

Amended
SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 4, 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 21, 2012 – Regular Meeting Minutes (P. 1-10)
4. Public Open Forum (Comments Limited to 3 Minutes)
5. Public Hearings
6. Reports/Presentations
 - a. *Presentation by VFW*
 - b. Park Board Report (P. 11-12)
 - c. Operations Committee Report (P. 13)
 - d. Finance Committee Report (P. 14)
7. Action Items
 - a. Consider Rescission of Motion Denying Storm Water Utility (P. 15)
 - b. Approve Ordinance 717 Approving Storm Water Utility (P. 16-22)
 - c. Approve Ordinance 718 Authorizing Summary Publication (P. 23-24)
 - d. Approve Agreement for Consulting Services – TIF Reporting (P. 25-26)
 - e. Approve Investment Recommendations of Finance Committee (P. 27)
 - f. Approve Street Sweeper Repairs (P. 28-29)
8. Unfinished Business
 - a. Downtown Flower Baskets (P. 30)
 - b. Set Workshop for 4th Street Project (P. 31)
9. New Business
 - a. Policy and Schedule for Stormwater Pond Maintenance (P. 32)
10. Consent Agenda (P. 33-36)
 - a. Schedule of Claims
 - b. Resolution No. 2012-22, Resolution Accepting Contributions
 - c. Application for Exempt Permit – Sauk Centre Lions Club
11. Informational Items
 - a. Tree City USA Proclamation and Tree City Designation (P. 37-40)
 - b. Safety Committee Meeting Minutes (P. 41-42)
12. Adjournment

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 4, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 4, 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, 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 6a – VFW Presentation to the Sauk Centre Ambulance.

3. APPROVAL OF MINUTES

By general consent, the March 21, 2012 Regular Meeting Minutes were approved with changes.

4. PUBLIC OPEN FORUM

Andrew Burllet, 603 5th St. S., Sauk Centre. Mr. Burllet questioned if the City was planning on doing individual property surveys before establishing the REF (Residential Equivalency Factor). City Engineer Yapp responded that the REF was averaged between a sampling of all residential properties rather than individual surveys.

Mr. Burllet then asked if the City was interested in selling a fragment of property that adjoins his. He was advised to talk to City Planner Sarah Morton.

5. PUBLIC HEARINGS – STORM WATER UTILITY

None.

6. REPORTS/PRESENTATIONS

- a. Two representatives from the VFW stated that in honor of the heroic lifesaving efforts of Mercedes Eke and Kali Arnzen, they are presenting the Ambulance Department with a donation of \$100.

Mayor Rykken thanked the VFW for their generous donation on behalf of the City Council and Ambulance Department.

- b. The Park Board met on Tuesday, April 4th and discussed the following:

- Musical Notes Placement – the Board met onsite at Sinclair Lewis Park to discuss the placement of the Musical Notes which were donated by the Sauk Centre Rotary. Mark Kranz, Rotary Representative, was present at that meeting. The Board was asked to provide their input to City Administrator Willer. More information will follow at a future meeting.

- Morningview Park – The Board met onsite at Morningview Park to review the proposal regarding the lot donation from Lloyd Schreiner. The Board was asked to provide their input to City Administrator Willer. More information will follow at a future meeting.
- c. The Operations Committee, consisting of Council Members Coenen and Johnson, met with staff on Tuesday, March 27th to review the following items:
1. Downtown Flower Basket Watering proposal – See 8a.
 2. Storm Water Utility – See 7a&b.
 3. Purchase of Zero Turn Mower.
 4. 2012 Projects.
- d. The Finance Committee, consisting of Council Member Stone and Mayor Rykken, met prior to the Council meeting to discuss investment options for Certificates of Deposit that are coming due. The consensus was to seek other options. Proposals will be forthcoming.

7. ACTION ITEMS

- a. At the Operations Committee meeting, the Committee discussed where to go from here without the establishment of a Storm Water Utility, which failed to pass at the prior meeting. After discussion, the Committee offered a lower rate for consideration, accompanied by a reduced budget.

