

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, AUGUST 18, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, August 18, 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 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. Council Member Thomas was absent. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Staff was asked to review Action item 7c.

A motion was made by Council Member Stone and was seconded by Council Member Coenen to approve the August 4, 2010 Regular Meeting Minutes with changes, if needed. A vote being recorded as follows: For: Council Members Stone, Coenen, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

**4. PUBLIC OPEN FORUM**

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

a. In July there were 373 Verbal Warnings and 338 ICR's for a total of 711.

The Officers completed 23 Safe & Sober hours, which contributed to an increase in speeding and seatbelt tickets.

Police Chief Friedrichs also noted that the increase in calls was due to summer festivities including Sinclair Lewis Days, Saukapalooza, etc.

Mayor Kirckof read a letter from Rick Kleinschmidt regarding the burglary of his business. In the letter, Mr. Kleinschmidt thanked the Department, especially Officers VonWahlde and Jensen for their work in solving his case in such a timely manner.

- b. City Planner Morton reported on the August 12, 2010 Planning Commission meeting as follows:
- Zoning Map Amendment. See 7b.
  - Waste Water Treatment Facility CUP. See 7a.
  - The Commission reviewed accessory and garage structure square footage per a request by a citizen to increase. It was the general consent of the Commission to deny the request.
  - City Staff and the Sauk River Watershed District will be coordinating a clean-up of the wetland area behind 114, 102 and 44 Sinclair Lewis Avenue.
- c. The Hospital Review Committee met at 6:30 p.m. on August 17<sup>th</sup> in the City Hall Upper Level Conference Room. They will have a recommendation to be presented to the Council at a September meeting.

## **7. ACTION ITEMS**

- a. The Planning Commission held a Public Hearing to consider the issuance of a Conditional Use Permit to the Sauk Centre Public Utility Commission to allow for temporary storage of excavated flood material in the flood zone during the construction of the Wastewater Treatment Plant. Storage will be next to the excavation site and it will be contained to prevent runoff.

The Planning Commission recommended Council approval.

Correspondence was received from the DNR, State of MN, Stearns County, Sauk River Watershed District and Sauk Centre Public Utilities Commission with no objections noted.

Council Member Johnson introduced Resolution No. 2010-41, Resolution Approving a Conditional Use Permit Temporary Storage of Excavated Material in a Flood Zone. The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Members Johnson, Coenen, Stone and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

- b. At the July 21, 2010 Council meeting the Council was presented with an Ordinance amending the City Code with several code modifications. One of the sections (Section 5) was acted on separately from the balance of the Ordinance and failed to pass. This was the recommendation to amend the Land Use Chart to allow Dental offices in an IC zoning district as a permitted use.

The City Council, after denying the amendment, directed the Planning Commission to consider a rezoning of the area to C2. The Planning Commission held a public hearing on this proposal which included property on the north side of Sinclair Lewis Avenue from the Wobegon Trail to Fairy Lake Road. Following the public hearing the Planning

Commission denied the proposal to rezone the area and recommended that the City Council reconsider amending the Land Use Chart to allow dental offices in an IC district.

Council Member Stone stated that there were many people at this meeting who spoke in opposition to the rezone request. One person spoke in favor.

Council Member Coenen introduced Ordinance No. 698, An Ordinance Amending Section 156.047 Amending Land Use Zoning Chart Allowing Dental Offices in an IC Zoning District as a Permitted Use. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Coenen, Johnson and Mayor Kirckof. Against: Council Member Stone. Absent: Council Member Thomas. The motion passed.

- c. Erin Gillie has requested a minor subdivision of Parcel No. 94.59228.0000. The property is located directly north of her home at 724 2<sup>nd</sup> St. S. The west portion of the parcel to be split will be joined with parcel 94.59230.0000 (the home property) and the east portion of the parcel will be joined to the neighboring lot at 720 2<sup>nd</sup> St. S.

Pursuant to the administrative approval authority in the Zoning Ordinance, the Zoning Administrator and the City Administrator have reviewed the proposal for compliance with the City Code and they recommend its approval.

Council Member Stone introduced Resolution No. 2010-42 Resolution Approving a Minor Subdivision (Lot Split). The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Member Stone, Coenen, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

- d. Ambulance Director Kathy Struffert is recommending that Chandra Lofquist be appointed to regular EMT status effective August 9, 2010. Chandra has met the requirement for patient contacts and DOT training courses during her probationary period.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to appoint Chandra Lofquist to full EMT status at step one effective August 9, 2010. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

- e. Removed from agenda.

