

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JUNE 20, 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 20, 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, Police Chief Metcalf, Fire Chief Polipnick, City Planner Votruba 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 30, 2007 special meeting minutes and June 6, 2007 regular meeting minutes were approved with changes.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. Removed from agenda.

b. Police Chief Metcalf reported on the May 2007 offenses stating that, due to officer initiation, calls are up. The calls were primarily traffic related. Total calls in May 2007 were 369 which was up compared to 241 in May of 2006.

Council Member Coenen asked if there is an Ordinance relating to skateboarding on City streets and Chief Metcalf responded stating that skating downtown is not allowed.

c. City Planner Votruba reported on the June 12, 2007 Planning Commission. Key points discussed are as follows:

- A Public Hearing was held regarding a variance request for Tim and Mary Janish (Lot 17, Block 1) in which an accessory structure was placed too close to the setback. The Planning Commission denied the variance.
- 25 permits were issued in the month of May totaling \$476,139.00. Most of the permits were for remodeling projects.
- A request for a lot split was received from Sauk Centre Opportunities. See Agenda Item 7b.

- Discussion on property setbacks in comparison to surrounding cities.
 - Discussion of possible rezoning of property following a CUP for Friedrichs Tire and Oil. Friedrichs Tire and Oil would like to add 4 tanks to an area that would then need to be rezoned to IC. The property is currently being surveyed.
 - Oakridge Heights Colonial Addition – work with the developer is currently in progress.
 - Oakridge Heights First Addition – See Agenda Item 7c.
- d. City Administrator/Clerk Willer reported on the June 12, 2007 Special Airport Commission meeting. Key points are as follows:
- Dale Swanson of Bonestroo was in attendance to explain various issues regarding the T-Hangar project and Federal Entitlement process.
 - T-Hangar site preparation schedule was discussed and approved.
 - The Resolution Appointing and Designating the Commission of Transportation as Agent for the City was discussed and approved.
 - The Terms and Conditions of Accepting Airport Improvement Program Grants was Discussed. The Commission approved this on the basis that the City Administrator/Clerk and/or City’s legal counsel review before Council action is taken.
 - All work orders must be in writing from the City to the Consultant.
 - The Airport CIP plan was discussed as it may impact the entitlement process. Some items on the plan may need to be postponed for one year in order to have the availability of enough federal funds to keep the project on schedule.

7. ACTION ITEMS

- a. At the Council’s May 16, 2007 meeting the Council approved 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 (CVB). This Ordinance was adopted with an implementation date of July 1, 2007.

The Ordinance calls for the appointment of members to serve on the CVB.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to adopt Resolution No. 2007-43, Resolution Appointing the Members of the Convention & Visitor’s Bureau (CVB) for the City of Sauk Centre. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

The following people were appointed to the CVB:

CVB Council Liaison	<u>Warren Stone</u>	Expires 12/31/08
Palm’s Motel	<u>Janet Kostreba</u>	Expires 12/31/08

AmericInn Lodge & Suites	<u>Pam Durbin</u>	Expires 12/31/08
Gopher Prairie Motel	<u>JoAnn Thorson</u>	Expires 12/31/09
Hillcrest Motel	<u>Mike Martagon</u>	Expires 12/31/09
Palmer House Hotel	<u>Kelly Freese</u>	Expires 12/31/09
Member at Large	<u>Dave Simpkins</u>	Expires 12/31/10
Sauk Centre Chamber	<u>Dennis Heinen</u>	Expires 12/31/10

- b. City Planner Votruba stated that Central MN Finishing is the owner of Lot 4 in the Industrial Park and due to encroachment on the neighboring property line and also their plans to expand; they were advised to talk to the adjacent lot owner (Sauk Centre Opportunities) about purchasing either the adjoining Lot 6 or a portion of it. They have negotiated the purchase price for the westerly 100' of Lot 6.

Sauk Centre Opportunities and Central MN Finishing then applied for and received a recommendation from the Planning Commission to split 100' from Lot 6 to be added to and combined with Lot 4.

At the Planning Commission's June 12, 2007 meeting they reviewed the application from Sauk Centre Opportunities/Central MN Finishing to allow for the split of 100' from the westerly portion of that lot.

A motion was made by Council Member Thomas and seconded by Council Member Stone to adopt Resolution No. 2007-44, Resolution Approving a Minor Subdivision (Lot Split) from Sauk Centre Opportunities to Central Minnesota Finishing, Inc. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. In July of 2005 the final plat of Oakridge Heights First Addition was approved contingent upon final execution of a Development Contract with the Developer, James Jauss.

In March of 2006 Mr. Jauss requested from and received from the Planning Commission the following recommendations for amendment to his contract:

1. City water and sewer lines cut into Main Street (North) in five locations. The road will be allowed to remain in a patched condition until a future road improvement project by the City at which time the City's Special Assessment Policy will apply.
2. Curb and gutter construction along the west side of Main Street adjacent to the plat will be deferred until a future road improvement project by the City at which time the City's Special Assessment Policy will apply.

