AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance

2. Approval of Agenda

3. Approval of Minutes (P. 1-8)

4. Public Open Forum (Comments Limited to 3 Minutes)

5. Public Hearings
   a. 2011 Proposed Budget (Truth in Taxation) (P. 9)

6. Reports/Presentations
   a. Liability Insurance Renewal, Richard Bullard, Agent (P. 10)
   b. Planning Commission Report (P. 11-12)

7. Action Items
   b. Resolution No. 2010-74 Adopting 2011 Budget (P. 16-18)
   c. Resolution No. 2010-75 Adopting 2011 Levy (P. 19-20)
   d. Resolution No. 2010-76 Approving Conditional Use Permit (P. 21-27)
   e. Ordinance 702 – Amending Zoning Ordinance Definitions (P. 28-29)
   f. Resolution No. 2010-77 Approving PCI Compliance Policy (P. 30-37)
   g. Ambulance Department Resignation (P. 38-39)

8. Unfinished Business

9. New Business

10. Consent Agenda (P. 40-42)
    a. Schedule of Claims

11. Informational Items

12. Adjournment
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 7-9th 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 31st.
• 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).
• 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 9th 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:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESCRIPTION OF CHARGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dugger, Mariah</td>
<td>Fire/Rescue Call (#2161)</td>
<td>$430.00</td>
</tr>
<tr>
<td>Hallermann, Wayne &amp; Darlene</td>
<td>Fire/Rescue Call (#2189)</td>
<td>$410.00</td>
</tr>
<tr>
<td>King, Clanton</td>
<td>Fire/Rescue Call (#2200)</td>
<td>$380.00</td>
</tr>
</tbody>
</table>
ASSESS TO PROPERTY TAXES

<table>
<thead>
<tr>
<th>Name</th>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esparza, Baudelia</td>
<td>Snow Removal (#2279)</td>
<td>$27.00</td>
</tr>
<tr>
<td>Hill, Erik</td>
<td>Sidewalk Replacement (#2232)</td>
<td>$200.00</td>
</tr>
<tr>
<td>LeClaire, Candice</td>
<td>Snow Removal (#2287)</td>
<td>$47.25</td>
</tr>
<tr>
<td>LeClaire, Candice</td>
<td>Snow Removal (#2309)</td>
<td>$47.25</td>
</tr>
<tr>
<td>Skillings, Richard &amp; Mary</td>
<td>Snow Removal (#2278)</td>
<td>$94.50</td>
</tr>
<tr>
<td>Skillings, Richard &amp; Mary</td>
<td>Lot Mowing (#2386)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Terhaar, Jeffrey &amp; Carol</td>
<td>Snow Removal (#2291)</td>
<td>$72.00</td>
</tr>
<tr>
<td>Wessel, Walter</td>
<td>Lot Mowing (#1939)</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

WRITE OFF AS UNCOLLECTIBLE

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

CORRECTIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sauk Centre Properties</td>
<td>Snow Removal (#2308) Corrected Amt. Re-invoiced</td>
<td>$180.00</td>
</tr>
<tr>
<td>Sauk Centre Properties</td>
<td>Snow Removal (#2286) Corrected Amt. Re-invoiced</td>
<td>$180.00</td>
</tr>
<tr>
<td>Vagabond Partners, LLC</td>
<td>Snow Removal (#2307) Invoice included in above</td>
<td>$60.75</td>
</tr>
</tbody>
</table>

TOTAL TO BE REMOVED

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,060.01</td>
</tr>
</tbody>
</table>

Summary

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent to collections/property taxes</td>
<td>$3,878.00</td>
</tr>
<tr>
<td>Write off as uncollectible</td>
<td>$1,761.26</td>
</tr>
<tr>
<td>Duplicate Invoices</td>
<td>$420.75</td>
</tr>
</tbody>
</table>

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: 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
2nd 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 1st 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 7-8th 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 25th 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 2nd Street and they are encouraging the City to pursue installing signage restricting truck traffic on 2nd 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
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: Truth in Taxation Public Meeting
Agenda Item: 5a

Description/Summary

The Council to hold a Public Meeting on the proposed 2011 Budget. The Budget Meeting Notice was published in the Sauk Centre Herald notifying the public of their opportunity to voice their concerns regarding the 2011 budget and levy and to ask questions of the Council.

Because the City did not elect to move forward with the 2011 Stormwater Project, project costs and the accompanying bond revenue may be removed from the budget if desired. The amount that was in the budget for a placeholder is $2,500,000.

The City Council will be asked to adopt Resolutions approving the budget and levy during the Action Item section of the Agenda.

The budget presented is the Preliminary Budget approved in September and was used for the calculations for the Proposed Property Tax Statements mailed to residents earlier in November.

Action Requested:

Review Budget and Conduct Public Meeting for Comments/Questions

Action Taken: ____________________________________________

Motion: ______________________ Second: ___________________
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: Liability Insurance Renewal, Insurance Agent Bullard
Agenda Item: 6a

Description/Summary

Insurance Agent Rich Bullard will report on the City's insurance renewal. The City currently purchases Liability, Property & Equipment, Open Meeting Law, Excess Liability, Airport, Workers Compensation Insurance and bonding through the League of Minnesota Cities.

Each year the Council must decide whether to waive the Tort Liability Statutory limits which is further explained under Action Item 7a.

Action Requested:

Action to be taken under 7a.

Action Taken:

Motion: Second:
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: Planning Commission Report
Agenda Item: 6b

Description/Summary

Agenda Attached.

