

**SAUK CENTRE CITY COUNCIL  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 17, 2010**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 17, 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 amended agenda. 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 November 3, 2010 Regular Meeting and November 10, 2010 Special Meeting were approved as presented.

**4. PUBLIC OPEN FORUM**

None.

**5. PUBLIC HEARINGS**

None.

**6. REPORTS/PRESENTATIONS**

- a. Police Chief Friedrichs reported that there were 298 ICR's and 323 Verbal Warning in October for a total of 621. In the month of October the Department completed 26 Safe and Sober hours.

Chief Friedrichs commended his officers and the Fire Department for their work on the recent apartment fire.

- b. The Park Board met on Tuesday, November 16, 2010 and discussed the following:

- Sauk Centre Youth Hockey Association reported that their first game at the arena is this weekend.
- Sauk Centre Youth Baseball Association reported that due to growing participation number, they are interested in upgrading one Towerview Park softball field into a baseball field for 7-9<sup>th</sup> graders. The approximate cost of this project is \$12-18,000. The field will be similar to Jaycee Park, only on a larger scale.
- 4 trees were planted near East River Boulevard.
- 4 trees were planted in the campground.
- An exhaust fan was installed in the campground bathroom.

- Stearns County Sentence to Serve repaired and painted one outdoor hockey rink. Costs for this project was \$450.
- Ice was put in the last week of October and the arena was opened for skating on October 31<sup>st</sup>.
- There are 20 registered figure skaters this session.
- Underground sprinklers systems, campgrounds, bathrooms, fountains, etc. have been winterized.
- The old hockey boards were sold to Wadena for \$5,000. This money has gone into the arena fund.
- Recommendation of Council approval of the 2011 fee schedule.
- Recommendation for Council to approve hiring Dennis Christianson as the Outdoor Skating Rink Attendant at \$7.25/hour and also to advertise for a part time Outdoor Skating Rink Attendant.
- Approve advertising in the MN Trails magazine/online ([www.mntrails.com](http://www.mntrails.com)).
- Recommend Council approval to install a sand volleyball court in the Multi-Purpose Park at a cost not to exceed \$750.
- Recommendation to require that only certified wood be allowed in Sinclair Lewis Campground.

c. The EDA met on Tuesday, November 9<sup>th</sup> and discussed the following:

- Shovel Ready status.
- TALK, Inc. status.
- Tax Increment Financing PAYGO payments. See 7d.
- Tax Abatement payments. See 7e.

d. The Hospital Review Committee appointed a workgroup to work through the details regarding a potential partnership with Centra-Care Health Systems. The work group consists of Brett Freese, Dan Borgman, Joe Uphus, Del Christianson, Dr. Ben Haeg and Mayor Kirckof. The group met several times and has also met with Centra-Care to begin the negotiation process and provide input to both organizations with hopes to continue moving forward with the due-diligence process. A Confidentiality Agreement has been signed and the core principles for a Letter Of Intent are being discussed with the intent that the Letter of Intent will be signed by December 31, 2010.

## **7. ACTION ITEMS**

a. The following have been invoiced through the accounting system and are recommended to be removed for the following reasons:

<b><u>NAME</u></b>	<b><u>DESCRIPTION OF CHARGE</u></b>	<b><u>AMOUNT</u></b>
<b>SEND TO COLLECTIONS</b>		
Dugger, Mariah	Fire/Rescue Call (#2161)	\$ 430.00
Hallermann, Wayne & Darlene	Fire/Rescue Call (#2189)	\$ 410.00
King, Clanton	Fire/Rescue Call (#2200)	\$ 380.00

Schmidt, Cherry Ann	Fire/Rescue Call (#2351)	365.00
Weber, Jeremy	Fire/Rescue Call (#2217)	<u>\$1,685.00</u>
		<b>\$3,270.00</b>

**ASSESSED TO PROPERTY TAXES**

Esparza, Baudelia	Snow Removal (#2279)	\$ 27.00
Hill, Erik	Sidewalk Replacement (#2232)	\$ 200.00
LeClaire, Candice	Snow Removal (#2287)	\$ 47.25
LeClaire, Candice	Snow Removal (#2309)	\$ 47.25
Skillings, Richard & Mary	Snow Removal (#2278)	\$ 94.50
Skillings, Richard & Mary	Lot Mowing (#2386)	\$ 50.00
Terhaar, Jeffrey & Carol	Snow Removal (#2291)	\$ 72.00
Wessel, Walter	Lot Mowing (#1939)	<u>\$ 70.00</u>
		<b>\$ 608.00</b>

