

**CITY OF NOWTHEN**  
**CITY COUNCIL WORKSHOP DRAFT MEETING MINUTES**  
**TUESDAY, SEPTEMBER 7, 2017 @ 7:00 PM**

The Nowthen City Council met for the City Council Meeting on Tuesday, September 12, 2017 at 7:00 PM, at the Nowthen City Hall, 19800 Nowthen Blvd NW, Nowthen, MN.

<b>Present:</b>		<b>Others:</b>
Mayor Jeff Pilon	Council member Paul Reighard	Liz Stockman, Planner
Council member Dan Breyen	Council member Randy Bettinger	
Council member Mary Rainville		

**Approve/amend the meeting agenda** – Pilon replaced item 4.J. (Schedule Comp Plan Open Houses) with “Recycling Center Addition Contract”. No other changes were made.

**1). Planning & Zoning:**

**a). Bearman Wildlife Management Area Land for Sale** — The assessed value is approximately \$158,000. Stockman did some research on land similar in size and type and the amount they are asking appears to be high. Stockman did talk with Attorney Ruppe about hunting and found that there are parks that are closed in the fall for hunting purposes. The attorney wasn't thrilled with trying to mix a hunting area with an open park, but it can be done. Pilon said that there is a park in Oak Grove that does that. Bettinger said there is no future park in that area in our Park Plan, plus it would deplete the park funds. Rainville agrees with Bettinger. It would just be another parcel of land that we would have to maintain and would deplete the fund. The state will proceed with an appraisal. This WMA is not in the State's long term plan either. The State may sell the property and restrict it to one buildable site, if there is any. They would have to impact a wetland to get a driveway through there. Consensus is that the City will not do anything with this offer and to remove it from the agenda.

**b). JOSH PETERSON** — *A Request for a Conditional Use Permit to allow multiple buildings on a single parcel, the addition of two new storage buildings and an Interim Use Permit to allow outdoor storage for a four-acre property owned at 19950 Iguana Street (PID 20-33-25-42-0011).* — Pilon said at the last meeting they talked about the maintenance agreement, architectural drawings, emergency accessibility, outside storage and the gate. Reighard doesn't see what grounds they have on not allowing the outdoor storage. We are allowing A&B to expand their outdoor storage and the tiny houses to do it.

Pilon didn't see a reason for the Planning and Zoning Commission not wanting to allow outside storage. He did like the restrictions that were put on the tiny houses business. The only other issue would be the number of vehicles to allow. If the Council agrees that it is reasonable and allow five (5), he thinks it is a reasonable use of the land. Stockman remembers the Planning and Zoning Commission

discussing snow removal issues, but she doesn't have a problem with five (5) vehicles. Pilon said that the snow would be Peterson's issue.

Bettinger doesn't think that it is necessary to require them to be licensed. As long as they are screened, it shouldn't be an issue.

Reighard agrees with Bettinger. We have to look at what was done in the past and that could get us into hot water. He doesn't have a problem if the property owner doesn't have an issue with the stricter conditions.

Pilon said that outdoor storage for the other businesses is for their business. If they want to store things outside it had to be related to their business.

Rainville believes the Council has the right to set the parameters to any IUP/CUP requests. It will help enforcement down the road if there was a violation and allows staff to enforce that. There are not two that are the exact same. The Council has the right to deny or approve this.

Stockman said that the conditions can be tailored to specific businesses. As long as it is relating to what he is doing, she doesn't think it is much to ask that they are licensed and operable.

Peterson said that he envisions storing boats, RVs, cars, and trucks. Pilon said the issue that came up with the tiny houses business is that if you are going to keep boats and such there, you need to keep them on a trailer. If the boat is on trailers then it should be fine. Peterson doesn't have any issues with the stipulations of licensed and operable.

- c). Schedule Comp Plan Open Houses** — Stockman needs direction or guidance to the Land Use Plan and if there is going to be any changes to it. As far as meetings go she would recommend two open houses.

Rainville thinks that this calls for a meeting to specifically discuss the Land Use Plan. Have it as the only agenda item and have it prior to scheduling the open houses.

