

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, MAY 7, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, May 7, 2014 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Dave Thomas, Warren Stone and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat. Council Member Olson was absent.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the April 16, 2014 Regular Meeting Minutes and the April 16, 2014 Regular Meeting Closed Session Minutes. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

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

None.

**5. PUBLIC HEARINGS**

- a. Vacations of portions of Elm Street North & 4<sup>th</sup> Street North.

Mayor Kirckof opened the Public Hearing and read the Public Hearing procedure.

At the April 16, 2014 City Council meeting, the Council accepted a petition requesting to vacate a portion of 4<sup>th</sup> Street N. and also a one block segment of Elm Street N between 4<sup>th</sup> Street and 5<sup>th</sup> Street. This application was submitted by CentraCare Health Systems – Sauk Centre. The City is the fee owner and Lessor of the property with CentraCare being the Lessee.

Notice was published and mailed notice was sent as required by law.

1. Portion of 4<sup>th</sup> S. N. - When conducting a land survey on the property during negotiations with CentraCare at the time of the integration, it was noted that a portion of the nursing home overlaps onto the right of way of 4<sup>th</sup> Street N. The overlap varies along the length of the building from 0' to approximately 6'. The request is to vacate 12' X 384.88' along the north right of way which is from the back of the sidewalk to the building. There are no plans to change the physical roadway or the parking that currently exists.

2. Elm St. N from 4<sup>th</sup> to 5<sup>th</sup>. – As part of CentraCare’s proposal to reconfigure their parking lot and construct a helipad, they have requested that the City vacate the current Elm St. N. located between 4<sup>th</sup> and 5<sup>th</sup>. The property that is currently the street would continue to be access for the hospital, however, it may be reconfigured or altered as plans progress. A copy of the Survey is provided along with a sketch of a proposed location of the helipad. Note that the pad’s location is such that obstruction height requirements for landings and takeoffs can be met both to the west and the south. This hearing is about the vacation or the right of way and not the helipad, however, the proposed helipad is the reason for the request.

CentraCare Clinic Administrator Del Christianson stated that their plan is to add on to the clinic as well as install a new helipad. Mr. Christianson requested the Council’s approval.

It was noted that no written comments were received in favor or opposition.

Mayor Kirckof called three times for persons to speak in favor or opposition. None spoke.

Mayor Kirckof closed the Public Hearing at 6:40 p.m. See7b.

- b. Vacation of RROW – 1<sup>st</sup> Street South.

Mayor Kirckof opened the Public Hearing and read the Public Hearing procedure.

At the April 2, 2014 Council meeting, the Council set a public hearing for May 7 to consider a request to vacate a portion of 1<sup>st</sup> Street South. The property proposed to be vacated is the extension of 1<sup>st</sup> Street S easterly of Birch Street. (101 Birch Street S). The original plat shows a narrow street dedication. Later surveys show the property with and without the street, which indicates it may have been vacated sometime between the plat date of 1894 and present day; however, no such vacation has been recorded with Stearns County.

In an effort to “clean up” the issue with the property owner, whose house currently sits on the proposed vacated street, a hearing was set so the Council can receive public input to determine if the property is no longer needed for public purposes and can be formally vacated.

A copy of a portion of a Certificate of Survey which shows the area to be vacated along with an outline of the existing home was presented to the Council for their review. It was noted that the City would continue to have access to its property along the river through the previously vacated Birch Street between 1<sup>st</sup> St. and the river.

It was noted that no written comments were received in favor or opposition.

Mayor Kirckof called three times for persons to speak in favor or opposition. None spoke.

Mayor Kirckof closed the Public Hearing at 6:45 p.m. See7c.

c. Vacation of Easement – Lot 2, Engle Addition.

Mayor Kirckof opened the Public Hearing and read the Public Hearing procedure.

At the April 3, 2014 Council meeting a public hearing was set to consider the vacation of a utility easement that currently exists on either side of the line of the original Lots 1 and 2 of the Engle Addition.

In 1989 the westerly 30' of Lot 1 was split off with the intent that it be added to Lot 2. At that time a new easement was dedicated along the new line; however, no action was taken to remove the prior easement.

The Sauk Centre Public Utility reviewed the request and has submitted a letter stating they are not using, nor do they propose to use the easement and do not object to the vacation.

In addition to this approval, a request for lot split approval is on the Agenda; however, that is not part of this action.

Tom Mayer – 30 Anjo Drive. Mr. Mayer stated he was present on behalf of Eleanor Engle and asked that the Council approve this request.

It was noted that no written comments were received in favor or opposition.

