

January 10, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF JANUARY 10, 2011

1ST MEETING

Pursuant to due call and notice thereof, the 1ST meeting of 2011 was held on January 10th in the council chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Hennes, Nicoll, Peterson

ABSENT: None

ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

ADMINISTRATION OF OATH OF OFFICE

Joe Perke – Mayor
David Peterson – City Council
Sarah Jane Nicoll – City Council

City Administrator, Gartland administered the Oath of Office for Joe Perske as Mayor, David Peterson and Sarah Jane Nicoll who were elected or re-elected in the 2010 general election.

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

Mayor Perske offered comments and presented tokens of recognition and appreciation for service to Tryg Hanson for 15 years of service on the Park Commission and Cindy Fitzhum for her year of service on the Economic Development Commission. Although they were unable to attend the meeting, recognition was also offered to Tim O’Driscoll for service as Mayor and Council Member on the City Council, Pat Lynch for service as Council Member and to Tom Minor for service on the Economic Development Commission.

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING THE AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. December 13, 2010 - Regular Meeting
- b. December 17, 2010 – Special Meeting
- c. December 30, 2010 – Special Meeting

January 10, 2011

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- a. December Building Permit Activity Report – Acceptance
- b. December Inspections Activity Report – Acceptance
- c. December Finance Directors Report – Acceptance
- d. Approval of voucher payments dated January 5, 2011
- e. Approval of Professional Development
- f. Approval of 2011 refuse hauler licenses
- g. Set annual meeting of the Economic Development Authority for 6:30 pm on Monday, March 14, 2011
- h. Approval of mandated Pay Equity Compliance Report submission
- i. First reading and approval of resolution setting a public hearing for January 24, 2011 on an ordinance amendment to the R-1 single family residential zoning district standards
- ~~j. Approval of resolutions (2) supporting the Highway Safety improvement Program funding application for proposed intersection improvements at Scout Drive and Heritage Drive on Pinecone Road South.~~
- k. Approval of proposal from Bonestroo for annual storm water pond inspection and inventory in an amount not to exceed \$11,900.
- l. Approval of Primevest Financial Services authorizing resolution
- m. Approval of Depository Services resolution for governmental entities
- n. Set Sartell-Benton County Board of Review meeting for April 19, 2011 at 6:30 pm at Sartell City Hall
- o. Approval of resolution authorizing interfund loan from Public Improvement Fund to Pinecone Central Park improvements
- ~~p. Authorize Xcel Energy to install cobra head street lighting on the section of 50th Avenue not included in the 2011 reconstruction project.~~

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS "6a" – "6o". CONSENT AGENDA ITEM "6j" WAS DELETED AND ITEM "6p" WAS MOVED TO THE ENGINEER'S REPORT, 9C AT THE REQUEST OF MAYOR PERSKE. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

Council member Sarah Nicoll advocated looking to recent election results and to approach either Pat Lynch or Mike Chisum to see if they have interest in filling the Council vacancy. Mayor Perske, Council Member Peterson and Hennes advocated open application process, noting that any of the candidates from the recent election could opt to apply.

- a. Resolution declaring vacancy on City Council & determination of process to fill the vacancy

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 04-11 DECLARNG A VACANCY ON THE CITY COUNCIL. THE MOTION CARRIED UNANIMOUSLY.

January 10, 2011

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE OPEN APPLICATION PROCESS AND TIMELINE AS PRESENTED BY ADMINISTRATOR GARTLAND.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: HENNES, PETERSON

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

b. Approval of resolution making certain official designations for 2011

Council member Nicoll expressed interest in the Acting Mayor position if no one else is interested.
Council member Peterson expressed interest in serving as Acting Mayor.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPOINTING COUNCIL MEMBER PETERSON AS ACTING MAYOR. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 05-11 MAKING CERTAIN OFFICIAL DESIGNATIONS FOR 2011. THE MOTION CARRIED UNANIMOUSLY.

c. Schedule Council workshop for 5-9 pm, Monday, March 7, 2011

Consensus of the Council was to have a Council planning workshop facilitated by Mayor Perske with requested data and information provided by staff on February 22nd from 5-9 p.m.

OLD BUSINESS

a. Consideration of budgeted squad replacement purchases

Chief Hughes provided an overview of the request to replace three of the four vehicles in the Police Department's fleet that were included in the adopted 2011 budget.

A MOTION WAS MADE COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE SQUAD REPLACEMENT. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

**a. Police Department
Semi-monthly Activity Report**

Chief Hughes presented his report.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES ACCEPTING THE POLICE DEPARTMENT'S ACTIVITY REPORT. THE MOTION CARRIED UNANIMOUSLY.

January 10, 2011

b. Public Works
Monthly Activity Report

Director, Brad Borders presented his report

c. City Engineer
Semi-monthly Memorandum

CONSENT AGENDA ITEM "p"

Authorize Xcel Energy to install cobra-head street lighting on the section of 50th Avenue not included in the 2011 reconstruction project.

Mayor Perske questioned whether the more urban parts of the City should get decorative lighting installed before more rural areas. Council member Hennes and Nicoll advocated the City Engineer's recommendation for continuing to put decorative in whenever a new road is being constructed such as on the southern part of 50th and adding cobra head lighting as a temporary measure on the remaining section of 50th Avenue. Council member Peterson asked to hold over on making a decision to the next meeting and requested mapping be provided that details the proposed lighting locations.

d. Planning & Community Development Director
Semi-monthly Memorandum

Director, Anita Rasmussen presented her memorandum.

e. City Administrator
- CGMC correspondence requesting reconsideration of membership renewal for 2011

Consensus of the Council was to defer consideration until the Council vacancy is filled.

- Discussion of pending litigation involving 50th Avenue right-of-way condemnation petition (City Council will meet in closed session with its legal counsel in Conference Room 1)

City Council, City Attorney Jan Petersen, Administrator Patti Gartland and City Engineer Jeremy Mathiasen recessed to a closed meeting at 8:15 pm to discuss pending litigation involving the 50th Avenue right-of-way condemnation petition. The Council reconvened its meeting at 9:12 pm.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AUTHORIZING FLAHERTY & HOOD, P.A. TO FILE A NOTICE OF APPEAL WITH STEARNS COUNTY DISTRICT COURT ON OR BEFORE JANUARY 28, 2011 OF THE COMMISSIONER'S REPORT IN EMINENT DOMAIN ACTION TO ACQUIRE PROPERTY INTERESTS NEEDED FOR 50TH AVENUE SOUTH REALIGNMENT PROJECT. THE MOTION CARRIED UNANIMOUSLY.

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CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- **Committee/Board reports**

Council member Peterson asked that the February 22, 2011 Council workshop include the potential for providing the Council with computers to further efforts to become more paperless. No other updates were given.

- **City Council agenda item referrals to advisory boards and commissions**

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY PETERSON TO ADJOURN THE MEETING AT 9:17 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Patti Gartland

City Administrator-Clerk


MAYOR JOE PERSKE

January 24, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF JANUARY 24, 2011

2nd MEETING

Pursuant to due call and notice thereof, the 2nd meeting of 2011 was held on January 24th in the council chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Hennes, Nicoll, Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING THE AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. January 10, 2011 – Regular Council Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- a. Approval of voucher payments dated January 20, 1011
- b. Professional Development Conferences
- c. Approval of county road maintenance agreement renewal with Benton County
- d. Approval of recommended fund transfers dated 1-24-11
- e. Approval of authorizing resolution and joint powers agreement facilitating electronic complaint processing for the Sartell Police Department
- f. Approval of change order #3 for Southwest Water Treatment Plant

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA A-F. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. R-1 Single Family Residential zoning ordinance amendments
Ordinance amending Chapter 5, Article C, R-1 Single Family Residence District & Ordinance Summary

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Anita Rasmussen provided a power point overview of the proposed amendments to the R-1 Single Family residential district as recommended by staff and the Joint Planning Commission.

Mayor Perske opened the public hearing and the following comments were heard:

Pastor Elizabeth Strenge of Celebration Lutheran Church advocated the proposed amendments that would allow a pre-school in the R-1 zone. Rasmussen confirmed that the proposed amendments would allow a pre-school but daycares would still not be allowed.

Jane DeAustin of the Central MN Builders Association offered support for the revised amendments on building materials as provided to the Council this evening. She also offered accolades to Kyle Christensen for his presentation at a recent CMBA event.

Mayor closed the hearing, no written testimony was offered.

Council member Peterson expressed concern that the City is allowed to have a tubular building, but residents are not. Rasmussen noted that different standards are established for business districts than are for residential districts and tubular frame structures currently are not allowed and are not proposed to be allowed in residential districts. She further clarified that temporary storage buildings of any kind are not allowed in R-1 districts except those used by a contractor for onsite construction activity. Rasmussen further noted that not approving this amendment to the ordinance will not make tubular accessory structures allowable in residential areas because they aren't currently allowed and by rejecting the amendment would still not make tubular buildings allowable.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING ORDINANCE 11-01 AMENDING CHAPTER 5 OF THE CITY'S ZONING ORDINANCE IN REGARDS TO R-1 SINGLE-FAMILY RESIDENCE DISTRICT, AS RECOMMENDED BY STAFF AND THE JOINT PLANNING COMMISSION.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS HENNES, NICOLL

NAY: COUNCIL MEMBER PETERSON

MOTION PASSED

OLD BUSINESS

a. Review applications for Council vacancy & schedule interviews

Administrator Gartland provided an overview of the applications received and noted the need for the Council to determine who of the applicants to invite for interview and to schedule a time and location for the interviews.

Council member Nicoll advocated foregoing the interview process and instead selecting Mike Chisum who submitted an application and was the next highest vote recipient in the most recent General Election.

Mayor Perske, along with Council members Hennes and Peterson advocated the process agreed upon at the last Council meeting and also narrowing the field for interviews to 4 or 5 applicants.

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Council member Nicoll suggested narrowing the interviews to only those that have previously served on a city board or commission.

Mayor Perske suggested each Council member select the four they each think are the strongest applicants and then invite the four or five with the highest number of votes in for an interview.

Consensus of the Council was to have each member select five on a ballot for the Administrator to collect and tabulate and then interview the five with the most votes.

After collecting and tabulating the ballots, Gartland reported that the five highest vote recipients were: Joel Ohman, Patrick Jacobson-Shulte, Sandra Cordie, Mike Chisum and Robin Oehrlein.

Council member Nicoll advocated cable casting the interviews while Mayor Perske and Council members advocated using the process previously used by conducting the interviews in the conference room.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON TO INVITE OHMAN, SHULTE, CORDIE, CHISUM AND OEHRLEIN TO INTERVIEW IN 25 MINUTE TIME BLOCKS IN THE CONFERENCE ROOM ON FEBRUARY 1, STARTING AT 6 P.M.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS HENNES, PETERSON

NAY: COUNCIL MEMBER NICOLL

MOTION PASSED

- b. Authorize Xcel Energy to install cobra head street lighting on the portion of 50th Avenue not included in the 2011 reconstruction project (carried over from 1-10-11 agenda)

City Engineer, Mathiasen provided an overview of the proposed location and terms for having Xcel install cobra head street lights on the portion of 50th Avenue not included in the 2011 reconstruction project and the ornamental street lighting that is included as part of the 50th Avenue reconstruction project.

Mayor Perske suggested the street lighting plan be discussed as part of the February 22nd Council workshop along with the possibility of being able to move ahead with constructing the remaining section of 50th Avenue and deferring a decision on the cobra head lighting and ornamental lighting until that workshop has occurred. Administrator Gartland and Engineer Mathiasen clarified that including ornamental lighting in the reconstruction project was approved by the Council but because the work has not yet commenced, the Council could take action to remove it from the project if it determines appropriate.

Council member Nicoll and Hennes advocated continuing to move forward with both the already approved ornamental lighting and the proposed cobra head lighting.

Engineer, Mathiasen provided an overview of the changes that will occur on County Road 120 resulting in greater traffic on 50th Avenue and recommends moving forward with the street lighting as a necessary public safety improvement.

Council member Peterson supports the cobra head lighting and ornamental lighting by the roundabout but stubbing for future lighting on the reconstruction segment of 50th to County Road 120.

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Council member Hennes suggested deferring a decision just until the 5th position on the Council is appointed and that person can participate in the decision.

NEW BUSINESS

a. Consideration of proposal to host a Farmers Market at Pinecone Regional Park

Anita Rasmussen and Amy Braig-Lindstrom provided an overview of a proposal for Council approval to allow a seasonal Farmers Market operation at Pinecone Regional Park as recommended by the Park Commission and Joint Planning Commission. Amy noted the potential for the core function of a farmers market to also have other complimentary attractions such as music and art vendors but the dominant feature would always be the agricultural products.

Council member Nicoll inquired about the impact this not-for-profit operation may have on an established for-profit agricultural stands such as the one located at the BP site on 2nd Street and Pinecone Road South. Anita noted that the shelter would remain available for public use during the market operation.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE USE OF PINECONE REGIONAL PARK FOR THE FARMERS MARKET OPERATION AS DESCRIBED IN THE PROPOSAL PRESENTED BY AMY BRAIG-LINDSTROM AND RECOMMENDED BY THE PARK COMMISSION, STAFF AND THE JOINT PLANNING COMMISSION. THE MOTION CARRIED UNANIMOUSLY.

b. Joint Resolution of Central MN cities on 2011 legislative priorities of common interest

Council member Nicoll noted that she does not support the North Star Commuter rail and suggested deleting it from the list of priorities.

Mayor Perske noted the intent was to leave advocacy for the long term vision for North Star but acknowledged that funding is not feasible in the near term.

Council member Hennes concurred with retaining North Star on the list and was pleased to see support for the Central MN Parks and Trails system referenced in the listings.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE LEGISLATIVE PRIORITIES OF COMMON INTEREST AS PRESENTED.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS HENNES, PETERSON

NAY: COUNCIL MEMBER NICOLL

MOTION PASSED

c. Resolution requesting an advance payment on our eligible MSA funding

City Engineer Mathiasen, provided an overview of the resolution that would allow the city to request approval from MnDOT to attain advance payment of our MSA funds, interest free, in a lump sum versus taking it in annual installments, as is currently reflected in our debt service schedule.

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A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 09-11 REQUESTING MUNICIPAL STATE AID STREET FUNDS ADVANCE. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

- a. **Police Department**
Semi-monthly Activity Report

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON ACCEPTING THE POLICE DEPARTMENT'S ACTIVITY REPORT. THE MOTION CARRIED UNANIMOUSLY.

- b. **Public Works**
Monthly Activity Report

Brad provided an overview of the typical cost for each snow removal event with a conservative estimate of \$6,629 for a weekday 4" snow event and \$7,521 for a weekend event when overtime compensation is required. He also noted that snow removal occurs as determined necessary from a public safety perspective in consultation with the Police Department.

- c. **City Engineer**
Semi-monthly Memorandum
- d. **Planning & Community Development Director**
Semi-monthly Memorandum
- e. **City Administrator**

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council member Hennes reminded the Council and the public of the MTC public information meeting here at City Hall on Wednesday from 5-6 p.m. as well as MnDOT's open house informational meeting about the interchange proposed for TH 15 and County Road 120 on February 1st from 4-7 p.m.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 9:47 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By


Patti Gartland
City Administrator-Clerk

February 1, 2011

SARTELL CITY COUNCIL SPECIAL MEETING

COUNCIL CHAMBERS

MINUTES OF SPECIAL MEETING, FEBRUARY 1, 2011

Pursuant to due call and notice thereof a special meeting was held on February 1st in the council chambers of Sartell City Hall. Mayor Perske called the meeting to order at 6:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Hennes, Nicoll, Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator

AGENDA REVIEW AND ADOPTION

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

Council members Hennes and Nicoll favored taping the interviews for rebroadcast at a later time. Council member Peterson and Mayor Perske favored staying with the process previously voted on by the Council in not taping or televising this particular meeting. Administrator Gartland advised the Council that someone on the prevailing side of the prior vote of the Council would be required to be made and passed to reconsider the prior decision to not tape or televise the meeting. Given the stated positions, no further action occurred and the meeting was not recorded.

COUNCIL VACANCY APPLICANT INTERVIEWS

Twenty-five minute interviews were conducted with each of the following applicants that were previously selected by the Council for interviews: Robin Oehrlein, Patrick Jacobson-Schulte, Sandra Cordie, Mike Chisum and Joel Ohman.

APPOINTMENT SELECTION – 8:30 P.M.

Following deliberation by the Council, a unanimous consensus was to appoint Sandra Cordie to fill the vacancy.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPOINTING SANDRA CORDIE TO FILL THE COUNCIL VACANCY EFFECTIVE FEBRUAR 14, 2011. THE MOTION CARRIED UNANIMOUSLY.

February 1, 2011

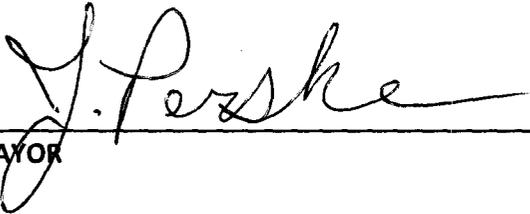
ADJOURN

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER HENNES TO ADJOURN THE MEETING AT 8:45 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By:



**Patti Gartland
City Administrator**



MAYOR

February 14, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 14, 2011

3RD MEETING

Pursuant to due call and notice thereof, the 3RD meeting of 2011 was held on February 14th in the council chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll, Peterson

ABSENT: None

ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
John Kothenbeutel, Assistant Public Works Director
Jim Hughes, Police Chief

ADMINISTRATOR OF OATH OF OFFICE

- Sandra Cordie – City Council vacancy

Administrator Gartland administered the oath of office for Sandra Cordie to fill the vacancy on the City Council.

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING THE AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. January 24, 2011 – Regular Meeting
- b. February 1, 2011 – Special Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES AS PRESENTED.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

ABSTAIN: COUNCIL MEMBER CORDIE (NOT PRESENT AT THE MEETINGS)

NAY: NONE

MOTION CARRIED

CONSENT AGENDA

- a. January Building Permit Activity Report – Acceptance
- b. January Inspections Activity Report – Acceptance
- c. January Finance Directors Report – Acceptance
- d. Park Commission minutes for January 26, 2011 - Acceptance

February 14, 2011

- e. Approval of voucher payments dated February 9, 2011
- f. Professional Development
- g. Set special meeting for departmental annual report presentations for 5 – 6:30 pm, Monday, March 14, 2011
- ~~h. Approval of three-year renewal contract with Earth Science Associates for environmental monitoring and reporting at the former Grede landfill property~~
- i. Designation of Mayor and Administrator to represent the City of Sartell in the St. Cloud Times Economic Development forum on Wednesday, February 16, 2011 from 3:30 – 5 pm
- j. Registration for St. Cloud Area Day at the Capitol event on March 15, 2011 from 4:30 – 7 pm at the St. Paul Hotel
- k. Approval of joint powers agreement with the Bureau of Criminal Apprehension for provision of breath tester instrument equipment
- l. Approval of budgeted trade-out of two mower/snow removal units
- m. Approval of waiver of minimum usage charge for utility bills for the transition to a combined meter reading card and utility bill system
- n. Approval of fund transfers as recommended in Finance Director's memorandum of 2-14-11
- o. Set Board of Review (Stearns) for 6:00 p.m. on Wednesday, April 6, 2011

Council member Peterson requested "5h" be discussed separately under the City Administrator's report.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA A-O, EXCEPT AGENDA ITEM H. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. Site plan for First united Methodist Church

Anita provided an overview of the site plan approval request for First United Methodist Church on Pinecone Road and 11th Street South as recommended for approval by staff and the Joint Planning Commission, subject to stipulated conditions.

Council member Nicoll asked if she understood correctly that the sign proposed is larger than what has been approved previously and that it is only being considered because of how the applicant is interpreting the ordinance. Anita affirmed her understanding and suggested a need to amend the ordinance to clearly express how sign surface area is to be determined on monument signs.

Significant discussion occurred regarding access into the site and the limitations created with wetlands, pipe line easements, separation from Pinecone Road on 11th Street and coordination with potential future development on the east side of the site. Ultimately, widening the access into the site was suggested for safety reasons.

Courtney Cooper and Murray Mack, representing Hagemester Mack Architects responded to access questions and provided an overview of the proposed building and signage.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE SITE PLAN SUBJECT TO CONDITIONS STIPULATED BY THE JOINT PLANNING COMMISSION AND STAFF AND ALSO REQUIRING THE WIDENING OF THE ACCESS FROM 11TH STREET IN

February 14, 2011

COORDINATION AND CONCURRENCE WITH THE CITY ENGINEER AND PLANNING DIRECTOR. THE MOTION CARRIED UNANIMOUSLY.

b. Consideration of Joint Planning Commission vacancy

Administrator Gartland reviewed with the Council the vacancy that resulted on the Joint Planning Commission with the appointment of Ms. Cordie to the City Council. Gartland also reminded the Council of the recent slate of applicants that were interviewed in December when Ms. Cordie was selected for reappointment to the Joint Planning Commission. Staff is recommending filling the vacancy as soon as possible. In addition to the applicants interviewed in December, she noted that Patrick Jacobson-Schulte, who was an applicant to fill the Council vacancy and also had been interviewed for appointment to the EDC, has expressed interest in being considered for future board position openings. Gartland also noted that Michael Larson, who previously served on the Planning Commission, has expressed interest in filling the vacancy.

Council member Hennes suggested appointing Bill Worzala who applied and was interviewed for the Joint Planning Commission this past December and has expressed continuing interest in filling the vacancy resulting from Ms. Cordie's appointment to the Council. Council member Nicoll concurred with member Hennes.

Mayor Perske and Council member Peterson favored the appointment of Patrick Jacobson-Schulte.

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPOINTING PATRICK JACOBSON-SCHULTE TO FILL THE JOINT PLANNING COMMISSION VACANCY. UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR PERSKE, COUNCIL MEMBERS CORDIE AND PETERSON
NAY: COUNCIL MEMBERS HENNES AND NICOLL
MOTION CARRIED**

OLD BUSINESS

a. Consideration of Regional Sustainability Framework Plan

Community Development Director, Rasmussen provided an overview of the Regional Sustainability Framework Plan as was previously presented to the City Council in October. It has since been reviewed at the Area Cities meeting and by the St. Cloud Area Joint Planning District Board. Although she supports sustainability in concept, Council member Nicoll expressed opposition to the framework plan as over reaching. Member Cordie noted some of the suggestions appear over reaching but because it's not a mandate and provides possibilities for potential consideration, she can support it.

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 11-11 SUPPORTING THE ST. CLOUD JOINT PLANNING DISTRICT REGIONAL SUSTAINABILITY FRAMEWORK PLAN.
UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR PERSKE, COUNCIL MEMBERS CORDIE, HENNES, PETERSON
NAY: COUNCIL MEMBER NICOLL
MOTION CARRIED**

DEPARTMENT REPORTS

- a. **Police Department**
Semi-monthly Activity Report

- b. **Public Works**
Monthly Activity Report

Council member Peterson asked about the status of the ice rinks. John, Assistant Public Works Director, indicated the warm weather resulted in the need to close the rinks for the season which generally occurs about this time of year anyway.

- c. **City Engineer**
Semi-monthly Memorandum
Request from Stearns County for City recommendation on request for speed study on Town Line Road

Consensus was in concurrence with the City Engineer's recommendations that a speed study would not be warranted or appropriate at this time.

- d. **Planning & Community Development Director**
Semi-monthly Memorandum

- e. **City Administrator**

Consent Agenda item "h"

Approval of three year renewal contract with Earth Science Associates for environmental monitoring and reporting at the former Grede landfill property

Gartland explained that the service contract for 2010 included just one round of testing because the property was acquired midway through the year. Going forward, testing is required twice a year. The annual contract price is significantly less than estimated at the time of the property acquisition.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MAYOR PERSKE APPROVING THE THREE YEAR RENEWAL CONTRACT WITH EARTH SCIENCE ASSOCIATES FOR ENVIRONMENTAL MONITORING AND REPORTING AT THE FORMER GREDE LANDFILL PROPERTY. THE MOTION CARRIED UNANIMOUSLY.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- **Committee/Board reports**
- **City Council agenda item referrals to advisory boards and commissions**

Council member Hennes noted that the MTC will be implementing the new Sartell route changes by the end of the month and ridership is continuing to increase.

February 14, 2011

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY NICOLL TO ADJOURN THE MEETING AT 8:32 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator-Clerk**



MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 22, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on February 22, 2011 in the Council Chambers at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Nicoll, Cordie, Hennes and Peterson
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director

AGENDA

A motion was made by Hennes and seconded by Cordie to adopt the agenda as revised. The motion carried unanimously.

INDIVIDUAL PRIORITIES

Council members shared various priorities or areas of concern as follows:

- Skateboard Park – Mayor Perske asked about the possibility of adding even very limited amenities for the skateboarders and staff agreed to circulate the again the information we had previously gathered to help the Council make a decision on this. There was discussion about the potential for this to be near Bernick's Arena, for partnership with the School, and for possible private group or individual help like the Rotary or an Eagle Scout project
- Rink Shelter – There was discussion about leaving the Pinecone Regional rink shelter open and both heating and rink attendant expenses when this rink may be mainly used by high schoolers. Staff will check on any figures available from attendants monitoring use at any of our rinks to help the Council make a decision on this.
- Agenda items – There was discussion about how items are added to the Council agenda. Patti gave an overview of how the process currently works and encouraged Council members to start at the staff level in case questions can be addressed at that level but also to help staff deliver the necessary information if the Council as a whole wants to discuss an issue on their agenda. Council members have an option on every regular agenda to preview an issue during their updates to see if the Council as a whole wants an issue on a regular Council agenda, a workshop format or to refer to staff or a City commission.
- Senior Center – There was discussion about how to ensure long term space for senior activities and consensus was to keep communication open with the School District so that we could adequately prepare if they would no longer be able to provide space for this need.
- Open Forum – There was discussion about whether an open forum should be added to Council agendas and the fact that with easy accessibility to all Council members through email there is less need for this type of forum. Also, it helps if people go through staff so questions can be answered and information provided that usually solves the issue without any agenda time. Staff will get guideline examples from the League of Cities for Council to consider having people register for open forum that would then be scheduled prior to the start of a regular meeting as needed.

- Flooding Preparation – Staff will deliver an update at the regular Council meeting about preparations for potential Spring flooding.
- Firefighter Employees – Patti overviewed the Fair Labor Standards Act provisions which create an issue for us in having any full time City employees also serve as firefighters on our department. It is one of the issues she hopes to discuss with our legislative delegation if she travels to Washington D.C.
- Firefighter Appreciation – There was discussion about how to best show appreciation to the Fire Department without allowing practices that violate the law or specific recommendations from the League of Cities. There was also discussion about the fact that the City is fortunate to have so many volunteer efforts and that we need to be careful about showing appreciation to one group and then appearing un-appreciative to another group. Because of the unique nature and time commitment of the Fire Department members, it was agreed that staff should look into appreciation ideas for this group.
- Shed Options – There was discussion about whether hoop or tubular sheds should be allowed in residential districts. After much discussion, it was decided there was not Council support to pursue this issue.
- Budget and Tax Rates – Consensus was any capital projects would be unlikely in the next couple of years to help maintain our budget and tax rate.
- Council Vacancies – The current method of Council action to fill a vacancy of less than 2 years and election to fill vacancies longer than two years was supported.
- Pinecone Central – Staff will deliver an update on status of sales of excess properties.

BOARD, COMMISSION & COMMITTEE ASSIGNMENTS: A motion was made by Peterson and seconded by Nicoll to adopt Resolution No. 11-11 Resolution Making Certain Appointments and Designations for 2011. The motion carried unanimously.

FEDERAL LEGISLATIVE TRIP: A motion was made by Peterson and seconded by Hennes to approve the City Administrator's participation in the St. Cloud Area Chamber of Commerce federal legislative trip. The motion carried unanimously.

FINANCIAL MANAGEMENT PLAN: The Council reviewed and discussed Financial Management Plan projections and agreed to utilize the more conservative tax base growth projections, to assume Market Value Credit cuts as shown, and to show the hiring freeze until 2015 in future Plan scenarios. There was also discussion of sales tax projections and whether to make any changes to the projections or allocations but no action was taken.

50th AVENUE LIGHTING: There was much discussion about lighting options along the entire length of 50th Avenue. Staff will ask the City Engineer to bring back more information on the options discussed, including cobra lights the entire length of 50th and an option for decorative lighting on the roundabout. Either scenario would include stubbing in for decorative lighting along the entire southerly portion but potentially not actual installation of lights until more funds become available. A motion was made by Peterson and seconded by Nicoll to approve installation of cobra lights as requested along the northerly section of 50th Avenue which is not being reconstructed at this time. The motion carried unanimously.

APO TRANSPORTATION PLAN: The Council consensus was that the 50th/4th Avenue section north of Heritage Drive is the higher priority.

COALITION DUES: After discussion about the benefits of membership vs the cost, a motion was made by Cordie and seconded by Peterson to renew our Coalition membership for 2011. The motion carried with Perske, Hennes, Cordie and Peterson voting in favor and Nicoll voting against.

PAPERLESS: Council consensus was to leave the system status quo with emailed and paper copies but no purchase of Council Chambers laptops at this time.

PINECONE REGIONAL PARK: Patti overviewed the potential for a public/private partnership on a parking lot addition near the Stonepath Village complex. The Council was in favor of staff doing additional research on this potential for a future Council decision.

Due to time constraints, the final agenda item of Council Goals & Priorities for 2011 was deferred to a future time.

ADJOURN: A motion was made by Hennes and seconded by Nicoll to adjourn the meeting at 9:15 PM. The motion carried unanimously.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

February 28, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 28, 2011

4th MEETING

Pursuant to due call and notice thereof, the 4th meeting of 2011 was held on February 28th in the council chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll, Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE ADOPTING THE AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. February 14, 2011 – Regular Council Meeting
- b. February 22, 2011 – Council Workshop Meeting

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated February 23, 2011
- ~~b. Approval of updated job description for Permit Technician, Account Clerk, Planning Associate, Administrative Secretary, Police Secretary.~~
- c. Approval of resolution of final acceptance & payment for CSAH 1 & CR 120 public improvement project
- d. Approval of Financial Policies amendment to provide for new GASB compliance requirements
- e. Professional Development for Firefighter Olmscheid

Council member Peterson removed item "b" to discuss under the City Administrators report.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA A-E, REMOVING ITEM "B" FOR DISCUSSION UNDER THE CITY ADMINISTRATOR'S REPORT (7e). THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- a. **Update on flood control preparation – Jim Hughes, Police Chief/Emergency Management Director**

Chief Hughes provided an overview of the status of flood control preparation planning which is predicted may rival the flood conditions in 1997. The first or second week in April is the current estimated time frame when flooding could occur. Efforts are focused on urging potentially affected property owners to secure sandbagging and volunteer resources to meet their potential needs.

OLD BUSINESS

- a. **Street lighting on 50th Avenue realignment/reconstruction project (carried over from 1-10-11, 1-24-11 & 2-22-11 agendas)**

City Engineer, Jeremy Mathiassen reviewed with the council answers to questions that were posed by the Council at its February 22nd meeting regarding lighting options for the reconstruction portion of 50th Avenue South. He noted that the total estimated cost is \$96,000 for 14 lights which was included in the bonding for the project. Lighting gaps in other corridors within the city were also discussed and the potential for adding cobra head lighting in these areas was suggested. Administrator Gartland noted that the prior action of the Council defining the scope of improvements for 50th Avenue includes installation of lighting as provided for in the official street light plan and modifying the scope of lighting would require action to be taken by the Council.

MAYOR PERSKE MOVED TO EXCLUDE INSTALLATION OF THE 10 LIGHTING FIXTURES ON 50TH AVENUE AND INSTALLING LIGHTS ON THE ROUNDABOUT. MOTION FAILED FOR LACK OF A SECOND.

DEPARTMENT REPORTS

- a. **Police Department Memorandum**

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY HENNES ACCEPTING THE POLICE DEPARTMENT MEMORANDUM. THE MOTION CARRIED UNANIMOUSLY.

- b. **Public Works**
- c. **City Engineer Semi-Monthly Memorandum**

Jeremy Mathiasen presented his memorandum

- d. **Planning & Community Development Director**

February 28, 2011

e. City Administrator

Consent Agenda item "b"

Approval of updated job description for Permit Technician, Account Clerk, Planning Associate, Administrative Secretary, Police Secretary.

Council member Peterson inquired about which positions should require a background investigation.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEM "b". THE MOTION CARRIED UNANIMOUSLY.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Mayor Perske suggested another workshop session be scheduled to consider matters that were not addressed or resolved at the February 22nd workshop. Administrator Gartland suggested such a workshop be incorporated into the 2012 budget development schedule.

ADJOURN

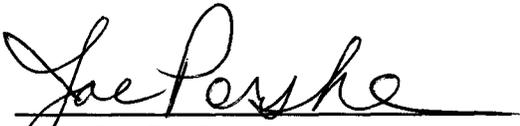
A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 7:58 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Patti Gartland

City Administrator-Clerk



MAYOR JOE PERSKE

March 14, 2011

SARTELL CITY COUNCIL
WORKSHOP MEETING MINUTES

MARCH 14, 2011

Pursuant to due call and notice thereof a workshop meeting was held on March 14, 2011 in the council chambers of Sartell City Hall. Mayor Perske called the meeting to order at 5:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll, Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Bryan Benjamin, Assistant City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER PETERSON ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

PRESENTATION OF 2010 DEPARTMENT ANNUAL REPORTS

5: P.M. COMMUNITY DEVELOPMENT & BUILDING INSPECTIONS

Anita Rasmussen provided a power point presentation highlighting the information included in the 2010 annual report for the Community Development, Planning and Building Inspections Departments. Building Official, Kyle Christenson provided an overview of building permitting and inspection activity in 2010.

5:25 P.M. PUBLIC WORKS AND ENGINEERING

Jeremy Mathiasen provided an overview of the annual report for 2010 for the Engineering services and Brad Borders provided an overview of the Public Works Department's 2010 annual report. It was suggested that opportunities to add additional cobra head street lighting where there are gaps be explored.

5:50 P.M. POLICE AND FIRE

Fire Chief, Ken Heim provided an overview of the annual report for 2010 for the Fire Department.

March 14, 2011

Police Chief, Jim Hughes provided a power point presentation highlighting the information included in the 2010 annual report for the Police Department. In response to a question, Jim indicated medical response time is about three minutes.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY COUNCIL MEMBER NICOLL TO ADJOURN THE MEETING AT 6:35 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By:



Patti Gartland
City Administrator



MAYOR

March 14, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF MARCH 14, 2011

5th MEETING

Pursuant to due call and notice thereof, the 5th meeting of 2011 was held on March 14th in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll, Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES ADOPTING THE AGENDA. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. February 28, 2011

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. February Building Permit Activity Report – Acceptance
- b. February Inspections Activity Report – Acceptance
- c. February Finance Directors Report – Acceptance
- d. Approval of voucher payments dated March 9, 2011
- e. ~~Approval of 2012 budget schedule~~
- f. Approval of temporary liquor license for UCP fundraiser event at Bernicks Arena on April 7, 2011
- g. Approval of resolution setting a public hearing for March 28, 2011 for a land use amendment from low density residential to limited business for a 2 acre parcel on CR 29 & Benton Drive

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA A-G, WITH THE EXCEPTION OF ITEM E, WHICH WAS MOVED TO THE CITY ADMINISTRATOR, 7E. THE MOTION CARRIED UNANIMOUSLY.

March 14, 2011

NEW BUSINESS

Request from Kevin Johnson to amend the 1998 mutual settlement agreement between Sartell and Sauk Rapids relating to extension of utility services by Sartell to property annexed to Sauk Rapids

City Administrator, Gartland provided an overview of an inquiry from the City of Sauk Rapids and K. Johnson Construction for a proposed amendment to a 1998 settlement agreement that includes provision of utility services by Sartell to properties annexed to Sauk Rapids which are located on the east side of TH 10. The proposed amendment would have all services, including utility services, being provided by Sauk Rapids for property east of TH10 and annexed to Sauk Rapids. The amount of tax shared revenue Sartell would receive via the current agreement is estimated to be significantly less than the estimated cost to extend utilities under TH 10 therefore staff supports the proposed amendments. Consensus of the council was in concurrence with the staff recommendation to invite Sauk Rapids to prepare documents to facilitate the proposed amendment omitting provisions for utility service from Sartell for property annexed to Sauk Rapids and the related tax revenue sharing for review by Sartell's legal counsel and approval by the Sartell Council.

OLD BUSINESS

a. **Site Plan for Opportunity Manor**

Anita provided an overview of the site plan recommended for approval for Opportunity Manor on property located at 23rd Street South to the east of Pinecone Road. Regan Stommes, representing Opportunity Manor, explained that the actual parking needs being experienced exceed the minimum required by the city zoning standards and she also provided a description of the services and activities that are provided by their organization.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING OPPORTUNITY MANOR'S SITE PLAN SUBJECT TO CONDITIONS OF STAFF AND THE JOINT PLANNING COMMISSION. THE MOTION CARRIED UNANIMOUSLY.

b. **Presentation by Sartell-St. Stephen Schools Superintendent Joe Hill, Vision 2015 Development Concept**

Superintendent Hill provided an overview of the school districts visioning process and invited feedback and input from the Council. He encouraged the Council and community to participate in a survey that is posted on the Districts web page.

DEPARTMENT REPORTS

a. **Police Department**

Chief Hughes provided updates on flood control planning activities.

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**b. Public Works
Monthly Activity Report**

Brad responded to inquiries on some recent equipment repairs and water main breaks and noted that about 200 sandbags will be filled in preparation for potential floods.

**c. City Engineer
Semi-Monthly Memorandum**

Jeremy Mathiasen presented his memorandum

d. Planning & Community Development Director

Anita Rasmussen presented her memorandum

e. City Administrator

Consent Agenda Item e

Approval of 2012 budget schedule

Finance Director, Mary Degiovanni clarified that the first workshop session in the proposed schedule was intended to address a couple of questions or matters that weren't finalized at the Council's workshop held last month including an update to the Financial Management Plan and Mayor Joe's request to consider modifications to the sales tax allocations guideline.

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER PETERSON APPROVING THE 2012 BUDGET SCHEDULE. THE MOTION CARRIED UNANIMOUSLY.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports

Council member Peterson noted that he attended the Hardees grand opening event last week.

Mayor Perske noted that he delivered a State Of The City address last week. He also noted that he and Administrator Gartland joined about a dozen other Mayors in greater MN in a meeting coordinated by CGMC with Governor Dayton last week

Anita Rasmussen responded to the Mayor's inquiry regarding concern for water quality preservation for the ditch abutting the parcels of excess property approved by the Council for sale to the abutting property owners to Pinecone Central Park. Rasmussen suggested a model shoreland protection ordinance being developed by the State as the appropriate vehicle for addressing global concerns for water quality protection versus isolating such efforts to a limited number of parcels. Preference was to pursue requesting the property owners voluntarily accept a deed restriction that would preclude

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removal of vegetation or berms in addition to the eventual adoption of shoreland management ordinance protections.

- City Council agenda item referrals to advisory boards and commissions

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 7:55 P.M. THE MOTION CARRIED UNANIMOUSLY.


MAYOR JOE PERSKE

Minutes By


Patti Gartland
City Administrator-Clerk

March 28, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF MARCH 28, 2011

6th MEETING

Pursuant to due call and notice thereof, the 6th meeting of 2011 was held on March 28th in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll
ABSENT: Council member Peterson (Due to Military Duty)
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. March 14, 2011 – Regular council Meeting
- b. March 14, 2011 – Special Council Meeting for presentation of department annual reports

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated March 24, 2011
- b. Professional Development: Administrator to attend MCMA conference in Nisswa on May 4-6, 2011
- c. Approval of request from Ferche Development to Westwood Engineering for 11th Street infrastructure design and construction observation with review by City's engineer subject to stipulated conditions and requirements
- d. Approval of resolution changing "Pinecone Central Boulevard" to "Central Park Boulevard"
- e. Acceptance of retirement notice from Sartell Firefighter Alan Schulte effective July 31, 2011
- f. Approval of contract renewals from Leggette Brashears & Graham for groundwater monitoring & reporting in Northside Park
- g. Approval of fund transfers and closures effective March 28, 2011
- h. Approval of resolution setting public hearing for April 11, 2011 on vacation of certain utility and drainage easements in Rolling Green addition.
- i. Approval of replacement purchase of a failed gas meter in the Fire Department
- j. Approval of resolution establishing 2011 compensation for non-union employees

March 28, 2011

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA A-J. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. **Request to amend Comprehensive Plan Land Use Plan from Low Density Residential to Limited Business for 1.8 acre parcel at Benton Drive & CR 29**
- **Resolution approving findings of fact supporting Land Use Plan amendment**
 - **Ordinance approving amendment to Comprehensive Plan Land Use Plan**

Anita Rasmussen provided an overview of the request to amend the land use plan from low density residential to limited business for a 1.8 acre parcel located at Benton Drive & County Road 29. She noted that if the land use plan amendment is approved, the next step in the process would be for a rezoning request to B-1 to be requested. Rasmussen also noted that staff and the Joint Planning Commission recommend approval (unanimous vote).

Jim Illies, Jr. representing INH Properties offered comment on tentative access and development concepts for the site. Illies noted that they own an additional 10 acres to the east and south of the site except for a single family home that abuts the 1.8 acre site to the east.

Mayor Perske opened the public hearing and the following comments were heard:

Janice Putnam, 322 3rd Street NE, expressed concern for traffic for a gas station type use at that site.

James Tautges, 329 1st Street NE, expressed concern for traffic on 1st Street Northeast if the site develops with a use that generates a significant amount of traffic.

Mayor closed the public hearing, no written testimony was offered.

It was noted that Council Member Peterson had requested that action on this request be deferred to a future meeting when he'll be in attendance. The applicant indicated the ability to accommodate the requested delay. Consensus was to defer action to the April 11th meeting.

OLD BUSINESS

- a. **Approval of settlement agreement terms for right-off-way acquisitions for 50th Avenue project**

Administrator, Gartland provided an overview of the negotiated settlement for the 50th Avenue right-off-way condemnation proceedings.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE SETTLEMENT AGREEMENT AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

- b. **Consideration of skate park information and prioritization**

March 28, 2011

General support was expressed by the Council for a tier one type facility and that staff and the Park Commission explore potential equipment and location options in more detail in addition to encouraging skate park user groups to help with the planning and potential development and funding of such a park amenity.

c. Consideration of City Council open forum information

Patti provided an overview of information collected from the League of MN Cities and area communities on different approaches and formats for offering open forums for public input. A more structured format similar to the City of St. Cloud's was generally favored but split opinion on whether the forums should be incorporated as part of regular City Council meetings or to precede regular meetings without inclusion in the cable broadcasted portion of the meeting. Further consideration was deferred to a future meeting when all members of the Council are present.

DEPARTMENT REPORTS

a. Police Department

Chief Hughes provided an update on flood control planning efforts.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

**b. Public Works
Monthly Activity Report**

Public Works director, Borders responded to questions regarding the snow removal challenges with last weeks snow storm.

**c. City Engineer
Semi-Monthly Memorandum**

Jeremy Mathison, City Engineer, reminded the Council that the temporary 23rd Street connection will be removed some time next week when the major part of the construction season will commence for the 50th Avenue project.

d. Planning & Community Development Director

Director, Anita Rasmussen presented her report

e. City Administrator

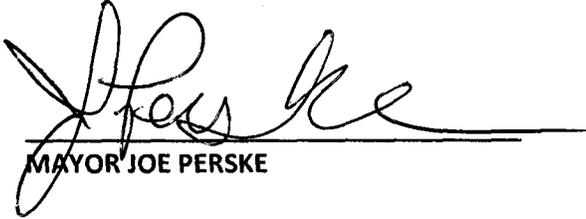
CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council member Hennes reported on a field trip with Sartell Senior Connection of senior facilities in other communities.

March 28, 2011

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 8:08 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By



Patti Gartland
City Administrator-Clerk

**SARTELL (STEARNS COUNTY) BOARD OF APPEAL AND EQUALIZATION
MEETING**

MINUTES OF APRIL 6, 2011

ANNUAL MEETING

Pursuant to due call and notice thereof, the annual City of Sartell Board of Appeal and Equalization for Stearns County was held on April 6, 2011 in the Sartell City Hall Council Chambers. Mayor Perske called the meeting to order at 6:02 p.m.

MEMBERS PRESENT: Joe Perske, Sandra Cordie, Steve Hennes, and David Peterson

MEMBERS ABSENT: Sarah Jane Nicoll

ALSO PRESENT: Mary Degiovanni, Finance Director
Steve Behrenbrinker, Sartell City Assessor
Bob Lindvall, Stearns County Assessor

BOARD OF REVIEW

Assessor Behrenbrinker summarized 2010 construction activity, 2011 valuations, and the typical residential value decrease of 3 to 5%, although he noted Sartell has more new construction that helps to balance our entire City market value decrease. Assessor Lindvall explained the time period for comparables for purpose of the 2011 valuations are October 2009 through September 2010. He also explained the process for Board of Review whereby those appealing their assessment can try to resolve it at this level or appeal to the County Board of Review if they are not satisfied with the final decision of this Board.

The following is a list of property owners to address the Board and make a formal appeal for re-evaluation:

Steve Hart representing Gary Vitale	111-2 nd St. S.	92.57122.0001
Steve Hart, representing Scoles Family LLC	311 – 2 nd St. S.	92.56925.0000
Taggart Downare	Sierra Cove Outlots	92.57105.0388,0389 & 0390
Ken Olson	Troop Drive units	92.57044.0350-0351 92.57044.0395-0396
Dean Seppelt	1245 Washington 2312 Wyoming	92.56579.0577 92.56579.0591
Joe Torborg	11 lots in Middletown 2	92.56823.0204, 0219, 0220, 0221, 0222, 0223, 0224, 0225, 0226, 0227, 0228
Hock Tong Cheu	1305 – 15 th St. N.	92.56900.0033

Richard Hobbs/Double B Holdings 9 lots in Stonebrook 2 92.57113.0236, 0237, 0239,
0240, 0249, 0250, 0253, 0255, 0258, 0259

The Board also acknowledged the Assessor's adjustments which were agreed upon by the property owners prior to this evening's meeting:

Jesse Witt 1500 Oriole Ave. 92.56900.0072

Agreed upon market value reduction from \$159,300 to \$136,000

Marty Reker 24 lots in Celebration 92.56577.0725, 0727, 0728,
0729, 0730, 0731, 0732, 0733, 0735, 0736, 0737, 0738,
0739, 0713, 0715, 0716, 0717, 0718, 0719, 0568, 0569,
0575, 0592, 0602

Agreed upon market value reduction from \$70,000 to \$60,000 per lot

A motion was made by Peterson and seconded by Cordie to approve the Witt and Reker adjustments, and to make no adjustment to the Torborg/Middletown lot values. The motion carried unanimously.

No other appeals were received and the remaining appeals above were referred back to the Assessors for further review and recommendation back to the Board.

MEETING RECESS

A motion was made by Peterson and seconded by Hennes to recess the meeting at 7:46 PM and to reconvene on April 19, 2011 at 6:00 pm to hear the Assessor's updated recommendations with no new appeals to be heard at the continuation. The motion carried unanimously.



MAYOR



Mary Degiovanni
Finance Director

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 11, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on April 11, 2011 in the conference room at Sartell City Hall. The meeting commenced at 6:25 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Nicoll, Hennes and Peterson
COUNCIL ABSENT: None
OTHERS PRESENT: Mary Degiovanni, Finance Director

2010 AUDITED FINANCIAL STATEMENT

Kara Gaffy from Kern, DeWenter, Viere presented the City's audited financial statements for 2010. After review and discussion, a motion was made by Hennes and seconded by Peterson to accept the 2010 Audited Financial Statement as presented. The motion carried unanimously.

ADJOURNMENT

A motion was made by Peterson and seconded by Nicoll to adjourn the meeting at 6:58 PM. The motion carried unanimously.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

April 11, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 11, 2011

6th MEETING

Pursuant to due call and notice thereof, the 6th meeting of 2011 was held on April 11th in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES ADOPTING THE AMENDED AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. March 28, 2011 – Regular council Meeting

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING THE MINUTES WITH THE CLARIFICATION THAT COUNCILMEMBER PETERSON'S ABSENCE AT THE MEETING WAS DUE TO MILITARY SERVICE. THE MOTION CARRIED WITH MEMBERS HENNES, PERSKE, CORDIE AND NICOLL VOTING IN FAVOR AND MEMBER PETERSON ABSTAINING.

CONSENT AGENDA

- a. March Building Permit Activity Report – Acceptance
- b. March Inspections Activity Report – Acceptance
- c. March Finance Directors Report – Acceptance
- d. Approval of voucher payments dated April 7, 2011
- e. Approval of temporary on-sale liquor license for Rotary Club of Sartell on May 5, 2011, for fundraising event at Central MN Boys Scouts Office
- f. Approval of resolution setting a public hearing for May 23, 2011 for the Storm Water Pollution Prevention Plan update
- g. Approval of resolution setting a public hearing for April 25, 2011 for an interim use permit for WalMart
- h. Approval of resolution setting a public hearing for April 25, 2011 for an interim use permits for Coborns store locations in Sartell
- i. Approval of resolution setting a public hearings for April 25, 2011 for vacation of certain utility easements, and Conditional Use Permit PUD amendment for Oak View Pond Estates Plat Two

April 11, 2011

- j. Set special meeting of the City Council for workshop session update from Pinecone Central Park Association on Monday, April 25, 2011 from 5:00 – 6:00 pm.
- k. Approval of temporary on-sale liquor license for May 6, 2011 for St. Francis Xavier Church for a school fundraiser
- l. Approval of a temporary on-sale 3.2 malt liquor license for August 20 and 21, 2011 for St. Francis Xavier Church Parish Festival
- m. Approval of application from HopWok Eats on-sale intoxicating and Sunday liquor license for House of Pizza and Pacific Wok for June 1, 2011 to December 31, 2011
- ~~n. Approval of budgeted replacement of 1986 snowplow~~
- o. Approval of fund transfers and closures effective
- p. Set special joint meeting of the Council with LeSauk Town Board to discuss issues of mutual interest and concern on Monday, April 18, 2011 at 5:00 p.m. at Sartell City Hall.
- q. Acceptance of \$200 donation from Stearns Electric for Police Reserve program

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEMS "A-Q", WITH THE EXCEPTION OF ITEM "N" WHICH WAS MOVED TO THE PUBLIC WORKS DIRECTOR'S REPORT. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Vacation of certain utility and drainage easements in Rolling Green Addition.

Anita Rasmussen provided an overview of the request to vacate certain utility and drainage easements in Rolling Green Plat 4 Addition. Mayor Perske opened the public hearing and no one testified on the issue. Mayor Perske closed the public hearing, no written testimony was offered.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION NO. 23-11 VACATING A PORTION OF A DRAINAGE AND UTILITY EASEMENT. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. Consideration of penalty imposition for tobacco sales violation

Police Chief Jim Hughes, explained the violation and the Ordinance penalty provisions. Although this was not a public hearing, Mayor Perske invited Pete Yarmon to provide comments on behalf of the business. Mr. Yarmon noted he's done everything he feels he can do to avoid violating the tobacco sales ordinance and this was an honest mistake by a hard working employee. The Council took this under consideration when imposing the minimum penalty.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE TO IMPOSE A \$250 FINE AND 7 DAY SUSPENSION WITH DATES TO BE DETERMINED BY THE POLICE CHIEF IN COORDINATION WITH THE BUSINESS OWNER WITHIN THE NEXT 2 MONTHS. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Request to amend Comprehensive Land Use Plan from Low Density Residential to Limited Business for 1.8 acre parcel at Benton Drive and CR 29

Anita Rasmussen provided a refresher of the request that had been subject to a public hearing at the Council's March 28th meeting. The Council was concerned about traffic and nearby R-1 zoning. Council member Hennes asked if 2nd Ave. NE could be connected to Benton Drive to provide additional routes and staff will check on that. Council member Peterson was opposed to the land use amendment since he was concerned about pedestrian and traffic safety in that area as well as the impact on the R-1 property to the east of the subject property. Council member Hennes believed there previously had been motels and a busy restaurant on that roadway and that there is heavy industrial right across the street with a lot of traffic regardless of this parcel. The applicant, Jim Illies Jr. indicated his belief that the limited business district would serve the existing traffic but would not be a destination business generating more traffic in the area. Staff reminded the Council that a land use amendment requires an affirmative vote of 4/5 of the Council and that if they were not in favor of the amendment, concrete reasons would need to be prepared in a new Findings of Fact since the Findings presented to the Council relayed the Planning Commission's findings in support of the amendment.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION NO. 24-11, ADOPTING FINDINGS OF FACT SUPPORTING A REQUEST FOR A LAND USE AMENDMENT TO THE FUTURE LAND USE MAP FROM LOW DENSITY RESIDENTIAL TO LIMITED BUSINESS.

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:
AYE: COUNCIL MEMBERS: HENNES, NICOLL, CORDIE
NAY: MAYOR PERSKE AND MEMBER PETERSON
MOTION CARRIED**

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING ORDINANCE NO. 11-02 AMENDING THE CITY'S LAND USE PLAN FOR CERTAIN PROPERTIES – 208 – 1ST STREET NE.

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:
AYE: COUNCIL MEMBERS: HENNES, NICOLL
NAY: MAYOR PERSKE AND MEMBER PETERSON & CORDIE
MOTION FAILED SINCE IT REQUIRED A 4/5 VOTE**

The Planning and Community Development Director will draft Findings for the Denial based upon Council input and will bring it back to the Council at a subsequent meeting for adoption.

b. Update on excess/fragment parcels from former golf course property acquisition

Mayor Perske asked Anita to review the excess properties for sale and the City's ability to protect the ditch waterways along the western edge. Anita provided the deed language being utilized on the properties to be conveyed along that westerly edge, and the fact that staff will be looking at possible grants to help us protect the waterways on the City owned properties. After hearing the owner of the property adjoining one outlot would like to purchase two outlots, the consensus of the Council was that only directly adjacent sales could proceed without further Council approval but that if a property owner

April 11, 2011

wanted to purchase an outlot behind their neighbor's property, the Council would want an opportunity to review and decide on that prior to closing.

DEPARTMENT REPORTS

a. **Police Department**

Chief Hughes provided an update on floods and is hoping at this point it will be a non-event.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

b. **Public Works**
Monthly Activity Report

Public Works director, Borders responded to questions regarding the department's proposed summer hours and that this will be a trial basis this summer to see what savings can be achieved. Councilmember Peterson asked that the Earth Day volunteer opportunities be added to the City website.

Consent Agenda Item N

Approval of budgeted replacement of 1986 snowplow

Mayor Perske asked about contracting out snowplowing and staff recommended we proceed with replacement of the 1986 plow since it lets us keep up existing service levels and that the topic of contracted services be brought back to a future Council workshop.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE BUDGETED REPLACEMENT OF THE 1986 SNOWPLOW ACCORDING TO THE BID PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Staff will add winter plowing to the next workshop agenda for further Council discussion.

Brad also confirmed that he hopes to schedule a joint meeting between the Council and the Park Commission to discuss Skatepark options and he planned to invite a representative from the City of St. Cloud, but based upon Council input may also seek information/representation from City of St. Joseph.

c. **City Engineer**
Semi-Monthly Memorandum

Council member Hennes asked if the proposed stoplight on 50th Ave and CR 120 is on schedule for 2012 and Jeremy Mathiasen, City Engineer, affirmed it was still on the 2012 schedule for the County. He also responded to questions about 19th Avenue and will keep the Council updated on status and options.

April 11, 2011

d. Planning & Community Development Director

Director, Anita Rasmussen presented her report. Council member Hennes said he attended the medical summit which he felt went well and that he wanted the City to continue to encourage the upgraded TH 15 interchange to be pedestrian and bike friendly, which the current design is not.

e. City Administrator

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Members gave updates on meetings attended as well as upcoming events.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 8:40 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Mary Degiovanni
Finance Director


MAYOR JOE PERSKE

SARTELL ECONOMIC DEVELOPMENT AUTHORITY MEETING

MINUTES OF APRIL 11, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting of the Sartell EDA was held on April 11, 2011 in the conference room of Sartell City Hall. President Perske called the meeting to order at 5:35 p.m.

MEMBERS PRESENT: Joe Perske, David Peterson, Sarah Jane Nicoll, Sandy Cordie and Steve Hennes

MEMBERS ABSENT: None

ALSO PRESENT: Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director

AGENDA

A motion was made by Hennes and seconded by Peterson to adopt the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

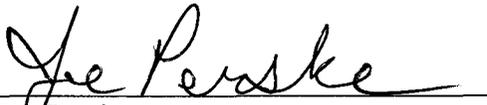
A motion was made by Nicoll and seconded by Peterson to approve the minutes of March 14, 2011, as presented. The motion carried unanimously.

APPROVAL OF PLAT

Staff confirmed that the proposed plat was identical to the version presented and approved by the City Council. After discussion, a motion was made by Peterson and seconded by Nicoll to approve Resolution 2011-01 Approving The Platting of Real Property. The motion carried with Peterson, Hennes and Nicoll voting in favor and Perske and Cordie voting against.

ADJOURN

Upon motion made by Cordie and seconded by Nicoll, the meeting adjourned at 6:25 PM.



Joe Perske
EDA President



Mary Degiovanni
Executive Director/Secretary

**SPECIAL JOINT MEETING
SARTELL CITY COUNCIL-LESAUK TOWN BOARD
APRIL 18, 2011**

Pursuant to due call and notice thereof, a special meeting was held on April 18, 2011 at the Sartell City Hall.

City Council Present:	Mayor Perske, Council members: Hennes, Peterson, Nicoll & Cordie
Town Board Present	Naber, Westerlund, and Hettwer
Also Present:	Patti Gartland, City Administrator Marlyce Plante, Township Clerk Mary Degiovanni, Finance Director Brad Borders, Public Works Director Anita Rasmussen, Planning Director

CALL TO ORDER

Mayor Perske called the meeting to order at 5:02 p.m.

AGENDA REVIEW AND APPROVAL

A motion was made by Nicoll and seconded by Hettwer to approve the agenda with the addition of introductions. The motion carried unanimously.

INTRODUCTIONS

Those present introduced themselves.

BUILDING REPAIR OPTIONS

Degiovanni overviewed the building ownership and brief history of the basis for the presented quotes for air conditioning and door repair options. After discussion, a motion was made by Hennes and seconded by Hettwer to approve the Scholtes Refrigeration and Design Electric bids for installation of two central air units for existing furnaces, with a cost split of 55% City and 45% Town. The motion carried unanimously by the Council and Board.

The door repair quotes were also reviewed, although they were outdated but staff did not want to request updated quotes until receiving direction from the City and Town on interest in proceeding with these repairs also. A motion was made by Peterson and seconded by Naber to authorize staff to get updated quotes and to contract for the lowest quote not to exceed \$2,000 for the overhead door repairs with a cost split of 60% City and 40% Town. The motion carried unanimously by the Council and Board.

COMPOST PERMITS

Patti overviewed the concerns that have held up extending City compost site use to Town residents. She also outlined what we have found about charges and participation from some other area cities. After much discussion about pros and cons, the consensus was that 2011 could be a test year for Town residents to be allowed access to the City compost site and we could make adjustments based upon actual experience this year. A motion was made by Cordie and seconded by Peterson to authorize up to 150 permits to be issued to LeSauk Township, or City of St. Cloud, St. Joseph, Waite Park or Sauk Rapids

residents at a fee of \$55 per permit on a first come, first served basis. The motion carried unanimously by the City Council. Staff will notify the Council if it appears we may exceed the 150 permits so the Council can decide whether or not to expand the authorized number of permits to non-residents.

JOINT PLANNING OPTIONS

Anita reviewed a memo with the Council and Board outlining options to resolve the joint planning concerns. Naber said even though the requested action is limited to the joint planning issue, opening up the Orderly Annexation Agreement is always so controversial that he wishes we would simply establish our own City Planning Commission which the Town attorney says can be done without amending the Orderly Annexation Agreement. Then the step left to resolve would be what entity has final planning jurisdiction for Town properties – the Town Board, or a Joint Planning Commission. Consensus was to proceed with this paperwork with each entity consulting with their own attorney and the two attorneys working to draft a consensus agreement.

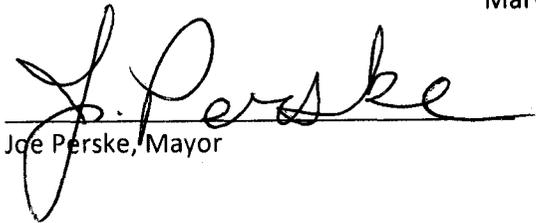
ADJOURN

A motion was made by Peterson and seconded by Nicoll to adjourn the meeting at 6:50 PM. The motion carried unanimously by the Council and Board.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

SARTELL (STEARNS COUNTY) BOARD OF EQUALIZATION MEETING

MINUTES OF APRIL 19, 2011

ANNUAL MEETING - continuation

Pursuant to due call and notice thereof, a continuation of the annual City of Sartell Board of Appeal and Equalization for Stearns County was held on April 19, 2011 in the Sartell City Hall Council Chambers. Mayor Joe Perske called the meeting to order at 6:00 p.m.

MEMBERS PRESENT: Joe Perske, Steve Hennes, Sandy Cordie and David Peterson

MEMBERS ABSENT: Sarah Jane Nicoll

ALSO PRESENT: Mary Degiovanni, Finance Director
Steve Behrenbrinker, Sartell City Assessor
Bob Lindvall, Stearns County Assessor

BOARD OF REVIEW CONTINUATION

Steve Behrenbrinker presented recommended adjustments to the 2011 proposed valuations for the following property owners that presented an appeal for re-evaluation at the April 6, 2011 meeting.

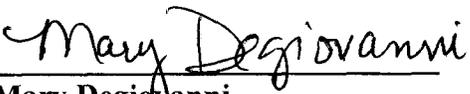
<u>Property Owner</u>	<u>Parcel Number</u>	<u>2011 Proposed Valuation</u>	<u>2011 Recommended Adjusted Valuation</u>
Steve Hart rep Gary Vitale	92.57122.0001	\$325,900	\$297,000
Steve Hart, rep Scoles Family LLC	92.56925.0000	\$548,000	\$501,000
Taggart Downare	92.57105.0388	\$172,100	\$110,200
Ken Olson	92.57044.0350	\$361,000	\$357,100
	92.57044.0351	\$281,000	\$208,300
	92.57044.0395	\$209,400	\$199,600
	92.57044.0396	\$337,100	\$313,200
Dean Seppelt	92.56579.0577	\$45,000	\$40,000
	92.56579.0591	\$45,000	\$40,000
Joe Torborg	92.56823.0204	\$31,500	\$31,500
	92.56823.0219	\$31,500	\$31,500
	92.56823.0220	\$31,500	\$31,500
	92.56823.0221	\$31,500	\$31,500
	92.56823.0222	\$31,500	\$31,500
	92.56823.0223	\$31,500	\$31,500
	92.56823.0224	\$31,500	\$31,500
	92.56823.0225	\$31,500	\$31,500
	92.56823.0226	\$31,500	\$31,500
	92.56823.0227	\$31,500	\$31,500
	92.56823.0228	\$31,500	\$31,500
Hock Tong Cheu	92.56900.0033	\$174,000	\$174,000

Richard Hobbs/Double B Holdings	92.57113.0236	\$65,000	\$30,000
	92.57113.0237	\$65,000	\$35,000
	92.57113.0239	\$65,000	\$45,000
	92.57113.0240	\$65,000	\$55,000
	92.57113.0249	\$70,000	\$70,000
	92.57113.0250	\$70,000	\$70,000
	92.57113.0253	\$70,000	\$65,000
	92.57113.0255	\$70,000	\$60,000
	92.57113.0258	\$70,000	\$30,000
	92.57113.0259	\$65,000	\$35,000
Jesse Witt	92.56900.0072	\$159,300	\$136,000
Marty Reker	92.56577.0725, 0727, 0728, 0729, 0730, 0731, 0732, 0733, 0735, 0736, 0737, 0738, 0739, 0713, 0715, 0716, 0717, 0718, 0719, 0568, 0569, 0575, 0592, 0602	\$70,000 each	\$60,000 each

A motion was made by Peterson and seconded by Cordie to approve the Assessor's 2011 recommended valuations as presented. The motion carried unanimously.

ADJOURNMENT

A motion was made by Hennes and seconded by Peterson to adjourn the meeting at 6:23 PM. The motion carried unanimously.



 Mary Degiovanni
 Finance Director



 Mayor

**MINUTES OF THE SARTELL CITY COUNCIL
SARTELL (BENTON COUNTY) BOARD OF EQUALIZATION MEETING**

MINUTES OF APRIL 19, 2011

ANNUAL MEETING

Pursuant to due call and notice thereof, the annual meeting of the City of Sartell Board of Equalization for Benton County was held on April 19, 2011 in the council chambers of the Sartell City Hall. Mayor Perske called the meeting to order at 6:33 p.m.

MEMBERS PRESENT: Joe Perske, Steve Hennes, Sandra Cordie and David Peterson
MEMBERS ABSENT: Sarah Jane Nicoll
ALSO PRESENT: Mary Degiovanni, Finance Director
Brian Koester, Benton County Assessor
Tim Jacobs, Benton County Assessor's Office
Steve Behrenbrinker, City Assessor

BOARD OF REVIEW

Steve Behrenbrinker circulated a written summary of development activity and property valuation indicating total market value of the Benton County portion of the city is 1.2% lower than prior year's value, including new construction valuation. Brian Koester explained the time period for comparables for purpose of the 2011 valuations is October 2009 through September 2010.

◇ appeared before the Board with questions about their valuation on Parcel No. 18.◇. The assessors recommended no change to the valuation at this evening's meeting, but instructing the assessors to review the property again and make any recommended adjustment to the County Board.

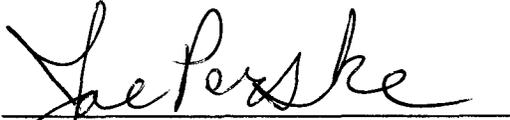
The assessors informed the Board that they had viewed the property owned by Verne & Marie Reich at 931 Oak Pond Drive (parcel no. 18.00454.00) and, after correcting the dimensions in their records, recommended a value adjustment from currently \$203,900 to \$199,100.

The assessors informed the Board that they had viewed the property owned by Jeanette Fiedler at 816 Oak Pond Drive (parcel no. 18.00472.00) and recommended no adjustment from the current value of \$188,500, but they would also do further research on this property and may make recommended adjustment to the County Board.

No other appeals were received and the Assessors recommended no other changes to their valuations. A motion was made by Hennes and seconded by Cordie to accept the Assessor's recommended valuations as presented. The motion carried unanimously.

MEETING ADJOURNMENT

A motion was made by Peterson and seconded by Cordie to adjourn the meeting at 7:02 PM.
The motion carried unanimously.



MAYOR



Mary Degiovanni, Finance Director

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 25, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on April 25, 2011 in the council chambers at Sartell City Hall. The meeting commenced at 5:02 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Nicoll, Hennes and Peterson

COUNCIL ABSENT: None

OTHERS PRESENT: Patti Gartland, City Administrator
Jeremy Mathiasen, City Engineer
Anita Rasmussen, Planning Director
Mary Degiovanni, Finance Director

PINECONE CENTRAL PARK UPDATE

Gordy Meyer, Paul Hanson, Greg Neeser, and Joe Lahr updated the Council on improvements made to date at the Park. Grading and amount of fill needed utilized a great deal of their funds and so a revised scope for Phase One will allow completion of the multi-purpose fields and electronic sign. Staff will draft a revised Improvement Agreement and we will need to strategize timing and plans for how to achieve future complex improvements as the group believes private fundraising cannot achieve full completion based upon the amount of funding that was needed to complete the fill and grading work and the slow economic recovery. After discussing the fact that MSA would not reimburse the cost and the City would need to absorb the cost within the 50th Avenue project costs, a motion was made by Peterson and seconded by Hennes to authorize the use of the 50th Ave pond fill toward additional fill needed at the Pinecone Central Park project. The motion carried unanimously.

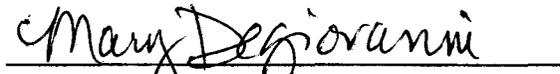
SARTELL SENIOR CONNECTION

Jan Sorell, representing Sartell Senior Connection, talked to the Council about their needs for a dedicated staff person and for a space for use for their growing activities and programming. They believe the School District will no longer have space for them as of the Fall of 2012, although that hasn't been directly confirmed. Jan suggested the Council consider purchasing property currently for sale along 2nd Street South owned by Gary Vitale, but Jan acknowledged it would require extensive remodeling. The Council asked questions about the numbers of seniors participating and the potential for continued partnership with the School District/Community Education and how future space could be shared with other community groups for multiple community uses. The possibility of leasing space while a more permanent future plan for multi-purpose community space gets developed was also discussed.

