

**Sauk Centre Planning Commission
Regular Meeting
Tuesday, March 14, 2017 – 4:30 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
 - a. February 14, 2017 Regular Meeting (P. 1-3)
4. Reports/Presentations
 - a. February 2017 Monthly Building Report (P. 4-5)
5. Public Hearings
6. Action Items/Appeals
7. Unfinished Business
 - a. Ordinance Regulating the use & location of Cargo Containers (P. 6-12)
8. New Business
9. Informational Items (P. 13-17)
 - a. Comprehensive Plan Update
 - b. Scrap Metal Clean Up Day
 - c. LMC Safety & Loss Control Workshops
10. Adjournment

**SAUK CENTRE PLANNING & ZONING
COMMISSION MEETING MINUTES
TUESDAY, FEBRUARY 14, 2017
4:30 P.M.**

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The regular meeting of the Sauk Centre Planning Commission was called to order at 4:30 p.m. with Commissioners Walz, Jansen, Geiski, Leach and Magnuson present. Also present was City Administrator Willer and City Planner Morton. Those in attendance were asked to stand and recite the Pledge of Allegiance.

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. APPROVAL OF MINUTES

The January 10, 2017 Regular Meeting Minutes were approved, with changes.

4. PUBLIC HEARING—Ordinance Regulating Use & Location of Cargo Containers

a. Leach opened the Public Hearing and read the Public Hearing Procedure.

At prior meetings, staff was given direction to look at revisions to the Ordinance relating to cargo containers. The request was to look at limiting the use and location of cargo containers within the City. In the proposed Ordinance, containers would not be permitted to be used for human habitation, nor have plumbing, electricity, air conditioning, heating, etc. Storage would be limited to materials consistent with the zone classification. Refuse, debris and hazardous substances would not be permitted.

Leach reviewed the following Performance Standards:

- (a) Cargo containers shall not be stacked on one another
- (b) Cargo containers shall not be used for human habitation, commercial, retail or rental purposes, and shall not be provided with refrigeration, heating, electricity or plumbing.
- (c) Refuse and debris shall not be stored in, against, on or under the cargo container.
- (d) The cargo container may not occupy any required off-street parking spaces or loading/unloading areas or fire lanes in any district, unless permitted under 96.068.
- (e) The cargo container shall be structurally sound, stable and in good repair. Any cargo container that becomes unsound, unstable or otherwise dangerous shall be immediately repaired or removed from the property.

Leach also reviewed the following:

(D) District Regulations. Cargo containers shall be allowed within the Agriculture (A) and Industrial Commercial (I-C) zoning districts as established by

the City of Sauk Centre Zoning Ordinance, as amended. Cargo containers are allowed as a Temporary Use on an property otherwise zoned.

(E) Permit Required. Prior to the installation of a Cargo Container, a Zoning Permit or a Temporary Use Zoning Permit must be acquired from the City. A minimum of 6 months must elapse prior to issuance of a subsequent Temporary Use Permit on any property.

(F) Performance Standards. A cargo container installed after adoption of this Ordinance and those in use prior to the date of enactment of this Ordinance are subject to requirements.

Leach called for public input.

Mitch Fiskness, F&W Exhaust. Mr. Fiskness stated that he has some storage units behind his building and was wondering since they were out of public view if they could remain. Leach noted that it would fall under the allowable impervious surface on that parcel. The Commission asked that Mr. Fiskness speak to staff regarding his impervious coverage.

Leach called for persons to speak in favor or opposition.

Jim Flowers, Sauk Centre. Mr. Flowers asked if the containers were allowed in the Industrial Park and Leach noted that they were allowed in Industrial/Commercial (I/C) Zoning Districts.

Leach called for additional persons to speak in favor/opposition.

Leach closed the Public Hearing.

See 6a.

5. REPORTS/PRESENTATIONS

- a. During the month of January, three miscellaneous commercial permits were issued with a total construction value of \$69,500.

6. ACTION ITEMS

- a. See 4a.

A motion was made by Magnuson and was seconded by Jansen to table action on this item to obtain additional information relating to rental to others as it relates to a mini-storage situation in the I/C District. A vote being recorded as follows: Magnuson, Jansen, Geiske, Walz and Leach. Against: None. The motion passed.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

None.

9. INFORMATIONAL ITEMS

- a. Comprehensive Plan Update
- b. League of MN Cities Workshops

10. ADJOURNMENT

A motion was made by Jansen and was seconded by Walz to adjourn the meeting. A vote being recorded as follows: For: Jansen, Walz, Geiske, Magnuson and Leach. Against: None. The motion passed.

With no further action, Leach adjourned the meeting.

Respectfully submitted,

Nicki Vogt,
Recording Secretary

Planning Commission
City of Sauk Centre
Staff Report

Meeting Date: March 14, 2017
Subject: February 2017 Building Permit Report
Agenda Item: 4a

Description/Summary

See attachments – February 2017 Building Permit Summary

During the month of February, 9 permits have been issued as follows:

- 2 residential addition permits
- 6 miscellaneous commercial permits
- 1 Municipal (Tax Exempt) permit - Library

Total construction value: \$466,642

February of 2016, 7 building permit were issued, construction value \$80K.

Action Requested:

Information Item Only

Action Taken:

Motion:

Second:

CITY OF SAUK CENTRE - BUILDING PERMIT SUMMARY LOG

February 2017

Date	No.	Name	Address	Project Description	Contractor	Licenses #	Value	Permit Fee	State Surchage	Plan Check	Total Fee	PID	Census Code	Paid
2/8/2017	2017B004	City of Sauk Centre - Library	430 Main St S	Replace door & repair wall in Mfg. room	Bohnasack Const	CB129704	1,800.00	58.75	1.00		57.75	94.59995.0000	Muni	
2/10/2017	2017B005	Eagles Healing Nest - Mary Lyon School	310 Hwy 71 N	cover flat roof with Trusses & steel	RJ Contracting & Remodeling	BC638740	88,000.00	687.25	34.00		721.25	94.59734.0000	Comm	
2/10/2017	2017B006	Eagles Healing Nest - Storage Shed	310 Hwy 71 N	Build a 32'x48' pole west of Moses Hall	RJ Contracting & Remodeling	BC638740	19,929.40	288.37	9.89		288.33	94.59734.0000	Comm	
2/10/2017	2017B007	Eagles Healing Nest - Maintenance Bldg	310 Hwy 71 N	Reroof	RJ Contracting & Remodeling	BC638740	1,000.00	34.75	1.00		35.75	94.59734.0000	Comm	
2/10/2017	2017B008	Eagles Healing Nest - Stoves Bldg	310 Hwy 71 N	Reroof	RJ Contracting & Remodeling	BC638740	3,000.00	74.75	1.80		76.25	94.59734.0000	Comm	
2/14/2017	2017B009	WACOSA - Don Leonard	712 Lincoln Loop Rd	Interior Remodel	Hegg Const		14,913.00	223.88	7.48	111.83	342.85	94.59689.0050	Comm	
2/14/2017	2017B010	Blerusa Dean & Donna	115 Stinchell Lewis Ave	Reshole	Blenkers Roofing	BC231375	2,000.00	62.25	1.00		63.25	94.58556.0000	434	
2/22/2017	2017B011	McDonnell's	1210 Timberlands Dr	New Interior & Drive Thru			350,000.00	2,137.25	175.00	1,098.03	3,380.88	94.59480.0000	Comm	
2/22/2017	2017B012	Lextercamp, Jerry	323 Birch St S	Reroof	Roth Roofing	BC289520	0,000.00	112.25	3.00		115.25	94.56527.0000	434	
							488,642.40	3,676.28	233.92	1,180.46	5,089.66			

Planning Commission Staff Report

Meeting Date: March 14, 2017

Subject: Unfinished business:
Ordinance No. 770 Regulating Placement of Cargo Containers

Agenda Item: 7a

Description/Summary

Planning Commission members and City Council Members received a letter from Jim & Kristy Flowers, concerning this ordinance, a copy has been made part of this packet.

The Planning Commission held a Public Hearing on Tuesday, February 14, 2017, to consider adopting an Ordinance Regulating the Placement of Cargo Containers in the City. The Planning Commission tabled the draft ordinance, directing staff to review commercial, retail or rental purposes of cargo containers.

Please see the revisions to Ordinance No. 770, under (F) Performances Standards, 3. (a), (b), (c) and (d), the new language is shown as underlined text.

Any proposed Amendments to the content or format of the proposal will be presented to the City Council at its regular meeting on March 15, 2017.

Action Requested:

Planning Commission to recommend City Council adopt Ordinance No. 770 as presented.

Action Taken:

Motion:

Second:

ORDINANCE NO. 770

**AN ORDINANCE REGULATING THE LOCATION AND USE OF
CARGO CONTAINERS AND THE LIKE**

WHEREAS, the City of Sauk Centre adopted Ordinance No. 766 establishing a one-year moratorium on the installation and use of cargo containers in the City of Sauk Centre, and

WHEREAS, the City of Sauk Centre, following public hearing, desires to adopt a comprehensive ordinance regulating the installation, use and maintenance of existing and new cargo containers.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SAUK CENTRE,
STEARNS COUNTY, MINNESOTA DOES ORDAIN:**

SECTION ONE: Sauk Centre City Code Ordinance No. 766, Establishing a One-Year Moratorium on the Installation of Cargo Containers, is hereby repealed.

SECTION TWO: Section §156.090, Regulating the Placement, Use, and Maintenance of Cargo Containers in the City is hereby adopted and added to the City Code of the City of Sauk Centre, Minnesota.

§156.090 CARGO CONTAINERS.

(A) *Purpose and intent.* This ordinance is intended to promote the public health, safety and welfare and to safeguard the health, comfort, and living conditions of the citizens of the City of Sauk Centre by regulating the installation and use of cargo containers and the like.

(B) *Application.* This ordinance applies to any cargo containers, as defined herein, within the City of Sauk Centre. No person shall install nor permit the installation or use of cargo containers except as permitted in conformance with this Ordinance.

(C) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CARGO CONTAINER. An article of transport equipment which falls into any of the following categories:

A standardized, reusable vessel that is or appears to be:

- (1) Originally, specifically or formerly designed for or used in the packing, shipping, movement, transportation or storage of freight, articles, goods or commodities; or
- (2) Designed for or capable of being mounted or moved on a rail car; or
- (3) Designed for or capable of being mounted on a chassis or bogie for movement by

truck trailer or loaded on a ship.

- (4) Includes equipment also referred to as PODS.
- (5) Includes trailers intended for pulling behind a semi-tractor.
- (6) Includes box van bodies.

TEMPORARY USE: A period of time that does not exceed thirty (30) days.

(D) *District Regulations.* Cargo Containers shall be allowed within the Agricultural (A) and Industrial Commercial (I-C) zoning districts as established by the City of Sauk Centre Zoning Ordinance, as amended. Cargo Containers are allowed as a Temporary Use on any property otherwise zoned.

(E) *Permit Required.* Prior to the installation of a Cargo Container, a Zoning Permit or a Temporary Use Zoning Permit must be acquired from the City. A minimum of 6 months must elapse prior to issuance of a subsequent Temporary Use Permit on any property.

(F) *Performance Standards.* A cargo container installed after adoption of this Ordinance and those in use prior to the date of enactment of this Ordinance are subject to the following requirements.

1. Cargo containers shall not be stacked or connected to another Cargo Container or any structure on the property.
2. Cargo containers shall be used only for storage of materials or commodities incidental to the primary use on the property and shall not be used for human habitation
3. Cargo containers maybe used for commercial retail purposes, or for rental to others.

(a) Of the total rental units available, cargo containers shall not be greater than 25% of the total units.

(b) Cargo containers rented to others shall have non insecticide treated wood and no lead paint.

(c) Cargo containers shall be placed on a level pad with concrete curbs under the front and back of the container.

(d) Cargo containers shall be neutral in color, have an identification number such as # 15, no stickers or advertising shall be allowed on the containers.

