

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, APRIL 21, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, April 21, 2010 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members David Thomas, Keith Johnson, Warren Stone and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Public Works Director Wessel, Police Chief Friedrichs, Ambulance Director Struffert and Administrative Assistant Nicki Vogt. Mayor Kirckof was absent. Acting Mayor Thomas presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the April 7, 2010 meeting minutes. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs stated that there were 276 ICRs and 238 Warnings in the month of March for a total of 514 calls.

- b. Ambulance Director Struffert reported on Ambulance Department Quarterly report as follows:

| | |
|-----------------------------|-----|
| Call Totals: | |
| No Loads/Cancel | 39 |
| ALS Transfers | 18 |
| Scene Response/Billed Calls | 83 |
| Total Calls | 140 |
| 2009 Calls | 128 |
| 2008 Calls | 111 |
| 2007 Calls | 63 |

Ambulance 561 was used 111 times, 562 was used 17 times and 563 was used 12 times.

Other services provided by the Ambulance Department was snowmobile ice races, CPR and 1st Aid classes for school health classes and Community Education classes.

The total income for 2010 received to date is \$67,164. The Ambulance Department has received a \$200 grant from Stearns Electric Operation Round Up.

- c. City Planner Morton reported on the April 19, 2010 Planning Commission meeting as follows:

*Marcette Floral CUP Public Hearing – See 7a

*Rezoning Public Hearing – See 7b

*Zoning Ordinance Amendment Public Hearing – See 7c

*March building permits are up and the total for 2010 is 45

*The Planning Commission is currently working on revising the Fence Ordinance

7. ACTION ITEMS

- a. At the April 19th Planning Commission meeting they recommended that the City Council grant a Conditional Use Permit to Marcus and Annette Hinnenkamp to allow the use of the Marcette Floral Building at 605 Main Street South to be used as a Bed and Breakfast Establishment.

The existing floral shop will remain. The Bed and Breakfast Establishment will be conducted on other areas of the premises. It is planned to be a retreat house where people can spend the weekend crafting, etc. No food will be served.

Stearns County Environmental Services has approved the request.

Council Member Stone introduced Resolution No. 2010-20, Resolution Approving a Conditional Use Permit for Marcus F. Hinnenkamp and Annette L. Hinnenkamp. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- b. At the April 19, 2010 Planning Commission meeting they recommended that the City approve an amendment to the zoning map (zoning change) for property located directly west of the Oak Street Mall on Sinclair Lewis Avenue. The physical location of the property is 613 Sinclair Lewis Avenue.

The property is currently a vacant lot that at one time housed a radiator shop. The property is currently zoned R1 (Residential) and is proposed to be amended to C1 (Central Business).

The purpose of the request is to allow for the construction of an office building on the vacant property; however, it should be noted that following rezoning any use allowed in the C1 district would be acceptable.

The property has 83 feet frontage on Sinclair Lewis Avenue and is 66 feet deep. Parking will be located on street and on the lot. There is a utility easement on the East side of the lot.

The Planning Commission recommended that wording be included to read “5 foot setback where it abuts residential”.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve Ordinance No. 691, An Ordinance of the City of Sauk Centre Amending the Official Zoning Map of the City of Sauk Centre as Outlined in Section 156.105 of the City Code. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- c. At the Planning Commission’s April 19th meeting they recommended that the City approve an amendment to the zoning ordinance to allow use by Interim Use Permits.

In effect, the new Ordinance allows for the issuance of uses currently allowed by Conditional Uses to be allowed by Interim Use Permits which has the additional control of imposing an expiration date for the use.

A motion was made by Council Members Stone and was seconded by Council Member Johnson to approve Ordinance No. 692, An Ordinance Repealing Ordinance No. 684 Amending Section 156.047 Adding New Section 156.105 and Renumbering Remaining Subsections. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve Ordinance No. 693, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 692 Repealing Ordinance 684, Amending City Code Section 156.047, Adding New Section 156.105 and Renumbering Remaining Sections, All of Which Provide for the Use and Approval of Interim Use Permits Within the City. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- d. April 7, 2010 is the two year anniversary of City Planner Sarah Morton’s service to the City. A performance review was conducted by Planning Commission Chairman Stone and City Administrator Willer.

