

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 7, 2007 – 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, March 7, 2007 at 6:30 p.m. at the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members Al Coenen, David Thomas, Keith Johnson and Warren Stone. Also present were City Administrator/Clerk Vicki Willer, Public Works Director Butch Wessel, City Engineer Keith Yapp of Bonestroo Williamson Kotsmith (BWK), Police Chief Jim Metcalf, and Office Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved with changes and additions.

3. APPROVAL OF MINUTES

The Council's February 21, 2007 Regular meeting minutes were approved by general consent.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

- a. Mayor Kirckof opened the Public Hearing at 6:33 p.m. and stated that the hearing was regarding the proposal to adopt a street reconstruction plan and the intent to issue general obligation street reconstruction bonds. He then read the public hearing procedure and opened the floor to George Eilertson of Northland Securities.

Mr. Eilertson stated that the street reconstruction plan is required in order to issue bonds and that the City intends to pay for the debt service on this portion of the bond with 100% tax levy. He also stated that this Public Hearing focuses on the Highway 17 project, which is not to exceed \$150,000. Bond issuance may follow 30 days after the approval of the plan, and, if approved, bonds could be issued at the April 18, 2007 Council Meeting. It was noted that the plan requires a unanimous vote.

Mr. Eilertson presented Resolution No. 2007-14, Resolution Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds. He stated that on page 1 of the Resolution, under the fourth WHEREAS, the amount would be changed to "not to exceed approximately \$150,000....." instead of \$200,000.

Mayor Kirckof reminded the Council that in order to pay for the bond, the City must adopt the Street Reconstruction plan unanimously.

Mayor Kirckof called 3 times for any persons to speak in favor or opposition.

Mayor Kirckof closed the Public Hearing at 6:43 p.m.

- b. Mayor Kirckof opened the Public Hearing at 6:44 p.m. and stated that the purpose of the hearing was to consider an Off-Sale Liquor License for Wal-Mart. Mayor Kirckof then opened the floor to City Administrator/Clerk Willer.

City Administrator/Clerk Willer stated that Wal-Mart will be opening soon and they are requesting to have a liquor store in their new facility. She then stated that the application has been completed and paid, the insurance has been provided and the background check has been completed by Chief Metcalf. The hours of operation would be 8:00 a.m. – 10:00 p.m. with no sale on Sunday. To date, no objections were filed with staff.

Chief Metcalf stated that he performed the background check on a Mr. Brazile who resides in Bentonville, Arkansas. Metcalf recommended that in the future the Council consider doing background checks on the manager that would be working in Sauk Centre.

City Administrator/Clerk Willer stated that backgrounds are required to be completed on the owner, not the manager and that is why the background was performed on Mr. Brazile out of Bentonville, Arkansas.

Terry Schreiner, Manager of the Sauk Centre Wal-Mart was present and stated that every cashier at Wal-Mart is required to complete alcohol sales training. If the training is not complete, that cashier cannot operate their register. Wal-Mart also has a policy where they are required to card any customer that looks 27 years of age or younger. Wal-Mart has a zero tolerance policy and any employee who violates a policy will be terminated.

Mayor Kirckof called 3 times for any persons to speak in favor or opposition.

Mayor Kirckof closed the Public Hearing at 6:53 p.m.

6. REPORTS/PRESENTATIONS

None.

7. ACTION ITEMS

- a. Council Member Johnson introduced Resolution No. 2007-14, Resolution Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members

Johnson, Thomas, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion died due to lack of unanimous vote.

Mayor Kirckof stated that the City will continue to proceed with East River Heights.

- b. Council Member Thomas introduced Resolution No. 2007-15, Resolution Approving the Application of Wal-Mart for an Off-Sale Liquor License to be Located at 205 12th Street South, along with the Findings of Fact. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

Council Member Coenen stated that he feels that Sauk Centre already has enough Off-Sale licenses.

- c. City Administrator/Clerk Willer stated that Dave Thomas submitted a letter of resignation as Training Coordinator for the Ambulance Department effective March 31, 2007.

A motion was made by Council Member Johnson and seconded by Council Member Stone to accept the resignation of Dave Thomas as Ambulance Department Training Coordinator. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas. The motion passed.

- d. At the Council's February 21, 2007 meeting the Council adopted Resolution No. 2007-08 which adopted the updated point system, salary grade system and 2007 pay scale.

City Administrator/Clerk Willer stated that she has met with each employee, except for Senior Center Coordinator Donna Broermann, and discussed with them where they will be on the scale based on recommendations of the Personnel Committee.

Council Member Stone introduced Resolution No. 2007-16, Resolution Establishing 2007 Pay for Non-Union Employees. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

City Administrator/Clerk Willer stated that Ann Antonsen is still working on the staffing portion of the study.

- e. At the Council's September 15, 2004 meeting, they authorized former City Administrator/Clerk Bloom to re-negotiate the terms of the Consulting Services

Agreement with Diversicom/Mainstreet Communications to include televising City Council meetings only.

City Administrator/Clerk Willer has since contacted Diversicom/Mainstreet Communications and has re-negotiated a new Consulting Services Agreement.

