



CITY COUNCIL MINUTES

COUNCIL CHAMBERS

TUESDAY, JANUARY 6,
2026

6:20 PM

Call to Order/Roll Call

The City Council meeting was called to order by Mayor Tom Spooner at 7:19 pm. Councilors in attendance included Mandy Barnes, Adama Doumbouya, Royal Ross, John Rowan and Peter van Sluis. Councilor Chuck Thiele was absent. Also in attendance were City Administrator Jessica Kinser, Community and Economic Development Director Dave Wanberg, Police Chief John Sherwin, Fire and Code Services Director Dusty Dienst, Public Works Director Travis Block, Finance Director Kindra Papenfus, Library Services Director Delane James, Planning Manager Harry Davis and Parks and Recreation Director Rochelle Anderholm-Parsch.

Approve Agenda

Motion by Rowan, seconded by Doumbouya to approve the agenda as presented and carried unanimously.

Items for Discussion

Resolution 2026-005 Approve an Early Access Agreement Related to BEM Holdings LLC

Planning Manager Harry Davis explained that Omar Escobar from Met-Con, on behalf of Matejcek Implement Company and BEM Holdings LLC, requested an early access agreement for a nearly complete building addition at 3040 Hwy 60 W. The early access agreement allows the property owner and business to occupy the building addition via a temporary certificate of occupancy (TCO) while the property owner continues working on conditions placed on the project via Conditional Use Permit in 2024.

Based on the discussion during the City Council Work Session on December 22, 2025, the City Attorney prepared an Early Access Agreement. Davis noted that the Agreement requires a \$50,000 escrow deposit and that the development work be completed by August 31, 2026.

Councilor Ross asked if they would have to do everything under item 3, Davis said they would.

Motion by Ross, seconded by Rowan to approve Resolution 2026-005 Approve an Early Access Agreement Related to BEM Holdings LLC and carried unanimously.

Resolution 2026-006 Amending the 2026 Fee Schedule to Include Sign Fees and Special Escrows

Planning Manager Harry Davis explained that the 2026 Master Fee Schedule did not include reduced fees for refacing a sign or an escrow to pay for specialized consultants conducting environmental reviews. The Community and Economic Development (CED) Department received feedback regarding paying full price for a sign permit when, for example, simply swapping sign-panels. Regarding the escrow, CED believes the taxpayers should not be burdened by the costs to bring in a consultant that specializes in environmental review. The

escrow would be paid by the developer and go towards consultant fees, with any remaining funds returned to the developer. Any costs above the escrow amount would be billed directly to the developer. To accommodate both the fee and escrow, staff recommend amending the 2026 Master Fee Schedule.

Councilor Rowan asked what size sign would be refaced, Davis stated it would be for all signs, Councilor Ross asked if the intent was to charge \$100.00 for double sided signs, Davis stated that it would be \$50.00. Rowan stated that he would not support the fee schedule change because he did not support regulation; Ross stated that signs need to be regulated. Councilor Barnes asked how environmental reviews work, Davis stated that we hire a consultant paid for by the applicant.

Motion by Ross, seconded by van Sluis to approve Resolution 2026-006 Amending the 2026 Fee Schedule to Include Sign Fees and Special Escrows and carried 5:1 with Rowan voting Nay.

Resolution 2026-007 Approve Limited Use Agreement at 3040 Highway 60 West

Public Works Director Travis Block explained that property owner at 3040 Highway 60 West, Blake Matejcek of Matejcek Implement, is currently constructing an addition at their implement dealership site. A gate used to control access to the property is located in the public right-of-way, adjacent to the property. This is one of the items from the conditional use permit that needed to be addressed.

The City Attorney drafted a limited use agreement to allow the use. The initial term for the agreement expires in 2046 with the option to extend upon mutual written consent of both parties.

Motion by Ross, seconded by Barnes to approve Resolution 2026-007 Approve Limited Use Agreement at 3040 Highway 60 West and carried unanimously.

Adjournment

Motion by Ross, seconded by Doumbouya to adjourn the Special City Council meeting and carried unanimously.

The meeting was adjourned at 7:28 p.m.

Respectfully Submitted,

Signed by:



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Heather Slechta

City Clerk