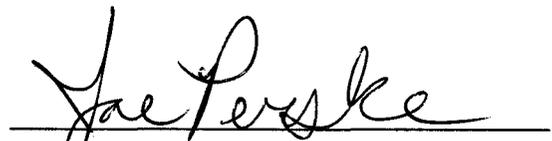
ADJOURNMENT

The Mayor adjourned the meeting at 6:45 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

April 25, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 25, 2011

7th MEETING

Pursuant to due call and notice thereof, the 7th meeting of 2011 was held on April 25th in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF CITY COUNCIL MINUTES

- a. April 11, 2011 - Regular Council Meeting
- b. April 11, 2011 - Special Council Workshop meeting for audit presentation
- c. April 18, 2011 - Joint meeting of City Council and LeSauk Town Board

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES WITH CORRECTION/CHANGE TO THE APRIL 11TH MINUTES OF THE REGULAR MEETING RELATING TO A VOTE CAST BY MEMBER CORDIE. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated April 21, 2011
- b. Acceptance of Public Works Commission meeting notes for April 5, 2011
- c. Professional Development
- d. Approval of Change Order #4 and final payment on the Southwest Water Treatment plant project
- e. Approval of native prairie maintenance contract renewals for City Hall and Centennial Park properties
- f. Approval of repair of failed air conditioning condensing unit and temperature controls from Scholtes Refrigeration at the Police Station from the Building Fund
- g. Acceptance of \$1,500 donation from Central MN Community Foundation for the Police Department's DARE program
- h. Acceptance of \$250 donation from Country Manor for the Cookout with Cops event

April 25, 2011

- i. Acceptance of \$250 donation from Fraternal Order of Eagles Ladies Auxiliary 622 for the Cookout with Cops event
- j. Approval of April 25, 2011 recommended fund transfers
- k. Approval of budgeted computer replacements (5) in an amount not to exceed \$5500.
- l. Approval of resolution of support for tax credit application for Burl Oaks housing development
- m. Approval of resolution setting a public hearing for Opportunity Manor bond issuance request
- n. Approval of resolution advocating opposition to legislative proposal to rescind city well regulation authority
- o. Approval of removal of parking restrictions on the 300 block of 1st Avenue North
- p. Acceptance of retirement notices effective October 1, 2011 from Fire Fighters Dan Fitzpatrick and Eric Olmscheid

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEMS A-P. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Interim use permit for WalMart

Anita Rasmussen provided an overview of the seasonal sales approval request for WalMart site and the conditions recommended for approval by staff and the Joint Planning Commission as a 5-year permit. Mayor opened the public hearing. No oral testimony was received and the hearing was closed.

An e-mail from David H. Lardy, 32562 River Vista Lane, was received expressing opposition to approval of the IUP with concern for signage. Anita and the applicant provided an explanation of the signage that will be limited to display only on the tent facility. It was noted that this operation was previously located at the former WalMart location in St. Cloud.

Resolution approving IUP for seasonal sales

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON ADOPTING RESOLUTION 29-11 APPROVING THE ISSUANCE OF AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL SALES AREA AT WALMART. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving findings of fact supporting IUP approval

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 28-11 ADOPTING THE FINDINGS OF FACT RELATING TO AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL SALES AREA AT WALMART. THE MOTION CARRIED UNANIMOUSLY.

April 25, 2011

b. Interim use permit for Coborns Superstore – Pinecone Road and Coborns – 1st Avenue

Anita Rasmussen provided an overview of the reissuance requests for interim use permits for seasonal sales at the two Coborns sites in Sartell as recommended for approval by staff and the Joint Planning Commission as a 5-year permit. Mayor opened the public hearing, no oral testimony was offered and the hearing was closed. It was noted that the option to have firework sales could also occur subject to permit approval with the Fire Marshal.

Resolution approving IUP for seasonal sales – Coborns 1st Avenue location

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 31-11 APPROVING THE ISSUANCE OF AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL SALES AREA FOR COBORNS AT 707 FIRST AVENUE NORTH. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving findings of fact supporting IUP approval – Coborns 1st Avenue location

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 30-11 ADOPTING FINDINGS OF FACT RELATING TO AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVING A SEASONAL SALES AREA FOR COBORNS AT 707 FIRST AVENUE NORTH. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving IUP for seasonal sales – Coborns Pinecone Road location

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 33-11 APPROVING THE ISSUANCE OF AN INTERIM USE PERMIT FOR THE PURPOSE OF HAVING A SEASONAL SALES AREA FOR COBORNS AT PINECONE MARKETPLACE. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving findings of fact supporting IUP approval – Coborns Pinecone Road location

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 32-11 ADOPTING THE FINDINGS OF FACT RELATING TO AN INTERIM USE PERMIT FOR THE PURPOSES OF HAVNG A SEASONAL SALES AREA FOR COBORNS AT PINECONE MARKETPLACE. THE MOTION CARRIED UNANIMOUSLY.

c. Vacation of certain utility easements and Conditional Use Permit PUD amendment for Oak View Pond Estates Plat Two

Anita Rasmussen provided an overview of the requests to facilitate converting previously planned twin home and tri-plex development to be replaced with single family construction. Mayor Perske opened the public hearing, no oral or written testimony was offered and the hearing was closed.

April 25, 2011

Resolution approving CUP amendment

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON ADOPTING RESOLUTION 35-11 APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT AMENDMENT BASED ON THE FINDINGS OF FACT AND DECLARING TERMS OF THE PERMIT TO AMEND THE TYPE OF RESIDENTIAL UNITS AND TO DEVIATE FROM THE MINIMUM LOT STANDARDS IN AN R-5 PLANNED UNIT DEVELOPMENT OF OAK VIEW POND ESTATES 3. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving findings of fact approving CUP amendment

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 34-11 APPROVING THE FINDINGS OF FACT WHICH WOULD ISSUE A CONDITIONAL USE PERMIT AMENDING THE TYPE OF RESIDENTIAL UNITS AND TO DEVIATE FROM THE MINIMUM LOT STANDARDS IN AN R-5 PLANNED UNIT DEVELOPMENT DISTRICT IN OAK VIEW POND ESTATES 3. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving utility easement vacation

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 36-11 VACATING A DRAINAGE AND UTILITY EASEMENT, OAK VIEW POND 2. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving Oak View Pond Estates 3 final plat (Related matter not subject to public hearing)

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE ADOPTING RESOLUTION 37-11 APPROVING THE FINAL PLAT OF OAK VIEW POND ESTATES 3. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. St. Cloud Urban Area Mississippi River Corridor Plan support

Anita Rasmussen provided an overview of the Sartell, St. Cloud and Sauk Rapids initiative to develop an urban river plan for the Mississippi River corridor. One correction was noted to extend trails to the EPIC Center site rather than Heim Mill site. It was also suggested that even more emphasis be included for connecting trails to the Wobegon Trail.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES RECOMMENDING APPROVAL OF THE PLAN TO THE ST. CLOUD AREA JOINT PLANNING DISTRICT BOARD WITH ADDITIONAL EMPHASIS ON TRAILS. THE MOTION CARRIED UNANIMOUSLY.

b. Consideration of City Council open forum information

City Administrator, Patti Gartland provided an overview of those aspects of establishing an Open Forum session where consensus was reached at a prior meeting of the Council. She indicated Council decisions are yet needed on the specific time, before or during a meeting and whether or not to have the Open Forum session included as part of the cable broadcast. A motion was made to establish an Open Forum/Public Comment sessions based on the following recommendations:

- Comments can be offered during each regularly schedule City Council meeting for up to 10 minutes commencing after “agenda review and adoption”;
- Participants in the Open Forum session must pre-register by contacting City Hall prior to close of business (4:30 pm) on the day of the meeting with a maximum of five (5) scheduled on a first-come, first-serve basis; each participant will be allowed a maximum of two minutes to address the Council at the podium, up to two times per calendar year;
- Participants may comment on any topic that is not already a matter scheduled for consideration on that evening’s Council agenda;
- Open Forum sessions will be devoted exclusively to accepting comments from the public; the Council may opt to refer a matter to staff or one of its boards or commissions for study but will not otherwise debate, discuss or formally act on any matter presented during the Open Forum session.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE OPEN FORUM FORMAT AS OUTLINED BY THE CITY ADMINISTRATOR ABOVE. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department Memorandum

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

b. Public Works Monthly Activity Report

c. City Engineer Semi-Monthly Memorandum

d. Planning & Community Development Director

e. City Administrator

Patti shared copies of a letter from Mayor Perske and herself which was requested by Senator Klobuchar in order to renew our request for assistance in resolving the postal boundary dispute matter.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

April 25, 2011

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 8:06 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**


MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF MAY 9, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on May 9, 2011 in the conference room at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes and Peterson

COUNCIL ABSENT: Council member Nicoll

OTHERS PRESENT: Patti Gartland, City Administrator

Mary Degiovanni, Finance Director

Anita Rasmussen, Community Development Director

Mary circulated the revised language on the Forbes Option related to Clay Forbes' pending military deployment. The Option is on consent agenda for approval at the regular Council meeting later this evening.

AGENDA

The agenda was adopted by consensus with the removal of item #4 which will be rescheduled for a workshop session from 5 – 7 pm on May 23, 2011 subject to confirming availability of Council Member Nicolls and City Attorney Petersen.

REGULAR AGENDA ITEMS

The Council discussed their preferred rules of order for agenda items and consensus was that an applicant on a denied request can not bring the same item back for reconsideration unless a Council member on the prevailing side specifically requests it be reconsidered/added to an agenda.

FIRE DEPARTMENT: Patti gave an overview of the Policies and Procedures update which she anticipates will be finalized for Council consideration at their regular May 23rd meeting. She also said there are 4 retirements pending and requested Council authorization to commence the applicant recruitment process which the Council approved by consensus.

COMMUNITY AMENITIES: There was much discussion on the list of needs and wants within the community and specifically about the process for adding skateboard equipment and whether this should go through the full Park Commission review/recommendation or, if it is a small enough capital item, that it could be expedited for installation sooner. Mayor Perske recommended the Pinecone Regional Park outdoor rink, but Council member Peterson suggested we first finalize any potential negotiation on the Hockey Association taking over management of that outdoor rink and make sure the two don't conflict. Staff recommended that every project be reviewed in the context of the overall Financial Management Plan rather than a piecemeal approach because the City's overall financial condition needs to be factored into every decision:

1. We have a hiring freeze until 2015 even though our 2011 staffing levels are lower than they were in 2008 even though we've added streets, trails and major commercial & apartment development during that time. Adding facilities needs to factor in any impact on current staffing levels.

2. We have only 15 SAC and WAC connections year to date, although our financial plan projects 250 and that was down from the 400 connections projected previously. We need to talk about our strategy for covering the water and sewer plant debt service if we don't get enough connection units to cover it, and that could involve a combination of tax increases and revised capital spending plans. Likewise, growing assessment and tax delinquencies continue to represent an element of risk that needs to be considered.

3. The City has invested almost \$5 million in the purchase of parkland property and installation of road, trail and parking lot in the former golf course property. The private fundraising group has successfully raised hundreds of thousands of dollars, but the work at the site was more expensive and so we will not achieve playable ballfields in the foreseeable future unless the City works with them to develop a plan to finish those park improvements.

Based upon this, staff recommended the Council continue to use a very methodical, big picture approach by using their Financial Management Plan to prioritize spending and gauge impacts of each spending decision.

Council consensus was for staff to bring back information to the Council for a decision on how many open skate hours we would require to be provided if the Ice Arena Association took over management and all related expenses of the outdoor rink and shelter at Pinecone Regional Park. It was also noted that the Park Commission is also in the process of reviewing options for a potential skateboard equipment location recommendation to the Council. Staff was also asked to research and bring back to the Council options for completing the grading, irrigation and seeding work at Pinecone Central Park.

COMPREHENSIVE PLAN UPDATE: The Council discussed a number of community amenities that have been suggested or requested (e.g. senior or community center & staffing, branch library, skateboard pod, ballfields & multi-purpose fields, field house, dog park, water park or participation in a regional aquatics center)/City facilities needs (e.g. fire hall & police station expansion) and consensus was for staff to proceed with an expedited version of the comprehensive plan update process outlined by the Community Development Director to be completed and result in creation of a Community Facilities Plan so the Council could re-assess priorities and incorporate those priorities into their Financial Management Plan update with appropriate input from the community through a Comprehensive Plan update. In the meantime, we will also continue to hold Council workshops to update sales tax projections and street and other capital fund plans, as well as looking at debt service reserves and future tax rate projections so the Council can update those and be ready to look at impacts of various community amenity options.

OTHER STAFF DIRECTION REQUESTED: Staff confirmed they would put the other workshop memo items on future Council or Commission agendas for staff direction as requested.

ADJOURN: Upon motion made by Cordie and seconded by Hennes, Mayor Perske adjourned the meeting at 6:58 PM.

Minutes By:

Mary Degiovanni
Mary Degiovanni, Finance Director

Joe Perske
Joe Perske, Mayor

May 9, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF MAY 9, 2011

8th MEETING

Pursuant to due call and notice thereof, the 8th meeting of 2011 was held on May 9th in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, and Peterson
ABSENT: Council member Nicoll
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES ADOPTING THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

Administrator Gartland reported that no one had contacted city hall by the close of business today to sign up to offer comment during the open forum.

APPROVAL OF CITY COUNCIL MINUTES

- a. April 6, 2011 – Stearns Board of Review Meeting
- b. April 19, 2011 – Stearns Board of Review Meeting
- c. April 19, 2011 – Benton Board of Review Meeting
- d. April 25, 2011 – Council Workshop
- e. April 25, 2011 – Regular Meeting

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. April Building Permit Activity Report – Acceptance
- b. April Inspections Activity Report – Acceptance
- c. April Finance Directors Report – Acceptance
- d. 1st Quarter 2011 Budget Report – Acceptance
- e. April 27, 2011 Park Commission meeting notes – Acceptance
- f. Approval of voucher payments dated May 5, 2011
- g. Professional Development: City Administrator to attend League of MN Cities annual conference in Rochester on June 15-17, 2011.

May 9, 2011

- h. Approval of insurance coverage renewals through LMCIT
- i. Approval of special event permit for Sartell Apple Kids Duathlon on May 27, 2011
- j. Approval of special event permit for Sartell Apple Duathlon on May 28, 2011
- ~~k. Approval of resolution setting public hearing for May 23, 2011, for a Land Use Amendment request (commercial to high density residential) for property located at 1-7 South 4th Avenue~~
- l. Acceptance of Mike Burzette's resignation from the Park Commission and appointment of Jim Kostreba to fill the unexpired term (12-31-11)
- m. Approval of budgeted purchase of fleet maintenance software for the Public Works department
- ~~n. Approval of budgeted purchase of GPS unit for the Public Works department~~
- o. Approval of Forbes Option & License
- p. Approval of beer sales at Champion Field

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEMS WITH THE EXCEPTION OF ITEMS "k" AND "n", WHICH WERE MOVED TO ITEMS 8D AND 8B RESPECTIVELY. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- a. **Update on repair options for sections of 19th Avenue and 5th Avenue South**

City Engineer, Jeremy Mathiassen provided an overview of repair options and cost estimates for a 600 foot section of 19th Avenue which was constructed in 1998 and a 1500 foot section of 5th Avenue South. Short term versus longer term repair options were profiled for each road section. Jeremy suggested the option of a hybrid approach that provides for staged improvements to accomplish getting another 7 or so years of function out of the roads prior to a full reconstruction such as was done on Scott Drive previously. Mary offered comment on possible funding sources. A more clearly defined hybrid option for each road section will be brought back for the Public Works Commission and Council consideration.

OLD BUSINESS

- ~~a. **Request to amend Comprehensive Plan Land Use Plan from Low Density Residential to Limited Business for 1.8 acre parcel at Benton Drive & CR 29**~~
- ~~— **Ordinance approving amendment to Comprehensive Plan land Use Plan (applicant request for reconsideration of Council action on 4-11-11**~~
- ~~— **Resolution approving findings of fact supporting (or denying) Land Use Plan**~~

The above item was removed at the request of the applicant.

DEPARTMENT REPORTS

- a. **Police Department**
- b. **Public Works**
Monthly Activity Report

Consent agenda item "n"

- Approval of budgeted purchase of GPS unit for the Public Works department**

May 9, 2011

Public Works Director, Brad Borders provided an explanation of the uses that the proposed GPS unit and software would provide for the Public Works Department. Currently, the department is reliant on our consultant engineer to locate various facilities. This equipment will be specifically used to accomplish compliance with a federal mandate on reflective signage.

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

c. City Engineer
Semi-Monthly Memorandum

City Engineer, Jeremy Mathiasen offered an explanation on construction design for Central Park Boulevard to assure life expectancy of 20+ years.

d. Planning & Community Development Director

Consent Agenda Item "k"

Approval of resolution setting public hearing for May 23, 2011, for a Land Use Amendment request (commercial to high density residential) for property located at 1-7 South 4th Avenue

Council member Peterson asked that the notice area for the public hearing be extended to 500 feet, versus 350 feet.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEM "k" AND EXTENDING THE PUBLIC HEARING NOTICE MAILING REQUIREMENT FOR PROPERTIES UP TO 500 FEET FROM THE PROPERTY. THE MOTION CARRIED UNANIMOUSLY.

e. City Administrator

Administrator Gartland responded to an inquiry from Council member Peterson indicating the city's legal counsel has advised that findings of fact do not need to be adopted to finalize a previous land use plan amendment request in order to comply with 60 Day Rule provisions. As a legislative act, legal counsel has advised that the reasons for a denial need only be referenced in the minutes of the meeting whereas quasi judicial actions such as rezoning, variances, and conditional use permits, should have formal adoption of findings of fact.

Mayor inquired about scheduling another workshop session. Gartland will circulate date options via email.

Administrator Gartland explained the status of differing project priority lists being contemplated by the APO for 2012 Federal Appropriation legislation which has Sartell's 50th Avenue project ranked #2 and the Safetealu Reauthorization legislation which the APO TAC recently recommended a ranking list that puts 50th Avenue as #3.

May 9, 2011

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 7:57 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Patti Gartland
City Administrator



MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF MAY 23, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on May 23, 2011 in the conference room at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Nicoll and Peterson
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Jan Petersen, City Attorney

AGENDA

Motion by Hennes, seconded by Peterson was approved unanimously.

EMINENT DOMAIN

Council Member Peterson indicated he requested this topic for discussion because he felt the City paid way too much for the right-of-way acquisitions for the 50th Avenue roadway project and he wants the process reviewed to avoid a repeat outcome in the future. Jan provided an overview of the statutory requirements as amended in 2006 relative to the options prior to and following initiations of eminent domain. He suggested the City first try to delay projects requiring right-of-way until after the right-of-way can be attained through platting. If it can't be delayed, he suggested altering the project where possible to minimize the right-of-way needed. When negotiating to purchase, he suggested offering two or three times the actual appraised value because that is the reality of commissioner awards if eminent domain becomes the only option. When property is placed for sale on the open market and it contains potential future right-of-way needs, he suggested the City buy the property and then resell what's not needed for right-of-way. The Council asked staff to determine the right-of-way that will be needed to complete the planned extension of 4th Avenue South to Heritage Drive and any other contemplated projects that may need additional right-of-way.

COUNCIL RULES OF ORDER AND CODE OF CONDUCT: Patti and Jan offered a review of the amendments to Chapter 5 of the Code of Ordinances pertaining to how Council business is conducted which were tabled last October to enable the newly seated Council to decide the scope of amendments desired. Jan suggested a more simplified system be established for Rules of Order rather than continuing to use Robert's Rules of Order.

Consensus of the Council was to use the simplified Rules of Order generally in the form as suggested by Jan but to continue requiring motions to be seconded and to enable a decision to be presented for reconsideration by a member of the Council that voted on the prevailing side of the decision at the next regular meeting of the Council. Consensus was to allow the most recent land use plan amendment decision of the Council to be presented for reconsideration at the June 13, 2011 meeting if a Council Member on the prevailing side of the vote opts to present it for reconsideration.

After briefly reviewing and discussing Code of Conduct examples provided by Jan and Patti, consensus of the Council was to have Jan and Patti draft a Code of Conduct for future Council review and consideration.

LAND USE PLANNING/ZONING QUESTIONS:

Jan reviewed with the Council his memorandum dated May 5, 2011, regarding the process and vote requirements for amending the Comprehensive Plan. In particular, he noted the requirement for both the Council and the Planning Commission to conduct a public hearing for adoption and amendments to the Comp Plan or any component thereof. Adoption or amendments to the Comp Plan require a two-thirds vote of the Council for approval. As a legislative act, he recommends against adopting "Findings of Fact" for adoption or amendments to the Comp Plan. He also noted that action on the Comp Plan should be in the form of adopting a resolution versus the adoption of an ordinance which is the proper form for actions to implement the Comp Plan such as zoning, variances, conditional use permits and subdivisions. He advised the Council of the need to revise our process going forward for new requests or initiatives to adopt or amendment the Comp Plan but indicated past and pending actions do not need to be redone.

Jan and Patti offered comments on the advantages and disadvantages of considering land use plan changes/amendments to the Comp Plan before or at the same time as considering a request for rezoning.

ADJOURN: The meeting was adjourned at 6:50 p.m.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

May 23, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF MAY 23, 2011

9th MEETING

Pursuant to due call and notice thereof, the 9th meeting of 2011 was held on May 23rd in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

SPECIAL PRESENTATION – SUMMERFEST 2011 (JASON MATHIASEN)

Jason Mathiasen provided an overview of events planned as part of the June 10 & 11th SummerFest celebration.

OPEN FORUM/PUBLIC COMMENT

There were no pre-registered speakers

APPROVAL OF CITY COUNCIL MINUTES

- a. May 9, 2011 – Regular Council Meeting
- b. May 9, 2011 – Council Workshop Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated May 18, 2011
- b. Acceptance of Public Works Commission meeting notes for May 4, 2011
- c. Professional Development
- d. Acceptance of \$1,395 in donations for National Child Safety Council safety materials for the Police Department
- e. Approval of special event permit & temporary liquor license for Sartell Area Chamber of Commerce Rock N Block Party on August 20, 2011.

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- f. Approval of special event permit for Sartell Lions Club 5k and 1k run on June 4, 2011
- g. Approval of special event permit for DeZurik APCO-Wilamette rate event on June 4, 2011
- h. Approval of special event permit for 5k run/walk, parade and street dance for SummerFest on June 10 & 11, 2011
- i. Approval of amended Sartell Fire Department Policies & Procedures
- j. Approval of budgeted computer purchases for Water Treatment plants
- k. Approval of MN DNR Rural Fire Department grant application submission for 4 pagers
- l. Schedule special EDA meeting and Council Financial Management Plan update workshop for 5-7 pm Monday, June 13, 2011.
- m. Resolution forgiving interfund loan from Water Fund to Sewer Fund
- n. ~~Approval of early payoff of golf course acquisition bond~~

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA A-M, ITEM 6N WAS MOVED TO OLD BUSINESS AT THE REQUEST OF MAYOR PERSKE. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARING

- a. **Request from Puchalla Property for Land Use Plan amendment from commercial to high density residential on 2.3 acre area west of Sartell Street West & 4th Avenue South**

Community Development Director, Anita Rasmussen provided an overview of the land use plan amendment requested for a 2.3 acre area west of Sartell Street West and 4th Avenue South to guide development for high density residential versus commercial. Staff and the Joint Planning Commission recommend approval.

Mayor Perske opened the public hearing. The following comments were heard:

Mark Mehr, 240 Sierra Loop and also one of the applicants, suggested that there is adequate woodlands providing an effective transition with single family and thinks the high density residential makes sense.

Jerry Barthel, 482 2nd Street South (patio home resident) expressed opposition to the request for apartments because of the heavy traffic volumes on 2nd Street South.

Dave Puchalla, owner of 5 - 4th Avenue South and one of the applicants, suggested traffic from the site would not impact properties on the south side of 2nd Street South. Puchalla advocated approval.

Tom Hodges, 480 2nd Street South expressed opposition to the request for additional apartment development because of traffic impact concerns.

Cyril Valerius, 508 Scenic Drive, not opposed to project but expressed concern for worsening drainage problems in the area and wants to make sure drainage gets addressed with any redevelopment on the site.

Bonny Landwehr, 405 Sartell Street, expressed concern for worsening drainage problems in the area and wants to make sure drainage gets addressed with any redevelopment on the site.

May 23, 2011

Mayor Perske closed the hearing and noted written testimony received from Byron Miland, 10 - 6th Avenue South , expressed concern about the visual impacts of another apartment building being added to the area.

City Engineer, Jeremy Mathiasen responded that this is one of few areas in Sartell that does not have a storm drain system and also indicated the desire to upgrade 4th Avenue South to better accommodate existing and potential future traffic regardless of whether the land use designation remains commercial or changes to high density residential.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL ADOPTING RESOLUTION 40-11 APPROVING THE AMENDMENT TO THE FUTURE LAND USE MAP REGARDING CERTAIN PROPERTIES FROM COMMERCIAL TO HIGH DENSITY RESIDENTIAL. THE MOTION WAS SECONDED BY MEMBER HENNES. THE MOTION CARRIED UNANIMOUSLY.

b. SWPP

Anita Rasmussen provided an overview of the proposed update to the City's Stormwater Pollution Prevention Plan as mandated by the federal environmental regulations (NPDES).

Mayor Perske opened the public hearing, no written or oral testimony was offered and the hearing was closed.

Resolution approving 2011 Stormwater Pollution Prevention Plan

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 41-11 APPROVING THE 2011 STORMWATER POLLUTION PREVENTION PLAN. THE MOTION CARRIED UNANIMOUSLY.

c. Issuance of bonds for Opportunity Manor project

Mark Ruff, Financial Advisor for the City with Ehlers Associates provided an overview of the request from Opportunity Manor for approval to issue bonds to facilitate their proposed expansion project noting the City's approval facilities the financing resulting in a lower interest rate to the borrower without creating any financial impact or obligation on the City. He noted that this bond does count against the City's \$10 million threshold for bank qualified debt in a calendar year but the City isn't anticipating borrowing anywhere near the \$8 million remaining in the following year.

Mayor opened and closed the public hearing. No written or oral testimony was offered.

Resolution authorizing the issuance of Educational Facility revenue note for Opportunity Manor project.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 39-11 APPROVING THE ISSUANCE AND SALE OF AN EDUCATIONAL FACILITIES REVENUE NOTE, SERIES 2011 AND AUTHORIZING THE EXECUTION OF DOCUMENTS RELATNG THERETO FOR OPPORTUNITY MANOR, INC. PROJECT. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. **Council direction regarding public ice rink hours and skatepark/pod equipment**

Consensus was to propose to the Bernicks Arena folks the City's desire for public skate hours, including the allowance for hockey, at the outdoor rink of Monday – Friday from 7-9 p.m. and Saturday and Sunday from 2-9 p.m. There was a lengthy discussion about the potential budget, location, insurance eligibility, private funding participation and timeline regarding potential purchase of skate equipment.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE TO REQUEST A PARK COMMISSION RECOMMENDATION TO BE PRESENTED AT THE COUNCIL'S SECOND MEETING IN JUNE FOR A PROPOSED LOCATION FOR A TIER-ONE ELIGIBLE SKATE EQUIPMENT INSTALLATION WITH AN APPROXIMATE BUDGET OF \$30,000 AS WELL AS INPUT SOLICITED FROM LOCAL USERS AND THOSE WITH EXPERTISE IN SKATE EQUIPMENT. THE MOTION CARRIED UNANIMOUSLY.

b. **Authorization to execute a joint powers agreement facilitating multi-city sealcoat bid solicitation through the City of Sartell**

Public Works Director, Borders provided an overview of a proposed joint powers agreement and bid proposal for multi-city sealcoating. Our legal counsel has reviewed and approved the documents and approval by other cities is anticipated although there may be some extent of non-substantive modification needed. An estimated 5-10% cost savings is anticipated making this endeavor worthwhile.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE AUTHORIZING A JOINT POWERS AGREEMENT AND BID DOCUMENT FOR A MULTI-CITY AGREEMENT FOR SEALCOAT BIDDING. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda - 6n

Approval of early payoff of golf course acquisition bond

Mayor Perske suggested holding off on an early bond payoff until a more comprehensive review of the sales tax fund can be undertaken by the Council. Finance Director, Mary Degiovanni explained that there are only two payment dates allowed, August 1st and February 1st. Less interest savings would be experienced with a delay and any change in proposed future use of sales tax funds wouldn't be impacted by a decision to do an early payoff.

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER PETERSON APPROVING THE EARLY PAYOFF OF GOLF COURSE ACQUISITION BONDS. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. **APO Transportation Alliance Fly In Trip to DC**

Mayor Perske reviewed with the Council his proposal to attend, as a representative for the APO, the transportation Alliance's fly-in trip to DC.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE AUTHORIZING MAYOR PERSKE'S ATTENDANCE AT THE APO TRANSPORTATION ALLIANCE FLY-IN TRIP TO DC.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: CORDIE, HENNES, PETERSON

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

DEPARTMENT REPORTS

a. Police Department

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

**b. Public Works
Monthly Activity Report**

**c. City Engineer
Semi-Monthly Memorandum**

Engineer, Mathiasen advised the Council that the County is in the process of revisiting the intersection options for County Road 120 and 50th Avenue and a more definitive evaluation and cost benefit analysis is expected to be presented at the next Council meeting.

Authorization to proceed with pavement replacement and drainage corrections to 19th Avenue at an estimated cost of \$60,000

Engineer, Mathiasen explained that this repair would be an interim correction to extend the lifetime of the roadway from its current 13 year life to a more typical 20 year life at which time a full reconstruction would be undertaken.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES AUTHORIZING THE ENGINEER TO PROCEED WITH PAVEMENT REPLACEMENT AND DRAINAGE CORRECTIONS TO 19TH AVENUE AS DISCUSSED. THE MOTION CARRIED UNANIMOUSLY.

d. Planning & Community Development Director

e. City Administrator

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions
- RSVP for Area Cities meeting on Tuesday, May 31, 2011 in St. Joseph

The following members will attend the Area Cities meeting: Mayor Perske, Council members Peterson and Cordie. The following members will not be able to attend: Council members Hennes and Nicoll.

May 23, 2011

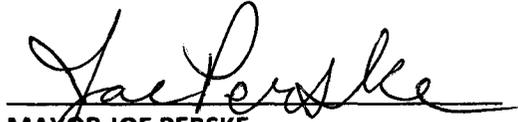
ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 9:23 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**


MAYOR JOE PERSKE

June 13, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF JUNE 13, 2011

10th MEETING

Pursuant to due call and notice thereof, the 10th meeting of 2011 was held on June 13, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Nicoll and Peterson
ABSENT: Council member Hennes
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

There were no pre-registered speakers

APPROVAL OF CITY COUNCIL MINUTES

- a. May 23, 2011 – Council Workshop
- b. May 23, 2011 – Regular Meeting

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. May Building Permit Activity Report – Acceptance
- b. May Inspections Activity Report – Acceptance
- c. May Finance Directors Report – Acceptance
- d. May 25, 2011 Park Commission meeting notes – Acceptance
- e. Approval of voucher payments dated June 9, 2011
- f. Professional Development: City Administrator to attend CGMC Summer conference in Grand Rapids on August 4 & 5
- g. Acceptance of \$400 in donations for child safety brochures and safety literature
- h. Approval of budgeted purchase of 2 replacement squad car laptop computers
- i. Approval of Fire Hall door repairs at an estimated \$3,000 with a 60/40 cost share between City and Township

June 13, 2011

- j. Approval of special event permit for Adult & Pediatric Urology 5K run/walk and Car Show event on September 17, 2011
- k. Approval of special event permit for ST. Francis Xavier Church 5K run/walk event on August 19, 2011
- l. First reading and approval of resolution setting a public hearing for June 27, 2011 for a request to rezone from B2 to B3
- m. Approval of fund transfers and closures effective 5/31/11
- n. Approval of Rotary Park grant related agreements for shoreline and rain garden improvements on behalf of Rotary Club

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS A – N. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

- a. **Reconsideration of land use plan amendment request for 208 1st Street NE (Requested by Council Member Cordie)**

Resolution approving amendment to the future land use map regarding certain properties from single family residential to commercial.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL TO RECONSIDER THE LAND USE PLAN AMENDMENT FOR 208 1ST STREET NE . THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE TO TABLE ACTION ON THE LAND USE PLAN AMENDMENT FOR 208 1ST STREET NE UNTIL JUNE 27TH TO ENABLE ALL MEMBERS OF THE COUNCIL TO PARTICIPATE IN DISCUSSION AND ACTION. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

- a. **Police Department**

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

- b. **Public Works**
Monthly Activity Report
- c. **City Engineer**
Semi-Monthly Memorandum
- d. **Planning & Community Development Director**
- e. **City Administrator**

June 13, 2011

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Cordie commented on the Park Commission meeting and upcoming public input session for skate park equipment on June 16th.

Council member Nicoll gave accolades to SummerFest and all of the people who helped make it a tremendous success. Nicoll also noted that she and Administrator Gartland will be attending the LMC starting on Wednesday.

Council member Peterson noted that he attended the groundbreaking for Opportunity manor and that he'll be offering the City an update at the Chamber meeting tomorrow. Peterson also announced that he is being deployed to Afghanistan for seven months beginning in August.

Mayor Perske offered accolades on the success of the SummerFest event last weekend. He also reminded the Council of his lobbying trip with the APO to DC, starting tomorrow.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 7:20 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**



MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF JUNE 13, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on June 13, 2011 at Sartell City Hall. The meeting commenced at 5:10 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Nicoll and Peterson
COUNCIL ABSENT: Hennes
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director

AGENDA

A motion was made by Cordie and seconded by Peterson to adopt the agenda as presented. The motion carried unanimously.

FINANCIAL MANAGEMENT PLAN

The Council discussed numerous factors in the Financial Management Plan that are still unknowns, including final costs for the Hwy 15 storm sewer repairs, Market Value Credit, LGA, tax base growth, etc. Some ideas for potential budget cuts included:

- Dues and memberships
- Rinks/shelters staffing/heating costs

Items discussed with Council consensus were:

- Drop additional entrance signs from the Beautification Fund plans to maintain those dollars in reserve toward debt service shortfalls.
- Continue to work with the School District toward joint planning for Community Resources, but there was agreement that the resources explored should be for multiple uses and not solely senior use. Staff was directed to notify Sartell Senior Connection of that consensus and that we are not interested in pursuing acquisition of the former V Bar as we think joint City/School collaborative toward meeting Sartell Senior Connection space and programming needs makes more sense for taxpayers.
- Not to implement street light utility or other fees at this time and to consider a tax increase rather than new fees since, although property tax exempt entities like Schools and Churches then don't pay toward the costs, at least property tax payers get a tax deduction for paying street light costs with their property taxes but don't get that deduction if we implement fees. It was also felt people just think of fees as a hidden tax and the Council felt it was better to adopt a smart budget and use taxes to pay for what we need.
- Public Works Commission should recommend a tiered water rate structure to implement in 2012 so we have some trial period before required 2013 implementation.
- Combine analysis of PD space needs with planned 2020 Fire Hall upgrade so schedule PD assessment sometime closer to 2018 for further budgeting.
- Don't actively pursue Dehler land purchase but stay open to possibility if financials change and we are able to make use of State bonding allocation.

Pinecone Central Park was discussed as well as overall updates to our sales tax allocations based upon higher projections and based upon shifts in priorities that may remove additional land acquisitions in the future, depending on final actual sales tax revenues. This will be brought back to the Council for further consideration.

ADJOURNMENT

The Mayor adjourned the meeting at 6:45 pm.

Minutes By:

Mary Degiovanni
Mary Degiovanni, Finance Director

Joe Perske
Joe Perske, Mayor

June 27, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF JUNE 27, 2011

11th MEETING

Pursuant to due call and notice thereof, the 11th meeting of 2011 was held on June 27, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Dale Struffert, Deputy Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

- Amy Braig Lindstrom – Market Monday report
Amy shared concerns and requested a unique approach be considered in the City's sign regulations for the weekly farmer's market event on the event days. Anita indicated her department has and will continue to work in addressing the signage challenges and will report back to the Council.
- Kevin Baker – Tiffany Meadows
Provided an overview of the maintenance concerns for a private road status in the Tiffany Meadows development.

SPECIAL PRESENTATION – Update on “Beyond the Yellow Ribbon” Program by Lt. Adam Kedrowski, Program Coordinator, MN National Guard

Lt. Kedrowski provided an overview and update on the “Beyond the Yellow Ribbon” program which Sartell is a partner in. He is requesting a representative from the City to participate in the program and become familiarized with how it operates and that the City consider adopting a resolution of continuing support for the program.

APPROVAL OF CITY COUNCIL MINUTES

- a. June 13, 2011 – Regular Council Meeting
- b. June 13, 2011 – Council Workshop meeting

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated June 23, 2011
- b. Professional Development
- c. Approval of resolution adopting performance and output measures as provided for in the State of MN's Council on local Results and Innovation
- d. Approval of resolution accepting product donations from Pan-O-Gold Baking Co., Sam's Club, Hardware Hank and cash donations from various businesses.
- ~~e. Approval of supplemental agreement #2 for 50th Avenue reconstruction providing for additional soils correction funded with MSA funds~~
- f. Approval of budgeted purchase of 10 voting booths for the addition of a 7th precinct
- ~~g. Approval of option and license agreement with Arnold & Feve Thom per prior Council action~~
- ~~h. Approval of Ordinance amending Chapter 5 of the Code of Ordinances relating to how Council business is conducted~~
- ~~i. Approval of resolution establishing simplified Rules of Order for the Sartell City Council~~
- ~~j. Approval of resolution amending Personnel Handbook and Guidelines~~
- k. Approval of resolution authorizing increase in retirement benefits for the Sartell Fire Department Relief Association

Council member Peterson requested that consent agenda items e, h & j be removed for separate consideration. Mayor Perske requested consent agenda items g & i be removed for separate consideration.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS A-D, F AND K. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. **Request from Puchalla Property for rezoning on 2.3 acre area west of Sartell Street West and 4th Avenue south**

Anita Rasmussen provided an overview of the rezoning request from B2 to R3 which is recommended for approval by staff and by a 5-1 vote of the Joint Planning Commission and is also consistent with the land use plan amendment approved by the Council last month.

Mayor Perske opened the public hearing and the following comments were made:

June 27, 2011

Bonnie Landwehr, 405 Sartell Street, expressed concern for pedestrian safety on Sartell Street with increased traffic that would occur with apartment construction.

Cy Valerius, 508 Scenic Drive, expressed concern for drainage in that area especially after experiencing the significant rain event this past week.

Dave Puchalla, applicant, indicated that the drainage pond and catch basin work that will be included with the proposed development will resolve the drainage issues affecting Mr. Valerius' property. He noted the limited pedestrian use on Sartell Street and that 4th Avenue is a newly constructed street.

Kathy Wilson, 311 Sartell Street West, expressed concern for pedestrian safety on Sartell Street.

Bob Behrendt, represents Daisy-A-Day property owners and they support the rezoning request.

Mark Mehr, co-applicant, noted that leaving the property zoned B2 could present even greater traffic than the R3 zoning being requested.

Mayor Perske closed the hearing.

Jeremy concurred that the new drainage system that would be required with the new development would substantially correct the existing drainage problems. He also indicated reconstruction of Sartell Street is part of the City's future improvement plans.

Ordinance approving rezoning B-2 to R-3

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE ORDINANCE ESTABLISHING ZONING ON CERTAIN PROPERTIES FROM B-2 GENERAL BUSINESS TO R-3 MULTIPLE FAMILY RESIDENCE. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving findings of fact supporting rezoning action

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION ADOPTING FINDINGS OF FACT #49-11, REZONING CERTAIN PROPERTIES R-3 MULTIPLE FAMILY RESIDENTIAL DISTRICT. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Land use plan amendment request for 208 1st street NE

Council member Cordie explained the additional information she attained from the public input meeting and from the developers since the original vote on the land use plan amendment has convinced her that the proposed land use plan amendment should be approved and that the traffic situation does need to be addressed regardless of what happens with the subject property.

June 27, 2011

Council member Hennes referenced a letter from the Benton County Engineer regarding potential traffic improvements that would benefit the East side and he reiterated his continued support of the land use plan amendment.

Council member Nicoll expressed her continued support for the land use plan amendment and noted the supportive correspondence from the Economic Development Commission and Sartell Chamber of Commerce Board of Directors.

Council member Peterson expressed his continued opposition to the land use plan amendment and noted that the overwhelming opposition of those people that attended the public information meeting. He suggested it will negatively impact property values in the area and people should be able to rely on the land use plan designations.

Mayor Joe Perske acknowledged challenges with the property but felt that since the initial consideration by the Council, additional information has been provided that has addressed many of his concerns and he's concluded that the land use plan amendment is the best opportunity for improving the situation in the immediate area and on the greater east side.

Resolution approving amendment to the future land use map regarding certain properties from single family residential to commercial (Motion to approve was tabled at the June 13, 2011 meeting).

**A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES (MOTION MADE ON APRIL 11, 2011) TO ADOPT RESOLUTION 50-11, APPROVING THE LAND USE PLAN AMENDMENT FOR CERTAIN PROPERTIES AT 208 1ST STREET NE.
UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR PERSKE, COUNCIL MEMBER CORDIE, HENNES, NICOLL
NAY: COUNCIL MEMBER PETERSON
MOTION CARRIED**

b. Park Commission recommendation on skate park equipment investment

Anita Rasmussen provided an overview of the public input meeting that was hosted on June 16th to solicit input from skate park users on potential skate park equipment options and locations for installation. Upon conclusion of the public input meeting and deliberation by the Park Commission, the Park Commission unanimously voted to recommend further exploration for the development of a skate and bike park at Pinecone Central Park through community engagement of various community groups to work on park and equipment design features and to also enable private fundraising efforts to be undertaken.

c. Property owner request to have property removed from the orderly annexation agreement between the City of Sartell and LeSauk Township (Lodermeier property).

Anita Rasmussen provided an overview of events leading to the written request from Diane & Duane Lodermeier to have their property removed from the Orderly Annexation Agreement between Sartell and LeSauk Township so they can pursue annexation of the property to St. Cloud, based on their perception that they could develop the property sooner through St. Cloud.

June 27, 2011

Diane and Duane Lodermeier addressed the Council expressing a desire to have their property annexed into St. Cloud as they think it would be more developable and saleable if it's in St. Cloud versus Sartell.

Considerable discussion continued on the potential for utilities to come from St. Cloud through an agreement with Sartell and still enable the property to be developed in Sartell, Gartland offered an overview of the broader concerns for establishing and maintaining rationale boundaries between cities and advocated support for working with St. Cloud to attain utility service to the site if it's determined the more feasible approach. Gartland also noted that such an arrangement already exists between St. Cloud and Waite Park and that her inquiry a number of years ago to St. Cloud staff was favorable to this potential.

While the Council disagreed with the proposal to allow the property to be removed from the orderly annexation agreement facilitating it's development in Sartell to enable it to be annexed to St. Cloud and developed in St. Cloud, strong support was expressed for a collaborative agreement with St. Cloud to attain utilities to the site if that was determined to be more cost effective for the property owner.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE TO DENY THE REQUEST FROM LODERMEIER'S TO REMOVE THEIR PROPERTY FROM THE ORDERLY ANNEXATION AGREEMENT BETWEEN SARTELL AND LESAUK TOWNSHIP. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- a. **Determination of process for temporary appointment for announced temporary vacancy on Council.**

Administrator Gartland, provided an overview of legal parameters and past processes used to fill vacancies on the Council. Because the intended term of vacancy is expected to be relatively short, at 6-7 months, consensus was to appoint someone with experience in serving on the Sartell Council or other Sartell government capacity to fill the vacancy. In an effort to avoid the need to schedule a special meeting on or following the announced effective date of the vacancy of August 9, 2011, Council member Peterson indicated his willingness, subject to concurrence of legal counsel, to modify the effective date to also specify an effective time on the date to enable the Council to convene a special meeting immediately following their August 8th regular Council meeting for the purpose of declaring the vacancy and making an appointment to fill the vacancy. Consensus was to invite the submission of letters of interest for appointment to fill the temporary vacancy with an expressed preference for someone with experience serving in a City of Sartell government capacity. Letters of interest received by the close of business on July 18, 2011 will be reviewed by the Council at its July 25th workshop session with formal appointment action to occur following the commencement of the actual vacancy.

DEPARTMENT REPORTS

- a. **Police Department Memorandum**

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

June 27, 2011

- b. Public Works
- c. City Engineer
Semi-Monthly Memorandum

Jeremy offered comment on some wetland drainage problems experienced with the significant rain events last week.

Consent Agenda "6-e"

Approval of supplemental agreement #2 for 50th Avenue reconstruction providing for additional soils correction funded with MSA funds

Council member Peterson inquired about the added subgrade excavation costs and whether or not there will be any net cost to the City. Jeremy responded that the full cost will be reimbursed with State Aid funds with no net cost to the City.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE SUPPLEMENTAL AGREEMENT #2 FOR 50TH AVENUE RECONSTRUCTION. THE MOTION CARRIED UNANIMOUSLY.

- d. Planning & Community Development Director

Consent Agenda "6-g"

Approval of option and license agreement with Arnold & Feve Thom per prior Council action

Upon inquiry from Mayor Perske, Mary explained that the City was unable to deliver title for the northern properties until after the bonds are paid off, so with Council approval, the original December 31st deadline was extended.

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER PETERSON APPROVING THE OPTION AND LICENSE AGREEMENT WITH ARNOLD & FEVE THOM. THE MOTION CARRIED UNANIMOUSLY.

- e. City Administrator

Consent Agenda "6-h"

Approval of Ordinance amending Chapter 5 of the Code of Ordinances relating to how Council business is conducted

Administrator Gartland addressed various questions on proposed changes to the ordinance that provides for how the Council conducts its business as previously reviewed by the Council with legal counsel.

June 27, 2011

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER HENNES APPROVING ORDINANCE 11-04 AMENDING CHAPTER 5 OF THE CODE OF ORDINANCES RELATING TO HOW COUNCIL BUSINESS IS CONDUCTED. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda "6-i"

Approval of resolution establishing simplified Rules of Order for the Sartell City Council

Action was deferred to consent agenda of the next meeting to enable additional wording to be added that clearly specifies that any motion made that does not have a second to the motion offered by another member of the Council, dies and cannot be considered for vote by the Council.

Consent Agenda "6-j"

Approval of resolution amending Personnel Handbook and Guidelines

Council member Peterson requested that written concurrence from legal counsel be attained prior to the Council taking formal action on the proposed Personnel Policy amendments relating to "allowable nominal use of City facilities" and "leave for service as a Sartell firefighter".

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Nicoll commented on the value of her and Administrator Gartland's attendance at the recent LMC annual conference.

Mayor Perske requested a Public Works Commission meeting be scheduled. Mayor also reported on his favorable experience on his lobbying trip with the APO to Washington DC.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 9:12 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Patti Gartland
City Administrator



MAYOR JOE PERSKE

July 11, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 11, 2011

12th MEETING

Pursuant to due call and notice thereof, the 12th meeting of 2011 was held on July 11, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

No pre-registered speakers

APPROVAL OF CITY COUNCIL MINUTES

- a. June 27, 2011 – Regular Council Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. June Building Permit Activity Report – Acceptance
- b. June Inspections Activity Report – Acceptance
- c. June Finance Directors Report – Acceptance
- d. June 16, 2011 Park Commission meeting notes – Acceptance
- e. Approval of voucher payments dated July 7, 2011
- f. Professional Development: Public Works Director and Park Maintenance Worker to attend 2011 Community Forestry Workshop in Brainerd on August 18, 2011
- ~~g. Approval of resolution amending City of Sartell personnel handbook and guidelines~~
- h. Approval of Resolution establishing simplified rules of order for the Sartell City Council
- i. First reading and approval of resolution setting a public hearing for July 25, 2011 on amendment of the flood control ordinance

July 11, 2011

- j. Approval of resolution setting a public hearing for July 25, 2011 for proposed preliminary plat of Emerald Court development
- ~~k. Approval of Summary Ordinance Relating to How Council Business is Conducted (this summary version is for publication purposes only – full Ordinance was approved on 6/27/11)~~

Council member Peterson removed item 5g and Mayor Perske removed item 5k for separate discussion.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS A-F AND H-J. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item “5-k”

Approval of Summary Ordinance Relating to How Council Business is Conducted (this summary version is for publication purposes only – full Ordinance was approved on 6/27/11)

Administrator Gartland explained that Consent Agenda Item “k” is a publishing version of the ordinance adopted by the Council at its last meeting.

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER HENNES APPROVING CONSENT AGENDA ITEM “K”. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Consideration of sealcoat bids

Public Works Director, Borders provided an overview of the three bids received on the multi-city sealcoat bid results, noting that the low bid came in very close to estimates at approximately \$1 per sq. yd. Area City Public Works Directors met this morning, reviewed the bids and recommended awarding to the low bidder, Astech who has done work for the city previously.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE SEALCOAT BID BE AWARDED TO ASTECH. THE MOTION CARRIED UNANIMOUSLY.

b. Report from Planning Director regarding Farmer’s Market site signage

Community Development Director, Rasmussen, provided an overview of the potential changes to the City’s signage regulations to better provide for the needs of the weekly farmer’s market event. Anita suggested establishing provisions similar to that allowed for Real Estate open house events or events that have a minimum number of vendors to qualify as a farmers market event. Council consensus was to move forward with the type of signage provisions being suggested.

c. Report from City Engineer on wetland drainage issues

Engineer, Mathiasen, provided an overview of drainage issues in three different areas of the city as a result of the saturated soils in the region and significant rain events.

July 11, 2011

- The first area reviewed is in the Bridgeport Development where a home owned by Doug Blaine experienced large amounts of surface water runoff into the home. A pipe installed in a ditch system operated by Stearns County (Ditch 50) is not of sufficient size to accommodate the recent rainfall events.

Upon request, consensus of the Council was to accept comment from Doug Blaine, the affected property owner (1021 Connecticut Avenue). Mr. Blaine indicated he built the home in 1998 and is requesting the City's financial assistance to correct the situation impacting his property which is now uninhabitable. Mr. Blaine requested copies of various documents relating to the design and maintenance of the pipe serving the Bridgeport Development.

Administrator Gartland, indicated the need to have the property owner contact the City's insurance carrier regarding potential assistance for damage to his private property.

The City's engineer will continue to work with the County and explore options to address the ditch system serving this area.

- The second area reviewed is the Huntington Ridge area where a substantially large wetland is located on City park property. This area is experiencing groundwater seepage entering sump pumps in homes that haven't previously experienced sump pump activity but now flooding into homes has occurred. One home was close to experiencing surface water entering the home. The City Engineer also noted that a historic ditch area may need some dredging to restore its flow but this must be coordinated through the County with an updated wetland delineation, including the 3rd Street South area as the first step. Estimated cost is \$2500. Some drainage rerouting with future reconstruction of 50th Avenue is also a possibility. This was reviewed with property owners at a neighborhood meeting last Thursday evening.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING WETLAND DELINEATION WORK FOR THE HUNTINGTON RIDGE AND 3RD STREET SOUTH AREA IN AN AMOUNT UP TO \$2500. THE MOTION CARRIED UNANIMOUSLY.

- The third area reviewed is the 3rd Street South area near Davenport Lake which is a DNR regulated water body. This is a similar situation to that of Huntington Ridge except this is an area that also involves the DNR and a former County Ditch system. Engineer Mathiasen is recommending a wetland delineation and an assessment of the ditch for potential cleanup needs. Surface water has not entered any properties but has moved into rear yard areas.

DEPARTMENT REPORTS

- Police Department Memorandum**
- Public Works**
Director Borders presented his report.
- City Engineer**
Semi-Monthly Memorandum
Engineer Mathiasen presented his report.

July 11, 2011

- d. Planning & Community Development Director
- e. City Administrator

Consent Agenda Item "5-g"

Approval of resolution amending City of Sartell personnel handbook and guidelines

Administrator Gartland responded to Council member Peterson's inquiry about the potential for eventually extending the use of City's wash facilities for other volunteer and employee groups.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 47-11 AMENDING THE CITY OF SARTELL PERSONNEL HANDBOOK AND GUIDELINES. THE MOTION CARRIED UNANIMOUSLY.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

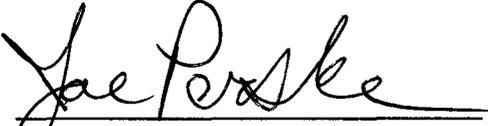
ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 8:34 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Patti Gartland
City Administrator



MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 11, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on July 11, 2011 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Nicoll, Hennes and Peterson
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director

AGENDA

The agenda was approved as presented by consensus.

2012 BUDGET, CAPITAL PLANS & FEE SCHEDULE

Department managers overviewed their proposed 2012 budgets, capital plans and fee schedule changes as follows:

Anita Rasmussen presented the Community Development and Inspections overview
Brad Borders presented Public Works, Parks & Recreation, and Utilities overview
Ken Heim presented the Fire Department overview
Jim Hughes presented the Police Department overview
Patti Gartland presented the Administration overview

Items of note included:

- Anita's budget included two items in the discretion of the Council:
 - 1) Replacement of Fire Marshal vehicle: Council consensus is to move this from the 2012 budget/FMP to 2013, but we will notify the Council if a forfeiture vehicle becomes available at low/no cost.
 - 2) Comprehensive Plan update: The budgeted cost to update the Comp Plan will also be removed from the 2012 budget with the hope that it can be completed in a subsequent year.
- Anita also reported that she is researching options to our 90% electrical contract fees.
- Brad discussed with the Council options for reducing the Pinecone Regional shelter/rink costs and it was agreed to pursue additional discussions for options with the Arena Board and bring back firmer numbers on potential savings for further Council discussion.
Brad also informed the Council that the Park Commission is recommending moving the dog park up in the Financial Plan to a 2012 improvement and recommending a dog license increase of \$3 to \$5 per license to cover the cost.
- Ken discussed the Fire Department budget with the Council and there was consensus that the Jaws of Life is an important capital item and strategies of how to attain it during a tough budget year were discussed. Consensus was for Ken to bring back a number on obtaining just the cutter this year and that dollar amount would then be removed from their turnout gear/Class A rotation dollars in order to afford it with only limited impact on gear rotation. We will then budget for an additional \$5,000 to \$7,000 per year over the next couple of years to complete the full purchase. Council will consider this option at their July 25th workshop.

- Jim overviewed the Police Department budget and Council was supportive of looking for a way to add \$1,500 to fund 3 more police reserves since the up front cost more than pays for itself with the great value of the reserves' donated services.
- Patti updated the Council on the TH 15 storm sewer mediation progress and staff's recommendation to delay the engineering RFP process for one more year and instead seek a one year service contract renewal through Bonestroo.
Patti also discussed with the Council the option to use "Committee of the Whole" meetings to potentially reduce engineering and other costs as well as to reduce the burden on the Council of multiple committee and Council meetings.

JULY 25TH WORKSHOP

It was agreed that staff would update the Council as to how many people applied for the Council vacancy and recommend an adjustment, if necessary, to the July 25th workshop start time.

ADJOURNMENT

Upon motion made by Cordie and seconded by Peterson, the Mayor adjourned the meeting at 6:55 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

July 25, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 25, 2011

13th MEETING

Pursuant to due call and notice thereof, the 13th meeting of 2011 was held on July 25, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Dale Struffert, Deputy Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

No pre-registered speakers

APPROVAL OF CITY COUNCIL MINUTES

- a. July 11, 2011 – Regular Council Meeting
- b. July 11, 2011 Council Workshop Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated July 21, 2011
- b. Public Works Commission meeting minutes of July 13, 2011 – Acceptance
- c. Professional Develop
- d. First reading and set public hearing for August 8, 2011 for signage regulation ordinance amendments for farmer's market events
- e. Set special City Council meeting for August 8, 2011, immediately following adjournment of the regular meeting on August 8, 2011 for declaration and appointment to fill temporary vacancy on the Council.
- f. Approval of recommended fund transfers effective July 1, 2011

July 25, 2011

- g. Approval of resolution accepting donations from various businesses for National Child Safety program
- h. Approval of extension of exiting contractual services contract with Bolton & Menk Engineering as third party engineer in storm sewer pipe mediation efforts.
- ~~i. Approval of resolution supporting a grant application to the USDOT for Air Service Development Grant to help enhance air service at the St. Cloud Regional Airport~~

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS A - H. ITEM SI WAS MOVED FOR DISCUSSION UNDER THE CITY ADMINISTRATOR'S BUSINESS AT THE REQUEST OF COUNCIL MEMBER CORDIE. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Amendments to Flood Control Ordinance

Anita Rasmussen provided an overview of the recommended amendments to the flood plain related regulations that are required to comply with new federal regulations. Local updates must be accomplished by August 16, 2011. All of the proposed amendments are mandated by FEMA. Local DNR has reviewed and recommends approval as did the Joint Planning Commission.

Mayor opened the public hearing at 7:07 p.m. No oral or written testimony was offered and the hearing was closed.

Ordinance approving amendments to the Flood Control Ordinance

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING ORDINANCE 11-05 WHICH INCLUDE AMENDMENTS TO THE FLOOD CONTROL ORDINANCE AS RECOMMENDED. THE MOTION CARRIED UNANIMOUSLY.

b. Emerald Court Preliminary Plat

Anita Rasmussen provided an overview of the proposed preliminary plat, final plat and development agreement for the Emerald Court property which was recently rezoned to accommodate multiple family residential development through re-development of four lots into a single 2.24 acre parcel. The Joint Planning Commission unanimously recommended approval subject to conditions identified in the staff memorandum.

Mayor Perske opened the public hearing and the following comments were heard:

Bonne Landwehr, 405 Sartell Street, expressed concern for maintaining the existing privacy to her home and adequacy of public streets serving this area.

Mark Mehr, Developer, commented on the adequacy of buffering to protect privacy of neighboring property.

Mayor Perske closed the hearing, no additional testimony was offered.

Resolution approving the preliminary plat of Emerald Court

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 56-11, APPROVING THE PRELIMINARY PLAT OF EMERALD COURT. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving final plat and development agreement for Emerald Court (related action not subject to public hearing)

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 57-11 APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT FOR EMERALD COURT. THE MOTION CARRIED UNANIMOUSLY.

c. Site plan of Emerald Court (related action not subject to public hearing)

Anita Rasmussen provided an overview of the site plan details proposed. Council discussion focused on driveway widths, landscaping, drainage and the potential need for sidewalk improvements. Council members Peterson and Cordie objected to the site plan without the inclusion of sidewalk improvements.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE SITE PLAN AS PROPOSED, SUBJECT TO THE RECOMMENDATIONS OF STAFF AND THE JOINT PLANNING COMMISSION.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS HENNES AND NICOLL

NAY: COUNCIL MEMBERS CORDIE AND PETERSON

MOTION CARRIED

DEPARTMENT REPORTS

a. Police Department Memorandum

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY CORDIE ACCEPTING THE POLICE DEPARTMENT MEMORANDUM. THE MOTION CARRIED UNANIMOUSLY.

b. Public Works

**c. City Engineer
Semi-Monthly Memorandum**

Engineer Mathiasen presented his memorandum.

d. Planning & Community Development Director

Director Rasmussen presented her memorandum.

July 25, 2011

e. City Administrator

Consent Agenda Item i

Approval of resolution supporting a grant application to the USDOT for Air Service Development Grant to help enhance air service at the St. Cloud Regional Airport

Administrator Gartland provided an overview of the regional support effort on a grant application to assist in attaining a second carrier at the St. Cloud Regional Airport.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 55-11 SUPPORTING A GRANT APPLICATION TO THE USDOT FOR AIR SERVICE DEVELOPMENT GRANT. THE MOTION CARRIED UNANIMOUSLY.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Hennes noted that the MTC service hours and ridership have more than doubled in Sartell. He also noted the 30 year anniversary of the dedication of the Watab pool through fundraising by the Sartell Jaycees.

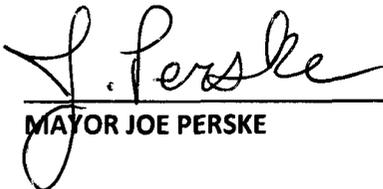
ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON TO ADJOURN THE MEETING AT 8:04 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Patti Gartland
City Administrator



MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 25, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on July 25, 2011 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Nicoll and Peterson
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director

AGENDA

A motion was made by Peterson and seconded by Hennes to adopt the agenda with the additions of Financial Management Plan, Community Facilities, and Pinecone Central Park if time allows. The motion carried unanimously.

2012 BUDGET

Degiovanni noted the Fire Chief had worked out a revised budget to allow for purchase of the cutter for the jaws of life without impacting his 2012 turnout gear rotation while not impacting overall budget or tax rate and those revisions would be built into official preliminary budget.

The Council discussed the proposed budget and levy and specifically included these items on the list for more budget cuts prior to final budget adoption:

- Dues and memberships
- Rinks/shelters staffing/heating costs
- Mayor Perske noted actual APO dues were reduced slightly to \$15,134

Hennes, Cordie, Peterson and Perske agreed with a preliminary budget and levy with estimated tax rate of 35.018% but with further review for possible cuts prior to final budget adoption in December, and also prior to full implementation in 2012 if the lack of building permit activity persists and budget cuts are required to make debt service payments in 2012. Nicoll stated she would prefer a lower projected tax rate at preliminary budget and levy adoption, but she recognized there was not support for that among other Council members.

COUNCIL VACANCY

The Council reviewed and discussed the letters of interest received and were grateful for all five qualified applicants. However, it was agreed that three candidates matched the stated preference for prior experience in Sartell city government: Bob Pogatshnik, Dennis Molitor, and Pat Lynch. After much discussion, Nicoll's preference was Lynch, Cordie's was Pogatshnik, and Hennes & Perske preferred Molitor. It was acknowledged the result on formal vote when the time comes would result in Molitor filling the vacancy and all agreed we should let the candidates know that anticipated result so they are not left waiting until August 8th.

ADJOURNMENT

Upon motion made by Perske and seconded by Peterson, the meeting adjourned at 6:50 pm.

Minutes By:

Mary Degiovanni
Mary Degiovanni, Finance Director

Joe Perske
Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF AUGUST 8, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on August 8, 2011 at Sartell City Hall. The meeting commenced at 7:43 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director

AGENDA

A motion was made by Hennes and seconded by Nicoll to adopt the agenda as presented. The motion carried unanimously.

COUNCIL VACANCY

A motion was made by Nicoll and seconded by Cordie to adopt the Resolution Declaring a Vacancy on the City Council. The motion carried unanimously.

A motion was made by Hennes and seconded by Cordie to appoint Dennis Molitor to fill the Council vacancy. The motion passed with Cordie, Hennes and Perske in favor and Nicoll opposed. The oath of office will be administered at the August 22nd regular meeting.

COMMITTEE ASSIGNMENTS

A motion was made by Cordie and seconded by Nicoll to appoint Steve Hennes as Acting Mayor during Council member Peterson's absence. The motion carried unanimously. After discussion, the Council consensus was that newly appointed Council member Molitor would fill the various committee assignments previously held by Council member Peterson, and he also agreed to serve on the Personnel Committee. Staff will formalize those appointments into a Resolution for Council action at their next meeting.

2012 BUDGET

Staff overviewed how the 2012 market value credit elimination will impact the City and its taxpayers and, in light of the change, requested Council consideration of reducing their budget by the \$75,000 MSA transfer and an additional \$71,814 in cuts resulting in a total levy increase of \$150,000 into the Street Fund. We hope this will result in nearly a flat tax rate from City action, but the State's market value credit shift will result in some properties facing a tax increase. Consensus was to use this approach for August 22nd preliminary budget adoption and then to work further on final budget decisions when tax impacts are more clearly known prior to final budget adoption. Mayor Perske mentioned the discussion with the Coalition of Greater MN Cities about substantially reducing dues for cities who do not receive LGA and asked for and received Council consensus for him to decline a recent invitation for the City to join the MN

Transportation Alliance as a dues paying member. The Council consensus was that membership was not necessary since the APO belongs to MTA and so Sartell is represented through the APO. The City Administrator also noted we have two potential multi-family developments exploring possible 2011/2012 projects within the City utilizing tax increment financing and staff believes the projects will not occur without the increment so there really is no loss of tax revenues since the projects will not otherwise move forward.

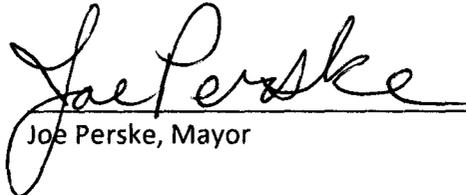
ADJOURNMENT

Upon motion made by Nicoll and seconded by Cordie, the meeting adjourned at 8:13 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

August 8, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF AUGUST 8, 2011

14th MEETING

Pursuant to due call and notice thereof, the 14th meeting of 2011 was held on August 8, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

Doug Blaine 1021 Connecticut Avenue, Sartell, offered comments on the status of his efforts to attain financial assistance to correct damage to a home he owns from flooding and about corrective action to prevent a reoccurrence. Patti commented that a decision has not been received from the City's insurance adjuster on the damage and any liability on the part of the City.

APPROVAL OF CITY COUNCIL MINUTES

- a. July 25, 2011 Regular Meeting
- b. July 25, 2011 Council Budget Workshop

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. July Building Permit Activity Report – Acceptance
- b. July Inspections Activity Report – Acceptance
- c. July Finance Directors Report – Acceptance
- d. July 27, 2011 Park Commission meeting notes – Acceptance
- e. Approval of voucher payments dated July 28, 2011
- f. Professional Development classes

August 8, 2011

- g. Approval of resolution setting public hearing and first reading of rezoning ordinance for Benton Corner development for August 22, 2011
- h. Approval of resolution setting public hearing for preliminary plat for Benton Corner for August 22, 2011
- i. Approval of special event permit for event on August 27, 2011 Sartell Volleyball Fundraiser, Blue Line
- j. Approval of resolution accepting \$250 donation for safety brochures for Police Department
- k. Approval of \$1,000 economic development fund donation for regional air service grant request by City of St. Cloud
- l. Set special meeting of Government Center and joint meeting of the City Council and LeSauk Town Board for 7 pm on Monday, September 19, 2011.
- m. Approval of low quote for installation of additional catch basin to improve drainage in Huntington Addition development.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEMS A-M. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Ordinance establishing sign regulations for Farmer's Market events

Anita provided an overview of the proposed amendments to the city's signage regulations specifically for Farmer's Market events. The proposed amendments would allow additional offsite temporary signage similar to that allowed for real estate open house signage. She noted that the Joint Planning Commission's motion to recommend in favor failed on a split vote of 1-2. Staff continues to recommend in favor of the amendments and notes it's consistency with the adopted Sustainability Plan.

Mayor opened the public hearing. No testimony was offered and the Mayor closed the hearing and noted written testimony in favor from Krista Lindt, 1039 First Street South, Sartell. Council member Peterson suggested clarification wording to specify that the signage is allowed for the day of the event only.

Ordinance amending City Code of Ordinances Chapter 11, Title 10, Section 10 (O) Signs, Farmers Market

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING ORDINANCE 11-06 AMENDING THE CITY CODE OF ORDINANCES CHAPTER 11, TITLE 10, SECTION 10 (O) SIGNS, FARMERS MARKET WITH ADDITIONAL LANGUAGE STIPULATING THAT THE SIGNAGE IS ALLOWED ONLY FOR THE DAY OF THE EVENT. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department Memorandum

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE ACCEPTING THE POLICE DEPARTMENT MEMORANDUM. THE MOTION CARRIED UNANIMOUSLY.

August 8, 2011

b. Public Works

Council member Hennes inquired about weeds growing along curb lines and road cracks and edging trails. Public Works Director Borders indicated that weed removal is being undertaken on those roads that are being seal-coated. Mayor Perske asked about the possibility of keeping one of the wading pools open later. Borders indicated that wading pool supervisors generally become unavailable beyond mid-August because they're returning to school.

**c. City Engineer
Semi-Monthly Memorandum**

Engineer, Mathiasen updated the Council on status of some efforts to improve the drainage function in some ditch areas and approvals that have been attained from regulatory agencies that were needed.

d. Planning & Community Development Director

Director Anita Rasmussen presented her report.

e. City Administrator

Administrator Gartland noted the draft agenda for the Area Cities meeting being hosted by the City of Sartell on August 30th.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Peterson offered his reflection on his temporary departure from the Council for military deployment.

Mayor Perske offered comments reflecting on his and Administrator Gartland's attendance at the recent CGMC conference and its value. He also offered comments of appreciation and support to Council Member Peterson and his family in his impending military deployment and temporary leave of absence from the Council.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 7:39 P.M. THE MOTION CARRIED UNANIMOUSLY.


MAYOR JOE PERSKE

Minutes By


Patti Gartland
City Administrator

August 22, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF AUGUST 22, 2011

15th MEETING

Pursuant to due call and notice thereof, the 15th meeting of 2011 was held on August 22, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Molitor and Nicoll
ABSENT: Council member Hennes
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OATH OF OFFICE – DENNIS MOLITOR

Administrator Gartland administered the oath of office to Dennis Molitor as the individual selected by the Council to fill the temporary vacancy on the Council.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. August 8, 2011 Regular Council Meeting
- b. August 8, 2011 Special Council Meeting

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated August 18, 2011
- b. Public Works Commission meeting minutes of August 10, 2011 – Acceptance
- c. Professional Development
- d. Approval of amended resolution making certain appointments for 2011
- e. Approval of 4 conditional firefighter appointments
- f. Approval of special event permit for Casting for the Cure event on 9-10-11 at Blue Line

August 22, 2011

- g. Approval of resolution setting public hearing for 9-12-2011 on proposed drainage and utility easement vacation in Stone Brook Estates 2
- ~~h. Approval of resolution setting a public hearing for 10-12-11 on a modification to the development program for Development District No. 5 and establishment of TIF District No. 5-4.~~
- i. Approval of resolution setting a public hearing for 9-12-11 for delinquent accounts
- j. Approval of supplemental agreement #3 for 50th Avenue reconstruction project
- k. Approval to solicit quotes for fall construction for repair of a section of 5th Avenue South
- l. Approval of amended joint powers agreement for the Central MN Drug and Gang Task Force
- m. Approval of Sartell/LeSauk Retired Engine Co. #844 proposal to restore playground fire truck artifact as a memorial honoring those that have served on the Sartell Fire Department subject to recommended site standard stipulations

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEMS "A to M" WITH THE OMISSION OF ITEM "H". THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Rezoning for Benton Corner development site

Planning Director, Rasmussen provided a overview of the proposed rezoning from R-1 to B-1. Mayor Perske opened the public hearing, no oral or written testimony was presented and the hearing was closed.

Ordinance Rezoning Property From R-1 Residential To B-1 Commercial

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING ORDINANCE 11-07 REZONING PROPERTY FROM R-1 RESIDENTIAL TO B-1 COMMERCIAL. THE MOTION CARRIED UNANIMOUSLY.

Resolution Approving Findings Of Fact Approving Rezoning Of Benton Corner Site

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR ADOPTING RESOLUTION 64-11 APPROVING THE FINDINGS OF FACT FOR REZONING PROPERTY TO B-1 NEIGHBORHOOD BUSINESS DISTRICT FOR BENTON CORNER. THE MOTION CARRIED UNANIMOUSLY.

b. Preliminary Plat -Benton

Anita provided an overview of the preliminary plat, final plat and the final development agreement of Benton Corner.

Mayor Perske opened the public hearing and the following comments were made:

Andy Ross , 335 1st Street NE indicated he did not receive a mailed notice of the hearing although he lives across the street. Anita indicated that notices were mailed to property owners of record within 350 feet and confirmed that Mr. Ross was included on the mailing list. Mr. Ross indicated that he is opposed to the development of a gas station on the corner due to traffic congestion concerns.

August 22, 2011

James Tautges, 329 1st Street NE, expressed concern about compatibility of a gas station with residential across the street due to traffic and lighting concerns.

No other oral or written testimony was presented. Mayor Perske closed the hearing.

Anita and Jeremy offered responses to a variety of questions posed by the Council regarding future traffic improvements, drainage impacts and potential future development of the remaining site area.

Resolution approving preliminary plat of Benton Corner

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 65-11 APPROVING THE PRELIMINARY PLAT OF BENTON CORNER. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving the final plat and development agreement of Benton Corner

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR APPROVING RESOLUTION 66-11, FINAL PLAT AND DEVELOPMENT AGREEMENT FOR BENTON CORNER. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. 2012 Preliminary Levy and Budget

Finance Director, Degiovanni provided an overview of the actions requested to set the public hearing for 2012 levy and budget for 7 pm on 12-12-2011 and for a resolution approving the preliminary levy and budget for 2012 as reviewed with the Council in budget workshop sessions. She provided an overview of the State's action to eliminate the MVHC program which will result in a shift of tax burden to commercial, industrial and higher value residential developments independent of any action by the City to its levy or budget. She also noted that the levy will increase \$150,000 to fund unexpected street improvements on 19th Avenue and 5th Avenue but the budget would decrease by \$188,000 from 2011.

Resolution Setting Public Hearing For Levy & Budget Adoption Approval For 12-12-2011

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 67-11 SETTING THE DATE FOR A PUBLIC HEARING ON THE ADOPTION OF 2012 BUDGET AND LEVY. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving 2012 preliminary budget and levy

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE ADOPTING RESOLUTION 68-11 APPROVING THE PROPOSED 2012 GENERAL FUND BUDGET AND PRELIMINARY TAX LEVY COLLECTIBLE IN 2012. THE MOTION CARRIED UNANIMOUSLY.

August 22, 2011

b. Approval of plans and specifications and authorizing bid letting for 60" storm sewer repair

Administrator, Gartland provided an overview of the action requested to assist with mediation efforts to reach a negotiated settlement that will lead to awarding of a bid alternate for repair of the collapsed 60" HDPE storm sewer pipe section that occurred in August 2009 along TH 15. Jeremy provided an overview of the various bid alternates.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZE BID LETTING FOR THE 60" STORM SEWER REPAIR, SUBEJCT TO CHANGES RECOMMENDED BY THE CITY'S THIRD PARTY ENGINEER. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department Memorandum

Chief Hughes noted the special events held at St. Francis and the Rock-N-Block event this past weekend went well without any incidents of significance.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL ACCEPTING THE POLICE DEPARTMENT MEMORANDUM. THE MOTION CARRIED UNANIMOUSLY.

b. Public Works

c. City Engineer

Semi-Monthly Memorandum

d. Planning & Community Development Director

e. City Administrator

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Cordie offered kudos to the Police Department for their attendance at National Night Out neighborhood gatherings a few weeks ago.

Council member Nicoll offered an update from the Economic Development Commission on business recruitment and expansion efforts.

Council member Molitor expressed appreciation for support for his orientation to the Council. He inquired about who is responsible for maintenance of roundabouts and their potential for being sponsored by volunteers.

Mayor Perske offered kudos for the Sartell Chamber's Rock-N-Block event and re-start of school soon.

August 22, 2011

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 7:48 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By - 

Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF AUGUST 22, 2011

SPECIAL WORKSHOP MEETING

On August 22, 2011, the City Council, City staff and Park Commission were taken on a tour of Pinecone Central Park at 4 pm at the Park. Those present were: Brad Borders, Jeremy Mathiasen, Patti Gartland, Mary Degiovanni, and Anita Rasmussen as City staff; David Lindbloom, Jim Kostreba, Matt Lindstrom, and Diane Schellinger as Park Commission members; Joe Perske, Dennis Molitor, Sandy Cordie and Sarah Jane Nicoll as Council members; and Joe Lahr, Gordy Meyer, and Greg Neeser representing the Pinecone Central Park Association.

After the tour, pursuant to due call and notice thereof, a special meeting of the City Council was held in the conference room at Sartell City Hall. The meeting commenced at 5:15 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Nicoll, and Molitor
COUNCIL ABSENT: Council member Hennes
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director

DEVELOPMENT UPDATE

City staff overviewed two potential multi-family development projects that may move forward yet in 2011 and the possible use of tax increment financing on those projects.

2012 BUDGET

The Council briefly discussed impacts of the proposed 2012 budget and levy and staff's reasoning for recommending the proposed budget and levy, with the need for flexibility to make further cuts depending on the impacts we see to Sartell taxpayers once our tax capacity is able to be estimated by the County after implementing the new Homestead Market Value Exclusion to replace the Market Value Homestead Credit as a result of State law changes.

FINANCIAL MANAGEMENT PLAN

The Council discussed the draft Financial Management Plan and provided this staff direction:

- We can discuss increasing dog licenses as part of the Fee Schedule update, but the Council does not wish to move the dog park up from 2013 to 2012 since we'd like to have grading work completed at Pinecone Central before adding additional improvements.
- We will leave the current allocation of funds for Dehler bond match (from Eagle Fund, Regional Park Fund, and Park District 1) in place to see if that acquisition falls into place before the deadline in 2012. We will also leave the Town Square allocation within sales tax as shown. Staff will provide the council with copies of the Town Square concept plan for further review.
- We will update the Local Option Sales Tax Allocations (adopted 4/28/08 and reaffirmed 3/9/09 & 11/23/09) to shift as much of the golf course purchase allocation over to land acquisition and shift remaining land acquisition allocation to Athletic, Recreation, Parks & Trails (while staying within original total allocation amounts for each category). Staff will then develop a list of priorities for expenditure of the amount left unallocated within Athletic,

Recreation, Parks & Trails for Council consideration of a Survey Monkey type tool for community input. The \$1,600,000 will remain in Community Resource Facilities and staff will also recommend Survey Monkey questions for public input in that category.

- Staff will work with the Pinecone Central Park Association to firm up what they are requesting and what additional bank financing and private fundraising they will perform so we can incorporate those terms into an Amended Improvement Agreement for Council consideration. We will also request they specifically have a Bank review their proposed business plan/operations budget for the facility for our use in developing a final Operating/Lease Agreement for that portion of the Park.
- Mayor Perske confirmed that the Master Plan for Pinecone Regional Park is a concept plan, but if the City wants to install other improvements where the current Plan shows potential for a second sheet of ice, we are free to make that change.

ADJOURNMENT

The Mayor adjourned the meeting at 6:55 pm.

Minutes By:


Mary Degiovanni, Finance Director


Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF SEPTEMBER 12, 2011

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on September 12, 2011 at Sartell City Hall. The meeting commenced at 8:05 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Molitor and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Planning & Community Development Director
Jeremy Mathiasen, Consultant City Engineer

AGENDA

A motion was made by Nicoll and seconded by Molitor to adopt the agenda as presented with the addition of Regional Compost Site Planning and MN Data Practices Act agenda items. The motion carried unanimously.

CR 120 CORRIDOR IMPROVEMENT PLANS

Jeremy reviewed with the Council the scope of improvements planned to occur in 2012 and suggested cost sharing by Stearns County for CR 120 with particular attention paid to the roundabout intersections proposed at 50th Avenue and the entrance to CentraCare/Then property. Consensus was to convey City support for the proposed roundabout intersection improvements with a willingness to contribute in total the City's share (25%) of a previously planned future signal light at 50th Avenue toward the new roundabout intersection improvements. Because intersection improvements at the CentraCare & Then farm entrance exclusively benefit existing and growing needs at the CentraCare campus site, consensus was that all aspects of the proposed project improvements, including right-of-way acquisition and trail and road construction, should be incorporated into the overall project cost undertaken by the County with County-standard street lighting included. It was noted that the need to acquire right-of-way from the Then property, which is located in the township, could be avoided by shifting the intersection slightly south onto CentraCare property and should be explored. It was also noted that Sartell will be bearing the burden of maintenance on the trail improvements upon completion. Jeremy will summarize the City's response to the proposed improvements and cost participation in a memorandum to the County that also invites a meeting with County Commissioners to discuss further if desired.

TH 15/CR 120 INTERCHANGE IMPROVEMENT PLANS

Jeremy reviewed with the Council the most current improvement plans provided by MN DOT and Stearns County for the TH 15/CR 120 interchange. He noted the estimated project cost of \$17.5 million with a very rough estimate for local cost (County/City) of \$3 million. He noted that Stearns County had been advocating a County/Sartell/St. Cloud cost sharing of the local cost of 50/25/25%. However, St. Cloud requested the County apply a typical geographical area to the cost share agreement. The County responded by creating a new cost share proposal that is based on percentage the of interchange improvements that are physically located in Sartell/LeSauk Township versus St. Cloud which rendered a 60% County, 30% Sartell, and 10% St. Cloud scenario. Based on actual traffic

generation impacts and needs and the scope of infrastructure upgrades undertaken with development in Sartell, consensus was that the 60/30/10 suggested by St. Cloud and offered by Stearns County is NOT a fair or equitable cost share. Consensus was to suggest 60/20/20 as a fair and equitable cost share formula that better reflects the traffic generation, current and projected, and recognizes the major roadway infrastructure investments that have been made within Sartell affecting the major traffic generators in this travel corridor. It was agreed that standard street lighting (as opposed to Sartell's decorative standard) amenities should be incorporated into the interchange improvements.

2012 LEGISLATIVE PRIORITIES REVIEW

After some discussion, consensus was to support the draft list of legislative priorities that was presented and discussed at the Area Cities meeting held on August 30th. It was also agreed that a shorter, more targeted priority list specific to Sartell's needs should be prepared for eventual presentation to our legislators prior to the start of the 2012 legislative session.

LABOR AGREEMENT NEGOTIATIONS REVIEW

The Council convened in closed session to discuss with the Personnel Committee the status and direction of labor agreement negotiations.

REGIONAL COMPOST SITE PLANNING

Patti noted that growing demand for access to existing municipal compost sites which all have capacity limitation has prompted some area jurisdictions to begin exploring the potential for locating an additional compost site that would have a more regional scope of service and funding participation.

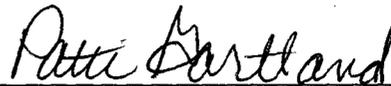
MN DATA PRACTICES ACT

At the request of Mayor Perske, Patti reiterated the summary information provided in her Council memorandum and reiterated the limitations established by law in the MN Data Practices Act as to what personnel related data can get shared and with whom.

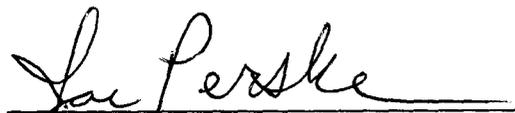
ADJOURNMENT

A motion was made by Cordie and seconded by Hennes to adjourn the meeting at 9:45 pm.

Minutes By:



Patti Gartland, City Administrator


Joe Perske, Mayor

September 12, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF SEPTEMBER 12, 2011

16th MEETING

Pursuant to due call and notice thereof, the 16th meeting of 2011 was held on September 12, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Molitor and Nicoll
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. August 22, 2011 - Regular Council Meeting
- b. August 22, 2011 - Council Workshop Meeting

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. August Building Permit Activity Report – Acceptance
- b. August Inspections Activity Report – Acceptance
- c. August Finance Directors Report – Acceptance
- d. August 24, 2011 Park Commission meeting notes – Acceptance
- e. Approval of voucher payments dated September 8, 2011
- f. Professional development classes.
- g. Approval of addendum to legal services contract with Jan Petersen for labor negotiation services
- ~~h. Approval of conditional offer of appointment to Todd Grundhoefer as firefighter~~
- i. Approval of resolution setting a public hearing for 10-24-11 to consider approval of proposed TH 15 & CSAH 120 interchange layout
- j. Approval of classification and two pending forfeiture sales through Stearns County

September 12, 2011

- k. Approval of low quote for budgeted road striping of sealed coated streets

Council member Molitor requested Consent Agenda item "h" be removed and discussed under the City Administrator's business.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR APPROVING CONSENT AGENDA ITEMS "A to K", MOVING ITEM "H" TO BE DISCUSSED UNDER THE CITY ADMINISTRATOR'S BUSINESS. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. **Vacation of drainage & utility easements between Lots 1 & 2, Block 1, Stonebrook Estates II**

Community Development Director Rasmussen, provided an overview of the drainage and utility easements between two lots to facilitate combining the lots into a single larger lot for development. The applicant, David Werschay was in attendance to respond to questions. Staff recommends in favor of the requested vacation.

Mayor Perske opened the public hearing, no written or oral testimony was offered and the hearing was closed.

Resolution approving vacation of drainage & utility easements between Lots 1 & 2, Block 1, Stonebrook Estates II

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 70-11 APPROVING VACATION OF DRAINAGE & UTILITY EASEMENTS BETWEEN LOTS 1 AND 2, BLOCK 1 OF STONEBROOK ESTATES II. THE MOTION CARRIED UNANIMOUSLY.

- b. **Delinquent Accounts**

Finance Director Degiovanni, provided an overview of the delinquent accounts and the recommendation to proceed with approval to certify for collection with the taxes if they remain unpaid. She noted that most are either utility bills or mowing charges.

Mayor Perske opened the public hearing. No oral or written testimony was offered and Mayor Perske closed the hearing.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION 71-11 ADOPTING ASSESSMENT OF DELINQUENT ACCOUNTS. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

- a. **Consideration of repair quotes for 5th Avenue**

Engineer Mathiasen provided an overview of the projected cost for repairs to 5th Avenue which resulted following the excessively wet weather conditions over the course of the past year.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE TO APPROVE REPAIR QUOTES FOR 5TH AVENUE IN AN AMOUNT NOT TO EXCEED \$56,000. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- a. **Consideration of fee quote for preparation of plans for erosion control measures on Watab Creek**

City Engineer Mathiasen, provided an overview of the status of erosion on the Watab Creek near the City's trail and lift station facilities. We're proposing to utilize a program available through Stearns County that provides a 75/25 cost participation between the County and the City for erosion control measures. The action requested at this time is to approve moving forward with preparation of preliminary design for presentation to the County for final design consideration.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING THE FEE QUOTE FOR EROSION CONTROL MEASURES ON WATAB CREEK. THE MOTION CARRIED UNANIMOUSLY.

- b. **Consideration of Watab Park well house demolition and relocation of electrical utilities**

Public Works Director Borders, provided an overview of the recommendation to demolish a well house structure at Watab Park. He noted that the roof caved in and rather than replace the roof, he's recommending that we advance the master park plan and remove the building and replace with 2-3 parking stalls and relocate the electric to the pool building. Park district 2 has funds available for the \$13,700 demolition and utility relocation.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR APPROVING THE WATAB WELL HOUSE DEMOLITION AND RELOCATION OF ELECTRICAL UTILITIES AS RECOMMENDED. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

- a. **Police Department**

Chief Hughes updated the Council on efforts to submit a claim for storm related damage to FEMA.

- b. **Public Works**
c. **City Engineer**
Semi-Monthly Memorandum
d. **Planning & Community Development Director**

Director Rasmussen advised the Council that the Skateboard Advisory Committee had its first meeting earlier this evening.

e. City Administrator

Consent agenda item "h"

Approval of conditional offer of appointment to Todd Grundhoefer as firefighter

Considerable discussion occurred on the established policy allowing city employees to apply for appointment to the Sartell Fire Department with 2nd page response allowed during work hours. Gartland advocated moving forward with the conditional appointment recommendation submitted by the Oral Interview Committee as the candidate recommended has the next highest score, lives and works within a few blocks of the fire hall and has 1st page response authorization from his employer, DeZurilk

A MOTION WAS MADE COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING THE CONDITIONAL OFFER OF APPOINTMENT TO TODD GRUNDHOEFER AS FIREFIGHTER.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS: CORDIE, HENNES, NICOLL

NAY: MAYOR PERSKE AND COUNCIL MEMBER MOLITOR

MOTION CARRIED

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Cordie advocated community attendance at an upcoming Bullying seminar on September 26, 2011.

Council member Nicoll noted her attendance at the Cookout with Cops and Warrior to Citizen events. Council member Molitor offered accolades to City Administrator, Gartland in her professionalism on union negotiations, expressed appreciation for city support for the fire department memorial that is moving forward to dedication on October 13, 2011 and advocated a conservative approach moving forward with drainage improvement planning.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 7:57 P.M. THE MOTION CARRIED UNANIMOUSLY.


MAYOR JOE PERSKE

Minutes By

Patti Gartland
City Administrator

**SPECIAL JOINT MEETING
SARTELL CITY COUNCIL-LESAUK TOWN BOARD
SEPTEMBER 19, 2011**

Pursuant to due call and notice thereof, a special meeting was held on September 19, 2011 at the LeSauk Town Hall.

City Council Present: Mayor Perske, Council members: Hennes, Molitor, Nicoll & Cordie
Town Board Present Naber, Westerlund, and Hettwer
Also Present: Ken Heim, Fire Chief
Mary Degiovanni, Finance Director
Anita Rasmussen, Planning Director

CALL TO ORDER

Mayor Perske called the meeting to order at 7:15 p.m.

AGENDA REVIEW AND APPROVAL

A motion was made by Naber and seconded by Molitor to approve the agenda as presented. The motion carried unanimously.

2012 FIRE SERVICES BUDGET

Heim overviewed the 2012 operating budget and Degiovanni explained the resulting 2012 invoice that should be anticipated by the Township. There was discussion of upcoming capital equipment rotations and that funding is built into the annual invoice as a separate line item to cover future capital purchases. However, it was noted that future building remodel/expansion is not within the budget and no agreement has been reached on ultimate cost split for that project between the City and Town.

JOINT PLANNING

Anita reviewed the issues and consensus was to move forward with creating a separate City Planning Commission, but not to deal with administration issues within the orderly annexation agreement, although Anita pointed out that those issues are not going away – they are simply not creating problems currently due to slow development activity.

The Town Board believes their attorney has already provided draft language for the City Planning Commission to the City Attorney so staff will follow up toward completion of the creation of the City Planning Commission.

OTHER

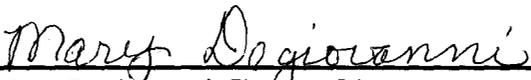
Hettwer asked about his request through the APO for funding for 30th Avenue (Town Line Road) and Anita confirmed she is a part of the APO TAC so she can see what issues are involved with

prioritization of this project, and the Council members of the APO will also watch for this project to be discussed.

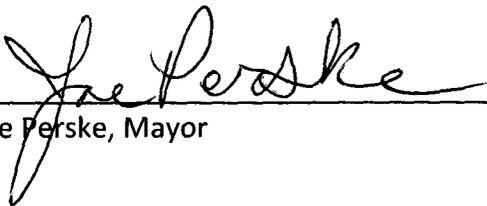
ADJOURN

A motion was made by Westerlund and seconded by Hennes to adjourn the meeting at 8:00 PM. The motion carried unanimously by the Council and Board.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF SEPTEMBER 26, 2011

17th MEETING

Pursuant to due call and notice thereof, the 17th meeting of 2011 was held on September 26, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Molitor
ABSENT: Council member Nicoll
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. September 12, 2011 – Regular Council Meeting
- b. September 12, 2011 – Special Council Meeting – Committee of the Whole
- c. September 19, 2011 – Special Joint Meeting of City Council & LeSauk Town Board

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER MOLITOR APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated September 21, 2011
- b. Approval of special event permit for an outdoor event at the House of Pizza on October 15, 2011 from 3-11:30 p.m.
- c. Approval of resolution setting a public hearing for October 10, 2011, on proposed grant applications to the DNR for Park Legacy Grant funds and Local Trail Connections Grant funds
- d. Approval of resolution setting a public hearing for October 10, 2011, and first reading of an ordinance amendment to Chapter 1, Title 2, Joint Planning Commission provisions.
- e. Approval of setting a public hearing for October 24, 2011, on proposed amendments to the Municipal Subsidies Policy
- f. Approval of resolution setting a public hearing for November 14, 2011, for amendment to District 5 and establishment of the TIF District 5-4

September 26, 2011

- g. Approval of budgeted building lighting conversion in the Public Maintenance building
- h. Approval of contract for services with KLM for preparation of plans and specifications for budgeted north water tower reconditioning
- i. Accept donation of two concrete park benches from Mark Haus for Meadowlake Park
- j. Approval to initiate hiring process to fill the Police Sergeant position vacancy
- k. Approval of temporary on-sale liquor license for St. Francis Xavier Church on November 19, 2011

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER MOLITOR APPROVING CONSENT AGENDA ITEMS "A to K". THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department

Chief Hughes responded to inquiries regarding increased call activity, a letter from a resident with concerns about traffic on Heritage Drive & 7th Avenue and accident experiences with roundabouts.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER HENNES ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

b. Public Works

**c. City Engineer
Semi-Monthly Memorandum**

Engineer Mathiasen noted that 50th Avenue is expected to open next Monday or Tuesday and Central Park Boulevard will officially open shortly thereafter.

d. Planning & Community Development Director

e. City Administrator

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Hennes noted the metro bus activity in Sartell continues to show increases by more than doubling year-to-date in hours of service and riders.

Council member Cordie noted her attendance at the SALT meeting and Senior potluck event.

Council member Molitor noted that the dedication of the firefighter memorial has been scheduled for 6 p.m. on October 10th on site at the Fire Station. He also offered a reminder of the Fire Prevention Week Open House on October 13th from 4:30 – 7 p.m.

September 26, 2011

Mayor Joe Perske announced an event sponsored by the League of Minnesota Cities to elect general public input on city services for the future.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 7:22 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By 

Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 10, 2011

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on October 10, 2011 at Sartell City Hall. The meeting commenced at 8:10 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes and Nicoll
COUNCIL ABSENT: Council Member Molitor
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Planning & Community Development Director
Jeremy Mathiasen, Consultant City Engineer

AGENDA

A motion was made by Nicoll and seconded by Cordie to adopt the agenda as presented. The motion carried unanimously.

TIFFANY MEADOWS PRIVATE DRIVE SNOW REMOVAL

Patti reviewed with the Council a draft proposal that makes use of new provision in State statute allowing cities to provide contract service for snow removal services on private roadways in uncompleted subdivisions on a temporary basis with authorization expiring in May 2013. Staff is proposing that such an arrangement be approved for the Tiffany Meadows development for a single season at a rate of \$200 per snow removal occurrence (\$16.50 per home, \$4.86 per undeveloped lot) which would be billed monthly. After discussion, consensus of the Council was that this was a reasonable accommodation to offer to this neighborhood on a temporary basis as an alternative to the neighborhoods request to have the private driveway transferred to the City and accepted as a public roadway which was not agreeable to the Council.

Patti also indicated that she would incorporate a system for providing a status report to the Council on matters presented during the newly established Open Forum segment of each City Council meeting.

