

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, OCTOBER 7, 2009**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, October 7, 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, 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, Assistant Ambulance Director Deschene, City Engineer Keith Yapp and Administrative Assistant Nicki Vogt. Council Member Stone was absent. Mayor Kirckof presided thereat.

**2. APPROVAL OF AGENDA**

A motion was made by Council Member Thomas and was seconded by Council Member Coenen to approve the agenda with the addition of 8a – Interpretive Center Funding. A vote being recorded as follows: For: Council Members Thomas, Coenen, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

**3. APPROVAL OF MINUTES**

Action on the September 23, 2009 Regular Meeting Minutes was tabled until the October 21, 2009 meeting.

**4. PUBLIC OPEN FORUM**

None

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

a. Public Works Director Wessel reported on the October 6, 2009 Park Board meeting as follows:

- Recommendation to the City Council to hire seasonal staff at the arena. See action item 7g.
- Park dedication fee for Hedin Point was tabled for action at the November Park Board meeting.
- The Park Board waived the Sinclair Lewis Park Shelter Rental fee for August 12-14, 2010 for the All School Reunion.
- Discussion was held regarding the new seasonal sites. The Park Board chose to go by a lottery system if more than 6 existing seasonal campers were interested in moving to the new sites.
- Discussion on the 2010 fee schedule with action to be taken at the November meeting.
- The Park Board recommended advertising for Outdoor Rink Attendants for the 09/10 season.

b. Public Works Director Wessel presented a Public Works report as follow:

Airport:

- The completion date for the 11 unit t-hangar is scheduled for October 14<sup>th</sup> and a walk-through is also scheduled for that day.
- The general maintenance and repairs are almost complete. There are still some tree height issues that need to be resolved at the southeast end of the grass runway. This will be completed once the ground is frozen because winter wheat/rye has been planted.

Arena:

- The arena roof was inspected and necessary repairs were made.
- The Stearns County Sentence to Serve Crew will be assisting the Public Works Crew in installing hockey boards this week. Ice is scheduled for the week of October 19-27<sup>th</sup>. Skating will begin the last weekend in October.
- The PUC will be repairing the vandalized lighting within the next couple of weeks.

Animal Shelter:

- In September city crews installed chain link fence and gate panels on the 4 kennels which should make for better security and easier maintenance.

Street Maintenance:

- Storm sewer cleaning and televising was high priority this summer with city crews spending 2-3 days doing so each month. With the repairs and general cleaning completed, crews should have reduced hours in thawing lines and less flooding in the low lying areas. There is still some cleaning to do at outlets of major storm lines.
- Tree removal has increased this year due to Dutch Elm Disease. A total of 28 diseased trees were removed by the city crew on boulevards and City property. Throughout the City, the City Forester found approximately 85 diseased trees on both private and public land.
- There is approximately two weeks of annual tree trimming to be completed yet this fall/winter.
- Crews have some blacktop and a lot of street sweeping to do yet this fall.
- Approximately 70 acres of weed spraying was completed in September.
- Most of the sidewalk repairs are complete.
- Salt was delivered early which allowed the city crew to mix when time allowed. This is approximately 95% complete.

Parks & Campground:

- The Sentence to Serve Crew has been assisting the city crew in repairing the outdoor rink.
- The Little League Field is adding dugouts this fall.
- Campground electrical repairs have been complete.
- The campground extension should start within the week, weather permitting.

- Vandalism repairs were an ongoing issue all summer which took time away from the normal duties.
- The Towerview Park north ball field has been repaired with some minor repairs on both fields left to complete.

Unresolved Issues:

- The Voller storm water issue is unresolved. The Voller's have not signed the construction easement.
- The Gopher Prairie storm water problems are still unresolved.
- The Hoboken Creek crossing on Hickman Drive is unresolved. Settlement is occurring as storm water has been getting under the pavement. The concrete on the west side is deteriorating and cracking. Spring runoff and ice buildup are likely the culprits.

**7. ACTION ITEMS**

- a. A letter was received from Stearns County Attorney Janelle Kendall. This letter addresses the City's contract with Stearns County for misdemeanor prosecutions on behalf of the City. The City contracts on a two year basis with the County with the contract up for renewal for 2010-2011. Attorney Kendall is proposing a contract for the two year period at the same rate as for 2008-2009 (\$27,500). The fee is based on an average history of 275 prosecutions per year at \$100/year.

Because the City anticipated an increase, funds were preliminarily budgeted at \$30,000.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the Mayor and City Administrator to execute a Prosecution Contract with the Stearns County Attorney's Office for 2010-2011 at \$27,500/year. A vote being recorded as follows: For: Council Members Johnson, Thomas, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

- b. Due to the volume of calls being experienced by the Ambulance Department, the Ambulance Director is requesting the City authorize the appointment of one to two additional E.M.T.'s to keep the number of E.M.T.'s in the 18-20 range.

The proposal is to advertise for licensed E.M.T.'s in an effort to attract licensed and experienced personnel that may have an interest. The City is not proposing a licensing class at this time.

Any future appointed E.M.T. would be subject to the same probationary status as if they went through the City's licensing program.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve advertising for the position of Licensed Emergency Medical Technician. A vote being recorded as follows: For: Council Members Johnson, Thomas, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

- c. Tina Rohde DBA Mustang Bar has made a request for a Temporary Extension of Outdoor Liquor License Permit for a bean bag tournament on October 24, 2009 from 5:00 p.m. – close.

Ms. Rohde proposes to fence an area behind the Mustang Bar to provide a secure area for the event. They will have two security personnel on hand to insure liquor does not leave the area. Neighboring business owners Gary Winters and Jackie Mead have been informed of the event with no objection.

They have provided the following items:

- Temporary Extension of Outdoor Permit Application
- \$50.00 fee – paid

Staff recommended the following conditions be considered in conjunction with permit approval:

1. Liquor liability coverage be provided that extends outside the proposed area behind the bar.
2. Alcohol is to be dispensed in non-glass containers.
3. Area to be completely fenced in with no alcohol permitted outside of fenced area.
4. Debris on street and related area be cleaned up.

A motion was made by Council Member Thomas and was seconded by Council Member Johnson to approve the Temporary Extension of Outdoor Liquor License Permit for the Mustang Bar for October 24, 2009 from 5:00 p.m. – close. A vote being recorded as follows: For: Council Members Thomas, Johnson and Mayor Kirckof. Against: Council Member Coenen. Absent: Council Member Stone. The motion passed.

- d. The City Council previously tabled action on the Transient Merchant Ordinance due to a question raised by Council Member Coenen regarding language in Sections 117.04 – Suspension and Revocation.

After further review and interpretation of this section and comparison with State Statute and the League of MN Cities, it is understood that all four items listed under 117.04 1(a-d) for which a license can be suspended or revoked be processed only after a public hearing preceded by ten business days notice.

The only way a license can be immediately suspended is if the Council determines the actions committed are an immediate threat to the health and safety of the public. In this scenario, the license could be suspended immediately by the City Council in an Emergency Session with notice of the right to hold a subsequent hearing.

The language in the Ordinance remains unchanged as this interpretation concurs with existing language.

Council Member Coenen introduced Ordinance No. 680, An Ordinance of the City of Sauk Centre Adding Section 117 Regulating Transient Merchants, Peddlers & Solicitors. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Coenen, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

e. Council Member Johnson introduced Ordinance No. 681, An Ordinance of the City of Sauk Centre Authorizing Summary Publication of Ordinance 680 Adding Section 117 to the Sauk Centre City Code Regulating Transient Merchants, Peddlers and Solicitors. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Coenen and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

f. In July of 2009 the City opened up Highway #71 to repair storm sewer lines. Part of the repair included the replacement/re-routing of sanitary and water service lines where they intersected the storm sewer. While the street was open it was evident that the water service line from the repair to the curb was also in need of repair. Staff contacted the owner and offered to allow the replacement of the service line while the street was open. Because of the timing of the project, an agreement was made where the line would be replaced while the street was open by the City's contractor with the associated costs to be the responsibility of the owner.

The owner agreed to the assessment of the costs to his property taxes and has signed a waiver which allows the assessment without the need to proceed in public hearing.

Council Member Coenen introduced Resolution No. 2009-63, Resolution Authorizing Certification of Special Assessment. The motion was seconded by Council Member Thomas. A vote being recorded as follows: For: Council Members Coenen, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

g. With the upcoming winter season, seasonal employment for the Ice Arena is proposed as follows: All are returning employees (Rousslange worked in Parks/Streets and Outdoor Skating Rink in prior years). The part time arena workers work on an as needed basis depending upon arena schedules.

The Figure Skating Instructors work on Sunday evenings for 1.5 hours. This portion of the budget is funded by figure skating fees and is cost neutral.

**Figure Skating Instructors-**

Sara Linow	26.00	8.00/Gas
Brittney Muzik	17.00	8.00/Gas
Elizabeth Hausmann	17.00	8.00/Gas
Amelia Maher-assistant	7.25	
Amelia Maher-substitute	17.00	

**Part Time Arena Workers-the union contract for Public Works under PELRA (Public Employees Labor Relations Act) governs the pay of the part time workers if they are expected to work fourteen hours per week or more even if they do not join the union.**

Keith Sorenson	13.31
Lee Mahnke	10.53
Andrew Rousslange	9.98

A motion was made by Council Member Coenen and was seconded by Council Member Thomas to appoint seasonal employment for the ice arena including figure skating instructors. A vote being recorded as follows: For: Council Members Coenen, Thomas, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Stone. The motion passed.

## **8. UNFINISHED BUSINESS**

- a. Mayor Kirckof stated that reductions were made to the Information Center and he feels that a Committee should address this subject and report back to the Council at a future meeting.

It was the general consent of the Council to send the Information Center Budget to the Finance Committee for further discussion.

## **9. NEW BUSINESS**

None.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$54,515.56 and paid claims \$3,507.57 for a total of \$58,023.13.
- b. Gambling Application for Exempt Permit request from Holy Family School for raffles on December 16, 2009 at Holy Family School.
- c. Resolution No. 2009-64, Resolution Accepting Contribution. The contribution totaled \$296 from the Men’s Card Playing Group to be used for the Senior Center.

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

Mayor Kirckof thanked the Men’s Card Playing Group for their contribution.

## **11. INFORMATION ITEMS**

- a. The Joint Meeting with the Hospital Board is set for Wednesday, October 14<sup>th</sup> at 5:00 p.m. at City Hall.

City Administrator Willer reminded the Council that the Initiative Foundation will be at the October 13, 2009 Planning Commission meeting to make a presentation regarding the Healthy Community Partnership.

Mayor Kirckof read into the record comments from Eric Altena of DNR Fisheries regarding good results from their recent electrofishing which determined good success with the walleye fingerlings in Sauk Lake.

City Administrator Willer reported that Don Struss has completed three years of service to the City as of October 23 and will advance to the next step on the Union pay scale.

Council Member Coenen reminded citizens to move vehicles off the street if a snow emergency is declared.

## **12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:38 p.m.

Respectfully submitted,

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Mayor Brad A. Kirckof

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City Administrator Vicki M. Willer