

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, OCTOBER 2, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, October 2, 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, Mike Olson, Warren Stone and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat. Council Member Thomas was absent.

2. APPROVAL OF AGENDA

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve the agenda with the addition of 11b Community Education Meeting. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

The September 18, 2013 Regular Meeting Minutes were approved as presented.

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

None.

5. PUBLIC HEARINGS

Proposed Assessments for Unpaid Utility and City Service Charges.

Mayor Kirckof opened the Public Hearing and read the Public Hearing procedure.

At the Council's September 4th meeting, they called for a hearing to be held on October 2nd regarding assessments for unpaid City and Utility service charges. State Statute allows for the City to apply unpaid service charges against property taxes. Service charges can include lot mowing, snow removal, sidewalk replacement, unpaid utility bills, etc. The Council was presented with the list.

The assessment also calls for a \$100.00 administration fee to be added to the balance. In the past, the Council has waived the fee for anyone that pays the amount owed within the next thirty days. This serves as an incentive to clear the bill. After thirty days, the assessment roll will be forwarded to Stearns County for inclusion on the 2014 property tax statement.

Mayor Kirckof called three times for persons to speak in favor or opposition. None spoke.

Mayor Kirckof closed the Public Hearing at 6:35 p.m.

6. REPORTS/PRESENTATIONS

- a. At the August 21, 2013 Regular Meeting, the Council amended the Master Park Plan for the Multi-Purpose Park and directed the Splash Pad Committee to conduct further research and report back to the Council.

Splash Pad Representative Amy Trisko provided the Council with a comprehensive report regarding the 15 Commonly Asked Questions. The Council reviewed the following:

1. How many people will be served? What is the radius? Who are the users?
2. How will the pad benefit Sauk Centre from an economic and recreation standpoint?
3. Splash Pad Size? Number of Elements? Expandable?
4. Building Schematic/Graphic/Size/Elements.
5. Irrigation Plan/Shade Tree Plan/Landscaping Plan/Lighting Plan.
6. Trail Connection Plan.
7. Shade Structures/Tables/Benches.
8. Storm Safety.
9. Recommended Water Source.
10. Recommended Discharge.
11. Utility Connections.
12. Long Term Maintenance.
13. Expense Budget.
14. Revenue Budget.
15. Timeline.

(See attached report)

See 7b.

- b. The Park Board met on Tuesday, October 1st and discussed the following:

- Campground Attendant Report
- Fee Schedule Recommendations
- Campground Attendant 2014 Recommendation
- Seasonal Employment – See 7f
- Campground Internet Expansion
- Splash Pad
- Campground Circle Pavement
- 2014 Meeting Time/Date

7. ACTION ITEMS

- a. See 5a.

A motion was made by Council Member Olson and was seconded by Mayor Kirckof to approve Resolution No. 2013-73, Resolution Adopting Assessment Roll for Unpaid City

and Utility Service Charges and to waive the \$100.00 Administrative Fee if paid before November 15, 2013. A vote being recorded as follows: For: Council Member Olson, Mayor Kirckof and Council Member Johnson. Against: Council Member Stone. Absent: Council Member Thomas. The motion passed.

- b. See 6b.

The Splash Pad Committee is seeking approval to continue the development of the splash pad and authorize the fundraising campaign to begin.

A motion was made by Council Member Olson and was seconded by Council Member Stone to receive the Splash Pad Committee's Report and their continued development of the Splash Pad as well as authorizing the fundraising campaign. A vote being recorded as follows: For: Council Members Olson, Stone, Johnson and Mayor Kirckof. Absent: Council Member Thomas. The motion passed.

- c. The current City Code requires that one member of the Planning Commission shall be a member of the Sauk Centre Public Utilities Commission. This was initially put into place many years ago when the PUC paid part of the salary of the City's Zoning Administrator and also to provide more continuity and communication and to insure that the Utility's concerns were met relative to development in the community.

The factors that necessitated that a member of the Utility Commission serve on the Planning Commission are no longer relevant. The Utility Commission has requested that the City eliminate the requirement from the City Code. This amendment would neither require nor restrict membership on the Planning Commission by the Public Utility Commission.

In addition, in 2008, the City Code was changed to consider appointments for the next calendar year at the last meeting of the prior year. That change was not inserted into this section of the City Code at that time and that correction is included in this amendment.

