

Zoning Administrator's Report

A. November and December Permits: The following permits were issued over the last two months by the Zoning Department:

1. Sammy Properties LLC, 30503 Olson Street, for a manufacturing building;
2. Anna Swanstrom, 3821 West Lake Street, for an accessory structure;
3. Susan Hardy, 4480 Main Street, for an access ramp;
4. Wilderness Resort Villas, 6316 Wilderness Road, for a new home and garage;
5. James Watkins, xxxx Ramsey Street, for a new home;
6. Wilderness Resort Villas, 6316 Wilderness Road, for two new homes and garages;
7. Brian and Kathy Hammill, 3788 Becker Lane, for a deck;

B. Correspondence: Your Staff sent the following correspondence since the last meeting:

1. November 10 letter to KC Companies regarding off-site signs;
2. November 23 letter to David and Christine Kennedy regarding Metes and Bounds Subdivision;
3. November 23 letter to Richard German regarding Variance approval;
4. December 1 letter to Gary and Julie Skjod regarding Variance and CUP applications;
5. December 7 letter to Jack Schmidt regarding Uniform Building Code;
6. December 9 letter to Bonita Olander regarding off-site signs;
7. November 30 letter from American Family Insurance regarding blinking OPEN sign;
8. December 14 letter to American Family Insurance regarding blinking OPEN sign;
9. December 15 letter to Malz Properties regarding noncompliant SSTS;
10. December 15 letter to John Babinski regarding future development along State Highway 371;
11. December 29 letter to David and Christine Kennedy regarding Metes and Bounds Subdivision;
12. December 29 letter to Brett Stark, MN/DOT, regarding Kennedy Metes and Bounds Subdivision;
13. January 5 email from Brett Stark, MN/DOT, regarding Kennedy Metes and Bounds Subdivision;
14. January 11 letter to David and Christine Kennedy regarding corrected survey.

C. Council Meeting Notes:

The City Council Meeting was held December 1, 2015. An excerpt from that meeting is included here for your information.

5.3 Delinquent Bill – Certification to Taxes

Mayor Sjoblad asked if anyone would like to contest the assessment regarding the public nuisance abatement. Virgil Dahl addressed the Council stating that he didn't realize it would cost so much for lawyer fees. Mr. Dahl asked for a reduction and would like to pay everything other than the lawyer fees. Dawn Bittner stated that Mr. Dahl has been repeatedly notified that he would have to reimburse the City for the costs involved in the process. Council Member Pederson stated that the taxpayers would pay for the costs of cleaning up his property if he doesn't. Mr. Dahl asked if anything could be reduced. Mayor Sjoblad informed him nothing could be done because the City has paid that money.

MAYOR SJOBLAD MOVED TO ADOPT RESOLUTION 15-35 CERTIFYING THE ASSESSMENT FOR UNPAID COSTS RELATING TO THE PUBLIC NUISANCE ABATEMENT. COUNCIL MEMBER LOUKOTA SECONDED THE MOTION. MOTION CARRIED 5-0.

9.2. Highway 371 Update

Tim Houle gave a brief update on the Hwy 371 project and noted that Mathiowetz Construction was officially awarded the project by MnDOT. Brad Ommodt from Mathiowetz Construction presented the CSAH 11 traffic detour proposal using Tree Farm Road and Morehouse Drive with a time frame of one construction season to re-open CSAH 11. He noted that a meeting with the business community and residents impacted would be beneficial to receive feedback.

Mayor Sjoblad asked for questions or comments on this proposal.

Brad & Brenda Myers, 4778 Tree Farm Road – Mr. and Mrs. Myers expressed their concerns with safety along Tree Farm Road during the proposed detour. Representatives from Mathiowetz Construction made an appointment to meet with the Myers to discuss their concerns and the Mayor and Council Members were invited to join.

Mathiowetz Construction plans to start clearing and grubbing the middle of January 2016.

The City Council Meeting was held January 5, 2016. An excerpt from that meeting is included here for your information.

6.2. Planning Commission Year-End Report

Dawn Bittner presented the Year End Review for the Planning and Zoning Department. She highlighted the following for 2015.

- The Planning and Zoning Department brought forth six ordinance amendments.
- In 2015, 93 applications were received, of which 88% were handled by staff.
- There has been a steady decrease in enforcement actions since 2009 due to the diligence in enforcing the City Code.
- Survey results for the Planning and Zoning Department have a low return rate.

Council Member Akerson questioned the subsurface sewage treatment system compliance inspection policy and the need for an inspection every three years. Ms. Bittner noted that this policy was adopted by the City Council and is pursuant to rules set forth by the MPCA.

Mayor Sjoblad commended Dawn Bittner on her handling of duties within the Planning and Zoning Department and thanked her for her good work.

9.2. CSAH 11 Traffic Detour

Mayor Sjoblad noted that the City Council is considering two options for a traffic detour of CSAH 11 during the Highway 371 expansion project. He asked if there was anyone present who wanted to make a public comment. No further public comments were made.

