

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, SEPTEMBER 5, 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, September 5, 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 and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The agenda was approved with additions.

3. APPROVAL OF MINUTES

The Council's August 15, 2007 regular meeting minutes were approved as presented. The Council's August 28, 2007 special meeting minutes were approved with changes.

4. PUBLIC OPEN FORUM

Sergeant First Class Henry representing Charlie Company presented a Certificate of Appreciation to the Council and City of Sauk Centre residents for the turnout at the Welcome Home Ceremony for the troops.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. The Park Board met for their regular meeting on Tuesday, September 5, 2007. Campground Managers Curt and Cecile Pangburn noted that the campground was full for Labor Day Weekend.

The summer rec. program was discussed to some extent and the Board requested that SCHS give a year end report at their October meeting, which will then be presented to the Council.

There was some discussion on the preliminary budget cuts. They were provided with a fee schedule worksheet for 2008, which will be discussed and finalized at their October meeting.

A request from Tina Rohde was approved to hold a kickball tournament at Towerview Ball fields on September 15, 2007 providing that she pays appropriate fees, etc.

- b. The Airport Commission met for their regular meeting on Monday, August 20, 2008 at which meeting they approved the preliminary budget as presented by PWD Wessel. They also approved the purchase of a 60' x 3/4" fuel hose.

Fuel purchase by pilots is averaging 1,382 gallons per month for the first 7 months of 2007.

The City received \$13,184.00 from MNDOT Office of Aeronautics for the state fiscal year 2007 as per the Maintenance and Operations Agreement.

7. ACTION ITEMS

- a. The City Council met on August 28, 2007 in a workshop session to review the 2008 proposed revenue and expense budget. The revised budget reveals an overall expense budget increase of \$90,091.01 over the 2007 expense budget which is an increase in expenses to operate the City of 1.58%. The levy is an increase of \$95,327.93. According to the preliminary estimates received from Stearns County, levying this amount will not result in a tax rate increase to the taxpayers.

Once the budget is adopted and the preliminary levy is submitted to the County for Certification, final calculations will be made on the tax rate and those numbers will be provided to the City prior to the adoption of the final budget and levy in December. In December the City will have a final opportunity to consider changes to the budget and levy.

Council Member Thomas introduced Resolution No. 2007-63, Resolution Adopting Preliminary 2008 Expense and Revenue Budgets for the City of Sauk Centre. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

Adoption of the preliminary budget sets a ceiling for the 2008 budget so in December only levy decreases can be considered.

Council Member Coenen asked the Council to make an effort to reduce the budget more prior to the December meeting.

- b. Council Member Stone introduced Resolution No. 2007-64, Adopting Preliminary 2007 Property Tax Levy, Collectible in 2008. 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. A public hearing must be set to consider input regarding the final levy which is to be certified in December. The County has reserved December 6, 2007 with a

continuation date of December 18. Sauk Centre School District is scheduled for December 3.

A motion was made by Council Member Johnson and seconded by Council Member Stone to adopt Resolution No. 2007-65, Resolution Setting Truth in Taxation Public Hearings. The Public Hearing will be held December 5, 2007 and the continuation date is December 12, 2007. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

The levy cannot be adopted the day of the hearing.

- d. Council Member Johnson introduced Resolution No. 2007-66, Resolution Calling for a Public Hearing on Proposed Assessments for Unpaid City and Utility Service Charges. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

Each person will be notified prior to the public hearing. A notice will also be published in the Sauk Centre Herald.

- e. The Personnel/Finance Committee along with City Administrator Vicki Willer met with the Police Bargaining Unit and have a tentative agreement on the 2008-2010 Police Labor Contract. The bargaining unit has since met and voted their approval. Requests of the unit that did not meet the approval of the Committee include the establishment of longevity pay, additional shift differential pay and that the contract be established for a two year period. The Committee evaluated the proposal for comparison with the recently completed compensation study and recommends approval allowing execution of the documents.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to authorize the Mayor and City Administrator to execute the documents. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

Mayor Kirckof stated that the Personnel Committee took a hard look at the Compensation Study and the labor contract falls within the wage schedule that was approved. This labor contract falls within the statewide average.

Council Member Coenen felt that an hourly increase was significant.

- f. On August 14, 2007 the Planning Commission held a Public Hearing to consider the preliminary plat of Oakridge Heights Colonial Addition.

The Planning Commission recommended Council approval of the preliminary plat. The proposed Findings of Fact are to be made part of the approval with the following conditions:

1. The covenants will address many issues including, but not limited to, sewer, water use and maintenance, roadway use and maintenance, snow removal, architectural control, appropriation and allocation of association related costs and blanketed easements.
2. A Developers Agreement with the City will become part of the development
3. Iron monuments are to be placed at the corners of resulting tracts.
4. Access points and width to be set and limited to 24 feet in width.
5. All costs associated for review and approval of plans and documents including, but not limited to, City Attorney fees shall be paid by the developer.

And that the following be added to the Development Agreement:

1. Variances for side yard cannot be exceeded in the future.

Oakridge Heights Colonial Addition will be an association with covenants. A Development Agreement is to follow.

A motion was made by Council Member Stone and seconded by Council Member Thomas to adopt Resolution No. 2007-67, Resolution for Approval of the Preliminary Plat of Oakridge Heights Colonial Addition, with the Conditions and Findings of Fact as recommend by the Planning Commission. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof stated that all the buildings that are currently on the property will be platted into separate lots so that they can be sold separately.

- g. The City's criminal prosecution contract with Stearns County is up for renewal and County Attorney Janelle Kendall has submitted a proposed contract for 2008-2009. The cost of the contract has been reduced from \$36,000 to \$27,500/year, which is a reduction of \$8,500.

A motion was made by Council Member Thomas and seconded by Council Member Johnson to authorize Mayor Kirckof and City Administrator Willer to execute the Contract. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

Council Member Coenen felt that the City is being charged too much for criminal prosecution.

- h. Sauk Centre Opportunities plans to develop an area located southwesterly of the Sauk Centre Industrial Park along Beltline Road. At one time the State of Minnesota proposed to use the property for highway purposes, but subsequently conveyed their interest to Stearns County, which in turn conveyed to the City. The City vacated a portion of the property and retained all but 65 feet on either side of the centerline for right of way purposes. Attorney Tom Mayer has reviewed the title to the property for Sauk Centre Opportunities and advises that they obtain a Quit Claim Deed from the City to fully and finally relinquish its rights to the property as determined by the prior road vacation proceeding.

Council Member Thomas introduced Resolution No. 2007-68, Resolution Authorizing Execution of Quit Claim Deed to Sauk Centre Opportunities, Inc. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- i. With the finalization of Phase I of the Storm water Grant that the City recently completed with the Minnesota Pollution Control Agency (MPCA), a solicitation was received from the MPCA to apply for the next phase of the funding, which is the implementation phase. Under this phase multiple projects could be undertaken, including education, riverbank stabilization, shoreline restoration, soil work as it relates to storm water projects, establishment of storm water ponds, etc. The City could potentially use these grant funds to fund a seasonal intern to implement the project.

Prior to consideration by the MPCA, a proposal form must be submitted and, if accepted, the City would then formally develop a work plan. If the submitted work plan is approved, the City would then formally execute the grant agreement.

There is no cost for submittal of the initial proposal; however, matching funds including in kind labor, etc. will be necessary if a final grant is awarded. The proposal also indicates a loan amount; however, this loan amount will lessen as in kind labor, donations and participation from other agencies increase. The figures would be finalized with the submission of the formal work plan after acceptance of this proposal.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to authorize the submittal of the 2007 proposal for Section 319 Implementation Project Grant through the Minnesota Clean Water Partnership Act. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

City Administrator Vicki Willer stated that, if approved, this grant would give the City the ability to hire an intern to do any work related to preventing storm water from entering into Sauk Lake.

- j. The Ambulance Department received a quote for a Stryker Power Pro XT Cot for \$10,100. This purchase is budgeted in the 2007 Ambulance Department budget. A majority of the money budgeted is from grants received from Community Connections (\$5,000), Peach Grant (\$1,000) and Wal-Mart (\$500). Ambulance Director Struffert stated that this Cot will be the same as the departments other cot.

A motion was made by Council Member Stone and seconded by Council Member Johnson to authorize the purchase of a Power Pro XT Cot. A vote being recorded as follows: For: Council Members Stone, Johnson, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas. The motion passed.

- k. The final documents to be executed for the City's Airport Improvement Grant has been received and require Council authorization for execution. This is for the first \$150,000 of an anticipated five year plan that covers the site work and paving at the new T-Hangar site at the airport.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to authorize Mayor Kirckof and City Administrator Vicki Willer to execute the documents, and, adopt Resolution No. 2007-69, Resolution Authorizing to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- l. At the August 15, 2007 Council meeting it was suggested that the City consider options for filling the City Planner position. One option noted was to contract out for a Planner or hire a Planning Technician to be in the office and hire a contractor for larger projects.

