

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 18, 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 18, 2007 at 6:30 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, City Engineer Keith Yapp of Bonestroo Williamson Kotsmith (BWK) 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 April 4, 2007 regular meeting minutes were approved by general consent.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Chief Metcalf was absent so Mayor Kirckof presented the March 2007 Police Report. The total calls in March were 287, which is up from the March 2006 calls of 208.
- b. City Administrator/Clerk Willer stated that the Planning Commission held a meeting on April 10, 2007 and the following was discussed:
 - Public Hearing on Zoning Ordinance Amendment – Ordinance No. 653 (Action Item 7a);
 - March building permits;
 - Building Inspector Ostrowski's 1st quarter payment of \$11,801.86 (\$2,703.08 of building fees and \$9,098.78 which is the last 1/3 of the Wal-Mart payment);
 - Subdivision Status Report;
 - Recommendation of Ordinance adoption;
 - Moving Building Application for a Permit and discussion of a \$150.00 fee (Action Item 7e);
 - Joseph Anthony Plat Development agreement (Action Item 7g); and
 - City Planner Position Update.

Mayor Kirckof thanked Joe Heinen for all of his hard work and dedication to the City of Sauk Centre.

- c. City Administrator/Clerk stated that the Airport Commission met on Monday, April 16, 2007. At that meeting, they discussed possible Airport Consultants, which is a requirement of the FAA for NPIAS funding. Airport Consultant Interviews will be held on Thursday, April 26th and a recommendation will be made at the Council's May 2, 2007 meeting.
- d. City Administrator/Clerk then presented the Finance Committee report, stating that the 2006 revenues were \$96,688.84 over budget and the expenses were \$175,183.12 under budget. The Finance Committee will be meeting again on Tuesday, April 24, 2007.

7. ACTION ITEMS

- a. At the Planning Commission's April 10th meeting they held a Public Hearing regarding proposed Zoning Ordinance No. 653, An Ordinance of the City of Sauk Centre Amending Section 1001 Dealing with Zoning Regulations. At that meeting the Commission made recommendation for Council approval with some minor changes which were sent to City Attorney Mayer for his review. City Attorney Mayer reviewed proposed Ordinance No. 653 and made some revisions which were minor in nature and for the most part did not affect the procedures outlined in the original draft.

Council Member Thomas questioned the bond provisions for moving buildings out of the City and who determines the amount of the bond.

City Administrator/Clerk Willer stated that the bond provisions will be discussed at the Planning Commission's Public Hearing for each respective move.

Council Member Thomas then stated that there is not a line item for the bond amount on the checklist and requested that one be added.

A motion was made by Council Member Thomas and seconded by Council Member Stone to approve Ordinance No. 653 with the Planning Commissions' recommendations. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

City Administrator/Clerk Willer then presented Ordinance No. 654, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 653 Amending City Codes Section 1001, Zoning Regulations, by Implementing Regulations Governing Relocating Buildings Into, Within or Out of the City. She stated that this Ordinance authorizes summary publication which informs the public of Ordinance No. 653.

A motion was made by Council Member Thomas and seconded by Council Member Stone to Adopt Ordinance No. 654, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 653 Amending City Codes Section 1001, Zoning Regulations, by Implementing Regulations Governing Relocating Buildings Into, Within or Out of the City. 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 then presented Ordinance No. 655, An Ordinance Repealing Ordinance No. 648 A One-Year Moratorium on Re-Locating Buildings or Structures in the City of Sauk Centre. She stated that since the Council approved Ordinance No. 653, Ordinance No. 648 would need to be repealed.

Council Member Coenen asked that if the Ordinance is repealed, what effect would it have on mobile home parks? He stated that he feels that there should be a lot size established for each mobile home park. Mayor Kirckof stated that this is something that would need to be discussed by the new City Planner and the Planning Commission.

City Administrator/Clerk Willer stated that a permit would still need to be issued prior to relocating buildings/structures.

