the band shell west towards the campground.

This was a budgeted item in the parks maintenance budget.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the proposal of entering into a Contract with MN Native Landscapes to conduct a prescribed burn at Sinclair Lewis Park. A vote being recorded as follows:  
For: Council Members Johnson, Thomas, Coenen and Mayor Kirckof. Against: None.  
Absent: Council Member Stone. The motion passed.

**8. UNFINISHED BUSINESS**

None.

## **9. NEW BUSINESS**

None.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$35,729.64 and paid claims of \$6,422.09 for a total of \$42,151.73.
- b. Resolution No. 2010-15, Resolution Accepting Contributions. The contributions totaled \$282.97 from the Men’s Card Playing Group to be used for the Senior Center and \$300.00 from I-94 Speedway, Inc. to be used for the Sauk Centre Fire Department.

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, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

Mayor Kirckof thanked the Men’s Card Playing Group and I-94 Speedway, Inc. for their donation.

## **11. INFORMATION ITEMS**

a. Comments were received as follows:

1. From Sauk Centre Branch Manager of the Bryant Library thanking City staff for taking care of business previously done by Tom Sills.
2. From Al Pelzer thanking the Public Works staff for keeping the airport in good condition.

Mayor Kirckof thanked the Public Works crew for a job well done.

The Council was reminded of the Special Meeting on March 17<sup>th</sup> at 5:00 to review the 4<sup>th</sup> Street Stormwater Project.

Council Member Thomas requested that staff touch base with the Hospital Board and PUC in regards to setting up a joint meeting.

## **12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:41 p.m.

Respectfully submitted,

      /s/        
Mayor Brad A. Kirckof

      /s/        
City Administrator Vicki M. Willer