

**CITY OF ST. CLAIR  
REGULAR CITY COUNCIL MEETING  
MONDAY, MARCH 3, 2008**

The meeting was called to order by Mayor Brian Lynch at 7:00 p.m. The meeting was held in the Meeting Room of the St. Clair City Hall, 304 Main Street West, St. Clair, Minnesota. Council Members present: Mayor Lynch, Doug Westphal, Julie Spear, Michael Hughes and Sharon Miller. Council Members absent: None. City Staff present: Deb McCollum, Catherine Seys and Fire Chief Bill Fitzloff. Others present: Jeff Domras, John Stainbrook (Progress Land).

The minutes of the regular February meeting were approved with a motion by Miller, seconded by Hughes and carried with all in favor.

The invoices and bills for the month of February were approved with a motion by Westphal, seconded by Spear and carried with all in favor.

**FIRE CHIEF'S REPORT**

Fire Chief Bill Fitzloff reported on the following:

1. Chief Fitzloff provided information regarding the Fire Contract negotiation with the Townships and proposed increase to the townships.
2. Three (3) firefighters attended training at South Central College.
3. The new fire truck should be complete and ready for delivery in the near future.
4. First Responder training is scheduled for March 10<sup>th</sup>, 12<sup>th</sup>, 17<sup>th</sup> and 19<sup>th</sup> at the St. Clair Fire Hall.
5. St. Clair will be hosting the County Chief's meeting on Monday, March 24<sup>th</sup>.
6. Jerry Pietz used the Burning Permit issued in January and burned the brush on his property on the north side of the LeSueur River. Chief Fitzloff reported that the weather was perfect for the burn and everything was done in compliance with the permit.
7. The Great River Energy Bike Festival is scheduled for Saturday, June 14<sup>th</sup>. The men's race starts at 1:00 p.m. in Mankato. The men racers are expected to go through St. Clair at 2:00 p.m. The women's race starts at 1:30 p.m. The women racers are expected go through St. Clair at 2:43 p.m. St. Clair did not provide volunteers to man intersections for the 2007 Bike Race due to a conflict with St. Clair Days, however, in 2005 and 2006 the City/Fire Dept. provided over 20 volunteers to cover all the necessary intersections in the area. The Fire Dept. will further discuss providing volunteers for the 2008 Bike Race.

**PROGRESS LAND DEVELOPMENT COMPANY**

John Stainbrook Progress Land Development Co., was present with a concept plan, which included fifteen (15) lots to be located on the former Pluym property. In an effort to save money, Mr. Stainbrook proposes no new street construction. It is proposed that each lot would have driveway access onto the County Road. City Engineer, Jeff Domras, noted the elevation difference between the County Road and the proposed development as a concern. Mr. Stainbrook stated that it's more cost effective for them to "move in dirt" than it would be to construct a new road. The City Engineer discussed a number of concerns including future layout of the area, street layout plan, lift station location and stormwater detention needs. Mr. Stainbrook stated that Progress Land is only purchasing enough land for the fifteen (15)-lot plat he is presenting. Mr. Domras explained that if a developer plans to develop a property in phases, a Preliminary Plan is required on the entire property and a Final Plat is then prepared for the area to be phased. Mr. Stainbrook stated that preparing a Preliminary Plat for the entire subdivision is extremely costly and they do not intend to prepare one. Mr. Stainbrook further stated that, due to the changes in the housing market, they just want to "get their feet wet" and see what interest there is in this area. Mr. Domras reiterated his concerns and again expressed the need for a Preliminary Plat on the entire area. Mr. Domras told the City Council that without a Preliminary Plat on the entire area the City would be painting themselves into a corner and setting themselves up for future problems.

Options for extension of City utilities (water and sewer) to the property were briefly discussed. The need for a lift station in the area was also discussed. The Council suggested that Mr. Stainbrook contact Mr. Domras for information regarding existing water and sewer mains and discuss the best options for extension of City utilities to the property.

Motion by Westphal, seconded by Spear to direct the City Engineer to review the best options for extension of City water and sewer to the Progress Land property and cost estimates.

#### **WATER SYSTEM IMPROVEMENT PROJECT UPDATE**

Jeff Domras, Bolton and Menk, stated that he has been in contact with Rural Development State Engineer, Paul Evanson, with regard to the Water Tower Project. Final approval is expected in the near future. When the final approval is received, Mr. Domras will coordinate the Water Tower Project bid opening with the City Clerk and Darlene Magus, Rural Development. Mr. Domras stated that the Water Treatment Facility Project continues on schedule. The City Clerk suggested that the Council schedule a tour of the Water Treatment Facility. The Council will meet at the Water Treatment Facility at 6:00 p.m. on Tuesday, April 1<sup>st</sup> for a tour.

#### **GIS MAPPING SYSTEM**

Mayor Lynch commented that at the February Mayors and Clerks meeting, Mark Schulz (Bolton and Menk) presented information on a GIS Mapping System available to cities. Mr. Domras stated that the mapping system is a very useful tool which incorporates water, sewer, storm water and other utility information as well as availability to record and track maintenance to the utility systems (water valve replacement, hydrant repair, etc.). Mr. Domras had discussed possible GIS mapping of the City of St. Clair with Mr. Schulz. He estimated the initial cost of preparing the GIS Mapping System for the City of St. Clair at \$2,000.00. Mr. Schulz has a power point presentation, which explains the GIS Mapping System and its capabilities. A Council Workshop was scheduled for Thursday, March 20, 2008 at 5:00 p.m. to discuss the GIS Mapping System, future development (water and sewer extension) information and Subdivision Regulations.

#### **PUBLIC WORKS DEPT. REPORT**

Public Works employee, Deb McCollum reported that estimates are being obtained for demolition of the Water Tower House (305 Main Street East).

#### **CITY CLERK'S REPORT**

City Clerk Catherine Seys reported on the following:

1. The City Engineer has reviewed the Subdivision Regulations and suggested some revisions. The Subdivision Regulations will be discussed at the Council Workshop on March 20<sup>th</sup>.
2. The request by St. Clair School for changes to parking on Main Street East in front of the School (discussed at the regular February Council meeting) have been implemented. Since Main Street East is a County Road, signs were installed by Blue Earth County. The Blue Earth Co. Sheriff's Dept. has been enforcing the changes.
3. The City has received the annual MN Department of Health Water Supply Report. Copies of the report have been provided to the City Council.
4. The City Clerk will be attending the Minnesota Municipal Clerks and Finance Officers Association (MCFOA) annual conference March 11<sup>th</sup> – 14<sup>th</sup> in Alexandria.

#### **COUNCIL MEMBER REPORTS**

1. Council Member Westphal reported on the Economic Development Authority (EDA) meeting, which was held on Monday, March 3<sup>rd</sup> at 5:00 p.m. Items discussed included the City Logo, playground equipment, personal wind turbines and City banners. City banners were discussed. The EDA recommended the Council consider purchasing banners. Motion by Hughes, seconded by Spear to approve up to \$5,000.00 for the purchase of City banners.

2. Council Member Miller attended the February School Board meeting. Budget cuts and Main Street parking changes (in front of the School) were among items discussed. Mayor Lynch will attend the March School Board meeting.
3. Social Gathering Ordinance was briefly discussed. The City Clerk will further research the ordinance and provide information at the Regular April City Council meeting.

Meeting adjourned at 9:30 p.m. Motion to adjourn made by Westphal, seconded by Hughes and carried with all in favor.

Catherine Seys, City Clerk-Treasurer