

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JULY 18, 2012**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, July 18, 2012 at 6:35 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Al Coenen, Keith Johnson, Warren Stone, Mike Olson and Mayor Rykken. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, City Planner Sarah Morton and Administrative Assistant Nicki Vogt. Mayor Rykken presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. APPROVAL OF MINUTES

The June 20, 2012 Regular Meeting Minutes were approved with changes.

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

Alex Kishaba, Chairman of the Ryuku America Historical Research Society of Japan introduced himself to the Council, along with his intern, Nanjo City, Okinawa, Japan Mayor Minei Ryota.

The purpose of their visit to Sauk Centre was to meet the Mayor and Council Members, tour the city hall facilities and see local city government at work. During their visit to Sauk Centre they visited the boyhood home of Nobel Prize winner Sinclair Lewis and also the Interpretive Center.

Mr. Kishaba talked briefly about the important educational relationship between the College of St. Benedict and St. John's Universities and students from Okinawa Japan.

Mr. Kishaba and Mr. Ryota presented the Mayor and Council with gifts from Japan and thanked them for their hospitality.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs reported that there were 358 ICRs and 335 Warnings in June for a total of 693. He also reported that the Department was very busy in the month of June due to increased traffic flow.
- b. The Planning Commission met on Tuesday, July 10th for their regular meeting and discussed the following:
 - Review of June 2012 Building Permits. The building permit total for 2012 is higher than the 2011 total which is due to storm damage.
 - Public Hearing regarding a zoning map amendment for the rezoning of three lots. See 7e.

- Appeal.
- c. The EDA met for their regular meeting on July 10th. The main topics at that meeting were the review and approval of Tax Increment Financing and Pay as You Go semi-annual payments, along with the approval of the semi-annual abatement contract payments. See 7a & 7b.
- Other items included the review of economic development projects pending an upcoming review of Sauk Centre Opportunities.
- d. The Operations Committee (Council Members Johnson and Coenen) met on Tuesday, July 10th to review the following items:
1. Carpet replacement at the library. See 7g.
 2. Building plans are currently being drafted for the public works cold storage.
 3. Server upgrade proposal. See 7j.
 4. Computer consulting proposal. See 7i.
 5. City hall windows.
 6. Various storm sewer repairs:
 - a. Repair at Elm and 2nd St. S.
 - b. Cleanout at Eastview and 6th
 - c. Cleanout at Beltline & 12th (NW corner)
 - d. Discharge at Sinclair Lewis & Beltline (NW corner)
 7. Electrical services in Sinclair Lewis Park.
 8. Public works vehicle replacement schedule.
 9. Crosswalk at Getty and 10th.
 10. Interpretive Center – personal household garbage in trash containers.
- e. On behalf of the Council and staff, Mayor Rykken presented Park Foreman Dave Beilke with a plaque honoring him for his 30 years of service to the City of Sauk Centre.

7. ACTION ITEMS

- a. The first half of the Pay As You Go Payments are due to developers on August 1, 2011.

Three contracts call for semi-annual TIF payments as follows:

1. Riverview Townhomes (to developer)	\$5,077.56
2. Sauk Centre Welding (to bond fund)	\$24,529.35
3. Cabinet Components (to bond fund)	\$10,665.45

The EDA has reviewed the payments and is recommending approval.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the Pay As You Go payments to Riverview Townhomes and Pay As You Go transfers to bond funds for Sauk Centre Welding and Cabinet Components. A

vote being recorded as follows: For: Council Members Stone, Johnson, Olson and Mayor Rykken. Against: Council Member Coenen. The motion passed.

- b. The 2012 Fairway Pines semi-annual abatement payment is due August 1, 2012. The payment refunds the city share of property taxes to the developer. The semi-annual payment due is \$9,152.56.

The 2012 Dunham Express (8310 Commerce Dr.) semi-annual payment is due on July 15, 2012. The semi-annual payment due is \$2,754.65.