Morton's review was satisfactory and it is recommended that she advance to Step 2 of the wage scale. (Steps were suspended for 2009).

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the step increase for City Planner Morton and move her from Step 1 to Step 2 at \$22.26 per hour effective April 7, 2010. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- e. At the March 17, 2010 meeting, the Council approved the Ambulance Department pursue hiring a licensed EMT. This has been completed and licensing and background check including references have come back positive.

It is the recommendation of Ambulance Director Struffert that Chandra Lofquist be appointed to EMT Probationary Status at the probationary rate of \$10.50 per hour for run hours, \$2.00 per hour for standby on-call and \$7.25 for training.

Chandra previously worked for Fergus Falls Ambulance Department.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to appoint Chandra Lofquist as a probationary EMT for the Sauk Centre Ambulance Department. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- f. At the April 7, 2010 meeting the Council approved offering a seasonal Public Works position for parks to a prior seasonal employee. Andrew Rousslange has agreed to take the position. Rousslange's current rate of pay is \$9.98 per hour.

This will enable the City to utilize him for approximately 12 weeks, yet meet the stipulation that we not exceed \$4,000 for the season. It is understood that not all weeks will be 40 hours due to weather and other factors.

A motion was made by Council Member Stone and seconded by Council Member Coenen to approve the appointment of Andrew Rousslange as a seasonal public works employee at \$9.98 per hour not to exceed \$4,000 for the season. A vote being recorded as follows: For: Council Members Stone, Coenen, Johnson and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- g. At the April 7, 2010 meeting the Council received a proposal from the Sauk River Watershed District to construct a rain garden between the lake and the boat access ramp parking lot in Sinclair Lewis Park. A schematic of the garden was presented. The project will serve two purposes: It will be an educational program on designing and constructing a rain garden and it will also capture and filter approximately 30% of runoff from the parking lot.

A motion was made by Council Member Stone and was seconded by Council Member Coenen to approve the request of the Sauk River Watershed District to construct a rain garden in Sinclair Lewis Park with the City's participation for site preparation. A vote being recorded as follows: For: Council Members Stone, Coenen, Johnson and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

An agreement for ongoing maintenance of the rain garden will be provided at a future meeting. The rain garden will be installed in June.

- h. Nicole Quistorff has completed and returned to the City a Temporary On-Sale Beer License Application for a softball tournament to be held July 17th at the Towerview Ball Field. This tournament is being held in conjunction with Sinclair Lewis Days. Ms. Quistorff has completed the 3.2 On-Sale Beer License Application, Hosting a Tournament Application and she provided liquor liability and paid all appropriate fees.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve a temporary 3.2 On-Sale Beer License for a softball tournament to be held July 17, 2010 in conjunction with Sinclair Lewis Days. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- i. A special meeting with the Sauk Centre Public Utility Commission has been proposed for May 19, 2010 at 5:00 p.m. The main agenda item will be to review the progress and bid award for the construction of the Wastewater Treatment Plant. Other City/PUC related items will also be discussed.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to set a Special Meeting with SCPUC for May 19, 2010 at 5:00 p.m. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- j. At the April 7, 2010 meeting the Council was informed of a project being proposed by Anita Kaiser of Centre Floral to hang flowering plants from the street lights on three downtown blocks from the Library to 2nd Street. Anita represents a committee interested in downtown beautification.

The brackets would hang over the sidewalk opposite the street. The bracket is 10 feet from the ground. The total project costs are approximately \$3,300 which includes brackets, pots and plants. In future years, only plants will be purchased unless the project is expanded. The Committee is seeking funds for the project including donations and sponsors. Groups such as the Lions Club, CVB, and Community Connections along with Sauk Centre businesses have been approached for donations.

The Committee is requesting the City purchase the brackets. The cost per bracket is approximately \$75. The total cost to the City would be \$1,650. The City has budgeted \$7,000 for street lights (not including electricity) in 2010.

