

**CITY OF ST. CLAIR  
REGULAR CITY COUNCIL MEETING  
APRIL 7, 2009**

The meeting was called to order by Mayor Doug Westphal 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 Westphal, Julie Spear, Jerry Phillips and Tom Karels, Sr. Council Members absent: Mike Hughes. City Staff present: Dennis Seys, Catherine Seys and Fire Chief Bill Fitzloff. Others present: Mark Frahm and Jeff Domras.

The minutes of the March 3, 2009 Regular City Council meeting were approved with a motion by Spear, seconded by Karels and carried with all in favor.

The bills for the month of March were approved with a motion by Karels, seconded by Phillips and carried with all in favor.

**ZONING PERMIT REQUESTS**

The Zoning Permit request submitted by Randy and Pam Schindle, 313 Front Street West for an 8' X 12' storage building was approved with a motion by Spear, seconded by Phillips and carried with all in favor.

**WATER PROJECT UPDATE**

Jeff Domras, Bolton and Menk, was present to discuss the following:

1. The water tower contractor (General Construction Services) was in town on Friday, April 3<sup>rd</sup> mobilizing equipment. They plan to start the project on Wednesday, April 8<sup>th</sup>.
2. Mr. Domras and Public Works Dept. staff, Dennis Seys and Deb McCollum, met with representatives from AT&T regarding the communications equipment and antennas.
  - a. AT&T plans to eventually re-locate the antennas from the old water to the new water tower.
  - b. AT&T also proposes to construct a permanent 12' X 20' communications equipment building (similar to the Alltel equipment building). AT&T proposes construction of the equipment building later in 2009 or 2010.
  - c. AT&T is currently requesting approval to erect a 75' temporary (wood) pole for the antennas.
  - d. AT&T also presented two (2) options for location of the equipment building.
    - Option 1: just to the west of the existing Alltel equipment building.
    - Option 2: to the northeast of the new water tower.

The Council approved the request by AT&T to erect a 75' temporary wood pole for the antennas.

The Council also discussed the two (2) options presented for location of the equipment building. The Council preferred Option 1, which would place the AT&T equipment building near the existing Alltel building.

It was noted that the lease agreement with AT&T will need to be modified/amended to reflect the new structure and new conditions.

3. Mark Frahm discussed the antenna and equipment cabinet for Palmer Bus Service which is currently located on the old water tower. A meeting will be scheduled with Mayor Westphal, the City Clerk, Mr. Frahm and Mr. Palmer after April 15<sup>th</sup> to discuss options and a lease agreement. A proposal will be brought to the City Council at the Regular May Council meeting.

### FIRE CHIEF'S REPORT

Fire Chief Bill Fitzloff reported on the following:

1. The Fire Dept. received two (2) applications (Howard Tauer and Jason Juliar) for the vacancy on the Fire Dept. Fire Dept. Officers interviewed the applicants and recommend hiring Howard Tauer. They further recommended that Jason Juliar will be placed on the waiting list and hired as an opening becomes available. Motion by Karels, seconded by Phillips to approve hiring Howard Tauer to fill the vacancy on the Fire Dept. Jason Juliar will be placed on the Fire Dept. waiting list. Motion carried with all in favor.
2. Fire Chief Fitzloff attended the League of MN Cities Safety and Loss Control Workshop on April 1<sup>st</sup> in North Mankato.
3. Bill Hoppe has contacted Fire Chief Fitzloff. Mr. Hoppe has a used generator for sale. Mr. Hoppe is asking between \$10,000 and 13,000 for the generator. The Council discussed the matter and is not interested at this time.

### PUBLIC WORKS DEPT. REPORT

Public Works Dept. Supervisor Dennis Seys reported on the following:

1. Jim Johnson, Bargaen, Inc. has contacted the City with regard to crack sealing. Mr. Seys stated that for the past 5 - 6 years the City has allocated approx. \$5,000.00 annually for crack sealing. In 2008, part of the Nyquist Addition was crack sealed (Willow Lane, Willow Circle and part of Hilltop Lane). For 2009, Mr. Seys recommended finishing Hilltop Lane and also doing Church Street. Motion by Spear, seconded by Phillips to approve approx. \$5,000.00 for cracking sealing the recommended areas. Motion carried with all in favor.
2. The Annual Street Repair Project and continuing with the overlaying program in the Goodrich Addition was discussed. In 2008, an over lay was done on Pilgrim Street and Winnebago Circle. Mr. Seys recommended doing an overlay on Palmer Drive and Winslow Circle (approx. 27,700 sq. ft.) this year. The proposed area is not expected to expend the \$42,000.00 budgeted for 2009 street over lay. Mr. Seys further suggested that the Council allocate the balance of the 2009 street repair budget towards a larger project in 2010 (the overlay of Miller Lane, approx. 59,000 sq. ft.). Mr. Seys will request bids for the over lay of Palmer Drive and Winslow Circle to be opened and reviewed at the regular May City Council meeting.
3. It was discovered that a couple hydrants froze up this winter. Mr. Seys discussed the matter with Ron McCabe, MN Pipe and Equipment, and measures will be taken during the fall water main flushing to alleviate the freeze up problem.
4. Placement of the City banners on the light poles was discussed. Mr. Seys stated that due to the location of the flag brackets and the Christmas decoration brackets the banner brackets will need to be mounted to the sidewalk side of the poles. Banner bracket instructions indicate that the bottom of the banners should be located at least 15' above the ground. The Public Works Dept. will put up the banners as soon as weather permits.
5. Street sweeping will be scheduled for the first week in May, weather permitting.
6. Spring water main flushing will be done the week of April 20<sup>th</sup>, weather permitting.
7. The Memorial Park Pavilion will be opened for the season as soon as weather permits.

### CITY CLERK-TREASURER'S REPORT

City Clerk-Treasurer Catherine Seys reported on the following:

1. The Athletic Backers requested approval of the Charitable Gambling application to conduct a raffle during St. Clair Days. Raffle drawing to be held Sunday, June 28<sup>th</sup> after the parade. Motion by Phillips, seconded by Karels to approve the request from the Athletic Backers for the annual St. Clair Days Raffle. Motion carried with all in favor.
2. Participation in MnWARN (Minnesota Water/Wastewater Agency Response Network) was discussed. Motion by Phillips, seconded by Karels to approve the "Resolution Authorizing Governmental Unit to be a Party to Minnesota Water/Wastewater Agency Response Network (MnWARN)". Motion carried with all in favor. Motion by Spear, seconded by Phillips to approve the "Minnesota Water/Wastewater Agency Response Network (MnWARN) Mutual Aid Agreement". Motion carried with all in favor.
3. The Clerk attended the MN Municipal Clerks and Finance Officers Association annual conference March 17<sup>th</sup> – 20<sup>th</sup> in St. Cloud. Conference topics included: Financial Reporting, Human Resources, Nuisance Properties, Knowledge Transfer, Variance issues, Data Practices, Boundary Issues, Preparing for Retirement and Liquor Licensing.
4. The City Clerk-Treasurer attended the South Central Safety Committee (SCSC) meeting in Mapleton on Wednesday, March 25<sup>th</sup>. Kurt Ruthwell, MN Municipal Utilities Assoc. (MMUA), was present to discuss participation by SCSC cities (Amboy, Eagle Lake, Good Thunder, Madison Lake, Mapleton, St. Clair, Pemberton and Vernon Center) in the League of MN Cities Insurance Trust (LMCIT) and MMUA, Regional Safety Group Program. Participation in the Regional Safety Group Program helps cities organize their safety programs, develop ongoing safety training and meeting schedules and participate in on-site MMUA safety training sessions. The LMCIT will pay 50% of the on-site MMUA safety training session cost for cities participating in a Regional Safety Group Program. As a participant in a Regional Safety Group the cost to the City to participate is \$600.00 per year. Motion by Karels, seconded by Phillips to approve the "Agreement Establishing the South Central Safety Committee as a Participant in Regional Safety Group Program". Motion carried with all in favor. Motion by Spear, seconded by Karels to approve the "Resolution Authorizing the City of St. Clair as a New Member in the South Central Safety Committee". Motion carried with all in favor.
5. The City Clerk-Treasurer, Public Works employees and the Fire Chief attended the League of MN Cities Loss Control Workshop on April 1<sup>st</sup> in North Mankato.
6. The Council will tour City facilities in June.

#### **COUNCIL MEMBER REPORTS**

1. Council Member Spear attended the March School Board meeting. It was noted that the School budget looks promising. The next School Board meeting is Monday, April 20<sup>th</sup> at 6:30 p.m. Mayor Westphal will attend.
2. Council Member Spear reported on the Economic Development Authority (EDA) meeting held on Monday, April 6<sup>th</sup> at 5:00 p.m. Items discussed included a lengthy discussion on the Safe Route to School Grant. An 8' slide will be ordered for Memorial Park. An opening exists on the EDA Board.
3. Council Member Hughes attended the School Facility Charge Committee on March 9<sup>th</sup>.
4. Mayor Westphal and the City Clerk-Treasurer attended the Blue Earth County Mayors and Clerks meeting in Mapleton on March 12<sup>th</sup>. The meeting topic was MnWARN.
5. Mayor Westphal reported that the approx. 90 people attended the St. Clair Days Fundraiser at the Uptown Tavern on April 4<sup>th</sup>. The St. Clair State Bank donated the hog for the hog roast and the Uptown Tavern donated the beer and pop.
6. The City Clerk-Treasurer will attend the Bike Race meeting in Mankato on April 13<sup>th</sup>. The Bike Race is scheduled for Saturday, June 13<sup>th</sup>. The Fire Chief will ask for volunteers from the Fire Dept. to help with road closings for the Bike Race. The City Clerk has contacted Liz Sharp to indicate that the City will have volunteers to cover road closings within the City, but will not be responsible for closing Hwy. 83.

Meeting adjourned at 8:35 p.m. Motion to adjourn made by Phillips, seconded by Karels and Catherine Seys, City Clerk-Treasurer carried with all in favor.