Tim Houle informed the Council that a group consisting of Mayor Sjoblad, Council Member Loukota, Nancy Malecha, Mike Loven, and himself met last week to discuss 26 proposed conditions for Council consideration. These conditions were drafted for Mathiowetz Construction to address on an ongoing basis during the CSAH 11 traffic detour. Mr. Houle then met with representatives from Mathiowetz Construction on the proposed conditions and the following are areas of their concern.

- #2 – This condition addresses very minimal construction equipment crossing of the re-routed CSAH 11. Brad Ommodt from Mathiowetz Construction noted that limiting the crossings to five a day would not be feasible.
- #5 – This condition addresses the duration of the temporary re-route from mid-May until November 1st. Mr. Ommodt stated that pushing up the timeline from November 30th to November 1st would be difficult for Mathiowetz Construction to meet.
- #6 – This condition addresses accommodating walkers and bikers on the Paul Bunyan Scenic Byway. Mr. Ommodt noted that MnDOT's requirements for this project are that they only have to handle vehicular traffic. He further noted that this is something Mathiowetz Construction

would have to work with the County on for possible closure of the Byway during the project.

- #10 & 11 – These conditions address the wording and coordination of signage. Mr. Ommodt stated that Mathiowetz Construction would prefer that the City determine the signage wording and events.
- #13 – This condition addresses the bituminous base at the beginning and end of the re-route timeline. Mr. Ommodt noted his concern of laying only two inches of bituminous at the beginning of the re-route timeline and its ability to handle the high traffic volume. He stated that Mathiowetz Construction would like to lay four inches of bituminous at the beginning of the re-route timeline to deter future traffic problems causing the re-route to be shut down. Mr. Ommodt further noted that the construction contract does have a two year warranty.
- #16 & 17 – These conditions address the notifications and meetings of information as the project progresses. It was noted that MnDOT would take the lead on these notifications.
- #18 & 20 – These conditions address maintenance items on removal of road kill, debris, and snow. Mr. Ommodt noted that Mathiowetz Construction would not be in favor of these conditions and believes this would be the County's responsibility. It was noted that the County is open to further discussions to reach an understanding. Mr. Ommodt further noted that Mathiowetz Construction would take care of sweeping the re-route if they are responsible for its causation.
- #26 – This condition addresses that no additional cost will be incurred by the City, County, or MnDOT for the conditions presented. Mathiowetz Construction is requesting that the City contribute \$15,000 towards the paving of Derksen Road otherwise this portion would be milled back up after the re-route is done. Mr. Ommodt noted that if the City were to pave this road it could cost up to \$75,000.

COUNCIL MEMBER AKERSON MOVED TO APPROVE OPTION 2 – DERKSEN ROAD AS THE PREFERRED TRAFFIC DETOUR OF CSAH 11 DURING THE HIGHWAY 371 EXPANSION PROJECT. COUNCIL MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED 4-0.

9.3. Highway 371 City Coordination Team

Tim Houle informed the Council that the purpose of the Highway 371 City Coordination Team would be to coordinate Highway 371 expansion project issues that may arise between Council meetings.

COUNCIL MEMBER AKERSON MOVED TO APPOINT A HIGHWAY 371 CITY COORDINATION TEAM CONSISTING OF MAYOR SJOBLAD, COUNCIL MEMBER LOUKOTA, NANCY MALECHA, MIKE LOVEN, DAWN BITTNER, JENNA CRAWFORD, AND TIM HOULE. COUNCIL MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED 4-0.

10.1. Annual Appointments

Council discussion took place on possible changes to the 2016 annual appointments now that the City has an administrator. Nancy Malecha noted that the Council may want to consider changing the roles of Council liaisons for City departments and appoint her as the primary contact for department heads and have the Council liaisons become the secondary contact. She further recommended that the Council liaison roles on the City's boards and commissions could remain the same with the exception of adjusting the Planning Commission liaison to match the monthly rotation schedule.

MAYOR SJOBLAD MOVED TO AUTHORIZE THE 2016 ANNUAL APPOINTMENTS AS RECOMMENDED. COUNCIL MEMBER LOUKOTA SECONDED THE MOTION. MOTION CARRIED 4-0.

D. Potential Violations/Enforcement Actions: The City Staff is currently working on the following potential violations/enforcement actions. We will report on each of these each month until they are resolved to the satisfaction of the Planning Commission.

- Virgil Dahl – Staff will continue to monitor. (10/06 to present)
- John and Barbara Derksen – Exterior storage. Staff will move forward enforcement. (5/13)
- Cathi McBryde – Exterior storage. Staff needs to address. (5/13)
- Carter McAnnich – Exterior storage and abandoned vehicles. Staff needs to address. (5/13)
- Stewart Austin – Lawn. (Bank Owned) (9/15)
- Gary & Julie Skjod – After-the-Fact Boat Ramp and Accessory Structure. (10/15)