The budget of approximately \$185,000 would allow for a pending Storm Water Project to proceed and would also provide funding for ongoing maintenance and repairs and a reduced sinking fund for projects in all areas of the City.

If the Council wishes to consider such a proposal, the first order of business would be to rescind the motion taken at the prior meeting. This would then need to be followed by a new motion with discussion, which could then be either approved or denied.

A motion was made by Council member Coenen and was seconded by Council Member Johnson to rescind the motion and action taken at the March 21, 2012 meeting denying the approval of an Ordinance establishing a Storm Water Utility. A vote being recorded as follows: For: Council Members Coenen, Johnson, Stone, Olson and Mayor Rykken. Against: None. The motion passed.

- b. See 7a.

The Operations Committee agreed that it is important to establish a Storm Water Utility to enable the City to move forward with addressing future Storm Water needs in the City. The issue that was of most concern was the impact to commercial establishments with a higher REU number. In order to mitigate this issue, a regressive rate was proposed. After a review of the five options, the Committee agreed to recommend a two step option of \$4.00, stepping down to \$2.50 with the 11th REU on a parcel.

The proposed budget of \$186,000 was the result of reducing the REU rate to an even \$4.00 for all REUs up to 10 on a parcel (this includes residential, commercial, multi-family, etc.). All REUs over 10 would be charged at a rate of \$2.50. This gives relief to the commercial and business properties with greater than 10 REUs.

An example of the effect of this proposal compared to the prior proposal of \$4.35 is as follows:

30 REUs property:	<u>10@\$4.00=</u>	\$40.00	Prior:	<u>30@\$4.35=</u>	\$130.50
	<u>20@\$2.50=</u>	\$50.00			
	TOTAL:	\$90.00	vs.		\$130.50

This would be a reduction of 31% for this type of property. The percent reduction is greater the more REUs the parcel has.

A motion was made by Council Member Olson and was seconded by Council Member Coenen to approve the rate structure of \$4.00 for the first ten REFs and \$2.50 for each REF over ten. A vote being recorded as follows: For: Council Members Olson, Coenen, Stone and Johnson. Against: None. Abstain: Mayor Rykken. The motion passed.

Council Member Coenen introduced Ordinance No. 717, An Ordinance of the City of Sauk Centre Establishing a Storm Water Utility. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Coenen, Olson, Stone and Johnson. Against: None. Abstain: Mayor Rykken. The motion passed.

- c. Minnesota Statute allows for the publication of adopted Ordinances in Summary Publication if the title of the summarized Ordinance clearly identifies the content.

Council Member Olson introduced Ordinance No. 718, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 717, Establishing a Storm Water Utility. The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Members Olson, Coenen, Stone, Johnson and Mayor Rykken. Against: None. The motion passed.

- d. The City has utilized Abdo Eick & Myers to prepare annual TIF reports for the City's TIF districts since 2004. The rate has been \$3,000 per year.

A proposal for the three years ending 2011, 2012 and 2013 has been submitted for approval at \$3,100, \$3,150 and \$3,200 respectively.

At the renewal of the recent three year Agreement, the City went out for quotes for the service and received one additional quote for \$7,600 for a competing firm.

Staff's recommendation is to approve the Agreement with Abdo Eick & Myers.

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve the Agreement with Abdo Eick & Myers for TIF reporting preparation for 2011, 2012 and 2013. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

e. Removed from Agenda.

f. The City purchased an Elgin Street Sweeper in 2002 (2001 Model) for \$116,501.42. The current book value of the sweeper is \$40,775.51. The City anticipated the need for repairs to the unit at approximately ten years and to date has set aside \$30,104.75 in the sinking fund to update and repair the unit.

The repairs include replacement of the hopper, screens and the pickup head, which have either worn out or rusted out. The repaired unit will have greater vacuum and pickup capabilities. This will substantially increase the life of the unit. The engine and power plant for the unit are in good working order.

An updated repair estimate has been obtained at \$34,636.00 from MacQueen. The City has used MacQueen for sweeper repairs since the unit was purchased. The difference of \$4,531.25 can be paid with current year storm sewer funds.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve repairs to the street sweeper.

