

AMENDED
SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 21, 2012 – 6:30 P.M.

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
 - a. March 7, 2012 – Regular Meeting (P. 1-5)
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Public Hearings
 - a. Storm Water Utility – City Engineer (P. 6)
6. Reports/Presentations
 - a. Billboard Presentation – Chamber Representative (P. 7)
 - b. Police Department Monthly Reports - Police Chief (P. 8-10)
 - c. Planning Commission Report – City Planner (P. 11-12)
 - d. EDA Report - City Administrator (P. 13)
 - e. *Community Ed Report – Warren Stone*
 - f. *Hospital Board Report – Dennis Rykken*
7. Action Items
 - a. Approve Ordinance 717 Adopting Storm Water Utility & 718 Summary Publications (P 14-20.)
 - b. Approve Billboard Copy (P. 21)
 - c. Approve HRA Appointment (P. 22-23)
 - d. Approve Ordinance No. 719 Amending City Code – Signs & 720 Summary Publ. (P.24-29)
 - e. Approve Lease Renewal – Central Planes (P. 30)
 - f. Approve Selection of Airport Consultant (P. 31)
 - g. Approve Resolution 2012-18 Amending Hospital Payment (P. 32-33)
 - h. Approve Resolution 2012-19 Approving Purchase of Ambulance (P. 34-35)
 - i. Approve Mitigation Action Worksheets Submittal (P. 36)
 - j. Approve Chamber Requests – Sinclair Lewis Days & Big Rig Show (P. 37-40)
 - k. Appoint Campground Attendants (P. 41)
8. Unfinished Business
 - a. Long Term Planning (P. 42)
9. New Business
 - a. Downtown Light Pole Flower Baskets (P. 43)
10. Consent Agenda (P. 44-49)
 - a. Schedule of Claims
 - b. List of Checks
 - c. Resolution No. 2012-20 Accepting Contribution
 - d. Application for Exempt Permit – Sauk Centre Area Chamber of Commerce
 - e. Application for Exempt Permit – St. Paul Catholic United Financial #108

11. Informational Items (**P. 50-53**)
 - a. Civic Arena Rental Agreements
 - b. Reminder – 2012-2013 Storm Water Project Workshop – Review Plans/Specs
 - c. Hazardous Waste Pickup Date – June 16, 2012
 - d. Citywide Cleanup Day
 - e. Civic Arena Garage Sale
 - f. Countywide Tax Rates 2012

12. Adjournment

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 21, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 21, 2012 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Dennis Rykken, Council Members Al Coenen, Keith Johnson, Warren Stone and Mike Olson. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, Assistant Ambulance Director Deschene, City Engineer Keith Yapp, City Planner Sarah Morton and Administrative Assistant Nicki Vogt. Mayor Rykken presided thereat.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved with the addition of 6e Community Ed Report and 6f Hospital Board Report.

3. APPROVAL OF MINUTES

By general consent, the March 7, 2012 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

Mike Mills, Freeport. Mr. Mills feels that his son is being targeted by the Sauk Centre Police Department because he has been pulled over by the same Police Officer several times while in Sauk Centre. He then questioned the noise ordinance and stated that his son's truck falls within the State of MN noise ordinance.

Mike Frank, Sauk Centre. Mr. Frank feels that Sauk Centre's storm sewer system is old and should be replaced; however, he feels that people located within District 4 should have an exemption from paying for several years.

5. PUBLIC HEARINGS – STORM WATER UTILITY

Mayor Rykken opened the Public Hearing at 6:35 and read the Public Hearing procedure. The purpose of the Public Hearing is to consider the adoption of a Storm Water Utility. At the last Council meeting, the Council voted on a rate per REU of \$4.30. This is the amount that was sent to all property owners in an informational brochure.

