

City of Barnesville
City Council Regular Meeting
August 12, 2002

Mayor Gene Prim called this meeting to order at the Barnesville City Hall Council Chambers at 7 p.m. with Council members Chad Hagen, Roger Cooper, Larry Davis Jr., Charles Martinson, and Kim Simonsen present. Also present were General Manager Gerald Dow, Finance Director Brian Jacobson, City Administrator Ray Miller, City Attorney Mike Hannaher, Police Chief Dean Ernst, Tom Trowbridge from Larson-Peterson, Todd Meyer, Dave Riddering, Terry Lapos, Marie Emmerich, Angie Ernst, and Pam Aakre from the Record Review. Absent was council member Jerry Ames.

Additions made to the agenda were the Legion Baseball donation and information from the TEC Board meeting which took place earlier in the evening. Items D and E accepting the recommended bidder for the trunk storm sewer improvements on Second Avenue SE were moved up to the beginning of the agenda.

08-12-02-01 Motion by Mr. Hagen and second by Mr. Davis to approve the amended agenda. Carried.

08-12-02-02 Motion by Mr. Davis and second by Mr. Martinson to approve the minutes from the July 8, 2002 Regular Meeting, the July 15, 2002 Public Hearing, the July 15, 2002 Special Meeting, and the July 24, 2002 Special meeting. Carried.

Tom Trowbridge from Larson-Peterson presented the Council with the bids received on the trunk storm sewer improvements that will take place on Second Avenue SE. Mr. Trowbridge recommended the Council accept the lowest bid coming from Riley Bros. Construction Inc. of Morris, MN. The bid was \$612,088.30. This project will be completed as far as the first layer of bituminous by October 25, 2002.

08-12-02-03 Motion by Mr. Cooper and second by Mr. Davis to accept the bid from Riley Bros. Construction Inc. pending engineering approval. Carried.

Mr. Trowbridge also informed the Council the contractor that will be working on the water plant filtration repairs feels that it will be possible to keep one filter operational at all times during the filter reconstruction project. This will mean that the City will not have the problem of iron discoloring the water during the project. Keeping one filter operational at all times will cost an additional \$1,500 to \$2000.

There were no citizens present to be heard.

Kim Simonsen reported that the profit/loss statement for the liquor store is improving.

Marie Emmerich was present to give the Youth Board report. The youth did games at the City Picnic, attended a Youth Conference, are helping in the garden of Orris Shulstad who passed away earlier this summer, and they also received an early prevention grant.

Police Chief Dean Ernst notified the council that the ambulance manager position vacated by Holly Neuberger has been advertised. The application deadline is August 21, 2002. He recommended that Ginny Jacobson be appointed interim manager.

Terry Lapos reported that everything is going well with animal control.

Finance Director Brian Jacobson reported that the City finances have been reconciled though June 30, 2002. Mr. Jacobson brought up the subject of the Utility Billing System. Invision (the company that the City bought it's software from) can either come to Barnesville and do training on how to use the software or Mr. Jacobson could go to Sioux Falls and take training there.

When the system was set up, the former finance director did not have time to work with Invision to learn how to get the A/R to balance with the General Ledger or Utility Billing to post activity in the General Ledger. Mr. Jacobson feels that it would be best for Invision to come to Barnesville to train him to use the software. It would cost about \$1,250 per day for this training. Mr. Jacobson feels it would take approximately two days.

08-12-02-04 Motion by Mr. Simonsen and second by Mr. Martinson to have the software company come to Barnesville to do the training with a cost not to exceed \$2,500. Carried.

Mr. Davis reported on last week's airport meeting. They are working on a log-in sheet and plan to build a glassed in case to put the airport rules and etc. into.

Todd Meyer presented the Council with a proposal to clean the water mains. The City's water is currently coming from the smaller of the two wells as the main well has a check valve out on it and not being used. The main well has been coming up with sand along with the water it is drawing. The sand was settling into the pipes reducing water production. The main well will have to be pulled and the screen checked. Water lines will have to be poly-pigged to clean out the sand and other debris. Meyer stated the need for a complete City watering ban to protect the City's water supply in case the smaller well could not keep up with the City's water needs. The exception to the ban will be newly seeded lawns and gardens. Mr. Meyer stated it unclear as of yet as to whether the well can be repaired or a new well will have to be dug. It will cost approximately \$9,490 to clean the lines. This is not in the budget.