The EDA has reviewed the proposed payments and are recommending their approval.

A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve the 2012 semi-annual abatement payments to Fairway Pines and Dunham Express. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone and Mayor Rykken. Against: Council Member Coenen. The motion passed.

- c. At the June 20th meeting, the Council appointed Election Judges for 2012 elections. One additional Judge, Amy Trisko, is recommended due to a cancellation.

Council Member Johnson introduced Resolution No. 2012-49, Resolution Appointing 2012 Primary and General Election Judge. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Coenen and Mayor Rykken. Against: None. The motion passed.

- d. Non-Union employees are eligible for step advancement following review and recommendation. Two non-union employees are eligible for advancement in August:

1. Bryon Friedrichs	Date of Hire	04.27.1989
	Date of Promotion to Chief	08.02.2008
	Step Advancement	Step 5 - \$32.59
2. Nicole Vogt	Date of Hire	10.03.2005
	Date of Grade Adjustment	08.02.2007
	Step Advancement	Step 6 - \$20.81

Staff recommends that advancements be approved.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the step advancements of Bryon Friedrichs to Step 5 (\$32.59) and Nicole Vogt to Step 6 (\$20.81) effective August 2, 2012. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: none. The motion passed.

- e. At the Planning Commission's meeting on July 10, 2012 they conducted a Public Hearing to consider amending the zoning map which changes the zoning of three parcels on Main Street South from residential to commercial.

The property is located at 858, 864 and 874 Main St. S. Rezoning of the property will allow for the construction of an office building with retail space. Any other use currently allowed in the C2 Zoning District would also be permitted.

The rezoning does not include the westerly 216.19 feet of Lot 41 (864 Main St. S.) as it is proposed that the access to Getty will be eliminated with the property sold to either of the adjoining properties.

Issues regarding access to the property from Main Street are addressed in the Lot Split request.

Because the rezoning converts residential property to commercial property. MN Statute 462.357 requires that 2/3 of all the members of the City Council must vote in favor; therefore four votes are required to pass the Ordinance.

Council Member Stone introduced Ordinance No. 729, An Ordinance of the City of Sauk Centre Amending the Official Zoning Map of the City as Outlined in Section 156.036 of the City Code. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

- f. Council Member Olson introduced Ordinance No. 730, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance No. 729 Amending Sections 156.036 of City Code by Rezoning Parcels on Main Street South from R1 Residential to C2 General Commerce. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Olson, Johnson, Stone, Coenen and Mayor Rykken. Against: None. The motion passed.

- g. J. Ted Plombom (Brobri Properties, LLC) is the current owner of property located on Main Street at 864 and 874 Main St. S. Plombom has requested that the northerly 41.25' of Lot 42 (southerly lot) be split off and added to the lot to the north (part of Lot 41).

MnDot has reviewed the proposal as far as access to Main Street and is not allowing a new access to Main Street. They are proposing a shared access at the new property line.

After completion of the access and related easements, the existing easement can be vacated and the access to the west (Getty Street) can be eliminated.

The resulting tracts (Tract A & Tract B) meet the minimum requirements for lot size, etc. in the zoning district.

Council Member Stone introduced Resolution No. 2012-50, Resolution Approving a Minor Subdivision (Lot Split) for Brobri Properties, LLC. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Stone, Olson, Coenen, Johnson and Mayor Rykken. Against: None. The motion passed.

- h. The Operations Committee has been reviewing various carpet samples and quotes for installation of new carpet at the Library. Quotes were solicited from various vendors for commercial carpeting including the state bid. Quotes were received as follows:

	Option A	Option B	Both
1. Scholastic	\$8,423.08	\$16,228.75	\$24,651.80
2. Hiller #1	\$5,473.00	\$10,662.00	\$15,600.00
3. Hiller #2	\$5,473.00	\$10,662.00	\$15,600.00

Rubber steps would add \$1,803.00 to the Hiller options. Rubber steps are not an option for Scholastic.

