

1. CALL TO ORDER

A meeting of the Waite Park City Council was held at Waite Park City Hall on Monday, May 7, 2018 beginning at 6:30 PM.

MEMBERS PRESENT

Members present were Mayor Miller, Councilmembers Linquist, Schulz and Theisen.

CITY REPRESENTATIVES PRESENT

City Representatives present were Deputy Clerk-Treasurer Virnig, Chief of Police Benrud, Public Works Director Schluenz, Planning and Community Development Director Noerenberg, Attorney Hansmeier, SEH Engineer Wotzka

OTHERS PRESENT

Tim Miller, Jeff Blonigen, Adam Ripple

2. PLEDGE OF ALLEGIANCE

3. OPEN FORUM

Mayor Miller invited anyone wishing to speak during the open forum to step forward, but no one came forth.

4. COUNCIL AGENDA

Motion by Member Schulz, second by Member Theisen, to approve the 5/7/18 Council Agenda as amended.

6.E. (Add) Advertisement for Bids of the Public Works Building located at 51 11th Avenue South

The motion carried unanimously by those members present.

5. CONSENT AGENDA

Motion by Member Linquist, second by Member Theisen, to approve the following 5/7/18 Consent Agenda items:

- 5.A. Approved Council Minutes of 3-19-18
- 5.B. (Pulled for voting purposes – regarding Council Minutes of 4-2-18)
- 5.C. Approved Council Minutes of 4-9-18
- 5.D. Approved Board of Equalization and Appeals Meeting Minutes of 4-9-18
- 5.E. (Pulled for voting purposes – regarding Board of Equalization and Appeals Meeting Minutes of 4-23-18)
- 5.F. (Pulled for discussion – regarding Liquor License for Crooked Pint Ale House)
- 5.G. Approved Liquor License for Family Fun Fest
- 5.H. Approved Resolution for Notice of Hearing on Proposed Unpaid city Charges
- (RESOLUTION NO. 050718-01)
- 5.I. (Pulled for discussion – regarding PW Seasonal Worker Position Appointment)
- 5.J. (Pulled for discussion – regarding Resolution Approving County Project within Municipal Corporate Limits)
- 5.K. (Pulled for discussion – regarding Administrative Job Descriptions, Points, and Pay Grades)
- 5.L. Approved Beginning the Hiring Process for the Administrative Position Opening
- 5.M. Approved Change Order #2 for Well #6-Contact A
- 5.N. Approved Change Order #2 for Well #6-Contract B
- 5.O. Approved Joint Powers Agreement-Central MN Human Trafficking Task Force

Member Linquist questioned what the point system is for the proposed job descriptions. Deputy Clerk-Treasurer Virnig stated the Administrative Secretary position is proposed to be changed to an Administrative Associate and the points change from 116 to 165, moving this position from Pay Grad 3 to a Pay Grade 4. The Administrative (Building & Planning) Associate position points are currently at 183.

5.K. ADMINISTRATIVE JOB DESCRIPTIONS, POINTS, AND PAY GRADES

Member Linquist questioned why there isn't more information presented as in the names of the people applying for the license, etc. Deputy Clerk-Treasurer Virnig stated there is some confidential information on the application form, so that is not included in the agenda packet any more. Staff will try to put more of the public details in the background information in the future.
Motion by Member Theisen, second by Member Schultz, to approve the Liquor License for Crooked Pint Ale House. The motion carried unanimously by those members present.

5.J. RESOLUTION APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS

Member Linquist stated he would like more information on the project. Public Works Director Schluenz stated the project will be concrete from 15th Avenue to the Sauk River Bridge and the road will be put down to two lanes during the construction project. There will also be a left-hand turn lane put in eastbound near the Stumberland entrance.
Motion by Member Theisen, second by Member Schultz, to approve the Resolution Approving County Project within Municipal Corporate Limits. The motion carried unanimously by those members present. (RESOLUTION NO. 050718-02)

Member Linquist questioned why the City has to hire nine seasonal workers. He would like to know what these seasonal positions are needed for. It was recommended that he discuss this with Public Works Director Schluenz.
Motion by Member Schultz, second by Member Theisen, to approve the hiring of Peyton Rademacher for a PV Seasonal Worker position contingent upon passing background check and drug testing.
Ayes: Mayor Miller, Members Schneider, Schultz
Nays: Member Linquist
Abstained: None
The motion carried.