City Engineer Yapp provided the Council with the following information regarding a Storm Water Utility:

- Purpose is to provide a dedicated funding source for storm water management.
- Why now? Maintain infrastructure investment; protect natural resources, unfunded mandates from state and federal governments, National Pollution Discharge Elimination System (NPDES), property protection/traffic safety, plan for future storm water improvement projects and to address chronic flooding issues.
- The Problem locations are Walnut and 4th Street and Grove Lake and surrounding streets.

- What is a Storm Water Utility?
 - Service Charge or Utility Fee
 - Analogous to a sewer or water fee
 - Created in 1983 by MN Statute 444.075
 - It is a Fee...not a tax as it is not based on property value.
 - It is based solely on percentage of impervious of property and how much runoff there is from any property
 - All property is treated identical
 - Dedicated fund
 - Helps reduce assessments and maintain property taxes

- Calculation/Definitions:
 - The unit charge is called an Residential Equivalency Factor or REF
 - 1 REF = Typical Single Family Residential Lot
 - Average lot size is 13,939 SF or 0.32 acre
 - Average impervious area is 28% or 3,903 SF
 - Number of REF's per parcel (Parcel Area x % Impervious)/REF
 - All properties are related to the REF for Sauk Centre
 - Residential Equivalency Unit or REU

Stormwater Utility Budget	
Item	Budget
2012A Bond Issue	\$ 120,000.00
Bad Debt Reserve	7,000.00
Sinking Fund for Future Projects	100,000.00
Current Maintenance Projects	12,500.00
Administration	5,000.00
Total Budget	\$ 244,500.00

- Calculation/Rate

Property Class	REU's
Single Family Residential	1,371.0
Multi-Family Residential	282.7
Non-Residential	3,029.8
Total	4,683.5

- Proposed annual budget = \$244,500
- Rate = Budget / Total REU's
 - = \$244,500 / 4,683.5 REU's
 - = \$52.20/year or \$4.35/month*
- Single Family Rate = 1 REU = \$4.35/mo
- Multi-Family based on parcel billed to owner

- Non-Residential variable based on # of REU's
- Potential Credits/Adjustments:
 - Credits could be considered by the City for things such as:
 - Structural BMP's on property
 - Infiltration BMP's
 - Owner holding pond
 - Credits are intended to be reviewed after Utility has been in operation
 - Better understanding of credit pro's and con's
 - Adjustments in REU's will be calculated for documented changes in % impervious

Mayor Rykken called three times for persons to speak in favor or opposition. None spoke.

Mayor Rykken called for questions.

Pam Borgmann – 600 Main Street. Ms. Durbin questioned how this will affect businesses. Yapp responded stating that all non-residential parcels are calculated by impervious coverage.

Joan Donnay – 925 Sinclair Lewis Avenue. Ms. Donnay asked that there will be the possibility for allowing increased impervious surface for development on her property if she would now be paying a fee for stormwater runoff. Mayor Rykken responded that we are talking two different Ordinances. Maximum impervious surfacing for development is regulated by the Zoning Ordinance.

Jeremy Weber – 530 Lake St. Mr. Weber stated that he thinks this does not make sense and asked the Council to reconsider adding the City should have been planning ahead years ago and not putting it on the backs of those who currently live here.

James Kinney – 916 Sinclair Lewis Avenue. Mr. Kinney asked if the rates could be reduced in the future, with the answer being yes, they can.

Mayor Rykken closed the Public Hearing at 7:25 p.m.

See 7a.

6. REPORTS/PRESENTATIONS

a. The Council was presented with a selection of ideas for the I94 billboard as follows:

1. Seasons.
2. Seasons with window logo.
3. Word's Can't Explain.
4. Word's Can't Explain with window logo.
5. We Have You Covered.
6. Past and Future view through window logo.
7. Only Thing Missing is You – Golfer.

8. Only Thing Missing is You – Fisherman

See 7b.

