

**SARTELL CITY COUNCIL MEETING
MINUTES OF DECEMBER 14, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on December 14, 2015 in the Council Chambers of Sartell City Hall. Mayor Sarah Jane Nicoll called the meeting to order at 6: 00 p.m.

COUNCIL PRESENT: Mayor Nicoll, Council Members: Braig-Lindstrom, Hennes, Lynch, Peterson
COUNCIL ABSENT: None
STAFF PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Mike Nielson, Engineer
Jim Hughes, Police Chief
Brad Borders, Public Works Director
Judy Molitor, Secretary
ALSO PRESENT: Murray Mack, Community Center Project Architect
Bob Strack, Community Center Project Construction Manager
Lyle Mathiasen, Community Center Project Operations Consultant

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES TO ADOPT THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

Zurya Anjum, 1609 Blackberry Circle, asked about a meeting between the City Council, St. Cloud Times Editorial Board, Friends of Library, and GRRL to discuss a GRRL branch in Sartell.

Henry Smorynski expressed his dissatisfaction about community center and library projects.

Kevin Gross, president of the youth basketball association, thanked the Council for their community center efforts and talked about the need for more gym space in Sartell and the benefits the community center will bring to Sartell.

APPROVAL OF CITY COUNCIL MINUTES

- a. November 16, 2015 – Special Joint Meeting with LeSauk Town Board
- b. November 23, 2015 – Regular Meeting
- c. November 24, 2015 – Special Meeting
- d. ~~December 7, 2015 – Special Meeting~~

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER LYNCH APPROVING MINUTES A-C. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. December 7, 2015 – Special Meeting

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING MINUTES FROM THE DECEMBER 7TH SPECIAL MEETING.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR NICOLL, COUNCIL MEMBERS: HENNES, LYNCH, PETERSON

NAY: NONE

ABSTAIN: MEMBER BRAIG LINDSTROM

MOTION CARRIED

CONSENT AGENDA

- a. Acceptance of Building Permit Activity Report
- b. Acceptance of Inspections Activity Report
- c. Acceptance of Technology Report
- d. Acceptance of Fire Department Report
- e. Approval of Resolution Accepting Donations
- f. Approval of voucher payments
- g. Approval of fund transfers
- ~~h. Approval of Plow Truck Purchase~~
- i. Approval of Resolution Making Appointments for 2016
- ~~j. Approval of Human Rights JPA~~
- k. Approval of Roadway Improvement Agreement
- l. Approval of Revised Orderly Annexation Agreement Amendment Resolution
- ~~m. Approval of engineering proposal for City utility crossing~~
- n. Approval of 2016 Council Meeting Schedule
- o. Approval of 2016 squad car purchase
- ~~p. Approval of Resolution increasing Fire Relief Benefit~~
- q. Approval of Resolution Appointing Fir Officers
- ~~r. Approval of Pinecone Road Change Orders, Work Orders and Pay Voucher~~

Council member Peterson removed Consent agenda items H, J and R, Member Braig-Lindstrom removed item M, Mayor Nicoll removed item P.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS A THROUGH R, REMOVING ITEMS H, J, M, P and R FOR SEPARATE DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item H: Approval of Plow Truck Purchase

Council member Peterson discussed with Public Works Director Borders whether the plow truck would be a multi-use vehicle.

A MOTION WAS MADE BY MEMBER PETERSON AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING CONSENT AGENDA ITEM H. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item J: Approval of Human Rights JPA

Council member Peterson wanted to bring this item up separately since past vote on this item was not unanimous.

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON APPROVING CONSENT AGENDA ITEM J. UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR NICOLL, COUNCIL MEMBERS BRAIG-LINDSTROM, HENNES, LYNCH
NAY: COUNCIL MEMBER PETERSON
MOTION CARRIED**

Consent Agenda item M - Approval of engineering proposal for City utility crossing

Council member Braig-Lindstrom asked about including costs for refurbishing the pedestrian bridge and consensus was that would likely be looked at separately as part of the overall mill site redevelopment planning. Council member Hennes expressed support for trying to preserve the pedestrian bridge, and also asked about utility line sharing options with Sauk Rapids.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEM M. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item P - Approval of Resolution increasing Fire Relief Benefit

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER LYNCH APPROVING CONSENT AGENDA ITEM P.
UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: COUNCIL MEMBERS: BRAIG-LINDSTROM, HENNES, LYNCH, PETERSON
NAY: NONE
ABSTAIN: MAYOR NICOLL
MOTION CARRIED**

Consent Agenda Item R - Approval of Pinecone Road Change Orders, Work Orders and Pay Voucher

Council member Peterson asked for clarification of the change orders for work on Pinecone Road.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEM R. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Right of Way Plat

Engineer Nielson presented the Right of Way Plat proposed to extend 4th Avenue South and 50th Avenue/Leander Avenue from 2nd Street South to the intersection of 23rd Street South.

Mayor Nicoll opened the public hearing at 6:30 p.m.

Linda Janski, 390 17th Street North, LeSauk Township asked if they will be assessed for any part of this project and requested open communication as this project proceeds. Linda talked about options of how

to proceed if they disagree with the reimbursement they will receive for their property and how or if this will affect their taxes. She also asked for reimbursement for the five trees that will be removed as part of this project.

Philip Corbett, 652 Brianna Drive, Sartell, questioned the exact location of the right of way and if any of the trees on his property would be affected by this construction project. He also asked for an explanation of the assessment policy and the approximate year of construction.