4. Cargo containers shall not be provided with refrigeration, heating, electricity or plumbing.

5. Refuse and debris shall not be stored in, against, on or under any cargo container.
6. A cargo container may not occupy any required off-street parking spaces or loading/unloading areas or fire lanes in any district.
7. Cargo containers shall not block, obstruct, or reduce in any manner any required exits, windows, vent shafts, parking spaces, access driveways or fire hydrants.
8. Cargo containers permitted as a Temporary Use shall be placed on asphalt or concrete surfaces.
9. Cargo containers must meet setback and impervious coverage regulations for the property it is located upon unless permitted as a Temporary Use.
10. Cargo containers shall not be placed upon any public right of way unless permitted in accordance with § 96.068 PERMITS; TEMPORARY PLACEMENT OF CONTAINERS IN RIGHTS-OF-WAY.
11. Cargo containers must be structurally sound, stable and in good repair. Any container that becomes unsound, unstable or otherwise dangerous shall be immediately repaired or removed from the property. Any cargo container kept in disrepair shall be considered a public nuisance and may be removed by the City after due notice in accordance with City Code.

(G) *Existing Cargo Containers.* All property owners within the City that contain existing cargo containers shall have 12 months from the effective date of this Ordinance to bring any property that is not in compliance into full compliance with the provisions of this Chapter.

SECTION THREE: If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION FOUR: In addition to the compliance provisions set forth in Chapter 10.99 any person violating provisions of this ordinance is guilty of a petty misdemeanor and subject to the maximum penalty as set forth by state statute, plus the costs of prosecution in any case.

SECTION FIVE: This ordinance shall take effect upon its passage and publication.

Passed and adopted by the Sauk Centre City Council this 15th day of March, 2017.

By Warren Stone
Its Mayor

By Vicki M. Willer
Its City Administrator



Portable Storage Containers – setup on Sinclair Lewis Avenue BDMS West location:

- Our containers will be lined up with the fence in the back of the lot
 - Approximately 25' from the fence in a straight line
 - We will put concrete curbs under the front and back to keep them level and off the ground
 - The ground will be set on a 1% slope to the S & E prior to the placement of the concrete curbs
- We will have a nice class 5 roadway for easy access to our Portable Storage Containers
- The containers will have stickers removed and properly maintained so they stay clean and professional in their appearance.
- Landscaping will be continued around the line of Portable Storage Containers as the rest of the lot is.

They are set in a temporary location now because we are going to have to do the necessary dirt work as soon as the frost leaves.

Portable Storage Containers – intended uses:

- They will be used for on-site (BDMS industrial lot) mini-storage for our rental customers
- Taken to job sites to be used as the traditional "Job Box" to safely store contractors' expensive equipment and tools
- Residential Portable storage (extremely short-term)
 - Brought to a customer site for them to easily pack and load their personal items,
 - Or to unload their items

Advantages of One-Way Containers

- They are constructed out of a high-strength weathering steel
- Weather tight heavy duty doors for maximum protection against criminals and weather
- We can move them if no longer needed or to help a valued customer
- They are more sturdy compared to a normal mini-storage building
- The floors are no longer treated with insecticides. There are made from natural Bamboo which is sustainable and not harmful to the environment or our customers

We do plan on building another mini-storage building as soon as it is warranted.

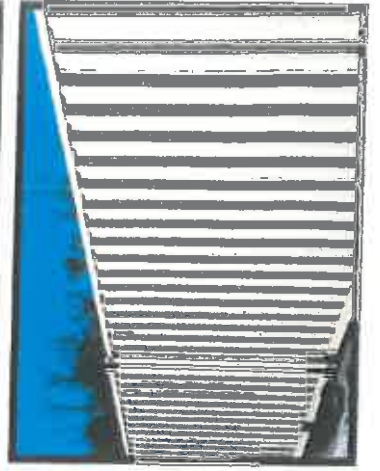
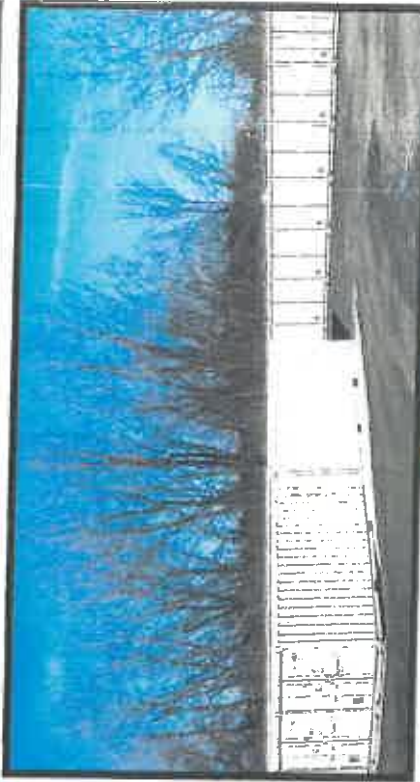
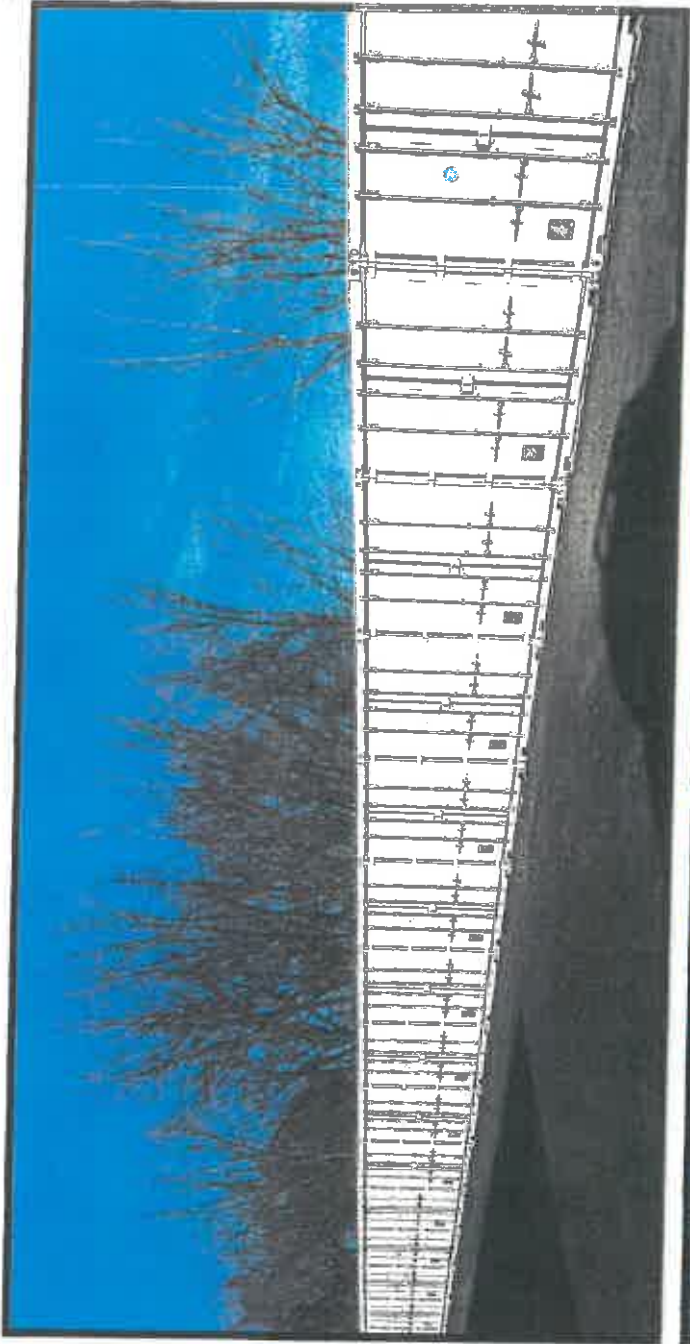
Question:

1. Is it necessary for us to move them out of Sauk Centre city limits for now; or can we wait until the decision is made by the council?

Thank You for your continued business support - The Flowers family



Blue Door Mini Storage



*This is how professional
they will look when we are
done setting them up.*

Thank You!

City of Sauk Centre Staff Report

Meeting Date: March 14, 2017
Subject: Informational Items
Agenda Item: 9a

Description/Summary

- Comprehensive Plan Update – Kick Off meeting will be held on March 22, 2017 at 1:00 p.m.
- Scrap Metal Clean Up Day - Will be held on Saturday, May 13, 2017 8:00 a.m. to 1:00 p.m.
- LMC Safety & Loss Control Workshops

Action Requested:

Informational items only.

