

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, APRIL 4, 2007 – 6:30 P.M.**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 4, 2007 at 6:35 p.m. at the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members Al Coenen, David Thomas, Keith Johnson and Warren Stone. Also present were City Administrator/Clerk Vicki Willer, Public Works Director Wessel, Planning Consultant Heinen, Arena Manager Berg and Office Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

The agenda was approved with changes.

**3. APPROVAL OF MINUTES**

The Council's March 21, 2007 regular meeting minutes were approved by general consent.

**4. PUBLIC OPEN FORUM**

Wayne Kostreba d/b/a Palms Motel stated that he is neither for nor against the lodging tax. He stated that he is willing to listen and learn more about the tax before making a decision.

Dave Simpkins was present on behalf of the Sauk Centre Herald. Mr. Simpkins stated that the Herald publishes Minnesota Trails Magazine which is a quarterly magazine. This magazine deals with over 80 communities and a lot of small communities do charge a lodging tax. The tax could be used to promote the fairgrounds, horseshows and many other things. Simpkins then asked if the City of Sauk Centre has a tourist advocate, stating that the Convention and Visitors Bureau could be that advocate.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Cindy Uhlenkamp was present on behalf of the Sauk Centre Chamber of Commerce. She stated that she would like to implement a 3% lodging tax; therefore creating a Convention and Visitors Bureau (CVB). This tax would be in addition to the room charge and not deducted from it, so the hotel owners would not be losing money.

The mission of the CVB is to advance the promotion efforts of the area by working with others to attract longer term visitors, conventions, meetings, events, bus tours and trade shows. The CVB would be governed by a Board of Directors, to be appointed, which would then set up guidelines and rules of operation. Preliminary reports show that the tax would generate approximately \$35,000-

\$40,000 annually. The City would receive 5% of the income generated and the remaining amount would go to the CVB to advertise and promote the City. Ms. Uhlenkamp stated that Long Prairie, Alexandria and Osakis also have CVB's.

Mayor Kirckof stated that a CVB is common and the tax will be generated from people visiting the City and not from its residents. He stated that he does feel it is important to get input from all hotel owners and the general public before implementing the tax.

City Administrator/Clerk Willer stated that there were two ways to operate the lodging tax. The first way is where the hotel/motel owners would send the money to the City, the City would deduct their 5% and then return the remaining amount to the CVB. The second option is for hotel owners to pay sales tax directly to the State which then would come back to the City.

- b. George Eilertson of Northland Securities was present and stated that the purpose of the presentation was to close out the East River Heights 2001-2004 Capital Improvement Plan funds. The amount would be \$415,000 and he stated that the current short term rates are favorable, with the average being 3.93%.

Mr. Eilertson presented Resolution No. 2007-20, Resolution Providing for the Issuance and Sale of \$415,000 General Obligation Improvement Bonds, Series 2007B Pledging Special Assessments for the Security Thereof and Levying a Tax for Payment Thereof.

Mr. Eilertson then presented a worksheet showing the total principal outstanding of all City debt including the hospital and PUC debt. The total principal for 2007 is \$25,603,791.

Mayor Kirckof stated that the 2006 year end audit is currently being conducted so the Council may want to table any action until the audit is complete. It was noted that if tabled, rates could go up.

- c. Public Works Director Wessel stated that the Park Board met on April 3, 2007 for a 2 hour meeting with all members were present. The following is a list of items that were discussed at that meeting:

- Midwest Playscapes presented the Board with information regarding Park Shelters, skate park equipment and playground equipment;
- Arena Manager Berg presented the Board with a summary of ice usage and updated the Board on recent arena dry floor events;
- Park Board Member Bryan Zollman will be conducting summer T-Ball for 5-6 year olds at the Jaycee Park;
- Arena Manager Berg presented the Build a Forest Program, Park Board made recommendation for Council approval of that program;

