

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 3, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 3, 2013 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Warren Stone, Mike Olson, Dave Thomas and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. APPROVAL OF MINUTES

The March 20, 2013 Regular Meeting Minutes were approved by general consent.

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 2nd and discussed the following:

- Considered hosting a new/different circus.
- Recommend hiring Harold Read as the 2013 Campground Attendant. See 7d.
- Review the Towerview and Jaycee Park proposed improvements.
- Splash Pad
- Campground Storm Warning System

b. The EDA met on Wednesday, April 3 and discussed the following:

- Unger Property Discussion
- Property Acquisition
- TIF interest payment determination
- TIF district decertification
- Centerline Trailers.

c. The Operations Committee, consisting of Council Members Johnson and Thomas, met on Tuesday, April 2 and discussed the following:

- Reviewed specifications for the 2014 Plow Truck. See 7c.
- Review 2013 Mill and Overlay (Prospect Street, High Street, Center Street)
- Storm System maintenance project

- Photo Copiers

7. ACTION ITEMS

- a. City Planner Sarah Morton will reach her anniversary date with the City on April 7th. A Performance Evaluation was conducted and it has been determined that Sarah meets the performance standards necessary to qualify for advancement to the next Step in the pay scale.

A motion was made by Council Johnson and was seconded by Council Member Thomas to approve City Planner Morton advancement to Step 5 (\$26.30) of the non-union pay scale, effective April 7, 2013. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

- b. At the March 20 Council Meeting, the Council heard a request from Pam Borgmann who was representing the Downtown Beautification Committee. The Committee asked that the City contribute toward the purchase of flowers for 2013 as well as City Staff assume the responsibility for watering flowers on weekdays.

The Council tabled their request.

Since that meeting, staff was consulted to identify potential issues that may arise with the City assuming the responsibility for weekday watering.

Those issues are:

- Concerns about conflicts with street patching, painting and other early morning tasks
- Concerns about needing the equipment tooled up for watering every day when it is also used for mowing, etc.
- Concerns that if a day is missed due to an emergency, that it could be the end of the flowers for the season.
- Estimated cost for one hour per day/5 days per week/16 weeks per season = \$2,500.

The City's past contributions toward the project include purchasing the flower pots at a cost of \$2,600, allowing the use of the mower to pull the trailer, maintained/repared equipment, annual hanging and removal of baskets and the City covered the deductible of \$1,000 for a claim.

A motion was made by Johnson and was seconded by Thomas to approve the request of having City Staff water the flowers on weekdays for a period of 60 days. (30 days will be the trial period and a 30 day transition period) If staff cannot perform assigned duties, they will inform the Beautification Committee 2 days prior to the event. In addition the City will contribute \$250 to the beautification fund. A vote being recorded as follows: For: Council Members Johnson, Thomas, Olson and Mayor Kirckof. Against: Council Member Stone. The motion passed.

- c. The City's Capital Improvement Plan calls for the replacement of a 1994 plow truck in 2013 (truck would be a 2014).

In February of 2013 the City had the opportunity to use a demo for the week as part of the process of determining the specifications for a new truck. The State Bid has now been let.

The Operations Committee met on April 2nd and reviewed the specifications and recommend that the City proceed through the process of finalizing the specifications and obtaining bids through the State Bidding process.

Council Member Stone introduced Resolution No. 2013-20, Resolution Soliciting Bids for a Plow Truck for the Sauk Centre Street Department. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- d. According to the previously approved schedule and timeline, staff has been proceeding through the process for hiring a Seasonal Campground Attendant for 2013.

The final steps have been completed. The Interview Committee consisting of Matt Wessel, Dave Beilke and Nicki Vogt interviewed three candidates on Thursday, March 21, 2013.

The Park Board met on Tuesday, April 2, 2013 and heard and acted upon the Hiring Committee's recommendation. Of the three candidates, Alice Karakas, Sarah Horton and Harold Reed, the recommendation of the Board is to offer the position to Harold Reed at \$6,500 for the season plus a campsite. The offer to be contingent upon a successful background check. Mr. Reed is a longtime seasonal camper of the campground (14 years) and is very familiar with the operation and the campers. The position will begin in May.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the appointment of Harold Reed as the Campground Attendant for 2013, contingent upon a successful background check at a rate of \$6,500/season, plus a campsite. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a. Schedule of Claims - Unpaid Claims	\$65,514.49
	\$10,008.71
Total	\$75,523.20

- b. Resolution No. 2013-19 Accepting Contributions. The contribution was for \$190.00 from the Men’s Card Playing Group for the Senior Center.
- c. Arbor Day Proclamation. Arbor Day is April 26, 2013. An Arbor Day Proclamation is necessary for the City to maintain its Tree City Status.

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

11. INFORMATIONAL ITEMS

None.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer