

## MINUTES OF COUNCIL MEETING

April 4, 2011

A regular council meeting was duly called to order by Mayor Robert Roesler at 5:00 p.m. on Monday, April 4, 2011 with members Robert Roesler, Carroll Behne, Jeff Ross, Kurt Olson and Brad Ringnell present. Absent, none. Also present, City Admin/EDA Dir Jamie Letzring, Deputy Clerk Irene Schlaphoff and City Attorney Jim Wilson.

Motion by Ross to approve the agenda, second by Ringnell, carried.

Motion by Ringnell to approve the minutes with one modification, second by Olson, carried.

Consent agenda including payment of bills was declared approved.

Community Options and Resources Executive Officer Judy Martens, board members John Theobald and Mary Kittleson, and Business Manager Penny Claussen were present with a request for a building expansion at the group housing facility on Fox Lake Avenue, and to seek definition and clarification of the zoning ordinance. Sketched plans and structural engineer plans were shared and discussion was held regarding modification of the plans to comply with the zoning ordinance. City Attorney Jim Wilson explained the purpose of zoning regulations that are designed to preserve the integrity of residential neighborhoods, and advised that an architect be consulted to provide options that include an attached structure with a common wall in order to comply with ordinance language. Mr. Wilson also reminded all present that a public hearing is required, as administrative offices are listed as a conditional use in a residential zone.

Motion by Ringnell to approve a travel and training request from the City Administrator and Deputy Clerk to attend a Safety & Loss Control workshop in Mankato on Thursday, April 14, second by Ross, carried. City offices will be closed on that day.

On behalf of the personnel committee, Mayor Roesler explained the family medical leave plan that has been proposed for the City Administrator in July and August, including a part-time return to work on an hourly basis. Motion by Behne to approve the plan as proposed, second by Ringnell, carried.

Motion by Ringnell to approve an updated personnel policy to include Section 35 Employee Time Clock to provide an alternate source of documentation for establishing payroll earnings, second by Olson, carried.

Dale Schumann of Century 21/Northland Realty inquired if zoning regulations would allow warehouse and storage units to be built on a lot in the Business District and was informed that this type of building is permitted only in the Industrial District. There are available lots in the area zoned as I-1 Industrial.

In other business, Councilor Ross inquired about the publication of minutes and the condition of the streets in several areas. City Administrator Jamie Letzring explained the street repair process and the timelines involved; Mayor Roesler reviewed the on-going discussions regarding cost efficiencies of mill/overlay, street reconstruction, seal coating and patching, and stated that some cities are considering aggregate streets because of the high costs of asphalt. Councilor Ringnell inquired about patching bids versus repair by the N Osborne/W First St contractor. However, it is necessary that the patching be completed before the contractor is expected to return, and seeking proposals will aid in obtaining competitive prices.

Councilor Olson asked about a broken water main on West First Street and was informed that a private line had become separated; Councilor Behne mentioned properties that appeared to be hazardous and blighted. Mayor Roesler stated that he had been approached regarding the width of streets under construction, and commented about the worsening condition of the concrete intersection on N Manyaska and E Fifth Street. This intersection is slated for repairs after school is out and the contractor is in town.

Admin report:

- Sherburn Fire Department bid placed on the used tanker came in third; winning bid was \$72,000.
- Public Works Department met with City Engineer Greg Mitchell to discuss inflow and infiltration and the high wastewater plant flows. His advice is to continue targeting areas of interest and make repairs as needed, rather than pay for a costly study.
- Bolton & Menk is putting together estimates for various projects that must be addressed soon; full street reconstruction is not practical at this time. Additional information will be forthcoming.
- County Road 26 is slated for mill/overlay this summer and some infrastructure can be replaced during this time. Details are being worked out; discussion will follow.
- City offices will be closed on April 14 while staff attends a one-day training event.
- Staff is working on the next steps for the Temperance Lake Ridge expansion project, which include finalizing numbers from Tealwood Management and obtaining a preliminary bond schedule from Shannon Sweeney.
- The next council meeting will commence with the Open Book Meeting with the Martin County Assessors.
- Yard/garden leaf pick up will occur on April 20<sup>th</sup>.
- Junk Day will be held on May 7<sup>th</sup>. Items must be brought to the lot under the water tower between the hours of 8:00 a.m. and noon. Sherburn citizens should come prepared to show proof of residence.
- Excise tax refund in the amount of \$1,043.56 has been filed.
- Waste Management seeking permission to use a mid-sized truck on our newer, graveled and heavier streets, and will use the smaller truck on our older streets when road restrictions are in place. Public Works Foreman Travis Schuett has developed a map for their use in compliance.
- Final study document from Maxfield Research has been received and is on file at City Hall. Council has endorsed, but not yet approved this project.

Mayor Roesler reminded council to review the home sales figures received from the assessor in preparation for the Open Book Meeting.

Motion to adjourn by Ringnell, second by Olson, carried. Meeting declared adjourned at 6:40 p.m.

Irene Schlaphoff, Deputy Clerk