

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MAY 21, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, May 21, 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 Police Chief Bryon Friedrichs. Mayor Kirckof presided thereat. Council Member Olson was absent.

2. APPROVAL OF AGENDA

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the agenda with the addition of 7g Campground Manager Appointment and 7h Election Judge Appointments. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

3. APPROVAL OF MINUTES

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the May 5, 2014 Special Meeting Minutes as presented and the May 7, 2014 Regular Meeting Minutes, with additions. A vote being recorded as follows: For: Council Members Stone, Thomas, 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

None.

6. REPORTS/PRESENTATIONS

- a. Mayor Kirckof reconvened the May 5, 2014 Board of Review and Equalization meeting.

At the May 5th meeting Board of Review meeting, the City Council directed County Assessor Don Ramler to meet with a John Felling on behalf of the Cates Estates Townhomes to discuss the valuation of their property.

Ramler stated that the 2014 EMV was \$1,539,600.00, the 2014 LBAE is recommended to be \$950,400, which leaves a \$589,200 difference. Mr. Ramler stated that he is comfortable with this valuation and feels it is a fair value. He is recommending Council approval.

He also noted that it is up to the property owner if they would want to combine the 22 parcels.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the value recommended by Assessor Ramler (\$950,400). A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

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

- b. Police Chief Friedrichs presented the April 2014 Monthly Report stating that there were 175 Verbal Warnings and 301 ICRs for a total of 476.
- c. The Airport Commission met on Wednesday, May 14th and discussed the following:
 - Reviewed final ALP and Master Plan
 - Discussed timeline for future projects (Fiscal 2015 begins October 1)
 - Recommended transfer of expiring funds
 - Discussed acquiring used lighting standards for use at airport
 - Discussed minimum specifications for private hangar construction
 - Received MCOA (MN Council of Airport)

It was noted that the Airport Commission meets bi-monthly.

- d. At the April 16th Council Meeting, a petition was received for the improvement of Centre Street from 12th Street to Beltline Road. The petition was signed by all the abutting landowners. Their request was for paving.

The Council accepted the petition and directed City Engineer Yapp to prepare a feasibility report to include:

- Weight rating recommendation
- Urban vs. rural design – contrast/compare
- Storm water control
- Intersection detail
- Encroachments (if any)
- Estimated cost
- Estimated timeline
- Estimated assessments under current policy

Because the petition was signed by all of the abutting property owners, a public hearing is not required. Therefore, an invitation was extended to all of the petitioners to hear the feasibility report.

City Engineer Yapp presented his Feasibility Report as follows:

- Project Location
- Urban Design
- Rural Design (no curb and gutter)
- Urban preliminary cost estimates - \$366,500
- Rural preliminary cost estimates - \$269,000
- Urban preliminary assessment roll
- Rural preliminary assessment roll

Yapp also noted that this location is currently equipped with an 18 inch pipe.

See 7a.

7. ACTION ITEMS

a. See 6d.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to table action on this item until the July 2, 2014 Regular Meeting. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

b. As part of the ongoing improvements at the Multi-Purpose Park, the Park Board is recommending that the City Council approve Plans for the Shelter/Restroom and Authorize Advertisement for Bids.

The Park Board reviewed the Plans and is recommending that the project be bid as shown with one addendum, as follows:

30' X 64' shelter with perimeter frost footings, powder coated steel columns, honed concrete block men's and women's two stall handicap accessible restrooms, shower/changing room, mechanical room, vaulted lined ceiling, steel roof.

The Addendum would be to construct with 6X6 timbers (pole style), remove perimeter foundation except around restroom, and remove shower.

This would give the City Council two options to choose from based on how the numbers come in. The source of funding for this project are the campground profits from the 2012 and 2013 camping season.

Council Member Stone introduced Resolution No. 2014-38, Resolution Seeking Bids for Park Shelter Facility. 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.

c. The Park Board has reviewed the Naming Rights Contract that was presented and are recommending that the City Council consider authorizing the contract and allowing for the solicitation of candidates.

In addition to the Agreement, criteria for the type of name should be discussed along with selection process and/or bidding.

The Agreement defines: Term (5, 10, 20 years or permanent)
 Cost
 Indemnifies each party
 Installation and Maintenance

The Council reviewed this contract and felt that criteria needed to be set prior to solicitation of candidates.

It was the general consent of the Council to approve the format of the Naming Rights contract and ask that the Park Board set criteria for naming rights.

