

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, NOVEMBER 20, 2013**

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

The Sauk Centre City Council met in a Regular Meeting on Wednesday, November 20, 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, Dave Thomas, Warren Stone and Mayor Kirckof. Also present were City Administrator Vicki Willer, City Planner Sarah Morton, Police Chief Bryon Friedrichs and Administrative Assistant Nicki Vogt. Mayor Kirckof presided thereat. Council Member Olson was absent.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A motion was made by Council Member Thomas and was seconded by Council Member Stone to approve the November 6, 2013 Regular Meeting Minutes, with changes. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

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

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs reported that in October 2013 there were 194 verbal warnings and 329 ICRs for a total of 523.
- b. The Airport MPAG Group met for its third regular session on Wednesday, November, 2013.

The general purpose of this meeting was to review and further define future development alternatives for the airport as we work toward the final Master Plan Approval and ALP (Airport Layout Plan).

- Of the layout alternatives presented, it was the consensus of the group that the preferred alternative for future development of the primary runway would be to shift any future expansion to the south to minimize impacts from safety zone overlays in the vicinity of I-94, the former racetrack, and the Wal-Mart Development Property.

- The preferred alternative for the turf runway is to shift the runway to the south parallel to its current configuration. This removes obstructions such as field roads, and privately owned buildings from the safety areas and consolidates the impact to one parcel which is currently foreclosed and being offered for sale. It was the further consensus of the Board that it should investigate possible purchase of the property that is located within Safety Zone A which could be a reimbursable grant from the FAA and MnDot Aeronautics.
- The preferred alternative for the development of the building area includes reserving an area for a future T-Hangar, along with the possibility of allowing privately owned hangars on the airport property. The development area also includes future building layouts for airport needs, along with parking, and taxiways. With the future option of private hangars, minimum specifications should be developed as guidelines for a long term land lease arrangement.

There is anticipated to be one final meeting of the MPAG group prior to the presentation of the Draft Master Plan and Airport Layout Plan in a Public Meeting to be followed by City Council Action to Adopt. The public meeting is anticipated to occur in February, 2014.

7. ACTION ITEMS

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

<u>NAME</u>	<u>DESCRIPTION OF CHARGE</u>	<u>AMOUNT</u>
SEND TO COLLECTIONS		
Messer, Carolyn	Fire/ATV Rollover (#2683)05/23/12	\$184.75
Digatonio, Mark	Fire/Vehicle Accident (#2787)01/08/13	\$243.00
Martinez, Cervantes	Fire/Vehicle Rollover (#2797)01/30/13	\$401.25
Brengman, Carlo	Fire/Vehicle Rollover (#2831)04/12/13	\$ 339.90
Wells, Holly	Fire/Vehicle Rollover (#2847)06/07/13	\$278.10
Bruce, Robert	Fire/Vehicle/Motorecycle(#2854)07/11/13	\$260.10
Ferrington, Robert	Arena Rental (#2876)09/10/13	<u>\$205.54</u>
		\$1,652.54
WRITE OFF AS UNCOLLECTIBLE		
Achman, Rose	Fire/Rescue Call (2838) 04/30/13	<u>\$ 196.20</u>
		\$196.20
REMOVALS (RESIDUAL LATE FEES)		
Harms, Joan	(Late Fee) (#2802) 01/31/13	\$13.50
Kent, Margaret	(Late Fee) (#2758) 10/22/12	\$7.50
McKenzie, Brooke	(Late Fee) (#2768) 11/20/12	\$4.80
Nelson, Pete	(Late Fee) (#2767) 11/20/12	<u>\$3.00</u>
		\$28.80
GRAND TOTAL		\$1,877.54

Council Member Thomas introduced Resolution No. 2013-84, Resolution Approving Adjustments to Accounts Receivable. The motion was seconded by Council Member Johnson. A vote being recorded as follows: For: Council Members Thomas, Johnson, Stone and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

- b. Several City Hall staff members have requested to take a vacation day on the day after Thanksgiving. In order to accommodate the requests, staff is asking for Council approval to close City Hall that day. This would not be a paid holiday.

A motion was made by Council Member Stone and was seconded by Council Member Johnson to approve closure of City Hall for the day after Thanksgiving. A vote being recorded as follows: for: Council Members Stone, Johnson, Thomas and Mayor Kirckof. Against: None. Absent: Council Member Olson. The motion passed.

By general consent, this was sent to the Policy Committee to review whether this date should be closed every year rather than needing approval on an annual basis.

- c. Each year Stearns County coordinates a Hazardous Waste Pickup Day (paint, fluorescent bulbs, etc.) around the county. Sauk Centre has been fortunate to secure a Saturday pickup and is able to hold the event at Bueckers City Sanitation. The downside of Saturday pickup is that it is difficult for Stearns County to utilize Sentence to Serve individuals and therefore relies on volunteers, which has become unreliable.

Stearns County is considering changing our pickup day to a weekday and change the location in Sauk Centre to either the school or arena lot. This would make the Sentence to Serve crew more available to them.

Because it is a benefit to have the event at Bueckers (only available Saturday) and also to have it when individuals are off work on weekends, staff has requested that Stearns County reconsider that option. They have informed us that they will keep the Saturday in Sauk Centre if the City can guarantee three to five volunteers for that date (June 21, 2014).

It was the general consent of the Council to keep the Saturday date and commit to scheduling more volunteers as well as ask area townships for volunteers.

8. UNFINISHED BUSINESS

- a. Following the Public Hearing on assessments for the 4th Street Project, several individuals have paid their assessments in full. The balance has been sent to Stearns County for collection with property taxes.

One individual at 712 4th Street has applied for and has been approved for a deferment under Mn Stat §435.194. This deferment is a Senior Citizen Deferment based upon income eligibility. This assessment will become payable at a future date when the property is sold or if it loses its homestead status.

Letters of explanation were sent to the two individuals at the meeting who expressed concern over their assessment. No response or appeal has been received from either.

- b. On October 2, 2013, the City Council directed that review of the Contract Agreement between the City/Sauk Lake Association/Sauk River Watershed regarding the proposed use of the residual funds in the Weed Harvester Fund be sent to the Policy Committee.

The proposal on the table is the remaining funds (\$200,000.00) be retained and reallocated for chemical treatment of invasive species. Chemical treatment would allow for the targeting of specific species rather than general harvesting of all the species. There have been discussions that spraying would be limited to navigation channels because the funds were initially obtained to create and maintain navigation, however, that would be part of a Work Plan to be developed separately.

In advance of the public hearing to allow for the change of use, the Watershed proposes that the City and Lake Association take a more active role in the management of the program. A contract proposal has been submitted to the City and Lake Association for review and adoption. The Association and the City would work to submit a Plan to the Watershed each year on what work needs to be done. Then work that fits within the Plan would be authorized and funds would be disbursed to pay for the work.

The Committee (Thomas and Olson) have discussed the issue with staff and feel that the Council should be brought into the discussion prior to a recommendation.

- Should the City be involved in the management of the residual funds or should the Watershed be the responsible entity?
- If the funds are no longer needed because the Watershed discontinued the Weed Harvester Program, should they be re-allocated to Chemical Spraying or should they be disbursed?
- Should the funds remain dormant in the event of a future need of the Harvester?

City staff has met with the Watershed and the Lake Association along with the Watershed's Attorney to get a better understanding of the proposal. In reality, the DNR governs how much and what can be sprayed. The Association and City would need to develop an annual Plan, develop an annual budget, receive requests coordinate spraying, and submit bills for payment by the Watershed.

This Agreement relates to the Administration of the Program. A separate Plan would also need to be developed (perhaps with the assistance of a consultant) on what work is to be done.

It was the general consent of the Council that more information/input is needed before any decision is made. If feedback is not received within 90 days, the Council will ask for a refund of their dollars.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council to consider the following Consent Agenda Items:

a. Schedule of Claims -	Unpaid Claims	\$33,950.62
	Paid Claims	<u>\$0.00</u>
	Total	<u>\$33,950.62</u>
b. October Checks	#2000E-2026E	\$351,432.36
	#034425-#03449	
	3 Payroll ACH	

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

11. INFORMATIONAL ITEMS

- a. State Representative Paul Anderson has scheduled a Radon Detection Public Meeting at City Hall on Tuesday, November 26, at 4:30 p.m.

The Minnesota Department of Health and Stearns County Environmental Services will be onsite providing information to the public about radon issues in Minnesota and also providing Radon Detection Kits to any interested individuals.

A new Minnesota Law which requires disclosure of radon as part of a real estate transaction has precipitated the Departments outreach.

Radon is a naturally occurring gas which if not properly ventilated can have serious health effects. Fortunately, mitigation is relatively easy.

12. ADJOURNMENT

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

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Mayor Brad Kirckof

City Administrator Vicki Willer