08-12-02-05 Motion by Mr. Cooper and second by Mr. Davis to allow Mr. Meyer to go ahead and have necessary repairs done on the well. Carried.

08-12-02-06 Motion by Mr. Simonsen and second by Mr. Martinson to approve hiring Marsha Ellefson as a permanent part-time Liquor Store Clerk at a rate of \$8.86 per hour with a 180-day probationary period. Carried.

08-12-02-07 Motion by Mr. Martinson and second by Mr. Simonsen to approve hiring Jared Longtin as Outside Labor at the Golf Course at a rate of \$7.00 per hour and to approve hiring Lynn Janssen as a Pro Shop Employee at the rate of \$6.00 per hour. Carried.

08-12-02-08 Motion by Mr. Simonsen and second by Mr. Hagen to approve the second reading and publication of Ordinance 2002-6. Carried.

SECTION 12.00

C-1 CENTRAL BUSINESS DISTRICT

12.01 Purpose: C-1, the Central Business District, is designated for providing the core service and retail businesses ample space to develop and to allow those services to be accessed conveniently by the residents and other customers. All businesses and services located in this district shall be of a beneficial nature to the City and promote orderly development and generate economic use of land.

12.02 Permitted Uses:

- a. Retail Businesses
- b. Eating & Drinking Establishments
- c. Offices
- d. Personal & Professional Services

- e. Municipal Buildings & Libraries
- f. Auto Sales, Service & Repair
- g. Fire Stations
- h. Trade and Vocational Schools
- i. Commercial Recreation
- k. Animal Clinics
- l. Funeral Homes
- m. Essential Services
- n. Second Story Rental Apartments
- o. Second Story Owner Occupied Housing
- p. Accessory Uses

12.03 Conditional Uses:

- a. Water Recreation & Water Storage
- b. Research Laboratories
- c. Public Utility Buildings
- d. Planned Unit Business Project
- e. Multiple-Family Dwellings
- f. Wholesale Business
- g. Supply Yards
- h. Churches
- i. Light Manufacturing
- j. Rental Storage Facilities
- k. Drive-up Facilities
- l. Public Parks & Playgrounds

12.04 Yard and Lot Requirements:

Minimum Lot Width - 25 ft.
Minimum Lot Depth - 120 ft.

Rear Yard Requirements - No rear yard setback is required except as hereinafter provided. When required, the rear yard requirements shall be the same as the R-1 District.

- a. A rear yard is required for buildings containing any dwelling units.
- b. A rear yard is required for any lot of which the rear or side line abuts a residential district (R-1, R-2, R-3, or R-4).

Front yard requirements - The minimum front setback on property abutting a public right-of-way in the C-1 District is zero ft.

Side yard setback requirements - No side yard setback is required except as hereinafter provided. When required, the side yard shall be 10% of the lot width.

a. A side yard is required for any lot of which the side line abuts a residential district.

12.05 Accessory Uses and Structure Permitted in the C-1 District: Those uses and structures directly associated with the principal business.

12.06 Parking Requirements. *Existing buildings in the Central Business District are exempt from Off-Street Parking and Loading Regulations. All new buildings or expansions totaling over 3,000 square feet of gross floor area will be required to meet Off-Street Parking and Loading Regulations.*

08-12-02-09 Motion by Mr. Simonsen and second by Mr. Cooper to approve the second reading and publication of Ordinance 2002-7. Carried.

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- b. A rear yard is required for any lot of which the rear or side line abuts a residential district (R-1, R-2, R-3, or R-4).

Front yard requirements - The minimum front setback on property abutting a public right-of-way in the C-1 District is zero ft.

Side yard setback requirements - No side yard setback is required except as hereinafter provided. When required, the side yard shall be 10% of the lot width.

- a. A side yard is required for any lot of which the side line abuts a residential district.

12.05 Accessory Uses and Structure Permitted in the C-1 District: Those uses and structures directly associated with the principal business.

12.07 Parking Requirements. Existing buildings in the Central Business District are exempt from Off-Street Parking and Loading Regulations. All new buildings or expansions totaling over 3,000 square feet of gross floor area will be required to meet Off-Street Parking and Loading Regulations.

08-12-02-10 Motion by Mr. Davis and second by Mr. Martinson to approve the second reading and publication of Ordinance 2002-8. Carried.