Action Taken:

Motion:

Second:

INSURANCE AGENTS
POLICE
PUBLIC WORKS/PARKS & REC
ADMINISTRATIVE
HR/SUPERVISORY

2017 Safety & Loss Control Workshops

PRACTICAL TRAINING JUST AHEAD.



LOCATIONS & DATES:

March 29—Mahnomon
March 30—Alexandria
April 5—Morton

April 6—Mankato
April 12—Rochester
April 18—St. Cloud

April 20—Brooklyn Park
April 25—Cohasset
April 27—St. Paul

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Questions? Call Chris White at (651) 215-4069 / (800) 925-1122 or email cwhite@lmc.org

REGISTER TODAY AT WWW.LMC.ORG/LCW17

MORNING AGENDA

ADMINISTRATIVE TRACK



8:30 – 9:30

Can You Hear Me Now? Cell Technology in the ROW, Plus Ordinance Codification

Siting requests for large and small cell towers, and for small cell and distributed antenna systems (DAS) technology in the right-of-way, are increasing. Gain a better understanding of local authority over these siting requests and the applicable limitations. Plus, learn the steps to codification of your city's ordinances and resources available to help.

SC EO

9:45 – 10:45

Contracts and Collaboration: Making It Clear Even in the Cloud

In the vast sea of technology, collaborative and cloud solutions seem too confusing and out of reach. Learn how to avoid pitfalls in technology contracts, understand the terms in today's techie grab bag, and hear success stories of collaborative solutions.

SC EO

10:45 – 11:30

Supervisor's Guide to FLSA Changes: Don't Get Burned by Misclassifying Employees

The Fair Labor Standard Act (FLSA) defines who must be paid overtime. To be considered exempt, employees must meet certain minimum tests. Effective 12/1/16, the U.S. Department of Labor issued final rules increasing the salary basis test threshold (which may remain intact, be delayed, or even reversed). Receive the most up-to-date information on FLSA exemptions.

SC HR

11:30 – 12:15

45-Minute Lunch Included

EO Also suggested for elected officials

HR Also suggested for human resources staff

SC Also suggested for small cities staff

POLICE TRACK



Bitesize Briefings on Big Ideas: Police Risk Management 2017

Inspired by TED Talks, hear three brief presentations on timely police topics during this hour-long session. In *What's Up With Lineups?*, learn about new identification procedures that increase accuracy. Then review *Police Liability, Injuries, Trends, and Loss Control Programs*. Finally, examine *Police Response to Mental Illness Calls*, which is a changing landscape.

HR

What to Do When Officer D. Stress Asks for Help

Any agency can design an effective response to the mental and emotional concerns of its officers. Hear from Sgt. Casey with St. Paul PD about a range of behavioral health topics, and learn strategies for purposeful and deliberate action.

HR

More Bitesize Briefings on Big Ideas: Police Risk Management 2017

Inspired by TED Talks, hear two brief presentations on timely police topics in this session. Dunning *Religion in the Workplace*, learn how accommodations law applies to hiring, scheduling, and religious dress/grooming practices. Then hear about *Policing in VUCA Environments* (Volatile, Unpredictable, Complex, and Ambiguous).

HR

45-Minute Lunch Included

STAY FOR THE AFTERNOON HR & LEADERSHIP TRACK!



PUBLIC WORKS/PARKS & REC



Let's (Not) Put Our Back Into It!

Discuss some of the ergonomic risk factors inherent in many Public Works and Parks & Rec's daily jobs, the danger these risks pose, and the tools that can help (including a daily stretch routine).

SC HR

Water & Mold: How Much is Too Much

Understand when to attempt clean-up and remediation yourself, and when to call for help.

SC EO

Working with Contractors: READ THE FINE PRINT

Learn the risk management steps to take before, during, and after a contractor starts working on a city project. Review contracts and insurance requirements, OSHA implications, and lessons learned from examples of LMCIT member claims related to contractors.

SC EO

45-Minute Lunch Included

STAY FOR THE AFTERNOON ADMINISTRATIVE TRACK!