Discussion: Stone suggested that the decal kit be removed from the quotes stating that if they want to advertise their brand they could install it at their cost.

A motion was made by Council Member Coenen and seconded by Council Member Olson to amend the main motion to remove the decal kit saving the City \$362.77. A vote being recorded as follows: For: Council Members Coenen, Stone, Olson, Johnson and Mayor Rykken. Against: None. The motion passed to amend the main motion.

Vote on Amended Main Motion to approve the purchase less the decal kit: A vote being recorded as follows: For: Council Members Coenen, Olson, Stone, Johnson and Mayor Rykken. Against: None. The motion passed.

8. UNFINISHED BUSINESS

a. At the March 21, 2012 City Council Meeting, they heard a request from the Downtown Beautification Committee requesting the City assume the responsibility for watering the downtown light pole flower baskets on weekdays, with volunteers watering on the weekends.

The issue was that the volunteer coordinator is no longer available and the equipment is not reliable.

The City Council was concerned about staff time and prioritization of the watering in relation to other tasks the Department is responsible for. The issue was tabled and sent to the Operations Committee for review and recommendation.

The Operations Committee met with staff on Tuesday, March 27th and came to the conclusion that although they agreed the downtown light pole flower baskets were welcoming and nice to have, that this was something that should not be assumed by the City and should be done by volunteer effort.

Following the meeting, staff got together and suggested that a lawn tractor that is used in the winter at the airport for snow removal and in the summer is used for weed control could possibly be made available for use by the volunteer committee and stored in a location where the committee could have access via lockbox. The volunteers would be coordinated by the Chamber and would be able to operate the tractor following training and signature of a waiver.

Equipment – City of Sauk Centre
Coordination – Chamber of Commerce
Watering – Volunteers

It was noted that the water tank and trailer that has been used in past watering efforts is still available for future use.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the use of the lawn tractor with storage for watering the downtown flower baskets. A vote being recorded as follows: For: Council Members Olson, Stone, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

The City will complete necessary maintenance of the lawn tractor.

- b. Since the Storm Water Utility has passed, the Council set a Workshop Meeting for Wednesday, April 18th at 4:00 p.m. to discuss and set project needs.

9. NEW BUSINESS

- a. The City does not have a policy in place establishing protocol for storm water pond maintenance, including testing, monitoring, maintenance, etc.

All City controlled ponds should be mapped, inventoried, tested and put on a routine maintenance schedule. A budget will need to be developed once we have a scope outlined.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to send this to the Policy Committee for their review. A vote being recorded as follows: For: Council Member Johnson, Stone, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$72,780.07 and paid claims of \$625.87 for a total of \$73,405.94.
- b. Resolution No. 2012-22, Resolution Accepting Contributions. The contributions totaled \$235.00 from the Men's Card Playing Group to be used for the Senior Center, \$25.00 from Robert and Jeanette Stansbury to be used for the Senior Center and \$3,588.94 from the Sauk Centre Youth Hockey Association to be used for half of the cost of the LED scoreboard.
- c. Gambling Application for Exempt Permit Request from the Sauk Centre Lions Club for pull-tabs and raffle on July 26-29, 2012 at the Stearns County Fairgrounds.

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

The Council thanked The Men's Card Playing Group, Robert and Jeanette Stansbury and the Sauk Centre Youth Hockey Association for their donations.

11. INFORMATION ITEMS

- a. Correspondence from the Arbor Day Foundation congratulating the City on its attainment of Tree City USA designation for the 17th year. Also, a Mayoral Proclamation proclaiming April 27th, 2012 as Arbor Day.

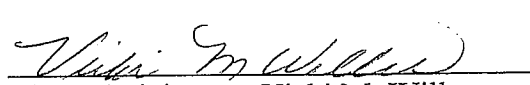
12. ADJOURNMENT

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, Johnson, Coenen and Mayor Rykken. Against: None. The motion passed.

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 7:12 p.m.

Respectfully submitted,


Mayor Dennis Rykken


City Administrator Vicki M. Willer