Action Requested:

Action Taken:

Motion: Second:
AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance

2. Approval of Agenda

3. Approval of Minutes – (P. 1-7)

4. Public Open Forum (Comments Limited to 3 Minutes)

5. Public Hearings
   a. Conditional Use Permit - Traci Ryan (P. 8-22)
   b. Zoning Amendments - Definitions (P. 23-26)

6. Reports/Presentations
   a. October Building Permit Report (P. 27-28)

7. Action Items
   a. Conditional Use Permit - Traci Ryan (P. 29)
   b. Zoning Amendments - Definitions (P. 30)
   c. Administrative Appeal - Tim Huston (P. 31-40)

8. Unfinished Business

9. New Business

10. Informational Items (P. 41-54)
    a. Planning Commission Member Resignation
    b. December 2010 Planning Commission Meeting
    c. Stearns County – Land Use and Zoning Ordinance 439

11. Commission Comments

12. Adjournment
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: Excess Liability
Agenda Item: 7a

Description/Summary

Each year when the City renews Liability Insurance Coverage, a determination needs to be made whether the City purchases Excess Liability Insurance Coverage and also whether the City wishes to waive the per person limit for liability put in place by MN State Statute.

Currently the City purchases One Million Dollars of excess coverage and waives the limit.

With this option if there is a claim where the City is liable such as a vehicle accident or some form of negligence, the injured party would be able to recover up to 2.5 million dollars if awarded. If there were multiple claims for the same act, the aggregate maximum that the City could be liable is also 2.5 million which would be divided among claimants.

If the City chooses not to purchase the excess liability and does not waive the limit, the most a claimant could recover is $500,000 with a total liability per incident of 1.5 Million.

Sauk Centre in the past has taken the position that if the City is proven liable for an incident that $500,000 may not go a long way to cover potential lifelong expenses.

Claims that will not be covered by the limits are claims under federal civil rights law, claims for actions in another state, claims based on liquor sales, claims based on the taking law and claim for tort liability which the City has assumed by contract.

One additional issue to consider is that the City has multiple boards that could be liable independently of each other so the excess liability would provide additional coverage in that instance.

Action Requested:
Purchase Excess Liability Insurance and Waive the Statutory Limit.

Action Taken: 
Whether to waive the statutory per-person limit for liability coverage.

The LMCIT liability coverage is issued with a $1,500,000 per occurrence limit. The coverage form does not automatically waive the statutory provisions that limit the city's liability to $500,000 per claimant. However, the city has the option to waive the statutory per-person limit.

Each city needs to consider whether or not to waive the statutory per-person limit. Here's a shorthand summary of the practical effects of that decision.

- **If the city does not waive the statutory tort limits**, an individual claimant would be able to recover no more than $500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.

- **If the city waives the statutory tort limits and does not purchase excess liability coverage**, a single claimant could potentially recover up to $1,500,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to $1,500,000 regardless of the number of claimants.
# LMCIT Liability Coverage Options

<table>
<thead>
<tr>
<th>Coverage structure</th>
<th>On a liability claim to which the statutory limits apply</th>
<th>On a liability claim to which the statutory limits do not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the city:</strong></td>
<td>This is the maximum amount a single claimant could recover on an occurrence.</td>
<td>This is the maximum total amount that all claimants could recover on a single occurrence.</td>
</tr>
<tr>
<td>Does not have excess coverage &amp; Does not waive the statutory limits.</td>
<td>$500,000</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Does not have excess coverage &amp; Waives the statutory limits.</td>
<td>$1,500,000</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Has $1,000,000 of excess coverage &amp; Does Not Waive the statutory limits.</td>
<td>$500,000</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>* Has $1,000,000 of excess coverage &amp; Waives the Statutory limits.</td>
<td>$2,500,000</td>
<td>$2,500,000</td>
</tr>
</tbody>
</table>

* Current Level Of Coverage For The City Of Sauk Centre
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: 2011 Budget (Resolution No. 2010-74)
Agenda Item: 7b

Description/Summary

Attached is proposed Resolution 2010-74 Adopting the 2011 Final Budget for all City operations.

Action Requested:

Approve Resolution No. 2010-74 Adopting 2011 Budgets.

Action Taken:


Motion: Second:
RESOLUTION NO. 2010-74

RESOLUTION ADOPTING FINAL 2011 EXPENSE AND REVENUE BUDGETS FOR THE CITY OF SAUK CENTRE

BE IT RESOLVED, BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA: That the 2011 Final Expense Budget be adopted as follows:

