

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, MARCH 19, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 19, 2014 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Dave Thomas, Warren Stone and Mayor Kirckof. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, City Planner Sarah Morton, City Engineer Keith Yapp 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 Johnson to approve the agenda, with the addition of 8b – SRWD Plant Management Plan. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the March 5, 2014 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed..

**4. PUBLIC OPEN FORUM (Comments Limited to 3 Minutes)**

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Police Chief Friedrichs presented the February Monthly report stating that there were 165 Verbal Warning and 250 ICRs for a monthly total of 415, which is a decrease from January's total of 415.

On February 11-13 Chief Friedrichs attended the Emergency Managers Conference. This conference presented ways to improve communications in the Incident Command Center during emergencies.

- b. The Park Board met on Tuesday, March 11<sup>th</sup> and discussed the following:

- Splash Pad funding progress.
- Size and scope of proposed shelter and restroom facility.
- Recommend submittal of MN DNR grant application. See 7e.
- Internet expansion discussion. On site testing was requested.
- Campground and park repairs to be completed in 2014.
- Fish cleaning house to be open during daytime hours only (7 a.m. to 9 p.m.)

c. The Airport Commission met on Wednesday, March 12<sup>th</sup> and discussed the following:

- Protocol for keeping the driveway/runway/taxiway open for ambulance.
- Recommend ALP approval to the City Council at a future meeting.
- Discussed minimum specifications for private hangar construction.
- Discussed uses allowed in clearzone easements.
- Received MN Council of Airports conference information.

## **7. ACTION ITEMS**

a. Police Secretary Melissa Kleinschmidt has been with the City for six years as of March 17, 2014. Police Chief Friedrichs is recommending that she be awarded a step increase from 6 to 7 (\$21.76), effective March 17, 2014.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to award a step increase from step 6 to step 7 (\$21.76) for Police Secretary Melissa Kleinschmidt, effective March 17, 2014. A vote being recorded as follows: For: Council Members Thomas, Johnson, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

b. The Corporation for National and Community Service, the National League of Cities, City of Service Organizations, and mayors nationwide are joining together to recognize the impact of volunteer service on April 1, 2014, "Mayors Day of Recognition for National Service".

The Central Minnesota Foster Grandparent Program is an excellent example of volunteerism in our area.

From September 2013 to February 2014, eleven volunteers served as Foster Grandparents at Holy Family School, Punkins and Monkeys Preschool and Sauk Centre Elementary and High Schools. They work one on one with students who need extra help with reading, spelling or math skills. They also serve as mentors to youth who need extra emotional support.

Lyla Berling	Myrna Bowman	Anna Mae Deters	Rose Ecklund
Lynne Janowiec	Roberta Olson	Betty Stalker	Bernice Uhlenkamp
Marilyn Ulkenkamp	Betty Van Havermaet	Freda Vanselow	

It was the general consent of the Council to proclaim April 1, 2014 as National Service Recognition Day. Please join in recognizing them for their service on Mayors Day of Recognition on April 1, 2014.

c. The MN Mayor's Association has asked that cities consider authorizing a Mayor Proclamation recognizing National Donate Life Month in April.

It was the general consent of the Council to proclaim April as National Donate Life Month.

- d. A vacancy remains on the HRA for a 5 year term. The term of Robert Polipnick expired on March 31, 2014 and he has submitted a nomination for reappointment.

A motion was made by Council Member Stone and was seconded by Council Member Johnson Robert Polipnick to the position on the HRA Board for a five year term, effective April 1, 2014 and expiring March 31, 2019. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- e. As part of the ongoing fundraising for the park improvements, including the splash pad at the Multi-Purpose Park, the Committee is seeking a grant through the Department of Natural Resources Outdoor Recreation Grant Program.

The application requires that the City Council provide support for the application by form of Resolution.

The grant request is fir \$100,000.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve Resolution No. 2014-12, Resolution Supporting Application. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. By June 13, 2014, all agencies, including cities, who maintain roadways open to public travel must adopt a sign maintenance program designed to maintain traffic sign retro-reflectivity at or above specific levels.

“Retro-reflectivity” describes how light is reflected from a surface and returned to its original source.

Traffic signs are made with retro-reflective sign sheeting material that redirects headlamp illumination back toward the vehicle, thereby making the sign visible at nighttime to the vehicle driver. Improvements to nighttime visibility of traffic signs will help drivers better navigate roads at night and thus promote safety and mobility. Improvements in sign visibility will also help older drivers whose visual capabilities may be declining.

It was the general consent of the Council to send this to the Policy Committee for their review.

- b. City Administrator Willer provided the Council with the revised SRWD Big Sauk Lake Aquatic Plant Management Project Agreement and Operation Plan.

The three items that were requested to be changed from the prior meeting have been amended as:

- B. The Council requested language be inserted that if no Plan is submitted for approval for the following year that no work will be done that year.
- F. The Council requested language be inserted that reserves be utilized before new assessments are used.
- I. The Council requested a sunset clause in ten years.

The Council reviewed the revisions/additions in (b), (f) and (i) above. They received clarification on (k) on how the “additional insured” clause works and they asked that (g) be changed as follows:

(g) Neither the City nor the association shall obligate any funds nor commit to any contract or action not contained in the annual work plan or provided for in the annual budget without first receiving the approval of ~~the District~~ all parties.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to deny the proposal.

Discussion: Thomas stated it hasn’t been decided if the new Plan will include herbicides in the lake and he isn’t in favor of that. Stone stated he feels that by having the Watershed involved with approval or denial authority is another level of government and that the City and Association could do this independently of that. Olson stated that he understands their concerns but that in order for us to be at the table to have input on the Plan that we first have to be a party to this Agreement.

Administrator Willer advised that the Watershed and the Association could move forward independently of the City, but the Watershed has to be a party because they are the ones with the authority to maintain the funds and also to assess in the future if needed. They cannot turn those funds over to either the City or the Lake Association. Either they are used for the designated purpose OR they are returned to the landowners. However, that option would need to be decided by the Watershed and at this point it appears they prefer to retain the funds for use on the lake. Otherwise the Lake Association would have to raise the funds. (Lake Improvement District “LID”).

This Agreement before us tonight simply lays out the framework on how the three entities work together. Once that is determined the entities can develop the Plan on what is to be done with the lake itself and the Watershed can pursue amending the proposed method of aquatic weed control that would be allowed via the Public Hearing process.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to amend the above motion and to table action on this item for clarification on the following:

- Where is the Council’s opportunity to provide input on the Lake Management Plan if we are not a party to this Agreement?
- What is the next step for the SRWD?

A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

## **9. NEW BUSINESS**

- a. The City's existing Gas Franchise fee requires periodic review. From inception in 2009 to July 1, 2012 the franchise fee was 1.5%. The Current fee is 3%.

To update the Gas Franchise Fee, the City must serve upon the Company a proposed Ordinance to raise the Fee as follows:

10.2 **Separate Ordinance.** The franchise fee shall be imposed by separate ordinance duly adopted by the City Council, which ordinance shall not be adopted until at least sixty (60) days after written notice enclosing such proposed ordinance has been served upon the Company. The fee shall become effective sixty (60) days after written notice enclosing such adopted ordinance has been served upon the Company by certified mail.

Ord. No. 669: SECTION 3: PERIODIC REVIEW

The City Council shall review this ordinance every two years in whatever manner the City Administrator then determines to be appropriate, including, but not limited to, review by the City Council in either a work session or a regular session. Failure to review this Ordinance shall not in any way invalidate or limit it.

It was the general consent of the Council to send this to the Finance Committee for their review/recommendation.

- b. At the City Council meeting on February 6, 2013, the City Council voted on an amended fee for the Stormwater Utility and on February 20, 2013 the Council approved Ord. 736 amending the rate.

The City Council voted to amend the rate for the second tier charge from \$2.50 per unit to \$1.00 per unit. The second tier charge is the per unit fee for all units over ten on a parcel.

*(D) Each developed single-family residential parcel shall pay one REU at \$4. Each multi-family or commercially developed property shall pay a rate of \$4 per REU for the first ten REUs and then ~~\$2.50~~ \$1.00 for each subsequent REU on a parcel of land. This rate may be amended from time to time by the City Council.*

“From Time to Time” doesn’t designate a specific time frame; however it may be prudent for the Council to review the structure now that it has been in force for a complete year.

It was the general consent of the Council to send this to the Finance Committee for their review/recommendation.



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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 6:25 p.m.

Respectfully submitted,

---

Mayor Brad Kirckof

---

City Administrator Vicki Willer