Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney Kelli Bourgeois and Damien Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of February 22, 2018
B. Study Session Meeting Minutes of March 1, 2018

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 22, 2018 AND STUDY SESSION MEETING MINUTES OF MARCH 1, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Gambling permit for Princeton Lion’s Spring Raffle
B. Personnel
D. Donations

WALKER MOVED TO APPROVE THE CONSENT AGENDA. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PUBLIC HEARINGS

A. Resolution 18-15 Easement vacations for Arcadian Homes

   Barbian advised that this will be developed and the easements need to be vacated.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:02 PM

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:02PM WITH NO COMMENTS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO APPROVE RESOLUTION 18-15 VACATING THE EASEMENTS AT THE ARCADIAN HOMES SITE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

   Barbian stated that the site needs to have the easements vacated to be developable.

   Edmonds asked if they will still be required to have a storm water area. Barbian replied that they will and it will be reviewed in the site plan review.
Walker mentioned the old railroad right of way. He stated they had tried to get ahold of the property owner but were not able to do so. Edmonds stated it would be nice to use that as a trail since it is not being used.

EDMONDS MOVED TO APPROVE RESOLUTION 18-15 VACATING EASEMENTS ON THE ARCADIAN HOMES SITE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 18-16 Easement vacation for Pondview Estates Second addition

Barbian reported that this was originally platted for 4-plexes, but the developer would like to develop it into twin homes instead. Therefore, they are requesting the easement vacations and the final plat to be approved.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:07PM

REYNOLDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:07PM WITH NO COMMENTS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO APPROVE RESOLUTION 18-16 VACATING EASEMENTS IN PONDVIEW ESTATES SECOND ADDITION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Fire Department Hiring request

Lawrence advised that the PFRD conducted interviews last night and had a great showing. There were a lot of applicants that appeared to be good candidates. In the last proposal to council, he said he asked for permission to hire 5 new firefighters.

The hiring committee has recommended that six of the new applicants be hired instead of five. One of our applicants has competed her fire training and will not require this training. The cost to bring her on will be minimal and a benefit to the department.

He stated he is seeking permission to hire six due to the quality of the applicants that they interviewed.
ZIMMER MOVED TO APPROVE THE FIRE DEPARTMENT TO HIRE 6 VOLUNTEER FIRE-FIGHTERS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Pondview Final Plat

Barbian advised that AX Holding Co., on behalf of Tim Smith, has submitted the Pondview Estates Second Addition Preliminary and Final Plat applications for review. The plat involves the creation of ten (10) twin home lots from the platted twelve (12) townhome lots as currently described as Pondview Estates Addition, Block 1, Lots 5 thru 16. See attachment.

The subject property is located west of Rum River Drive North and north of 15th Street North. The site is in Pondview Estates Addition that was platted in 2001 with R-3 Multiple Residential Zoning. This plat is a high-density townhouse area with a mix of twin homes.

Pondview Estates Second Addition proposes Lots 1-10, Block 1, on what is currently known as Pondview Estates, Lots 5-16, which is located on the southwest corner of the Pondview Estates plat, on the west side of 16th Avenue North.

The subdivision does not meet the requirements for a Short Plat by our Subdivision Ordinance standard, and so it must follow the Preliminary and Final Plat procedures. The preliminary plat must be reviewed and approved by both the Planning Commission and City Council. The necessary public hearing notices have been sent to property owners 350 feet from the site.

Lot Size & Width: The minimum lot area is 6,000 square feet for twin home lots, and the minimum lot width is 40 feet; both requirements are met with the proposed lots.

Landscaping: Sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

Other Regulations: The proposed twin homes shall meet all regulations, including setbacks, height, type, minimum floor area, driveway, etc. If the driveways are not finished, and the builder is requesting a Certificate of Occupancy, an escrow will be required.

Vacation of Easement: The Pondview Estates original plat has drainage & utility easements that will need to be vacated. The applicant has submitted a vacation application and the City Council called for a public hearing for the vacation request at their February 22nd meeting. The Council held the public hearing on March 8th.

New drainage and utility easements are to be dedicated in the plat of Pondview Estates Second Addition and are shown on the final plat.

The Planning Commission approved the Preliminary and Final Plat, at their February 26th meeting with the recommendation for approval to the City Council contingent upon the Council’s vacation of easements approval.

ENGINEER COMMENTS
Based on the proposed re-platting, modifications to existing infrastructure will be required as follows:

1. The existing hydrant shown adjacent to Lot 7, Block 1 will need to be relocated to the lot line between Lots 8 and 9, Block 1.
2. There are twelve (12) existing sanitary sewer and water services that were installed for the original lot configuration. From the south, the sixth and tenth water service will need to be removed to the corporation stop at the watermain. The excavation for the removal of the tenth water service from the south will coincide with the above-noted hydrant relocation.
3. An engineering plan, details and specifications signed by a licensed engineer should be provided to detail the above-noted utility system modifications.
4. The Developer shall remove the existing concrete valley gutter at the previously planned driveway locations and install concrete surmountable curb and gutter of a type to match the existing curb and gutter.

CONCLUSION
If the recommended conditions are met, the Preliminary Plat and Final Plat meet the Zoning and Subdivision Ordinance standards, therefore, the Planning Commission recommends approval to the City Council of the Drainage and Utility Vacation Easements and Final Plat, subject to:

1) Applicant shall address the City Engineer’s four comments outlined above.
2) The City Council approve of the vacation of easements.
3) All necessary building permit applications need to be submitted and approved by the Building Inspector prior to building.
4) A Digging Permit and $2,000 deposit will be required prior to each street excavation for the two water service removals and relocation of the hydrant.

Walker said it looks like there is better drainage planned than what was on the original plat.

MOVED TO APPROVE PONDVIEW SECOND ADDITION FINAL PLAT WITH THE FOLLOWING CONDITIONS:

1. THE EXISTING HYDRANT SHOWN ADJACENT TO LOT 7, BLOCK 1 WILL NEED TO BE RELOCATED TO THE LOT LINE BETWEEN LOTS 8 AND 9, BLOCK 1.
2. THERE ARE TWELVE (12) EXISTING SANITARY SEWER AND WATER SERVICES THAT WERE INSTALLED FOR THE ORIGINAL LOT CONFIGURATION. FROM THE SOUTH, THE SIXTH AND TENTH WATER SERVICE WILL NEED TO BE REMOVED TO THE CORPORATION STOP AT THE WATERMAIN. THE EXCAVATION FOR THE REMOVAL OF THE TENTH WATER SERVICE FROM THE SOUTH WILL COINCIDE WITH THE ABOVE-NOTED HYDRANT RELOCATION.
3. AN ENGINEERING PLAN, DETAILS AND SPECIFICATIONS SIGNED BY A LICENSED ENGINEER SHOULD BE PROVIDED TO DETAIL THE ABOVE-NOTED UTILITY SYSTEM MODIFICATIONS.
4. THE DEVELOPER SHALL REMOVE THE EXISTING CONCRETE VALLEY GUTTER AT THE PREVIOUSLY PLANNED DRIVEWAY LOCATIONS AND INSTALL CONCRETE SURMOUNTABLE CURB AND GUTTER OF A TYPE TO MATCH THE EXISTING CURB AND GUTTER.
5. ALL NECESSARY BUILDING PERMIT APPLICATIONS NEED TO BE SUBMITTED AND APPROVED BY THE BUILDING INSPECTOR PRIOR TO BUILDING.
6. A DIGGING PERMIT AND $2,000 DEPOSIT WILL BE REQUIRED PRIOR TO EACH STREET EXCAVATION FOR THE TWO WATER SERVICE REMOVALS AND RELOCATION OF THE HYDRANT. WALKER SECONDED THE MOTION. EDMONDS THE MOTION CARRIED UNANIMOUSLY.

B. Police CIP Squad purchase and disposition request

Frederick advised that Ford of Hibbing has the state bid for ordering a replacement squad for the year of 2018. This vehicle will be replacing a 2013 Ford Utility with approximately 84 thousand miles to date. The total purchase price including delivery is approximately $26,428.45 for a 2018 Ford Police Utility Interceptor. This vehicle is in the Police Department normal replacement of squads which is in the 2018 Capital Improvement Budget.

The add on options for the squad have been limited to items such as keyed alike to other purchased squads, removing carpet and adding rubber floors, adding LED spot lamp to driver’s side door, wiring package, wiring tunnel (front engine compartment to rear cargo).

In addition to the squad purchase price, there will be equipment needed to outfit the squad. At this point, we will be working with an installer to test and inspect all the equipment and decide what can be transferred or needs to be purchased for the new squad.

He stated he is also seeking council authorization to dispose of the 2013 Ford Utility Police Interceptor (Squad 526) when the 2018 is in service around June of 2018.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE PLANNED CIP SQUAD PURCHASE FOR $26,428.45 AND THE DISPOSISION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MISCELLANEOUS

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $91,546.33 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77056 TO 77132 FOR A TOTAL OF $179,144.15. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT
There being no further business:

MOVED TO ADJOURN THE MEETING AT 7:21PM. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,
Shawna Jenkins
City Clerk

ATTEST:
Paul Whitcomb, Mayor