

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, JULY 21, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, July 21, 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, Public Works Director Butch Wessel, Assistant Ambulance Director Tim Deschene and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

The July 7, 2010 Special Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs stated that there were 513 calls in the month of June with 275 ICRs and 238 Verbal Warnings.

He then noted that the following:

- The Tornado Siren has been repaired and it is up and running.
- He feels that security needs to be tightened for future street dances.

- b. Assistant Ambulance Director Deschene provided an Ambulance Department report as follows:

- Total calls for April-June was 121. There were 21 no loads/cancelled, 19 ALS transfers, 25 BLS transfers and 56 scene responses.
- There are currently 19 EMT's with the department.
- The Main rig has been used 95 times in 2010 with 20,000 miles. Unit 562 has been used 17 times in 2010 with 92,000 miles and Unit 563 has been used 8 times in 2010 with 62,000 miles.
- The Council was provided an 11 page MnStar Report.

c. City Planner Morton reported on the Tuesday, July 13 Regular Planning Commission meeting as follows:

- The August meeting has been rescheduled for August 12, 2010 at 2:00 p.m. due to Primary Elections.
- There have been 104 building permits issued to date, with a majority of those permits for remodeling.
- Amendments to the Zoning Ordinance. See Action Item 7c.
- Ordinance establishing a one year moratorium on the installation of any new outdoor furnaces. See Action Item 7d.
- Minor subdivision (Lot Split). See Action Item 7g.

The Council asked City Planner Morton to provide them with a quarterly Building Permit report.

d. The Airport Commission met on Monday, July 19, 2010 and discussed the following:

- The Commission was presented the T-Hangar Rental Space survey results regarding rates, etc.
- It was the general consent of the Commission to request that staff research the possibility of overnight hangar rental at a cost of \$40/night. Weekly rental at \$140/week, monthly rental at \$250/month and seasonal rental (3 months) at \$160/month
- Reviewed and made changes to the Airport Directory
- Recommended Council approval of Bonestroo to proceed with Industrial Stormwater Compliance. See 7h
- Sauk Centre split a loaf of AvGas with two other entities on July 21, 2010.
- Current fuel price is set at \$3.92/gallon.

e. The EDA met on Tuesday, July 13, 2010 for their regular meeting. The items on the Agenda included:

- Report from Chamber by Dennis Heinen
- Report from Sauk Centre Opportunities by Kevin Uphoff
- Discussion with Sauk Centre Opportunities on a potential joint project. More information will follow.
- Approval of TIF Pay As You Go Payments. See Action Item 7a.
- Approval of Abatement Payment. See Action Item 7b.

f. The third meeting of the Hospital Review Committee was held on July 14, 2010 at City Hall.

The Clinic representatives opted out of the Committee and will no longer be attending the meetings due to their public nature, but will continue to be involved in the process by providing input to Committee representatives at Clinic Board meetings. The Committee

will continue to operate with five members until the Council fills those seats, if they choose to do so.

The Committee is expecting to receive a report from Jim Platt, Legal Advisor, in the next ten days and will call a special meeting at that time to review the pros and cons of each of the options to include state and federal law requirements and possible business terms that might be pursued with each. At that time the Committee will designate members to further investigate each model.

They are also working to gather information from representatives from other public hospitals that have undergone similar transitions. Several will be contacted and based on the results of those contacts; the Committee will determine whether it is more beneficial to send representatives to those communities or to get a Community leader from there to attend a committee meeting.

Council Member Thomas stated that he felt that the summary given was a rather thin report and was not an accurate record of the actual meeting and that there was additional discussion. Kirckof stated that this report is a summary and requested that they meet at a later time to discuss what additional information Thomas would like to see in the reports.

g. The Operations Committee met on July 12, 2010 regarding the following:

- Placed the replacement mower purchase on the 2011 CIP (JD 1435 mower).
- Discussed 12th Street Sealcoating project (bill not received).
- Placed 9th Street sidewalk on 2011 CIP.
- Discussed 4th Street Storm Water Project including phasing, assessments, credits, and boring and jacking areas. (Main Street and Oak Street crossing).
- Discussed Main Street sidewalks. Placed on CIP. Discussed sidewalk prioritization.
- Did not recommend paving of campground loop road due to unstable soil.
- Discussed Downtown Alley. Recommend patch and making alley and parking lot part of larger project.
- Reviewed Park Board recommendation to install sprinklers at Brown's Park. Split vote.
- Getting firm prices for installation of volleyball court at Multipurpose Park,
- Requested to see materials for repair of half pipe at skatepark. (Skate Lite vs. Hardboard vs. Plywood)
- Discussion regarding opening the cul-de-sac on Oak Street.

7. ACTION ITEMS

a. The 2010 semi-annual Tax Increment Pay As You Go Payments due for the first half of the year are as follows:

Riverview Townhomes (1 st Half) to Developer	\$5,018.58
Cabinet Components (1 st Half) to Revenue Bond	\$10,202.86
Sauk Centre Welding (1 st Half) to Bond Fund	<u>\$19,846.73</u>
TOTAL	<u>\$35,068.17</u>

The EDA has reviewed the payments and is recommending approval.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the 2010 PAYGO payments. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- b. The first payment on the abatement contract with Fairway Pines Senior Living Communities is due in August in the amount of \$1,820.00. The payment covers the 1st half of the City share of taxes paid in 2010.

The contract is limited to a maximum amount over five full years of payments up to \$70,000. This reimburses the developer for costs associated with extending the municipal water and sewer lines.

The 2010 payment is for a partial assessment. The property will be paying on its full assessed value in 2011 at which time the five full years will begin.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the abatement payment to Fairway Pines Assisted Living Communities in the amount of \$1,820.00. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. The Council was presented with Ordinance No. 694 amending various provisions of the City Code. The Planning Commission held a public hearing at their July 13th regular meeting and is recommending adoption of the Ordinance. The recommended changes are as follows:

Section One: Amends the definition of grass where it becomes a nuisance from 12 inches to 8 inches:

Section Two: Amends the provision that property owners shall mow their grass when it reaches a maximum height of 8 inches (was 12 inches).

Section Three: Allows for the Administrative approval and recommendation of lot splits to the City Council without Planning Commission review when all minimum requirements are met.

Section Four: Clarifies that the width of a driveway is limited to 24 feet within the boulevard.

Section Five: Amends the Land Use Chart to allow Dental Offices in the I/C zoning district as a Permitted Use.

Section Six: Amends the City's Fence Ordinance by requiring a setback from the property line of three feet along with other updates. A copy of the existing Code is attached for review.

Section Seven: Adds a footnote to the Setback Chart that states whenever two zoning districts abut, that the greater setback shall apply. This would require a more intensive use to apply a larger setback where it abuts a less intensive use. Ie: Commercial next to residential.

Section Eight: Provides for exceptions to when a Certificate of Survey is required when applying for a Building Permit. (Code was previously amended with same provisions for Zoning Permits).

The Council held a discussion regarding Section 5 amending the land use chart.

A motion was made by Council Member Council Member Stone and was seconded by Council Member Thomas to approve Ordinance No. 694 amending the City Code, with the exception of Section 5. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

A motion was made by Council Member Stone and was seconded by Council Member Coenen to not allow Section 5 – amending the land use chart to allow dental offices in the I/C zoning district as a permitted use. A vote being recorded as follows: For: Council Members Stone, Coenen and Mayor Kirckof. Against: Council Member Thomas and Johnson. The motion passed.

The Council asked the Planning Commission to review the Zoning Districts suggesting that a change in the zoning may be a more appropriate direction if the current zoning no longer fits the area which is becoming more Commercial than Industrial.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Ordinance No.697 Authorizing Summary Publication of Ordinance No. 694. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. The Planning Commission is recommending that the City enact a moratorium on the installation of outdoor wood (solid fuel) burning furnaces.

The City currently has no regulations in place to govern the size, placement, wood/pellet/corn storage and safety of outdoor furnaces. It is the intent of the Planning Commission to begin work on an Ordinance and bring it to the Council for approval within the next year.

Issues for the Planning Commission to consider include setbacks, installation techniques, fire code, storage of fuel and air quality. Issues of fuel storage include importation of wood and wood related pests, storage of corn or other fuels and rodent infestation.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Ordinance No. 685 Regulating Outdoor Solid Fuel Burning Furnaces and Ordinance No. 686 Authorizing Summary Publication of Ordinance 685. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- e. The Park Board is recommending that the City proceed with the installation of a sprinkler at Brown's Park. The City previously contracted to have a well installed which has been completed.

Quotes were solicited and five quotes were received as follows:

Master Law Irrigation	\$9,850.00
Traut Wells	\$11,920.00
Advanced Irrigation	\$7,650.00
AAA Lawn Irrigation #1	\$14,625.00
AAA Lawn Irrigation #2	\$11,895.00

The Park Board is recommending that the City proceed with the quote from Advanced Irrigation in the amount of \$7,650 to be paid from Park Dedication funds. The current balance in that fund is \$71,000.

It was noted that the well pumps 75 gallons per minute.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve Resolution No. 2010-38 awarding the quote to Advanced Irrigation. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- f. With the Clinic Representatives no longer attending the public Hospital Review Committee meetings, two vacancies will exist.

The following options were discussed:

- Let Committee stand as is with two members absent.
- Dissolve the Committee and let the Hospital and Clinic come to the Council with a recommendation
- Fill the vacancies with members of the public.

A motion was made by Council Member Stone and Council Member Thomas to let the Committee stand. A vote being recorded s follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- g. Central MN Federal Credit Union has requested a Minor Subdivision/Lot Split of the property located to the east of their business at 1181 Main Street. The property to be split has frontage on Fairlane Drive.

The northerly portion of the east lot (1.22 acres) will be split and the southerly portion will be added to their existing property on Main Street. All provisions of the Zoning Ordinance have been met and the Planning Commission is recommending approval.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve Resolution 2010-39 authorizing minor subdivision. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. At the July 19th Airport Commission meeting, they approved a recommendation to the Council to engage Bonestroo to prepare and file the Stormwater Pollution Prevention Plan (SWPPP) for the airport. This is a new regulation enacted by the MPCA beginning in 2010.

Bonestroo presented a proposal to prepare the SWPP and file the appropriate permit application for a lump sum of \$5,500.00. There are additional fees for ongoing site monitoring, reporting and employee training which will be budgeted for in future years.

The cost of this project will be a 70/30 split with MNDOT. The City share is \$1,650 which will be paid from the Airport Fund. Although this was not a budgeted expense, the balance in the Airport fund is sufficient to cover this expenditure.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the Professional Services Agreement with Bonestroo to complete SWPPP and obtain the MPCA Industrial Stormwater Compliance Permit. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, 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 \$382,159.12 and paid claims of \$480.00 for a total of \$382,639.12.
- b. List of June checks totaling \$275,655.14.

- c. Request from Eric Hellerman DBA Next Door Br & Lounge, VII for a temporary extension of Premise Permit for a 1st anniversary part to be held on August 20-21, 2010.
- d. Acknowledgment of Joe Jensen step increase to Step 5 (\$23.17) per the union contract, effective July 3, 2010.

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

11. INFORMATION ITEMS

a. Sauk Centre's population is as follows:

- 2009 – 4,316
- 2008 – 4,221
- 2007 – 4,210
- 2006 – 4,203
- 2005 – 4,111
- 2004 – 4,051

The housing unit is as follows:

- 2009 – 1,888
- 2008 – 1,827
- 2007 – 1,798
- 2006 – 1,777
- 2005 – 1,727
- 2004 – 1,708

b. Letter from the Rotary regarding the Jaycee Park enhancement project.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Mayor Brad A. Kirckof

City Administrator Vicki M. Willer