Stockman said Met Council is willing to come out and be part of the public meeting. She also stated that the MUSA area zoning may be an issue. Met Council wanted us to leave the density in that area the same as it is for the current MUSA. Met Council is zoning it as Diversified Rural Area. We have to request that to be changed.

Rainville said the meeting would be to specifically discuss the Policy Planning and Development of the 2040 Plan. She thinks that it is important to give the Council direction in that area.

Move this item to Council Items and discuss having the meeting sometime at the end of October or early part of November.

**i. Discussion of Land Use Plan and Frontage Road Plans** – This will be discussed at the Special Meeting as well.

**d). Code Enforcement Updates** — Stockman provided an update of the Code Enforcement Activities for the month. She indicated that she would like direction from the City Council on moving forward with the Erik and Michael Day property and on Dan Larson's property. Stockman also informed the City Council that another complaint came in about Tommy Guyer. She feels that at a Council standpoint they should require that he abides by the Ordinance Regulations and if he wants to apply for an IUP he would have to comply with any conditions that are imposed on him.

Breyen said that this was brought up before and he was told that if he was going to continue on with this he would need to get an IUP.

The Council consensus is to add Code Enforcement direction to the agenda for discussion and direction.

**2). Park and Recreation:**

**a). RCA – Recommend Changing Chapter 4, Section 4 of the City Code — *Making Nowthen Parks and around the Ice rinks tobacco free.*** – Rainville said that it was brought up about smoking at Twin Lakes and debris and cigarette butts on the beach. People don't like the smoking at the parks. She would like to direct this back to the Park and Rec. Committee for further discussion.

**3). Consent Agenda:**

- 1.1 Approve the August 3, 2017 City Council Workshop, August 8, 2017 City Council Meeting and the August 14, 2017 Budget Meeting Minutes** – Breyen had one small change to the minutes.
- 1.2 Financial Report** – No comments
- 1.3 Approve All Audited Bills Claim # 351 through Claim # 397, plus Net Distribution reports dated August 7th and August 21st, 2017.** – No comments
- 1.4 Proclamation – *for Domestic Violence Awareness Month*** – No comments
- 1.5 Proclamation – *For Constitution Week Starting September 17, 2017*** – No comments
- 1.6 RCA – *Approve Server Managed Service Agreement with RB's Computer.*** – Staff will check to find out what the new contract amount would be and what equipment that covers.
- 1.7 RCA – *Redo the cement work for a custom form for the downspout at the City Offices.*** – Staff will check and see if the bid is still valid.

**4). Council Items:**

**a). Schedule Budget and Tax Hearings – *December 12, 2017 6:01 PM?*** – Consensus is to schedule for December 12, 2017.

- b). **RCA** — *Replacement of CAT 930 Loader* – Breyen said the new RCA includes the 4-wheel drive. Breyen said that he can talk to Glaze about getting some costs of some attachments we may or may not want down the road and factor in transportation costs.

Rainville would like to get estimates for the other attachments so they can look at it for budgeting purposes. She also asked if Glaze is looking for the Council to approve a purchase up to \$70,000 for a loader because the RCA is only asking the City Council to consider replacing it. Is he going to come back with a true RCA?

Breyen said the intention was to move forward with the approval of up to \$70,000 and to start looking for a loader. He can talk with Glaze and adjust it before Tuesday.

Pilon said if the Council approves this and Glaze finds one, he can purchase it. Breyen said if they find one that meets the criteria and is within the budgeted amount, then yes. Pilon asked what is going to happen with our current one. Would we sell it or trade it. Breyen said Glaze is still looking at trade in to see what is available. It also depends on where he is looking to purchase one. Rainville said it would not be cost effective to drive the loader someplace else to sell it.

Breyen asked if they have to decide what they want to do with the current loader before they can purchase something else or where we want to go. Pilon said the discussion was; what is the plan. It could be a trade in depending on where it is purchased through. If they can put something in the RCA stating "pending Glaze's inspection".

Reighard said if they approve up to \$70,000 to purchase a loader, he trusts Glaze to look at it and make the judgement call. Pilon agrees, he also has the ability to walk away if he suspects something is wrong. He also agrees with getting bids for the different attachments.

- c). **RCA** – *Heritage Festival Donation Request* – Rainville said in February the Council directed the Heritage Festival to respond to information in regards to the request for a donation. That information is attached to the RCA and the festival requests that the City release the donation.

Reighard said that he doesn't believe everything was fulfilled yet. It is his understanding that City staff fixed the damage that was created by the festival. They were also supposed to have worked with staff to get all the staff hours involved so the Council could get a total cost of what this actually costs the City. He doesn't see that anywhere. Also he sees a comment that contact wasn't made to the fire department for volunteer services. Who pays for the EMS and fire fighters?

Rainville said as far as the repairs, Mrs. Pilon worked with maintenance staff and with the conversations between them everything was fixed. If there was something else that was not brought back to their attention. In regards to staffing hours, staff

had previously supplied that to the City Council. Reighard said it was all part of the motion to present that.

Reighard's whole objective is to show everyone and to be transparent as to how much the City puts into this event. There is a cash donation, waiving of the facility use fees, staff time and resources.

Reighard said the motion was to have that information and he doesn't see that information in the packet.

Rainville will have that information to the Council by Tuesday. The issue with the fire dept. and sheriff's dept. is they did not contact them because she understands that the City of Ramsey has changed their policy that they will no longer pay for fire fighters for EMS at festivals. They will forgo having EMS during breakfast and if anything should occur, they will call 911. As far as the fireworks, it is her understanding that the fire fighters working during the fireworks are part of the permit. She said that the festival doesn't pull the permit for fireworks; the company they hire does that.

Reighard said the City pays for the fire fighters to be there for that. Rainville said the festival doesn't pull the permit. If that is money the fire dept. should have billed, it should have billed the company that pulled the permit.

Bettinger said the fireworks are part of the festival. They hired that company as part of the festival. The fireworks company has requested that the road be closed off. That is part of the festivals responsibility of having it. That is the festivals cost and expense for that. You cannot put that out as a cost to the City.

Rainville said that they hire someone to do the fireworks. What their needs are, they are responsible for those needs. The fireworks company is responsible for making sure that they have what they need. That is their job.

Pilon said that the fireworks company gets the permit from the City of Ramsey. The permit is from the fire dept. The fee that they pay for the permit should cover the cost of the fire fighters.

Reighard said last year the City paid for the fire fighters to be there for the fireworks. Bettinger said if the City starts charging the fireworks company for the fire fighters, they are going to charge the festival and it is going to become a full circle.

Breyen said that issue needs to be clearly defined in the contract with the fireworks company. Rainville has never seen the contract.

- d). **RCA** – *Request use of Maintenance Staff for Heritage Festival Setup* – Rainville said in the past they have requested specific items to be completed by the staff in preparation of the festival. Again this year, they are going to ask to have this done

again. She would also like to add #9 – that staff puts back everything when it is done.

- e). **RCA – Street Closure – Iguana St. for Fireworks** – Rainville will check to see if the fireworks contracted person has this done as well. This is just a formal request to have this done.
- f). **RCA – City participation at the Heritage Festival** – Rainville said that the Deputy Clerk would be willing to staff the booth from 9:30 am to 2:30 pm. Leave it up to the City Clerk to determine if time will be taken off that week or if overtime will be paid.
- g). **RCA – Nowthen Lions 5K – Use of roads & Firefighters** – LaDoucer stated that this is not a N/A Funding Source. The request is for the use of the roads and the use of one firefighter for approximately 2 hours. Should not be more than \$50. The Council was interested in what the Lions were doing about signage and how they were doing it. There is also no date of the event listed on the RCA, so that needs to be determined.
- h). **RCA – Purchase Land Use changing Signs** – The Council needs to determine what they would like the signs to say. What the City of Ramsey has is just a standard sign. Need further information of what the signs are going to say and what the funding source will be.
- i). **RCA – Utilization of the City Website/Updating of Existing Documents** – Breyen said that he talked with GovOffice and they said there are many features of the website that could be utilized to help improve our website at no extra cost. Breyen will re-write his RCA so that he can work with office staff and GovOffice to try and improve the website.
- j). **Recycling Center Addition Contract** – The Council consensus is not to require the prevailing wage requirement because it was not a requirement on the grant application.

