

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MAY 16, 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, May 16, 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, Public Works Director Wessel, Police Chief Metcalf, City Planner Votruba, City Engineer Keith Yapp of Bonestroo and Office Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved with additions

3. APPROVAL OF MINUTES

The Council's May 2, 2007 regular meeting minutes were approved as presented.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Police Chief Metcalf reported on the April 2007 offenses which are as follows:

-10 Alarm	-8 Medical
-5 Assault	-17 Theft (including bad check)
-18 Assist	- 96 Traffic

The total calls in April 2007 were 278 which is up from the April 2006 total of 170 calls. Chief Metcalf stated those numbers are up due to higher staffing.

b. Ambulance Director Kathy Struffert stated that the week of May 13-19, 2007 was proclaimed Police week and May 20-26 was proclaimed EMS week so it was appropriate at this time to recognize some of our local heroes for an outstanding job done in the pre-hospital emergency setting.

On December 19, 2006 the Sauk Centre Ambulance was paged for a male down in the City of Sauk Centre. Officer Bryon Friedrichs and Officer Chris Mensen were also dispatched and arrived on the scene within a matter of minutes. They determined that the male was in cardiac arrest and started CPR and attached the AED. Upon ambulance arrival the officers were performing CPR and the AED was used to shock the patient's heart. While continuing CPR efforts and

additional shocks with the AED the patient was loaded and transported to St. Michael's Hospital. The EMT's continued to assist in the emergency room, and along with hospital staff a spontaneous heart rhythm was re-established and maintained. The patient was then transferred via helicopter to the St. Cloud Hospital for additional care.

Ambulance Director Struffert stated that in honor of their successful efforts that day the American Heart Association has sent their "Heartsaver Save Award" certificates for each of the EMS workers involved that day.

Pins and certificates were also received for the Hennepin County Medical Centers "The Beat Goes on Program" acknowledging the heroic efforts of EMS personnel in their successful recognition of patients in cardiac arrest.

Ambulance Director Struffert stated that these hometown heroes made a difference that day by saving a life. Cardiac arrests are few and far between and for this life saved the ambulance service thanked them and rewarded them with an EMS Everyday Hero pin. The pins were presented to Officer Bryon Friedrichs, Officer Chris Mensen, EMT 1 Mike Bolz, EMT 1 Mike Poepping and EMT Jessie Hoppe.

Duane Rosedahl, the man whose life was saved was present and thanked the officers and EMT's for their efforts in saving his life. He stated he was very grateful.

c. City Administrator/Clerk Willer reported on the May 8th Planning Commission meeting where the following was discussed:

- Public Hearing on the Preliminary and Final Plat for Daybreak Place Second Addition (Action Item 7a).
- April Building Permits.
- Minor Subdivision/Lot Split for Clarence and Susan Hornick/Cyril Felling (Action Item 7b).
- Discussion of setback for surrounding Cities including the distance between manufactured homes.
- Discussion of possible rezoning of property following a Conditional Use Permit for Friedrichs Tire & Oil.
- Oakridge Heights Property Owner is thinking of possibly developing a Common Interest Community (CIC).
- Property Owner Neil Marty Complaint requesting documentation from the City's Engineer, at the City's expense, that the proposed landscaping from Ms. Johnson's property will alleviate the watershed on his property. The Planning Commission did not want to expend City funds before landscaping was complete. City Administrator/Clerk Willer said the City will enforce the zoning ordinance

- Discussion on sidewalks on Ash Street between 12th Street and the Wobegon Trail Crossing and discussion on future road improvements on Ash Street. (Action Item 7j).
- d. The Operations Committee met on May 8 where they discussed the following:
- 2007-2008 CIP Projects including Ash Street Reconstruct (Action Item 7j) and Highway 71 Street Lighting Project (Action Item 7k).
 - Repairs to the City Hall (front stoop, upper level walkway railing, stucco repair). The Operations Committee recommends installation of a walkway railing and they also recommend repairing the stucco on the west side of the building. An Accessibility Inspection is being conducted on the front stoop for a future recommendation.
 - Voller stormwater issue. City Planner Votruba will meet with Engineer Yapp.
- e. On May 15th the Personnel Committee met with Ann Antonsen regarding the Compensation Study. The meeting will reconvene on May 30 at 4:00 p.m. for a Council work session and a full report will follow at the Council's June 6, 2007 meeting.

