

**MINUTES OF THE CITY COUNCIL
ST. AUGUSTA, MINNESOTA
February 5, 2013**

CALL TO ORDER: The meeting was called to order by Mayor Kroll at 7:00 PM with the Pledge of Allegiance.

PRESENT: Mayor Kroll; Council Members Diehl, Reinert, Schulzetenberg and Zenzen; Engineer Halter; Attorney Couri; Building Inspector Hagman; Deputy Lentz and Clerk/Administrator McCabe.

OTHERS PRESENT: Fire Department Members Mitch Rosselange, Adam Sandhurst, Mark Hoff, Kevin Diedrich, Rob Claseman, Mike Tabatt, Duane Stang, Jerry Orth, Wayne Schwinghammer, Steve Schlueter, Shawn Steinhoffer and Rick Schultz.

CONSENT AGENDA: Mr. McCabe asked that Items 3J (Resolution #2013-14 appointing election judges) and 3K (Resolution #2013-05, supporting SRTS Grant application) along with two bills (St. Augusta Mini-Serv \$730.13 and Central MN Fire Aid Association \$50) be added to the agenda.

A motion was made to approve the consent agenda items 3A – 3K as amended by Mr. Reinert, seconded by Mr. Zenzen. Motion carried unanimously.

The following items were approved with the consent agenda:

City Council Minutes, January 2, 2013.
Bill Payable, Receipts and Treasurer's Report dated February 5, 2013 and for Checks #14843 - #14955
City Council Agenda, February 5, 2013.
January Animal Report
D. Dawson's attendance at MN Rural Water Conference
B. McCabe's attendance at MCFOA Conference

St. Mary HOC 3.2 Liquor License
St. Wendelin one-day 3.2 Liquor License
Club Almar outdoor sales and music May 4, 2013
Resolution #2013-04, Appointing Election Judges for Special Election on February 12, 2013
Resolution #2013-05, Supporting SRTS Grant Application

SHERIFF'S REPORT: Lt. Lentz was in attendance and provided the January sheriff's report. He indicated 41.5 contract hours were spent and six citations issued. Lt. Lentz reviewed the call types for the month and answered questions from the Council.

A motion was made to accept the sheriff's report as presented by Mr. Zenzen, seconded by Ms. Schulzetenberg. Motion carried unanimously.

BUILDING INSPECTOR'S

REPORT: Mr. Hagman presented the January building report. He indicated 3 permits were issued, all for remodels. He also explained there was an error on his May report and he was owed for the work completed.

A motion was made to approve the building inspector's report as presented by Mr. Zenzen, seconded by Mr. Diehl. Motion carried unanimously.

OPEN FORUM: No comments offered.

FIRE RELIEF ASSOCIATION

RETIREMENT

REQUEST: Members of the department, representing the fire relief association, were in attendance to request the City contribute to their retirement fund. There was an explanation of how their retirement is earned, what it takes to vest and how much they currently receive from the 2% funds annually. A suggested \$3,000 annually was requested. Mayor Kroll explained it isn't currently budgeted for and would have to be considered for future years. Mr. Reinert suggested if there is surplus funds at the end of the year, those funds could be used for this line item.

A motion was made to begin budgeting \$3,000 annually to make a contribution to the fire relief association retirement account by Mr. Diehl, seconded by Ms. Schulzetenberg. Motion carried unanimously.

FIRE DEPARTMENT

SOG'S:

Assistant Chief Tabatt was in attendance to go over proposed changes to the suggested operating guidelines for the department. He explained the first change was to section 11.3 and gave more discretion as to how the "board of review" handled members not meeting minimum requirements. Mr. Couri suggested 7.5 be amended to remove the "Roberts Rules of Order" requirement and state meeting will be conducted in an orderly manner. Mr. Tabatt also indicated a suggested change be made to section 12.2 altering the way future changes can be made to these SOG's. Mr. Zenzen suggested the appointment by the "mayor" be changed to appointed by the Council.

A motion was made to approve the amendments to the SOG's as further amended by Mr. Diehl, seconded by Mr. Reinert. Motion carried unanimously.

**ORDINANCE
#2013-03, AMENDING
FEE SCHEDULE
RENTAL LICENSING
SCHEDULE:**

Mr. McCabe presented a spreadsheet showing what some neighboring communities charge for rental licensing fees for inspections. Discussion focused on what the cost of the service would be and how often this is charged. Mr. McCabe stated the licensing ordinance states it is a bi-annual inspection. He suggested if adopted, it could become effective on January 1, 2014 to allow the property owners time to include in leases and get the inspections set up.