**SECTION 22.00
OFF-STREET PARKING AND LOADING REGULATIONS**

22.01 Schedule of Off-Street Parking Requirements: Off-street parking spaces shall be provided for buildings and uses as specified in the following schedule:

Off-Street Parking

<u>Types of Uses</u>	<u>Requirements</u>
Automobile repair shops	3 spaces for each repair stall plus 1 space for each employee.
Banks	1 space per 250 feet of gross floor area.
Bowling alleys	5 spaces for each alley, plus 1 space for every 2 employees.
Churches	1 space for each 3 seats in the church (sanctuary), plus 1 space for each church employee.
Community centers, libraries, museums	1 space per each 250 square feet of gross floor area.
Drive-in banks	Reserve space equal to 3 times the number of drive-in window units.
Dwelling, efficiency	1 space per dwelling unit.
Dwelling, multi-family	2 spaces per dwelling unit, or gross floor area divided by 440, whichever is greater.
Dwelling, single-family	2 spaces per dwelling unit.
Dwelling, two-family	2 spaces per dwelling unit.
Funeral homes	1 space per each 60 square feet of floor area available for seating accommodations.
General retail	5 spaces per 1,000 square feet of floor area excluding public plazas, malls, and pedestrian walkways.

Hospitals	1 space for each two patient beds (excluding bassinets), plus one additional space for each doctor including visiting doctors, plus 1 space for each 2 employees including nurses; loading and unloading space for hospital ambulances and similar vehicles are not included in the spaces required.
Hotels, motels, tourist homes, cabins	1 space for each room or suite, plus 2 spaces for each 5 employees.
Industrial and manufacturing	1 space per each 12 employees on the shift of the greatest employment plus 1 truck space for each 7,500 square feet of gross floor area.
Lodging, rooming, and boarding houses	1 space for each guest, plus 2 spaces for the owner or manager if resident on the premises.
Medical or dental clinics	1 space per 200 square feet of gross floor area plus 1 space per doctor engaged at the clinic plus 1 space for each employee.
Mobile Home Park	2 spaces for each mobile home lot.
Nursing homes, convalescent homes	1 space for each 4 residents or patients plus 1 space for each 2 employees plus 1 space for emergency vehicles.
Office, professional or public buildings	1 space for each 200 square feet of gross floor area.
Post Office	1 space per each 400 square feet plus 1 space for each employee.
Private clubs or lodges	Parking requirements to be determined by totaling each specific type of use provided for, plus 1 space per 250 square feet of gross floor area for all other areas.
Restaurants, drive-in	1 space per 2 seating accommodations, plus 1 space for every 2 employees.

Restaurants, night clubs, and cafes	1 space per 3 seating accommodations up to 36, 1 space per 4 seating accommodations above 36, plus 1 space for every 2 employees.
Retirement homes	1 space per 1 bedroom and 2 spaces per 2 bedroom.
Rooming unit	1 space per rooming unit.
Theaters, civic centers, auditoriums, stadiums, sports arenas, or similar uses	1 space for each 4 seats, plus 1 space for each 2 employees.
Warehousing and wholesaling	1 space per employee on the shift of greatest employment plus 1 truck space for each 7,500 square feet of gross floor area.

22.02 Mixed Uses: In cases of mixed uses, the parking spaces required shall be the sum of the requirements for the various individual uses, computed separately.

22.03 Design Standards:

- a. All off-street automobile parking facilities shall be designated with appropriate means of vehicular access to a street or alley as well as maneuvering areas. Detailed plans shall be submitted to the proper official for approval for all curb cuts or driveway openings before a permit may be obtained therefore.
- b. Parking areas shall be paved with an asphaltic or concrete surfacing, afford adequate drainage, and shall have bumper guards where needed.
- c. Off-street parking areas for one (1) or two (2) family uses shall be in the rear, side yards, garage, carport, upon a well-defined driveway or in an area not to exceed twelve (12) feet in width abutting the driveway on one side only in the front yard. The parking area designated in the front yard abutting the driveway shall be surfaced with either concrete, asphalt, or in cases of existing gravel driveway, gravel may be used for such additional parking.
- d. Off-street parking area for multiple-family units of three (3) or more shall park on a designated parking lot. In no case, unless approved by the Building Official in the issuance of a building permit or by the City Council in cases of conditional uses, shall parking be permitted on the front yard except within the limitation as required in Section 18 of this Ordinance.

22.04 C-1 Central Business District: Existing buildings in the C-1, Central Business District are exempt from Off-Street Parking and Loading Regulations. All new

buildings or expansions totaling over 3,000 square feet of gross floor area will be required to meet Off-Street Parking and Loading Regulations.