5.I. PW SEASONAL WORKER POSITION APPOINTMENT

Member Linquist questioned why there isn't more information presented as in the names of the people applying for the license, etc. Deputy Clerk-Treasurer Virnig stated there is some confidential information on the application form, so that is not included in the agenda packet any more. Staff will try to put more of the public details in the background information in the future.
Motion by Member Theisen, second by Member Schultz, to approve the Liquor License for Crooked Pint Ale House. The motion carried unanimously by those members present.

5.F. LIQUOR LICENSE FOR CROOKED PINT ALE HOUSE

Member Linquist questioned why there isn't more information presented as in the names of the people applying for the license, etc. Deputy Clerk-Treasurer Virnig stated there is some confidential information on the application form, so that is not included in the agenda packet any more. Staff will try to put more of the public details in the background information in the future.
Motion by Member Theisen, second by Member Schultz, to approve the Liquor License for Crooked Pint Ale House. The motion carried unanimously by those members present.

5.E. BOARD OF EQUALIZATION AND APPEALS MEETING MINUTES OF 4-23-18

Motion by Member Linquist, second by Member Schultz, to approve the Council Minutes of 4-2-18 as presented.
Ayes: Mayor Miller, Members Linquist, Schneider, Schultz
Nays: None
Abstained: Member Theisen
The motion carried.

5.B. COUNCIL MINUTES OF 4-2-18

Motion by Member Linquist, second by Member Schultz, to approve the Council Minutes of 4-2-18 as presented.

5. CONSENT AGENDA (Cont'd.)

5.P. Approved CSO Position Appointment

The motion carried unanimously by those members present.

operation, as below:

does not fall into disrepair or pose any issues should the existing Grande Depot business cease

time staff also recommended additional conditions to be placed on the sign if approved to ensure the sign sign not to exceed 150 feet, and with overall sign face areas not to exceed 6,000 square feet. At that Commission. An initial recommendation to the Planning Commission suggested an approval of ground sign, and these were not a part of consideration during the previous request by the Joint Planning staff's opinion a preexisting factor that warrants some consideration of an allowance for a higher/larger Staff does believe that the adjacent tree lines, being on property outside of the applicant's control, are in has had extensive conversations with the applicant and taken into consideration all factors available. Staff acknowledges that this sign is very large and far outside of City standards for the area. Staff of the property that cannot otherwise be addressed.

and that the request must be viewed in the context of whether practical difficulties exist given the nature considerations cannot be taken into account as part of a variance request, as per the enclosed standards, has been attached for reference and consideration. Staff would remind the City Council that economic potential for the sign to collapse onto an adjacent roadway. The documentation provided by Mr. Miller height concerns and the adjacent roadway that a "fall zone" be established with a revised location to limit same location as the current ground signage of the property however, staff is recommended that due to recently to provide an actual representation of the height and view. The sign is proposed to be in the would be associated with the proposed sign, including a "mock-up" structure that was raised via crane Mr. Miller has provided several exhibits demonstrating the various heights and viewsheds that

exits to Highway 23.

distances from the sign location to Interstate 94 and in making the property visible to traffic before the would have to be above the tree line of the adjacent properties in order to be effective, due to the large consultation with area sign companies, he has determined that any new ground signage for the property signage due to the extremely significant costs associated with such a large sign. In his research and In the time since, Tim Miller, owner of The Grande Depot, has been evaluating options for the and a total aggregate signage area of 2,750 sq. ft. for the property (including wall and ground signs).

