

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, SEPTEMBER 18, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 19, 2013 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members Keith Johnson, Warren Stone, Mike Olson, Dave Thomas and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the August 28, 2013 Special Budget Meeting Minutes and the September 4, 2013 Regular Meeting Minutes, as presented. A vote being recorded as follows: For: Council Members Thomas, Johnson, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs reported that in August there were 289 Verbal Warnings and 370 ICRs for a total of 659, which is an increase from the August 2012 total of 662.
- b. The Planning Commission met on Tuesday, September 10th and discussed the following:
 - Conducted a public hearing for rezoning. See 7f.
 - Conducted a public hearing for amendment to the zoning ordinance regarding setbacks. See 7e.
 - Conducted a public hearing for amendment to the zoning ordinance regarding accessory structures.
 - Reviewed monthly permit report.
 - Reviewed 2014 Fee Schedule.
 - Considered a request for relaxation of standards on age of mobile homes that are brought into the City.
 - Discussed interpretation of driveway widths allowed within the right of way.
 - Discussed possible fine for failure to file amended plans during construction.
 - Reviewed Scrap Metal Days date, time, and allowable materials.

- c. The Airport Commission met on Wednesday, September 11th and discussed the following:
- Discussed necessary repairs to the T-Hangar door seals.
 - Discussed options for water drainage around fueling area.
 - Noted LED lights have been installed in the windsock. Discussed options for new windsock pole.
 - Discussed proposal to repair window in FBO building.
 - Reviewed summary of “Facility Requirements” for Master Plan Update, with a completion date being February, 2014.
 - Discussed obstruction removal requirements for crops, trees and roads.
 - Reviewed the Capital Improvement Plan, including entitlement balances and grant options.
- d. The Operations Committee (Council Members Thomas and Johnson) met on Tuesday, September 10th and discussed the following:
- Six concrete repair projects are under contract to be completed this year.
 - Replacement of 1989 Chevy pickup (sold previously).
 - Replacement of chipper (jointly with PUC).
 - Future of snow blower (attaches to payloader).
 - Replacement of JD 1445 with blower/mower/broom.
 - Secure fenced impound area for vehicles.
 - Storm pond cleaning for the pond by the Treatment Plant and Industrial Park.
 - Ditching and gravel restoration on Hickman Drive from the end of tar to Fairy Lake Road.
 - Gravel and drainage on Centre Street from Beltline to 12th St. S.
- e. City Engineer Yapp reviewed the Pendergast Street Reconstruction Update as follows:
- The total estimated project cost is \$176,761.63.
 - Project scope, location and improvements.
 - Assessment scenarios.

It was noted that the costs for the Pendergast Project have increased by 2% since it was originally presented to the Council.

City Engineer Yapp reviewed the Oak Street Reconstruction Project as follows:

- The total estimated project cost is \$334,455.99.
- Project scope, location and improvements.
- Assessment scenarios.

7. ACTION ITEMS

- a. As the 4th Street Stormwater Project comes to a close, the Final Assessment Roll needs to be prepared. As part of the process, the City Council should adopt a Resolution declaring the final amount of costs to be assessed and that the final assessment roll be prepared and a public hearing called to present, and possibly adopt, the roll.

The hearing is proposed for October 16th at 6:30 p.m.

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve Resolution No. 2013-64, Resolution Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment, and Resolution No. 2013-65, Resolution Calling a Hearing on Proposed Assessment for 4th Street Stormwater Improvements. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- b. The City held a public hearing following a petition for improvement of Pendergast street in November of 2012, at which time they took public comment, but did not proceed with the project. In the spring of 2013, the Council asked that the project be brought back before them in the fall of 2013 for consideration as a 2014 project.

At the August 21st meeting, the Council ordered that a Feasibility Report be prepared by the City Engineer for presentation to the Council.

If the Council wishes to take consideration of the improvement of Pendergast Street to the next step, which includes conducting a public hearing, along with providing a reasonable estimate of special assessments to adjacent property owners, it should call for a hearing on the improvements to be held following notification and publication of the meeting.

Following a Public Hearing, the Council would have 6 months to decide if they wish to proceed with the project.