Mayor Kirckof called three times for persons to speak in favor or opposition. None spoke.

Mayor Kirckof closed the Public Hearing at 6:47 p.m. See7d.

## **6. REPORTS/PRESENTATIONS**

a. A representative of Clifton Larson Allen reported on the 2013 audit. She thanked the City of Sauk Centre and the City Council for allowing them to perform the audit and she then stated that she reviewed the audit with the Finance Committee prior to the meeting. The City of Sauk Centre was issued a clean audit report. She then discussed the following:

- Required Communications
- Internal Control Findings
- MN Legal Compliance
- Cash and Investment Balances
- Fund Balances
- Comparative Governmental Revenues

- Governmental Fund Revenues for Year ending December 31, 2013
- Comparative Expenditures for Governmental Funds
- Governmental Fund Expenditures for Year ending December 31, 2013

b. The Park Board met on Tuesday, May 6, 2014 and discussed the following:

- Road Closure Request – See 10d
- Recommend Council approval of the Shelter in the Multi-Purpose Park
- Discussion of Splash Pad online fundraising plan
- Discussion of recommended plants in the Splash Pad rain garden
- Recommendation to repair half pipe in splash pad

c. The EDA met on Wednesday, May 7<sup>th</sup> and discussed the following:

- Approved the request to provide copies of the Appraisal Report to Felling Trailers since negotiations have ceased
- Discussed the timeline for the TIF 1-1 decertification
- Discussion about business expansion

**7. ACTION ITEMS**

a. See 6a.

Council Member Thomas introduced Resolution No. 2014-25, Accepting Audited Financial Statement Report for 2013. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

b. The requested action is pursuant to Public Hearing 5a on the request of CentraCare Health Systems Sauk Centre to vacate a portion of 4<sup>th</sup> Street North and Elm Street North.

Council Member Thomas introduced Resolution No. 2014-26, Resolution Approving Vacation Road Rights of Way. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

It was noted that costs associated with preparation of deeds, etc. will be passed on to the applicant.

c. The requested action is pursuant to Public Hearing 5b on the request of the vacation of part of First Street South lying easterly of Birch Street South.

Council Member Thomas introduced Resolution No. 2014-27, Resolution Vacation a Portion of 1<sup>st</sup> Street South. The motion was seconded by Council Member Johnson. A

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

It was noted that there will be costs associated with this action which will be passed on to the applicant.

- d. The requested action is pursuant to Public Hearing 5c on the request of the vacation of a utility easement in the Engle Addition of Sauk Centre.

Council Member Stone introduced Resolution No. 2014-28, Resolution Approving Utility Easement Vacation. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- e. See 7d. This is the same property that a Utility Easement Vacation Hearing was held.

On April 23, 2014, the City received a Request for a Lot Split from Eleanor Engle for property located at 1821 Sinclair Lewis Avenue. The property currently is described as Lot 2 and the Westerly 30' of Lot 1, Engle Addition.

The request is to split the westerly 30' from Lot 2 and combine it with Lot 3. The resulting Lot 2 will be 103' X 180' and will meet all zoning criteria for a residential lot. The resulting Lot 3 is currently developed and will be 133' X 180'. The effect of the split along with a prior split shifts Lot 2 to the west.

City Code allows for the submittal of Lot Split (Minor Subdivisions) directly to the City Council for approval whenever such a split meets or exceeds zoning standards.

Council Member Johnson introduced Resolution No. 2014-29, Resolution Approving a Minor Subdivision (Lot Split) for Eleanor Engle. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- f. The City's Airport Consultant has completed the City's Proposed Airport Layout Plan. This ALP is the City's Plan for the future of the Sauk Centre Municipal Airport. This Plan complies with the City's recently adopted Master Plan. The ALP depicts in map format property boundaries, easements, safety zones, and proposed future improvements and acquisitions.

The FAA and MnDot Aeronautics have been in the loop and in attendance at meetings during the development of the Master Plan and the ALP. The ALP is the actual document that requires approval of the FAA and MnDot Aeronautics. Once approved (estimated October 2014), the City will be able to apply for FAA grant funding for improvements according to the Airport's 20 year Capital Improvement Plan.

The ALP was presented to the Council prior to the meeting for their review.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the Airport Layout Plan and authorize submittal to the FAA and MnDOT Aeronautics. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- g. Steven Ahrens, 200 ½ 2<sup>nd</sup> St. S, Sauk Centre, owns property that is currently landlocked. His property is adjacent to City property at the East end of 2<sup>nd</sup> Street South and is bounded by City property to the East, City trail to the North, and private property to the West and South. His family has owned this property for over fifty years and has obtained access over the City’s property on the East side of his property. Mr. Ahrens is seeking to officially obtain a 33’ easement over the property for ingress/egress and utility purposes so he may connect to City utilities and also satisfy his lender that his property has public access.

Council Member Thomas introduced Resolution No. 2014-30, Resolution Granting an Easement to Steven Ahrens. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

It was noted that all fees associated with this will be paid by Ahrens.

- h. As part of the City’s ongoing Capital Improvements, and at the recommendation of the Operations Committee, quotes were obtained for the replacement of the City’s 2002 LandPride flex mower. Four quotes were obtained from local vendors through the Government Purchasing Program.

14’ LandPride	Modern Farm	\$14,000
15’ Bush Hog	Dairyland Supply	\$13,389
12’ Frontier	Midwest Machinery	\$13,750
15’ Frontier	Midwest Machinery	\$15,600

A copy of the specification comparison was provided to the Council prior to the meeting. The city currently use a 14’ model which is what was preferred in the quote request; however, the other brands are not available in a 14’ width so the vendors quoted their most comparable model.

Of the specifications outlined, staff has indicated that the more critical are deck tire size due to rough terrain, deck thickness due to effects from sand while mowing sandy areas, and blade tip speed.

Parks Foreman Dave Beilke recommended Council approval of the LandPride due to the heavier grade steel provided. He stated that the current LandPride has 1,500 miles on it.

Council Member Thomas introduced Resolution No. 2014-31, Resolution Accepting Quote for Flex Mower (14’ LandPride - Modern Farm - \$14,000). The motion was

seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson and Mayor Kirckof. Against: none. Absent: Council Member Olson. Abstain: Council Member Stone. The motion passed.

- i. At the April 16, 2014 City Council meeting, the Council directed staff to negotiate for the purchase of the former ER Auto building at 1300 Timberlane Drive within certain parameters set in closed session.

Staff was able to negotiate a price within those parameters and has signed a purchase agreement contingent upon City Council approval. The purchase agreement price is \$270,000.

Council Member Stone introduced Resolution No. 2014-32, Resolution Authorizing Purchase of Real Estate. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- j. See 7i.

Staff recommends the financing plan for the purchase of real estate:

\$100,000	Ambulance Dept.
<u>\$170,000</u>	Interfund Loan from General Fund
\$270,000	Total Sales Price

The Interfund Loan to include interest at 2% to be repaid to the General Fund in five annual payments of \$36,066.93.

Part of the agreement with the Ambulance Dept., in order to preserve property tax revenue generated by the property, is that the Ambulance Dept. shall pay to the General Fund an amount equal to the lost City Property Tax each year as a Payment in Lieu of Taxes (PILT).

The Directors have developed a budget for items such as paving, carpet, painting and other minor improvements or storage needs. This includes:

\$500	Painting
\$5,000	Flooring
\$3,500	W/D – Shower - Softener – Plumbing
\$33,500	Parking Lot 10,000 sf (concrete)
\$2,000	Furniture
<u>\$500</u>	Signage
\$46,000	

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve an interfund loan to the Ambulance Department from the General Fund to be repaid in five annual payments at a 2% interest. A vote being recorded as follows:

For: Council Members Johnson, Stone, Thomas and Mayor Kirckof. Against: None.  
Absent: Council Member Olson. The motion passed.

- k. At the City Council meeting on April 16, 2014, Council directed staff to put together a synopsis of options the Council should consider if putting the Walnut Street Garage up for sale. Those options are as follows:

1. Online Bidding process - Could be done through MinnBid – Fee \$1,000
2. Live Auction – Kevin Winter, Auctioneer – Commission 6%
3. Sealed Bid – Direct to City Council – No Fee or Commission
4. List for Sale – Select real estate firm to list – 6 – 8% commission

It was recommended that the Council set a minimum bid it would accept and also reserve the right to accept or reject any or all bids.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to move forward with the online bid process for the Walnut Street Garage, setting the minimum bid at \$28,000. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- l. The Police and Public Works Departments have various excess vehicles and equipment to be offered for public sale as follows:

1988 Dodge Pickup  
1993 Vemeer Wood Chipper – Reserve \$4,000  
2003 John Deere 1435 Mower with Sweeper – Reserve \$5,000  
2002 LandPride Flex Mower – Reserve \$2,000

2002 Ford Escape  
2000 Pontiac  
1994 Ford Explorer  
1991 Chevrolet Cavalier  
2000 Pontiac Bonneville  
1998 Jeep Wagon  
1991 Chevrolet GMT  
2000 Chevrolet Silverado

Council Member Thomas introduced Resolution No. 2014-33, Resolution Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- m. In 2003, the City Council directed staff to take steps necessary to complete the vacation of road right of way at the intersection of State Street and County 186 (12<sup>th</sup> Street S.). This right of way was traded to the property owner in exchange for other right of way



needed for the County's road improvements on 186. At the time, the intersection was changed to a 90 degree intersection.

That vacation was never completed and was again reviewed in 2012 at which time the City did not proceed due to questions on the residual right of way. There was some question as to what was City and what was County. Staff has since met with officials from Stearns County and is again presenting the request to the Council.

The first step would be to call a public hearing. All information will be presented at that time.

Council Member Stone introduced Resolution No. 2013-34, Resolution Setting a Public Hearing on a Vacation of Road Right of Way. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

- a. The Personnel Committee (Mayor Kirckof and Council Member Stone) met with City Administrator Willer and reviewed her performance as City Administrator for the past eight years. Mayor Kirckof stated that Willer has been an employee of the City of Sauk Centre since February of 2006 and she has served as a true leader. In 2007 she was moved to Step 3, in 2008 to Step 4, declined a step in 2009 and in 2010 she was moved to Step 5.

The Personnel Committee is recommending that Willer be moved to Step 7 effective immediately.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to move Willer from Step 5 to Step 7 of the Non-Union Pay Scale effective immediately. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$135,632.26
	Paid Claims	<u>\$44,646.26</u>
	Total	<u>\$180,281.52</u>

- b. Resolution No. 2014-35, Resolution Accepting Contributions.

Men's Card Playing Group

\$212.58

Senior Center

- c. Request from Jim Winters representing the American Legion Post 67. Mr. Winters submitted three Temporary 3.2 On-Sale Beer License Applications as follows:
  - i. The term of five days, from July 30 thru August 3, 2014 for the Stearns County Fair.
  - ii. The term of one day, on September 6, 2014 for the Grillin & Chillin.
  - iii. The term of one day, on September 20, 2014 for the Snowmobile Swap Meet.
- d. Request from Jim Winters representing the American Legion Post 67. Mr. Winters submitted two Temporary Extension of Out-Door Liquor Permit Applications as follows:
  - i. The term of one day, on August 23, 2014 for food, music and a Bean Bag Tournament in their North Parking Lot from Noon – 10:00 p.m.
  - ii. The term of one day, on October 4, 2014 for a 5K Run & DJ Music in their North Parking lot from Noon – 10:00 p.m.
- e. Request from Jim Winters representing the American Legion Post 67 for a road closure of Park Road for the 5K Run. The Park Board made a recommendation for the closure of the road from the intersection of Oak & Park Road to the boat landing.
- f. Resolution No. 2014-36, Resolution Approving an Off-site Gambling Permit for the Sauk Centre American Legion Post 67. The permit would allow a raffle for an Annual Rubber Ducky Race to be held on July 20, 2014 at the Conservation Park.
- g. Request from Melanie Roering, dba: M & M Corner Bar for a Temporary Extension of Premise Permit for an Anniversary Bash in back parking lot on June 13 & 14, 2014 with live music.
- h. Assembly Permit request from Father James Statz/Father Greg Paffel/Deborah Holt for a Corpus Christi Procession to be held on June 22, 2014 at Our Lady of Angels. About 200 people are expected to attend. The procession will be from Our Lady of Angels Church down Ash Street to St. Paul's Church and back down Birch Street.
- i. Gambling Application for Exempt Permit Request from Sauk Centre Lions Club for a raffle and pull-tabs on July 31 - Aug. 3, 2014 at Stearns County Fairgrounds.

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

## **11. INFORMATIONAL ITEMS**

- a. Middle Sauk Water Festival 2014 – May 14, 2014 at Melrose Park. The Water Festival will be held in Melrose at the Park. The City of Sauk Centre, The City of Melrose and

the Sauk River Watershed hold this annual event to educate 4<sup>th</sup> grade youth on environmental and water related activities.

- b. Safety Committee Meeting Minutes.
- c. Officer VonWahlde will advance to Step 7 of the Union Pay Scale effective May 15, 2014.
- d. Sauk Centre Day at the Ballpark – June 5, 2014 at 6:35 p.m. The Alexandria Blue Anchors baseball team, managed by Former MN Twin Al Newman, named Thursday, June 5th - Sauk Centre Day at the Ballpark.
- e. Cleanup-Recycling Day – Sauk Centre Arena – May 16-17.

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting.

Respectfully submitted,

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Mayor Brad Kirckof

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City Administrator Vicki Willer