08-12-02-11 Motion by Mr. Martinson and second by Mr. Simonsen to approve the second reading and publication and publication of Ordinance 2002-10. Carried.

ORDINANCE 2002-10

**AN ORDINANCE TO REQUIRING THE INSTALLATION OF
ELECTRIC BY-PASS SWITCHES.**

The city Council of the City of Barnesville does hereby ordain as follows:

The City of Barnesville Municipal Power personnel are occasionally required to remove electric meters to verify proper operation or to perform routine maintenance.

Because many homes and industrial/commercial enterprises are utilizing sophisticated electronic devices which may be damaged when the electricity supply is suddenly interrupted the following will apply:

RESIDENTIAL:

1. New Housing

All metered electric services will be equipped with an ELECTRIC BY-PASS SWITCH.

2. Existing Housing

When the existing metered electric service is upgraded or replaced an ELECTRIC BY-PASS SWITCH will be installed.

INDUSTRIAL/COMMERICAL:

1. New Buildings

All metered electric services will be equipped with an ELECTRIC BY-PASS SWITCH.

2. Existing Buildings

When the existing metered electric service is upgraded or replaced an ELECTRIC BY-PASS SWITCH will be installed.

FAILURE TO COMPLY:

In the event a contractor, home owner or building owner fails to comply with this ordinance an electric meter will not be installed and the electric service cables will not be connected to the Barnesville Municipal Power distribution system.

08-12-02-12 Motion by Mr. Davis and Mr. Cooper to approve the Potato Days liquor special license request for the VFW with a change in the time of the license to read from 9 to 12 p.m. Voting yea were Mr. Hagen, Mr. Cooper, Mr. Davis, and Mr. Martinson. Voting nay was Mr. Simonsen. Carried.

08-12-02-13 Motion by Mr. Hagen and second by Mr. Martinson to approve election judges Myrtle Wagner, Janice Beckett, Kenwood Carr, Mabel Sacrison, Mary Ann Thompson, Jean Pederson, Joetta Steinke, Dar Hines, Carol Mulcahy, and Ivy Olson. Carried.

Next on the agenda was a discussion on maintenance of Oliver Park, which is located in the Fairgrounds. The Fair Board has always done the maintenance of this park. City Attorney Mike Hannaher will draw up a maintenance agreement between the City and the Fair Board.

The light poles on the Fair Grounds have been offered to the City. They are old and have parts falling off of them. The City does not wish to do anything with them.

Finance Director Brian Jacobson recommended Ehler's and Associates be retained as the City's financial advisor. The City has had good experiences with Ehler's and Associates in the past. Mr. Simonsen stated his preference for Ehler's and Associates due to good experience with them in the past.

08-12-02-14 Motion by Mr. Simonsen and second by Mr. Cooper to approve a 20-year \$1.3 million GO Special Assessment Bond from Ehler's and Associates. Carried.

08-12-02-15 Motion by Mr. Simonsen and second by Mr. Davis to approve a 10-year \$500,000 GO Taxable Improvement Bond from Well's Fargo. Carried.

08-12-02-16 Motion by Mr. Simonsen and second by Mr. Davis to approve a 10-year \$510,900 Utility Revenue Bond from Well's Fargo. Carried.

08-12-02-17 Motion by Mr. Cooper and second by Mr. Hagen to accept the resignation of Ambulance Manager Holly Neuberger. Carried.

08-12-02-18 Motion by Mr. Simonsen and second by Mr. Martinson to approve cash transfers from 2002 budget as follows:

Transfer From	
Sewer	3,420
Sanitation	11,349
Electric	191,063
Cable	23,526
Telephone	105,819
Transfer to General	335,177

Transfer To	
Library	5,106
Parks & Recreation	177,594
Economic Development Authority	93,485
Mainstreet	42,937
Ambulance	16,055
Transfer from General	335,177

Carried.

08-12-02-19 Motion by Mr. Simonsen and second by Mr. Hagen to award the contract to remove the old shingles and reshingle the Central Office to Craig Dilbeck at a cost of \$2,475 to come out of the Capital Budget. Carried.

08-12-02-20 Motion by Mr. Martinson and second by Mr. Davis to authorize necessary power modifications required to make the Potato Days power requirements meet State electrical codes at a cost of \$1,500 to come out of Discretionary Fund. Carried.

08-12-02-21 Motion by Mr. Simonsen and second by Mr. Martinson to approve the purchase of a 2561 Cisco router at a cost of \$3,963 plus shipping to come out of the Capital Budget. Carried.