<table>
<thead>
<tr>
<th>General Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Government</td>
<td>103,146.10</td>
</tr>
<tr>
<td>CVB</td>
<td>35,000.00</td>
</tr>
<tr>
<td>Administration</td>
<td>312,542.20</td>
</tr>
<tr>
<td>Elections</td>
<td>0.00</td>
</tr>
<tr>
<td>Audit</td>
<td>44,260.00</td>
</tr>
<tr>
<td>Legal</td>
<td>35,000.00</td>
</tr>
<tr>
<td>Planning/Zoning</td>
<td>99,560.88</td>
</tr>
<tr>
<td>City Hall</td>
<td>64,441.64</td>
</tr>
<tr>
<td>Police Administration</td>
<td>236,540.75</td>
</tr>
<tr>
<td>Patrol</td>
<td>386,626.05</td>
</tr>
<tr>
<td>Fire Service</td>
<td>121,892.00</td>
</tr>
<tr>
<td>Emergency Service</td>
<td>550.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Public Works (General)</td>
<td>0.00</td>
</tr>
<tr>
<td>Streets</td>
<td>547,680.75</td>
</tr>
<tr>
<td>Ice/Snow</td>
<td>8,000.00</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>54,000.00</td>
</tr>
<tr>
<td>Sidewalks</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Storm Drainage</td>
<td>14,000.00</td>
</tr>
<tr>
<td>Composting</td>
<td>200.00</td>
</tr>
<tr>
<td>Waste Disposal (Oil)</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Outdoor Skating</td>
<td>8,065.00</td>
</tr>
<tr>
<td>Information Center</td>
<td>11,224.00</td>
</tr>
<tr>
<td>Transit Building</td>
<td>6,875.00</td>
</tr>
<tr>
<td>Campground</td>
<td>38,311.24</td>
</tr>
<tr>
<td>Walnut Garage</td>
<td>420.00</td>
</tr>
<tr>
<td>Cultural Programming</td>
<td>600.00</td>
</tr>
<tr>
<td>Parks</td>
<td>287,972.52</td>
</tr>
<tr>
<td>Lake Restoration</td>
<td>0.00</td>
</tr>
<tr>
<td>Shade Tree</td>
<td>8,850.00</td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td><strong>2,432,758.13</strong></td>
</tr>
</tbody>
</table>
Special Revenue Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forfeiture Fund</td>
<td>6,550.00</td>
</tr>
<tr>
<td>Library</td>
<td>32,587.15</td>
</tr>
<tr>
<td>Fire Equipment Fund</td>
<td>10,150.00</td>
</tr>
<tr>
<td>Fire Dept.</td>
<td>221,527.78</td>
</tr>
<tr>
<td>EDA</td>
<td>48,700.00</td>
</tr>
<tr>
<td>Park Dedication Fund</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Siren Fund</td>
<td>6,500.00</td>
</tr>
<tr>
<td>Airport</td>
<td>129,986.25</td>
</tr>
<tr>
<td>Ambulance</td>
<td>249,585.69</td>
</tr>
<tr>
<td>Arena</td>
<td>64,436.00</td>
</tr>
<tr>
<td>Senior Center</td>
<td>32,731.36</td>
</tr>
</tbody>
</table>

Total Special Revenue 842,754.23

TIF 585,264.35

Debt Service 1,356,125.72

Capital Improvements 2,504,500.00

Total Expenses 7,721,402.44

Less Interfund Transfers (651,511.25)

Less 2011 CIP Project (2,500,000.00)

Total Expenses all Funds Operating/TIF/Debt Service 4,569,891.19

BE IF FURTHER RESOLVED THAT THE 2011 REVENUE BUDGET BE ADOPTED AS PRESENTED.

Adopted this 1st day of December, 2010.

Mayor Brad A. Kirckof

ATTEST: City Administrator Vicki M. Willer
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: 2011 Levy Adoption (Resolution No. 2010-75)
Agenda Item: 7c

Description/Summary

See attached Resolution 2010-75 Adopting 2010 Property Tax Levy Collectible in 2011. According to law, the City now must certify the final levy. The total levy remains at $1,504,142.00 which was the amount adopted by the City at the Preliminary Budget meeting.

Action Requested:

Approve Resolution No. 2010-75 Certifying Final Property Tax Levy for taxes collectible in 2011.

Action Taken:

Motion: Second:
RESOLUTION NO. 2010-45
ADOPTING FINAL 2010 PROPERTY TAX LEVY,
COLLECTIBLE IN 2011

BE IT RESOLVED by the City Council of the City of Sauk Centre, County of Stearns, State of Minnesota, that the following proposed sums of money be levied for the current year, collectible in 2011 upon the taxable property in said City, for the following purposes:

General Fund

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>$32,100.00</td>
</tr>
<tr>
<td>EDA</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Airport (Fund # 230)</td>
<td>34,750.00</td>
</tr>
<tr>
<td>Senior Center</td>
<td>22,100.00</td>
</tr>
<tr>
<td>Arena</td>
<td>50,000.00</td>
</tr>
<tr>
<td><strong>Total Special Revenue</strong></td>
<td><strong>$158,950.00</strong></td>
</tr>
</tbody>
</table>

Debt Service:

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Issue</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>316</td>
<td>2004B Refunding</td>
<td>40,000.00</td>
</tr>
<tr>
<td>328</td>
<td>2007A G.O. Refunding</td>
<td>125,000.00</td>
</tr>
<tr>
<td>329</td>
<td>2008A G.O IMP</td>
<td>70,500.00</td>
</tr>
<tr>
<td>330</td>
<td>2009A G.O. IMP</td>
<td>216,677.00</td>
</tr>
<tr>
<td><strong>Total Debt Service</strong></td>
<td><strong>$452,177.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Certificate of Indebtedness

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streets – Sweeper</td>
<td>$6,012.00</td>
</tr>
<tr>
<td><strong>Total of Certificate of Indebtedness</strong></td>
<td><strong>$6,012.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL 2010 LEVIES** 1,504,142.00

The City Administrator is instructed to transmit a certified copy of this resolution to Randy Schreifels, the County Auditor of Stearns County, Minnesota.

Adopted this 1st day of December, 2010.

Mayor Brad A. Kirckof

ATTEST: City Administrator Vicki M. Willer
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: Resolution 2010-76 Approving Conditional Use Permit
Agenda Item: 7d

Description/Summary

The Planning Commission held a public hearing on Tuesday, November 23, 2010 to consider a Conditional Use Permit for a residential apartment on the lower level of a commercial building located at 521 Sinclair Lewis Avenue.

The proposal would involve remodeling the back half of the lower level into a one bedroom apartment.

The Planning Commission reviewed the proposal and recommend it be approved with conditions as outlined on the attached resolution.

Action Requested:

Approve Resolution 2010-76 Approving Conditional Use Permit for Traci M. Ryan

Action Taken:

Motion: Second:
Name of Applicant  Traci M. Ryan  
Address  211 Oak Street South  
City, State, Zip  Sauk Centre, MN 56378  
Phone  320-352-2698  Alternate Phone  320-249-2739  
Physical Address/Location of Property  521 Sinclair Lewis Avenue  

Legal Description of Property: (Please Attach Metes & Bounds Description) Townsite of Sauk Centre W20° of E90° of Lots 7 & 8 Block 12  
Parcel ID Number  94.59089.0000  Zoning District  C-1  
Applicant is:  
☐ Legal Owner of Property  
☐ Contract Buyer  
☐ Option Holder  
☐ Agent  
☐ Other  

State the nature of your request in detail. What are you proposing for your property?  

Signature of Owner, authorizing application  

Signature of Applicant (if different than Owner)  

APPLICANTS, PLEASE NOTE: A land use or land development, as defined by the Ordinance, listed as "permitted as an interim use" are permitted subject to all requirements imposed by sections of this Ordinance and additional conditions intended to mitigate anticipated adverse impacts associated with the use, to ensure compliance with the Standards, to insure that the Criteria are met, to protect the value of other property, and to achieve the goals and objectives of the Comprehensive Plan. Each interim use application shall be considered a unique situation and shall not be construed as precedents for similar requests. Further conditions may be imposed on any interim use by the City Council in response to special conditions of the use or site.
The Planning Commission will review or take action on this request on **11/23/2010**
(Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on **12/1/2010**

1. Describe the proposed use sought for the property:

   I am proposing to convert the back(south) 1/3 of the main floor to a one bedroom apartment. The front 2/3's would remain commercial space with 2 offices available.

2. State your reasons why the interim use if granted will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor impair property values in the immediate vicinity and is compatible with the existing neighborhood.

   Residential rentals are very common in the downtown. This would not be the first main floor unit (kessel bluffs). The unit will not be rented or used suitably for residential use and outdoor storage use will be prohibited in house.

3. Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Explain if additional facilities will be required.

   The building is currently served with water and sewer. No additional improvements is proposed and will have no impact on drainage.

4. Describe the impact to the traffic on roads, highways in the vicinity, and the expected traffic generated by the proposed use. Is there adequate off-street parking available to accommodate the proposal?

   There will be no more impact to traffic than a commercial user would have. There is 1.5 spaces for parking in back and the pull.

5. State what measures have or will be taken to control offensive odor, fumes, dust, glare, signage, excess traffic, noise and vibration, so that none of these will become a nuisance or disturbance to neighboring properties.

   None of the above are expected as a result of the project.

6. State your reasons why you believe a demonstrated need exists for the proposed use.

   In the current economy/leasing market there is an increased need for rentals and decreased need for commercials.
7. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.

N/A per submitter, no exterior expansion of the building is being applied for at this time.

8. Please include any other comments pertinent to this request.

As a one bedroom unit, no children will occupy the unit and outdoor use will be prohibited.

******************************************************************************

INSTRUCTIONS TO THE APPLICANT

Completed applications, with all submittal requirements, must be submitted to the Planning & Zoning Department no fewer than 25 days prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information must be submitted:

☐ This application must be completed, including responses to all parts of this application.
☐ The required fee must be paid. See Fee Schedule for details.
☐ N/A 3. Certificate of Survey with the following information, as a minimum unless waived by the Planning Commission / Board of Appeals and Adjustments.
☐ Legal description of the property and site address N/A
☐ Lot dimensions N/A
☐ North Point and Graphic Scale N/A
☐ All adjacent streets, easements and alleys N/A
☐ Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing N/A
☐ Identification of all setback dimensions from property lines N/A
☐ Location of all existing and proposed utilities and easements N/A
☐ Description of floor plans for each story
☐ Description of each building elevation, exterior building materials and color schemes
☐ Site grading plan, including erosion and sedimentation control measures and procedures N/A
☐ Delineations of any shoreland, flood plain or wetland areas on the site N/A
☐ Identification of any flood plain or wetland encroachments and detailed mitigation plans N/A
☐ Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.

☐ N/A 4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system. N/A

☐ N/A 5. Detailed description of any site fencing, including type, location and height N/A
521 Sinclair Lewis Ave
(PIN - 94-59089-000)

Existing Floor Plan

Commercial

Apartment

Treei Ryan
320-248-2739
RESOLUTION 2010-76

RESOLUTION APPROVING A CONDITIONAL USE PERMIT REQUEST OF TRACY M. RYAN

WHEREAS, an application has been submitted by Tracy M. Ryan, for property located at 521 Sinclair Lewis Avenue, Sauk Centre lying within the County of Stearns, State of Minnesota, to wit:

Townsite of Sauk Centre W20’ of E90’ of Lots 7 & 8, Block 12, City of Sauk Center, County of Stearns, State of Minnesota.

WHEREAS, the property is zoned, C-1 Central Business; and

WHEREAS, said applicant requested a Conditional Use Permit for the purpose of allowing a one bedroom residential unit where this use is allowed with a Conditional Use Permit within the zoning district; and

WHEREAS, the Sauk Centre Planning Commission conducted a public hearing for the Conditional Use Permit on November 23, 2010 and heard testimony from all interested persons wishing to speak; and

WHEREAS, the Planning Commission recommends approval of the Conditional Use Permit based upon the following findings:

1. The proposal will not create excessive requirements for public facilities such as sewer, water and electricity as these services currently serve the building.
2. The proposed use will not adversely affect the public health, welfare and safety or be detrimental and injurious to property or improvements in the neighborhood as similar uses currently exist.

WHEREAS, the Planning Commission further recommends that the following conditions be included in the approval to assure protection to the general welfare of the City and adjacent properties:

1. Allotted parking not to exceed one vehicle.
2. Outdoor Storage is prohibited.
3. Party wall to be constructed to meet building code and fire code requirement including required exits.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA:

The Conditional Use Permit for Tracy M. Ryan is approved for the purpose of allowing a one bedroom ground floor apartment in a C-1 Central Business District with Findings 1-2 and Conditions 1-3 listed above.
Adopted this 1st day of December, 2010.

Mayor Brad A. Kirckof

ATTEST:
City Administrator/Clerk Vicki M. Willer
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: Zoning Ordinance Amendments
Agenda Item: 7e

Description/Summary

The Planning Commission held a public hearing at its November 23, 2010 meeting and are recommending Ordinance 702 Amending Definitions be adopted.

The Ordinance amends the City Code to further define:

LOT COVERAGE: Adds driveways, parking lots and other impervious surfaces to be included in the lot coverage calculation.

IMPERVIOUS SURFACES: Defines the term “impervious surfaces” to include Artificial structures such as buildings, decks and patios, and roads, sidewalks, driveways and parking lots that are covered by impenetrable materials such as asphalt, concrete, brick and stone. Soils compacted by urban development including areas covered by Class V also considered impervious surface.

LOT LINE, SIDE-INTERIOR and LOT LINE, SIDE-STREET (CORNER). These definitions differentiate the difference between a side lot line that abuts another property and a side lot line that abuts a street. The reason to differentiate is that the setbacks are different.

LOT LINE, SIDE-INTERIOR: A side lot line that abuts another property.

LOT LINE, SIDE-STREET (CORNER): A side lot line that abuts a public street or road right of way as on a corner.

Action Requested:

Approve Ordinance 702 Amending and Adding Definitions to Section 156.002 of the City Code.

Action Taken:

Motion: Second:
ORDINANCE NO. 702

AN ORDINANCE
AMENDING AND ADDING DEFINITIONS TO SECTION 156.003

BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAUK CENTRE:

Section One: Section 156.003 Definitions is amended by deleting the definition for LOT COVERAGE (1) and inserting:

LOT COVERAGE (1) The total of all areas of a lot occupied by buildings, structures, driveways, parking lots and other impervious surfaces.

Section Two: Section 156.003 Definitions is amended by adding definitions:

IMPERVIOUS SURFACES – Artificial structures such as buildings, decks and patios, and roads, sidewalks, driveways and parking lots that are covered by impenetrable materials such as asphalt, concrete, brick and stone. Soils compacted by urban development including areas covered by Class V are also considered impervious surface.

LOT LINE, SIDE-INTERIOR. A side lot line that abuts another property.

LOT LINE, SIDE-STREET (CORNER). A side lot line that abuts a public street or road right of way as on a corner.

Section Three: This ordinance shall be effective upon its passage and publication.

Adopted by the Sauk Centre City Council on the _____day of ______, 2010.

By:__________________________
Brad A. Kirckof, Mayor

ATTEST

__________________________
Vicki M. Willer, City Administrator
Description/Summary

As part of National Legislative Changes, credit card security requirements have been implemented to provide for safe procedures when a provider obtains confidential credit card data. These standards are called PCI DSS. (Payment Card Industry Data Security Standards)

The City currently obtains credit card data at the Campground through the use of the credit card terminal for collecting fees. A second “pay at the pump” terminal is utilized at the airport for unattended twenty-four hour fuel purchases. Our vendor to accept, process and remit payment to the City is Petroleum Card Services who has contracted with PROGuard to develop and monitor the program.

There are twelve main compliance features that must be adhered to in developing a policy under six sub-categories. Because the City does not process credit cards through our computer system due to both offsite terminals being connected directly through a phone line, not all the compliance features are required. (Identified by underlining).

Build and Maintain a Secure Network.

1. Install and Maintain a firewall configuration to protect cardholder data.
2. Do not use vendor supplied-supplied defaults for system passwords.

Protect Cardholder Data

3. Protect stored cardholder data
4. Encrypt transmission of cardholder data across open, public networks.

Maintain a Vulnerability Management Program

5. Use and regularly update anti-virus software or programs
6. Develop and maintain secure systems and applications

Implement Strong Access Control Measures

7. Restrict access to cardholder data by business need to know
8. Assign a unique ID to each person with computer access.
9. Restrict physical Access to cardholder data
Regularly Monitor and Test Networks

10. Track and monitor all access to network resources and cardholder data.
11. Regularly test security systems and processes

Maintain an Information Security Policy

12. Maintain an Information Security Policy

A draft policy is submitted for approval which meets PCI DSS requirements. City staff has been provided copies of the policy for review.

In Summary: No electronic media is retained. All paper copies do not list the sixteen digit credit card number. Paper copies are kept under lock and key and shredded according to the Records Retention Schedule. All access is documented including service providers. All software updates are documented.

Fiscal Implications: All vendors that accept credit cards are subject to compliance. This is an unfunded mandate. Therefore, the City will be required to pay approximately $15 per month for each location or a total of $360 per year for system compliance monitoring. If the City pays for the year in advance in January the fee is $129 per site or $258.00 per year.

Action Requested:

Approve Resolution 2010-77 Approving Policy Providing for PCI DSS Compliance.

Action Taken: __________________________________________________________

________________________________________________________

Motion: __________________________ Second: __________________________
CITY OF SAUK CENTRE
POLICY AND PROCEDURES FOR COMPLIANCE WITH
PCI DSS GUIDELINES

The City of Sauk Centre adopts the following policy and procedures to comply with the Payment Card Industry Data Security Standards, hereinafter "PCI DSS". The standards are adopted to insure that safe procedures are implemented and followed to provide for secure management and storage of confidential credit card data.

1. All employees must be trained and educated on the policies and procedures. Each employee is to sign the Employee Acknowledgement. (Employee Compliance Form)

2. **PCI DSS Requirement 3.2** - All systems must adhere to the following requirements regarding storage of sensitive authentication data after authorization (even if encrypted). To adhere to this requirement the City adopts the following Policy:

   A. POS (Point of Sale) systems will be updated with the most current version of software that is provided by the manufacturer, which does not store the full contents of any track from the magnetic stripe (located on the back of a card, contained in a chip, or elsewhere). All software upgrades will be documented on the Processing Equipment Maintenance Form.

   B. The card-validation code or value (three-digit or four-digit number printed on the front or back of a payment card) used to verify card-not-present transactions and the personal identification number (PIN) or the encrypted PIN block will not be stored.

3. **PCI DSS Requirement 3.3** - Mask PAN when displayed (the first six and last four digits are the maximum number of digits to be displayed). To adhere to this requirement the City adopts the following Policy:

   A. Truncation will be performed by the POS system.

   B. When using a "paper imprinter" slip for telephone orders and mail orders and the document is to be stored, all digits except the last four will be blacked out.

4. **PCI DSS Requirement 4.2** - Never send unencrypted PANs by end-user messaging technologies (for example, e-mail, instant messaging, chat). To adhere to this requirement the City adopts the following Policy:

   A. When absolutely necessary to send cardholder data, other personally identifiable information, or other sensitive information via messaging technologies (including text or email), appropriate measures are taken to block out or remove the cardholder information, other personally identifiable information, or that the communicated sensitive information is rendered useless.

5. **PCI DSS Requirement 7.1** - Limit access to system components and cardholder data to only those individuals whose job requires such access. To adhere to this requirement the City adopts the following Policy:
A. Each employee is given their own unique access code for POS or stand alone terminals which are to restrict the fields in which they have access.

B. Employees are instructed not to share cardholder information with other employees unless deemed necessary by a supervisor.

6. **PCI DSS Requirement 9.1** - Use appropriate facility entry controls to limit and monitor physical access to systems in the cardholder data environment. (P05 Maintenance Form, POS and Terminal Inspection Form); (Additional for Gas Stations: Pump and Site Inspection Form, Pump Key Form, and Pump Maintenance Form, P05 and Terminal Inspection Form) To adhere to this requirement the City adopts the following Policy:

A. Restricted areas will be appropriately identified by signage (i.e. authorized personnel only).

B. All keys will be unique to the site,

C. A P05/Counter top Maintenance Form will be completed when maintenance is done to any P05/Counter top terminal.

D. Terminals/POS will be inspected to ensure no unauthorized cables have been attached or the terminal/POS has not been tampered with.

For Gas Stations:

E. For cards accepted at the pump, a daily pump and site inspection is to be done to ensure pump security.

F. The Pump Key Form and the Pump Maintenance Form will be completed when pumps are accessed or services.

7. **PCI DSS Requirement 9.6** - Physically secure all paper and electronic media that contain cardholder data. (Cardholder Data Form) To adhere to this requirement the City adopts the following Policy:

A. All paper documents (including receipts, notes, reports and faxes) and all electronic storage data such as cds, backup tapes, thumb drives, hard drives and credit/debit card processing machines which contain the customers' full credit/debit card numbers will be located.

B. It is the Policy of the City that it will not retain any documentation that contains the customer’s full credit/debit card number except in unique circumstances. If it is determined that it is necessary to keep any paper of electronic data that contains the customer’s full credit/debit card number the following shall apply:

* If it is portable electronic storage, it must be stored in a locked cabinet
* Any electronically stored data must be password secured.
* A form must be kept documenting how the cardholder data is stored and secured.
All other documentation will be destroyed or all but the last four digits will be blacked out.

8. **PCI DSS Requirement 9.7** - Maintain strict control over the internal or external distribution of any kind of media that contains cardholder data. (Media Removal Form) To adhere to this requirement, the City adopts the following Policy:

   A. All material moved from the secure area will be marked confidential, documented on the Media Removal Data Form and transported by a document service such as Fed Ex or U.S. Post Office with a tracking number.

9. **PCI DSS Requirement 9.8** - Ensure management approves any and all media containing cardholder data that is moved from a secured area (especially when media is distributed to individuals). To adhere to this requirement, the City adopts the following Policy:

   A. No material containing cardholder data will leave the premises without the permission of management.

10. **PCI DSS Requirement 9.9** - Maintain strict control over the storage and accessibility of media that contains cardholder data. To adhere to this requirement, the City adopts the following Policy:

    A. All sensitive data is to be kept in a file or secured area which is accessible by management only.

    B. The file cabinet containing confidential information is to be locked during business hours as well as after hours.

11. **PCI DSS Requirement 9.10** - Destroy media containing cardholder data when it is no longer needed for business or legal reasons. (Media Destruction Form) To adhere to this requirement the City adopts the following Policy:

    A. Requirement 9.10.1-Hard copy materials will be shredded, incinerated, or pulped so that cardholder data cannot be reconstructed.

    B. The description of the storage data destroyed and the date and method of destruction will be documented on the Media Destruction Form.

    C. Management is to sign and date the Form and it is to be kept in the Compliance Binder.

12. **PCI DSS Requirement 12.8** - If cardholder data is shared with service providers, maintain and implement policies and procedures to manage service providers. (Service Provider Form and Service Agreement) To adhere to this requirement the City adopts the following Policy:

    A. The City will maintain a list of service providers who would have access to any POS system or to any credit card data. This also includes those individuals or companies which maintain gas pumps.
B. The City will determine with whom to share customers' cardholder data. All other companies or individuals who are not employees will be documented on the Service Provider Form.

C. The City will maintain a written agreement that includes an acknowledgement that the service provider is responsible for the security of cardholder data the service provider's possesses.