- b. Police Chief Friedrichs reported that in February, 2012 there were 276 ICR's and 220 Verbal Warnings for a total of 496 calls.
- c. The Planning Commission met on March 13, 2012 and discussed the following:
 - Public Hearing regarding amending the sign Ordinance. See 7d.
 - Reviewed the February, 2012 Building Permit Reports.
 - Reviewed the 2012 Land Use Planning Workshops.
- d. The EDA met for their regular meeting on March 12, 2012. The main focus of their meeting was to review all outstanding contracts. They will soon begin to review and potentially amend the criteria they consider when entering into a business contract.
- e. Council Member Stone reported that the Community Ed Board recently met. Mr. Brian Riley is the new Summer Recreation Director. Summer Recreation runs from June 11 through July 20th.
- f. Mayor Rykken stated that all employees of St. Michaels Hospital have been interviewed and job offers should take place within 1-2 months.

7. ACTION ITEMS

- a. See 5a.

A motion was made by Council Member Stone and was seconded by Council Member Olson to adopt Ordinance No. 717, An Ordinance of the City of Sauk Centre Adding Section 53 Establishment of Stormwater Utility Charges at a rate of \$4.35. A vote being recorded as follows: For: Council Members Stone and Olson. Against: Council Members Coenen and Johnson. Abstain: Mayor Rykken. The motion failed due to lack of majority vote.

A motion was made by Council Member Olson and was seconded by Council Member Stone to adopt Ordinance No. 717, An Ordinance of the City of Sauk Centre Adding Section 53 Establishment of Stormwater Utility Charges at a rate of \$3.35. A vote being recorded as follows: For: Council Members Olson and Stone. Against: Council Members Coenen and Johnson. Abstain: Mayor Rykken. The motion failed due to lack of majority vote.

- b. See 6a.

By general consent, each Council Member will give their list of their personal favorites to City Administrator Willer.

- c. The HRA Board position of Victor Traut expires on March 31, 3012. The following have submitted nominations for this position:

Victor Traut

One position to be appointed for a 5 year term to the HRA Board, effective April 1, 2012 and expiring March 31, 2017.

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to appoint Victor Traut to the vacant position on the HRA Board for a five year term, effective April 1, 2012 and expiring March 31, 2017. A vote being recorded as follows: For: Council Members Johnson, Coenen, Olson, Stone and Mayor Rykken. Against: None. The motion passed.

- d. At the Planning Commission's March 13th meeting, they conducted a Public Hearing to consider amendments to the City's Sign Ordinance and they are recommending the Council approve amending as follows:

1. Remove language in Section 156.080 (B) 2 which prohibits flashing signs, motion signs or similar devices, and
2. Adds provisions for regulating "Dynamic Signs" which are electronic signs with technology capable of changing levels of brightness, movement and flashing.

Council Member Johnson introduced Ordinance No. 719, An Ordinance Amending Sections 156.080 Signs. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson and Mayor Rykken. Against: Council Member Coenen. The motion passed.

Council Member Stone introduced Ordinance No. 720, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 719 Amending Sections 156.080 Signs. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

- e. The City currently leases space at the Airport to Central Planes Aviation for their business. Their current 5 year lease is expiring. The Lease includes language that it can renew under the same terms and conditions for an additional three years.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the renewal of the Lease Agreement for Central Planes Aviation for an additional three years. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

- f. The Airport Board met on March 19th at which time they conducted interviews for an Airport Consultant. They are recommending that the Council appoint Bolton Menk.

A motion was made by Council Member Olson and was seconded by Council Member Stone to appoint Bolton Menk as the Airport Consultant. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

- g. The City has been collecting a payment in lieu of taxes from St. Michaels Hospital and Nursing Home. The City collects \$95,000 on a quarterly basis.

It is recommended that the rate be increased to \$120,000.

Council Member Olson introduced Resolution No. 2012-28, Resolution Amending Fee From Hospital. The motion was seconded by Council member Stone. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen and Mayor Rykken. Against: None. Abstain: Council Member Johnson. The motion passed.

