

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MAY 5, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, May 5, 2010 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, 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, City Engineer Yapp and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

The April 21, 2010 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. The Park Board met on Tuesday, May 4, 2010.

Action items included:

- Updated campground brochure with added sites, rates, phone numbers, etc. Staff will print in house which will save the City approximately \$150-\$200 per year.
- Discussed the black top quotes for the campground extension. See action item 7c.
- Discussed well quotes received for Browns and Morning View Park. See action item 7d.
- Discussed and approved the installation of internet service at the campground with Clearwire on a month to month basis. A hotspot will be installed in the campground for campers to use. This will come out of the phone/internet budget.

City Forester Bill Berg reported on the Arbor Day planting of 4 trees in Sinclair Lewis Park. He recently completed a survey of trees in Sinclair Lewis Park and the campground. Over 45% of the trees are Ash and they could be subject to the Emerald Ash Borer infestation.

A report on vandalism in our parks and trails is as follows:

March 2010:

- Graffiti to signs on Wobegon Trail and in Sinclair Lewis Park
- Graffiti to the Rotary Shelter, bathroom and Multi Purpose Park

Late Fall 2009

- Broken toilet, towel and tissue dispenser in Sinclair Lewis Park
- Screen doors in Sinclair Lewis Park
- Ceiling vents clogged with toilet paper
- Park benches by band shell

Toilet	\$169.00
Cleaners & paint remover, pain, lumber, screen hardware	\$145.00
Public works in kind labor for 38 hours	\$1,055.00
Park benches estimated 2-3 hours	<u>\$80.00</u>
TOTAL:	\$1,449.00

With the combination of the above and police and administrative time, the numbers reach \$2,000. Staff recommends the purchase of surveillance cameras.

Two out of 5 open seasonal sites were recently filled. There is currently 1 open site in the new area and 2 open in the old area.

The City Council requested that the Park Board discuss restricting firewood from being brought into the campground.

b. Bryant Library Librarian Dawn Shay provided the City with the following information to the Council:

- 130 persons are registered for the Adult Winter Reading Program
- 167 reading slips were turned in.
- The Summer Reading Program starts June 14th and runs until August 14th. The theme for the 0-12 year old is Make a Splash and the teen theme is Make Waves.

Coming in May: Authors William Kent Krueger and Will Weaver; Cappela vocal band InPulse will be performing at the Sauk Centre High School.

c. City Administrator Willer and City Planner Morton attended the Loss Control Workshop sponsored by the League of MN Cities on Tuesday, April 27, 2010.

Courses attended include:

1. Social Media – Policies governing employee’s use of social media and what should and should not be posted on personal or city sites.
2. Increasing Safety with Decreased Revenue-How to keep employees safe with fewer resources.

3. Changes to ADA, Family Medical Leave Act (FMLA), Minnesota Human Rights Act and Worker's Compensation.
4. Building Code-Enforcement Changes and Potential Claims
5. Council Meetings-Proposed Open Meeting Law Changes and new ideas for running effective meetings.
6. Cutting Employment costs without Catastrophes. Make cuts legal and enforceable.
7. Pandemic Priorities-Updates to Emergency Operations Plans
8. Special Events-How to structure events to limit liability.
9. Safety Programs-Who is responsible?
10. Land Use Coverage – Claims and Regulations
11. Treating Trees with Care-Plan Ahead
12. That was Then; This is Now – Best Practices in Public Works

7. ACTION ITEMS

- a. Chamber Director Cindy Uhlenkamp is requesting the use of Sinclair Lewis Park for 2010 Sinclair Lewis Days festivities which will be held July 11-17. The following items they are requesting approval for are as follows:

- Annual crazy days sidewalk sale - Saturday, July 17
- Temporary road closure on Park Road during the craft sale on July 17 and fireworks on July 16. At the Park Board's February 2, 2010 meeting the temporary road closure was approved for the Sinclair Lewis Days events.
- Application for display of fireworks/pyrotechnic special effects, check, proof of insurance and site map for fireworks on July 16 in Sinclair Lewis Park.

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

- b. At the March 17, 2010 meeting the Council approved advertising a 2004 Yamaha Grizzly for sale through the Department of Administration's website to be sold by online bidding. It was offered for sale with bids closing on April 20, 2010. The initial high bidder withdrew his bid. The new high bidder is as follows:

Ken Olsen	\$3,550.00
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A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2010-21 Approving the Sale of Excess City Vehicle. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. At the Park Board's May 4, 2010 meeting they discussed the quotes that were received for completing the campground extension which includes asphaltting the driveway into the six new sites.