A motion was made to amend the fee schedule by adding the rental licensing fees as presented, effective January 2014, by Mr. Diehl, seconded by Mr. Reinert. Motion carried 4 – 1 with Mayor Kroll voting no.

**ORDINANCE
#2013-03, AMENDING
FEE SCHEDULE
SEWER DEBT
SERVICE:**

Mr. McCabe presented a spreadsheet showing how surrounding communities bill their apartment complexes water and sewer charges. The sheet shows there is no standard way to charge. Mr. McCabe also stated there was no discussion with the new apartment owners prior to the construction, so that was not likely a factor in them building or not. He suggested if we are going to amend the fee schedule to add debt service per unit as previously discussed, we make it effective January 2014.

A motion was made to amend the fee schedule and include a sewer per unit debt service fee for multi-unit buildings effective January 2014 by Mr. Zenz, seconded by Mr. Diehl. Motion carried 4 – 1 with Ms. Schulzetenberg voting no.

**ENGINEER'S
REPORT:**

Mr. Halter indicated he would like to have the cooperative construction agreement replaced with a newer version. He briefly reviewed the project and indicated St. Cloud was going to delay the construction of the south portion until 2014. Mr. Halter also gave a new cost estimate for the project.

A motion was made to enter into the cooperative construction agreement with the City of St. Cloud by Mr. Zenzen, seconded by Mr. Diehl. Motion carried unanimously.

Mr. Halter presented the feasibility study for the 2013 230th Street and 53rd Avenue improvements. He indicated he broke the phasing out a

little more than initially discussed because of the large costs involved. Mr. Halter stated the soil borings came back positive with good base and bituminous suitable for a mill and overlay rather than a reconstruction. Mr. Halter reviewed the estimates on reconstructing 230th Street in three phases, mill and overlaying 230th Street in three phases and mill and overlaying 53rd Avenue in two phases. The reconstruction of 230th would allow for a wider shoulder to be built for pedestrian traffic, whereas a mill and overlay would not allow for expansion of the roadway. Mr. Reinert suggested there is the possibility that legacy funds may be available because the reconstruct is protecting the trout stream. Mr. Zenzen suggested we consider not doing anything this year as it would give another year to build up the construction budget. Mr. Diehl asked when we consider bonding and the types of bonds available were discussed. Mr. Reinert stated he thought the priority was the center section of 230th Street and for safety reasons, the reconstruction should be strongly considered. Mr. Diehl agreed and consensus was that would be explored further once a topographical survey could be completed. Mr. McCabe will look into financing options and the item will be included on the next agenda.

SNOW BLOWER: Mr. McCabe presented a quote for a different snow blower than the one discussed at the last meeting. He explained that the water/sewer operator visited St. Cloud and tested this blower and was happy with the power and how easy it was to move.

A motion was made to approve the purchase of the Cub Cadet snow blower from Arnold's Equipment for \$654.98 by Mr. Diehl, seconded by Mr. Reinert. Motion carried 4 – 1 with Mr. Zenzen voting no.

**COUNCIL MEMBER
PURVIEW:**

Mr. Reinert indicated he wanted us to keep moving forward on establishing policies and procedures. He is requesting we get the priority list from our maintenance department and asked that we look at getting a time clock.

Mr. Zenzen stated we should consider holding a workshop meeting to get a better handle on our road plan and maintenance. Ms. Schulzetenberg stated the timing for this is sometime before we begin our budget process.

Mayor Kroll indicated we received a donation for the fire department. He also stated the replacement windows for the fire hall showed up but were the wrong size.

Mayor Kroll asked if there is anything we can do to get additional LGA funding. Mr. Couri stated the League will not take a position except to suggest additional funding. Mayor Kroll also asked about getting road

funding for small cities and Mr. Couri said that is in the State Constitution.

CITY ADMINISTRATOR

REPORT:

Mr. McCabe presented maps on the snow plowing priority policy along with a policy adopted in 2002. It was suggested that the ADT be used in conjunction with road type and the policy be refined and brought to the next meeting.

Mr. McCabe asked about the records retention policy and if he could start getting rid of some of the old files including building permits and old warrants. Mr. Couri suggested the building permits may want to be saved as they help when zoning questions come up.

Mr. McCabe presented a request for proposal from Stearns County on used conveyor equipment.

A motion was made to offer \$1,500 for one conveyor unit by Mr. Reinert, seconded by Mr. Diehl. Motion carried unanimously.

ADJOURMENT: A motion was made to adjourn at 10:30pm by Mr. Reinert seconded by Mr. Diehl. Meeting Adjourned.

Approved this _____ day of March, 2013.

BJ Kroll, Mayor

Attest:

William R. McCabe, Clerk/Administrator