**WRITE OFF AS UNCOLLECTIBLE**

Central Planes Aviation	Hangar Late Fee (#2224)	\$ 25.00
Dahle, Catherine Pearl	Park Rental (#2159)	\$ 31.95
Ehrman, Elizabeth	Fire/Rescue (#2306)	\$ 250.00
Gress, Adam	Fire/Rescue Call (#2327)	\$1,035.00
Jenc, Ken	Hangar Late Fee (#2129)	\$ 25.00
Olson, Shannon	Snow Removal (#2292)	\$ 27.00
Polipnick, Phil	P&Z (Snow Removal #2191)	\$ 280.31
Sauk Air, LLC	Hangar Late Fee (#2320)	\$ 25.00
Schneider, Jason	Snow Removal (#2290)	\$ 27.00
Weber, David	Lot Mowing (#1639)	\$ 35.00
		<b>\$1,761.26</b>

**CORRECTIONS**

Sauk Centre Properties	Snow Removal (#2308) Corrected Amt. Re-invoiced	\$ 180.00
Sauk Centre Properties	Snow Removal (#2286) Corrected Amt. Re-invoiced	\$ 180.00
Vagabond Partners, LLC	Snow Removal (#2307) Invoice included in above	<u>\$ 60.75</u>
		<b>\$ 420.75</b>

**TOTAL TO BE REMOVED** **6,060.01**

**Summary**

Sent to collections/property taxes	\$ 3,878.00
Write off as uncollectible	\$ 1761.26
Duplicate Invoices	\$ 420.75

**Total** **\$ 6,060.01**

A motion was made by Stone and seconded by Johnson to approve Resolution No. 2010-68, Resolution Approving Adjustments to Accounts Receivable, moving the 3 Hangar

Late Fees (\$25/each) and Invoice 2327 and Invoice 2306 to collections. A vote being recorded as follows: A vote being recorded as follows: For: Council Members Stone, Johnson, Thomas and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- b. For 2010 the MN Department of Transportation has enacted a requirement to have a Master Partnership Contract in place with the City before it can execute any work orders.

In the past, the City provided services to the State in the form of plowing and snow removal on Highway 71 in the downtown area. Prior to executing the document to provide these services for the 2010-2011 snow season, the Contract must be signed and in place.

Council Member Johnson introduced Resolution No. 2010-69, Resolution Authorizing Execution of Contract Entering Into A Master Partnership Contract With MNDOT. 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.

- c. Pursuant to 7b, a work order has been requested by MNDOT that the City continue to provide services including snow removal on Highway 71.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to approve the Work Order with MNDOT for a snow removal bid at the bid amount of \$110/hour. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- d. TIF Pay As You Go Payments

**PAYGO Pmts (Paid to Developer)**

a. St. Michael's Hospital (Clinic)	21,719.53
b. Mississippi Flats	16,849.22
c. Sauk Centre Opportunities	0.00
d. Roach Center Crossing	25,405.48
e. Riverview Townhomes	5,018.58
f. Coborns	11,893.04

**Payment of PAYGO Loans (Internal Loans)**

a. RTS (Formerly Fitness Guru) (Interfund Loan)	7,239.79
b. Walters Trucking (Interfund Loan)	6,515.68
c. Cabinet Components (Revenue Bond)	10,902.23

**Transfer of Prior PAYGO to Bond Fund (Revenue Bond)**

a. Sauk Centre Welding (Felling)	19,846.73
----------------------------------	-----------

**TOTAL PAYMENTS: 125,390.28**

A motion was made by Johnson and was seconded by Thomas to approve the 2010 PAYGO payments. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone and Mayor Kirckof. Against: Council Member Coenen. The motion passed.

- e. The following is the abatement payment per the Fairway Pines Development Agreement:

City Taxes paid for 2010	\$3,639.99
2 <sup>nd</sup> Half Due 12.15.10	\$1,820.00

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the 2010 abatement payment of \$1,820.00. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. Jim Lawinger resigned as a Planning Commissioner. Mr. Lawinger's term expires December 31, 2011.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to accept the resignation of Jim Lawinger as Planning Commissioner. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

The Council thanked Mr. Lawinger for his time on the Planning Commission.

- g. Dennis Christianson worked as an Outdoor Skating Rink Attendant for the 2009-2010 season. He has stated he is interested in returning to work at the rink for the 2010-2011 season.

The Park Board recommends that the City hire Dennis Christianson as an Outdoor Skating Rink Attendant and also to advertise for a second person to serve as backup.

A motion was made by Council Member Johnson and was seconded by Council Member Thomas to appoint Dennis Christianson as an Outdoor Skating Rink Attendant at \$7.25/hour and also to advertise for a part time Outdoor Skating Rink Attendant. A vote being recorded as follows: For: Council Members Johnson, Thomas, Stone, Coenen and Mayor Kirckof. Against: None. The motion passed.

