

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 17, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 17, 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, Police Chief Bryon Friedrichs and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the April 3, 2013 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs reported that in March there were a total of 276 ICRs and 204 Verbal Warnings for a total of 480 which is down from the February total of 524.
- b. The Planning Commission met on Tuesday, April 9th and discussed the following:
 - A Public Hearing was held regarding a zoning amendment to Chapter 156.003 of the Zoning Ordinance. See 7e.
 - Received the January, February and March 2013 Building Permit Reports. The 2013 first quarter total is \$581,133.71 which is up from the 2012 first quarter total of \$558,397.23.
- c. Mayor Kirckof reported that the Hospital Board met on April 17th. They received a breakdown of the transaction from the transfer of St. Michael's to Centracare. The dollar amount of the current assets that are being "loaned" to CentraCare-Sauk Centre in the amount of \$6,884,678 which will accrue interest to be paid to the City. In addition the City will immediately receive \$2,323,091 for its share of retained marketable securities. This will come to the City in the form of existing CDs held by St. Michaels to be

transferred into the City's name, a savings account in the name of St. Michaels and a check. These figures were as of November 30, 2013 which is the date of the transfer. Previously, we were working off estimates which are now final with the final audit of St. Michaels being approved earlier today at its Board meeting. The actual numbers were slightly higher than initially estimated which is positive. These numbers will now be incorporated into the City's final audit for 2012 which the Council will hear on May 15.

7. ACTION ITEMS

- a. A petition was received from Joel and Emily Dunn to vacate a part of a dedicated Utility Easement. The Dunns have purchased two adjoining lots and have requested to vacate the utility easement along the common lot line.

A request like this requires that the City conduct a Public Hearing followed by action to vacate. Due to publication and notice requirements, the City Council meeting on May 15th has been selected as the meeting to hold the Public Hearing.

Council Member Stone introduced Resolution No. 2013-21, Resolution Setting a Public Hearing on a Vacation of an Easement Commenced by a Petition of a Majority of Abutting Landowners. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

- b. The Sauk Centre Police Department has two vehicles that have been released to the Department as forfeited. In addition, with the retention of the 2011 Crown Victoria Squad Car, the Police Department no longer requires the use of the Expedition that they previously used as a backup vehicle.

The Department is requesting Council approval to offer the following vehicles for sale online through the Department of Administration:

1997 Ford Expedition
2000 Chevrolet Silverado
2002 Dodge Ram Diesel

Council Member Thomas introduced Resolution No. 2013-22, Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Stone. A vote being recorded as follows: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

- c. With the purchase of the 2013 Ranger and Trailer, the Fire Department no longer has use for the existing 2004 Gator Utility Vehicle and Trailer. The Department has requested that the equipment be sold to the highest bidder.

When one Department within the City has excess property, it is prudent for the City Council to determine if the property can be utilized by other Departments prior to offering for public sale. The Sauk Centre Street and Park Departments have expressed an

interest in retaining the trailer for use by both departments. In, addition, they have requested the use of the Utility Vehicle to be utilized as a repair and maintenance vehicle.

The City Council considered the request of the Street and Park Departments.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to allow the Street and Park Departments to have a two month trial period with the gator and trailer in order for them to determine if there is a long term need for those items. They will be required to log what they were used for, hourly log and how the project would have been completed without the item. A vote being recorded as follows: For: Council Members Johnson, Thomas, Olson and Mayor Kirckof. Against: Council Member Stone. The motion passed.

- d. At a prior Operations Committee, the Committee recommended the City proceed with a 2013 Mill and Overlay Project.

Staff has identified three streets within the City that are on the Capital Improvement Plan that are estimated to fit within the budget and do not require underground utility work. These streets are good candidates for a full depth mill and overlay.

The streets are Prospect Street (340'), High Street (340') and Centre Street (950') for a total of 1,630 lineal feet. The footage on Centre Street could be shortened to accommodate the budget if necessary after bid opening.