**5). Introduction of New Items:** - No new items were introduced.

**Breyen made a motion to adjourn the meeting at 9:45 PM; Rainville seconded. All in favor; motion carried.**

Respectively submitted by:

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Corrie LaDoucer, City Clerk

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Mayor Jeff Pilon

**CITY OF NOWTHEN  
CITY COUNCIL DRAFT MEETING MINUTES  
TUESDAY, SEPTEMBER 12, 2017 @ 7:00 PM**

The Nowthen City Council met for the City Council Meeting on Tuesday, September 12, 2017 at 7:00 PM, at the Nowthen City Hall, 19800 Nowthen Blvd NW, Nowthen, MN.

<b>Present:</b>		<b>Others:</b>
Mayor Jeff Pilon	Council member Paul Reighard	Lt. Wayne Heath
Council member Dan Breyen	Council member Randy Bettinger	
Council member Mary Rainville		

**Approve/amend the meeting agenda** – It was suggested to remove item 5.1.7 Redo the cement work and item 6.b. Replacement of CAT 930 Loader. Reighard also wanted to add an item at the end of Council Items to discuss what the RCA policy is. **Bettinger made a motion to approve the amended agenda; Rainville seconded. All in favor; motion carried.**

1). **Sheriff's Report:** - Lt. Wayne Heath provided a report of Sheriff Services for the City of Nowthen for the month of August, 2017. He reminded the residents to make sure to secure your property for thefts. The sheriff's departments new main number is 763-324-5000.

2). **Floor Items:** - No items were presented before the Council.

3). **Planning & Zoning:**

a). **JOSH PETERSON** – *A Request for a Conditional Use Permit to allow multiple buildings on a single parcel, the addition of two new storage buildings and an Interim Use Permit to allow outdoor storage for a four-acre property owned at 19950 Iguana Street (PID 20-33-25-42-0011).* – **Rainville made a motion to approve the request by Josh Peterson for a CUP and an IUP with the conditions listed on the Findings and Decision dated August 29, 2017 and September 12, 2017; Breyen seconded. All in favor; motion carried.**

b). **Code Enforcement Direction** – *Tommy Guyer, Michael Day & John Larson* – **Breyen made a motion to have Planner Stockman talk with Tommy Guyer about getting an IUP for his business, if he wishes to remain in business and to discuss the number of animals on his 5 acre parcel; Rainville seconded. All in favor; motion carried.**

**Breyen made a motion to keep the Michael Day property on the code enforcement list and revisit it in the spring; Rainville seconded. Bettinger opposed. Four in favor; motion carried.**

**Breyen made a motion to authorize Planner Stockman to obtain a personal sheriff escort to visit the John Larson property; Rainville seconded. All in favor; motion carried.**

**4). Park and Recreation:**

- a). RCA – Recommend Changing Chapter 4, Section 4 of the City Code — *Making Nowthen Parks and around the Ice rinks tobacco free.* – Rainville made a motion to send this back to the Park and Rec. Committee for discussion to include setting boundaries of the non-smoking area and the development of an educational plan, which would include signage. In the education plan it must be clear to the residents that this is a policy that is not enforceable and relying on voluntary compliance. Breyen seconded.**

Pilon doesn't know how much we want to emphasis that it is not going to be enforced. We certainly don't want to broadcast that.