REGISTER TODAY AT WWW.LMC.ORG/LCW17

AFTERNOON AGENDA

ADMINISTRATIVE TRACK 

12:15 - 1:15

Preventing Child Abuse in Youth-Serving and Park & Recreation Organizations

Youth-serving organizations strive to create a safe environment for youth, employees, and volunteers. Cities must create a safety culture where child sexual abuse is discussed, addressed, and prevented by adopting strategies, policies, and procedures. Learn the six key components of child sexual abuse prevention for organizations.

SC HR EO

1:15 - 1:45

Hackers and Crackers: Your Cybersecurity Toolkit

Hackers are targeting cities at higher rates than ever. Many cities can't afford full time cyber-security staff. Receive a toolkit empowering you to be a cyber security mentor.

SC

2:00 - 2:30

Disasters: Keep the Calm During the Chaos

Natural disasters don't schedule when or where they will happen, and sometimes they arrive unannounced. Catastrophic failure of infrastructure could send your city into a downward spiral. What do you have in place to minimize risk and loss during events of this magnitude? Learn how some basic preparation, plans, and training can help.

SC EO

2:30 - 3:30

Keeping Special Events Special: Insurance & Liability Issues

Discover strategies to reduce risk when your city sponsors a special event, and when someone else holds a special event in your city. Learn about the risks associated with different types of special events, including events where alcohol is served or sold. Receive a checklist of issues to consider.

SC EO

INSURANCE AGENTS TRACK **Growing Risks Demand Greater Protection: Equipment Breakdown Coverage**

No organization can afford unexpected losses from the breakdown of critical mechanical and electrical equipment they rely on daily. Let's explore a solution: equipment breakdown insurance. This session will explore coverage basics, common equipment hazards, and real loss examples.

EO

LMCIT Updates

Don't miss an opportunity to hear about LMCIT's recent rate and coverage changes, as well as other important updates to be aware of.

EO

Showing Your Expertise: Tips for Talking About LMCIT

Cities often look to their agent as a primary source for advice and information about coverage options. You'll learn tips for better communicating not only the facts about LMCIT, but the unique values and advantages it represents.

What Should We Do? Unique Claims and LMCIT Claims Decisions

Learn about coverage analysis and liability analysis. Examine several unique claims to understand the ultimate decision by claims staff.

NEW TRACK FOR 2017!
HR & LEADERSHIP TRACK **Veterans' Preference in Hiring Bootcamp**

What does Veterans' Preference mean for a city?

What has changed in recent years?

What are the best practices for complying?

The penalties for failing to comply are substantial, ranging from bad publicity to costs associated with a lawsuit, civil penalties, and the city can even be ordered to redo the hiring process!

Join us to review these important laws so you can ensure your city has effective and compliant hiring practices in place.

HR

Overcoming Unconscious Bias: Better Decisions, Better Results

Managers not aware of their own biases can make stereotype-based decisions without ill intent or even knowing they are doing it. Besides potential legal issues, this can keep your city from attracting and retaining qualified employees who are persons of color, disabled, women in nontraditional roles, and members of many other social groups.

HR EO

Punishments and Paybacks: The Importance of Recognizing and Preventing Workplace Retaliation

Retaliation is the most common claim handled by the EEOC (45% of all charges), and in 2016 they issued a new enforcement guidance. City supervisors need to understand how retaliation manifests itself in a workplace, how to prevent it from occurring, and how to address situations of observed or reported retaliation.

HR



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- Hear from experts about how to be safe on the job
- Learn about new regulations and laws that affect you
- Cover the latest in supervisory and leadership issues
- Get tips and tricks for managing risks and common safety challenges
- Network with peers from neighboring cities

WHO SHOULD ATTEND?

Administrators/clerks
Agents working with cities
Elected officials
Human resources professionals
Parks & rec professionals
Peace officers
Public works professionals
Staff from small cities
Technology professionals

**CONTINUING EDUCATION CREDITS/
CONTACT HOURS SOUGHT FOR:**

- Claims adjuster credits
- Insurance agent credits
- POST credits
- Water and wastewater operator contact hours

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

***NEW FOR 2017: COVER
THE LATEST IN SUPERVISORY
ISSUES IN THE HR &
LEADERSHIP TRACK**

**2017 Safety &
Loss Control
Workshops**

PRACTICAL TRAINING JUST AHEAD.

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