SPECIAL CITY COUNCIL MEETING
November 16, 2006
7:00 pm

Mayor Joy Bertsinger called the Special council meeting to order at 7:00PM.
Present: John Hoxmeir, Carol Olson, Judy Ohly, Lyle Plumhoff (building inspector), Dennis Manning (Septic & Well Inspector), Brian Breider, Carl Reiss, Joe Palen, Councilor Jackie Hall, Councilor Kevin McDermott, Mayor Joy Bertsinger

The purpose of this meeting is to find a format on these issues, so the homeowner doesn't get caught in the middle.

Annexation: (Vacant Land) **Create Flow Chart for annexation process**

- ⇒ Determine whether the property is in future land use plan
- ⇒ 1st Contact City Clerk: Application, Legal Description & Picture (survey) (Planning & Zoning would like to see a GDP)

Councilor Tom Novak arrived at 7:09PM

- ⇒ Question on legality of what we can ask and require on the application (conceptual plan for area being annexed would be better).
- ⇒ Orderly annexation agreement should be a Checkpoint on the Form

---

- ⇒ When Application is complete, the 60 day rule begins: send to Township and utility companies, planning & zoning and Council
- ⇒ If in orderly annexation agreement, then goes before Council and adoption of resolution.
- ⇒ Should there be a general discussion on it with Planning & Zoning that lie out of the future land use plan? Add to application?
- ⇒ Retain awareness of the costs associated with full GDP before annexed. City Engineer Joe Palen suggested keeping it in a conceptual phase. Where does City Engineer come into the picture? Not involved now in annexation process with other cities.
- ⇒ Give applicant the P & Z chair contact info to give concept to P & Z.
- ⇒ Findings of Facts needed for denial (at least 3 reasons in letter form) and also for approval.
- ⇒ Notifications of recommendations go to Council through City Hall on application and through meeting minutes. Council makes final recommendation. P & Z should inform applicant of when Council meeting is. 60 day rule discussed. Orderly annexation agreement clarified.
- ⇒ In an orderly annexation agreement, does council accept the land without a plan? No land has ever come in without a plan; but there is no process for that in the agreement. Maybe there should be a step to take it to P & Z before coming into the Council.
- ⇒ Lyle: notification to County for review of Wetlands, soils, streams, setbacks, livestock, etc.

⇒ **Notice could be set out for input from County agencies....on Public Hearing outside of orderly annexation agreement. Send applicant notification list as well.**

⇒ People owning property need to take the initiative (as well as to find out about their property (driveway access, wetlands, etc.).

Lynn Benrud arrived at 7:46PM.

Preliminary Plat:

Create Flow Chart for preliminary plat process

- Application completeness has been determined by City Clerk; City Engineer Joe Palen suggested that City costs are reimbursed for review of plat. Joe has sample document to put with the preliminary plat (contours, topography). City is getting typical items seen on a preliminary plat.
- **Change Ordinance to state the P & Z Chairman call for a Public Hearing on the Preliminary Plat**
- **Give County Planning meeting schedule on preliminary plat and at final plat notices.**
-

Councilor Scott Keigley arrived at 8:10PM.

- Joe is doing civil engineering portion and County does state statutes portion of the plat review.
- Ordinances state the developer has to comply with all the state laws. Stop this at the building permit process. Infrastructure (well, septic) just as important and approved before permits get issued. (2 issues: City Engineer Joe Palen preliminary plat and enforcement).
- Contact John Hartford. In City, they have the authority for checklists for it. There is more tracking on the developments with special issues (building envelopes, etc.).
- For Monday night put on agenda and decide what to do with Jech's, Joe meet with County Inspections and MPCA to make sure everything is getting inspected.

- Between Preliminary and Final Plat; recommendation on final plat, referring back to last city council minutes. Mayor Joy Bertsinger recommends having a timeline, etc. P & Z approve or deny with what reasons does Council approve or deny. **Flow Chart needed for final plat.**

Lot Split

- **Add County Inspections to the notification list on this. Put County Lot Split Fee in our fee schedule, beginning next year. Check with County Fee schedule for the fee on it. Check with County on what they need on it.**
- Make sure dimensions are accurate, not necessarily to dimensions.
- County Engineer gives access to streets.

- Discussion; covenants not being enforceable by a government agency.
- **<u>Flow Chart needed for Lot Splits</u>** Change Lot Split Ordinance as well. Owner sign off on it.
- Access points to road on checklist to a public way, or a county road.

Bertsinger motioned to adjourn at 9:45pm, Hall second; all in favor, motion carried.

Respectfully Submitted:

Joy Bertsinger, Mayor

Cheryl Nymann, City Clerk / Treasurer