The changes made to the contract include a reduction from \$500/month to \$350/month which includes taping and re-broadcasting of the City Council meetings and providing a DVD copy to the City for its records. Additional taping for other functions/meetings would be done at a rate of \$50/hour with a minimum of two hours.

A motion was made by Council Member Johnson and seconded by Council Member Thomas to authorize the execution of the Consulting Services Agreement with Diversicom/Mainstreet Communications. A vote being recorded as follows: For: Council Members Johnson, Thomas and Stone. Against: Council Member Coenen. Abstain: Mayor Kirckof. The motion passed.

Council Member Coenen stated that he still feels \$350 is too high and he requested a refund. He also inquired as to why it is called a Consulting Services Agreement. City Administrator/Clerk Willer stated that the reason it is called a Consulting Services Agreement is because they will do consulting for equipment, etc.

Mayor Kirckof stated that staff will record the Planning Commission meeting with the equipment at City Hall.

- f. City Administrator/Clerk Willer stated that Wal-Mart has submitted the application, workman's comp and has paid the fee for a Cigarette License.

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

- g. On Thursday, March 1, 2007 Account Clerk Jennissen resigned effective immediately.

A motion was made by Council Member Stone and seconded by Council Member Johnson to accept the resignation of Account Clerk Karen Jennissen and complete her final pay disbursement. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

Mayor Kirckof stated that Ms. Jennissen was an employee for the City for 17 years and she will be greatly missed. He wished her luck in her future endeavors.

Council Member Coenen wished Ms. Jennissen well.

8. UNFINISHED BUSINESS

- a. City Administrator/Clerk Willer stated that the deadline for the City Planner position is March 9, 2007. To date, staff sent out 20 applications and received 6 back. She will be putting together a hiring committee and will have more to report at a later meeting.
- b. The deadline for the Campground Manager position was February 26, 2007. Staff sent out 15 applications and received 10 back.

City Administrator/Clerk Willer, Public Works Director Wessel and Park Board Member Jeff Quistorff met and narrowed the candidates down to 5. It was noted that one candidate is currently in Arizona, so they will need to conduct a phone interview with this person.

Staff should be making a recommendation on the hiring of a Campground Manager at the next Council meeting.

- c. Mayor Kirckof stated that City Administrator/Clerk Willer has been with the City for one year as of February 21, 2007.

Mayor Kirckof performed a review with Council comments on February 28, 2007. He stated that he believes Ms. Willer is dedicated, shows strong leadership, has a positive attitude and has tremendous job knowledge. He recommended City Administrator/Clerk Willer receives a step increase.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to increase City Administrator/Clerk Willer to Step 3 of the scale. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof thanked City Administrator/Clerk Willer for her year of work with the City of Sauk Centre.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. List of February checks totaling \$154,013.62 (Check No. 25709 through Check No. 25781).
- b. The City applied for Stearns County Comprehensive Local Water Management Program funds for the 4th Annual Middle Sauk River Water Festival that will be

held on May 16, 2007 in Sauk Centre at the Sinclair Lewis Park for all area 4th grade students. This would cover a \$1,000 cash contribution toward the Sauk River Watershed District's in-kind contribution of \$12,060.

c. Schedule of Claims.

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

11. INFORMATIONAL ITEMS

- a. Mayor Kirckof presented and read aloud correspondence dated February 22, 2007 from Superintendent Dan Brooks commending Chief Metcalf and his officers.

12. COUNCIL COMMENTS

Council Member Johnson inquired as to who is responsible to make sure that all fire hydrants are clear after a snowfall. Public Works Director Wessel stated that the Public Utilities Commission and the individual property owners are responsible.

Council Member Stone stated that he would like staff to send a request to Stearns County requesting them to reduce the speed on County Road 17 to 35 miles per hour. Mayor Kirckof responded stating that a study was done and through that study it was determined that the speed will remain at 50 miles per hour.

City Engineer Yapp stated that he is not sure if they will re-conduct the survey once the road is complete. He will check into it and report back to the Council at a later meeting.

Council Member Stone then requested that Council Member Coenen explain why he voted against the County Road 17 project.

Council Member Coenen stated that the reason he voted against is because he feels that the City's debt is not taken seriously. He also stated that until the City gets their finances in line, he will continue to vote against.

Mayor Kirckof stated that County Road 17 is complete and it must get paid. He asked City Administrator/Clerk Willer to negotiate a contract with Marty Sunderman of the Public Utilities Commission to obtain the necessary funding for the project. He stated that the City will move forward.

Mayor Kirckof stated that the City declared a snow emergency recently and it worked out well as only two vehicles were towed. He thanked the citizens and the Public Works Department employees for their cooperation/hard work.

13. ADJOURNMENT

A motion was made by Council Member Stone and seconded by Council Member Thomas to adjourn the meeting. A vote being recorded as follows: For: Council Members Stone, Thomas, 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 7:40 p.m.

Respectfully Submitted,

Mayor Brad A Kirckof

City Administrator/Clerk Vicki M. Willer