- h. The Operations Committee was presented with a proposal for the purchase of an ambulance to replace Unit 563 (van style).

Proposals were received from two vendors, both using the state bid. Bids for both a Diesel rig and a gas rig were obtained as follows:

Diesel: Chevy G-4500 V-8 Duramax

PSV:	\$138,896.00
Lifeline:	#145,086.00

Gas: Ford E-450 v-10

PSV:	\$126,954.00
Lifeline:	\$130,391.00

The Operations Committee is requesting that the Diesel rig be purchased for \$138,896.00 less the \$5,000 trade in value. An additional \$2,000 will be required for radio installation and logo. Cash is available for the purchase without borrowing or bonding.

Cost	\$138,896.00
Trade	-\$5,000.00
Striping/Radio	<u>\$2,000.00</u>
TOTAL	\$135,896.00

Council Member Johnson introduced Resolution No 2012-19, Resolution Accepting Bid and Authorizing Purchase of an Ambulance for the Sauk Centre Ambulance Department. The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Members Johnson, Coenen, Olson, Stone and Mayor Rykken. Against: None. The motion passed.

- i. The Stearns County Emergency Managers Group has been working on implementing strategies for improving response to emergencies and also to assess how certain hazards can be mitigated. As part of the process, each community has been asked to present Mitigation Action Worksheets identifying which specific hazards the City sees as a likely event and also identifying needs of the City to address those hazards. This will then be included in a Countywide Plan which will put us in a more favorable position in the future when requesting grants or FEMA assistance to address those needs.
1. Flooding – Upgrade drainage catch basins at Viaduct. \$100,000.00
 2. Tornado – Upgrade sirens - \$50,000.00 and Storm Shelters at fairgrounds and Sinclair Lewis Campground. \$200,000.00
 3. Severe Thunderstorms – Upgrade sirens. \$50,000.00
 4. Power Outage – Install generator at water plant - \$75,000 plus one portable generator for use at the well - \$7,000.00.

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve the submittal of mitigation action worksheets. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

Staff will include the four hazards identified above in worksheets for submittal to Stearns County, along with the goals and objectives.

- j. The Sauk Centre Chamber of Commerce submitted a request for approval for the use of the Arena parking lot on April 28, 2012 from 9 a.m. to 1 p.m. for a Big Rig Show. The show would include various large trucks and equipment for families to learn about.

The Chamber has also requested uses of various City parking lots, parks and streets for Sinclair Lewis Days as follows:

1. Turtle Races – Sinclair Lewis Park Parking Lot on Tuesday, July 17th from 5-8 p.m.
2. Kidde/Pet Parade and Concert – Close Park Road and use Sinclair Lewis Park on Wednesday, July 18th from 6-9 p.m.
3. Fireworks/Music – Close Park Road and use Sinclair Lewis Park on Friday, July 20th from 8 p.m. to dusk.
4. Crazy Days – Use of downtown sidewalks for Crazy Days Sale on Saturday, July 21st.
5. Craft Fair/Family Fun Festival – Close Park Road and use Sinclair Lewis Park on Saturday, July 21st from 7:30 – 4 p.m.
6. Twin Cities River Rats Water Ski Show – Use of Sinclair Lewis on Sunday, July 22nd from noon to 4 p.m.
7. Parade – Use of City Streets from State to 9th to Ash to 6th to Main to 10th.

A motion was made by Council Member Olson and was seconded by Council Member Coenen to approve uses as requested, including road closures and the parade route. A vote being recorded as follows: For: Council Members Olson, Coenen, Johnson, Stone and Mayor Rykken. Against: None. The motion passed.

- k. In preparation for the 2012 camping season, the Personnel Committee and the Park Foreman met with Curt and Ceil Pangburn to discuss a potential return for the 2012 seasons as Campground Attendant.