Reighard would like to see what other Cities are doing for signs first. Rainville said in the information that was provided there were good examples of that. The information has not yet been seen by the Park and Rec. Committee. This was obtained after the fact. The residents do need to know that this isn't something that staff or law enforcement is going to go out and ticket. She thinks that it is important for the residents to know this. In most cases, people are willing to follow laws or policies. Rainville said a resident called her and asked if we are going to make the parks non-smoking are we going to make all city property and vehicles non-smoking as well. Pilon said separate from this issue he would like to see that go back to staff. The way we use the facilities, we need to know the ramifications of that. If she wants to bring that up, bring it up separate from the park issue.

Bettinger doesn't think that we should make all the parks and all public property smoke free. We should encourage all of our residents to use our parks and facilities, even the ones who smoke. We could have smoking and non-smoking areas, but just to make everything non-smoking isn't right. It also could be enforced.

If law enforcement is out and sees someone smoking, they can give them a ticket. If you are going to have a rule and not enforce it, then why even have a rule. That is why Pilon thinks this begs further discussion. He thinks this has huge ramifications. If they are smoking, what are you going to do about it? How do they want that enforced? If you are going to mandate it then it should be enforced. If you are going to mandate an area, that's more reasonable.

Bettinger would like to make sure this is all part of the Park & Rec. discussion. They should understand a wholesale ban vs. a limited band should be discussed and the ramifications, thereof, because we do want people to use the parks.



Reighard agrees to have designated areas for smokers. **All in favor of Rainville's motion to send this back to Park and Rec. Committee; motion carried.**

**5). Consent Agenda:**

- 1.1 Approve the August 3, 2017 City Council Workshop, August 8, 2017 City Council Meeting and the August 14, 2017 Budget Meeting Minutes**
- 1.2 Financial Report**
- 1.3 Approve All Audited Bills Claim # 351 through Claim # 397, plus Net Distribution reports dated August 7th and August 21st, 2017.**
- 1.4 Proclamation – for Domestic Violence Awareness Month**
- 1.5 Proclamation – For Constitution Week Starting September 17, 2017**
- 1.6 RCA – Approve Server Managed Service Agreement with RB's Computer.**

**Rainville made a motion to approve the Consent Agenda items 1.1 through 1.4 and item 1.6; Breyen seconded. All in favor; motion carried.**

**Bettinger made a motion to approve Consent Agenda item 1.5; Breyen seconded. Pilon read the Proclamation for Constitution Week starting September 17, 2017. All in favor; motion carried.**

**6). Council Items:**

- a). **Schedule Budget and Tax Hearings – December 12, 2017 6:01 PM? – Breyen made a motion to approve having the Budget and Tax Hearings at 7:00 PM on December 12, 2017, immediately followed by the City Council Meeting; Rainville seconded. All in favor; motion carried.**
- b). **RCA – Heritage Festival Donation Request – Rainville made a motion for the City Council to release the City's 2017 donation and waive the administrative, fire department and maintenance department labor expenses; Breyen seconded.**

Reighard said the amount in wages was incorrect in the report that was just submitted. It should be \$976.75, not \$726.75. He also has issues with the City paying for the fire services and the Heritage Festival paying nothing. We charge our residents for fire service calls. If we are charging the residents, he has a hard time seeing and justifying not charging the Heritage for the same services. He notices again that there was the rental of golf carts, but nowhere in the RCA is it asking for permission for the use of motorized vehicles in the park. There is a City ordinance that does not allow use of motorized vehicles in the park. He wants to make sure that is addressed and wonders how they are planning on policing this if we are going to allow it. His biggest fear is if someone gets hurt it is at a City park. Even though the Heritage Festival has insurance, they are going to sue everyone they can. Reighard said where it says the Source of Funding of wages is within the existing 2017 budgeted amounts, he doesn't think that they

can just take the money from day to day operations to cover this. If we budgeted for it, then it would be different from the day to day operations budget.

Rainville said if the Council doesn't waive the fees for the Fire Fighters for EMS, then the Heritage Committee will just rely on calls to 911. There is plenty of money in the budget to cover the \$250 for the maintenance staff, but if going forward they want to create a line item for this they can.

Reighard is not disputing the fact of the EMS or the Fire Fighters are wanted or needed. He is disputing the fact that we charge our residents for the same type of call, why would the City pay for that same service for the festival. Why shouldn't the host have to pay for that? How can we justify this?