- The Park Board made recommendation to the Council to hire Curtis and Cecilia Pangburn as the 2007 Campground Managers;
  - Water Festival will be held May 16 (May 17 if bad weather);
  - Discussion on re-vamping Sinclair Lewis Campground Brochure;
  - Sinclair Lewis Campground is full for Memorial Weekend, there are 9 sites remaining for the 4<sup>th</sup> of July, 13 sites remaining for Sinclair Lewis Days and 15 sites remaining for Labor Day weekend. There are currently 46 people on the seasonal site waiting list; and
  - A special park board meeting will be held Wednesday, April 11, 2007 at 5:00 p.m. in the Council Chambers to discuss park needs.
- d. The City of Sauk Centre including the Civic Arena and the Public Works Department have been acknowledged by the Stearns County Human Services Department – Community Corrections Division for their continuing support of the Sentence to Serve (STS) program. The City continues to utilize individuals in this program for a variety of projects throughout the Public Works Department for parks, streets and the Arena.

Mayor Kirckof thanked the Public Works Department for working with the Sentence to Serve Program, which does not cost the city anything.

- e. Three members of the Sauk Centre Public Works Department (Public Works Director Wessel, Dave Belike and Tom Johnson) have been certified by the MPCA for Voluntary Environmental Certification for Snow and Ice Control Best Practices. This continuing education and use of the recommended practices are ongoing efforts to protect and improve Sauk Lake and the surrounding watershed.

Mayor Kirckof thanked them for taking the time to get certified and their ongoing commitment to the City of Sauk Centre.

- f. Mayor Kirckof reported that the Finance Committee met on March 30, 2007. At that meeting they requested Deputy Clerk Inderrieden to present a monthly financial report to the Finance Committee and a quarterly report will then be presented to the Council. The total un-audited revenue for 2006 was \$200,000 over budget and the total expenses were \$100,000 under budget. He noted that the audit is currently being conducted.

## **7. ACTION ITEMS**

- a. A motion was made by Council Member Thomas and seconded by Council Member Stone to set a Public Hearing for May 2, 2007 and to authorize staff to proceed with the preparation of an Ordinance implementing a lodging tax. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.
- b. City Administrator/Clerk Willer presented Resolution No. 2007-20, Resolution Providing for the Issuance and Sale of \$415,000 General Obligation Improvement

Bonds, Series 2007B, Pledging Special Assessments for the Security Thereof and Levying a Tax for the Payment Thereof.

After a lengthy discussion, a motion was made by Council Member Thomas and seconded by Council Member Johnson to table action on Resolution No. 2007-20, Resolution Providing for the Issuance and Sale of \$415,000 General Obligation Improvement Bonds, Series 2007B, Pledging Special Assessments for the Security Thereof and Levying a Tax for the Payment Thereof for four weeks. A vote being recorded as follows: For: Council Members Thomas, Johnson, Coenen, Stone and Mayor Kirckof. Against: None. The motion passed.

- c. City Administrator/Clerk Willer, Public Works Director Wessel and Park Board Member Jeff Quistorff conducted interviews for the Campground Manager on March 21, 2007.

The Park Board, at their April 3, 2007 meeting made a recommendation to the Council to appoint Curtis and Cecilia Pangburn as 2007 Campground Managers at a rate of \$7,600.

A motion was made by Council Member Stone and seconded by Council Member Johnson to appoint Curtis and Cecilia Pangburn as the 2007 Campground Managers at a rate of \$7,600. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

The Pangburns will occupy site 38. Mayor Kirckof stated that he personally knows the Pangburns and feels that they will do well in this position.

- d. Nicole Quistorff has completed and returned to staff a Temporary On-Sale Beer License Application, Hosting a Tournament Application, liquor liability and paid all appropriate fees for a softball tournament to be held July 20-22, 2007 at the Towerview Ballfields in conjunction with Sinclair Lewis Days. She is requesting Council approval.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to approve the Temporary 3.2 On-Sale Beer License for a softball tournament to be held July 20-22, 2007 in conjunction with Sinclair Lewis Days. A vote being recorded as follows: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. Staff received an application for a Refuse Hauler's License from Allied Waste Services which will be providing roll-off services. The license period is from January 1 – December 31.

A motion was made by Council Member Stone and seconded by Council Member Thomas to approve the Refuse Hauler's License for Allied Waste Services. A

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

- f. The fourth annual Middle Sauk Water Festival will be held in the Sinclair Lewis Park on Wednesday, May 16, 2007. If it would rain, it will be postponed until Thursday, May 17, 2007. The festival is co-sponsored by the Cities of Sauk Centre, Melrose and the Sauk River Watershed District. The kick-off will start at 9:25 a.m. and should end at approximately 1:45 p.m.

The Public Works Department will set up for the event on Tuesday, May 15 and the Police Department will aid in traffic control and will be patrolling the park more frequently the night before the event so that there is not damage or vandalism done to the tents that are set up.

Volunteers are also needed to serve food, pop, cleanup, etc. The Public Works Department will assist as well as other City employees. The Council is invited to attend and show support.

A temporary closure of Park Road needs to be approved from 7:00 a.m. to 3:00 p.m. on the day of the festival with barricades at Park Road and Main Street, Park Road and Oak Street and Park Road and Hickman Drive.

A motion was made by Council Member Johnson and seconded by Council Member Thomas to acknowledge the use of Sinclair Lewis Park for the 2007 Middle Sauk Water Festival on Wednesday, March 16, 2007 and to approve the temporary road closure on the day of the festival. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- g. City Administrator/Clerk Willer stated that the two final items that needed to be completed to allow for the recording of the final plat of W.H. Cates Estates have concluded. These items were discussed at the Council's Special Meeting on February 28, 2007 at which time any action was deferred pending completion. These items are as follows:

1. The Quit Claim Deed from Anderson to Cates for the previously vacated portion of Lakeshore Drive has been completed which will allow for recording.
2. An easement has been secured from Cates over his adjacent Outlot for the benefit of the Jauss Outlot. The location of the proposed easement has been reviewed by the PUC as it may in the future, if developed, be used for public utilities.

A motion was made by Council Member Stone and seconded by Council Member Thomas to acknowledge that the Quit Claim Deed from Anderson to Cates has been completed allowing for the recording of the final plat of WH Cates Estates

and approve the easement location for future public utilities access to Outlot A. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof thanked staff for their hard work and dedication on this issue.

- h. Removed from Agenda.
- i. At the Council's March 7, 2007 meeting they acknowledged the resignation of Training Coordinator David Thomas.

City Administrator/Clerk Willer presented a timeline for the process of hiring a new Training Coordinator. The advertisement for this position will be posted at the Ambulance Garage, City Hall and published in the Sauk Centre Herald and Shopper. This will also be online in the Shopper. If approved, the City would run this ad for two weeks with the deadline being April 27, 2007.

A motion was made by Council Member Johnson and seconded by Council Member Stone to approve the advertisement and timeline for the Training Coordinator position. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas. The motion passed.

Ambulance Director Struffert and Assistant Ambulance Director Deschene will be helping with the interview process.

- j. At the March 21, 2007 Council meeting they approved the adoption of Ordinance No. 651 which regulated Pawn Shops within the City. In the interest of cost savings, staff recommended that the Ordinance be published in summary rather than in its entirety. Minnesota Statutes provide summary publication where it can be found that said publication will adequately inform the public of its content and that complete copies are available for inspection.

City Administrator/Clerk Willer presented Ordinance No. 652, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 651 Amending the City Code by Adding Section 609 Regarding the Regulation of Pawnbrokers Including the Implementation and Required Use of the Automated Pawn System Within the City of Sauk Centre.

A motion was made by Council Member Thomas and seconded by Council Member Stone acknowledging that the proposed Ordinance No. 652 will adequately inform the public of the contents of Ordinance No. 651 and approve Ordinance No. 652 authorizing summary publication of Ordinance No. 651. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- k. Arena Manager and City Forrester Berg presented the Build A Forest Program. He stated that the goals of this program are as follows:

- Visual Impact;
- Greater individual, community and school involvement;
- One tree for every first grader (79 children – Class of 2018);
- Educate citizens on long term growth requirements of trees; and
- Stabilize soil in new parks.

