

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JUNE 6 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, June 6, 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 changes.

**3. APPROVAL OF MINUTES**

The Council's May 2, 2007 regular meeting minutes were with changes.

**4. PUBLIC OPEN FORUM**

Michael Meyer stated that he feels that there is a drug problem in the City of Sauk Centre. He further stated that he studied psychology at St. Cloud State University for 4 years and feels that he would be of great assistance to the Police Department; although he does not have a degree.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. City Administrator/Clerk Willer stated that the City Council met in a Special Workshop session on May 30, 2007 to hear the final report of Springsted, Inc. regarding the staffing study that they conducted. At that meeting the Council was given the opportunity to review the report and ask questions.

The recommendations that resulted from the staffing study were as follows:

1. Due to the configuration of City Hall and in order to facilitate productivity of support staff, the position of Office Assistant/Receptionist should remain on the main floor and the Administrative Assistant should move to the upper level.
2. The Deputy Clerk position should be changed to Deputy Treasurer to be more consistent with the duties performed. The position's main responsibility would be accounts payable and payroll. Duties relative to insurance, employee records and benefits administration would be transferred to the Administrative Assistant.

3. The Police Secretary would no longer take dispatch calls which would go directly to Stearns County for dispatch. The current position would be titled Police Administrative Assistant. In the future, the City may revise the existing Sergeant position to a true “supervisory” position. The City may want to consider an additional Officer position in the future as service demands.
4. The structure of the Public Works Department should be changed to downsize the number of senior level employees. The department should include one Public Works Director, two foremen (one for streets/airport and one for parks/arena) with the balance being maintenance workers to work in any department as needed and assigned. In addition, the existing custodian should become a Building and Grounds Maintenance Person with responsibility for additional City buildings including the library and senior center which would then impact the part time custodial positions at both of those locations.
5. The report also states that the City may want to explore the option of eliminating the senior center as a City function by turning it over to the control of the senior center board.

Following acceptance of the report, the City would begin implementation. The first step would be the adoption of updated job descriptions which would reflect the changes that will come for review at a later meeting.

- b. Public Works Director Wessel stated the Airport Commission discussed the following at their May 21, 2007 meeting:
  - Airport Consultant – Airport Commission members Beuning, Wessel and Johnson interviewed four consulting firms in which they ranked the firms on their presentation on their ability to answer questions that were pertinent to the process. Subsequently, the applicants were reviewed at the meeting by the balance of the Commission with a resulting recommendation (See Action Item #7g).
  - Fuel Pricing – The Cities of Paynesville and Sauk Centre split a load of 100LL fuel at a cost of \$3.309/gallon. Both airports were running low and with the uncertainty of prices they opted to split a load to what will happen in the next few months. April’s fuel consumption was 2,401 gallons and the average price at the 7 self serve airports is \$3.405.
  - Fuel Dispensing Hose – The Commission received a new quote from Rollies' Sales and Service on a ¾” x 60’ hose which will help with the re-fueling of twin engine planes. Jean Fiedler may know of an interested person to purchase the existing hose.

- c. Removed from agenda.

## **7. ACTION ITEMS**

- a. See 6a above. City Administrator/Clerk Willer stated that if the staffing study is approved, the revised job descriptions will come before the Council for approval at a later meeting.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to accept the staffing study report from Springsted, Inc. and initiate the implementation of the recommendations. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

Council Member Coenen stated that he feels the study does not warrant the cost of \$18,000.

- b. City Administrator/Clerk Willer stated that by June 30<sup>th</sup> of each year liquor licenses are up for renewal. To date, all applicants have paid the appropriate fees and completed and returned the appropriate paperwork (application, liquor liability, workman’s comp.). All applicants have also successfully passed a background check. The Liquor Licensees and their license numbers with the City are as follows:

<u>Licensee</u>	<u>License #</u>
Next Door Bar & Lounge	2007-11
Sportsman’s Bar	2007-12
The Palmer House	2007-13
West Side Liquor	2007-14
American Legion Post 67	2007-15
Sauk Centre Country Club	2007-16
The Moonshine Shoppe	2007-17
River’s Edge Dining & Lounge	2007-18
Gerard’s Restaurant & Banquet	2007-19
Bear Trap	2007-20
Mustang Bar	2007-21
Red Carpet Bar & Grill	2007-22
M & M’s Corner Bar	2007-23
Sassy's Under The Palms	2007-24
Wal-Mart Stores, Inc.	2007-25

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the renewal of the above liquor licenses effective July 1, 2007 and expiring June 30, 2008. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. By June 30<sup>th</sup> of every year the On/Off Sale 3.2 Beer Licenses are up for renewal. To date, all applicants have paid the appropriate fees and completed and returned the appropriate paperwork (application and workman’s comp.). All applicants

have also successfully passed a background check. The 3.2 Beer Licensees and their license numbers with the City are as follows:

<u>Licensee</u>	<u>License #</u>
Pizza Hut	2007-26
Jitters Java Café	2007-27
Coborn's	2007-28

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the renewal of the On/Off Sale 3.2 Beer Licenses effective July 1, 2007 and expiring June 30, 2008. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. By June 30<sup>th</sup> of each year Cigarette Licenses are up for renewal. To date, all of the applicants have paid the appropriate fees and completed the appropriate paperwork (Application and Workman's Comp). Listed below are the Cigarette Licensees and License Number that the City has:

<u>Licensee</u>	<u>License #</u>
Next Door Bar & Lounge	2007-29
Sportsman's Bar	2007-30
West Side Liquor	2007-31
The Moonshine Shoppe	2007-32
Bear Trap	2007-33
Mustang Bar	2007-34
Red Carpet Bar & Grill	2007-35
M & M's Corner Bar	2007-36
Coborn's	2007-37
Sauk Centre Fleet Supply	2007-38
Food-n-Fuel	2007-39
Schaefer's Market	2007-40
Holiday/Kranz Super Stop	2007-41
Casey's General Store	2007-42
NorthStar of Sauk Centre	2007-43
Wal-Mart Stores, Inc.	2007-44

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the renewal of the Cigarette Licenses effective July 1, 2007 and expiring June 30, 2008. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. At the May 2, 2007 Council meeting advertisement for applications for a seasonal maintenance worker for the public works department was approved. The deadline

was originally for May 14, 2007; however, it was then extended to May 30, 2007 due to lack of applicants. Staff sent out 10 applications and received 8 back.

Interviews of the top 4 applicants for this position were conducted on Monday, June 4, 2007. City Administrator/Clerk Willer stated that they felt that 2 of the applicants would benefit the City. She suggested offering employment to Zach Zehrer at \$7.50/hour and Chad Hoeschen at \$7.75/hour. Mr. Hoeschen has worked for the City in the past. She stated that the reason for hiring 2 applicants is so that the City could use flex time scheduling which would bring the department under the 2007 seasonal budget.

Council Member Thomas questioned how the budget was arrived at and City Administrator/Clerk Willer stated that the budgeted amount was \$14,000 and she is confident that they will come below that amount as the budget was originally set for May through September and it will actually be June through August.

Public Works Director Wessel stated that these applicants will be well utilized with all of the projects that the City currently is undergoing.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve hiring Zach Zehrer at \$7.50/hour and Chad Hoeschen at \$7.75/hour. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. At the Council's February 7, 2007 meeting they gave authorization for staff to prepare necessary paperwork to solicit RFQ's for Airport Consulting firms. The documentation was then generated and requests were solicited. The returned requests were reviewed by the Airport Commission on April 16 and subsequent interviews were conducted on April 26<sup>th</sup>. Acting as the Selection Board, the Airport Commission ranked the applicants in order.

At the Commission's May 21, 2007 meeting motion was made recommending the hiring of Bonestroo as the City's Airport Consultant with reason being that they are currently the City's engineer and are well qualified.

City Administrator/Clerk presented a draft Contract for the proposed aviation work. In this contract, Bonestroo will provide the following:

- Attendance of client meetings
- Assistance with preparation for project
- Assistance with CIP updates
- Assistance with completion of forms
- Assistance with preparation of grant applications
- Survey work
- General engineering consultation

For the current fiscal year, the project is estimated to be \$5,500 which is funded 95/5.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to appoint Bonestroo as they City's Airport Consultant and approve the Contract. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- g. A timeline has been laid out to facilitate the application for and receipt of Federal Entitlements for the Airport CIP projects. The first project is the construction of an additional hangar. To facilitate the submission of bid tabulation to the FAA for approval, a number of steps need to be taken which are as follows:
1. Review of a cost proposal for this phase of the project and authorization for the Airport Consultant to draft plans and specs.
  2. Plans would then come before the City Council at a future meeting for approval, which allows for request for bids.
  3. After the bids come in, tabulation would then be submitted to the FAA for consideration.

The estimated cost to get the plans to the submission stage is \$5,500.00. Funds to be paid for through the airport fund and subsequently become part of the grant/entitlement.

City Engineer Yapp stated that there is not a lot of time available as the deadline for project bids is at the end of July. He also stated that the Hangar itself will come to the Council for their approval sometime in the late summer/early fall and the construction will begin next spring.