Option A is for new carpet for the stairway and the central area of the library. Option B is for the additional areas.

Miller Carpet had two separate samples. The Committee selected Hiller #1 (Set in Motion) with the entire upstairs and stairway to be included, totaling \$15,600.

Council Member Stone introduced Resolution No. 2012-51, Resolution Accepting Quote for Carpet Installation and rubber steps at a cost of \$1,803.00. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen, Olson and Mayor Rykken. Against: None. The motion passed.

Work will begin in September.

- i. The City currently works with Arvig (formerly Diversicom) on IT (technology) services to maintain the City's computer system. The City has been billed on an hourly basis for the service.

Arvig has presented the City with a managed care package proposal to contract for these services. The contract is proposed at \$260.82 per month which includes continual monitoring and maintenance of the system. Arvig would be able to remotely access the system and make repairs limiting hours needed to work onsite. Offsite backup would also be included along with monitoring for viruses and other threats. Much of the contract includes preventative maintenance before an issues gets too big.

The Operations Committee reviewed the proposal and feels it is time the City consider a managed care system for technology needs.

The City budgeted \$3,450 in 2012 for computer consulting services.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve a Contract for Services for IT services with Arvig beginning September 1, 2012. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson and Mayor Rykken. Against: Council Member Coenen. The motion passed.

- j. The City server is now 8 years old. It has had several upgrades and patches over the past years and is in need of replacement in order for the newer programs and data to operate efficiently. In addition, redundant backup procedures are needed to insure data is secure.

The City has been working with Diversicom (now Arvig) on IT services for the past five years. Arvig has submitted a proposal for upgrading the server that will provide for the necessary modernization and security needed.

The proposal totals \$8,194.89. The City budgeted \$11,000 for the upgrade in 2012.

The Operations Committee met and discussed the server upgrade over the past two years and is recommending the City proceed with the upgrade at this time.

A motion was made by Council Member Olson and was seconded by Council Member Stone to approve the purchase of a City Server from Arvig at a cost of \$8,194.89. A vote being recorded as follows: For: Council Members Olson, Stone, Johnson, Coenen and Mayor Rykken. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. On June 22, 2012, a “petition” was presented at City Hall signed by approximately 335 residents of the City, Township and surrounding area.

The request states “We, the undersigned petitioners of the Sauk Centre Area, do hereby request that the City Council of Sauk Centre MN preserve the Sinclair Lewis Interpretive Center at its existing site near Interstate 94. This facility has been developed into a beautiful asset for our community and we would suffer a significant loss if this were moved downtown. The City Council should take into consideration the cultural significance of the beautiful Interpretive Center that has been developed on its current site.”

Although the petition does not state that those signing are requesting that this issue be put forth on the ballot for the upcoming election, I understand that is the intent.

The option of a ballot question was thoroughly researched at the time the City initially determined to offer the property for sale. Sauk Centre is a Statutory City and must operate within the confines of MN Statute. As such, the City Council has no Statutory Authority to submit this question to the voters. MN Statute has specific guidelines authorizing what must be submitted to the voters and what may be submitted to the voters via a ballot. If an issue is not authorized, the City cannot include it on a ballot.

Therefore, the sale of property lies solely in the hands of the City Council. The Council can, however, take this information into consideration when a decision to ultimately sell or not sell the site is made.

- b. The 4th Street Capital Project is underway. The pre-construction meeting was held at City Hall on Wednesday, July 11th with the contractor, public utilities and City staff.

Removals will begin on July 16th. Removals include trees, curbing, sidewalks where needed and bituminous, etc.

Pipe and materials will be delivered in the coming weeks and will be stored onsite as well as at the old City Hall parking lot and the Walnut St. garage.

The underground work will begin the week of July 30th. One crew will begin on the far east end. A boring crew will be working under the highway and another crew will work on the east side of the highway.