The following quotes were received:

Quotes received are:	Option 1 <u>20' Wide</u>	Option 2 <u>18' Wide</u>
Monson Asphalt Company	7,424.00	6,940.00
Lakes Area Paving	8,400.00	7,420.00
Central Specialties, Inc.	9,790.00	9,000.00

The City budgeted \$10,000 for the improvement in the 2010 campground budget. The Park Board is recommending Council approval to award the bid to Monson Asphalt Company for Option 1 at a cost of \$7,424.

A motion was made by Council Member Thomas and was seconded by Council Member Coenen to approve Resolution No. 2010-22, Resolution Accepting Quote for the Extension of Sinclair Lewis Campground Road. A vote being recorded as follows: For: Council Members Thomas, Coenen, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

Completion date is set for May 20, 2010.

- d. The Park Board met and reviewed the quotes received for the installation of wells and water systems at Browns Park and Morning View Park.

Don's Pump & Well	5" Casing, 50', 4' stainless screen 5 HP pump No Dry Hole Charge	4,775.00
Atkinson Well	5" Casing, 50', PVC Screen, 5 HP pump 50' minimum	5,642.00
Atkinson Well	4" Casing, 50', PVC Screen 5HP pump 50' minimum	5,432.00
MJR Well	5" Casing, 50', PVC Screen – No Water System 50' minimum – dry hole \$8/ft	1,215.00
Traut Wells	5" Casing, 50', 12' Stainless screen. 5HP pump	7,235.00
Klimek Bros.	6" Cashing, 50', 12' Stainless screen, 10 HP pump	7,350.00

After review, the Park Board is recommending that the City proceed with a well at Brown's Park to be paid out of Park Dedication Fees (\$20,000 budgeted in CIP for 2010). Following installation a sprinkler system can be designed.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Resolution No. 2010-23, Resolution Accepting Quote for Installation of Irrigation Well. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- e. City Administrator Willer presented Resolution No. 2010-24, Resolution Authorizing Execution of MN Department of Transportation Agreement for Airport Improvement and Grant Agreement. This Agreement is for fiscal year 2010 reimbursement which is October 1, 2009 through September 30, 2010. The reimbursement is for the FAA share of the airport project (95%).

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Resolution No. 2010-24 Authorizing Execution of Agreement. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. Dr. Keith Olson submitted a letter of resignation from the Hospital Board.

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to accept the resignation of Dr. Keith Olson from the Hospital Board. A vote being recorded as follows: For: Council Members Coenen, Johnson, Thomas, Stone and Mayor Kirckof. Against: None. The motion passed.

The Council thanked Dr. Olson for his service on the hospital board.

The City will be advertising this vacancy until May 26, 2010. Notices will be sent to previous applicants. The term expires December 31, 2014.

8. UNFINISHED BUSINESS

- a. The plans and specifications for the replacement sidewalk on 9th Street from Ash Street to the school have been completed and are being reviewed.

The approval of the plans and advertisement for bids is expected to occur at the May 19, 2010 meeting; therefore a final decision on whether an assessment should occur on the project should be completed first.

- Is it to be paid by the City as a Safety Repair?
- Or will it be assessed to property owners per the Special Assessment Policy as a replacement sidewalk?
- Or does a base amount get assessed and the City picks up the cost for over sizing the sidewalk?

At prior meetings it was discussed that the project was a safety concern and should be paid by the City with no assessment, however no formal action was taken. In addition, it was stated that the benefiting persons were everyone that walked, rode bike, or drove to school rather than abutting owners only.

Staff is requesting formal action on payment responsibility be taken.

The estimated cost for the project is \$17,000.

A motion was made by Council Member Coenen and was seconded by Council Member Thomas to approve the designation of sidewalk replacement on 9th Street from Ash Street to the school as a safety repair to be paid by the City with no assessment to the abutting owners. A vote being recorded s follows: For: Council Members Coenen, Thomas, Johnson and Mayor Kirckof. Against: Council Member Stone. The motion passed.

- b. Bonestroo crews have been onsite surveying and obtaining field data for the 4th Street storm water project. In addition, City and PUC crews have been evaluating other infrastructure to determine what additional work may need to be incorporated into the project.

Residents may see survey stakes along the boulevard or in their yard at their property corners. The City asks that those stakes not be removed.