- f. The Sauk Centre Fire Department was awarded the Assistance to Firefighters Grant in the amount of \$28,000. The purpose of the grant is to purchase and install updated pagers and mobile communications equipment.

The grant is federally funded and can be used to cover up to 95% of the purchase cost.

The total cost of the proposed purchase is \$31,869.21 which includes 30 radios. The balance of the funds needed for the purchase in the amount of \$3,139.21 is proposed to be paid through a donation from the Sauk Centre Fire Relief Gambling Funds Account.

A motion was made by Stone and was seconded by Council Member Coenen to accept the Assistance to the Firefighters Grant and authorize the purchase of mobile communications equipment in the amount of \$31,869.21 to be paid with grant proceeds and donations. A vote being recorded as follows: For: Council Members Stone, Coenen, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

Mayor Kirckof recognized the Fire Department for applying for the Grant.

- g. The Operations Committee and Staff have been reviewing possible 2010 Mill and Overlay projects. The project with the highest priority is 1<sup>st</sup> Street South from Main Street to Birch Street along with segments of Pine Street and Birch Street. This project was selected because it is outside the 2011 stormwater project and does not require major infrastructure improvements which would require reconstruction.

The project consists of approximately 780 lineal feet of 1<sup>st</sup> Street South (from Main Street to Birch Street) along with one block of Pine Street from 1<sup>st</sup> Street to 2<sup>nd</sup> Street and one block and one block of Birch Street from 1<sup>st</sup> Street to 2<sup>nd</sup> Street. It also includes some corrections to storm drainage at the corner of Main Street and 1<sup>st</sup> Street.

Staff recommended that the City advertise for quotes for the project with the Birch Street segment as an alternate so it can be removed or included based upon the quoted prices.

The estimated cost of the project using asphalt figures the City is currently paying is \$75,760. The current Mill and Overlay budget is \$100,000; however, approximately \$6,500 of it is committed to the City's share of sealcoating 12<sup>th</sup> Street South.

It is proposed that the City open quotes on September 8 for consideration by the City Council at their September 15<sup>th</sup> regular meeting.

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to authorize advertisement for quotes for the 2010 Mill & Overlay project as presented. A vote being recorded as follows: For: Council Members Johnson, Coenen, Stone and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

- h. At the July 21, 2010 meeting the Council approved entering into a contract with Bonestroo at a cost of \$5,500 to prepare and file the Stormwater Pollution Prevention Plan (SWPP) for the Airport. This is a new regulation enacted by the MPCA beginning in 2010. This cost will be a 70/30 split with MNDOT. The City share is \$1,650 which will be paid from the Airport Fund.

Approval of Resolution No. 2010-44 will allow for the Mayor and City Administrator to execute the Grant Agreement for the 70/30 split.

Council Member Stone introduced Resolution No. 2010-44, Authorization to Execute MNDOT Grant Agreement for Airport Improvement Excluding Land Acquisitions. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

Mayor Kirckof recognized staff for applying for the Grant.

### **8. UNFINISHED BUSINESS**

None.

### **9. NEW BUSINESS**

- a. The League of MN Cities is recommending that cities update their Tree Ordinance to include Emerald Ash Borer provisions.

It was the general consent of the Council to send this to the Policy/Planning Committee.

### **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$40,466.72 and paid claims \$1,961.31 for a Total of \$42,428.03.
- b. List of July checks totaling \$425,775.17.
- c. Resolution No. 2010-43, Resolution Accepting Contribution. The contributions totaled \$1,285.00 to be used for the Street Lighting Beautification Project from the following:

Mark & Shirley Roberg  
JoAnn Meyer  
Michelle Meyer  
Lions Club of Sauk Centre  
Gradatim Club, GFWC  
Sauk Centre Convention & Visitors Bureau  
Pat & Janet Dubois  
Cynthia Hoffmann  
Donald & Elaine Meyer  
Gary & Shari Gamradt

A motion was made by Council Member Coenen and was seconded by Council Member Stone to approve the Consent Agenda as presented. A vote being recorded as follows: For: Council

Members Coenen, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

Mayor Kirckof thanked everyone for their donations.

**11. INFORMATION ITEMS**

- a. 2010 Fall City Clean Up Day will be held Friday, September 24 from 8-8 and Saturday, September 25<sup>th</sup> from 8-noon at the Sauk Centre Civic Arena parking lot.
- b. The following Affidavits of Candidacy were received:

Mayor:	Brad Kirckof	Council Member:	Michael Olson
	Al Coenen		Keith Johnson
	Warren Stone		
	Alice Karakas		

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:13 p.m.

Respectfully submitted,

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Mayor Brad A. Kirckof

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City Administrator Vicki M. Willer