There being no more comments from the public, Mayor Nicoll closed the hearing at 6:56 pm.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING RESOLUTION 101-2015 RIGHT OF WAY PLAT. THE MOTION CARRIED UNANIMOUSLY.

b. 2016 Budget and Levy

City Administrator Degiovanni gave a power point presentation highlighting the 2016 budget and levy, how the City's tax rate is determined and impacted by the 2016 budget and levy.

Mayor Nicoll opened the Public Hearing at 7:04 PM. There were no written or verbal comments received, the hearing was closed.

Resolution adopting the final 2016 levy and budget

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MAYOR NICOLL APPROVING THE 2016 BUDGET AND LEVY.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR NICOLL, COUNCIL MEMBERS HENNES AND LYNCH

NAY: COUNCIL MEMBERS: BRAIG-LINDSTROM AND PETERSON

MOTION CARRIED

Non-Union Pay Increases

A MOTION WAS MADE BY MAYOR NICOLL AND SECONDED BY COUNCIL MEMBER LYNCH APPROVING THE NON-UNION PAY INCREASES. THE MOTION CARRIED UNANIMOUSLY.

Resolution Establishing Pay Rates for Fire Department

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE RESOLUTION ESTABLISHING 2016 PAY RATES FOR THE FIRE DEPARTMENT.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS BRAIG-LINDSTROM, HENNES, LYNCH, PETERSON

NAY: NONE

ABSTAIN: MAYOR NICOLL

MOTION CARRIED

Ordinance Amending Fee Schedule and Summary Ordinance for publication

Council members discussed pros and cons of a freeze in the SAC/WAC fee for 2016 and the fact that shortfalls in debt service needs must be made up with tax levy.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER LYNCH APPROVING THE FEE SCHEDULE ORDINANCE AND SUMMARY ORDINANCE.

**UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR NICOLL, COUNCIL MEMBERS: BRAIG-LINDSTROM, LYNCH AND PETERSON
NAY: COUNCIL MEMBER HENNES
MOTION CARRIED**

Resolution adopting Financial Management Plan update

The Financial Management Plan was presented for review. Council member Peterson questioned the difference in cost of having an on-staff attorney and engineer versus contracting services for these positions. Council member Braig-Lindstrom asked about plans for additional staffing.

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES
APPROVING THE FINANCIAL MANAGEMENT PLAN AS PRESENTED.**

**UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR NICOLL, COUNCIL MEMBERS HENNES AND LYNCH
NAY: COUNCIL MEMBERS: BRAIG-LINDSTROM AND PETERSON
MOTION CARRIED**

Motion to initiate hiring process for budgeted 2016 police and public works positions

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER PETERSON
INITIATING THE HIRING PROCESS FOR THE POLICE AND PUBLIC WORKS DEPARTMENTS.
THE MOTION CARRIED UNANIMOUSLY.**

Motion to approve Hatling & Flint proposal and Professional Service Agreement for legal services.

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON
APPROVING THE PROFESSIONAL SERVICES AGREEMENTS AS PRESENTED. THE MOTION CARRIED
UNANIMOUSLY.**

Council member Braig-Lindstrom expressed her rationale for voting against the 2016 budget and levy.

OLD BUSINESS

a. Community Center

Administrator Degiovanni presented the request included in the council packet for approval of a Resolution directing preparation of plans and specifications and authorizing solicitation of bids. The Architect, Construction Manager and Operations Consultant were on hand to answer questions.

Council members discussed options for an elevated walking track or ground level track, parking stalls, flooring ideas, partnership space needs, and bidding process.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER
HENNES APPROVING RESOLUTION 104-2015 DIRECTING PREPARATION OF PLANS AND
SPECIFICATIONS AND AUTHORIZING SOLICITATION OF BIDS FOR THE COMMUNITY CENTER PROJECT.**

**UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR NICOLL, COUNCIL MEMBERS: BRAIG-LINDSTROM, HENNES, LYNCH
NAY: COUNCIL MEMBER PETERSON
MOTION CARRIED**

NEW BUSINESS

a. Liquor License Violations

Chief Hughes gave a brief background of the liquor license violation at Sam's Club. According to City Ordinance, a minimum civil penalty of \$500 and one day license suspension is allowed, but in the past the one day suspension historically has not been ordered.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER LYNCH IMPOSING THE \$500 PENALTY, BUT NOT THE SUSPENSION. THE MOTION CARRIED UNANIMOUSLY.

Chief Hughes gave a background on Sartell Liquor's violation. The business is in the process of being sold and the new owner, John Dockendorf, was at the meeting to answer questions. City Attorney Matt Staehling was also available to respond to Council questions. Council discussed the fine and the three day suspension being settled before the end of this year for the new owner to start without those violations carrying forward with the new business owner.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER LYNCH APPROVING A \$1,000 FINE AND THREE DAY SUSPENSION. THE FINE AND SUSPENSION WOULD NEED TO BE PAID/COMPLETED PRIOR TO 12-31-15. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department

Chief Hughes presented his monthly memo and mentioned "Shop with a Cop" being held on December 22nd.

b. Public Works

Brad Borders presented his memo.

c. City Engineer

Engineer Nielson presented his memorandum and presented a schematic update of the roundabout project proposed in conjunction with Stearns County, located at County Road 1, Heritage Drive, and LeSauk/Evergreen Drive.

d. Community Development Director

Anita Rasmussen presented her memo.

e. City Administrator

Mary Degiovanni presented her memo.

CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

Council members gave updates on various meetings and community events.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:50 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By:

Judy Molitor, Recording Secretary

Sarah Jane Nicoll, Mayor