The Committee reviewed past performances and future needs of the campground and recommend that the Pangburns be offered the position for 2012 under the same terms as 2011 which includes a campsite and a seasonal rate total of \$8,300.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to appoint Curt and Ceil Pangburn as Seasonal Campground Attendants for the 2012 season at \$8,300 plus the use of a campsite. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The City Council has held discussions regarding future long term planning and goal setting for the City. The best way to begin this process may be to form an Ad Hoc Committee of interested persons to lay the framework. This could include the Council, other Committee Members or Board Members, staff or members of the public.

Council Member Olson suggested that a facilitator be brought in to begin this process and recommended Mr. Bruce Miles of St. Cloud.

A motion was made by Council Member Olson and was seconded by Council Member Johnson to hire Bruce Miles to help conduct a strategic planning workshop. A vote being recorded as follows: For: Council Members Olson, Johnson, Coenen and Mayor Rykken. Against: Council Member Stone. The motion passed.

It was noted that hiring consultants is in the 2012 budget.

9. NEW BUSINESS

- a. For 2 years volunteers have been raising funds to purchase flowers and have maintained and watered the downtown flower baskets.

The City has purchased the pole brackets and also picks up baskets from the nursery and hangs them and then removes them in the fall.

The City has been approached by the Downtown Beautification Committee requesting that the City assume the responsibility of watering the plants. The watering is generally done on a daily basis. The Committee expects to be able to continue watering on the weekends, leaving the weekday watering to the City. A concern of the City when this was previously addressed was that if the public works crew is busy that watering would be a low priority and may not get done.

Evy Schilling, Downtown Beautification Committee Representative, was present and asked that the Council approve their request, stating that it will only take 20 minutes a day, Monday through Friday, to water the 21 existing baskets.

CVB Director Ann Carlon and Downtown Beautification Committee Representative Pam Borgmann requested asked for Council support of this request.

By general consent, this request was sent to the Operation Committee for their recommendation.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$11,473.58 and paid claims of \$693.00 for a total of \$12,166.58.
- b. List of February checks totaling \$376,055.28 (Check No. 032398 through Check No. 032482 and No. 1473E through No. 1495E and ACH Payroll).
- c. Resolution No. 2012-20, Resolution Accepting Contributions. The contribution totaled \$200 from John Meyer to be used for the Shade Tree Fund.
- d. Gambling Application for Exempt Permit request from the Sauk Centre Chamber of Commerce for a raffle on June 29, 2012 at the Chamber Office.
- e. Gambling Application for Exempt Permit request from St. Paul's Catholic United Financial #108 for a raffle on September 16th at Holy Family School.

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

The Council thanked John Meyer for his donation.

11. INFORMATION ITEMS

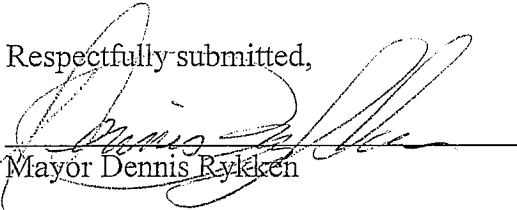
- a. Civic Arena Rental – Hoepfer Garage Sale on April 14th.
- b. The Stormwater Project workshop is to be held on March 29th to review plans and specifications. CANCELLED.
- c. Hazardous Waste Pickup is scheduled for Saturday, June 16th at Buecker's City Sanitation. Volunteers are needed.
- d. Citywide Cleanup is scheduled for May 18-19th.
- e. Civic Arena Garage Sale is scheduled for May 19th.
- f. Handout of Countywide tax rates for 2012.

12. ADJOURNMENT

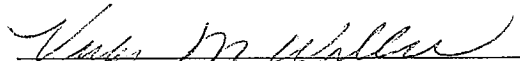
A motion was made by Council Member Olson and was seconded by Council Member Stone to adjourn the meeting. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 8:40 p.m.

Respectfully submitted,



Mayor Dennis Rykken



City Administrator Vicki M. Willer