

Mayor Dave Olson called the City Council meeting to order at 6:12 p.m. October 28, 2019 with the Pledge of Allegiance. Council present: Mayor David Olson, Tony Schultz, Cheryl Sanden, Emily Krage, and Cody Mathers. Staff present: Suzie Peterson, Chris Peterson, and Chief Hurley.

**Public comment:** None

**Variance for 317 S. Sherman Street – Front Entry Roof:** Peterson explained the request for reduction of setback for front entry roof. Planning Commission recommended approval with conditions. MOTION BY KRAGE, SECONDED BY SANDEN TO APPROVE THE VARIANCE WITH CONDITIONS AND FINDINGS OF FACT AS RECOMMENDED BY THE PLANNING COMMISSION; MOTION CARRIED UNANIMOUSLY.

The Planning Commission established the following findings of fact:

1. The requested variance is in harmony with the purposes and intent of the city code because the roof would add safety for the homeowners by alleviating snow and ice build-up. It will also improve the aesthetics.
2. The requested variance is consistent with the comprehensive plan to the point it matches adjacent properties on Sherman Street.
3. The property owner does propose to use the property in a reasonable manner if it used as overhead protection and not be enclosed or used for storage.
4. There are unique circumstances to the property not created by the landowner since the lot size is smaller than usual, by no fault of the current property owner.
5. The variance will maintain the essential character of the locality because it will not change the look of the neighborhood, as long as the new roof does not extend closer to the curb than other structures on the block.

Conditions of approval: The new roof be no closer to the curb than any other structure on that side of the block, no further hard surface is allowed for the property, and a building permit be approved.

**Temporary Office Help:** MOTION BY SCHULTZ, SECONDED BY MATHERS TO HAVE LARRY JERVISS FILL IN OFFICE HOURS DURING THE TRANSITION OF CITY ADMINISTRATOR; MOTION CARRIED UNANIMOUSLY.

**Clerk/Administrator Hiring:** Peterson explained the process the City went through for hiring and the resulting recommendation to hire Michelle Quinn. Peterson presented a memo to council which included the Quinn's request for salary and terms. Discussion occurred on PTO. Request was to start out on year two of the Paid Time Off (PTO) schedule which would be 22 days/year. MOTION BY MATHERS TO OFFER THE SALARY REQUESTED AND A COMPROMISE OF 19 DAYS PTO FOR FIRST YEAR, SECONDED BY SCHULTZ; MOTION CARRIED; SANDEN VOTED NAY. Michelle Quinn was in attendance and accepted the position.

**Recognition of outgoing Administrator Chris Peterson:** An informal gathering will take place early evening on November 15, 2019 at the Houston American Legion. All are welcome.

**Minutes:** MOTION BY SANDEN, SECONDED BY KRAGE, TO ACCEPT MINUTES OF September 9, September 16, and October 15, 2019; MOTION CARRIED UNANIMOUSLY.

**Announcement:** Emily Krage announced the kick-off event to be held by the Houston Area Community Foundation. It will be held at 6:30 pm, November 14, 2019, at the Cross of Christ Lutheran Church.

**Adjourn:** MOTION BY SCHULTZ, SECONDED BY KRAGE, TO ADJOURN MEETING AT 7:49 PM; MOTION CARRIED UNANIMOUSLY.

Minutes by Christina Peterson