

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JUNE 4, 2014**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, June 4, 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, Mike Olson and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the agenda with the additions of 8f and 8g. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the May 21, 2014 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

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

None.

**5. PUBLIC HEARINGS – Vacation of RROW (State Road)**

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

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 185 (12<sup>th</sup> Street S.). This right of way was traded to the property owner (Ebensteiner/River's Edge) 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. The City Council, at its May 7, 2014 meeting, passed a Resolution Calling a Public Hearing to consider and possibly finalize the vacation of the right of way.

The applicant is Stearns County.

The Right of Way on the opposite side of State Road (Fairgrounds Side) was obtained from the Ag Society and is included in the new right of way. The County then platted the right of way.

The old right of way is the part requested to be vacated and is mostly over the parking lot of the River's Edge. This was formerly part of State Road prior to its relocation.

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

Mayor Kirckof closed the Public Hearing at 6:35 p.m. See 7a.

## **6. REPORTS/PRESENTATIONS**

a. The EDA met on Wednesday, June 4<sup>th</sup> and discussed the following:

- Decertification of TIF District 1-1 and calendar of events in order to accomplish.
- Revisit of Railroad property discussion.
- Review of request for building/office property.
- Unger property.

b. The Park Board met on Tuesday, June 3<sup>rd</sup> and discussed the following:

- Approved purchase of soccer goals to be placed in the Multi-Purpose Park.
- Reviewed tree planting plan for the Multi-Purpose Park.
- Reviewed plan for repairing the half-pipe in the Skate Park.
- The online fundraising website for the splash pad will be going live shortly.
- The Splash Pad Committee is working on criteria for naming rights.
- The Bubble Bash (5k fun run) Fundraiser is scheduled for August 23, 2014.
- Review park updates.
- The Jaycee Park Concession stand project is underway. This is being funded by the Baseball Association.

## **7. ACTION ITEMS**

a. See 5a

Council Member Thomas introduced Resolution No. 2014-43, Resolution Vacating a Portion of State Road. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

City Attorney Tom Mayer will prepared a Quit Claim Deed which will finalize this transaction.

b. The Fire Department hiring list is close to two years old. In anticipation of retirements, the Department is requesting permission to advertise, interview and prioritize a new hiring list from which to select candidates for replacement.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve advertisement and creation of a hiring list for the Fire Department. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

- c. As part of the Helipad/Parking Lot improvements at CentraCare Health Systems – Sauk Centre, the former Hospice House and the house immediately south of the parking lot are proposed to be moved or demolished.

The houses were acquired by St. Michael’s Hospital and Nursing Home which it was under City ownership.

Hospital Administrator Del Christianson stated that if Resolution No. 2014-44 is approved, they will begin accepting bids on Friday, June 6, 2014, have the houses moved by July 1<sup>st</sup>, at which point preparation for the helipad and parking lot can begin. Completion date is set for the end of September, 2014.

Council Member Stone introduced Resolution No. 2014-44, Resolution Acknowledging Removal of Homes at CentraCare Health Systems – Sauk Centre. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Olson and Mayor Kirckof. Against: None. Abstain: Council Member Johnson. The motion passed.

- d. At the May 21<sup>st</sup>, 2014 council Meeting the Sign Replacement Policy was redirected from the Policy Committee to the Operations Committee and was presented to the Council for their review.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the Sign Replacement Policy and requiring that the Sign Evaluation Method be nighttime visual inspection every other year (half of the signs being inspected one year and the other half the next year). A vote being recorded as follows: For: Council Members Thomas, Stone, Olson, Johnson and Mayor Kirckof. Against: None. The motion passed.

- e. As part of the improvements to the Ambulance Garage prior to occupancy, quotes were obtained for plumbing work which includes various upgrades or repairs.

Quotes were obtained from Kleinschmidt Plumbing and Uphus Plumbing, both of Sauk Centre.

Council Member Olson introduced Resolution No. 2014-45, Resolution Accepting Quote for Plumbing Repairs at the Ambulance Garage (low bidder - Uphus Plumbing). The motion being seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Olson, Johnson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

Progress on the Ambulance Garage was noted as follows:

- The perimeter of the parking lot has been staked out and they can move into the garage once the parking lot is complete.
- Painting will be completed during the upcoming weekend.
- Signs have been placed.

- f. 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 City of Montevideo is currently able to utilize the funds to fill a shortfall they have on their existing 2014 project. Due to the dollar amount the City may want to consider authorizing the transfer to Montevideo with no "repayment" or transfer back of the allocation in the future.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve the transfer of \$8,149 FAA funds to Montevideo with no transfer back expectation. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

- g. Having exhausted the various opportunities for online sale of real estate, it is recommended the City conduct its own auction.

Anyone interested in bidding can obtain a bidding number at City Hall. They could then bid on the property and that amount will be posted. The bidder can re-bid as often as they like. This would be similar to a silent auction. The bidding will be posted at City Hall, on the website and on Facebook. Bids can be made by phone, mail, email, or in person.

Bidding can continue until a certain time and date at which time the high bid can be accepted by the City Council at a regular meeting with a closing at the office of the City Attorney to follow.

It is also recommended that the City transfer ownership via a Quit Claim Deed.

It was the general consent of the Council to approve the silent auction bid process for the sale of the Walnut Street Garage.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council considered the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$66,217.39
	Paid Claims	<u>\$170,730.38</u>
	Total	<u>\$236,947.77</u>

b. Resolution No. 2014-46, Resolution Accepting Contributions. The contribution is as follows:

Men’s Card Playing Group	\$237.52	Senior Center
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A motion was made by Council Member Olson and was seconded by Council Member Thomas to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council Members Olson, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

The Council thanked the Men’s Card Playing Group for their donations.

**11. INFORMATIONAL ITEMS**

a. Hazardous Waste Pickup Day – June 14, 2014 9:00 to 1:00 (Need Volunteers)

**11. ADJOURNMENT**

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