

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, JULY 15, 2009 – 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, July 15, 2009 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members David Thomas, Keith Johnson, Warren Stone, Al Coenen and Mayor Kirckof. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, Public Works Director Butch Wessel, City Planner Sarah Morton, Engineer Yapp with Bonestroo and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Thomas and was seconded by Council Member Stone to adopt the Agenda with the addition of 7h. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

**3. APPROVAL OF MINUTES**

The Council's July 1, 2009 regular meeting minutes were approved with changes.

**4. PUBLIC OPEN FORUM**

State Representative Paul Anderson was present and stated that he is here to listen to the concerns of the City of Sauk Centre.

Some of the concerns mentioned by the Council are as follows:

- Valley Forge Village
- Highway 71 reconstruct
- Infrastructure
- Stormwater

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Police Chief Friedrichs stated that there were a total of 555 calls in the month of June. He then stated that the Police Department purchased a 800 mhz portable radio utilizing the Centerpoint Energy grant. The laptop for squad 1 has been replaced.
- b. Public Works Director Wessel reported on the July 7, 2009 Park Board meeting as follows:
  - Sinclair Lewis Campground was full during the 4<sup>th</sup> of July weekend. It is also full for Sinclair Lewis Days.

- Discussion was held on potential modification to the reservation process for monthly sites.
- Discussion was held regarding hosting a garage sale at the Arena in the fall. More information will be provided at the August 5<sup>th</sup> meeting.
- Approval was given for staff to solicit quotes for repairs to be completed on the Arena roof.
- The City of Sauk Centre/Youth Baseball Association was awarded the Twins Fields For Kids Grant in the amount of \$5,000 to be used towards improvements to be made in the Jaycee Park.

Mayor Kirckof asked that the City Pound be updated.

c. The Operations Committee met on Monday, July 13, 2009 and discussed the following:

- Swedenburg/Ash Street project. It was recommended that staff get a cost estimate for repairs.
- Discussion on the Getty Street flood water issue.
- Easements are required before proceeding prior to the Voller stormwater issue.
- Discussion on purchasing surveillance for the Police Department/City Hall and a portable camera

**7. ACTION ITEMS**

a. The 2009 semi-annual tax increment pay as you go payments due for the first half of 2009 are as follows:

Riverview Townhomes (1 <sup>st</sup> half to developer)	\$4,820.58
Cabinet Components (1 <sup>st</sup> half to revenue bond)	\$10,202.86
Sauk Centre Welding (1 <sup>st</sup> half to bond fund)	<u>\$18,805.62</u>
<b>TOTAL</b>	<b>\$33,829.06</b>

The EDA has reviewed the payments and are recommending approval.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the 2009 PAYGO payments. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

b. At the Council’s May 20, 2009 meeting they approved seven candidates for Fire Fighter training. Since then Zach Chapman has resigned. The next candidate in line is Andrea Kerfeld. Ms. Kerfeld has passed a successful physical and background check.

The hiring committee recommends that the City Council approve the resignation of Zach Chapman from attending Fire Fighter training. The committee further

recommends that the City Council approve Andrea Kerfeld to attend Fire Fighter training (Fire Fighter I).

Ms. Kerfeld will then be in line to be appointed as a Volunteer Fire Fighter pending a future retirement in 2010.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to accept Zach Chapman's resignation for Fire Fighter training and approve Andrea Kerfeld for Fire Fighter training. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof noted that Ms. Kerfeld will be the first female in Sauk Centre to go through Fire Fighter training.

- c. Paul Kane has resigned as a Planning Commissioner. Mr. Kane's term will expire on December 31, 2010.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to accept the resignation of Paul Kane and to direct the City to seek candidates to fill the vacant position. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. At the Personnel/Finance Committee meeting, projections of the cost of awarding step increases in 2009 to non-union employees was discussed. The total cost savings to the City by instilling a wage freeze for 2009 for the affected non-union employee is estimated at \$7,561.00

The merits of awarding the steps (keeping closer to equity with the union employees and employee morale) vs. the request from the State and the actions of the County that wage freezes be implemented were discussed. Following the meeting Willer met with each non-union employee on the issue.

Although the employees felt that they did not want to be "left behind" in a union vs. non-union environment, they certainly understand the position the City has been put in. As an option to freeze, some employees felt that if the steps were awarded, unpaid furlough days could be a way to offset those costs as long as benefit eligibility remained.

Both employees who would normally receive their step following completion of their probationary period (Bryon Friedrichs and Sarah Morton) have declined their step.

The non-union employees eligible for step advancement are:

Butch Wessel – Eligible to Step 7  
Bryon Friedrichs – Eligible to Step 2  
Sarah Morton – Eligible to Step 2  
Carol Inderrieden – Eligible to Step 6  
Nicole Vogt – Eligible to Step 4  
Wendy Drobny – Eligible to Step 3

Mayor Kirckof stated that at the beginning of the year all employees received their Cost of Living increase of 3%.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to freeze step adjustments for non-union employees listed above. A vote being recorded as follows: For: Council Members Johnson, Thomas and Mayor Kirckof. Against: Council Members Coenen and Stone. The motion passed.