square feet. The Joint Planning Board ultimately approved an overall height of 65 feet for the ground sign Planning Commission a lesser amount of 50-foot overall height, with a maximum sign face area of 250 total square footage of 894 square feet for the sign face. At that time, staff recommended to the Joint signage. The request submitted at the time was for a ground sign with an overall height of 79 feet, and a property was still located in St. Joseph Township, a request for several variances was reviewed, including Those that previously served on the Joint Planning Commission may recall that in 2015, while the

"Smiley" water tower on 10th Ave South is 122 feet tall, per SEH records.

restricted to a maximum square footage of 400 square feet by City Ordinance. As a reference point, the with a maximum sign face area of 275 square feet. For reference and comparison, billboards are As you may recall, earlier in 2017 the sign ordinance was updated and the current standard for elevated square footage of 12,274 square feet, 5,700 square feet of which is proposed for electronic readerboard. feet at time of anticipated December 2017 Planning Commission review), and the overall sign face area 3-sided LED electronic display. The overall proposed height is 225 feet (up from previous request of 185 The sign variance request is to allow for construction of a very large elevated sign with incorporated are located within the report). The property is located at 8318 Highway 23.

building (this variance was previously determined to not be required but this has since changed—details Entrance Corridor Business Park/Commercial District from 20 feet to 0 feet for purpose of expanding the property, and from Section 52.30, Subd. 6-C-3 to reduce the rear yard setback in the BP/C-2, 1-94/TH 23 Section 53.12 Table 53-1 to request increase in height and square footage of elevated sign for the

SETBACK

6.A. VARIANCE REQUESTS – THE GRANDE DEPOT SIGNAGE AND REAR YARD

Staff has received an application from The Grande Depot for variances from Waite Park Ordinance

Motion by Member Theisen, second by Member Schulz, to approve the Administrative Job Descriptions, Points and Pay Grades as presented. The motion carried unanimously by those members present.

5.K. ADMINISTRATIVE JOB DESCRIPTIONS, POINTS, AND PAY GRADES (Cont'd.)

if approved in any configuration. concerns and would recommend against any consideration of off-premise signage allowance for the sign advantage over other approved off-premise signage. After consideration staff concurs with these residents in attendance who noted that the size and scale of the structure would pose an unfair Park for advertising of the future possible amphitheater on the LED display component. This was discussed at the Planning Commission meeting and generated significant concern from adjacent a lesser height and/or size an option that has been discussed is possible utilization by the City of Waite If the sign were to be approved in any configuration, either at the full requested 225-foot height or is provided for review and consideration by the Planning Commission.

Given the extensive and thorough information provided by the applicant as part of the request, it proposed height and dimensions. discussion indicates that they may be supportive of the proposal at a lesser height/size instead of the they have the option to recommend the variance at any lesser degree than requested, if review and Staff would also remind the City Council, as the Planning Commission was reminded earlier, that

area for future sign considerations as the Highway 23/Interstate 94 corridor area gradually develops over face area allowances to be a reasonable middle ground which could be evaluated for its impacts upon the allow it to stand on its own merits. Staff believes the recommended 150-foot height and associated sign that the request would have to go through the established formal review and consideration process to Council provided some feedback and several members were generally supportive of the request, advising height was lower, at a proposed 140 feet tall, although the design and configuration were the same. The feedback on the request during a City Council work session earlier this year. At that time the overall sign analyses, in working with staff the applicant took the non-typical step of consulting the City Council for Due to the considerable costs involved with the mock-up of the sign and performing viewshed and possible alternative options if so desired.