Browns Park was chosen for the Build a Forest program and several different varieties of Bare Root Trees will be planted. Sauk Centre High Schools Ag Class has agreed to plant the trees. The trees will need to be watered every day for the first couple of weeks and Arena Manager Berg is in the process of recruiting volunteers such as the boy scouts to do the watering.

The total cost of the project is estimated to be \$10,000. The Sauk River Watershed District has verbally agreed to match funds of up to 50% of the project costs and the Rotary has donated \$300. The Fire Dept. and American Legion have also made donations

At the Park Board's April 3, 2007 they discussed the Build A Forest Program and recommended Council approval.

A motion was made by Council Member Johnson and seconded by Council Member Stone to approve the Build A Forest Program. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. City Administrator/Clerk Willer stated that the revised application submittal date for the City Planner position is Thursday, April 5 at 4:30 p.m. The extension has resulted in nine additional requested for application packets. It is anticipated that interviews for the position will occur during the week of April 16 resulting in appointment to occur at the May 2 Council meeting.

## **9. NEW BUSINESS**

None.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Total of unpaid claims \$42,930.08 and paid claims of \$9,448.86 for a total of \$52,378.94.
- b. List of March checks totaling \$264,356.88 (Check No. 25782 through Check No. 25943).

- c. Gambling Application for Exempt Permit request from St. Paul's Catholic Aid Council #108 for a raffle which is to be held September 16, 2007 at the Holy Family School.
- d. Acknowledgment of a contribution from the Sauk Centre Youth Hockey Association for the use of gambling funds. The contribution totaled \$5,370.00.

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

#### **11. INFORMATIONAL ITEMS**

- a. Mayor Kirckof and City Administrator/Clerk Willer have executed a Lease Agreement for the use of the Civic Arena for May 4-5, 2007 with Central Minnesota Federal Credit Union for a car show.
- b. City Administrator/Clerk Willer presented a Tax Rate Trend handout stating that the tax rates have been released from Stearns County. The trend shows a decline in both the Sauk Centre City rate and the overall tax rate. The City of Sauk Centre currently has the 6<sup>th</sup> highest tax rate in the County.

Council Member Thomas thanked Council Member Coenen and Mayor Kirckof for their efforts in reducing the tax rate.

- c. At a prior Council meeting questions were asked regarding a possible speed zone reduction on County Road 17 heading East. City Engineer Keith Yapp of Bonestroo Williamson Kotsmith spoke with Stearns County regarding this issue and the County stated that MnDOT completed a speed test just prior to the design of the new County Road 17 project and they recommended the current posted speed. The County does not want to go back and request another test at this point, but they are willing to do so after the project is fully completed and in operation for a short period of time.
- d. At the Planning Commission's April 10, 2007 meeting they will be holding a Public Hearing on Section 4.18 (Relocating Buildings or Structures) and Section 7.03 (Permits). This Ordinance, if approved by the Planning Commission will be presented to the Council at their April 18, 2007 meeting.
- e. Sauk Centre has again received the Tree City USA 2006 designation. This is the 12<sup>th</sup> year the City has been recognized for this.

It was noted that the four standards required to receive this designation include having a Tree Board, Tree Care Ordinance, Community Forestry Program and an Arbor Day observance.



Mayor Kirckof thanked Public Works Director Wessel and Arena Manager Berg for their efforts in receiving 2006 Tree City Designation.

**12. COUNCIL COMMENTS**

Mayor Kirckof acknowledged First State Bank of Sauk Centre for their efforts in working with Northland Securities.

Council Member Thomas reminded the Council and citizens that the Tax Assessment hearing is scheduled for April 23, 2007 at 1:00 p.m. in the City Hall Council Chambers. A quorum is needed to conduct the meeting.

Council Member Coenen requested that citizens approach the Stearns County Assessor with any questions regarding their tax assessments.

**13. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 8:23 p.m.

Respectfully Submitted,

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Mayor Brad A Kirckof

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City Administrator/Clerk Vicki M. Willer