Rainville said he has a right to his thoughts. They are just asking for the fees to be waived and it is the Council's choice to waive the fees. This is an event that is put on for the benefit of the residents. It is the largest event held in a City park that is directed to the residents. They are benefiting from the presence of the fire fighters.

Bettinger didn't like all these RCA's coming in one after another. If he would have presented this to the Council it would have gotten thrown out until the next meeting. He didn't have time to check to see if these numbers are correct. Here we are at the last hour approving something that he cannot even verify.

Rainville said she was responding to the questions that came up at the Council Workshop. She said that the figures came from the Clerk early this year. She did put together some of the other figures based on what was provided throughout the year.

Reighard agrees with Bettinger. That is why he wanted to add the RCA policy to the agenda. Out of all the RCA's that they got tonight, there were several different versions. It took him longer to try and organize everything to determine which is current and which is correct. None of the RCA's are written the same way that they were presented on Thursday. We have a specific RCA Policy that was approved by the Council so that we have all the information by Thursday for the workshop. We discuss everything there and if they needed a little bit of additional information they could have it by tonight. There's information in the new RCA's that he hasn't seen. What is frustrating is they set these policies yet we don't even adhere to them.

Pilon asked Rainville if the festival would have any interest in picking up the fire fighters fees. Rainville said that they did learn that there were volunteers that provided their time for EMS. The sheriff's deputies are all getting paid they don't volunteer. If the Council chooses not to pay for the fire fighters, then the festival will have to determine what they are going to pay for. They have to pay for the fireworks.

Bettinger said they should have supporting documentation to support the numbers that have been given to them. He has seen the maintenance staff's numbers, but that was back in February. He cannot draw that information out of the top of his head. It would have been nice to have that accompany this request. He also cannot vote on this because he doesn't know what is correct and what isn't.

Breyen said the fireworks company should be paying for the fire fighters or the festival should be paying for the fire fighters. Another way around it is the City can donate the money or time. That is another way they can look at it.

Reighard said that just goes back to his point. If we are going to charge the residents for fire calls how do we justify the City paying for festival.

Rainville is comfortable in requesting the City to waiving the fees. This is an event that is in the City Park and put on for the residents.

Bettinger said the Threshing Show is a non-profit. Should we waive their fees as well? The fire dept. was over there a couple of times. There's is a big event in the community that benefits the residents.

Breyen said that it would be beneficial to have the numbers a little more in advance to allow time to review them before the actual event.

Rainville said that the workshop was last week and she only had a couple days to compile the data. She provided what was previously asked of them. The request to provide the breakdown was not a request. Rainville said that they did not ask them because the employer cannot ask staff to volunteer.

**Rainville amended her motion to remove waiving the Fire Fighters wages for EMS, fireworks and closing of the fire station; Breyen seconded. Four in favor; Bettinger opposed. Motion carried.**

- c). **RCA – Request use of Maintenance Staff for Heritage Festival Setup** – Rainville said they have reduced the number of items for staff to do, which would reduce the staff wages. **Rainville made a motion that the City Council directs staff to complete the items listed in the RCA submitted, prior to 12:30 pm, Friday September 22, 2017; Bettinger seconded. All in favor; motion carried.**
- d). **RCA – Street Closure – Iguana St. for Fireworks** – **Rainville made motion to authorize the Ramsey/Nowthen Fire Dept. to close Iguana St. NW between the north entrance into 19735 Iguana St. NW and the corner of 199th Ave NW for the time period determined necessary by the Fire Dept. to safely facilitate the Nowthen Heritage Fireworks display, with the amendment to the RCA to remove the salaries notation from the RCA; Bettinger seconded.** That is just something that the fire dept has always done. This is just formalizing it. **All in favor; motion carried.**

