

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, APRIL 2, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 2, 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, City Planner Sarah Morton and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat. Council Member Olson was absent.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the March 19, 2014 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

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

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

a. The Park Board met on Tuesday, April 1<sup>st</sup> and discussed the following:

- Recommend Council approval of quote for the Multi-Purpose Park trail. See 7b.
- Recommend Council approval of quote for the Multi-Purpose Park sprinkler system. See 7c.
- Recommend Council approval of the Cost Share Agreement for the Watershed Grant for the Multi-Purpose Park. See 7d.
- Recommend Council approval of the Operation and Maintenance Plan for the Watershed Grant for the Multi-Purpose Park. See 7e.
- Review of splash pad timeline.
- Discuss campground internet expansion.
- The Arena Garage Sale was cancelled due to lack of interest.

- b. The EDA met on Wednesday, April 2<sup>nd</sup> and discussed the following:
- The EDA has decided to keep the south of the freeway property appraisal private until an agreement has been made.
  - Heard the south of the freeway property committee meeting update which is confidential.
  - Discussion on the railroad property.
  - The Central MN Finishing loan is moving along as expected.

## **7. ACTION ITEMS**

- a. At the last Council meeting, the Council was provided with the updated Project Agreement and Operation Plan with the Sauk River Watershed and the Sauk Lake Association. This agreement lays out the structure on the responsibilities of each of the three parties to the agreement.

The Council asked for one additional amendment to item g 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.

The Council tabled action on the Agreement and asked for clarification on what the City's opportunity for input would be if we were not a part of the agreement and also what the next steps are for SRWD.

The Watershed was contacted and confirmed what was discussed at the Council meeting that the City's opportunity for input on the Lake Management Plan is by being a part of the Agreement. In absence of the City being a part of the Agreement, the Watershed and the Lake Association will proceed between the two of them. The City was invited to the table similar to being a "large landowner". Absent being a part of the Agreement, the City would have the opportunity for input into the Plan during public hearing process that will be conducted to amend the uses allowed for the funds or through its membership in the Big Sauk Lake Association as a landowner.

The Watershed met after the Council and has continued its action in order to give the Council another opportunity to move forward with the Agreement. Their next step is to begin working on the Lake Management Plan and to move forward with conducting a Public Hearing to amend the methods to be utilized for Aquatic Plant Management.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the Project Agreement and Operation Plan with the Sauk River Watershed District and the Sauk Lake Association. A vote being recorded as follows: For: Council Members Thomas, Johnson and Mayor Kirckof. Against: Council Member Stone. Absent: Council Member Olson. The motion passed.

- b. The Council, at their February 19, 2014 meeting, approved advertising for quotes for installation of a bituminous trail in the Multi-Purpose Park. The City accepted sealed quotes until 11:00 a.m. on Thursday, March 20<sup>th</sup> at which time they were opened and read aloud. The results are as follows:

<u>Firm Name</u>	<u>Bid Amount</u>
Mark Lee Excavating	\$36,260.00
Riley Bros. Construction	\$12,664.00
Central Specialties	\$31,085.00
Howard's Driveway	\$15,290.50
Caldwell Asphalt	\$20,030.06
Tri-City Paving	\$26,230.00
Performance Paving	\$15,046.40

The Park Board recommended the quote be awarded to Riley Brothers Construction for \$12,664 to be paid with Park Dedication funds.

City Engineer Yapp stated that the Riley Brothers Construction will already be in town for other projects and they have their own asphalt plant so for those reasons, they were able to provide a lower bid.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve Resolution No. 2014-14 Awarding Quote for the Multi-Purpose Park Trail project to Riley Brothers Construction. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas and Mayor Kirckof. Against: none. Absent: Council Member Olson. The motion passed.

- c. According to prior Council action, quotes were sought for the installation of a sprinkler system at the Multi-Purpose Park. One quote was received as follows:

Advanced Irrigation	\$10,360.00
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The Park Board recommends the City proceed with the quote for Advanced Irrigation in the amount of \$10,360.00 to be paid from Park Dedication funds.

It was noted that Advanced Irrigation installed the sprinkler system in Morningview Park.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2014-15, Accepting Quote for the installation of a sprinkler system. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- d. The Sauk River Watershed District has authorized a grant of up to \$30,000 for the installation of an infiltration/filtration basin to capture parking lot storm water runoff as part of the improvements to the Multi-Purpose Park.

The basin (Rain Garden) will be located at the northwest corner of the existing parking lot and the lot will be graded to drain to the basin.

This agreement is a 75/25 cost share agreement. The City's 25% can be a combination of volunteer hours, staff time, etc.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the Cost Share Agreement with the Sauk River Watershed District for a rain garden in the Multi-Purpose Park. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- e. As a supplement to the prior agreement, the Operation and Maintenance plan lays out the maintenance responsibilities for the rain garden, including maintenance guidelines.

The Agreement is required as part of the prior Grant Agreement and is in effect for its minimum effective life of twenty years.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the Operation and Maintenance plan for a rain garden at the Multi-Purpose Park. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- f. City Planner Sarah Morton will reach her anniversary date with the City on April 7<sup>th</sup>. A performance evaluation has been conducted and it has been determined that Sarah meets the performance standards necessary to qualify for advancement to the next step on the pay scale.

Staff and the Planning Commission Chairperson recommend that Morton advance from Step 5 to Step 6 effective with her anniversary date on April 7, 2014.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve a step advancement to Step 6 (\$28.04) of the non-union pay scale for Sarah Morton, effective April 7, 2014. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- g. City staff has been working with a homeowner on Birch Street South located at the intersection of 1<sup>st</sup> Street South to determine property boundaries. The homeowner had a survey of his property completed, which clearly shows that his home is located upon a right of way dedicated by plat. Any documentation indicating that the right of way had been legally vacated has not been located within City files, nor has a vacation been recorded at Stearns County on the property.

Staff feels that the best way to clear the owner's title is to consider legal vacation of the right of way.

Council Member Thomas introduced Resolution No. 2014-16, Setting a Public Hearing on a Vacation of Road Right of Way. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone,

Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- h. A request for the vacation of a utility easement has been received from Eleanor Engle. Mrs. Engle is the owner of two adjacent lots with a utility easement on each side of the line.

Council Member Johnson introduced Resolution No. 2017-17, Calling for a Public Hearing to Consider the Vacation of an Easement. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$78,134.57
	Paid Claims	<u>\$2,491.06</u>
	Total	<u>\$80,625.63</u>

- b. Resolution No. 2014-18, Resolution Accepting Contribution. The contribution was from the Men’s Card Playing Group in the amount of \$205.60 to be used for the Senior Center.

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

**11. INFORMATIONAL ITEMS**

- a. Tree City USA Proclamation – the City of Sauk Centre is in the 19<sup>th</sup> year.
- b. 2014 LMC Annual Conference Agenda.
- c. Eagle’s Healing Nest Certification of Appreciation.

**12. ADJOURNMENT**

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

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:00 p.m.

Respectfully submitted,

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Mayor Brad Kirckof

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City Administrator Vicki Willer