

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JUNE 20, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, June 20, 2012 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Al Coenen, Keith Johnson, Acting Mayor Warren Stone and Mike Olson. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, City Planner Sarah Morton and Administrative Assistant Nicki Vogt. Acting Mayor Stone presided thereat. Mayor Rykken was absent.

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. APPROVAL OF MINUTES

The June 6, 2012 Regular Meeting Minutes were approved as presented.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs reported that there were 407 ICRs and 342 Warnings in May for a total of 749. He also reported that the Department completed 9 hours of the Toward Zero Death (Safe & Sober) Program.

Council Member Coenen commended citizens for calling in suspicious activity and suspicious vehicles and he asked that they continue to do so.

- b. City Planner Morton stated that the Planning Commission met on Tuesday, June 12th for their regular meeting and discussed the following:
- Review of April and May 2012 Building Permits. The building permit total for 2012 is higher than the 2011 total which is due to storm damage.
 - Rezoning
 - GTS Land Use Workshops
- c. City Administrator Vicki Willer reported on the June 12 EDA Meeting as follows:
- Staff, Sauk Centre Opportunities and Heidi Pepper of SEH are piecing together the I94 Project.

7. ACTION ITEMS

- a. City Administrator Willer presented the Council with Resolution No. 2012-44, Resolution Appointing 2012 Primary and General Election Judges. The Primary Election is to be held at City Hall on Tuesday, August 14, 2012 and the General Election is to be held at City Hall on Tuesday, November 6, 2012. Election Judges will be attending various training in conjunction with Stearns County.

Roxann Behnen
Diane Bosl
Donna Broermann
Wendy Drobny
Sandra Friedrichs
Claren Kane
Alice Karakas
Melissa Kleinschmidt
Sarah Morton
Roberta Olson
Delores Orth
Alice Peters
Marilyn (Tudie) Schwegman
Nicole Vogt
Vicki Willer
Marcella Wolter

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to approve Resolution No. 2012-44, Resolution Appointing 2012 Primary and General Election Judges. A vote being recorded as follows: For: Council Members Johnson, Coenen, Olson and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

Interested citizens can apply for the Mayor and Council Member positions beginning on July 31st.

- b. In addition to appointing Election Judges, the pay rate for the Judges needs to be established. The 2010 rate was \$8.00/hour. Judges can serve without pay. Those who wish to serve without pay must notify the Clerk (Vicki Willer) in writing ten days prior to the election. Mileage is paid at the established IRS reimbursement rate of .555/mile. This is for miles driven to training. Car pooling is highly recommended.

A survey of surrounding communities indicates that cities are paying closer to \$10/hour and townships are paying \$18/hour.

Staff recommends that the Election Judge pay rate be increased to \$9/hour.

A motion was made by Council Member Coenen and was seconded by Council Member Johnson to approve the pay rate for the Election Judges at \$9/hour and the Head Judge at

\$9.50/hour. A vote being recorded as follows: For: Council Member Coenen, Johnson, Olson and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- c. Non-Union employees are eligible for step advancement following review and recommendation. Wendy Drobny has been reviewed and it is recommended that she be advanced one step effective July 5, 2012 to a rate of \$19.05/hour. Wendy has been with the City on a full-time basis since July 5, 2007 following a temporary part-time appointment on August 1, 2005

Wendy Drobny	Date of Temp Hire 08.01.05	Advance to Step 5 on 07.05.12
	Date of FT Hire 07.05.07	\$19.05

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to approve the step advancement for Wendy Drobny to Step 5 of the Non-Union Wage Scale. A vote being recorded as follows: For: Council Members Johnson, Coenen, Olson and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- d. The Council, at their June 6, 2012 meeting, approved advertising for quotes for installation of a bituminous trail in Morningview Park. The City accepted sealed quotes until 10:00 a.m. on Tuesday, June 19, 2012 at which time they were opened and read out loud. The City received 7 bids with the results as follows:

<u>Firm Name</u>	<u>Bid Amount</u>
Riley Bros. Construction, Inc.	\$13,518.00
Caldwell Asphalt Co., Inc.	\$18,361.08
Chad Monson Excavating	\$14,719.62
Central Specialties, Inc.	\$21,150.00
Mark Lee Excavating, Inc.	\$19,094.00
Tri-City Paving, Inc.	\$29,850.00
Performance Paving & Sealcoating, LLC	\$14,276.50

Staff recommends the quote be awarded to Riley Bros. Construction, Inc. from Morris, Minnesota for \$13,518.00.

Council Member Johnson introduced Resolution No. 2012-45, Resolution Accepting Quote for Installation of Bituminous Trail. The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Members Johnson, Coenen, Olson and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- e. Due to the complexity of planning and overseeing the maintenance on the airport runway for the proposed crackfilling project, the Airport Consultant was contacted to provide a Service Contract for the designing, bidding and construction services for the project.

The project qualifies as part of a reimbursement grant at a 70/30 rate from MNDOT Aeronautics. The proposal totals \$11,800. The City share would be paid through airport funds totaling \$3,540.