Changes are highlighted on the following excerpt from the City Code.

§ 150.02 COMPOSITION.

(A) The City Planning Commission shall consist of 5 members all of which shall be appointed by the City Council.

(B) One member of the Commission shall come from the ranks of the City Council.

~~(C) One member of the Commission shall be a member of the Water, Light and Power Commission or 1 of its staff persons.~~

~~(D) The member representative of the Water, Light and Power Commission shall be chosen by that body and will be subject to approval and appointment by the Council. The~~

~~remaining three members~~ All members shall be residents of the City of Sauk Centre and eligible to vote in its general and special elections.

(E) Each of the members shall be appointed for a 3-year term.

(F) Appointments to the Planning Commission shall be made at the second regular Council meeting in December of each calendar year for service the next calendar year with the exception of the Council Member who shall be appointed the first meeting of January.

(G) Newly appointed members shall take the oath of office prescribed by law before assuming his or her duties. Each member shall continue in office until his or her successor has been appointed and qualified.

(H) The terms of the Council member ~~and member of the Water, Light and Power Commission, if any,~~ shall correspond to his or her respective official tenure.

(I) Vacancies shall be filled by the Council for the unexpired portion of any term.

(J) For purposes of transacting business 3 members will constitute a quorum.

(K) Any member may be removed by a 3/5 vote of the City Council.

(L) Compensation for members will be determined by the City Council except that the Council member ~~and the member from the Water, Light and Power Commission or its staff person~~ shall serve without compensation.

Council Member Stone introduced Ordinance No. 742, An Ordinance Amending Section 150.02 of the Sauk Centre City Code, City of Sauk Centre, County of Stearns, State of Minnesota, by Repealing Said Section and Inserting New Language Thereby Amending Representation on Planning Commission. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

- d. Payment Approval No. 10 has been submitted for payment by RL Larson for work completed on the 4th Street Project. The payment request is for \$20,504.70. Work completed to date is \$2,420,259.10. Payments to date, including this payment total \$2,299,246.14. The 5% retainage to date is \$121,012.96.

A motion was made by Council Member Stone and was seconded by Council Member Olson to approve Payment Voucher No. 10 in the amount of \$20,504.70. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

- e. The County Commissioner Primary Election is to be held at City Hall on Tuesday, November 19th with the General Election to be held at City Hall on Tuesday, January 28, 2014. The Election Judges are as follows:

Roxann Behnen	Diane Bosl
Donna Broermann	Wendy Drobny (Health Care Judge)
Claren Kane	Sandra Friedrichs (Head Judge)
Alice Karakas	Mellissa Kleinschmidt
Sarah Morton	Roberta Olson
Delores Orth	Alice Peters
Nicole Vogt	Marilyn (Tudie) Schwegman (Health Care Judge)
Vicki Willer (Head Judge)	Marcella Wolter
Amy Trisko	

Council Member Johnson introduced Resolution No. 2013-74, Resolution Appointing 2013 Special Primary and 2014 Special General Election Judges. A vote being recorded as follows: For: Council Members Johnson, Stone and Olson. Against: None. Abstain: Mayor Kirckof. Absent: Council Member Thomas. The motion passed.

- f. With the upcoming winter season, seasonal employment for the Ice Arena is proposed as follows: The part time arena worker works on an as needed basis depending upon arena schedules.

Keith Sorenson	Step 8	\$13.99
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The Figure Skating Instructors work on Sunday evenings only (1.5 hours). This portion of the budget is funded by figure skating fees and is cost neutral.

Sara Linow	\$30.00	Mileage at IRS Rate / When Driver
Kelsey Krawecki	\$22.00	Mileage at IRS Rate / When Driver

Outdoor Rink Attendant

Dennis Christianson	\$11.06	(Same as Summer 2013 Rate)
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A motion was made by Council Member Johnson and was seconded by Council Member Olson to approve the appointment of the seasonal employment for the ice arena, figure skating instructors and the outdoor rink. A vote being recorded as follows: For: Council Members Johnson, Olson, Stone and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

- g. On August 30, 2013, the Sauk Centre Public Utilities repaired a water service leak by the curb stop at the home of Matt & Janelle (aka Janelle Thielen) Newman. The repair included digging and installing a new waterline and replacing the concrete curb and asphalt. These costs were incurred by the Public Utility.