City Engineer Yapp reported the following:

- Preliminary plan has been completed.
 - Cost estimates are currently being refined.
 - Draft report was recently started and should be ready by the May 19, 2010 meeting.
- c. MnDOT crews have been working on field work and design for the replacement stoplight at 12th and Main. They are expecting to bid the project in July. The cost of this project is 50/50 between the County and MnDOT.

They have been in contact with the PUC regarding the City's electric line that crosses Main on the north side of the intersection.

9. NEW BUSINESS

- a. The MN Primary Elections have been moved from its traditional 2nd Tuesday in September to the 2nd Tuesday in August; therefore, the Primary Election will be August 10, 2010.

In addition to the elections, the timeframe for submitting Affidavits of Candidacy for the City election will also move up.

Staff is currently working on getting letters out to those that have indicated interest in serving as an Election Judge with appointments to occur the first meeting in June.

- b. The City's two contracts with the Teamster's for the Police Unit and Public Works Unit are up for renewal on January 1, 2011. The expiring contracts are from January 1, 2008 through December 31, 2010.
- c. The City has received a request to update our "Mailbox Policy" as it relates to reimbursement for damage.

History

Currently if the City strikes a mailbox (physical impact) while plowing snow causing damage, the City will reimburse the homeowner up to \$25.00 for a replacement mailbox upon production of a receipt.

Personal property placed within the right of way of a city street is placed there at the owner's risk. This includes landscaping, trees, name signs etc. Because mailboxes are required by the postal service to be accessible from the mail carrier's vehicle, they are allowed to be placed in the right of way with certain specifications for placement.

Because of the required placement by the postal service, the City policy is to reimburse homeowners for replacement costs. The limit of \$25 is because a standard mailbox can be purchased for under \$25.00. Many people, however, purchase a more expensive mailbox. These boxes are often more susceptible to breakage because they are generally made of plastic which becomes brittle and they don't meet the standard design specifications. (See attached).

Request of Homeowner

Change Policy to reimburse actual replacement cost if replaced with a similar mailbox as was damaged.

Fiscal Impact to City:

Reimbursements to property owners vary from year to year, but typically the City reimburses one to three per snow season. One was reimbursed for 2009-2010 in addition to this request.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to leave the policy as is (\$25.00). A vote being recorded as follows: For: Council Members Johnson, Thomas and Stone. Against: Council Member Coenen and Mayor Kirckof. The motion passed.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$43,246.81 and paid claims of \$4,006.80 for a total of \$47,253.61.
- b. Resolution No. 2010-84, Resolution Accepting Contributions. The contribution totaled \$257.00 from the Men's Card Playing Group to be used towards the Senior Center.
- c. Gambling Application for Exempt Permit Request from Sauk River Chapter of MN Deer Hunters for a raffle on August 10, 2010 at Sauk Centre American Legion.
- d. Gambling Application for Exempt Permit request from Sauk Centre Lions Club for pull-tabs and raffle on July 29 thru August 1, 2010 at the Stearns County Fairgrounds.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council

Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof thanked the Men's Card Playing Group for their donation.

11. INFORMATION ITEMS

- a. The seventh annual Middle Sauk Water Festival will be held in Sauk River Park on Thursday, May 13, 2010. The festival is co-sponsored by the cities of Sauk Centre and Melrose and the Sauk River Watershed District. The kick-off will start at 9:25 a.m. and should end approximately 1:45 p.m.

Volunteers are needed to serve food, pop, cleanup, etc. The Sauk Centre Public Works will assist the Melrose Public Works Department in setting up, as well as other City employees. The Council may attend and show support for the City.

- b. The Census Bureau has scheduled the Council Chambers and the Lower Level Conference Room on June 3, 2010 for an application session 4 from 8:00 a.m. – 5:00 p.m. for a part-time permanent field representative.

Also, the Census Bureau will be using the Lower Level Conference Room/Chamber for an hour or two Monday – Friday for the months of May and June.

- c. The City Administrator and Mayor have executed the following Memorandums of Understanding for the following Townships:

- Ashley Township
- Birchdale Township
- Getty Township
- Kandota Township
- Little Sauk Township
- Melrose Township
- Raymond Township
- Sauk Centre Township
- West Union Township
- City of Westport will be executed once that is received as they only meet 4 times a year.

- d. Senior Dining started serving meals at the Senior Center on Monday, May 3, 2010 and is going well.

- e. The Board of Review and Equalization Meeting will be held on Monday, May 10, 2010.

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, 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 Vicki M. Willer