- h. A letter was received from Ann Mitchell on behalf of Kevin Lance, the owner of Old Mill Apartments.

As the letter indicates, a portion of the Mill Apartments encroaches upon the right of way of 1<sup>st</sup> Street South. The owner is requesting the City vacate the part of the roadway upon

which his building sits. This is necessary in order for him to transfer clear title to the building.

A vacation requires a public hearing.

In the interim, Mr. Lance is requesting the City execute an “easement” granting him use of the property until such time as the vacation can be completed.

Staff recommends that City Attorney Mayer draft the easement with costs to be paid by the requester.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve Resolution No. 2010-701, Resolution Setting A Public Hearing on a Vacation Commenced by A Petition of a Majority of Abutting Landowners and also to authorize the development and execution of an easement. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

i. The Chamber is proposing to sponsor a winter event at Sinclair Lewis Park on December 4, 2010 as follows:

1. Starts at 1 p.m.
2. Carolers.
3. Santa will arrive via fire truck at 2:00 p.m.
4. Santa will be available for visiting with children.
5. Sleigh rides.
6. Food and picture taking (Meyers Photography).
7. Fish house parade on Park Road.
8. Lighting of the big evergreen.

A motion was made by Council Member Coenen and was seconded by Council Member Stone to approve the use of Sinclair Lewis Park for the Winter Event. A vote being recorded as follows: For: Council Members Coenen, Stone, Thomas, Johnson and Mayor Kirckof. Against: None. The motion passed.

j. An application was received from S&D Liquors, DBA West Side Liquor, for the transfer of an Off-Sale liquor license along with the \$100 fee, Insurance Liability and Worker’s Compensation.

The liquor license annual fee will be pro-rated between the buyer and the seller at closing. The effective transfer date will be when the MN Department of Public Safety Alcohol & Gambling Enforcement Division gives approval.

Council Member Stone introduced Resolution No. 2010-71, Resolution Approving the Application of S&D Liquors, Inc. DBA West Side Liquor for a Transfer of an Off-Sale Liquor License Located at 1227 Timberlane Drive. The motion was seconded by Council

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

- k. An application was received by S&D Liquors, Inc. DBA Westside Liquors to sell cigarettes.

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

S&D Liquors Owner Darin Thompson thanked the Council and staff for being so accommodating to his requests.

- l. Pursuant to Council action on November 3, 2010 declaring property as excess and offering it for sale, the City advertised the sale of a 2005 Arctic Cat snowmobile on the MN Department of Administration website and received online bids.

Online bidding is now closed and the successful bid is \$3,875 plus sales tax for a total of \$4,141.41. The successful bidder is Tony Gage.

The Police Chief is recommending the bid be accepted and sold to the high bidder.

Council Member Johnson introduced Resolution No. 2010-73, Resolution Accepting Bids and Authorizing Sale of Various Excess City Property. The motion was seconded by Council Member Coenen. A vote being recorded as follows: For: Council Members Johnson, Coenen, Thomas, Stone and Mayor Kirckof. Against: None. The motion passed.

The revenue from the sale will go into the forfeiture fund.

## **8. UNFINISHED BUSINESS**

- a. Due to growing participation numbers in the Youth Baseball program, the Youth Baseball Association is interested in upgrading one Towerview Park softball field into a baseball field for 7-9<sup>th</sup> graders. The approximate cost of this project is \$12-18,000. The field will be similar to Jaycee Park, only on a larger scale.

## **9. NEW BUSINESS**

None.

## **10. CONSENT AGENDA**

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$57,887.25 and paid claims \$3,633.31 for a total of \$61,520.56.
- b. List of October checks totaling \$281,727.35 (Check #030731 through Check #030838).

- c. Resolution No. 2010-72, Resolution Acknowledging Contributions. The contribution totaled \$5,000 from the Sauk Centre Youth Hockey Association.
- d. The Fire Chiefs from Sauk Centre and Osakis met with Todd County GIS Coordinator on August 25<sup>th</sup> to clarify coverage areas. There were some discrepancies due to 911 addressing in Todd County. Both departments are in agreement and the appropriate documents have been filed to insure seamless coverage and dispatching in the West Union area.

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

Mayor Kirckof thanked the Sauk Centre Youth Hockey Association for their donation.

**11. INFORMATION ITEMS**

- a. Council Member Stone stated that he spoke with a business on 2<sup>nd</sup> Street and they are encouraging the City to pursue installing signage restricting truck traffic on 2<sup>nd</sup> Street.

It was noted that this change would need to take place by Ordinance.

**12. ADJOURNMENT**

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:26 p.m.

Respectfully submitted,

\_\_\_\_\_  
Mayor Brad A. Kirckof

\_\_\_\_\_  
City Administrator Vicki M. Willer