As an alternative to cash payment to the Utility as reimbursement of costs, the owner has requested that the City take payment through an assessment to his property taxes and has signed a waiver which allows the assessment without the need to proceed to public hearing.

The Public Utility has requested that the proposal be approved. Funds will be transferred to the utility as they are collected.

Council Member Stone introduced Resolution No. 2013-75, Resolution Authorizing Certification of Special Assessment. The motion was seconded by Council Member Olson. A vote being recorded as follows: For: Council Members Stone, Olson, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

- h. An application for the transfer of an On-Sale and Sunday Liquor License has been submitted by ZimCo Corporation DBA ElmerZ Restaurant, Bar & Event Centre. They have also submitted Workers Compensation and Liquor Liability and have paid the \$100 fee.

The business location is 1225 Timberlane Dr and the effective transfer date is November 14, 2013.

City Administrator Willer noted that the background check has been completed by Police Chief Friedrichs and has come back clear.

Kevin Zimmer, Chris Zimmer and Matt Shaw, owners, were present and stated that their business will be operated similar to Gerard's. Mr. Shaw will be the general manager.

Council Member Stone introduced Resolution No. 2013-76, Resolution Approving the Application of Zimco Corporation DBA ElmerZ Restaurant, Bar & Event Centre for a Transfer of an On-Sale and Sunday Liquor License Located at 1225 Timberlane Dr. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Stone, Johnson, Olson and Mayor Kirckof. Against: None. Absent: Council Member Thomas. The motion passed.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

- a. Due to the ongoing infrastructure needs for both the City and the Public Utility, it may be advantageous to both parties to develop a Plan on what triggers a project, how a project is prioritized and how extensive or often projects are commenced.

It may be beneficial to have a joint workshop meeting with the Public Utility Commission to discuss its future needs and budget for improvements to be included in the Plan.

At this time, staff is working to update the street inventory condition reports.

After the meeting with the Public Utility, the City may want to consider a more in depth analysis of infrastructure conditions and update the anticipated cost of any upgrades.

By general consent, the Council scheduled a meeting with the SCPUC on October 30th at 5:30 p.m. in the Council Chambers to discuss long term strategy for street and utility improvements.

- b. Sauk River Watershed has been in contact with the City regarding a proposed Agreement between the Watershed District, the Big Sauk Lake Association and the City. This Agreement outlines responsibilities for the ongoing aquatic weed control activities on Big Sauk Lake.

Previously, funds collected by the Watershed from the lakeshore owners and the City were utilized for weed harvesting activities. The Board of Directors of the Watershed has discontinued the weed harvesting practice. Because the funds were assessed and collected for weed harvesting purposes, the Watershed is seeking some agreement between the above parties on how the residual funds of approximately \$200,000 are to be used. Following this agreement which outlines responsibilities of each party, the Watershed will conduct public hearings to amend the allowed use of the funds to include chemical spraying for weed control.

The Watershed is proposing to act as the fiscal agent to hold and disburse the funds.

The City and the Lake Association are asked to develop a Management Plan, coordinate permitting with the DNR and oversee and contract for weed control.

It was the general consent of the Council to send this to the Policy Committee for their review and recommendation.

10. CONSENT AGENDA

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$130,346.02
	Paid Claims	<u>\$1,200.16</u>
	Total	<u>\$131,546.18</u>

- b. Resolution No. 2013-77, Resolution Accepting Contributions.

ECM Publishers	\$100.00	Friends of the Library
Men's Card Playing Group	\$205.26	Senior Center

- c. Gambling Application for Exempt Permit request from Knights of Columbus 4863 for bingo on October 27, 2013 at Holy Family School.
- d. Gambling Application for Exempt Permit request from Sauk Centre Lions Club for a raffle on February 26, 2014 at River's Edge Dining & Lounge.

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

The Council thanked ECM Publishers and the Men's Card Playing Group for their donations.

11. INFORMATIONAL ITEMS

- a. Don Struss has been with the City for seven years on October 23, 2013. According to the Public Works Union Contract, he will move to Step 8 (\$22.40) of the wage scale.
- b. The Community Education Meeting is scheduled for October 8, 2013 and Council Member Johnson will attend on behalf of the Council.

12. ADJOURNMENT

A motion was made by Council Member Stone and was seconded by Council Member Olson to adjourn the meeting. A vote being recorded as follows: For: Council Members Stone, Olson, 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 8:05 p.m.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer