

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 3, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 3, 2010 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members Dave Thomas, Keith Johnson, Warren Stone and Al Coenen. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Public Works Director Butch Wessel, Police Chief Friedrichs 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. 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 October 20, 2010 Regular Meeting Minutes were approved as presented.

4. PUBLIC OPEN FORUM

Debra Bromenshenkel, Sauk Centre. Ms. Bromenshenkel congratulated Mayor Kirckof for being re-elected as Mayor of the City of Sauk Centre.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. City Planner Morton reported on the Tuesday, October 26th Planning Commission meeting as follows:
 - Conditional Use Permit – Talk, Inc. See 7c.
 - Amending City Code. See 7e.
 - Quarterly Reports.

- b. Ambulance Director Struffert provided the July 1 – September 30 quarterly report as follows:
 - Total call in July was 46, August 44 and September 50 for a total of 140. The 2009 total was 180 for the quarter.
 - The majority of persons served by the ambulance department are age 65+

- c. The Operations Committee met on Tuesday, October 26, 2010 to review completed projects and discuss future projects as follows:

1. Final bill for the City's share of the County 186 (12th St) Seal coating came in \$1,500 under the proposed. Total bill was \$4,486.36.

2. Final costs associated with installation of well and sprinkler system in Brown's Park came in at \$14,341.40.

Don's Pump (well drilling)	\$6,291.00
Advanced Irrigation	\$7,650.00
Electrical Supplies	\$ 400.40

3. The Committee reviewed the request for Volleyball Courts for the Multipurpose Park to be installed in the Spring of 2011. This will be reviewed by the Park Board.

4. Total costs for the 1st Street Mill and Overlay project:

Harddrives	\$61,211.00
Advertising	\$ 92.09
Less PUC Portion	(\$ 6,264.63)
Engineering	<u>\$ 1,500.00</u>
Total	\$56,538.46

5. Other Storm water Projects completed include:

Hwy 71 and 1 st St. S	\$6,430.14
Hwy 71 and 4 th St. N	\$ 350.00
Sinclair and Lincoln	\$ 260.50

6. The Committee reviewed how the City conducts inspections of sidewalks after a snow storm and concluded that the existing process works. The City will be diligent in making every effort to ensure the contractor completes the work the same day. Additional outreach to inform the public of their responsibility to clear the sidewalks will be conducted to include PUC bills and official newspaper.

7. New item brought up includes problems with littering of cigarette butts on Sinclair Lewis Avenue. It was suggested that smoking be restricted on this street if littering continues. Throwing butts in the street is the same as throwing them in the lake as the storm sewer drains to the lake. See 9a.

8. New item brought up regarding large truck traffic on 2nd Street from Oak St. west to Spruce and also Willow from Sinclair to Park Road. These roads are five ton roads. Second Street from Spruce going west is a 9 ton road. The option of closing the road to truck traffic was discussed. See 9b.

7. ACTION ITEMS

- a. Each year the City Council solicits proposals for the purchase of fuel and vehicle washes from local vendors for City vehicles.

Past bidders include the Truck Stop, Holiday, Northstar and Gas-Mart (Food-N-Fuel). The current provider for 2010 is Holiday for diesel and Gas-Mart for gasoline.

Potential bidders include:

Holiday	Gas and diesel
Truck Stop	Gas and diesel
Northstar	Gas and diesel
Gas Mart	Gas
Casey's	Gas
Friedrichs	Gas and diesel

A motion was made by Council Member Coenen and was seconded by Council Member Stone to authorize the solicitation of fuel and vehicle wash bids for 2011. A vote being recorded as follows: For: Council Members Coenen, Stone, Johnson, Thomas and Mayor Kirckof. Against: None. The motion passed.

- b. Each year the City Council solicits proposals for 2011 refuse haulers from local vendors for City buildings. The current refuse hauler for the City is Affordable Disposal & Recycling.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to authorize the solicitation of refuse hauler bids for 2011. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- c. At the October 26, 2010 Planning Commission meeting they held a Public Hearing and heard testimony on the application of TALK, Inc. to construct a Wind Energy Conversion System (Wind Turbine) on property in the Industrial Park. The turbine will be located adjacent to the new manufacturing facility between Lincoln Road and Beltline Road. The turbine will be of a monopole design and will be 120' high with 24' blades for a height of 144'. For reference, the top elevation will be approximately the same height on the horizon as the water tower. The proposed turbine will be produce 95kw and is proposed to power the manufacturing facility with any excess electric sold back through a buy back agreement with Missouri River. Due to the location under a flight path for the airport, one continually lit red beacon light will be on the tower which is the same as exists on the water tower.

The Planning Commission recommended that the Conditional Use Permit be granted according to the findings and conditions listed.

Council Member Stone introduced Resolution No. 2010-62, Resolution Approving a Conditional Use Permit for Adam Suelflow dba TALK, Inc. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Stone, Coenen, Thomas, Johnson and Mayor Kirckof. Against: None. The motion passed.

- d. At the October 26, 2010, Planning Commission Meeting they held a public hearing and heard testimony on the application of James H. Flowers to construct a 28 unit (40' X 100') mini warehouse storage facility at the corner of 4th Street N. and Pine Street N. The building is proposed to be located immediately south of the existing car impound area.

The Planning Commission considered such factors as storm water management including elevations, access, parking and loading, lighting, and also reviewed the proposal for compatibility with the existing neighborhood.

The Planning Commission is recommending that the Conditional Use Permit be granted with following six conditions.

1. One driveway access no more than 24 feet wide from Pine Street on the north side of the structure and one driveway access no more than 24 feet wide on 4th Street on the west end of the structure.
2. Parking will be located on the private property and not in the road right of way.
3. Any fill that has been deposited in the right of way will be removed with original elevation of right of way and vegetation restored for drainage purposes.
4. A Grading Plan will be submitted to the City prior to construction indicating slab elevation and provisions for storm water and erosion control.
5. Exterior lighting on the building and headlight glare will be shielded from the neighboring residential properties.
6. Building will be constructed according to the plans submitted at setbacks of 25' from the road right of way.

Council Member Johnson introduced Resolution No. 2010-63, Resolution Approving a Conditional Use Permit Request of James H. Flowers. 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.

- e. In an effort to consolidate lot dimensional standards regarding lot size, setbacks, etc. into one chart suitable for handouts, the Planning Commission held a public hearing on October 26, 2010 and is recommending the adoption of a new Dimensional Standards Chart and some additional definitions for clarification.

Upon review of a proposed chart, the Planning Commission is recommending four changes.

Lot Coverage for R-1, R-2, and R/C Single Family to increase to 30% from 25%, and Setback Side Street (Corner) in C-2 from 35 to 25. Other than these items, there is no change from the existing code requirements.

In addition to the Chart recommendations, four added or amended definitions including Impervious Coverage, Lot Coverage, Lot – Side Interior, Lot Side – Street (Corner) are proposed along with a clarification of fence height for consistency.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Ordinance No. 700, An Ordinance Amending City Code by Amending Dimensional Standards Section 156.049 and Amending Section 156.077 Referring to Fence Height Standards, removing sections 2 & 3 and to re-conduct a Public Hearing regarding Lot Coverage and Impervious Surfaces. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Ordinance No. 701, An Ordinance Authorizing Summary Publication of Ordinance No. 700 Amending Dimensional Standards Section 156.049 and Amending Section 156.077 Referring to Fence Height Standards. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. The Police Department has two forfeited vehicles that have been cleared for sale:

1996 Ford E150 Econoline Van
2005 Arctic Cat Fire Cat

Council Member Johnson introduced Resolution No. 2010-64, Declaring Property as Excess and Authorizing Advertisement for Sale. The motion was seconded by Council Members Thomas. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- g. Following action by the City Council declaring the used hockey boards from the Civic Arena as excess property, efforts were made to sell the boards on the open market and by direct negotiation.

An offer has been secured in the amount of \$5,000 from the Wadena Area Hockey Association. This amount is consistent with the appraised value of the boards.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve Resolution No. 2010-65 Accepting Offer and Authorizing Sale of

Excess Property. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. The City currently holds an easement for ingress and egress to the Wastewater Treatment Facility across the Worm's Ready Mix Plant. The easement also includes utility easements for water and sewer lines. As part of the upgrades to the treatment plant, new gas lines are proposed to be installed in the easement. The existing language does not include gas lines. Consequently, a new easement is being drafted by City Attorney Tom Mayer to include language for the gas line. The easement will also include language to formalize the longstanding agreement that the City will remove snow from the access roadway.

Sauk Centre Public Utility is requesting that the City execute the easement on its behalf (The City is the fee owner of the wastewater treatment facility property).

A motion was made by Council Member Johnson and was seconded by Council Member Stone to authorize the Mayor and City Administrator to execute an easement for ingress/egress and utility access. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The following policies need to be updated:

1. Donated Asset Policy
2. Computer Backup Policy
3. Investment Policy
4. Data Practices Policy (Access to Government Data)

A motion was made by Council Member Johnson and was seconded by Council Member Coenen to send the above policies to the Policy/Planning for their review. A vote being recorded as follows: For: Council Members Johnson, Coenen, Stone, Thomas and Mayor Kirckof. Against: None. The motion passed.

9. NEW BUSINESS

- a. We have had multiple complaints and editorials about cigarette butts in the streets. This is mostly along Sinclair Lewis Avenue from Main to Oak.

The persons who actually litter are the ones who can be ticketed if caught throwing the butts. However, the City can hold the owners of the establishments whose clientele go outside to smoke responsible for keeping the area clean. Another option is the City can close the street to smoking entirely.

The first recommended step would be to send Official Notice to the establishments that the City is proceeding to address this issue and that absent voluntary compliance the City

may be forced to take a more severe approach by restricting smoking on the public sidewalk.

Police Chief Friedrichs noted that he has been asking business owners to monitor littering.

It was the general consent of the Council to have staff send notices to downtown businesses addressing this issue.

- b. This agenda item refers back to the Operations Committee Report regarding truck traffic on 2nd Street S. and Willow Street.

Second Street S. from Oak Street to the Wobegon Trail at Spruce and also Willow Street are constructed to a five ton standard. There is significant semi truck traffic on these roads. Second Street going west from Spruce to Lincoln Road and Fairy Lake Road is constructed to a nine ton standard.

Concerns regarding the condition of 2nd Street S were raised by residents along the roadway and how the future costs for improving this street will be handled. The option of closing the road to truck traffic was discussed which would then restrict large truck traffic from driving on 2nd Street between Oak and the Wobegon and also on Willow from Sinclair Lewis to Park Road.

Trucks providing services to residences on the road would be exempt including refuse trucks, school busses etc.

It was the general consent of the Council to have staff contact businesses regarding truck traffic and also to send this item to the Policy Committee for their review.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$100,169.27 and paid claims \$3,679.39 for a total of \$103,848.66
- b. Resolution No. 2010-66, Resolution Accepting Contribution. The contribution totaled \$241.00 from the Men’s Card Playing Group to be used towards the Senior Center.

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

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

11. INFORMATION ITEMS

- a. Notice of Board Openings. The Notice was published in the Sauk Centre Herald.

b. October 14, 2010 Safety Committee Meeting Minutes.

12. ADJOURNMENT

A motion was made by Council Member Stone and was seconded by Council Member Johnson to adjourn the meeting. A vote being recorded as follows: For: Council Members Stone, Johnson, 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 7:30 p.m.

Respectfully submitted,

Mayor Brad A. Kirckof

City Administrator Vicki M. Willer