Mayor Kirckof questioned what it will cost if the FAA does not approve the funding. Yapp responded stating that he does not see why the funding would not be approved.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to authorize the Airport Consultant Bonestroo to proceed with Step 1, preparation of plans and specifications. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. At the Council's May 16, 2007 meeting they approved advertising for quotes for Street Sealcoat maintenance. The City accepted sealed quotes until 12:00 p.m. on

Tuesday, May 29, 2007 at which time they were opened and read aloud. The City received 3 bids with the results as follows:

<u>COMPANY</u>	<u>5% Bond</u>	<u>Sq. Yds.</u>	<u>Cost/ Sq. Yd.</u>	<u>Total Cost</u>
Morris Sealcoating	Yes	34,000	\$0.8094	\$27,520.00
ASTECH, Corp.	Yes	34,000	\$0.8129	\$27,640.00
Caldwell Asphalt	Yes	34,000	\$0.8365	\$28,442.00

The prices include sealcoating, mobilization and sweeping after project. The difference between bids 1 and 3 totals \$992.00.

City Administrator/Clerk Willer stated that the lowest bidder Morris Sealcoating's bid was \$27,520 which is under the budgeted amount of \$30,000. It was also noted that if approved, Morris Sealcoating could be here to do the work on Friday, June 8, 2007.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2007-37, Resolution Accepting Quote for 2007 Street Sealcoat Maintenance. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

Council Member Stone questioned if the City has worked with Morris Sealcoating in the past and PWD Wessel stated that the City has worked with them in the past.

- i. Removed from agenda.
- j. City Administrator/Clerk Willer presented Resolution No.2007-39, Resolution Authorizing Execution of Agreement. This Agreement is authorizing the Sauk Centre Police Department to enter into contract with the MN Department of Public Safety for the Safe and Sober Communities project which runs from October 1, 2007 through September 30, 2008. Chief Metcalf stated that this contract will require approximately 50 additional hours from the Police Department. The additional hours worked by the department will be reimbursed by the MN Department of Public Safety.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Resolution No. 2007-39, Resolution 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.

- k. The U.S. Post Office has placed a drop box in the alley behind their building for safety reasons which will alleviate traffic concerns in the front of the building. The vehicles would enter the alley on the north end and drive south in order to

drop their mail from the driver's side of the vehicle. Due to safety concerns with Highway 71 and the alley, Chief Metcalf is recommending that the alley be designated a one-way alley for southbound traffic only.

Council Member Coenen stated that signs should be installed.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve Resolution No. 2007-40, Resolution Designating an Alley a One-Way Street, also approving the installation of appropriate signage. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- l. Rick Kleinschmidt, a representative from the Sauk Centre Softball Association has made a request for a temporary 3.2 On-Sale Beer License for a two day softball tournament to be held August 25-26 at the Towerview Ballfields. Mr. Kleinschmidt completed the 3.2 On-Sale Beer License application, hosting a tournament application and he has paid the appropriate fees. He will also be providing liquor liability.

City Administrator/Clerk Willer stated that this is an annual tournament.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the Temporary 3.2 On-Sale Beer License for a two day softball tournament to be held at the Towerview Ballfields on August 25-26. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- m. The City of Sauk Centre has been notified by the SRWD that \$25,000.00 is available to the City for the construction of a salt structure. This grant would fund close to 50% of the proposed structure. The monies would not be available for use until August 1, 2008. The SRWD is requesting formal approval from the City Council for their funds to be designated.

This structure is in the City's 2008 CIP; however, if the City wanted to go forward with the building this summer, there would be a 3.5% interest loan available at this time. This portion of the cost could be paid off in early 2008, which add very little to the City cost.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the \$25,000 grant to be allocated towards the future construction of a salt/sand building. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- n. At the Operations Committee's May 8, 2007 meeting they discussed upcoming Capital Improvement Projects as outlined in the attached Five Year CIP Plan.

The Committee is recommending that the City initiate the 2007 Pine Street North project by Ordering a Feasibility Report. It was recommended that the project be considered in conjunction with the Ash Street proposal for 2008.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve Resolution No. 2007-42, Directing City Engineer to Prepare a Feasibility Report for 2008 Capital Improvement Project for Pine Street North. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. City Engineer Yapp....

## **9. NEW BUSINESS**

- a. The City currently does not have an Ordinance pertaining to graffiti and staff is currently reviewing the implementation of such an Ordinance at a future meeting. This Ordinance would outline timeframes that businesses and residences would have to obliterate graffiti which is on their property.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims - Total of unpaid claims \$38,821.07 and paid claims \$6,554.71 for a Total of \$45,375.78. See attachment 10a.
- b. List of May checks totaling \$258,041.49 (Check #26054 through Check #26157).
- c. Resolution No. 2007-34, Resolution Acknowledging Contributions for "Build a Forest" Project. The contribution totaled \$1,500 to be used for park trees on Arbor Day.
- d. Resolution No. 2007-41, Resolution Acknowledging Contribution from Men's Card Playing Group. The contribution totaled \$244.00 to be used for the Senior Center.

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

## **11. INFORMATIONAL ITEMS**

None.

**12. COUNCIL COMMENTS**

None.

**13. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:40 p.m.

Respectfully Submitted,

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Mayor Brad A Kirckof

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City Administrator/Clerk Vicki M. Willer

DRAFT