- e). **RCA – City participation at the Heritage Festival – Rainville made a motion to authorize the Deputy City Clerk to staff a booth at the Saturday, September 23, 2017 Nowthen Heritage Festival Business Expo. The Expo hours are 10:00 am to 2:00 pm, so the expected working hours would be 9:30 am to 2:30 pm. The Council will allow the City Clerk to determine whether to flex their hours during the pay period or pay over time. Staff will determine the appropriate materials and handouts for use in the booth. The Mayor and City Council are invited to volunteer at the booth; Breyen seconded. All in favor; motion carried.**
- f). **RCA – Nowthen Lions 5K – Use of roads & Firefighters – Rainville made a motion to approve the use of Engen Blvd, 211th and Tiger Street for the Nowthen Lions 5K walk/run and to waive the use of one fire fighter for medical from 9 am to 10:30 am (not to exceed \$50); Breyen seconded. All in favor; motion carried.**
- g). **RCA – Purchase Land Use changing Signs – Breyen made a motion to have Reighard get a quote from his contact and City Staff (Corrie, Lori or Joe) get quotes for four (4) 3'x4' signs with reflective tape, stands, bolts, sand bags, etc. that read, "THIS PROPERTY IS THE SUBJECT OF A LAND USE APPLICATION, FOR MORE INFORMATION CALL THE CITY OF NOWTHEN (763) 441-1347"; Rainville seconded. All in favor; motion carried.**
- h). **RCA – Utilization of the City Website/Updating of Existing Documents – Breyen made a motion to have Breyen work with LaDoucer/Streich and GovOffice to rework the website to make it more user friendly. During this rework, when possible, update the documents to their latest version. All documents should have reference the City of Nowthen and not Burns Township. If forms need to be recreated, recreating them as fillable PDF document with Adobe Acrobat or an equivalent program would be preferred. Minimally convert the document to electronic PDF's; Rainville seconded. Reighard said that they don't know the entire scope of the project at this point. Evaluate and report back to the Council with a reasonable time frame of completing this. All in favor; motion carried.**
- i). **Schedule Special Meeting – To discuss 2040 Comp Plan Land Use changes – The consensus of the Council is to schedule the special meeting for October 30th @ 7:00 PM. Check with the Planner if that will work and check into any other conflicting meetings.**
- j). **RCA Policy – Reighard wanted to discuss the RCA Policy. He said the whole point of the policy was so we would have all the information prior to the workshop so they basically would have the main discussion at that meeting. Then it would make this meeting go real quick. If you look at 80% of the RCA's that were**

resubmitted they are drastically different than what was presented on Thursday. It is not just that, there are multiple copies of them. He has been trying to sort through them to determine why things have even been changed. Why do we even have a policy?

Pilon said that was intent of the RCA. To come with a complete document and supporting documentation so you are ready at the workshop. It was mentioned at the workshop. It is either tweaks, questions that could be easily answered before Tuesday so the Council would have a chance to look it over before Tuesday or it should be tabled. If there is a time constraint they need to agree to that at the workshop. The intention of the RCA process was to get that bundle of information out there ahead of time to avoid this very thing. He thinks it is a lesson learned for everyone.

Reighard said that in the future if there is an RCA that is incomplete shouldn't they have to table it. Pilon said that it could be a motion at the time. Reighard thinks that the policy was not followed in this case. Bettinger would like to have the number from the Heritage Festival a lot sooner than this in the future.

**7). Introduction of New Items: - Rainville made a motion for the City Council to waive the policy of no motorized vehicles in the park (ATV's, UTV's, Golf Carts, and the tractor) for the Heritage Festival; Breyen seconded.** Reighard would like to set a limited amount of motorized vehicles allowed. There are a lot of vehicles running in a small area. Rainville said it is too difficult to limit them. Pilon said that they can evaluate this year how many are needed and what is necessary. They can also give a general recommendation to drive carefully and responsible. There will be maintenance things that they can track. **All in favor; motion carried.**

**Bettinger made a motion to adjourn the meeting at 8:45 PM; Rainville seconded. All in favor; motion carried.**

Respectively submitted by:

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Corrie LaDoucer, City Clerk

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Mayor Jeff Pilon