as-presented to the City Council, although staff would encourage the City Council to discuss the request and public hearing testimony, at this point staff concurs with the recommendation for denial of the request recommend approval to any lesser degree. Given the discussion and input of the Planning Commission make a recommendation of denial of the signage variance request to the City Council and did not administrative staff. After extensive discussion and the public hearing, the Planning Commission opted to follow-up message prior to the City Council meeting staff has not had any response from Rockville application materials to City of Rockville staff following the meeting for their review and input. After a adjacent Rockville were also discussed, and staff opted to send the Planning Commission report and potential visual impact of the sign, and in particular the electronic display component, on properties in properties and future development interest, and the setting of precedent for future signage requests. However, review and discussion of the Planning Commission and testimony heard during the public hearing process indicated concern with the proposal, including long-term impacts on adjacent

1. The sign shall be limited to a maximum height of 150 feet and a total sign face square footage not to exceed 6,000 square feet.
2. The sign shall be placed back from public roadways a distance equal to or greater than its approved height so as to create a fall zone. Sign permit application shall denote how this requirement is being fulfilled.
3. A bond in the amount of \$750,000 for sign removal shall be posted to the City of Waite Park prior to any approvals of building permit. In the event that the property ceases use for any reason and the sign is abandoned and/or falls into disrepair as determined by City staff, after option for correction has been provided to property owner at the time, the City may draw on the bond for repair or removal of the sign as needed.
4. A sign permit shall be required by the City of Waite Park prior to fabrication or installation of signage.
5. Approval shall be required from MnDOT as part of sign permit application.
6. Signed engineering documentation shall be submitted with sign permit application.

6.A. VARIANCE REQUESTS – THE GRANDE DEPOT SIGNAGE AND REAR YARD SETBACK (Cont'd.)

6.A. VARIANCE REQUESTS – THE GRANDE DEPOT SIGNAGE AND REAR YARD SETBACK (Cont'd.)

The initial request for the property was to allow for a rear-yard setback variance to reduce the setback from 20 feet to 0 feet for purpose of constructing an expansion, primarily for electrical mail service and back-up generator (required due to sensitive nature of costly food items in event of power outages).

After review, due to the adjacent property being under common ownership, staff initially determined that no variance would be required as the property would be considered as a single zoning lot for setback considerations. This would be consistent with other past similar circumstances. However, this has been an informal allowance utilized periodically, and is not referenced in ordinance. As a neighboring property owner who holds an interest in the property due to the location of an access easement running adjacent to the property line has expressed concern with the request, staff is opting to proceed with the request through the variance process. A letter that the neighboring property owner provided to the Planning Commission earlier is attached for review.

Staff supports the variance request as the configuration of the property limits the options for placement otherwise and believes that practical difficulties exist for this reason. However, in order to protect the adjacent property owner with easement interest in the property, staff is recommending that written consent be provided by this owner prior to any issuance of building permit for the property. The Planning Commission reviewed the request and heard testimony from counsel present on behalf of both the applicant and an adjacent property owner, who are in a state of disagreement over the intent and ability to use the access easement across the Grande Depot property that provides access to the Doug Frederickson property, as Frederickson is concerned that having structure built up to the property line would potentially impact the access easement and future development (he views the access easement as more of a potential future road, whereas Mr. Miller's attorney believes the intent is to provide access solely for Mr. Frederickson or other owner of the property). Staff has asked the City Attorney to review and provide feedback on the easement issue as the Planning Commission adopted the recommendation of staff that the variance be approved provided the owners are able to agree to the proposed project before issuance of building permit, and the applicant is concerned that they would not be able to proceed unless the neighbor agrees and does not believe this to be reasonable.

As the property will need to be platted prior to any issuance of additional building permit for building expansion now that it is located within the City, and given the interest and plans of The Grande Depot for expansion and additional businesses and structures upon the property, staff has also recommended that the property owners coordinate on potential easement revisions and/or relocations as part of the platting process to determine if there are potentially improved access points or areas that would benefit both property owners.

Staff recommends denial of the variance for signage requests with the following findings-of-fact:

1. The variance is not in harmony with the purposes and intent of the ordinance.
2. The proposal puts property to use in an unreasonable manner.
3. The variance, if granted would alter the essential character of the locality.
4. The variance request is driven by economic considerations (i.e. to increase visibility and sales).

Staff recommends approval of the variance to reduce rear yard setback from 20 feet to 0 feet for the purpose of constructing a building addition with the following findings of fact and conditions:

1. The variance is in harmony with the purposes and intent of the ordinance.
2. The variance is consistent with the Comprehensive Plan.
3. The proposal puts the property to use in a reasonable manner.
4. There are unique circumstances of the property not created by the landowner and the landowner has demonstrated practical difficulties.
5. Granting of the proposal will not alter the essential character of the locality.
6. The property must be platted, as per City Ordinance requirements, prior to any issuance of additional building permit for the property. Standard platting requirement includes required payment-in-lieu of parkland dedication in the amount of 5% of the unimproved value of the property.
7. Written approval shall be submitted prior to any building permit issuance by any/all parties identified as part of established easement(s) upon the property.

draw westbound Interstate 94 travelers into the City via Highway 23 and the exit located in this area, staff After consideration, given the expansion of City limits into this area and in an effort to potentially (agreements).

request (i.e. as another option for exit-ramp vicinity signage for The Grande Depot, subject to private for off-premise sign(s) in the area may bear some relevance to consideration of The Grande Depot area, staff felt it would be an appropriate time to bring the request forward for consideration as the option since and given the parallel sign considerations currently under review for The Grande Depot in the same require an ordinance amendment and that they would take some time to consider the request. In the time this area, potentially made possible due to the annexation of the area. Staff advised that this would frontage in the southern area of the community, with an interest in locating off-premise sign (billboards) in In summer of 2017 staff was approached by a property owner located along the Interstate 94

6.B. AMEND ORDINANCE 5.20 – OFF-PREMISE SIGN CORRIDOR MAP

The motion carried unanimously by those members present. (RESOLUTION NO. 050718-04)

- 7. Written approval shall be submitted prior to any building permit issuance by any/all parties identified as part of established easement(s) upon the property.
 - 6. The property must be platted, as per City Ordinance requirements, prior to any issuance of additional building permit for the property. Standard platting requirement includes required payment-in-lieu of parkland dedication in the amount of 5% of the unimproved value of the property.
 - 5. Granting of the proposal will not alter the essential character of the locality.
 - 4. There are unique circumstances of the property not created by the landowner and the landowner has demonstrated practical difficulties.
 - 3. The proposal puts the property to use in a reasonable manner.
 - 2. The variance is consistent with the Comprehensive Plan.
 - 1. The variance is in harmony with the purposes and intent of the ordinance.
- Grande Depot with the recommended conditions:
 yard setback from 20 feet to 0 feet for 8318 Highway 23 as submitted by Antique Depot LLC dba The Motion by Member Schulz, second by Member Theisen, to approve the request to reduce rear More discussion was then held on the request to reduce the rear yard setback.
 members present.
 reapples for a ground sign variance within the next 6 months. The motion carried unanimously by those Motion by Member Linquist, second by Member Schulz, to waive the application fee if the owner members present.

050718-03

- The motion carried unanimously by those members present and was denied. (RESOLUTION NO. 050718-03)
- 4. The variance request is driven by economic considerations (i.e. to increase visibility and sales).
 - 3. The variance, if granted would alter the essential character of the locality.
 - 2. The proposal puts property to use in an unreasonable manner.
 - 1. The variance is not in harmony with the purposes and intent of the ordinance.