The project consists of removing the millings at full depth. Some to be used as base and some to be hauled away. After final grading two lifts will be applied. The work is to be within a one week time period. The reasoning for a full depth mill is due to the poor condition of the roadways.

Bids to be advertised with a bid opening to occur on May 9. Complimentary requests will be sent to all prior bidders.

Three asphalt plants will be in the area in the near future so it appears to be in the best interest of the City to proceed at this time.

Council Member Thomas introduced Resolution No. 2013-24, Resolution Approving Plans and Seeking Bids for 2013 Mill and Overlay Project. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

- e. At a Public Hearing on April 9, 2013, the Planning Commission unanimously recommended to the City Council that the City Code (Zoning Ordinance) be amended as follows:

The definition for LOT LINE/Front in the Land Use Section differs from the definition in the Subdivision Ordinance and the Special Assessment Policy.

The determination of what is the LOT LINE/FRONT on a corner lot when a house could be oriented either direction is the issue. In most Ordinances the FRONT is the shorter of the two frontages on a corner lot, which is how it is called out in our Subdivision and Special Assessment Policy. The Land Use Section, however, states the front is the street from which you gain access. It is proposed to make Sketch B the setback standard regardless of where the driveway is. Changing the driveway access has a definite impact on the buildable area and buildable dimension on a lot under the existing (A) definition.

The recommendation of the Planning Commission is that the LOT LINE/FRONT for the Land Use Section be amended to coincide with the Subdivision Ordinance and Special Assessment Policy. This definition does not dictate how you need to orientate the house, it simply outlines the setbacks for the lot (whether vacant or not) and keeps the setbacks along a street consistent.

~~**LOT LINE, FRONT** That boundary of a lot abutting a street. On a corner lot, that from which street access is gained will be the FRONT LOT LINE.~~

LOT LINE, FRONT That boundary of a lot which abuts an existing or dedicated public street and, in the case of a corner lot, it shall be the shortest dimension on a public street, except that a corner lot in a non-residential zone shall be deemed to have frontage on both streets.

It was noted that no public comments were received in favor or against the changes and no one was in attendance for the Public Hearing.

Council Member Stone introduced Ordinance No. 737, An Ordinance Amending Section 156.003 by Changing Definition of Lot Line, Front. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- f. Each year the City hires seasonal employees to assist with extra duties (mainly mowing) during the summer months.

Dennis Christianson has worked for the City at both the Outdoor Rink in the winter and for the Park/Street Departments in the summer.

Staff recommended that Christianson be reappointed for the summer season. The Public Works Union Contract calls out specifics as to rate of pay for returning Seasonal Employees. If appointed, Christianson would return at Step 3 at a rate of \$11.06/hour and would work as needed.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to appoint Dennis Christianson as a summer Seasonal Employee at Step 3

(\$11.06/hour). A vote being recorded as follows: For: Council Members Thomas, Johnson, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

- a. Council Member Olson has requested that the Council pass the following motion reiterating and clarifying the Council's support of and future direction for the City parks and trails:

The City of Sauk Centre recognizes the importance of parks, open spaces, nature areas, trails and recreation facilities in the overall health and well being of the community. The City Council has charged the Park Board with planning, developing, preserving, improving and maintaining the City's park land for a balanced and divers park and trail system. The City is committed to:

- Promoting a sense of wellness and healthy lifestyles for the community.
- Providing a wholesome, enjoyable, safe and aesthetically pleasing recreation system for current and future neighborhoods.
- Fostering community social interaction using City parks.
- Protecting natural resources and open spaces within the City of Sauk Centre.
- Providing the community with efficient recreational services and facilities at their parks.
- Providing efficient, functional, well maintained and responsive recreational services and facilities.

Council Member Olson stated that he feels that this would serve as a guiding principal for creation of the new Master Park Plan and that it also gives direction to the City Engineer, Park Board, etc.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to table action on this and discuss at the May Strategic Planning Meeting. A vote being recorded as follows: For: Council Members Thomas, Stone and Mayor Kirckof. Against: Council Members Johnson and Olson. The motion passed.