7. ACTION ITEMS

- a. City Administrator/Clerk Willer stated that the Planning Commission held a Public Hearing on May 8th at 4:30 p.m. to consider the preliminary and final plat of Daybreak Place Second Addition.

The Planning Commission recommended to the Council that the Preliminary and Final Plat be granted to Daybreak Place Second Addition. The proposed findings should be made a part of the approval with the following conditions:

1. Typical easements will need to be shown on the plat at least ten (10) feet wide, centered on the side lot lines for drainage and utility with final plat showing same.
2. All data required for final plat as per Section 1005.03 SUBD. 5. of the Subdivision Ordinance shall be submitted, incorporated or approved as per Ordinance specifications.
3. The Preliminary Plat will be finally approved if all conditions and expectations are met at the time of Final Plat review. The action may be taken simultaneously.
4. Setbacks shall be consistent with prior PUD approval.
5. Access points and width to be set and limited to 24 feet in width.

6. Final grade of all sites after construction shall be consistent with existing grades.
7. All costs associated for review and approval of plans and documents, including but not limited to City Attorney fees shall be paid by the Developer.
8. The final plat shall be reviewed by the Stearns County Director of Land Management prior to final approval. Any changes or recommendations of the Director may be incorporated in conditions for final approval.
9. Subsequent to final plat approval, the existing special assessments for Outlot B and Outlot C, Daybreak Place should be equally distributed and recertified among the eleven lots in Daybreak Place Second Addition.
10. Current title opinion not greater than 90 days old. Shall be submitted for review by City Attorney prior to release of final plat for recording.

A motion was made by Council Member Thomas and seconded by Council Member Stone to adopt Resolution No. 2007-28, Resolution Approving Preliminary and Final Plat of Daybreak Place Second Addition. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- b. At the Planning Commission's May 8th meeting they reviewed an application from Clarence and Susan Hornick to acquire the southerly 3,128 square feet of property from Cyril Felling. City Administrator/Clerk Willer stated that this will not be creating a new lot and she then presented Resolution No. 2007-29, Resolution Approving a Minor Subdivision (Lot Split) from Cyril J. Felling to Clarence J. Hornick and Susan E. Hornick.

A motion was made by Council Member Stone and seconded by Council Member Thomas to adopt Resolution No. 2007-29, Resolution Approving a Minor Subdivision (Lot Split) from Cyril J. Felling to Clarence J. Hornick and Susan E. Hornick. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. During the budgeting process the City budgeted \$30,000 for 2007 sealcoating projects. PWD Wessel has prioritized streets that would most benefit from sealcoating in 2007 and is recommending advertising for quotes.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to approve advertising for quotes for street sealcoat

maintenance. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

The City will accept sealed quotes until 12:00 p.m. on Tuesday, May 29th, 2007.

- d. As part of the City Park Board's ongoing improvement projects the Board is recommending advertising for quotes for the installation of a Park Shelter in Brown's Park. The project will be funded with Park Dedication funds that are currently on deposit with the City.

A motion was made by Council Member Stone and seconded by Council Member Thomas to approve advertising for quotes for Park Shelter/Bathroom quotes. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

The City will accept sealed quotes until Thursday, May 31st, 2007.

- e. Council Member Thomas introduced Resolution No. 2007-30, Resolution Accepting Contribution from Men's Card Playing Group. The motion was seconded by Council Member Johnson. 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 the contribution totaled \$320.00 and is this is budgeted to be received annually.

- f. Council Member Johnson introduced Resolution No. 2007-31, Resolution Accepting Contribution from Community Connection of Sauk Centre. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

City Administrator/Clerk Willer stated that these funds are allocated to the Chamber of Commerce.

- g. The Finance Committee has met and recommended that a portion of the uncommitted funds from the 2006 budget be allocated to sinking funds as follows:

Fund 42100 (Police Administration)	\$10,000 for Retiree Severance Fund
Fund 43000 (Public Works Admin)	\$10,000 for Retiree Severance Fund
Fund 43100 (Streets)	<u>\$35,000</u> for Truck Replacement

Total Allocation	<u>\$55,000</u>
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Council Member Thomas introduced Resolution No. 2007-33, Resolution Designating General Sinking Funds. The motion was seconded by Council

Member Johnson. 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 the City made a 3 year commitment to budget \$35,000/year for the purchase of a new truck.

- h. City Administrator/Clerk Willer stated that Office Assistant Nicole Vogt will be on FMLA leave for 6-8 weeks and a temporary person is needed to help answer the phones, assist walk ins and do general front desk clerical duties. The position is expected to begin late May.

At the May 2nd Council meeting they approved advertisement for the position in which staff sent out 15 applications and received 9 back.

City Administrator/Clerk Willer interviewed 3 candidates and the top two were Rebekah Bakewicz and Corrine Lipinski. She recommended hiring Rebekah at \$10/hour, if Rebekah was not able to take the position she recommended hiring Corrine Lipinski.

A motion was made by Council Member Johnson and seconded by Council Member Thomas to appoint Rebekah Bakewicz as the number one candidate and Corrine Lipinski as the number two candidate for the Temporary Office Assistant position at a rate of \$10/hour. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- i. In the past the Ambulance Department has provided services to the Country Music Fest, USA and each year they enter into a contract for these services. Country Music Fest USA will be billed \$60/hour for the services provided.

A motion was made by Council Member Johnson and seconded by Council Member Stone to authorize entering into an Agreement with Country Music Fest USA for Ambulance Standby services. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas. The motion passed.

Ambulance Director Struffert stated that the rig will be staffed with two EMT's and the City will also have their regular staffing for in town purposes.

- j. At the Operation Committee's May 8 meeting they discussed the upcoming Capital Improvement Projects as outlined in the 5 year CIP Plan. The Committee is recommending that the City initiate the 2008 Ash Street project by ordering a feasibility report. City Administrator/Clerk Willer presented timeline and Resolution 2007-32, Ordering a Feasibility Report. She noted that a feasibility report is one of the many steps that need to be taken to conduct the project. This

project will be completed in conjunction with the Sauk Centre Public Utilities Commission.

Mayor Kirckof stated that MN Stat. 429 requires a feasibility report is conducted.

A motion was made by Council Member Thomas and seconded by Council Member Stone to adopt Resolution No. 2007-32, Resolution Directing City Engineer to Prepare a Feasibility Report for 2008 Capital Improvement Project for Ash Street. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

It was noted that once conducted, the feasibility report will be presented to the Council.

- k. City Administrator/Clerk Willer stated that the Operations Committee also discussed the Highway 71 street lighting project. The total costs for materials was \$32,122.80 and the cost if contracted out was \$67,970. The cost to the City using in-kind labor of City and PUC employees is \$35,847.20.

The Operations Committee recommended purchasing lighting materials to complete two blocks (one block north and one block south of the Sinclair Lewis Avenue intersection).

It is anticipated to complete the 300 block project in 2007 with the option to complete the 200 block with weather permitting.

A financing option is for the PUC to purchase the light and front the costs. A Capital Improvement Fund will be set up at the City to account for the costs incurred. Also, funds will be collected by the Adopt-A-Pole Committee and the City will use MnDot's contribution which will offset these costs with any excess funds to be applied to the PUC or future phases. A net amount due to the PUC will then be calculated upon completion of the 2007 phase. A note due to the PUC will be executed and the City will repay the PUC over time as budgeted money and contributions allow.

Upon completion of the 2007 project a projection of phases necessary to complete the project will be presented to the Council for approval. It is anticipated that the lights will be replaces from 1st Street South by the dam to the trail crossing for a total of 7 blocks.

City Administrator/Clerk Willer stated that it is further recommended that the Council or Finance Committee initiate a Committee to seek contributions for the Adopt-A-Pole program.