Council Member Johnson introduced Resolution No. 2013-66, Resolution Receiving Feasibility Study and Calling for Public Hearing for 2014 Improvements Pendergast Street. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

- c. At the August 21st Council Meeting, the Council ordered that a Feasibility Report be prepared by the City Engineer for a proposed improvement of Oak St. S. from Sinclair Lewis Avenue through the 2nd Street intersection. This report was received earlier in this meeting.

If the Council wishes to take consideration of the improvement of Oak Street to the next step, which includes conducting a public hearing, along with providing a reasonable estimate of special assessments to adjacent property owners, it should call for a hearing on improvement to be held, following notification and publication of the meeting.

Following a public hearing, the Council would have six months to decide if they wish to proceed with the project.

Council Member Stone introduced Resolution No. 2013-67, Resolution Receiving Feasibility Study and Calling for Public Hearing for 2014 Improvements Oak St. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Stone, Thomas, Olson and Johnson. Against: Mayor Kirckof. The motion passed.

- d. Sauk Centre Public Utilities (PUC) has requested that the City continue to participate with them for Safety Training. The PUC contracts with MMUA to provide safety training services. The City has shared the cost.

The contract will increase from \$9,300 to \$9,600 and the cost is split between the two entities.

The annual cost under the existing contract is \$4,650 for the City share. The proposed rate for the City for the time period of October 1, 2013 through September 30, 2014 is \$4,800.

A motion was made by Council Member Thomas and was seconded by Council Member Olson to approve the City's continued participation with the PUC in the MMUA safety program. A vote being recorded as follows: For: Council Members Thomas, Olson, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

- e. On July 17, 2013 the City Council was presented with a proposed amendment to the definition of setbacks, which defined some exceptions that would be allowed. The City Council remanded it back to the Planning Commission to look again at the definition as it relates to accessibility issues and have a discussion on whether 30' is the right number for a right of way setback.

The Planning Commission reviewed the proposal at a subsequent public hearing on September 10, 2013 and has proposed an amended Ordinance for adoption. The new proposal exempts three foot of roof overhang, accessibility ramps, unroofed stoops up to thirty square feet and the steps from those stoops to the ground from the setback requirement. Previous language had more liberal exception language that was subject to interpretation.

The Planning Commission is not recommending a change to the existing 30' setback requirement which has been in effect since 1954.

Existing Definition:

156.003 Definitions

SETBACK. ~~The minimum horizontal distance between the building or structure (excluding steps, unroofed porches or ground level decks and overhangs, provided that no like exceptions extend more than half way into the required setback area) and the lot line. and the property line or road right of way. Three feet of roof overhang, accessibility ramps, unroofed stoops not exceeding 30 square feet, and steps from stoops to ground not over four feet wide may protrude into the setback.~~

At this same meeting, the Planning Commission also reviewed size limitations for accessory buildings. They have no recommendation for changes to allowed sizes; however, they have proposed clarification language. This proposed language clarifies that the 1,200 individual limits of accessory buildings or garages applies to both attached and detached structures.

156.022 C is proposed as follows:

156.022 Accessory Buildings

(C) On parcels occupied by dwelling units no attached garage or accessory structure shall exceed 1,200 square feet in area. No accessory structure shall be constructed on a parcel without a principal structure.

Council Member Stone introduced Ordinance No. 740, An Ordinance Amending Section 156.003 by Amending Definitions of Setbacks and Clarifying Maximum Allowed Size of Attached Garages and Accessory Buildings. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- f. Norbert E. and Patricia Moritz are the current owners of property located at the NW intersection of 10th Street S. and Beltline Road.

The property consists of a total of approximately 6.3 acres, with 3 acres being County right of way, leaving a usable lot area of 3.3 acres. The property is currently zoned I/C Industrial Commercial. The owners are requesting that the City change the zoning of the parcel to R-1 (Single and Two-Family Residential) which would allow for the future construction of a residential home on the property.

The Planning Commission held a public hearing on the proposal at its regular meeting on September 10, at which time everyone was given an opportunity to ask questions and be heard.

The Planning Commission recommends that the request be granted based on the following findings:

1. The land area, setbacks, floodplain and wetland requirements will be met.
2. No evidence has been submitted that would indicate a depreciation of property values in the surrounding area as a result of the proposal.
3. Development as a residential use will be in harmony with existing neighboring uses in the immediate vicinity in the area which includes both homes and businesses on large lots
4. The neighboring property is currently zoned R-1 which eliminates spot zoning concerns.
5. The proposal will not create excessive requirements for public facilities.
6. Development of the property is likely to occur as a result of the proposed change in land use zoning.

Council Member Stone introduced Ordinance No. 741, 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 Olson. A vote being recorded as follows: For: Council Members Stone, Olson, Thomas, Johnson and Mayor Kirckof. Against: None. The motion passed.

- g. For the past several years the City and PUC have discussed a joint purchase of a brush chipper to replace the existing 1990 model. Both entities budgeted for the replacement in 2013. The Operations Committee met and reviewed options for the purchase through the State of Minnesota Bid Process with the following criteria:

18"-19" Drum Style
 Engine Mounted
 Single Axle
 135 to 150 HP
 Reverse Auto Feed

Five brush chippers met the criteria as follows:

Brand	Dealer	Base
Brush Bandit 1590XP Drum Style	Tri-State Bobcat	\$37,820.75
Mobark Beaver M18R Drum Style	Trenchers Plus	\$46,260.00
Mobark Beaver M18RX Drum Style	Trenchers Plus	\$45,151.00
Vermeer BC1800xl	Vemeer Sales & Service	\$56,003.00
Woodsman 750 HD	Scharber & Sons	\$49,500.00

Additions to the base cost for reverse auto feed, adjustable swivel discharge, hydraulic lift, chip deflector, in-line hydraulic pressure check system and wear kit adds a cost of \$4,950.25.

Given the above estimates Tri-State Bobcat was asked to demonstrate the Brush Bandit onsite which was done. A final proposal was provided to the City as follows:

Base Price	37,820.75
Additions	4,950.25
Freight/Shipping	900.00
Sales Tax	<u>3,002.75</u>
Total	\$46,673.38

Due to the sales tax exemption that will go into effect on January 1, a quote was also obtained for purchasing the 2014 model. Due to new engine requirements the total price (without tax) is \$52,681.50.

If the City were to order the machine under the 2013 state bid price, we could work with the dealer to take delivery and pay the invoice after January 1 which would eliminate the sales tax resulting in a final purchase price of \$43,670.63. (\$21,835.31 each for City and PUC). This is the recommended option.

It is also recommended that the City offer for sale the existing Vermeer 12" brusher/chipper.

Council Member Thomas introduced Resolution No. 2013-69, Resolution Accepting Quote for Purchase of a Brusher Chipper. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Olson, Stone and Mayor Kirckof. Against: None. The motion passed.

- h. The Operations Committee met and discussed the future purchase of a vehicle for the Sauk Centre Public Works Department. The Department sold three vehicles earlier in the year and applied funds from the sales toward the purchase of a one ton with dump body leaving a balance of \$8,342.50. This, along with the current year budget of \$15,000, leaves a budget of \$23,342.50 to be applied to the purchase of a replacement "runner" truck. This truck to be

used for parts runs, training etc. and is anticipated to be a half ton, extended cab, two wheel drive basic white work truck.

The Operations Committee recommended that since this would not be a specialty vehicle that we should consider a direct negotiation with a local dealer with the expectation that the available funds would net a three to five year old vehicle with

A second option that has come up since the Operations meeting was the State Bid has some remaining 2013 work trucks that can be purchased on the State Bid at a reduced price. These vehicles come with a full warranty.

Two vehicles that most closely fit the specifications outlined remain available.

Dodge Ram 2WD Quad Cab 5,2L V8	\$18,810.00 Base
Ford F150 2WD Supercab 3.7L V6	\$18,057.92 Base

These vehicles would require an upgrade option to fit the remaining specification resulting in a total cost less sales tax of:

Dodge Ram 2WD Quad Cab 5,2L V8	\$20,856.00 Equipped
Ford F150 2WD Supercab 3.7L V6	\$20,103.92 Equipped

With the Ford being the low bid, a quote was obtained from the local Ford Dealership (John Wiese Ford) to see if the vehicle could be purchased locally at the State Bid price with the final price quote being \$20,901.00. A local delivery would result in the City saving costs related to staff time and vehicle costs to travel to Roseville to pick up the vehicle.

The Council discussed the merits of a local purchase.

A motion was made by Council Member Olson and was seconded by Council Member Thomas to approve Resolution No. 2013-70, Authorizing the Purchase of a Public Works Vehicle, to be purchased locally at a price not to exceed \$21,051. A vote being recorded as follows: For: Council Members Olson, Thomas, Johnson and Mayor Kirckof. Against: Council Member Stone. The motion passed.

- i. The Parks Department has been budgeting, through the sinking fund, for the purchase of a replacement mower for the John Deere 1445 with mower deck and sweeper. The replacement mower is to also include a snow blower.

The Operations Committee met and reviewed options for the purchase though the State of Minnesota Bid Process with the following criteria:

- 28 – 35 HP Diesel Engine
- 72” mower deck
- 45 – 55” snow blower
- 55 – 60” broom
- Hard Cab with removable doors

Detailed quotes for three mowers were obtained that met the criteria as follows:

<u>Brand</u>	<u>Dealer</u>	<u>Base Plus</u>
Toro Groundsmaster 360	MTI – Brooklyn Park	\$41,200.00
John Deere 1445 Series II	Midwest Machinery	\$35,500.00
Kubota F3080	Alex Power Equip	\$31,498.00

The Base Plus price includes added options including snow blower, sweeper, hazard light kit, hard cab with removable doors, quick attach system, and weights.

The Operations Committee recommends that the City purchase the Kubota F3080 as spec'd from Alex Power Equipment of Alexandria.

The quoted prices do not include sales tax. Staff further recommended that the City take delivery and be invoiced after January 1, 2014 to save \$2,165 in sales tax that would otherwise be added to the purchase price.

Council Member Johnson introduced Resolution No. 2013-71, Accepting Quote for Purchase of Kubota F3080 Mower with Attachments. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Olson and Mayor Kirckof. Against: None. The motion passed.

j. Payment Approval #9 has been submitted for payment by RL Larson for work completed on the 4th Street Project.

- The payment request is for \$102,778.71
- Work completed to date totals \$2,398,675.20
- Payments to date, including this payment total \$2,278,741.44
- 5% Retainage to date: \$119,933.76

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve Payment Request No. 9 with RL Larson in the amount of \$102,778.71. A vote being recorded as follows: For: Council Members Johnson, Stone, Olson, Thomas and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

- a. Staff has begun working on a proposal for a Tree Planting Plan for the City. We have also ordered some “tree watering bags” that will hold twenty gallons of water to gradually seep into the ground. The University of Minnesota is recommending that these bags be used for the first few years a tree is planted to provide continuous slop drip watering to new trees.
- b. Gravel Roads. The City will be working on the gravel portion of Hickman Road to get some ditching put in for drainage, add Class V, and then top it with Chloride to help keep it in place. This road would not be slated for asphalt until some future date when the property develops and municipal utilities are installed.

- c. A new control box will be installed in the arena that controls the fire alarm, sprinkler system etc. The system will be also be relocated. This is necessary to bring the system into compliance.

10. CONSENT AGENDA

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$140,544.47
	Paid Claims	<u>\$1,506.40</u>
	Total	<u>\$142,050.87</u>
b. August Checks	#1950E-1975E	\$977,054.78
	#034226-#034334	
	3 Payroll ACH	

- c. Resolution No. 2013-72, Resolution Accepting Contributions.

ECM Publishers	\$500.00	Police Department
ECM Publishers	\$300.00	Sauk Centre Senior Center
ECM Publishers	\$500.00	Ambulance Department
ECM Publishers	\$500.00	Fire Department
ECM Publishers	\$300.00	Sauk Centre Senior Dining
SC Youth Hockey	\$5,000.00	Arena

- d. Request from Jim Winters, representing the American Legion Post No. 67. Mr. Winters submitted a Temporary Extension of Premise Permit for a 5k Run and DJ Music in their north parking lot on Saturday, October 19th from noon until 10:00 p.m.
- e. Request from Jim Winters and Jeff Quistorff, representing the American Legion Post No. 67. Mr. Winters and Mr. Quistorff are requesting the closure of Park Road. The Park Board made a recommendation for the closure of the road from the intersection of Oak and Park Road to the boat landing.

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, Olson and Mayor Kirckof. Against: None. The motion passed.

The Council thanked ECM Publishers and the Sauk Centre Youth Hockey Association for their donations.

11. INFORMATIONAL ITEMS

- a. The City of Sauk Centre 2013 Fall Clean Up Days are schedule for Friday, September 20th from 8 a.m. to 7 p.m. and Saturday, September 21 from 8 a.m. to 12 p.m.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 8:07 p.m.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer