

**CITY OF PARK RAPIDS
CITY COUNCIL MEETING
March 8, 2016, 6:00 PM
Park Rapids Public Library-Lower Level
Park Rapids, Minnesota**

1. CALL TO ORDER: The March 8th, 2016, Regular Meeting of the Park Rapids City Council was called to order at 6:00 p.m. by Mayor Pat Mikesh, and everyone present recited the Pledge of Allegiance.

2. ROLL CALL: Present: Mayor Pat Mikesh, Councilmembers Ryan Leckner, Rod Nordberg, Erika Randall, and Paul Utke. Absent: None. Staff Present: Administrator John McKinney, Treasurer Angela Brumbaugh, Public Facilities Superintendent Chris Fieldsend, Planner Ryan Mathisrud, Police Chief Terry Eilers, Liquor Store Manager Scott Olson, Fire Chief Donn Hoffman, and Clerk Margie Vik. Others Present: Dick Rutherford, Frank Scherf, Nancy Newman, Lowell Wolff, Cynthia Jones, and Kevin Cederstrom from the Enterprise.

3. APPROVAL OF AGENDA: A motion was made by Leckner, seconded by Nordberg, and unanimously carried to approve the agenda with the following changes: Remove Item #8.9. from the agenda. Correct typos in Items #8.10 and #8.11, and add Full Time UFCW Employees to Item #8.11.

4. PRESENTATION:

4.1. Equipment Award to the Park Rapids Police Department for TZD Law Enforcement Work: Police Chief Terry Eilers introduced Frank Scherf. He's from the Office of Traffic Safety, the TZD, the old Safe and Sober Program Liaison. He's here to present an award which the officers earned this past summer.

Frank Scherf stated I'm with the Office of Traffic and Safety. It's a division of the Department of Public Safety (DPS), one of the main divisions of DPS is the state patrol. We're a division of the Minnesota Department of Public Safety just as the state patrol is. As the name would indicate our office concentrates on traffic safety. We fund law enforcement agencies around the state to do extra law enforcement on four areas of concern in the traffic sector, speeding, impairing driving, distracted driving, and not wearing your seatbelt.

Scherf stated the public needs to understand what the officers are doing to get this award. Our Towards Zero Deaths Program (TZD), used to be called Safe and Sober, which I used to work under. When I go to agencies, even though the name changed in 2003, people don't recognize the name TZD. They were hoping the name would catch on better, but it's still basically the same program. There have been improvements and some different areas of focus since the Safe and Sober Program. The main thing is they collaborated between the Department of Public Safety, Minnesota Department of

Transportation, and the Minnesota Department of Health. We work under what's called the four E's, engineering, emergency medical services (EMS), education, and enforcement. I'll give you an idea of what each of those do.

Scherf stated under the engineering E, when you're driving in rural Minnesota and you see two street lights over an intersection that's part of the engineering. They look at the rural intersections as a hazardous area where either all four or two vehicles need to stop. A lot of times that wasn't happening. People weren't seeing those intersections. With the lighting it draws your attention to the intersection and its reduced traffic crashes by a substantial amount. They also erect those big black corner chevrons on curves. Even during the day those help you notice the curve. Predominately most of the crashes are from people going off the roadway to the right. People aren't going off the road now.

Scherf stated under EMS they started working with the Minnesota Department of Health to set up a statewide trauma system. Previously, if you got into a crash in rural Minnesota your chances of getting to a trauma center were 67%. Now, with the new trauma center system set up we're no more than one hour away, either by air or road ambulance, from at least a level four trauma center, and that's increased that number to 99%. You're chances are just that much better to be treated at a trauma center.

Scherf stated under the education piece we do a lot of things locally, statewide, and nationally. Some of the national things you'll see during the holiday season is televised advertising about "Drive Sober or get Pulled Over". That's part of our education program. Locally, we hand out press releases. We want people to be aware that this program is out there and this is what we're doing. We do pre-enforcement media, so there's no sneak attack on this. We want everyone to know that the officers are out there. After that enforcement mobilization we do post-enforcement media to explain this is what we did and these are the results that we achieved. Everything is aboveboard. We don't want the public to think this is a sneak attack.

Scherf stated my area of concentration is enforcement. We work on speed, distracted and impaired driving, and seatbelts. One of the things I hear a lot is why do I have to wear a seatbelt? It doesn't affect anyone but me. That may be true if you are the only person in the vehicle. But if you get in a crash and the person without the seatbelt starts flying around, you are going to do damage to the others in the vehicle. Plus, there's a three year old study that was conducted by the University of Minnesota, it's costing taxpayers \$47 million a year for medical costs for unbelted passengers. There's a cost to everyone for that.

Scherf stated in 2003 we set a goal for 2014 to reduce the number from 655 deaths to 350. In 2003 there were 655. That was an all-time high. By the end of 2014 we were at 361. It was a 44% decrease in fatalities in eleven years. That is pretty good. The new goal for 2020 is 300. We need to get that down. It was 412 for 2015. We've had increases, primarily in motorcycle crashes and deaths. Our goal is attainable. In 2011 we were down to 368, 2012 it was 395. Those years were the first times we were under 400 since 1944. It's been a long time since we were 400 or more. We've proven that we can change that.

Scherf stated the whole idea behind this program is to change driving behavior. We can't do that simply by talking to people. I was a police officer for thirty years. I know that traffic tickets make a difference. No one likes to get a ticket. I don't necessarily want to write tickets, but that's what they're paying me to do, and I do know that it makes a difference. If you were presented with a program to reduce domestic violence by 44%, and the State of Minnesota was going to give you money to pay for it, why wouldn't you do it? The program

sells itself. I appreciate the fact that the Park Rapids Police Department has been a leader in this area for this program. They had to earn this award. We do two per law enforcement liaison area. There are four areas in the state. We do eight per each quarter, so thirty-two per year. There are 360 funded agencies in the State of Minnesota, less than 10% actually get this award. It says a lot about the work that your police department is doing here. It's saving lives. I thank you for allowing them to do this. Without your cooperation it doesn't happen either.

Scherf stated I brought two of the new radar units. The big old MR7's used to hang out of the windows. These have replaced those over the years. You can clock two different vehicles going in two different directions. Your chances of getting away with speeding aren't that great. Eilers stated all of our vehicles will now have the same equipment. This award saved the city about \$3,000.00. Scherf stated your entire community worked to get the funding for the chief. You have a real good community here that supports their law enforcement. You are fortunate.

5. EMPLOYEE RECOGNITION:

5.1. Certificate of Achievement for Michael Mercil-Ten Years of Employment, and Michael Ridlon for Fifteen Years of Employment: Mikesh stated Mike Mercil from the police department will receive a certificate for ten years of employment, and Mike Ridlon from the public works department will receive one for fifteen years of employment.

6. APPROVAL OF MINUTES:

6.1. City Council Regular Meeting Minutes-February 23, 2016: A motion was made by Randall, seconded by Nordberg, and unanimously carried to approve the February 23rd, 2016, City Council Regular Meeting minutes as presented.

7. FINANCE:

7.1. Payables & Prepays: A motion was made by Utke, seconded by Leckner, and unanimously carried to approve the payables in the amount of \$26,679.26, and the prepays in the amount of \$167,670.94, for a total of \$194,350.20.

8. CONSENT AGENDA: A motion was made by Nordberg, seconded by Randall, and unanimously carried to approve the following consent agenda items:

- 8.1. Resolution #2016-52 Approving the Renewal of On-Sale/Sunday Liquor License for Necce's Italiano Ristorante in the City of Park Rapids.**

- 8.2. **Resolution #2016-53 Approve the Renewal of an Off-Sale 3.2 Beer License for Northern Convenience, Orton's Park Rapids-East, and Coborn's in the City of Park Rapids.**
- 8.3. **Approve City Taxi Cab License for Raymond Rick Holman d.b.a. P.R. Taxi for January 1st, 2016, to December 31st, 2016.**
- 8.4. **Approve Purchase in the Amount of \$17,463.00 from Electro Watchman for a Replacement Video System at Rapids Spirits Municipal Liquor Store.**
- 8.5. **Resolution #2016-54 Appointing Kathleen Merfeld as Part Time Rapids Spirits Liquor Store Clerk for the City of Park Rapids.**
- 8.6. **Resolution #2016-55 Appointing Luke Luther to the Position of Volunteer Firefighter for the City of Park Rapids.**
- 8.7. **Approve the Purchase in the Amount of \$2,125.00 from Mid-State Wireless for Five (5) Minitor Pagers for the Fire Department.**
- 8.8. **Approve Pay Request in the Amount of \$6,749.75 to Dorothy Stanhke for the Payoff of her Tax Increment Finance District #8 Developer's Agreement.**
- 8.9. *Removed from Agenda.*
- 8.10. **Approve Memorandum of Understanding between the City and the MN Teamsters Public Works Union to Increase the 2016 Health Insurance Contribution to \$675.00 for Single Coverage and not to exceed \$1,009.00 for Dependent Coverage.**
- 8.11. **Approve the Increase of the 2016 Health Insurance Contribution to \$675.00 for Single Coverage and not to exceed \$1,009.00 for Dependent Coverage for the Non-Union Employees, and the Full Time U.F.C.W. Union Employees.**
- 8.12. **Approve the Job Description for the Part Time Accounts Payable Clerk.**
- 8.13. **Resolution #2016-56 Appointing Lisa Dormanen as the Part Time Accounts Payable Clerk for the City of Park Rapids.**
- 8.14. **Resolution #2016-57 Approving a Leave of Absence for Full Time Parks Maintenance Employee Stephanie Pazdernik.**
- 8.15. **Approve the Purchase of Class A Foam for the Park Rapids Fire Department.**

8.16. Resolution #2016-58 Amending Park Rapids Fire Department Organizational Handbook Regarding Leaves of Absence.

8.17. Approve Tree Contractor's License to Work in the City of Park Rapids in 2016 for A.C. Construction.

END OF CONSENT AGENDA

9. COMMENTS FROM CITIZENS: There were no comments.

10. PLANNING:

10.1. Amending the City Code of Ordinances of the City of Park Rapids, Chapter 153, Subsurface Sewage Treatment Systems, Sections 153.028 and 153.0281: Ryan Mathisrud stated this is to amend our development chapter on septic systems by inserting a requirement to inspect septic systems at the point of sale. Back on July 28th, 2015, the city updated its septic system ordinance. We did that to bring our ordinance into compliance with MPCA requirements by making it as restrictive as the Hubbard County septic system ordinance. At that time we adopted an ordinance to mirror that. Then the Council asked me to prepare some information, develop an ordinance, and report on a point of sale ordinance, and then bring it to the Planning Commission for a recommendation.

Mathisrud stated over the years the city has chosen to administer its own septic system ordinance because we wanted to maintain some autonomy over being able to coordinate enforcement of septic system upgrades with our capital improvement program. We wanted to be able to control whether or not we make someone upgrade their septic system knowing that we're providing utilities in the near future. The MPCA requires that city ordinances be as restrictive, but we do have some autonomy in being able to be more restrictive. The ordinance we're presenting is more restrictive than the Hubbard County ordinance. The city's primary responsibility to its residents is to ensure that we are adequately protecting the ground and surface water quality. We do that by managing all the underground utilities in the city. We do our own thing with our sewer and water. We inspect those periodically. But we do not do that with septic systems. We have a different program for those. The city does not inspect them. We require that property owners have a valid certificate of compliance and to produce those when certain triggers are met, when they need a permit to upgrade their existing system they have to provide a certificate of compliance, anytime they're expanding the footprint of the building, adding a bedroom or changing the characteristics of that building. Then they are required to provide that certificate of compliance prior to pulling a building permit. We also require it during area wide surveys when we choose to do those. We also require them when we receive a valid complaint. Staff will follow up to find if there is a problem. The purpose of that form is to verify if the subject is working appropriately or not. If it's not, then we have to follow up and make sure they upgrade the system within twelve months.

Mathisrud stated staff reviewed our existing property records. We found that we have records on file for about 40% of the septic systems in the community, but only about 10% of those had valid certificates. The certificates have a three year life span. The Planning Commission really dug into this over six months to see how this would affect the community. I drafted an ordinance and worked with the real estate community to try and integrate language that would meet their needs as well as the city's. We had a public hearing to hear concerns and comments. We found in developing our spread sheet for managing existing systems that there were a total of 156 systems in the city. There are forty-five in Discovery Circle, which is about 1/3 of the systems in the community. Staff is working on a proposal to extend utilities to Discovery Circle in 2017. So we wanted to be sensitive to that so we included into the ordinance a provision which gives us an exception to this proposed ordinance.

Mathisrud stated at the time of the Planning Commission meeting staff recommended approval of the ordinance, because staff felt the ordinance would meet its intended goal to increase the number of inspections that are being completed and subsequently upgraded when found to be non-compliant. The Planning Commission did feel differently. They voted unanimously to deny the request. Some of the comments that were received were that the ordinance is cumbersome and it gets into the middle of real estate transactions. That is true. That is the purpose of it. They felt that the ordinance was unnecessary because these inspections are already occurring, and this would now be required as a condition for financing. One comment was that it wasn't restrictive enough, meaning we're not getting an inspection on all systems in the community. Staff would have to do follow up work because we can't prevent a transaction from being recorded. We'd have to monitor transactions to insure that they were following through with inspections. There aren't a large number of systems in the community so the ordinance is providing a limited benefit.

Randall questioned how is it that the Planning Commission didn't think that the recorder's office isn't capable of monitoring this? If the Hubbard County Recorder's Office is aware that the city has an ordinance they could absolutely refuse to record a deed that didn't have a certificate of compliance is my understanding. Mathisrud stated I met with the recorder and she gave me information on that. There is the ability to do just what you're speaking of. The city can, if we require a tax stamp for all transactions in the city limits. They would have to come to us to sign off on the transfer. The problem is for my office to provide that level of service all the time. There are only two of us and to juggle that for when people need it would be a challenge. That is the mechanism that we have. In the proposed ordinance, what we would do is monitor the transactions. The recorder's office can note when someone brings in a transaction they can tell them you are supposed to have a certificate of compliance. But at the end of the day, they can't stop the transaction from being recorded unless we require a tax stamp, and I'm not proposing using that stamp.

Utke stated the main part of our discussion at the Planning Commission was we have nothing to gain with this point of sale. The reality community's process already identifies this. We'd be adding a duplication, causing more work, and possibly messing up things. We have nothing to gain other than the flow of those certificates, and that's a communication thing for us to give certificates at the office. We're adding expense that shouldn't be there. That's why at the end the Planning Commission said it's already being done.

Randall stated it causes them no more work, and it's not being done. Leckner stated it's done during financing. Randall stated I just closed on a house twice. It has a septic that's not recorded that is on a lake. The finance company did not request a certificate of compliance. It does not require the real estate agent to do anymore work. The real estate agent doesn't have to dig into the septic themselves. It's just giving them information about what the ordinance is. I'm frustrated with this. I think my house is the perfect example of why we need a point of sale to monitor these septic systems. I don't think that the purpose of an ordinance is to always have benefit to it. What's the benefit of any of the ordinances then?

Utke questioned the seller had to declare the condition of the septic? Randall stated no. Utke stated then it's up to the buyer to ask for it. Randall stated it was not a requirement. I could have bought that house with a failing septic system on a lake. That's the type of thing I think we should try to prevent. Utke stated that's what we shouldn't be getting in the middle of. Randall stated it's affecting our environment, potentially. Nordberg stated it's a public health issue. Randall questioned why do we have a shoreline ordinance? Aren't we trying to keep our shoreline healthy?

Nordberg questioned is this the same that banks already require? Can you get a certificate without an inspection? Mathisrud stated in order to get a certificate of compliance the person completing the inspection has to be a licensed inspector and has to go through the appropriate rules in completing that inspection. There's some confusion on the real estate transaction form. Sellers have to disclose what they know about their septic system, but they don't have to provide a certificate. The certificate of compliance is the official form that says it's good to go or no you're not.

Utke stated it's between the buyer and the seller. The buyer can say I want it to be inspected. Randall stated but it doesn't put more burden on the real estate agent. The agent doesn't want the deal to fall apart, but I think it's completely unfounded to say it puts more work on them. It simply does not. They just need to relay what the ordinance says. The financing does not require a certificate of compliance. There are a thousand kinds of different loans out there and some do. But not all require them. I'm the perfect example. I know nothing about septic. I buy my house and I find out that it's failing and it's causing a huge hazard to the environment, but nobody cares. Let's keep on keeping on.

Nordberg questioned was there any reference when you looked at other towns or the county's process, other than the sale, a business negotiation on public health? There seems to be a reason to do this to see whether or not it's working. It must be more than just the buyer's interest. Mathisrud stated when you get closer to the metro area, most counties require point of sale inspections. It's more expected, I think, if I'm not putting words in people's mouths. There are other counties nearby, Cass County, which requires point of sale inspections. It's not uncommon to require this. The reason being is to increase the number of septic system inspections that are occurring. If we had more inspections on file, and therefore we could follow up with inspection activity to make sure those systems get upgraded as a result of receiving those certificates. In the MPCA report for 2013 and 2014 roughly 49% of local units of government currently have point of sale ordinances with septic systems regulations. That's a combination of cities and counties.

Nordberg questioned did the realtors involved in the discussion give you any idea of how many properties would be paying the inspection fee per year? Mathisrud stated I don't recall the exact number. I did a rough survey. I believe we'd receive about 10% more inspections as a result of this ordinance, than we currently receive. We have about 10% of

the systems installed in our community that have a valid certificate of compliance. I looked to see if they've ever been inspected, and about 40% of them had during their history.

Randall questioned what about knowing the systems that are out there now? Mathisrud stated it is possible that we do not have record of all the systems that are installed out there right now. We are still fairly young at regulating septic systems. It hasn't been done to great detail in the past. But we're being pushed into getting more mature at this. There are systems that are not logged into my spread sheet. We found 156 at the time that we prepared it. I would suspect there's more and a point of sale provision would catch more systems out there. Randall stated my house was not included on your list. He had no idea I had a septic system.

Leckner questioned the county doesn't do this in the city? Mathisrud stated no. The city has opted into doing our own administration. We chose to do that. Leckner questioned this is stricter than the county's? Mathisrud stated this portion would be more restricted than the county's.

Leckner questioned is there any changes that could be made to this proposed ordinance amendment that would make it better? Utke stated we went through a number of months of it and the end result was a vote to deny it. It didn't start out that way. There were people in favor of it when we first started. It was unanimous that this was a duplication and something that we don't need to get involved in.

Randall questioned which efforts are being duplicated? None of what I've heard is a requirement. Leckner stated probably not 100%. Utke stated we felt everything was already being covered. We went through the whole effort to maybe find one thing, but it wasn't worth the effort of staff to do it. Mathisrud did a lot of work and research on this. But in the end that was their opinion. And I was one of them. Randall stated it's interesting you say the efforts of staff were a reason for not doing it, but that's not part of their comments. They didn't seem to worry about the staff and their efforts. My understanding of this in reading all of the Planning Commission's comments it was the real estate agents driving it to not pass. It was their concern that it was another thing on the real estate transaction. I appreciate their opinion. I'm saying that's what I saw. No one was concerned about our staff's time on it. I appreciate Mathisrud's work and the Planning Commission did a great job.

Utke stated on the real estate transaction form there is a declaration about the well and septic and then the paperwork that they have to disclose that. It's disclosed right on the form. Randall stated and they can say yes I have a well and septic and call it a day. Utke stated the buyer and the seller have to figure that one out if it's up to par or not. They have to pull on their own big boy pants and work out the deal. Randall stated it's not just about the buyer. It's about our environment. If we don't care about our environment, why do we care about failing septic systems at all? Why are there compliance inspections to add a garage on your house if we don't care about septic systems being compliant? This isn't just about buyer beware. It's bigger than that.

Mikesh stated I agree there is something that needs to be done. But should it fall into our hands? It's bigger than us, probably the state. Randall stated unfortunately the MPCA puts this on us and this ordinance is actually a way for us to come up with a plan to enforce what we're being required to do. Right now we're saying okay we'll follow the state, but we have no way to document it or follow up with it. It's not going to be a huge time consuming thing other than coming up with a system. Maybe this isn't the time and

we can approach it in a couple of years. It's silly to sit here and say we care about the environment, but not that much.

A motion was made by Utke, seconded by Leckner, to deny the Ordinance Amending the City Code of Ordinances of the City of Park Rapids, Chapter 153, Subsurface Sewage Treatment Systems, Sections 153.028 and 153.0281.

Discussion: Nordberg stated I think it's a way to protect the city's public health and prevent the neighbors from coming in and complaining about septic odors. That's how this happens. The neighbors start complaining. This is a way to catch it.

The vote was called.

The following Councilmembers voted in favor: Leckner, Mikesh, Utke.

The following Councilmembers voted nay: Nordberg, Randall.

The motion carried 3-2.

10.2. Policy for Administering License Agreements for Using City Property for Private Purposes: Mathisrud stated I'm not asking for approval at this time, only comments going forward. This is a policy to administer license agreements for using city property for private purposes. We have received requests to build structures or utilize a city right of way for somewhat permanent uses. We have the ability to do that by issuing license agreements. We received requests for four licenses over the past year. The question is how are we making our decisions to approve them. Is there a way of adding an element of predictability into this so that we are doing this in a way that makes sense.

Mathisrud stated some examples of where people request a license agreement would be if a business wants to install an awning over Main Avenue, or a wheel chair ramp to meet ADA requirements, or a sidewalk café. We issue a license in circumstances where they couldn't meet zoning requirements without utilizing city right of way. We have recently received a request from a cell phone company to install apparatuses within city right of way. Sometimes it's to fix a problem and sometimes it's for economic gain. We need a way approve these and to receive the most benefit from.

Mathisrud stated when someone applies its important meet a few standards, and to have insurance to hold us harmless if something bad happens. People typically carry business or homeowners insurance and we need that. We also need a way to charge people appropriately if they are using this for economic gain, like cell phone towers.

Mathisrud stated lots of cities do this. We just started a doing it. The proposed license agreement is somewhat shorter. Mainly, we need drawings to show the encroachment and how they will be using the right of way. The review would be by staff. Each situation is different. We can't anticipate all of the different uses that are going to be requested. The common ones are handicap ramps, fiber optic cables in the right of way, cell towers and equipment, fences, columns, roof drains, monitoring wells, sidewalk cafes, and landscaping irrigation systems, and other uses since we can't anticipate all the different uses. Once they provide the plans we'll send it around to city staff to make comments. The applicant will address the comments to make sure their plan is appropriate. If no comments are received then we can develop an annual license fee for the type of use. Then we'll bring it to the Council for review and approval. I believe this system would offer the most flexibility for administering license agreements.

Utke stated the amount of insurance the city would require would vary due to the different uses, like awnings on a business to cell towers. There is quite a variety of types of projects. If it's for an awning, I don't like those fees because they are already buying a permit to do that, but for cell towers, those fees are appropriate. It will be from A to Z. How do you come up with something that is user friendly across the whole scope? You'll have to have variations in there for all the different requests. The planner does need this tool to help the people.

Mathisrud stated staff brought up how do we regulate things like mailboxes. Will those fit under this license agreement? There are a lot of little things that we don't manage from day to day. I don't think that a mailbox installation would be appropriate for this process. One comment was to add a list of exceptions for what does not require the fee. A normal mailbox is in the city right of way. If someone installs a mailbox with standard post office approved material, that does not require a license agreement. But if it's a big brick landscaped mailbox, maybe that should require a license because that poses safety concerns for vehicle traffic. There are things that should be looked at closer.

McKinney stated I think we can look at what it applies to, permanent versus temporary structures. It's not just a matter of what we're going to allow in the right of way, but what we're not going to allow. This is the tool for that. We have historically not been giving licenses, people just do it. We've already recognized the need to do something more formal and that's what this is. Do you have input? Then we'll bring it back in the form of a policy.

Nordberg stated I remember in a project where there were private sprinkler systems in the right of way that got torn up. The question was who pays for replacing the sprinklers. McKinney stated if they want to come in and put something in our right of way, they have to remove it. But we have to get that in writing so that everyone understands it.

Nordberg stated the application says no right to assign or transfer. When we've had requests for variances, it went with the property not the owner. That needs to be changed or at least looked at. McKinney stated a variance is on private property, and we're talking about public property. Mathisrud stated in our application we have that information spelled out as future owners would be responsible for this agreement and we'd have to transfer the license, or we could terminate it at any time. Being able to issue a license agreement can help closings go through in certain situations. One example is we had a garage built one foot in the right of way and we were able to issue a license and allow that because it wasn't affecting anything for practical purposes. That's something that makes sense to transfer with the property except when we build a street. We might need the space back so we have the ability to terminate at any time.

Leckner stated I think you need to make it as user friendly for yourself as you can so you can avoid conflicts. Mathisrud stated part of the reason we have the fee on there is so we don't have applications for every little thing. It takes time to process these. My intent is to charge for some of that staff time that goes into doing these. We shouldn't encourage encroachments into the right of way. But there are things that have been approved in the past sixty years that are becoming issues now. This gives us some flexibility to look at these on a case by case basis. I was looking for your comments, and I'll try to get a final draft to you at the next meeting.

11. CITY ADMINISTRATOR COMMENTS: McKinney stated on Thursday from 3:00 p.m. to 5:00 p.m. there is an airport planning session conducted by TKDA. This is a long range plan that they are developing to comply with the funding that we get from the state. You're invited to attend that if you like.

McKinney stated there will be a special meeting of the EDA on March 29th at 6:00 p.m. at the armory. At 5:00 p.m. there will be an open walk through to explain how things will look when it's completed. There's \$350,000.00 of work yet to be done if this goes through. We're hoping you'll see a complete set of documents that will accompany our response to MMB for the grant application. The meeting will deal with the paperwork and the open house is for your visual inspection.

McKinney stated we're just starting a pay equity study which we have to do every three years. There is a meeting for Discovery Circle scheduled to talk about that project which is scheduled for 2017. I will be gone next week.

12. DEPARTMENT HEAD UPDATES: Fieldsend stated some of you got the packet via email. We're still working on the website issue. I believe the issue is with Arvig's equipment. I can upload from several other places, but not from city hall. Nordberg stated I looked at mine, and I was glad to see it.

Mathisrud stated we issued a building permit for Pleasant Avenue South for an apartment building. They started pouring footings in February.

Hoffman stated the plans have been finalized for the fire hall expansion. The bids have gone out so we're on schedule.

Brumbaugh stated Margie Vik, Janel Stewart, and I will be gone next week to attend the MCFOA Conference in St. Cloud. So there will be a small staff at city hall.

13. MINUTES/REPORTS/INFORMATION: There were no comments.

14. COMMENTS FROM COUNCIL: There were no comments.

15. ADJOURNMENT: A motion was made by Randall, seconded by Utke, and unanimously carried to adjourn the meeting at 7:10 p.m.

[seal]

Mayor Pat Mikesch

ATTEST:

Margie M. Vik
City Clerk