- d. The City receives an allocation of FAA Funds each year as part of the NIPIAS Airport Program. The allocation is \$150,000 per year to be used for Airport Improvements. Those funds can be carried forward for four years and then expire if not used or transferred.

Sauk Centre has been working on the update of the Master Plan and Airport Layout Plan and will not qualify to apply for a grant for those funds until the ALP is approved by the FAA. Therefore, residual funds in the amount of \$8,149 are set to expire June 15 unless we transfer them (lend our allocation) to another City that is currently undergoing a project and can use them. If we do not transfer them, they will go into the FAA's discretionary fund.

The Airport Board selected several cities that are currently undergoing a project and have authorized the funds to transfer to them. If none of the cities elect to receive the transfer, the funds will expire.

Glenwood
Cloquet
Mahnomen

City Administrator Willer stated that none of the cities listed above can use the funds so the funds will automatically expire and go back into the FAA pool and be used elsewhere.

No action needed.

- e. At the April 16 City Council meeting, the Council directed that quotes be obtained for the replacement of the vinyl tile in the lower level. The replacement option selected by the Operations Committee was for a commercial grade carpeting.

Quotes were solicited through the State Bid (Hiller Carpet) and was also advertised locally with complimentary bid specifications sent to several local carpet dealers.

As of the close of bids, one had been received. That quote was from Hiller Carpeting and is as follows:

Carpet and installation including vinyl base, blue and reducer strips	\$5,941.00
Option 1: Removal of old tile	\$1,011.00
Option 2: Replace stair treads	<u>\$2,383.00</u>
	<u>\$9,335.00</u>

Removal of old tile was bid as an option because City Public Works could do the removal.

Replacing stair treads is an option due to cosmetics.

It was the general consent of the Council not to replace the stair treads at this time.

Council Member Stone introduced Resolution No. 2014-39, Resolution Accepting Quote for Carpet Installation (Option 1). 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.

Mayor Kirckof noted that staff did solicit local quotes; however, no response was received.

- f. As the Ambulance Department prepares to move into the new facility, some improvements are needed.

The Department is requesting approval to solicit quotes to improve the parking lot. At a minimum, the approach area to the top of the hill should be concrete. The balance of the lot to be concrete or asphalt.

The approximate square footage of the area is 10,000 sf. (1,150 for approach and 10,000 for lot).

Council Member Johnson introduced Resolution No. 2014-40, Resolution Seeking Bids for Parking Lot Improvements. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- g. During the adoption process for the 2014 budget cycle, the Park Board presented a budget to the Council which included a rate of pay for the Campground Attendant for 2014 if the same attendants were to return for the season. The Council adopted the budget and agreed to the rate.

The Campground Attendants have agreed to return for the season at a rate of \$8,500.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to appoint Harold and Patrica Read as Campground Attendants for the 2014 Camping Season at a rate of \$8,500. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

h. In order to conduct the August 12th Primary Election and November 4 General Elections, the City must appoint persons to serve as Election Judges, at which point they will be eligible to attend the mandated training. The Judges recommended for approval are:

- Roxanne Behnen
- Diane Bosl
- Donna Broermann
- Wendy Drobny
- Sandra Friedrichs
- Claren Kane
- Alice Karakas
- Melissa Kleinschmidt
- Sarah Morton
- Roberta Olson
- Delores Orth
- Alice Peters
- Marilyn Schwegman
- Amy Trisko
- Nicki Vogt
- Vicki Willer

Council Member Johnson introduced Resolution No. 2014-42, Resolution Appointing Election Judges to Serve at the August 12 Primary and November 4 General Elections. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

8. UNFINISHED BUSINESS

a. Minnesota State Statute dictates that by June 13, 2014, all agencies, including cities, who maintain roadways open to public travel must adopt a sign maintenance program designed to maintain traffic sign retroreflectivity at or above specific levels.

The City must select one or more of several options of how it plans to address Sign Reflectivity including sign replacement, maintenance, monitoring etc.

A draft Policy has been forwarded to the Policy Committee for review and is expected to be before the City Council for adoption at the June 4, 2014 meeting.

- b. City Engineer Keith Yapp updated the Council on what remains to be completed on the Storm Water Project and the timeline for completion as follows:
- Intention is to have everything completed by the end of May.
 - Couple concrete areas that were damaged over the winter months are currently being replaced.
 - Paving is scheduled for the last week of May.
- c. The City has met several times with staff from the County regarding the Beltline Road project. These meetings included discussion on turn lanes, shoulder width, storm water control, power line relocation etc.

One issue directly related to the City is the power line relocation to accommodate the proposed turn lane. Xcel Energy is working to relocate two poles to the south (closer to the Interpretive Center but within the right of way) but would need to place guide wires onto the property and may be seeking permission to do so.

The other issue is the management of storm water. The City system cannot accommodate the amount of water coming across Beltline at the old Wonder Bread Building. It was suggested that water, rather than come across, drop into a basin and a storm water line to be constructed under Beltline with a discharge to the south near the stop light. The design engineers are working on this, however, it would depend upon whether we will be allowed to utilize the culvert under 71 at the Interpretive Center (in the bottom of the ditch). If we cannot use that, we may have to construct a holding pond by Getty Street.

In addition, the storm drain under 71 where the existing bottleneck is by Snap Fitness was videoed from each direction to be sure there were no obstructions. The determination on storm water control remains unknown at this time.

Also to be changed will be a culvert under Beltline at Centre Street which is currently blocked and also a solution to the drainage area from CPS.

The Council felt that a turn lane is necessary in that location and also felt they would offer a small time frame which would allow them to change out the poles.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council considered the following Consent Agenda Items:

a.	Schedule of Claims -	Unpaid Claims	\$73,865.50
		Paid Claims	<u>\$267,696.12</u>
		Total	<u>\$341,561.62</u>
b.	April Checks	#2167E-2195E	<u>\$307,496.29</u>

#35020-#35115
3 Payroll ACH

c. Resolution No. 2014-41, Resolution Accepting Contribution.

Sauk Centre Youth Hockey Assn. \$205.00 Arena

d. Gambling Application for Exempt Permit Request from Punkins & Monkeys for a raffle on October 26, 2014 at American Legion.

e. Every year by June 30th, Liquor Licenses are up for renewal. To date, all of the applicants have the appropriate paperwork completed and fee paid. Listed below are the Liquor Licensees and License Number:

- Next Door Bar & Lounge (On-Sale, Off-Sale & Sunday) 2014-18
- The Palmer House (On-Sale & Sunday) 2014-19
- West Side Liquor (Off-Sale) 2014-20
- American Legion Post 67 (On-Sale & Sunday) 2014-21
- Hartmann's Moonshine Shoppe (Off-Sale) 2014-22
- Bear Trap (On-Sale, Off-Sale & Sunday) 2014-23
- Mustang Bar (On-Sale, Off-Sale & Sunday) 2014-24
- Red Carpet Bar & Grill (On-Sale, Off-Sale & Sunday) 2014-25
- M & M's Corner Bar (On-Sale & Off-Sale) 2014-26
- Wal-Mart Stores, Inc (Off-Sale) 2014-27
- J.T.'s Pub & Grill (On-Sale, Off-Sale & Sunday) 2014-28
- Palace Bar & Grill (On-Sale, Off-Sale & Sunday) 2014-29
- ElmerZ (On-Sale & Sunday) 2014-30

f. Every year by June 30th, On/Off Sale 3.2 Beer Licenses are up for renewal. To date, all of the applicants have the appropriate paperwork completed and fee paid. Listed below are the On/Off Sale 3.2 Beer Licensees and License Number:

- Jitters Java Café (3.2 Beer & Wine) 2014-31
- Coborn's 2014-32

g. Every year by June 30th, Cigarette Licenses are up for renewal. To date all of the applicants have the appropriate paperwork completed and fee paid. Listed below are the Cigarette Licensees and License Number:

- Next Door Bar & Lounge 2014-33
- West Side Liquor 2014-34
- The Moonshine Shoppe 2014-35
- Bear Trap 2014-36
- Mustang Bar 2014-37
- Coborn's 2014-38
- Sauk Centre Fleet Supply 2014-39
- Holiday/Kranz Super Stop 2014-40
- Casey's General Store 2014-41

- Isaac’s North Star, Inc. 2014-42
- Wal-Mart 2014-43
- Trucker’s Inn Truck Stop 2014-44
- J.T.’s Pub and Grill 2014-45
- Gas Mart of Sauk Centre 2014-46
- Palace Bar & Grill 2014-47

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

11. INFORMATIONAL ITEMS

- a. Hazardous Waste Pickup Day – June 14, 2014 9:00 to 1:00 (Need Volunteers)
- b. Stearns County 5 Year Capital Improvement Plan.

11. 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 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,

Mayor Brad Kirckof

City Administrator Vicki Willer