- b. Council Member Olson recommended that the City look into having their own video recording system to be able to record all City meetings. He also recommended that staff post all City meetings on YouTube.

Council Member Olson made a motion to have staff research the cost of purchasing equipment for the Council Chambers to be able to record our own meetings and post on YouTube. Council Member Olson later rescinded this motion.

It was the general consent of the Council to have staff research costs of purchasing equipment for the Council Chambers for the ability to record meetings.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

- a. Schedule of Claims - Unpaid Claims \$44,962.59
Paid Claims \$1,748.84
Total \$46,711.43
- b. February Checks #1811E-1836E \$344,402.21
#033720-#033802
- c. Nicole Quistorff completed and returned a Temporary On Sale Beer License Application for a softball tournament to be held on July 20-21, 2013 at Towerview Ball Fields. This tournament is being held in conjunction with Sinclair Lewis Days. Ms. Quistorff has completed all appropriate applications, provided insurance certificates and has paid the fees.

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, Olson and Mayor Kirckof. Against: None. The motion passed.

11. INFORMATIONAL ITEMS

- a. April 15-19 is Severe Weather Awareness Week. Information regarding Severe Weather is posted on the Stearns County with a link from the City website.

Monday	Alerts and Warnings
Tuesday	Learn About Lightning
Wednesday	Learn About Floods
Thursday	Statewide Tornado Drill
Friday	Extreme Heat

- b. The following businesses have contributed for the Jose Cole Circus: (May 3, 2013)

ACCRA HOME CARE	HOLIDAY SUPER STOP
ADVANTAGE ONE INSURANCE	INFINITE CARE
ALTERNATIVE SENIOR CARE	JACK'S AUTO PARTS
AMERICAN LEGION	JIM'S WHOLESALE
AMERICINN	JOHN WIESE FORD
AUTO VALUE	KANE TRANSPORT
BAYER LOGISTICS	KLC FARMS
BLUE DOOR STORAGE	LINDSAY ECO WATER SYSTEMS
BUECKERS CITY SANITATION SERV	MCDONALD'S
CENTRAL GRAIN	MIDSTATE ELECTRIC

CENTRAL HEATING & AIR
CENTRAL MN CREDIT UNION
CENTRAL PLANES AVIATION
CENTRE AUTO INC
CENTRE DAIRY EQUIP. & SUPPLY
CITY AUTO GLASS
CLASSIC MOTOR SPORTS
COUNTRYSIDE SERVICE
DAIRYLAND PEACH
DEPT. OF MOTOR VEHICLE
DIGGER ANCHOR
EMBLUM MIDWEST POWERLINE
EYES ON MAIN
FARMERS INSURANCE
FELLING TRAILERS
FIRST STATE BANK
FLEET SUPPLY
FRIEDRICHS TIRE & OIL
G & B SALES AND SERVICE
GAS MART
GILLES SIGN & GRAPHICS
GOPHER PRAIRIE MOTEL
H & R BLOCK
HAMILTON OLD TIME LAUNDRY

MIDWEST MACHINERY
MINNESOTA NATIONAL BANK
MN SAWDUST & SHAVING CO
MOONSHINE SHOPPE
MORTGAGES ON MAIN
PADUA PUB
PALACE BAR & GRILL
PATTON-SCHAD FUNERAL SVC.
REINARDY, ROGER - PAINTER
SAUK CENTRE BOWL
SAUK CENTRE HERALD
SAUK VALLEY VETERINARY
SCHAEFER'S COUNTRY MARKET
SCHURMAN EXCAVATING
SCHWAN'S
SIDEWALK BAR & GRILL
TRUCKERS INN
TUTTI FRUTTI RESTAURANT
WALMART
WATER, LIGHT & POWER
WAYNE'S TRANSPORT INC
WESTSIDE LIQUOR
WORM LUMBER & READY MIX
COBORNS

c. April 10, 2013 Safety Committee Meeting Minutes.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer