

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, AUGUST 1, 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 Wednesday, August 1, 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 David Thomas, Al Coenen, Keith Johnson and Warren Stone. Also present were City Administrator Vicki Willer, Police Chief Metcalf, City Planner Votruba, Public Works Director Wessel and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved with the addition of agenda item 7f, Resolution No. 2007-58.

3. APPROVAL OF MINUTES

The Council's July 18, 2007 regular meeting minutes were approved with changes.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

a. City Administrator Vicki Willer reported on the July 25, 2007 Operations Committee meeting at which they discussed the following:

- City Hall front steps and railing. See action item 7d.
- Highway 71 lighting. This is a two block area and the City is waiting for a permit from MnDOT due to the proposed area being in the Right of Way.
- Construction on the Brown's Park Shelter started today.
- Discussion whether to replace the salt shed this year or place it on the 2008 CIP.
- 2008 CIP projects – the need to replace the ambulance and plow truck. Discussion of Pine and Ash Street. See agenda item 8a and 9a&b.
- Minnesota Department of Public Safety has requested to use either the Arena, City Hall or Senior Center on Wednesdays to conduct driving tests. They would prefer using the arena on a one year trial lease. A representative from the Minnesota Department of Public Safety will be present at a future meeting to discuss.
- Recommendation on road vacation and sale of property proposal for Friedrichs Tire and Oil. A Public Hearing will be held at the August 15, 2007 meeting for the vacation of a portion of 4th Street.
- Request for sale of property at the Senior Center.

- Consideration of upgrading the existing copier in the front office to include scanning, faxing and e-mailing. See action item 7e.

b. The Convention and Visitor's Bureau met on July 26 and discussed the following:

- By-Laws
- Election of Officers
- Meeting order and procedures
- Dates of meetings
- Place of meetings

City Attorney Mayer is working on the Articles of Incorporation and Bylaws with 501(c)6 designation to follow. The Board discussed various issues to be included in the bylaws to give Attorney Mayer some direction.

The CVB elected Warren Stone as President/Chair, Jeff Kitterman as Vice President and Joann Thorson as Secretary/Treasurer. The Board also voted that a staff member of the Chamber act as Executive Director and that the Chamber submit a proposal for contract services including a description of services rather than the CVB acting as the employer. The CVB will meet monthly on the third Tuesday at 1:30 p.m. at City Hall. They voted to use First State Bank as their primary financial institution with Central Minnesota Federal Credit Union and First National Bank being used once more funds are available for investment.

c. Public Works Director Wessel stated that the Airport Commission met for a Special Meeting on Monday, July 30, 2007 to discuss the site prep bids received. See action item 7b.

Public Works Director Wessel clarified that the phone call he received from Senator Norm Coleman's office was regarding the Capital Improvement Plan and that the City should be receiving the full \$150,000 entitlement.

7. ACTION ITEMS

a. City Administrator Vicki Willer presented the job descriptions and stated that the Personnel Committee reviewed them and recommended adoption. The job descriptions discussed are as follows:

City Administrator (Formerly City Administrator/Clerk) – This description was changed by adding EDA duties.

Deputy Treasurer (Formerly Deputy Clerk) – This description was changed by removing benefit management, health insurance, etc. in an effort to reduce the workload for this position.

Administrative Assistant – This description changed with the addition of benefit management, health insurance, etc. Once the duties were switched to this position, it was re-graded from 5 to 6.

Police Chief – This description changed to add “Responds to radio dispatches and answers calls and complaints; backs up officers in emergency situations.”

Police Sergeant – No changes.

Police Officer – No changes.

The Police Chief, Police Sergeant and Police Officer positions will have the same physical requirements.

Police Secretary – No changes.

Senior Center Coordinator – The only change to this description was to Special Requirements, which is changed to read as follows: Obtain CPR and First Aid Certification within 3 months of hire date.

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

It was noted that the Job Descriptions are always amendable by the Council.

City Administrator Vicki Willer stated that the Public Works Job Descriptions are still under review as the Union Representative and the Personnel Committee need to meet to discuss the descriptions.

- b. According to the approved project schedule for the upcoming improvements at the airport through the federal entitlement program, bids were solicited for the first phase of the project. Bids were received and opened on July 25, 2007 at 10:00 a.m. for the airport hangar site improvement project in accordance with Minnesota Statutes.

Council Member Stone introduced Resolution No. 2007-51, Resolution Accepting Bid for 2007 Airport Improvement Project. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. The 2008 budget process is underway as follows:

- Budget worksheets have been provided to Department Heads.

- Department Heads will provide input along with coordinating a 5 year CIP.
- Operations Committee will meet and provide input on a 5 year CIP.
- Proposed budget figures will be provided to the Finance Committee for input.
- Proposed budget will be provided to the full Council for their review.
- Workshop session to be conducted with the full Council for their input and discussion.
- Council to act on adoption of preliminary budget and preliminary levy at the September 5, 2007 Council meeting.

It was the general consensus of the Council to set a workshop session for sometime during the week of August 20-25. Council members will contact staff to set an exact date.

- d. The subject of installing a handrail at the top of the half wall along the walkway at the top of the stairs has been discussed at various meetings. The Operations Committee is recommending that the City proceed with having a pipe style railing that matches the existing stairway railing be installed along the top of the half wall according to the proposed quote not to exceed \$900.00. This is a budgeted item.

Also discussed at the Operations Committee meeting was improvements or corrections to the front stairs entrance. Both the option of complete removal and reinstallation or modifications to the existing stairs was discussed. The Operations Committee recommends that modifications are completed. The proposal is to install a railing along the top of the stairs directing foot traffic to either the left or right of the doorway along with handrails. Also included in the proposal was to include stabilization of the existing paver stones via a concrete slurry method. This proposal was deemed to be the most effect and can be completed within the existing budget at an estimate not to exceed \$1,000.00.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to install a railing along the top of the half wall not to exceed \$900.00, install a railing and handrails along the top of the entrance stairs, and stabilize the existing paver stones via a concrete slurry method at a cost not to exceed \$1,000.00. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

If the projects exceed the costs noted above, it will have to come before the Council for their approval.

- e. After considerable efforts in keeping the downstairs office copier operable, staff sought proposals to replace or upgrade the copier which is currently under a five year lease agreement with Marco. It was recommended that the machine be

upgraded to a copier that also provides scanning, faxing and e-mailing. The lease payment will increase approximately \$150/month; however, it will allow staff to scan and upload documents to the website (example: Council packets), e-mail documents that are not in electronic format and assist with document managing. The machine will also serve as a fax machine and will allow faxing direct from computer desktops without the need to print paper copies.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the lease amendment and utilize option B of the proposal from Marco. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

City Administrator Vicki Willer stated that the new copier will arrive September 1st and will be accessible to all employees.

- f. The roof bids were opened on July 30 and the Hospital Board is recommending the Council hire the low bidder Buttweiler's Do-All, Inc and authorize to proceed with the project.

Council Member Stone introduced Resolution No. 2007-58, Resolution Accepting Bid St. Michael's Hospital And Nursing Home Renovations. The motion was seconded by Mayor Kirckof. A vote being recorded as follows: For: Council Members Stone, Thomas, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Johnson. The motion passed.

It was noted that the cost of \$63,870.00 from Buttweiler's Do-All, Inc. does not include the cost of the building permit, which is approximately \$500.00. The expenses are covered by the hospital budget.

Council Member Johnson stated that the roof comes with a ten year manufacturer's warranty.

8. UNFINISHED BUSINESS

- a. At the Operation's Committee's July 25th meeting they discussed issues relating to timing and sidewalk installation regarding the Ash and Pine Street projects.

City Engineer Yapp's proposal replaces existing sidewalks where necessary and extends sidewalks along the west side of Ash Street to 12th Street.

The Operations Committee recommended having sidewalks on the east side of the road, stopping at the trail and on the west side of the road stopping at 12th Street.

After a lengthy discussion, the general consensus of the Council was to have sidewalks on the east side ending at the trail and on the west side ending at 12th Street.

It was noted that sidewalks are assessed 100% to the property owners. Also noted was that there were 17 trees identified as problem trees and they are proposed to be removed during the project. Yapp stated that he is leaning more towards allowing parking on one side of the road when compared to widening the street.

The timeline for Ash Street includes the Council accepting Yapp's report after revisions at the August 15, 2007 meeting. A neighborhood meeting will then be held the weeks before and after Labor Day. A Public Hearing will be held on September 19 at which time the project could be ordered to allow for engineering and design for a January or February 2008 bid date.

9. NEW BUSINESS

- a. & b. During the July 25, 2007 Operation Committee meeting they considered reclassification of Ash Street among others to a "collector" standard due to the use of the road. This, in turn, could affect how the City would assess those road improvements and could affect how Ash Street would be assessed as far as the City share of the roadway expense.

City Engineer Yapp stated that Collector Streets are assessed 50% to the property owner and 50% to the City for the street itself. He then noted that this is already built into the provision.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims - Total of unpaid claims \$248,521.33 and paid claims of \$6,154.00 for a total of \$254,675.33.
- b. List of July checks totaling \$324,958.08 (Check No. 26288 through Check No. 26397).
- c. The Fire Relief Association has voted to increase their retirement annual benefit level to \$1,550.00. There is no required City contribution to fund the account.

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

11. INFORMATIONAL ITEMS

- a. Mr. Westley David has informed staff that he will be purchasing the Red Carpet Bar & Grill and is requesting transfer of the liquor license. The current owner of the Red Carpet, Dorothy Petermeier, has the On-Sale, Off-Sale and Sunday liquor licenses and Mr. David would like to have all three transferred.

City Ordinance requires a 10 day notice which would set the Public Hearing for August 15, 2007.

- b. City Administrator Vicki Willer stated that there will be a Public Hearing at the August 15, 2007 meeting regarding the road vacation of a portion of 4th Street.

12. COUNCIL COMMENTS

Mayor Kirckof thanked the citizens of Sauk Centre for their participation in welcoming home the troops.

13. ADJOURNMENT

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

Mayor Brad A Kirckof

City Administrator Vicki M. Willer