A motion was made by Council Member Stone and seconded by Council Member Thomas to implement the Highway 71 Street Lighting Project and initiate an Adopt-A-Pole Committee. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

The lights in the 300 block will be the same as the lights that are currently on Sinclair Lewis Avenue.

- l. The purchase of a new fire truck has been on the City/Fire Department's CIP plan and the Fire Department, after 8 months of planning, is requesting to take action to allow for the purchase of a fire truck at this time.

Fire Chief Keith Polipnick stated that the new fire truck will replace the 1990 Chevy First Response Truck. He then presented a handout of the drawing of the truck that the department wishes to purchase. He stated that this truck has roll-up doors which is a safety feature if the truck is on the highway. This truck will not be a main pumper. The truck will be funded 100% with gambling funds and not tax dollars and the funds are on hand. A certificate of indebtedness is not required.

A motion was made by Council Member Johnson and seconded by Council Member Thomas to approved seeking bids for a fire truck. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Coenen. Against: None. Abstain: Mayor Kirckof. The motion passed.

Fire Chief Polipnick stated that the department does not want to exceed \$180,000.

- m. The deadline for the Training Coordinator position was Friday, April 27, 2007. Staff sent out 6 applications and received two back. Ambulance Director Struffert stated that the two applicants were well qualified; however, her recommendation was to hire Jeff Bromenschenkel as the Training Coordinator.

A motion was made by Council Member Stone and seconded by Council Member Johnson to appoint Jeff Bromenschenkel as the Training Coordinator. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas. The motion passed.

- n. At the Council's May 2 meeting a public hearing was held regarding implementing a lodging tax and CVB. At that meeting, action was taken to make the following changes to the Ordinance and bring back for adoption: impose 3% tax, include the Sinclair Lewis Campground and have an 8 member CVB Board (5 lodging, 1 Chamber of Commerce Rep, 1 Council Rep and 1 Rep at Large).

After the changes were made the Ordinance was sent to City Attorney Mayer for his review.

City Administrator/Clerk Willer stated that the implementation date of the Ordinance is July 1, 2007. She also noted that the terms of the Board members will be staggered.

Council Member Thomas stated that he would prefer the Council make appointments to the CVB board rather than the Board appointing their own members.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to adopt Ordinance No. 656, An Ordinance of the City of Sauk Centre Adding to the Sauk Centre City Code Section 610 Imposing a Lodging Tax and Creating a Convention and Visitors Bureau. The implementation date for the Ordinance is to be July 1, 2007, the terms are to be staggered and the Council will make the appointments. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof clarified the following:

- Subd. 2. Joint Powers Agreement - gives the City the option to join into an agreement with another City.
- Subd. 6 states that a decision rendered by the City may be appealed to the Council and the petitioner must file a written notice within 10 days. This appeal is regarding failure to pay.

City Administrator/Clerk Willer then presented Ordinance No. 656, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 656 Adding City Code Section 610, Imposing a Lodging Tax and Creating a Convention and Visitors Bureau.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to adopt Ordinance No. 656, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 656 Adding City Code Section 610, Imposing a Lodging Tax and Creating a Convention and Visitors Bureau. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- o. Advertisement for applications for a Seasonal Maintenance Worker in the Public Works Department was approved at the Council's May 2, 2007 meeting.

Public Works Director Wessel stated that staff is going to continue acceptance of more application and will report back at the Council's June 6, 2007 meeting.

- p. City Administrator/Clerk Willer presented Resolution No. 2007-35, Resolution Ordering Advertising for Bids for St. Michael's Hospital and Nursing Home Renovations. She stated that this advertisement for bids is to seek bids replace a roof on the old part of the Hospital at a cost of approximately \$100,000. She noted that the Hospital will finance this project themselves.

A motion was made by Council Member Thomas and seconded by Council Member Stone to adopt Resolution No. 2007-35, Resolution Ordering Advertising for Bids for St. Michael's Hospital and Nursing Home Renovations. A vote being recorded as follows: For: Council Members Thomas, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Johnson. The motion passed.

8. UNFINISHED BUSINESS

- a. At the May 2 Council meeting the appointment of an Airport Consultant was pulled from the agenda because two of the members were not present at the interviews. The Airport Consultant's candidates will be discussed at the Airport Commission's may 21 meeting and following that meeting a recommendation will be made to the council.
- b. At a previous Council meeting the possibility of implementing a Payment in Lieu of Taxes for St. Michael's Hospital since they are owned by the City and are currently tax exempt.

Minnesota Statute does allow for the imposition of the payment.

Mayor Kirckof read a letter that he wrote regarding this issue. In his letter he states that it is his recommendation that the City Council take a look at what this facility brings to Sauk Centre. By asking the hospital to make a cash payment in lieu of taxes puts the hospital at risk and increases the competitiveness with surrounding hospitals. He does not believe asking the hospital for payment in lieu of taxes is in the best interest of our community and he does not support this type of action.

Council Member Coenen stated that the hospital is a business and since state statute allows for imposition of payment he does not see a reason why the Council would not impose the tax. He feels it is only fair to the community to start negotiations with the hospital.

Council Member Thomas asked the Council to look at what Sauk Centre would be without a Clinic/Hospital. He feels it is very important to the City to keep the hospital in town. He stated that the hospital cannot set fees to pass on to patients as Medicare/Medicaid set the fees.

A motion was made by Coenen and seconded by Thomas to begin negotiations with St. Michael's Hospital for Payment in Lieu of Taxes. A vote being recorded

as follows: For: Council Member Coenen. Against: Council Members Stone, Thomas and Mayor Kirckof. Abstain: Council Member Johnson. The motion died.

Council Member Thomas presented information regarding Franchise Fees paid by the Public Utilities Commission to the City. The total Franchise Fees paid from 1991 through 2006 totals \$1,098,555.00 and the total donations to the City from 1991 through 2006 is \$531,359.00 for a grand total of \$1,629,914.00.

Council Member Thomas stated that these monies come from customers which is invoiced to them on their monthly bill and these amounts cannot be deducted on their tax returns.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to have staff prepare a resolution stating that the Council will not take any of the Public Utilities Commission's cash assets. A vote being recorded as follows: For: None. Against: Council Member Thomas, Stone, Johnson, Coenen and Mayor Kirckof. The motion died.

Mayor Kirckof stated that he feels that asking the Council to affirm that they will not draw money from the PUC is hard and he is not comfortable with agreeing to that.

Council Member Thomas then asked for a consensus that the Council is not actively seeking funds from the PUC. A consensus was not reached.

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

9. NEW BUSINESS

- a. Sauk Centre Opportunities (SCO) has approached the City and City Engineer Keith Yapp about the possibility of developing a strip of property between Beltline Road and the Industrial Park. SCO would like to work with Keith Yapp because he is familiar with the City, but since he is the City Engineer they are seeking permission from the City to utilize Yapp as the engineer and surveyor for this project.

City Administrator/Clerk Willer stated that in this particular instance she encourages the Council to approve SCO request to utilize Keith Yapp.

SCO representative Steve Donnay stated that this piece of land is approximately 11.8 acres. These acres are possibly going to be developed into commercial/industrial parcels as SCO has received inquiries into smaller lots than what is currently available in the Industrial Park. Donnay stated that this project

is strictly in the research phase at this point. He also stated that all expenses will be paid solely by SCO.

It was the general consent of the Council to authorize SCO to utilize Keith Yapp as their engineer on this project.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Total of unpaid claims \$174,759.48 and paid claims of \$42,852.01 for a total of \$217,611.49.
- b. Gambling exemption for exempt permit request from Knights of Columbus for Bingo on July 26 at the Stearns County Fairgrounds.

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

11. INFORMATIONAL ITEMS

- a. City Administrator/Clerk Willer stated that the legislature passed the smoking ban. The ban does not grant the City the authority to allow smoking room and becomes effective October 1, 2007.

12. COUNCIL COMMENTS

Council Member Stone welcomed City Planner Phil Votruba to the City.

13. ADJOURNMENT

A motion was made by Council Member Stone and 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 8:33 p.m.

Respectfully Submitted,

Mayor Brad A Kirckof

City Administrator/Clerk Vicki M. Willer