Preliminary research indicates that firms that provide this service will contract for an average of approximately \$60.00/hour and they will staff the office from one to two days per week.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to authorize staff to send out RFP's. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

Council Member Coenen suggested combining the City Planner and Building Inspector positions.

Council Member Stone stated that he feels the City of Sauk Centre is getting to a size where a full time City Planner is needed.

Mayor Kirckof stated that RFP's can be informational and may help in making the decision of whether to hire a Planner or Consultant.

The results from the RFP's will be presented at the first Council Meeting in October.

- m. Thomas Lipinski submitted a letter of resignation as EMT for the Ambulance Department as he has accepted a position with the Department of Homeland Security as a US Customs and Border Protection Officer in Pembina, North Dakota.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to accept the resignation of Thomas Lipinski as an EMT for the Ambulance Department. A vote being recorded as follows: For: Council Members Johnson, Stone, Coenen and Mayor Kirckof. Against: None. Abstain: Council Member Thomas. The motion passed.

Mayor Kirckof wished Mr. Lipinski well in his new position.

8. UNFINISHED BUSINESS

- a. None.

9. NEW BUSINESS

- a. The City of Sauk Centre is a member of Resource Training & Solutions Health Insurance Pool. On August 29, 2007 Administrative Assistant Vogt attended a meeting at Resources Training & Solutions at which a Wellness Program was discussed. Vogt will be initiating a Wellness Program for all employees. No additional costs will be assessed to the City for participation in this program. It is documented that employers that provide Wellness Programs have lower rates of missed work and also have higher productivity.

In the past, the City has participated in this program; however, the City will now be participating in a program that is targeted for smaller cities such as Sauk Centre.

Activities include an annual physical, health club membership, smoking cessation program, etc. Employees who participate receive points for each item completed. Once 10 points are earned, the employee will receive a gift catalog in which to choose a gift (\$50 value) of their choice.

All full time employees are urged to participate.

- b. St. Michael's Hospital no longer has a CPR Trainer on staff and has inquired whether the Ambulance Department would be willing to do their CPR training. The cost on the 2007 fee schedule states \$40 for BCLS renewal and \$30 for CPR

training. Ambulance Director Struffert stated that they can complete this with 3 days of classes and 5 instructors.

St. Michael's Hospital has requested a reduction in the fees. Ambulance Director Struffert recommended a reduction of \$10 per person.

A motion was made by Council Member Stone and was seconded by Mayor Kirckof to reduce the CPR training fees by \$10/person for groups of 50 people or larger. A vote being recorded as follows: For: Council Member Stone, Mayor Kirckof and Council Member Coenen. Against: None. Abstain: Council Members Thomas and Johnson. The motion passed.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims - Total of unpaid claims \$67,813.50 and paid claims of \$242.29 for a total of \$68,115.79.
- b. Resolution No. 2007-70, Resolution Accepting Contribution. The contributions totaled \$15,000 from the Sauk Centre Youth Hockey Association to be used towards the Civic Arena, and \$379 from the Men's Card Playing Group to be used towards the Senior Center.

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

City Administrator Vicki Willer stated that the list of Checks will be presented at the second meeting of every month.

11. INFORMATIONAL ITEMS

- a. City Administrator Vicki Willer stated that the Sauk Centre High School government classes will be attending City meetings.

12. COUNCIL COMMENTS

Council Member Coenen stated that he would like City Administrator Vicki Willer to renegotiate the criminal prosecution contract as he feels it is still too high.

Council Member Stone stated that he thinks the City should look at developing an Ordinance limiting the number of people living in a single family dwelling.

Council Member Coenen requested an update on the Small Cities grant and questioned whether the City could receive another grant. City Administrator Vicki Willer stated that the end date for the project is September 30, 2007. The City of Sauk Centre can re-apply, but the chances of getting a second award are not great.

Council Member Coenen requested that staff start preliminary planning for new trails, etc. in the City of Sauk Centre.

Council Member Johnson stated that the Nursing Home recently completed a missing persons drill and the response received from the Police Department and citizens was great. He thanked all involved and stated it was nice to see the community get involved.

13. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:58 p.m.

Respectfully Submitted,

Mayor Brad A Kirckof

City Administrator Vicki M. Willer