This router will be provided to the High School on a lease to own basis at a monthly cost of \$221.65 for three years. This router will provide data connectivity between public schools in the State of Minnesota.

The council looked at the electric rate adjustments recommended by the TEC Advisory Board. There will be a _ cent increase this Fall, another _ cent increase January 1, 2003, and another _ cent increase January 1, 2005.

08-12-02-22 Motion by Mr. Simonsen and second by Mr. Davis to approve the first reading of Ordinance 2002-12 an Ordinance Setting Rates for Electricity. Carried.

ORDINANCE 2002-12

AN ORDINANCE SETTING RATES FOR ELECTRICITY

The city Council of the City of Barnesville does hereby ordain as follows:

WHEREAS, the City Council did previously enact Ordinance No. 1994-2, an ordinance to establish electric rate schedules.

WHEREAS, the City Council modified Ordinance No. 1994-2, by Resolution of the City Council, adjusting the Base charges for all rate schedules.

WHEREAS, the Telephone/Electric/Cable TV (T.E.C.) Board for the City has recommended to increase the energy charge in Rate schedule 1 and Rate schedule 2.

NOW, THEREFORE, Ordinance No. 1994-2 is hereby amended as follows:

November 1, 2002

Rate schedule 1: energy charge increased from \$.055/KWH to \$.0575/KWH.

Rate schedule 2: energy charge increased from \$.062/KWH to \$.0645/KWH.

January 1, 2003

Rate schedule 1: energy charge increased from \$.0575/KWH to \$.06/KWH.

Rate schedule 2: energy charge increased from \$.0645/KWH to \$.067/KWH.

January 1, 2005

Rate schedule 1: energy charge increased from \$.06/KWH to \$.0625/KWH.

Rate schedule 2: energy charge increased from \$.067/KWH to \$.0695/KWH.

Rate schedules 3 through 10 are not changed.

EFFECTIVE DATE: This ordinance shall become effective upon its passage and enactment, followed by publication according to law.

An indefinite term lease between the Otter Tail Valley Railroad Company and the City of Barnesville was looked at. The lease provides for an annual rental fee of \$25 plus a document preparation fee of \$600. No action was taken on this matter at this time.

08-12-02-23 Motion by Mr. Simonsen and second by Mr. Martinson to approve disbursement of checks # 8699-#8886 in the amount of \$321,277.96 and checks #511-#528 in the amount of \$18,519.69 and a \$37,423.75 record wire transfer for bonds. Carried.

08-12-02-24 Motion by Mr. Cooper and second by Mr. Simonsen to approve a demolition bid of \$6,000 from Larry Davis Garage to demolish the house and garage located at 501 Second Street SE with funds to come of the Discretionary Fund. Mr. Davis abstained from voting. Carried.

The Council was notified that City Administrator Ray Miller will stay with his current personal health plan and will pay his own insurance. Mr. Simonsen recommended that \$400 per month be added to Mr. Miller's wages in order to pay his own insurance.

08-12-02-25 Motion by Mr. Simonsen and second by Mr. Davis to add \$400 per month to Mr. Miller's wages to compensate for self-payment of Health Insurance. Carried.

08-12-02-26 Motion by Mr. Martinson and second by Mr. Hagen to give a \$4,500 donation to the Legion Ball fields for the Babe Ruth Baseball program. Carried.

This was included in the 2002 budget.

The final phase of power, telephone, and electric will be installed in the Heartland

addition. This is an in-house project.

08-12-02-27 Motion by Mr. Simonsen and second by Mr. Martinson to approve the utility project for the Heartland Addition at a cost of \$46,900. Carried.

The TEC Board brought a recommendation to the Council to increase the base telephone rate by \$1.00, the call-waiting feature to \$1.00 and the service call charge from \$7.50 to \$15.00. The telephone rates have not been raised since 1988. The Council will need to petition the Public Service Commission to implement these increases.

08-12-02-28 Motion by Mr. Simonsen and second by Mr. Martinson to petition the Public Service Commission to allow for an increase in telephone rates. Carried.

Mr. Simonsen asked the Council to think about how the City should observe September 11, 2002.

General Manger Dow stated that Telephone Superintendent Dennis Brown has announced his retirement. The TEC Board will work on filling the position.

Mayor Prim adjourned the meeting at 8:40 p.m.

Submitted by:

Attest:

Angela Ernst
Minutes Recorder

Eugene Prim
Mayor