A motion was made by Council Member Johnson and seconded by Council Member Stone to adopt Ordinance No. 655, An Ordinance Repealing Ordinance No. 648 A One Year Moratorium on Re-Locating Buildings or Structures in the City of Sauk Centre. A vote being recoded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. City Administrator/Clerk Willer presented the Moving Building Application for a Permit stating that at the Planning Commission's April 10th meeting they recommended Council approval. The proposed fee is \$150.00 and the Inspection Fee is to be determined by the Building Inspector. She stated that per Council Member Thomas' request, a line item will be added to show the bond amount.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to approve the Moving Building Application for a Permit with the recommended changes. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

City Administrator/Clerk Willer stated that if buildings are moved out of the City, many of the items on the application will not apply.

- d. Removed from Agenda.

- e. At the June 10, 2006 Airport Commission meeting PWD Wessel was directed to contact City Attorney Uphus regarding an electric bill owed by Mr. Dave Krusmark for usage in his hangar. PWD Wessel also talked with City Administrator/Clerk Willer and although it is understood that the extra electric usage was a result of an electric heater placed in Mr. Krusmark's hangar, there was no separate electric meter. Since there was no separate electric meter, it would be troublesome if the City pursued collection through legal channels. At the time, there was also no written agreement. With this in mind, the City could incur costs that most likely would exceed the \$696.99 owed in pursuing payment of the claim. To date, the City has incurred some legal costs as well as staff hours associated with this issue.

PWD Wessel has been in contact with Mr. Krusmark and he has agreed to contribute \$300 towards the Airport as a donation, which was approved by the Airport Commission. This amount was used to offset expenses incurred for electrical usage and recommendation was made that the City Council write off the remaining balance of \$396.00.

A motion was made by Council Member Stone and seconded by Council Member Thomas to write off the remaining balance of \$396.99. A vote being recorded as follows: For: Council Members Stone, Thomas, Coenen and Mayor Kirckof. Against: Johnson. The motion passed.

It was noted that Mr. Krusmark is no longer a renter at the Airport.

- f. Removed from agenda.
- g. Alan Coenen has requested that an amendment be made to the Joseph Anthony Development Agreement. The Council previously approved the Agreement on June 16, 2006 which included a condition that bituminous shall be installed within 90 days after installation of water and sewer service lines. Mr. Coenen is requesting that this provision be deleted due to the fact that his plat abuts another plat. The adjoining plat has 33 feet of right of way with his plat adding an additional 27 feet. This provides unique circumstances when it comes to the development of the roadway as the developer has control of one side of the roadway so the City would need to be involved in the balance of the project, which is not currently on the 5 year CIP Plan. In addition, this portion of the street would be accessed from a gravel roadway to the north so that would involve expansion of the project to meet existing bituminous. Also, to continue northward from the 27 feet being dedicated in this plat, land acquisition would be required.

At the Planning Commission's April 10, 2007 meeting they recommended that the Council approve the amendment to the Developer's Contract deleting improvements Section 5 (5) requiring installation of bituminous within ninety days of installation of sewer and water hookups. A second amendment requiring

hookups of sewer and water to Lots 1, 2, 4 & 5 prior to improvement of the street also be added in Section 5(1).

In addition, the Commission recommended that the Council consider Pendergast as a City project under Statute 429 for future improvement of curb, gutter and bituminous.

City Engineer Yapp stated that the subdivision requires that a full street is installed when the Plat is approved; however, this situation is atypical to normal situations. He feels the best situation would be for the street to be improved as part of a petitioned project by all adjoining property owners. Yapp then stated that if the City chooses to do Statute 429, a vast majority of the project would be assessed and the project is not currently on the 5 year CIP Plan.

Mayor Kirckof stated that adding this item to the 5 year CIP Plan can be discussed during the budgeting process. He also stated that he would like to get input from the residents.

Council Member Stone stated that this was discussed in the past and 70% of the property owners were against the idea.

A motion was made by Thomas and seconded by Stone to follow the Planning Commission's recommendations to authorize staff to amend the Developer contract deleting improvements Section 5 (5) requiring installation of bituminous within 90 days of installation of sewer and water hookups and adding to Section 5 (1) stating if the City proceeded with an improvement project of Pendergast that the Developer would install sewer and water to Lots 1, 2, 4 and 5 prior to the City project. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Abstain: Council Member Coenen. The motion passed.