3. Lot line adjustments to the plat to allow for re-routing of the sanitary sewer line across one lot.

The recommendation of the Planning Commission was not accepted by the City Council when presented in April of 2006, but was sent back to the Commission for further review due to complexities in the proposal including lot line adjustments and sewer easement issues.

Mr. Jauss brought review of the proposal back before the Commission on June 12, 2007. The updated proposal includes Items #1 and #2 above but not Item #3. The plat itself would remain as approved in July of 2005. Other provisions have been made to accommodate the existing sanitary sewer line that serves the Correctional Facility so Item #3 has been withdrawn.

After considerable discussion and clarification, the Planning Commission is again recommending approval of the changes to the Developer Contract for Items #1 and #2. As a condition of the approval, the Planning Commission would recommend that no sale or development shall be allowed of the tracts affected by the existing private sanitary sewer line serving the Correctional Facility that crosses the property until such line has been re-routed. This condition meets the approval of the Developer.

A motion was made by Council Member Stone and seconded by Council Member Thomas to approve the amendments recommended by the Planning Commission. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Coenen. Against: Mayor Kirckof. The motion passed.

Council Member Thomas questioned if there is anything in the CIP for reconstruction of that road. City Administrator/Clerk responded stating that it is currently not in the CIP plan; however, the Operations Committee will be reviewing this at a future meeting.

- d. At the Council's May 16 meeting, Fire Chief Keith Polipnick presented a proposal to the City Council to purchase a new fire truck which will replace the 1990 Chevy First Response Truck. The truck will be funded 100% with gambling funds rather than tax dollars. The funds are on hand; therefore, a certificate of indebtedness is not required.

The City Council approved the advertisement for bids at the meeting which were publicly opened on June 18.

A motion was made by Council Member Stone and seconded by Council Member Thomas to approve Resolution No. 2007-45, Resolution Accepting Quote for Fire Truck Bid. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Coenen. Against: None. Abstain: Mayor Kirckof. The motion passed.

The bid was awarded to low bidder, Rescue Vehicles of Iowa, Inc. (RVI) for \$185,188.00. Fire Chief Polipnick stated that the City has purchased items from this company in the past.

- e. A request was received from Melanie Roering d/b/a Corner Bar for a temporary Out-Door Liquor Permit for July 7, 2007. Ms. Roering indicated that they plan to fence off their back parking lot area behind their establishment for a hog roast. They will have two security personnel on hand. She provided the following: Out-Door Liquor Permit Application, Proof of Liquor Liability coverage that extends outside and she has paid the \$50.00 fee.

A motion was made by Council Member Johnson and seconded by Council Member Thomas to approve the Temporary Out-Door Liquor Permit for a Hog Roast event on July 7, 2007. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. Joe Heinen, an adjutant to the American Legion Post 67 has completed and returned a Temporary 3.2 On-Sale Beer License application for the period of 5 days (July 25-29, 2007) for the Stearns County Fair. Mr. Heinen completed 3.2 On-Sale Beer License Application, provided the Liquor Liability and has paid the appropriate fee.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the Temporary 3.2 On-Sale Beer License for the period from July 25-29, 2007 for the Stearns County Fair. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- g. A request was received from the downtown bars for a Temporary Out-Door Liquor License Permit and road closure for the Sinclair Lewis Days Street Dance on July 21, 2007. The road closure request is a one block area from Main Street (Stoplights) to Oak Street. The bars plan to close the road at 5:00 P.M. for set-up and re-open at 12:30 A.M. following clean-up. The following requested items were provided: Out-Door Liquor Permit Application, Application for Utility Permit on County Highway Right-of-Way which was sent to Jodi Teich at Stearns County, Proof of Liability Insurance coverage that extends unto the street (Sinclair Lewis Avenue) has been provided and the \$50.00 fee was paid.

A motion was made by Council Member Thomas and seconded by Council Member Stone to approve the Temporary Out-Door Liquor Permit and road closure from 5:00 p.m. to 12:30 a.m. on July 21, 2007. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. A letter was received from the Sauk Centre VFW requesting that the City of Sauk Centre acknowledge returning guardsmen and other service members as a significant event. The deployed troops are scheduled to return in August. In the letter, they requested that the City either solicit and appoint a chairman to create a community sponsored welcome home committee or solicit a community organization that would be willing to prepare and coordinate an action plan.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to recognize the homecoming troops and solicit a community organization to coordinate and organize an event. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- i. Police Sergeant Michael Denny has been on medical leave for a period of approximately 13 months due to an injury. The City has received documentation that Mr. Denny will not be able to return to his position as Sergeant for the Sauk Centre PD; therefore, the position of Sergeant that is currently being filled by Bryon Friedrichs will need to be permanently filled.

Sergeant Denny has been working with staff to facilitate the necessary documentation that will accompany his resignation/disability; however, this will not prevent the City from proceeding with filling the vacancy.

