

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
THURSDAY, JULY 5, 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 Thursday, July 5, 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, City Planner Votruba, Public Works Director Wessel 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 June 20, 2007 regular meeting minutes were approved with changes.

**4. PUBLIC OPEN FORUM**

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

a. Brian Koehn of Ness Waller Pearson reported on the 2006 audit. Mr. Koehn thanked the City of Sauk Centre and Council for allowing him to perform the audit and stated that he reviewed the audit with the Personnel and Finance Committee prior to the meeting. Mr. Koehn stated that the City of Sauk Centre was issued a clean audit report. He also noted the following:

- There were some deficiencies in internal control, an example being lack of segregation of duties due to limited office personnel.
- The results of the MN Legal Compliance Audit for Local Government results indicate that for the items tested, the City of Sauk Centre complied with material terms and conditions of applicable legal provisions except for a 2003 Contract for Deed was for a period of 10 years which MN Stat. 365.025 states that a Contract for Deed purchase may be payable over a period of time not to exceed five years.

Mr. Koehn also discussed cash and investments balances, fund balances, comparative governmental revenues and comparative expenditures for governmental funds for the past three years. See attachment for graphs relating to the items discussed. Mr. Koehn then stated that the City should instill an Accounting Fund Policy.

Mayor Kirckof stated that revenues increased in 2006 by \$180,000 and expenditures decreased. The City is also recognizes funds that are short and are looking at ways to correct the shortfalls.

- b. Public Works Director Wessel reported on the July 3, 2007 Park Board meeting. The Board discussed the following:
- They approved adding the 3% lodging tax immediately for daily/weekly rentals.
  - Discussion of new Campground Brochure – item tabled.
  - Bid approved for Brown’s Park Shelter (Agenda Item 7k). No bids were received on the bathroom as the plumbing plan has not been approved by the state as yet.
  - Discussion of curfew in parks due to graffiti, vandalism and loitering in the parks. The board is looking at the possibility of instilling park curfews. Chief Metcalf stated that he does not want to take away citizen’s privilege of using the parks stating that the City has to do what is best for the community

## **7. ACTION ITEMS**

- a. A motion was made by Council Member Thomas and seconded by Council Member Stone to accept the Final Audit Report. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.
- b. At the request of Chief Metcalf, staff has researched and reviewed various communities’ regulations regarding urinating in public, specifically as it relates to areas accessible to or viewed by the public. City Administrator/Clerk Willer presented Ordinance No. 658, Amending Sauk Centre City Code by Enacting Regulations Prohibiting Urinating and Defecating in Public and Providing for a Penalty Thereof, that was drafted and reviewed by City Attorney Mayer for legal compliance. The Ordinance, if adopted, will allow for the ticketing and fining of anyone violating this Ordinance. This would be a violation of the City Code in the area of nuisances affecting morals and decency which currently carries of fine of \$100.00.

A motion was made by Council Member Stone and seconded by Council Member Thomas to adopt Ordinance No. 658, Amending Sauk Centre City Code by Enacting Regulations Prohibiting Urinating and Defecating in Public and Providing for a Penalty Thereof. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. City Administrator/Clerk Willer stated that the City currently does not have an Ordinance in place that would give the City the authority to have graffiti removed from private property. She noted that because graffiti and its affects are a public

nuisance, it is in the best interest of the City to adopt and enforce such a regulation. She then presented Ordinance No. 659, Amending Sauk Centre City Code by Enacting Regulations Providing for the Abatement of Defaced Property. The Ordinance was prepared as an amendment to the City Code and provides for a hearing and abatement process for removal of graffiti. If the City were to remove the graffiti, the cost of removal plus an administrative fee would be assessed to the property owner. City Attorney Mayer has reviewed the Ordinance and feels comfortable with the Ordinance as drafted.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to adopt Ordinance No. 659, Amending Sauk Centre City Code by Enacting Regulations Providing for the Abatement of Defaced Property. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. At the Council's June 20<sup>th</sup>, 2007 meeting the Council appointed members to serve on the Convention and Visitor's Bureau (CVB) and since that time Dave Simpkins has declined the position and Jeff Kitterman has offered to fill his vacancy.

Council Member Thomas introduced Resolution No. 2007-48, Resolution Appointing a Member at Large of the Convention & Visitors Bureau (CVB) Vacancy for the City of Sauk Centre. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. At the Council's June 20, 2007 meeting they approved the internal posting of the Police Sergeant. Officer Bryon Friedrichs has applied for this position and has served in this capacity for the past year. The Personnel Committee and Chief Metcalf recommended the hiring of Officer Friedrichs.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to approve hiring Officer Bryon Friedrichs as Sergeant. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: none. The motion passed.

It was the general consent of the Council to move Sergeant Friedrichs to the next step on the Police Sergeant wage scale.

- f. In anticipation of a vacancy with the prior appointment of Police Sergeant, the position of Police Officer was internally posted and Officers Joseph Jensen and Christopher Mensen applied for the position. The Personnel Committee and Chief Metcalf recommended the hiring of Officer Joe Jensen.