Findings of Fact:
 12,274 square feet (5,00 square feet of which is proposed for electronic readerboard) with the following sight height from 45 feet to 225 feet, and to increase maximum square footage from 275 square feet to Highway 23 as submitted by Antique Depot LLC dba The Grande Depot, to increase allowable elevated Motion by Member Schulz, second by Mayor Miller, to deny the variance for ground sign for 8318 Highway 23 as submitted by Antique Depot LLC dba The Grande Depot, to increase allowable elevated permit is issued.
 very open to work with the property owners and that this condition be satisfied before any kind of building and maintain setbacks from that or an alternate route. Mr. Fredrickson is property. Mr. Fredrickson requests that the access right be treated just like anybody else's access right Doug Fredrickson who owns property adjacent to the Grande Depot who shares an easement with the Adam Ripple with Rinke Noonan Law Firm also addressed the Council. He stated he represents Council with his concerns with the proposed sign height.
 height is to get the sign above the tree line so that it is more visible. Jeff Blonigen then addressed the Discussion was held on the height of the sign. Tim Miller also spoke stating the requested sign

SETBACK (Cont'd.)

6.A. VARIANCE REQUESTS – THE GRANDE DEPOT SIGNAGE AND REAR YARD

There were two Alternates that were bid as part of this project. Alternate 1 for Waite Avenue South between 2nd Street South and South City Limits. Alternate 2 was for 13th Avenue North special crosswalk delineations. The council can elect to award the base bid, or any combination of Alternates. Presented were the Bid Tabulation and the Letter of Award Recommendation. Bids were opened at 11:00 a.m. on Thursday, April 26, 2018. The low base bid plus any alternative or combination of alternatives was submitted by Tri-City Paving, Inc. of Little Falls, Minnesota as follows:

Base Bid	\$465,483.38
Alternate 1 – Waite Ave. S. between 2nd St. S. and S. City Limits	\$141,574.02
Alternate 2 – 13th Avenue North Special Crosswalk Delineations	\$ 29,049.60
TOTAL	\$636,107.00

Discussion was held on the Alternate 1, which is a mill and fill of part of Waite Avenue. Staff spoke with St. Cloud City Administrator Matt Stahling regarding the Waite Avenue project being half of Waite Avenue is in the City of St. Cloud. Staff is waiting to hear back if the City of St. Cloud agrees on

6.D. CONSIDER AWARDDING 2018 OVERAY PROJECT BID

050718-05)

Mayor Miller began by reading the Notice of Public Hearing. The hearing opened at 7:33 p.m. Mayor Miller then invited anyone wishing to speak to come forward, but no one came forth. Motion by Member Theisen, second by Mayor Miller, to close the public hearing at 7:34 p.m. The motion carried unanimously by those members present.

Staff recommends approval of the vacation and relocation of drainage and utility easement as fulfillment requirements. Notice of hearing is attached for reference. Relocation to the adjusted property line. Staff has published and sent notices of this hearing in order to plat easement requires Council action. The request is to vacate the current easement and approve its make one of the parcels larger, which has been approved administratively. However, the previously-Revocable Living Trust, and are located at 57 and 53 Waterford Lane (south of the under construction The two subject parcels are owned by McMereditth Development, Inc. and Margaret A. Kappes

6.C. VACATION EASEMENT ON WATERFORD LANE

(ORDINANCE NO. 2018-03)

Ordinance 53.20 as presented. The motion carried unanimously by those members present. Motion by Member Theisen, second by Member Linquist, to approve the ordinance amendment to existing established map. Staff recommends approval of the amendments as submitted and proposed. The current and proposed off-premise sign corridor maps are enclosed for review. No ordinance text is under consideration and if approved by the City Council the proposed map would replace the parties that they would not be supportive of any variance requests to reduce spacing between them. permits are reviewed on a "first-come/first-serve" basis and staff has previously stated to interested by approved MnDOT permit for locations under MnDOT authority. Off-premise sign conditional use conditional use permit process and staff has required all off-premise sign applications to be accompanied allowances. As previously, any off-premise sign requests would require to be approved via the previously that they would not be in support of any such revisions, such as decreasing spacing No other off-premise sign standards are being proposed for amendment and staff advised finalized map.