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to approve the Work Order Agreement for services with Bolton Menk for the Airport crackfill project. A vote being recorded as follows: For: Council Members Johnson, Coenen, Olson and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- f. The Airport Commission discussed the results of the Asphalt Maintenance Report prepared by MNDOT, which was completed in December of 2011. The report indicates several deficiencies in the runway and taxiway at the airport.

The Commission is requesting that the Council authorize the solicitation of quotes for crackfilling the runway and taxiway. The specs are to be drafted by the City's Airport Consultant.

MNDOT Aeronautics has indicated that the City could qualify for up to a \$25,000 70/30 grant for maintenance repairs. This would require City (Airport) participation of \$12,500.

Upon receipt of quotes, the City could then apply for the grant and award the quote based upon the grant award.

Council Member Coenen introduced Resolution No. 2012-40, Resolution Approving Plans Seeking Quotes for Airport Crackfill Project. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Coenen, Johnson, Olson and Acting Mayor Stone. Against: None. Absent: Mayor Rykken. The motion passed.

- g. The Park Board has been working with the Rotary on a donation of "Harmony Park" musical notes. The notes were received last fall and were in storage until spring. They have now been installed in Sinclair Lewis Park between the All School Reunion Bridge and the Bathhouse (Concession Stand). The value of the donation is \$11,500.

The Rotary has a history of working with the City on grant projects and has been very good to work with. Staff recommended that the donation be accepted and the Rotary be commended for their service to the City.

Council Member Coenen introduced Resolution No. 2012-46, Resolution Accepting Contribution. The motion was seconded by Acting Mayor Stone. A vote being recorded as follows: For: Council Member Coenen, Acting Mayor Stone, Council Members Olson and Johnson. Against: None. Absent: Mayor Rykken. The motion passed.

- h. The City, at its last meeting, amended the fee schedule related to the Pawn Shop Ordinance. One additional item has been identified in the Code that is recommended to be amended to give the City Council more flexibility in determining participation in the Automated Property System (previously Automated Pawn System). New language gives the City Council the discretion to require participation in the APS system and also allows for a sixty day notification to any licensees prior to its enactment.

Council Member Coenen introduced Ordinance No. 728, An Ordinance Amending Section 115.01 of the City Code Providing for Regulations of Pawn Shops. The motion was seconded by Acting Mayor Stone. A vote being recorded as follows: For: Council Member Coenen, Acting Mayor Stone, Council Members Olson and Johnson. Against: None. Absent: Mayor Rykken.

8. UNFINISHED BUSINESS

- a. The City Engineer has been contacted in preparation for the Operations Committee’s review of the requested crosswalk on Getty Street. There are very specific requirements governing placement of crosswalks, including sight distances, ped ramps, signage, etc.

The Engineer will forward the information and estimated costs prior to the Operation Committee’s meeting.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council then considered the following Consent Agenda:

- a. Schedule of Claims – Total of unpaid claims of \$67,958.74 and paid claims of \$48.49 for a total of \$68,007.20.
- b. List of May checks totaling \$312,993.26 (Check #032269 - #032760 and ACH #1554E - #1568E and 3 Payroll ACH Transfers).
- c. Resolution No. 2012-47, Resolution Accepting Contribution.

ECM Publishers, Inc.	\$200.00	Police Department
ECM Publishers, Inc.	\$300.00	Ambulance Department
ECM Publishers, Inc.	\$500.00	Fire Department
First State Bank	\$100.00	Police Department (Nite to Unite)

- d. Jim Winters, representing the American Legion Post 67, has submitted a Temporary Premise Extension for a 3.2 On-Sale Beer License Application for the term of 1 day on July 22, 2012 for the Sinclair Lewis Days Park Water Show.
- e. Jim Winters, representing the American Legion Post 67, has submitted a Temporary Premise Extension for a 3.2 On-Sale Beer License Application for the term of 5 days from July 25 through July 29, 2012 for the Stearns County Fair.
- f. Request from the downtown bars for a Temporary Extension of Premise Permit and road closure for the Sinclair Lewis Days Street Dance on July 21, 2012. The road

closure request is a one block area from Main Street (stoplights) to Oak Street. The bars plant to close the road at 5:00 p.m. for the set-up and re-open at 2:00 a.m. following clean-up. The fenced area will be from the east side of the Red Carpet across to Main Street and at the intersection of Oak Street

The Street Dance/Road Closure Permit Application will be sent to Jodie Teich at Stearns County after Council approval.

- g. Gambling Application for Exempt Permit request from Knights of Columbus #4863 for bingo on July 26 – July 29, 2012 at the Stearns County Fair.

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

11. INFORMATIONAL ITEMS

- a. Reminder tour of new Wastewater Treatment Plant – June 27 – 3:00 p.m.
- b. Reminder of the Strategic Planning Workshop – Wednesday, July 18 – 5:00 p.m.
- c. Reminder of the Airport 101 Session – Wednesday, July 25 – 4:00 p.m.
- d. Thank you letter from City of Sartell regarding assistance at the paper mill fire.
- e. Notice of Dues Increase for 2013 – League of MN Cities.
- f. Joe Jensen advances to Step 7 (\$24.92) on July 3, 2012.

12. ADJOURNMENT

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

With no further business to come before the Council, Acting Mayor Stone adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Acting Mayor Stone

City Administrator Vicki Willer