A motion was made by Council Member Stone and seconded by Council Member Thomas to appoint Joseph Jensen as a full-time Police Officer. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- g. At the Council's June 20, 2007 meeting they approved staff to internally post the position of Office Assistant/Receptionist. Employees Wendy Drobny and Carol Inderrieden applied for the position; however, Carol Inderrieden withdrew. City Administrator/Clerk Willer stated that Wendy Drobny has worked for the City for almost 2 years and the Personnel Committee recommended the hiring of Ms. Drobny.

A motion was made by Council Member Thomas and seconded by Council Member Stone to appoint Wendy Drobny as Office Assistant/Receptionist. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

City Administrator/Clerk Willer stated that Ms. Drobny will be on Step 1 of the grade on the pay scale.

- h. Chief Metcalf has been with the City of Sauk Centre for one year as of June 28, 2007. He was placed on Step 5 of the newly adopted wage scale as of January 1, 2007 when all non-union employees were placed on the scale. Chief Metcalf had a satisfactory performance review and the Personnel Committee recommended that he advance to Step 6 on the wage scale.

A motion was made by Council Member Stone and seconded by Council Member Thomas to increase Chief Metcalf from Step 5 to Step 6 (\$65,157.86) effective June 28, 2007. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- i. Removed from agenda.

- j. A request was received from Tina Rohde d/b/a Mustang Bar and Tim Ahrens d/b/a Next Door Bar for a temporary out-door liquor permit for a fund raising benefit for Ken Stepan on July 22, 2007. Ms. Rohde and Tim Ahrens indicated that they plan to fence off approximately 50' behind the Mustang Bar and 20' behind the Next Door Bar with three security personnel on hand. Ms. Rohde informed staff that they have contacted neighboring business owners and informed them that the fund raising benefit will be taking place. They have also provided the out-door permit liquor permit application, proof of liquor liability and they have paid the \$50.00 fee.

A motion was made by Council Member Stone and seconded by Council Member Thomas to approve the temporary out-door liquor permit for a fund raising benefit

for Ken Stepan on July 22, 2007. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- k. At the May 16, 2007 meeting they approved advertising for quotes for a park shelter/bathroom improvement project in Brown's Park. City staff accepted sealed quotes until 12:00 p.m. on Thursday, May 31, 2007 at which time they were opened and read aloud.

One quote was received for the park shelter and no quotes were received for the bathroom as the State plumbing code dictates that specifications and drawings have to be sent in for approval before any work can be done. This conflicts with the July 15, 2007 deadline for completion.

The quote for the park shelter is as follows:

Steve Moritz Construction	
24' X 30' Park Shelter	\$7,997.00
Site Prep (option)	\$500.00

Council Member Thomas introduced Resolution No. 2007-38, Resolution Accepting Quote for Park Shelter Improvement for Brown's Park. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

It was noted that staff's intention is to go out for quotes for the bathroom once the designs are approved by the State of Minnesota.

- l. The Bike Run Committee requested Council approval for putting up a small temporary tent in the City parking lot behind the bars (Next Door and Mustang) to provide shade for Ken Stepan and his family as he has restricted access in the crowd because of his wheelchair. The tent will be up from 12:00 p.m. to 4:30 p.m. and should take approximately 3-4 parking spots. Tine Rohde d/b/a Mustang Bar is going to have 3 security personnel on hand to make sure that no one leaves the fenced area with alcohol.

A motion was made by Council Member Thomas and seconded by Council Member Stone to approve the temporary outdoor tent in the City parking lot behind the bars for a fund raising benefit for Ken Stepan on July 22, 2007. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

Council Member Coenen requested that the alleyway remain open for traffic.

**8. UNFINISHED BUSINESS**

- a. None.

**9. NEW BUSINESS**

- a. None.

**10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims - Total of unpaid claims \$46,419.54 and paid claims of \$37,673.45 for a total of \$84,092.99.
- b. List of June checks totaling \$166,163.92 (check no. 26158 through check no. 26287).
- c. Resolution No. 2007-57, Resolution Acknowledging Contribution from Community Connections of Sauk Centre. The contribution totaled \$2,000 to be donated to the Sinclair Lewis Days celebration.
- d. Resolution No. 2007-50, Resolution Acknowledging Contribution from Men's Card Playing Group. The contribution totaled \$264.00 to be used towards the Senior Center.

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

**11. INFORMATIONAL ITEMS**

Mayor Kirckof stated that he met with the Legion, Blue Star Mothers, VFW and the Legion Auxiliary to discuss the return of the National Guard. These individuals are in support of forming a local committee to honor the returning troops which will be coming home mid July. A welcome home event will be held at a later date; however, a parade route has been established for the return of the troops where they will begin in Melrose and travel to Sauk Centre ending at the fairgrounds where there will be short presentation.

**12. COUNCIL COMMENTS**

None.

**13. ADJOURNMENT**

A motion was made by Council Member Stone and was seconded by Council Member Johnson to adjourn the meeting. A vote being recorded as follows: For: Council Members Stone, Johnson, 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 7:25 p.m.

Respectfully Submitted,

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Mayor Brad A Kirckof

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City Administrator/Clerk Vicki M. Willer