

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JULY 7, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, July 7, 2010 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members David Thomas, Keith Johnson, Warren Stone and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

The June 23, 2010 Regular Meeting Minutes were approved with changes.

**4. PUBLIC OPEN FORUM**

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. The Park Board met at their regular meeting on Tuesday, July 6, 2010 and discussed the following:
- Sinclair Lewis Campground was full for the 4<sup>th</sup> of July holiday.
  - City Forester Berg presented information regarding Emerald Ash Borer.
  - The Park Board recommended Council approval of Advanced Irrigation at a cost of \$7,560 which includes the wireless rain sensor. More information to follow at the July 21, 2010 Regular Council meeting.
  - Action on June Neal's East River Boulevard Park tree planting request was tabled
  - Representatives of the Sauk Centre Youth Hockey Association were present and stated that they will be purchasing hockey boards from St. Louis Blues for \$16,000. This will be no cost to the City.
  - Discussion of letter from seasonal lessees. See 9a.
  - Discussion for selling certified firewood in the 2011 camping season.
  - Denial of refund requests.
  - Representative of the Sauk Centre Youth Baseball Association stated that they would possibly be interested in making upgrades to the Towerview Park South Ball Field. More information to come at a later date.

- The Sauk Centre Fire Relief Association donated a flag pole to be placed at Jaycee Park
- Rotary Benches were installed in the Jaycee Park

b. Mike Flicker presented the Council with the Hospital Review Committee report on the June 30, 2010 meeting.

The Committee had a conference call with Jim Platt, Attorney. Mr. Platt presented the following items for consideration:

1. He will prepare an engagement letter to be presented at a future Council meeting.
2. He will track time on monthly invoices with detail including what issues were covered.
3. His advice to the group is that he can be most effective if he has a timeline of expectations.
4. He feels the Review Committee should remain open to the public since the first meeting was open to the public.
5. Specific subsets of the group can meet in private with potential partners with the goal of reporting back to the full group at a public meeting. He suggested that strategic business information could be exchanged after a Confidentiality Agreement is signed between all parties involved.
6. He will draft a summary of the pros and cons of the options currently outlined on the Committee's agenda as a starting point for the workgroup mission.

Also, the group briefly discussed how to efficiently review all options on the agenda.

The next meeting of the Review Committee is scheduled for July 14, 2010 at 4:00 p.m. in the City Hall Upper Level Conference Room.

## **7. ACTION ITEMS**

a. Four non-union employees are eligible for step advancement as follows:

- |                      |                            |                               |
|----------------------|----------------------------|-------------------------------|
| 1. Wendy Drobny      | Date of Temp Hire 08.01.05 | Advance to Step 3 on 07.05.10 |
|                      | Date of FT Hire 07.05.07   | \$17.27                       |
| 2. Carol Inderrieden | Date of Hire 07.06.99      | Advance to Step 6 on 07.06.10 |
|                      |                            | \$23.62                       |
| 3. Bryon Friedrichs  | Date of Hire 04.27.89      | Advance to Step 3 on 08.02.10 |
|                      | Promoted on 08.02.08       | \$29.55                       |
| 4. Nicki Vogt        | Date of Hire 10.05.05      | Advance to Step 4 on 08.02.10 |
|                      | Amended on 08.01.07        | \$18.86                       |

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to approve step advancements for Drobny, Inderrieden, Friedrichs and Vogt as presented. A vote being recorded as follows: For: Council Members Johnson, Coenen, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

- b. The Sauk Centre Public Utilities (PUC) enters into an annual agreement with MMUA for the Safety Management Program. The City of Sauk Centre shares the cost for the program for the training of City employees.

If the City enters into the agreement with the PUC to contract training safety services from MMUA, the City share proposed for October 1, 2010 through September 30, 2011 would be \$4,337.50.

It was noted that this is a budgeted item.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve entering into the Safety Management Program Agreement with MMUA along with PUC for contract year October 1, 2010 to September 30, 2011. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. Quotes for the 2010 re-construction project for the sidewalk adjacent to 9<sup>th</sup> Street South from Ash Street to the school were received until Tuesday, June 29, 2010. One quote was received as follows:

Voss Plumbing & Heating of Paynesville     \$21,165.00

The Engineer's estimate for this project was \$17,800. The completion date was set for August 25, 2010.

City Engineer Yapp stated that he is familiar with Voss Plumbing & Heating and he is not aware of any issues.

Police Chief Friedrichs felt that this is a good project to be completed due to safety reasons.

Council Member Thomas introduced Resolution No. 2010-34, Resolution Accepting Quote for 2010 Sidewalk Project. The motion was seconded by Mayor Kirckof. A vote being recorded as follows: For: Council Member Thomas and Mayor Kirckof. Against: Council Members Stone, Coenen and Johnson. The motion failed due to lack of majority vote.

