

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 23, 2009**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, September 23, 2009 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Council Members David Thomas, Keith Johnson, Warren Stone, Al Coenen and Mayor Kirckof. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, Public Works Director Butch Wessel, City Planner Sarah Morton, City Engineer Keith Yapp 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 as presented with the addition of 9a, Pedestrian Safety Program. 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 Council's September 9, 2009 regular meeting minutes were approved as presented.

**4. PUBLIC OPEN FORUM**

None

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Police Chief Friedrichs stated that August 2009 was their busiest month in 2009. The total calls for the month were 639 of which 326 were warnings and 313 were ICRS.

The Department also completed 20 hours of the Safe and Sober campaign during the month of August.

- b. Public Works Director Wessel reported on the September 1, 2009 Park Board meeting as follows:
- The Commission approved raising the credit card limit to \$1,000.
  - The T-Hangar project is behind schedule. Breitbach Construction stated that they will meet the final completion date. The Commission recommended waiving penalties relating to lack of meeting the substantial completion date since they will be meeting final completion date.
  - Changes to the CIP were made and the CIP was recommended for approval.
  - The 2010 budget was recommended for approval with no changes.

- An Airport Inspection was completed and staff is working to correct the noted issues (ex: Grass runway is in need of maintenance, trees need to be trimmed, etc.)
- c. The Sauk Centre EDA met on Friday, September 11 for its regular meeting. At this meeting they finalized the Subsidy Agreement with Sauk Centre Opportunities (SCO) to share in the costs associated with Dunham Express. The City's share is \$10,163.

Other items discussed were participation with SCO in a marketing program for the Industrial Park and a report from the Chamber regarding possible future relocation.

## **7. ACTION ITEMS**

- a. The State of Minnesota is requiring that the Fire Relief Association Bylaws include the definition of Surviving Spouse. The Relief Association met, reviewed and approved the proposed amendment at its September 1, 2009 meeting. This action required ratification by the City of the Amendment.

“Surviving Spouse” means the spouse of a deceased member who was legally married to the member at the time of death.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to ratify the proposed amendment to the Sauk Centre Fire Relief Bylaws by inserting the definition of Surviving Spouse. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Coenen. Against: None. Abstain: Mayor Kirckof (Reason: Member of Fire Department). The motion passed.

- b. Phase 1 of the Sauk Centre Airport Improvement Project is complete. This phase included the grading, seeding and asphalt. The City Engineer is recommending that action be taken to approve the Project Closeout Report and authorize the City Administrator to execute the documents.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the Project Closeout Report and Authorize the City Administrator to Execute the documents. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. Construction by Breitbach Construction Company for the building construction for the Airport T-Hangar project is underway. This is the third and final phase of the T-hangar project. Total amount earned to date is \$234,190. Recommended payment is \$222,480.50 which is the net amount due after a five percent retainage.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Partial Payment Voucher No. 1 to Breitbach Construction Company in the amount of \$222,480.50. A vote being recorded as follows: For: Council Members

Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. Polipnick Enterprises submitted a Preliminary Plat with variances for approval to the Planning Commission/Board of Adjustment. The Board held a public hearing on the request on September 8, 2009 and recommends its approval with conditions. The proposal is to re-subdivide six lots and the vacated roadway into eight residential lots and two outlots. Outlot A to be owned in common between new lots 3-4-5 in Block One and Outlot B where the roadway is located to be commonly owned by all properties. The variances considered were for the lot area which averages 13,612 square feet each, where 15,000 is required in the Shoreland Overlay District and also varying lot widths from 55' to 75' where 75' is required in the Shoreland Overlay District. The Board felt the request was reasonable because the proposal redevelops what was at one time a resort and is trying to fit lot lines meeting setbacks between existing buildings while creating new lots for construction of additional cabins/homes.

Conditions of approval are:

1. Payment of costs due to the City for plat review costs.
2. Payment of a Park Dedication Fee. Amount is to be recommended by the Park Board at their October 6<sup>th</sup> meeting.
3. Submittal of a Final Plat to the City with all Ordinance and Statutory requirements depicted on the plat.
4. Review and approval by Stearns County Director of Land Management (County Requirement).
5. Title Opinion evidencing marketable title to be submitted along with easements over common property for ingress/egress and utility purposes for all affected property owners.
6. Wetland delineation to be completed.
7. Declaration and Covenants for Common Interest Community (CIC) to be submitted for review to include easement language and maintenance of common areas.
8. Utility easements to be described and depicted on the plat for City sewer line crossing over Lots 4 and 5, Block 1.
9. Developer Agreement to be submitted that incorporates all incomplete tasks at time of final plat.
10. The Preliminary Plat will be final concurrent with Final Plat if all conditions are met.

Council Member Thomas introduced Resolution No. 2009-59, Resolution Approving Preliminary Plat on Hedin Point 1<sup>st</sup> Addition. 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.

- e. Council Member Johnson introduced Resolution No. 2009-60, 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.

A public hearing will be held on October 21, 2009 at 6:30 p.m. or shortly thereafter in the Council Chambers regarding the proposed assessments for unpaid city and utility service charges.

- f. At the September 9, 2009 council meeting the Council reviewed PERA's Phased Retirement Option program and authorized staff to implement the program. Part of this implementation process is to authorize a representative to coordinate the program with PERA.

Council Member Johnson introduced Resolution No. 2009-61 Delegating an Official to Coordinate the authorized Phased Retirement Option Through PERA. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

- g. City Administrator Willer presented the City of Sauk Centre Phased-Retirement Option (PRO) Agreement Supplemental Benefits Information. This document outlines what an employee is eligible for if they choose to go with PRO.

A motion as made by Council Member Thomas and was seconded by Council Member Stone to approve the City of Sauk Centre Phased-Retirement Option (PRO) Agreement Supplemental Benefits Information. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. Sauk Centre School District will be conducting an election on November 3<sup>rd</sup> for School Board members and have requested the use of the City's election equipment for the election to include the M100 vote tabulator, the Automark and election booths. The City has shared use of the equipment in the past which saves the school considerable funds from renting them on the open market.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to authorize the use of City Election Equipment by ISD 743 for November 3, 2009. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

## **8. UNFINISHED BUSINESS**

None

## **9. NEW BUSINESS**

- a. Two residents of the City of Sauk Centre have come forward offering a donation of funds on a matching basis to purchase portable Pedestrian Crossings signs. The cost of

purchasing the signs is approximately \$375 each. Four potential locations have been identified.

Staff will present a proposal at a future meeting.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$251,601.30 and paid claims \$1,009.50 for a total of \$252,610.80.
- b. List of August checks totaling \$540,449.35
- c. Gambling Application for Exempt Permit request from Knights of Columbus for bingo on October 25, 2009 at Holy Family School.
- d. Resolution 2009-62, Resolution Acknowledging Contribution. The contribution totaled \$642.22 from the Sauk Centre Lions Club to be used towards the Outdoor Skating Rink for gas/heat/phone service.

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

Mayor Kirckof thanked the Sauk Centre Lions Club for their contribution.

## **11. INFORMATION ITEMS**

- a. The Mayor and City Administrator have executed a Civic Arena Rental Agreement with Unger Furniture for the use of the Arena on October 1-4, 2009 for a furniture sale.
- b. The League of Minnesota Cities 2009 Regional Meetings will be held around the State in the coming months.
- c. Training for the Local Board of Equalization Training is scheduled for October 28, 2009 in Waite Park.

## **12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:15 p.m.

Respectfully submitted,

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Mayor Brad A. Kirckof

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City Administrator Vicki M. Willer