A motion was made by Council Member Stone and seconded by Council Member Thomas to accept the resignation of Sergeant Michael Denny effective 6/20.2007. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

A motion was made by Council Member Thomas and seconded by Council Member Stone to allow for the internal posting of the Sergeant position in compliance with the Labor Agreement with Minnesota Teamsters Local 320. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- j. With the previous posting of the Sergeant position which will likely result in the vacancy of a full time officer position, it was requested that the position of a full time police officer be posted internally contingent upon the vacation of a position.

A motion was made by Council Member Stone and seconded by Council Member Johnson to allow for the internal posting of the position of a full time police officer in compliance with the Labor Agreement with Minnesota Teamsters Local 320 contingent upon a vacancy. A vote being recorded as follows: Council Members Stone, Johnson, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- k. The Staffing Study report provided for the amendment of job descriptions for the City Staff. The position of Account Clerk/Receptionist previously held by Karen Jennissen has been recommended in the Study to be revised and entitled "Office Assistant/Receptionist". The position has been vacant since March 1, 2007 pending acceptance of the staffing study. The duties of this position are currently being fulfilled by Wendy Drobny.

With the acceptance of the staffing study, it was recommended that the Council move forward with implementation of the Administration Office recommendations.

Secondly, it was requested that the City approve the creation of the position "Office Assistant/Receptionist" to replace the previous "Account Clerk/Receptionist" that was vacated by Karen, including approval of the job description.

Thirdly, it was requested that the City internally post the position of Office Assistant/Receptionist for a period of five or ten days. If the position is not filled internally, the City can then advertise the position externally and proceed through the hiring process.

A motion was made by Council Member Thomas and seconded by Council Member Stone to move forward with the implementation of the Administration Office recommendations. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to approve the creation of Office Assistant/Receptionist to replace the previous Account Clerk/Receptionist including the approval of the job description and to internally post the position of Office Assistant Receptionist for a period of five/ten days. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: Council Member Stone. The motion passed.

Council Member Stone stated that he feels the City should advertise externally.

- l. As a process for securing federal entitlements the following actions are needed to be taken regarding funding. These actions are subsequent to Agenda Item 6d.
1. Project Schedule:
 - Consultant Selection: 6-6-07 (complete)
 - Complete Programming Forms. Submit 2 copies to MnDOT and MnDOT will forward to FAA: 5/30/07
 - Complete Plans and Specifications: 6/29/07

- Submit Construction Safety Phasing Plan to FAA for Airspace Review: 6/15/07
 - Bid Opening: 7/19/07
 - Submit Grant Request to MnDOT: 8/1/07
 - Sponsor (City of Sauk Centre) and sponsor's attorney sign grant and return: 8/14/07.
2. Resolution Appointing and Designating the Commissioner of Transportation as Agent for the City.
 3. Acceptance of Terms and Conditions of Accepting Improvement Program Grants.

A motion was made by Council Member Thomas and seconded by Council Member Stone to approve items No. 1, 2 and 3 as stated above. 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. At the Council's July 5, 2006 meeting they approved entering into an agreement with the League of MN Cities (LMC) for City Ordinance Codification. City Administrator/Clerk Willer stated that staff has reviewed the draft (465 pages) and has returned it to the LMC for finalization.
- b. On September 19, 2001 the Council authorized City staff to submit to the MPCA a Clean Water Partnership (CWP)/319 Resource Investigation Grant Application for the Sauk Lake Storm and Surface Water Resource Investigation Project. The City received the grant award with the City anticipating receipt of \$80,000 to study and implement stormwater projects. Because work was not completed under the timelines outlined in the grant, the City requested to extend the CWP Grant Agreement expiration from June 23, 2005 to June 23, 2006 which was granted. The Final Report was subsequently submitted to the MPCA in August of 2006; however, the MPCA did not accept the report as complete.

In April of 2007 existing staff has met and has been working with the MPCA on a revised Final Report in anticipation of the City receiving the final payment of \$32,000.00. The final draft of the final report was submitted on June 14. Word came back from MPCA that the City should receive their reimbursement for the \$32,000 by the end of the month.

9. NEW BUSINESS

- a. None.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Total of unpaid claims \$87,783.86 and paid claims of \$0.00 for a total of \$87,783.86.
- b. Resolution No. 2007-46, Resolution Acknowledging Contribution from American Legion Post 67. The contribution totaled \$200.00 to be donated toward the Sinclair Lewis Days celebration.

A motion was made by Council Member Thomas and 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

- a. The City Council rescheduled the July 4, 2007 Council meeting to July 5, 2007 due to holiday.

12. COUNCIL COMMENTS

Mayor Kirckof stated that the traffic lights on 12th Street and Highway 71 were originally installed 11 years ago as a temporary fix due to talks regarding the reconstruction of Highway 71. A mill and overlay will be completed soon on this area and staff is putting together a letter to the State of MN requesting that they install a permanent light.

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 7:45 p.m.

Respectfully Submitted,

Mayor Brad A Kirckof

City Administrator/Clerk Vicki M. Willer