- d. Dale Bertram resigned from the CVB Board due to work commitments.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the resignation of Dale Bertram from the CVB and authorize the

advertisement for vacancy. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. Ambulance Director Struffert is recommending that Jason Proell be appointed to regular EMT status effective June 17, 2010. Jason has met the 50 patient contact requirement and DOT Training Course during his probationary period.

A motion was made by Council Member Johnson and seconded by Council Member Stone to appoint Jason Proell to full EMT status at Step One effective June 17, 2010. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. Crystal Wilson resigned as an EMT with the Ambulance Service.

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

- g. Dale Swanson, City Engineer for the Airport Project is recommending that Phase 3 of the Airport Improvement Project be closed and the final payment to Breitbach be approved in the amount of \$18,471. All lien waivers and the MN Dept of Revenue IC-134's have been received.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve Contract Voucher No 3 to Breitbach Construction in the amount of \$18,471. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. At the previous Council meeting the Council accepted James Platt of Fredrikson Byron to provide legal counsel for the Hospital Review Committee.

The details of the cost share proposal are as follows:

- The Hospital Board has approved the allocation of \$15,000 of its Bremer Foundation Grant to be used
- Lakeview Medical Clinic will pay up to \$5,000
- It is not anticipated that costs will exceed \$20,000; however, if it appears that it will, an agreement will need to be reached on how those costs will be paid.

Lakeview Clinic Administrator Mike Flicker addressing the Council stating that because the costs that would be directly related to the Clinic's business would be minimal he would suggest that the Clinic's share of costs be limited to \$1,000.

After lengthy discussion it was the consent of the Council that the Committee review the cost share with the suggestion that the City cover the remaining \$4,000 out of the Consultant Budget.

- i. The Council was presented with the Engagement Letter with James Platt of Fredrikson Byron PA outlining the scope of services for his contract with the City to provide services on behalf of the Hospital Review Committee.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve execution of the Engagement Letter with James Platt of Fredrikson and Byron PA. A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. City Engineer Yapp along with City staff have completed the review of the proposed storm sewer district for the 4<sup>th</sup> Street Stormwater Project as it relates to prior improvements and assessments.

The results of that review along with a recommendation on how to proceed with credits needs to be determined prior to presenting the final Feasibility Report to the Council.

It was the general consent of the Council to send to Operations Committee for full detail review in preparation of full feasibility report.

- b. At the last Council meeting, questions were raised regarding the use of the Weed Harvester by the Sauk River Watershed District.

The Weed Harvester project is a 15 year project which was petitioned and initiated by the City in 2004.

The Watershed District bills the City annually for resident's assessments. The City can either re-assess that amount or pay it directly. At that time the Council elected to pay the assessment on behalf of the citizens and include it in the levy rather than re-assess individually.

The Watershed District decides each year whether to levy and assess. Any excess funds they collect over what they use is set aside for future maintenance and replacement of the equipment. When they go into their budget cycle this year, they will again make determination on whether they will apply the annual maintenance assessment.

The Watershed has been contracted to provide a report to the City on hours used and also on the existing unused fund balance and future plans. Use of the harvester is back up again in 2010.

**9. NEW BUSINESS**

The Park Board addressed the Campground letter that was sent by five seasonal campers and the Council was presented the letter that was sent to the campers as a response.

**10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$33,901.05 and paid claims of \$23,992.93 for a total of \$57,893.98.
- b. Resolution No. 2010-35 Accepting the following contributions:
 

Men’s Card Playing Group	\$267.00	Senior Center
ECM Publishers, Inc.	\$280.00	Ambulance
ECM Publishers, Inc.	\$280.00	Fire Department
ECM Publishers, Inc.	\$100.00	Friends of the Library
ECM Publishers, Inc.	\$200.00	Senior Dining/Meals on Wheels
- c. Resolution No. 2010-36 Authorizing Transfer of Funds from Build A Forest to General Fund for the installation of the well at Brown’s Park.

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

**11. INFORMATION ITEMS**

- a. The City of Sauk Centre will accept Affidavits of Candidacy for the November 2, 2010 General Election from the period of August 3, 2010 through August 17, 2010.
- b. Information regarding unauthorized elections.
- c. June 4, 2010 Safety Committee Meeting Minutes.
- d. 2010 Tax Capacity Rates for Stearns County.
- e. Stearns County Preliminary 2011-2015 Construction year CIP.
- f. The new light signal will be operational late winter 2010 or early spring 2011.
- g. Copy of the July 2010 MN Veteran paper including an article on Valley Forge Veterans Village.

**12. ADJOURNMENT**

A motion was made by Council Member Stone and was 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 8:00 p.m.

Respectfully submitted,

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Mayor Brad A. Kirckof

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City Administrator Vicki M. Willer