Commission recommended approval of the request with this change, which is reflected on the enclosed recommended taking the corridor all the way north along I-94 to the City's border. The Planning Commission suggested expanding the corridor area from that which was initially proposed by staff and During review and discussion of the request at their February 13th, 2018 meeting, the Planning allow for up to an approximate nine total billboards (fewer if any would be digital) in the area. area would have the most impact on westbound traffic along the stretch of I-94 before the exit and would is supportive of expanding the Off-Premise Sign Corridor Map as attached. The suggested additional

6.B. AMEND ORDINANCE 5.20 – OFF-PREMISE SIGN CORRIDOR MAP (Cont'd.)

6.D. CONSIDER AWARDING 2108 OVERLAY PROJECT BID (Cont'd.)

funding the Waite Avenue project with the City of Waite Park. City Engineer Wotzka stated an option would be to approve Alternate 1 along with the base bid and if the City of St. Cloud does not come to an agreement to fund their half of the Waite Avenue project, then Alternate 1 could be taken out by a Change Order.

Discussion was then held on Alternate 2, which is some decorative crosswalks. Discussion was also held on other roadways and alleys that are in need of improvement.

Motion by Mayor Miller, second by Member Schulz, to approve the award of the 2018 Overlay Improvement project to Tri-City Paving, Inc. to include the Base Bid and Alternate 1. Alternate 1 will not be completed if the City of St. Cloud does not come to some kind of agreement with the City of Waite Park with regards to the funding of the Waite Avenue improvements.

Ayes: Mayor Miller, Members Linquist, Schulz
Nays: Member Theisen
Abstained: None

The motion carried.

6.E. ADVERTISEMENT FOR BIDS OF THE PUBLIC WORKS BUILDING LOCATED

AT 511 11TH AVENUE SOUTH

Member Schulz stated the one of the City's old Public Works buildings, which is located on 1st Avenue South, needs to have something done with it. He would like to go out for advertisements for bids and see if the property can be sold.

Motion by Member Schulz, second by Member Theisen, to approve advertising for bids of the old public works building located at 511 1st Avenue South in Waite Park. Member Linquist asked about putting any stipulations on the bid and Attorney Hansmeier said some of the stipulations discussed would be that the buyer takes the property as is, the existing building would have to be demolished within 60 days of the purchase and the City reserves the right to reject all and any bids. These will be added to the advertisement for bids. The motion carried unanimously by those members present.

7. COUNCIL/MAYOR

Motion by Member Linquist, second by Member Theisen, to authorize payment of the accounts payable list (0218M1, 0318M1, 0318M2, 0418D1, 0418D2). Member Theisen questioned the payment to Kwik Trip for sales tax. Deputy Clerk-Treasurer Virnig stated this was a refund for an exemption of sales tax that Kwik Trip paid to the City. The City requested a refund from the State and once The City received the refund, it was then refunded back to Kwik Trip. Member Theisen then questioned the payment to Wex Bank for fuel. Public Works Director Schuenz stated this is for premium fuel from Super America that is purchased for the lawn mowers and small engines. The Public Works Facility does not have premium fuel in their tanks. The motion carried unanimously by those members present.

Mayor Miller reviewed the following:

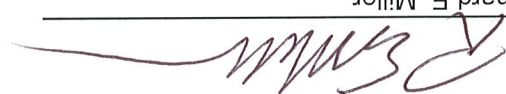
- A letter was received from School District 742 to invite an appropriate designee to participate in the district's Finance Study Group. The group meets in June, September and November of each year. Member Linquist volunteered to attend these study groups. Motion by Member Theisen, second by Member Schulz, to authorize Member Linquist to attend School District 742 Finance Study Group meetings. The motion carried unanimously by those members present.

8. ADMINISTRATOR UPDATE

City Administrator Johnson was not present to give an update.

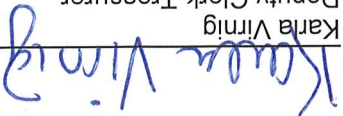
Mayor

Richard E. Miller



Deputy Clerk-Treasurer

Kara Virnig



ADJOURNMENT

Mayor Miller declared the meeting adjourned at 7:56 p.m.