Anita Kaiser stated that the Committee has volunteers that will water the plants. They feel the brackets should be purchased by the City because the City owns the poles that the brackets will be attached to. They feel that it is important for the City to keep up with beautification to keep people coming to Sauk Centre.

It was noted that this project is not for profit for any Sauk Centre business.

Acting Mayor Thomas felt that the Committee should attempt to get donations for the brackets.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the purchase of 22 street light planter brackets for the downtown decorative light poles. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

Council Member Johnson commends those involved with this project on their attempts to beautify the City.

- k. At the April 7, 2010 Council Meeting they tentatively agreed to a reimbursement rate of \$225 per month as a component of the proposed Lease Agreement with Catholic Charities Senior Dining for the use of the Senior Center for Senior Dining purposes.

The Policy Committee and Senior Dining is recommending approval of the Draft Agreement.

Highlights of the contract include:

- Agreement effective May 1, 2010
- Meals begin May 3, 2010
- Reimbursement of \$225 per month for expenses
- Holidays are defined
- Liability insurance provisions
- Termination provisions
- Storage areas
- Review periods

A motion was made by Council Member Stone and was seconded by Council Member Coenen to approve the Site Use Agreement with Catholic Charities Senior Dining for the use of the Senior Center and authorize its execution. A vote being recorded as follows: For: Council Members Stone, Coenen, Johnson and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- l. The City received a Parade Permit Application for the Sinclair Lewis Days Parade which will be held on July 17, 2010 from 7:00-9:00 p.m. The parade route and detour route is the old route that was taken before the 2008 Ash Street project.

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to approve the parade permit application for Saturday, July 17, 2010. A vote being recorded as follows: For: Council Members Coenen, Johnson, Stone and Acting Mayor Thomas. Against: None. Absent: Mayor Kirckof. The motion passed.

- m. At the April 6, 2010 Park Board meeting they denied the refund request of Richard Kolp. Mr. Kolp made a reservation for a campsite for ten days in August and paid a \$100 deposit. He then sent in a request for a refund of the deposit with the City to retain \$25 for administrative costs and cancel the reservations. The Board denied the request per the City Policy that reservation deposits are non-refundable.

Mr. Kolp is appealing the Park Board's decision. His cancellation is contingent upon receiving a refund; therefore, his site will not be available for rent until the date of his original planned arrival and the site is forfeited as "no-show".

Required deposits are \$27.50 but Mr. Kolp chose to send in \$100. It was noted that an option would be for the City to retain the \$27.50 required deposit and refund the balance.

A motion was made by Council Member Coenen to refund \$75 and retain \$25. The motion failed due to lack of a second.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to retain the \$27.50 deposit and refund the \$72.50. A vote being recorded as follows: For: Council Members Johnson, Stone and Acting Mayor Thomas. Against: Council Member Coenen. Absent: Mayor Kirckof. The motion passed.

The Council felt that the Park Board will need to review their refund request policy.

8. UNFINISHED BUSINESS

- a. The Policy Committee is working to develop stipulations to be considered in marketing the Information Center property. Upon completion it will be submitted to the full Council.

Items include type of business, construction time frames, tax valuations, relocation, etc.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$31,163.16 and paid claims of \$994.28 for a total of \$32,157.44.
- b. List of March checks totaling \$191,382.98 (Check No. 30007 through Check No. 30109).
- c. Acknowledgement of Arbor Day, Friday, April 30, 2010 – Arbor Day Proclamation. 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 used in attaining Tree City Status each year which the City has received for the past 15 years.

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

11. INFORMATION ITEMS

- a. The week of April 19-23, 2010 is Severe Weather Awareness Week.
- b. List of businesses that contributed to the Jose Cole Circus.
- c. The Board of Review and Equalization meeting is scheduled for Monday, May 10, 2010 at 1:00 p.m.

12. ADJOURNMENT

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

With no further business to come before the Council, Acting Mayor Thomas adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Acting Mayor Thomas

City Administrator Vicki M. Willer