The City will have an onsite inspector at all times and will keep in contact with the City, residents and contractors. City and Public Utility staff will also be onsite when needed.

- c. The City's crack filling and seal coating projects both occurred the week of July 9th. The seal coating continues to be a work in progress as the loose pea-rock is swept up over the next weeks. This is part of the contract to be completed by the contractor.

The Sinclair Lewis Avenue project was not part of the City project but was completed by Stearns County. The County project utilized granite chips with a final coat (fogcoat) over the top.

Unfortunately, the City had painted the crosswalks and parking stalls immediately prior to the County project. The County has indicated that in the future they will give the City more advanced notice of maintenance projects (currently only capital projects are on the 5 year CIP). Seal coating is considered maintenance. The County will be repainting.

- d. The airport crack filling project continues to move forward. Representatives from MnDot Aeronautics were onsite on July 6th for several hours walking the runway to determine the extent of repairs needed. As a result, they have indicated the project will qualify for grant reimbursement from the State, along with costs incurred for the development of the plans and specifications.

The specifications were advertised and submitted to potential bidders for the project. Bids will be opened on August 1st and staff expects them to be ready for Council action on August 1st.

- e. At the June 6th Council meeting, the Council heard a request for a crosswalk or signage on Getty Street at 10th to allow for pedestrian crossing for an individual with impaired vision.

The request has been forwarded to the City Engineer for review and submittal of design specifications and estimated costs. The review will be presented to the Council at their August 1st meeting.

- f. Final documentation has been sent to FEMA regarding expenses related to the 2011 storm damage.

The City has received reimbursements from FEMA in the amount of \$121,675.55. This amount covers expenses not reimbursed by insurance.

Only a few items remain to be finalized.

The City will be separating the funds for disbursement to the Public Utility for its costs, which were submitted to FEMA through the City.

9. NEW BUSINESS

- a. Department Heads and the Finance Committee will be working on the 2013 proposed budget over the next several weeks. Historically, the Council then meets in a workshop session to review and offer amendments.

By general consent, the Council set the Budget Workshop for August 22, 2012 at 3:00 p.m. in the Upper Level Conference Room.

10. CONSENT AGENDA

The Council then considered the following Consent Agenda:

- a. Schedule of Claims – Total of unpaid claims of \$233,185.98 and paid claims of \$72,301.15 for a total of \$305,487.13.
- b. List of June checks totaling \$368,702.37 (Check #032761 - #032857 and ACH #1569E - #1600E and 3 Payroll ACH Transfers).
- c. Resolution No. 2012-52, Resolution Accepting Contribution:

Men's Card Playing Group	\$230.24	Senior Dining
ECM Publishers	\$200.00	Senior Dining
MN National Bank	\$100.00	Police - Night to Unite
Arvig	\$200.00	Police - Night to Unite
Central MN Federal Credit Union	\$100.00	Police - Night to Unite

Mayor Rykken thanked those organizations for their donations.

- d. Request from Jim Winters representing the American Legion Post 67 has submitted a Temporary Premise Extension Application for a hog roast and beanbag tournament on August 18, 2012 from 11:00 a.m. – 9:00 p.m.

- e. Request from Jeff Thang representing J.T.'s Pub & Grill has submitted a Temporary Premise Extension Application for a wedding reception on July 28th, 2012 from 5:00 – 12:30 a.m.

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

11. INFORMATIONAL ITEMS

- a. Official 2011 population is 4,325
- b. League of MN Cities Regional meetings calendar
- c. Dates for filing for office of Mayor and Council is July 31st to August 14th.
- d. The westbound on-ramp to I94 from TH 71 will be closed beginning July 23 through September. Detour is Beltline Road to the west exit. MnDot is re-decking the TH 71 bridge over the freeway.
- e. Airport 101 meeting is July 25th from 4:00 p.m.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Rykken adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Mayor Dennis Rykken

City Administrator Vicki Willer