D. The city will monitor service providers' PCI DSS compliance status by requesting a copy of their annual SAQ.

13. PCI DSS Requirement 12.8.3 - Ensure there is an established process for engaging service providers including proper due diligence prior to engagement. To adhere to this requirement the City adopts the following Policy:

A. The City will only engage contracted work with industry-approved vendors and check references of such vendors.

14. PCI DSS Requirement 12.9 - Implement an incident response plan. Be prepared to respond immediately to a system breach.

A. If a breach occurs, please notify the Petroleum Card Services PROGuard™ compliance department at 1-866-427-7297 x295. If PROGuard™ is unavailable, please contact Visa Fraud Investigations and Incident Management group immediately at (650) 432-2978.

Adopted by the City Council of the City of Sauk Centre December 1, 2010.

________________________________________
Brad A. Kirckof, Mayor

________________________________________
Vicki M. Willer, City Administrator
PROGuard™ PCI Compliance
Employee Acknowledgement

The Petroleum Card Services PROGuard™ PCI Compliant Policies have been prepared for your information and understanding of the requirements necessary to become and remain compliant with the credit card associations.

I, ________________________, have received and read a copy of the Petroleum Card Services PROGuard™ PCI Compliant Policies which outline the policies and requirements necessary to obtain compliant status with the credit card associations.

By my signature below, I acknowledge, understand, accept and agree to comply with the information contained within the PROGuard™ PCI Compliant policies which have been provided to me. In addition, I acknowledge that I have a duty to report any violation of these policies.

________________________________________
Employee Name (Print)

________________________________________
Employee Signature

________________________________________
Date

Copyright © 2009 ProGuard™. All rights reserved.
A registered MSP/ISO for Wells Fargo Bank, NA

P. 36
RESOLUTION NO. 2010-77

RESOLUTION ADOPTING POLICY PROVIDING
FOR PCI DSS COMPLIANCE

WHEREAS, the City of Sauk Centre currently accepts credit cards for payment at the pump at the Airport and for payment of fees at the Campground, and

WHEREAS, the City desires to secure confidential data collected when processing credit cards, and

WHEREAS, the City further desires to comply with recently enacted credit card security rules.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAUK CENTRE, MINNESOTA:

That the City of Sauk Centre Policy and Procedures for Compliance with PCI DSS Guidelines is hereby approved.

Adopted this 1st day of December, 2010.

Mayor Brad A. Kirckof

ATTEST:
City Administrator/Clerk Vicki Willer
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: Ambulance Dept. Resignation
Agenda Item: 7g

Description/Summary

Rachelle Beste has resigned her position with the Sauk Centre Ambulance Department effective November 22, 2010.

Action Requested:
Accept Resignation for Rachelle Beste effective November 22, 2010.

Action Taken:

Motion: Second:
Sauk Centre Ambulance Management,

It is with this letter that I regretfully resign from the Sauk Centre Ambulance Service. I have been fortunate to provide care to the citizens of the Sauk Centre and surrounding communities for the past few years. I will very much miss being part of such a wonderful and successful team. Keep up the amazing work!

Sincerely,

Rachelle Beste
City of Sauk Centre
Staff Report

Meeting Date: December 1, 2010
Subject: Consent Agenda

Agenda Item: 10a

Description/Summary

The Council to consider the following Consent Agenda Items:
 a. Schedule of Claims - Total of unpaid claims $28,187.80 and paid claims $1,070.41 for a Total of $29,258.21. See attachment 10a.

Action Requested:

Approval of Consent Agenda presented.

Action Taken:

Motion: Second:
### Schedule of Claims

**City of Sauk Centre**  
1st Meeting — December 2010  
Date of Meeting: 12/10/10; date prepared 11/26/10

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Dept.</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bound Tree Medical</td>
<td>Ambulance</td>
<td>EKG paper, electrodes, masks, defibr pads, etc</td>
<td>$329.74</td>
</tr>
<tr>
<td>Cartridge World</td>
<td>Adm/Police</td>
<td>Refill ink cartridges</td>
<td>$144.93</td>
</tr>
<tr>
<td>Clary’s Safety Equipment</td>
<td>Fire Eq/Fd</td>
<td>Fire helmets (2) + S&amp;H</td>
<td>$354.52</td>
</tr>
<tr>
<td>Drobn, Wendy</td>
<td>Transit</td>
<td>Reimb: Ziploc bags for bus tokens (Walmart)</td>
<td>$5.30</td>
</tr>
<tr>
<td>Drobn, Wendy</td>
<td>Elections</td>
<td>Reimb: Tote boxes for election supply storage (Walmart)</td>
<td>$12.83</td>
</tr>
<tr>
<td>Dyna Systems</td>
<td>Street</td>
<td>Band saw blades 7-8 ft (2)</td>
<td>$222.95</td>
</tr>
<tr>
<td>East Side Oil Co</td>
<td>Waste Oil</td>
<td>Disposal chgs: Used filters &amp; antifreeze</td>
<td>$230.00</td>
</tr>
<tr>
<td>Family Dollar Store</td>
<td>Ambulance</td>
<td>Paper towels, cleaning supplies</td>
<td>$47.72</td>
</tr>
<tr>
<td>Fastenal</td>
<td>Fire</td>
<td>Extension cords (5)</td>
<td>$154.77</td>
</tr>
<tr>
<td>Haynes Window Cleaning Service</td>
<td>City Hall</td>
<td>Wash city hall windows, inside &amp; out, front office &amp; lobby area</td>
<td>$160.32</td>
</tr>
<tr>
<td>Granite Electronics</td>
<td>Ambulance</td>
<td>Holster for radio (portable)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Johnson, Keith</td>
<td>GnGvt/Council</td>
<td>Mileage reimb: Board of Review training at St. Cloud 11.10.10</td>
<td>$45.00</td>
</tr>
<tr>
<td>Marco, Inc.</td>
<td>GnGvt</td>
<td>Monthly maintenance to 12.15.10: 3 copiers</td>
<td>$777.53</td>
</tr>
<tr>
<td>North Memorial - EMS Ed.</td>
<td>Ambulance</td>
<td>BLS instructor course (6 persons @ $250/ea)</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Office Depot</td>
<td>Police/Admin</td>
<td>Thank You cards (police), laminating sheets (Admin)</td>
<td>$41.68</td>
</tr>
<tr>
<td>Quill Corporation</td>
<td>Police/GnGvt</td>
<td>Copy-printer paper, 2 cases each</td>
<td>$127.82</td>
</tr>
<tr>
<td>R &amp; R Specialties</td>
<td>Arena</td>
<td>Air quality test tubes (4)</td>
<td>$348.30</td>
</tr>
<tr>
<td>Sauk Centre Convention &amp; Visitors Bureau</td>
<td>GnCVB/Cmpg</td>
<td>Remit 95% lodging to: Oct10</td>
<td>$3,438.85</td>
</tr>
<tr>
<td>Sauk Centre Fire Relief Assn</td>
<td>GenFireService</td>
<td>2010 contribution to fire relief assn</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Sauk Centre Fire Relief Assn</td>
<td>Fire Dept 225</td>
<td>2010 contribution to fire relief assn</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Sauk Centre Public School</td>
<td>Ambulance</td>
<td>CPR advertisement 2009-10</td>
<td>$174.00</td>
</tr>
<tr>
<td>Sauk Centre PUC</td>
<td>Various</td>
<td>Elec, water, sewer chgs: 10/05-11/04/10 (all locations)</td>
<td>$11,345.35</td>
</tr>
<tr>
<td>Star Claims</td>
<td>Ambulance</td>
<td>Billing fees: Oct 2010</td>
<td>$715.00</td>
</tr>
<tr>
<td>Stearns Co. Aud-Treas</td>
<td>Police Forfeiture</td>
<td>30% remittance: sale of 2007 Arctic Cat</td>
<td>$1,022.29</td>
</tr>
<tr>
<td>Stearns Co. Aud-Treas</td>
<td>Various</td>
<td>Truth-in-Taxation &amp; assmt adm fees: 2010</td>
<td>$494.60</td>
</tr>
<tr>
<td>Streichers</td>
<td>Police</td>
<td>New mace canister for Officer Jensen</td>
<td>$22.42</td>
</tr>
<tr>
<td>Summit Fire Protection</td>
<td>City Hall</td>
<td>Annual fire sprinkler system inspection fee</td>
<td>$260.00</td>
</tr>
<tr>
<td>Thomas, Dr. Mary (M.D.)</td>
<td>Ambulance</td>
<td>Annual city health director fee 2010</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Townmaster, Inc.</td>
<td>Street</td>
<td>Rubber spinner for sander (Trk B)</td>
<td>$232.88</td>
</tr>
<tr>
<td>US Postal Service</td>
<td>GnGvt</td>
<td>Postage-by-phone deposit</td>
<td>$500.00</td>
</tr>
<tr>
<td>Vogt, Sally</td>
<td>Various</td>
<td>Contract cleaning: 24 hrs (11/01-11/15)</td>
<td>$444.00</td>
</tr>
</tbody>
</table>

**TOTAL Unpaid Claims**  
$28,187.80

Claims paid after Nov. 17, 2010 meeting requiring approval:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Dept</th>
<th>Description</th>
<th>Amount</th>
<th>Date Pd</th>
<th>Ck No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nextel Communications</td>
<td>PWiks, Adm</td>
<td>Monthly cell phone chgs to 11.12.10</td>
<td>$260.48</td>
<td>11.18.10</td>
<td>30933</td>
</tr>
<tr>
<td>Periods &amp; Monkeys</td>
<td>City Hall</td>
<td>2 Christmas wreaths</td>
<td>$28.00</td>
<td>11.18.10</td>
<td>30937</td>
</tr>
<tr>
<td>Qwest</td>
<td>Library/Transit</td>
<td>Monthly phone line serv to 12.09.10</td>
<td>$94.21</td>
<td>11.18.10</td>
<td>30938</td>
</tr>
<tr>
<td>Stearns Elec Assn</td>
<td>Airport</td>
<td>Elec usage: 4 meters - Oct 2010</td>
<td>$460.30</td>
<td>11.18.10</td>
<td>30949</td>
</tr>
<tr>
<td>Telrite Corporation</td>
<td>Various</td>
<td>Monthly LD phone chgs to 11.08.10</td>
<td>$160.40</td>
<td>11.18.10</td>
<td>30950</td>
</tr>
</tbody>
</table>

P. 41
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Dept</th>
<th>Description</th>
<th>Amount</th>
<th>Date Pd</th>
<th>Ck No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chase Card Services</td>
<td>P&amp;Z</td>
<td>PZ/GIS map printout chgs: Oct 2010 (Stearns Co.)</td>
<td>$4.05</td>
<td>11.23.10</td>
<td>30959</td>
</tr>
<tr>
<td>Chase Card Services</td>
<td>Cmpg</td>
<td>Cmpg/Monthly internet service to cmpg: 11/06 - 12/05/10 (Clearwire)</td>
<td>$36.99</td>
<td>11.23.10</td>
<td>30959</td>
</tr>
<tr>
<td>Sprint</td>
<td>Police</td>
<td>Monthly in-car modem service to 12.14.10</td>
<td>$79.98</td>
<td>11.23.10</td>
<td>30962</td>
</tr>
</tbody>
</table>

| **Total Pd Claims**    | $1,070.41 |

| **Total unpaid claims for approval** | $28,187.80 |
| **Total PAID claims for approval**  | $1,070.41  |
| **TOTAL**                          | **$29,258.21** |