- e. As part of the Finance Committee discussion regarding the 2009 budget, the items that were identified in January for potential reduction or elimination from the budget were reviewed. Those line items that were initially identified included several capital expenditure items including the 2009 mill and overlay projects which was initially set for \$100,000. The Committee identified a reduction to \$40,000 as a measure to balance the budget with the impending LGA cut. Official amendments to the budget were not made at that time; however, staff and the committee have been monitoring expenditures to be sure those cuts could still be made if necessary following the final unallocation of LGA.

Now that the 2009 LGA unallotment is known, a final amount to be allocated to the mill and overlay projects should be determined so that the project can proceed yet this summer. Because the unallotment is approximately \$50,000 less than originally certified, a larger amount than the \$40,000 originally considered should be completed.

The Finance Committee recommended that a year to date actual expenditure report be provided to each councilor as of June 30, 2009 for review so that an amount could be set following input by the full Council.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to table action on setting a budget amount for the 2009 mill and overlay projects until bids are received. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. At the Policy and Planning Committee's recent meeting they discussed the Special Assessment Policy. They looked at the percentage of assessments for sidewalks, mill and overlay and reconstructs. It was felt that a decision should be made regarding the percentage of assessment for mill and overlay so a final

decision could be made on the 2009 mill and overlay project. The balance of the Policy will come before the Council at a future date after all sections have been reviewed.

The Committee feels that mill and overlay projects are a maintenance item that extends the life of a roadway similar to crack filling and seal coating and therefore should not be assessed to the property owners but rather be covered by the General Fund. If the General Fund is responsible for the full cost, fewer projects will be able to be completed in any given year.

The Committee also stated that by assessing a mill and overlay you encumber future reconstruct projects and the ability to assess the reconstruct at that time.

City Administrator Willer presented the following facts regarding what surrounding cities assess for mill and overlay projects:

- Osakis – 50%
- Rockville – 27%
- Willmar – 50%
- Wadena/Albany/Melrose/Benson/Alexandria – 0%

Mill and Overlay projects add 10-15 year life expectancy to the roadway.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to change the percentage of assessment to property owners for mill and overlay projects to 0% from the existing 50%. A vote being recorded as follows: For: Council Members Thomas, Stone, Coenen and Mayor Kirckof. Against: Council Member Johnson. The motion passed.

- g. The Operations Committee met on July 13<sup>th</sup> and reviewed the Engineer's estimates for the 2009 mill and overlay projects. The projects were separated into project areas.

The construction estimates (not including minimal engineering fees) are as follows:

A. Lakeshore Drive mill and overlay	\$68,443.57
B. Lakeshore Drive full depth reclamation	\$72,506.00
C. East, 5 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> Streets	\$88,331.35
D. Split 8 <sup>th</sup> Street out of Option C	\$30,000.00

The Committee reviewed the condition of each of the streets and recommended that Option B be selected which is a full depth reclamation and new bituminous on Lakeshore Drive. Full depth reclamation will provide for a more stable base and a longer life span for the street. Existing material will be milled up, ground and laid back down as the base followed by new bituminous over the top.

A motion was made by Council Member Coenen and was seconded by Council Member Thomas to select Option B for the 2009 Mill and Overlay project and authorize solicitation of quotes. A vote being recorded as follows: For: Council Members Coenen, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

- h. The Public Utilities Commission requests that the City authorize them to enter into a Transmission Service Agreement and Facilities Lease Agreement. The Commission is currently a part of Missouri River Energy Services (MRES) and as such purchases power on a group basis. This proposal will allow the Utility to enter into an agreement with a group of utilities to negotiate for the transmission of the power that they purchase. With the capital improvements currently being proposed by Xcel Energy it is anticipated that transmission costs could rise significantly so the forming of a T-1 group to purchase transmission services will be beneficial to the City in the long term. In addition there is a facilities lease component whereby the “group” will be using the City Utilities’ switches and a portion of the lines.

Council Member Johnson introduced Resolution No. 2009-42, Resolution to Authorize Transmission Service Agreement (T-1) and Facilities Lease Agreement. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

None.

**10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$192,594.90 and paid claims \$51,229.16 for a total of \$243,824.06.
- b. List of June checks totaling \$2,839,800.87 (Check No. 29012 through Check No. 29125 and ACH 761E-775E).
- c. Resolution No. 2009-41, Resolution Accepting Contributions. The contributions totaled \$278.00 from the Men’s Card Playing Group to be used towards 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 Kirkcof. Against: None. The motion passed.

Mayor Kirckof thanked the Men's Card Playing Group for their contribution.

**11. INFORMATION ITEMS**

a. Sauk Centre's population is as follows:

2008 – 4,220  
2007 – 4,210  
2006 – 4,203  
2005 – 4,111  
2004 – 4,051

The housing units are as follows:

2008 – 1,827  
2007 – 1,798  
2006 – 1,777  
2005 – 1,727  
2004 – 1,708

b. City Administrator Willer and Mayor Kirckof have executed a Civic Arena Rental Agreement with Midwest Machinery for the use of the Arena on September 11, 2009.

c. The Federal Minimum Wage has been adjusted to \$7.25 per hour beginning on July 24, 2009. The pay rate for training hours for EMT's in the Ambulance Department is tied to the Federal Minimum Wage and will be adjusted accordingly.

Council Member Coenen reminded citizens of the Post Office drop box located in the alley.

**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 8:07 p.m.

Respectfully submitted,

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Mayor Brad A. Kirckof

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City Administrator Vicki M. Willer