Council Member Coenen removed himself from the Council and took the podium stating that he requested that this item come before the Planning Commission for their recommendation before it went to the Council.

- h. City Administrator/Clerk presented Resolution No. 2007-21, Resolution Acknowledging Contribution from American Legion Post 67. The contribution totaled \$250.00 and is to be used towards the Build a Forest project for Arbor Day.

A motion was made by Council Member Johnson and seconded by Council Member Thomas to approve Resolution No. 2007-21, Resolution Acknowledging Contribution from American Legion Post 67, and also extend a Thank-You to the American Legion. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

City Administrator/Clerk Willer stated that from this point forward, contributions are to be accepted via a Resolution per the auditor's recommendation.

8. UNFINISHED BUSINESS

- a. The revised deadline for submittal of City Planner applications was Thursday, April 5 at 4:30 p.m. This extension resulted in eleven additional requests for application packets and seven were returned. Six top candidates were selected for interviews; however, one has taken a position elsewhere. The interviews will be conducted on Friday, April 20 at City Hall. The interview committee will consist of City Administrator/Clerk Willer, Personnel Committee Member Thomas and PUC Superintendent Sunderman.

City Administrator/Clerk Willer stated that if there are several outstanding candidates, the full Council may need to conduct a second interview.

It is hopeful that a recommendation will be made at the May 2, 2007 Council Meeting.

- b. The deadline for the Training Coordinator position is Friday, April 27, 2007. To date, staff has sent out 5 application packets and has received one back.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Total of unpaid claims \$102,539.61 and paid claims of \$1,389.68 for a total of \$103,929.29.
- b. The City of Sauk Centre has participated in the observance of Arbor Day for many years by a proclamation and tree planting. An Arbor Day Proclamation is also used in obtaining Tree City Status each year.

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

11. INFORMATIONAL ITEMS

- a. The Board of Review will be held on Monday, April 23, 2007 at 1:00 p.m. at the Sauk Centre City Hall Council Chambers for the purpose of reviewing and correcting the 2007 assessment of said City taxes payable in the year 2008. At least three Council Members must be present.

- b. At the Council's May 2, 2007 meeting they will be conducting a Public Hearing on a proposed Lodging Tax Ordinance. Mayor Kirckof stated that this tax will be taxed to the people that are staying at the hotel/motels within the City and not to the residents. The money earned will be used as a way to promote the community.
- c. City Administrator/Clerk Willer presented correspondence dated April 3, 2007 from the Stearns County Planning Commission regarding a plat entitled Lochland Addition Plat 2. This property is located approximately one mile on the southwest corner of the City of Sauk Centre.
- d. The City has received a petition concerning a possible hazardous building which has been forwarded to City Attorney Uphus for his review.

12. COUNCIL COMMENTS

Mayor Kirckof acknowledged stated that he was impressed with St. Michael's Hospital. He feels the Hospital Board takes the City seriously and it shows the dedication that their staff has. He then thanked Hospital Administrator Del Christianson for his dedication and stated that he was reassured today that the hospital will have no problems making ends meet.

Council Member Coenen stated that he would like the Hospital and Public Utilities Commission to make some sort of endowment to the City each year and suggested that this be something the finance committee pursue. Council Member Thomas did state that the Public Utilities Commission does make a payment to the City for franchise fees which used to be titled payment in lieu of taxes.

Council Member Coenen then stated that he feels a left turn arrow needs to be installed on 12th Street near Wal-Mart as he is afraid of collisions happening. City Engineer Yapp stated that he will look into this. He then stated that a stripe plan was approved and he will be sure that the plan is being followed.

Council Member Coenen urged citizens to speak with the County Assessor if they have questions regarding their property taxes before coming to the Board of Appeal and Equalization meeting on Monday, April 23, 2007.

Council Member Thomas questioned the status of the staffing study. City Administrator/Clerk Willer stated that the deadline for other cities to return data is Friday, April 20. She will be meeting with the Personnel and Finance Committee next week and a full report will follow at the May 2 meeting.

13. ADJOURNMENT

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

City Administrator/Clerk Vicki M. Willer