DITCH AND RIVERBANK RESTORATION UPDATES

Jeremy reviewed with the Council the three projects that are currently being discussed with the Stearns County Soil and Water Conservation group. The most immediate need is the Watab riverbank stabilization near Bernicks Arena which the County wants to consider for implementation in the Spring of 2012. The City has recently learned that rock will be made available through the EPIC site at no cost which may help to expedite the project to this fall. Brad and Jeremy will proceed to get a quote from their rock contractor to see if the work can be done this fall. The other two projects at Pinecone Central Park include the rain gardens in the new parking lot and buffer work along the existing ditch. In response to Mayor Perske's concern for areas where private homeowners removed some of the natural vegetation and trees along portions of the drainage ditch, consensus was that the Mayor or others with similar interest could contact individual homeowners to encourage trees to be reinstalled and/or a buffer strip of un-mowed grass be re-created along ditch on both city owned and private owned property to help prevent sediment from entering the ditch. While this wouldn't be a

city project, it was mentioned that perhaps abutting property owners or a local service group, such as a Boy Scout group, may be able to take this work on.

SCHOOL DISTRICT REFERENDUM INFORMATION

Sartell-St. Stephen Schools Superintendent Joe Hill provided an overview of the operating levy and bond referendum questions that will be on the special election ballot on November 8th. Superintendent Hill suggested the next new building would like be an additional elementary school somewhere in the 2016/2017 timeframe.

PRIORITIZATION OF STREET LIGHTING INSTALLATIONS

Jeremy briefly discussed the addition of several cobra-head light fixtures to existing power poles along 50th Avenue and Pinecone Road North. Five lights will be needed along 50th Avenue and three lights along Pinecone North between 12th Street North and the entrance into Celebration Lutheran Church. Consensus of the Council was to defer the installation of decorative street lights on Pinecone Road between 2 ½ Street & CR 133 until such time as the road is redeveloped but to include the installation of cobra-head light fixtures in the interim. Xcel has stated that the cost will be approximately \$10 per light, per month. The cost includes maintenance and electricity usage. Jeremy will proceed with ordering Xcel to make the installations.

ADJOURNMENT

A motion was made by Nicoll and seconded by Cordie to adjourn the meeting at 9:23 pm.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

October 10, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 10, 2011

18th MEETING

Pursuant to due call and notice thereof, the 18th meeting of 2011 was held on October 10, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes , Nicoll
ABSENT: Council member Molitor
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Dale Struffert, Deputy Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. September 26, 2011 – Regular Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. September Building Permit Activity Report – Acceptance
- b. September Inspections Activity Report – Acceptance
- c. September Finance Directors Report – Acceptance
- d. Approval of voucher payments dated October 6, 2011
- e. ~~Approval of resolution authorizing previously approved sale of golf course property to Bradley & Denise Partch~~
- f. Approval of resolution amending the general fund budget for 2011
- g. Approval of resolution setting public hearing for November 14, 2011 fee schedule and financial management plan update
- h. Approval of resolution setting public hearing for October 24, 2011 for preliminary plat of Grandview South
- i. Approval of budgeted building lighting conversion in the Fire Hall building
- j. Approval of professional services contract for electrical inspection services with Darrell Nemeth for 2012-2013

October 10, 2011

Mayor Perske requested consent agenda 5-e be removed and discussed under the Planning & Community Development Director's business (8d).

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS "A to D" and "F to J". THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. DNR grant applications for Park Legacy funds and Local Trail Connections funds

Community Development Director, Rasmussen provided an overview of the proposed grant application requests for State Park Legacy Funds to assist with the proposed land acquisition for a regional Sauk River Park and State Trail connections grant funds to assist with regional trail maintenance.

Mayor Perske opened the public hearing for input on all three proposed grant applications. No oral or written testimony was offered and the hearing was closed.

Rasmussen clarified that if the grant applications are funded, the City would still need to enter into a grant agreement to formally accept the grants.

Resolution authorizing the application to the Parks and Trails Legacy grant program (Sauk River park property)

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION 73-11 AUTHORIZING THE APPLICATION TO THE PARKS AND TRAILS LEGACY GRANT PROGRAM (DEHLER/SAUK RIVER PARK PROPERTY). THE MOTION CARRIED UNANIMOUSLY.

Resolution authorizing the application to the Local Trail Connections grant program (Pinecone Road trail)

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 74-11 AUTHORIZING THE APPLICATION TO THE LOCAL TRAIL CONNECTIONS GRANT PROGRAM (PINECONE ROAD TRAIL). THE MOTION CARRIED UNANIMOUSLY.

Resolution authorizing the application to the Local Trail Connection grant program (2nd Street South trail)

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION #75-11 AUTHORIZING THE APPLICATION TO THE LOCAL TRAIL CONNECTIONS GRANT PROGRAM (SECOND STREET SOUTH TRAIL). THE MOTION CARRIED UNANIMOUSLY.

b. Ordinance amendment to Joint Planning Commission provisions (Requested action: conduct public hearing, table action)

Anita Rasmussen provided an overview of the proposed ordinance amendment that has been discussed with the LeSauk Town Board which would create a separate Planning Commission comprised of just city representatives to deal with planning matters on property located within the City and the Joint Planning Commission would address planning matters on property located within the orderly annexation area of

October 10, 2011

the township. Because an amendment to the Joint Powers Agreement with LeSauk Township also needs to be acted upon for this to take effect, staff is recommending the hearing be held on the ordinance amendment tonight but action be deferred until after the Town Board has taken action on the Joint Powers Agreement modifications.

Mayor Perske opened the public hearing, no oral or written testimony was offered and the public hearing was closed. Council member Cordie questioned the recommendation from the Joint Planning Commission that the provision for term limits for Planning Commissioners be eliminated. Consensus was expressed in support of retaining the term limits to allow for transitioning in new people to serve on the various boards and commissions.

OLD BUSINESS

Consideration of amended site plan request for Emerald Court

Anita provided an overview of the request to approve an amended site plan for Emerald Court for a 34 unit apartment development. A wetland that was identified after prior site plan approval necessitates a modified site plan. Jeremy responded to questions regarding drainage indicating prior concerns have been addressed.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES AMENDING THE EMERALD COURT SITE PLAN SUBJECT TO STAFF CONDITIONS.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: HENNES, NICOLL

NAY: COUNCIL MEMBER CORDIE

MOTION PASSED

City Administrator, Patti Gartland provided an overview of the request from the developer of Emerald Court requesting some adjustment to the SAC and WAC fees for the project that reflect this as a redevelopment project. A memorandum presented by Gartland outlined the history and purpose for SAC & WAC fees and staff's recommendation to provide this redevelopment with three SAC & WAC unit credits based on the structures that pre-existed on the site were constructed as single family homes which equate to one SAC & WAC unit. Substantial discussion occurred on the request. Consensus was to, not only address this specific request, but also to establish a policy that will guide the City when and how credits should be provided in the future.

Developer, Dave Puchalla addressed the Council and advocated credit for 6 or 8 units.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING A THREE UNIT CREDIT TO SAC & WAC. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

- a. **Police Department**
- b. **Public Works**
- c. **City Engineer**
Semi-Monthly Memorandum

October 10, 2011

d. Planning & Community Development Director

Anita Rasmussen responded to inquiries about the potential development of the City's former compost site property.

Consent Agenda "e"

Approval of resolution authorizing previously approved sale of golf course property to Bradley & Denise Partch

Finance Director, Degiovanni responded to the Mayor's inquiry as to why this property hadn't previously closed as it was affected by the City's need to pay its bond off prior to selling the fragment parcels. It was noted that no other fragment parcels with a prior sale commitment that was impacted by the bond payoff are pending.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 81-11 RE-AUTHORIZING THE SALE OF REAL PROPERTY.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS: HENNES, CORDIE, NICOLL

NAY: MAYOR PERSKE

MOTION CARRIED

e. City Administrator

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Mayor Perske offered a reminder about the open house event at the Fire Hall on Thursday from 4:30 – 7 p.m.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 8:04 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By 

Patti Gartland
City Administrator

October 24, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 24, 2011

19th MEETING

Pursuant to due call and notice thereof, the 19th meeting of 2011 was held on October 24, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Molitor, Nicoll
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Dale Struffert, Deputy Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER MOLITOR ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. October 10, 2011 – Regular Council Meeting
- b. October 10, 2011 – Special Council Meeting – Committee of the Whole

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES AS PRESENTED.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS HENNES, CORDIE, NICOLL

ABSTAIN: COUNCIL MEMBER MOLITOR

NAY: NONE

MOTION CARRIED

CONSENT AGENDA

- a. Approval of voucher payments dated October 20, 2011
- b. Acceptance of City Assessor's quarterly report dated October 12, 2011
- c. Professional development
- d. Approval of amending resolution making certain appointments for 2011 by adding an alternate designee to the Personnel Committee
- e. Approval of promotional appointment of Police Officer Kelly Mader to the position of Patrol Sergeant effective November 7, 2011

October 24, 2011

- f. Approval of special event permit for St. Cloud Orthopedics for the Jingle Bell 5K on November 19, 2011
- g. Approval of low quote for an updated appraisal for the proposed Sauk River park property acquisition as a requirement of the Legacy grant application process
- h. Acceptance of a grant for \$3,808.46 from the office of Justice Program Bullet Proof Vests program
- ~~i. Approval of resolution renaming 50th Avenue South to Leander Avenue effective with completion of planned roundabout intersection construction in 2012.~~

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEMS "A TO H". MAYOR PERSKE REQUESTED CONSENT AGENDA ITEM "I" BE DEFERRED TO THE NEXT MEETING. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Preliminary plat of Grandview South

Anita Rasmussen provided an overview of the proposed preliminary plat for Grandview South on the property that was previously owned by the City and used as a compost site operation. The property is zoned for multi-family development. Staff and the Joint Planning Commission unanimously recommend approval subject to stated conditions.

Mayor Perske opened the public hearing and the following comments were heard:

- Ken Cruze, 816 Edinburgh Street, expressed concern about drainage problems in the area.

City Engineer, Mathiasen explained the drainage and design requirements emphasizing the post development results allow no more runoff than exists prior to development, and drainage may actually be improved.

- Jerry Westhoff, 3166 Delores Drive, St. Cloud. As a Realtor, he expressed concern about the transition between apartments and proximity of existing single family homes.

Anita Rasmussen explained how the R-3 zoning on this property was established and noted that this property is zoned as a transition from single family on the east to the higher density residential and commercial on the west side of the property.

- Kelly Sauer, 911 10th Street South, expressed concern about the impact on her property value abutting an apartment development and also referenced drainage concerns.
- Marty Reker, Developer and Applicant, provided a historical overview of how he came to purchase the property from the City to convert it from an industrial compost site operation to an upscale apartment development of similar style and operation to the existing Grandview South development. He noted that he also hosted neighborhood meetings to invite questions and feedback on the proposed development from neighborhood property owners.

October 24, 2011

- Leo Rono, 827 10th Street South owns lot #8 in an adjacent development. He inquired about intended construction timeline and location of planned holding pond.

Developer, Marty Reker responded that the potential to start earthwork and footings in November of this year with completion intended to occur in the spring of 2013. Marty depicted on a site plan the location of the expansion to an existing pond which would occur on property he already owns.

No other written or oral testimony was offered and Mayor Perske closed the public hearing. Anita Rasmussen further described the parkland and trail development plans.

Resolution approving the preliminary plat of Grandview South

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE ADOPTING RESOLUTION 84-11 APPROVING THE PRELIMINARY PLAT OF GRANDVIEW SOUTH. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving the Wetland Conservation Act permit for Grandview South

Anita Rasmussen provided an overview of the WACA permit application which provides for approval of \$6,800 square foot wetland mitigation via wetland bank credits.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 85-11 APPROVING THE WETLAND CONSERVATION ACT PERMIT FOR GRANDVIEW SOUTH. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving the final plat and development agreement

Anita provided an overview of the final plat and development agreement features with unanimous recommendation from the Joint Planning Commission and staff. Marty Reker explained that the outlot configuration was created to maximize density potential for the eventual development of the upland area of the outlot.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR ADOPTING RESOLUTION 86-11 APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT OF GRANDVIEW SOUTH. THE MOTION CARRIED UNANIMOUSLY.

Approval of site plan for the Grandview South development project

Anita provided an overview of the proposed site plan for the Grandview South development project that provides for construction of a 75 unit plus 1 guest unit apartment facility. She noted that the closest adjacent property line to the proposed apartment building is 140 feet, 65 feet to the nearest garage and over 380 feet from Heritage Drive. Anita also noted the planned landscaping for the site.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING THE SITE PLAN SUBJECT TO STATED CONDITIONS. THE MOTION CARRIED UNANIMOUSLY.

b. TH 15/CR 120 INTERSHANGHE LAYOUT

City Engineer, Jeremy Mathiasen provided an overview of the MN DOT's proposed final design layout for the diverging diamond interchange improvement at Highway 15 and County Road 120. Representatives from MnDOT, Claudia DuMont and Stearns County Jodi Teigh were also available to respond to questions. Claudia responded to inquiries about pedestrian and bicyclist safety concerns and intended traffic speeds. She noted that County Road 120 elevation will be about five feet higher and TH 15 will be about 16 ½ feet lower.

Mayor Perske opened the public hearing and the following comments were made:

- Jim Noonan, 32584 River Vista Lane, inquired about how far the trail system on County Road 120 is intended to go.
- Christine Reichel, 1512 Lucille Lane, Tilden Woods, asked for a more detailed description of traffic flow and timeframes. She also asked about trail extensions from Tilden Woods to Apollo High School.

Claudia DuMont from MnDOT offered response to the questions and noted that pedestrian trails along TH 15 are not in MnDOT plans but noted that bicyclists and pedestrians are and will continue to be allowed to use the shoulders along TH15 until the corridor is actually converted to a freeway operation which is not within the foreseeable future. Construction is planned to start in late 2012 with traffic flow on the TH 15 and CR 120 maintained throughout construction. Construction is expected to be completed in 2013 or 1 ½ construction seasons from start to finish.

- Cheryl Ness, 1952 Lucille Lane, inquired about Connecticut Avenue plans to deal with existing traffic congestion and also at the entrance to CentraCare.

Jodi Teich, Stearns County Assistant Engineer, offered an explanation of the planned median installation to make Connecticut a right in, right out only and a roundabout construction at the CentraCare entrance.

- Jerry Westhoff – 3166 Dolores Drive, Tilden Woods, had berm and holding pond questions with the project. He expressed concern about the safety of the turn lane from CR 120 to Delores Drive.

Claudia and Jodi provided a response to the questions noting the new interchange will improve safety in this area.

No other testimony was offered and Mayor Perske closed the hearing.

City Administrator, Gartland noted that the resolution provided to facilitate approval of the design layout specifically notes that an equitable cost share agreement for the local cost share of the project has yet to be worked out.

Resolution approving MnDOT final design layout for the diverging diamond interchange improvement at TH 15 and CR 120

October 24, 2011

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER MOLITOR ADOPTING RESOLUTION 87-11 APPROVING THE DIVERGING DIAMOND INTERCHANGE LAYOUT. THE MOTION CARRIED UNANIMOUSLY.

Municipal Subsidies Policy amendments

Finance Director Mary Degiovanni, provided an overview of the modifications recommended to the Municipal Subsidies Policies.

Mayor Perske opened the public hearing, no testimony was offered and the hearing was closed.

Resolution approving City of Sartell Policies and Procedures relating to the use of Municipal Subsidies

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 88-11, POLICIES AND PROCEDURES RELATING TO THE USE OF MUNICIPAL SUBSIDIES. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. **Police Department**

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL ACCEPTING THE POLICE DEPARTMENT REPORT.

b. **Public Works**

c. **City Engineer**

Semi-Monthly Memorandum

d. **Planning & Community Development Director**

Semi-Monthly Memorandum

e. **City Administrator**

Memorandum

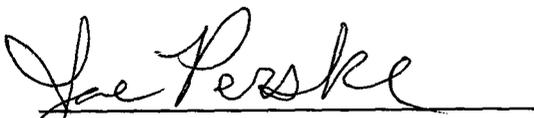
CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Molitor noted the community gardens are nearing closure flowing a very successful season with 106 plots in total.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:39 P.M. THE MOTION CARRIED UNANIMOUSLY.


MAYOR JOE PERSKE

Minutes By

Patti Gartland, City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 24, 2011

SPECIAL WORKSHOP MEETING

Pursuant to due call and notice thereof, a special meeting was held on October 24, 2011 in the conference room at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Nicoll, Hennes and Molitor
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director

AGENDA

A motion was made by Molitor and seconded by Cordie to approve the agenda as presented. The motion carried unanimously.

2012 FEE SCHEDULE AND FINANCIAL MANAGEMENT PLAN UPDATE

The Council discussed the draft documents and provided this input for the draft documents to be presented for public input in November:

- Propose dog license/fee increases of \$5, and City policy will be to pick up non-dangerous dogs only during regular public works hours and only if the dog has been caught. We will not spend public works staff time chasing loose dogs.
- Propose Compost permit increases of \$5, and we will increase the number of non-resident permits allowed for 2012 to 200.
- A motion was made by Molitor and seconded by Cordie to approve the Outdoor Rink and Shelter Agreement between the City of Sartell and the Sartell Recreation Center Association with the addition of a "no hockey" rule during open skating, which should be enforced by the attendant and promoted in the City newsletter, etc. The motion carried unanimously so this will remove the winter rental of this facility from our fee schedule.
- Propose Rental dwelling license fee increases of \$1 to \$2 as proposed.
- Propose no increase to SAC and WAC rates for 2012, but the single family discount will no longer be granted to 2012 will serve to equalize SAC and WAC rates for all property types.
- Staff will generate additional versions of the tiered water rate impacts for discussion at the public hearing.
- All other fee schedule changes as proposed will be considered at the public hearing.
- Park priorities for expenditure of the remaining sales tax park allocation are Watab Park shelter and bituminous work, Pinecone Central Park athletic facilities, and possibly shared restroom facilities for Northside Park/Champion Field. Staff will further refine all priorities for additional Council consideration.
- The Town Square land acquisition allocation of \$240,000 remains in place, as does the \$1,600,000 Community Resources Allocation for further Council consideration and action at a later time.

- Acquisition of additional road right of way priorities was discussed and staff was directed to research options for acquiring right of way.

ADJOURNMENT

Upon motion made by Nicoll and seconded by Hennes, the Mayor adjourned the meeting at 6:55 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 14, 2011

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on November 14, 2011 at Sartell City Hall to discuss legal strategy regarding threatened litigation concerning 2001 Pine Cone Road Storm Sewer Project. Notice of the meeting advised that the meeting would be closed to the public pursuant to Minn. Stat. 13D.05, subd. 3(b). The meeting commenced at 6:00 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Robert Scott, Legal Counsel from Flaherty & Hood Law
Jan Petersen, City Attorney
Marcus Thomas, consultant engineer from Bolton & Menk
Brad Borders, Public Works Director
John Kothenbeutel, Assistant Public Works Director

Mayor Perske announced that the agenda item for this meeting is to discuss legal strategy and a tentative settlement agreement that would resolve threatened litigation concerning the 2001 Pine Cone Road Storm Sewer Project. He further indicated that this portion of the properly noticed meeting of the City Council of the City of Sartell will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) under the attorney/client privilege exception to the Minnesota Open Meeting Law to discuss a tentative settlement agreement related to the threatened litigation concerning the 2001 Pine Cone Road Storm Sewer Project. The city's need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following: 1 - Absolute confidentiality is necessary so that the City Council and legal counsel can have a candid and open discussion to discuss legal strategy and consider the tentative settlement agreement related to threatened litigation concerning the 2001 Pine Cone Road Sewer Project; 2 - Absolutely confidentiality is necessary so as not to jeopardize the tentative settlement agreement that resulted from confidential mediation; 3 - The purpose of the closed meeting is not to make a decision behind closed-doors, but instead to determine the City's legal options and strategy for handling the referenced matter; 4 - And, the only business to be discussed in this portion of the meeting is legal strategy regarding the threatened litigation over the 2001 storm sewer project and the tentative settlement agreement related thereto.

A motion was made by Nicoll and seconded by Hennes to close this meeting. The motion carried unanimously.

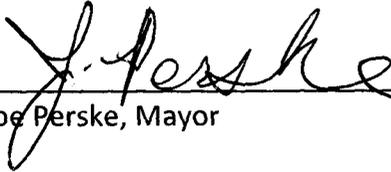
ADJOURNMENT

Upon motion made at 7:00 p.m. by Nicoll and seconded by Molitor to adjourn the closed meeting and to reconvene in open session as part of the properly noticed regular meeting of the City Council.

Minutes By:



Patti Gartland
Patti Gartland, City Administrator



Joe Perske
Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 14, 2011

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on November 14, 2011 at Sartell City Hall. The meeting commenced at 9:45 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Molitor and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Planning & Community Development Director
Jeremy Mathiasen, Consultant City Engineer

AGENDA

A motion was made by Nicoll and seconded by Cordie to adopt the agenda as presented with the addition of matters requested by Mayor Perske pertaining to a proposed street name change, maintenance expenses at Oak Ridge Commons development, and collaborative planning with the School District for a community resource facility. The motion carried unanimously.

LOCAL COST SHARE AGREEMENT FOR TH15 & CR 120 INTERCHANGE

Patti, Anita & Jeremy reviewed with the Council traffic analysis provided by the St. Cloud Area Planning Organization that demonstrates at full build out approximately 85% of the trip origination and destination using the TH 15 & CR 120 interchange is in Sartell versus 15% in St. Cloud. When other considerations are factored in, including the scope of infrastructure investments made in Sartell in the past several years affecting this interchange and the right-of-way that was secured for the TH 15 interchange recently through the development platting process in Sartell, they advocated acceptance of the local cost share allocation proposed by Stearns County – 60% would be covered by the County and the remaining 40% would be shared 75% by Sartell and 25% by St. Cloud and with the County agreeing to include all right-of-way needed to facilitate completion of a non-motorized trail on the north side of the roadway and roundabout. Consensus of the Council was to accept the allocation although Mayor Perske and Council Member Cordie continued to express a preference for a 60/40 or 50/50 split between Sartell and St. Cloud.

RENAMING 50TH AVENUE TO LEANDER AVENUE

Anita reviewed how the proposed renaming of 50th Avenue South to Leander Avenue will resolve lack of consistency in address numbering and how it will integrate with the overall existing and planned future roadway system. Consensus was to place the renaming resolution on the next Council meeting consent agenda.

WILD'S TRAIL REPAIR/REPLACEMENT/REMOVAL OPTIONS UPDATES

Jeremy reviewed with the Council various options that could be considered to correct the trail failure that is occurring on portions of the trail in the Wild's development from Willow tree roots. He noted that he and the Public Works Director would be attending a trail construction and maintenance workshop in the near future which may result in other options appropriate for consideration.

PERSONNEL POLICY AMENDMENT RELATING TO CALL RESPONSE PROTOCOL FOR CITY EMPLOYEES SERVING AS A SARTELL FIRE FIGHTER

Patti shared with the Council the protocol that had been developed and agreed upon by the Public Works Department and Fire Department for Fire Department call response by a City employee that is also appointed as a Sartell Fire Fighter. The protocol was developed to balance the needs and role of a City employee in their full time position with the day time fire response needs of the Fire Department. Consensus of the Council was to approve the amendment as drafted and jointly agreed upon by the affected departments at the next Council meeting on consent agenda.

SAC & WAC CREDIT CRITERIA

Patti updated the Council on ongoing research to craft an ordinance amendment that will memorialize the Met Council criteria that has historically been used to calculate SAC & WAC fees and to incorporate criteria for provision of unit credits for redevelopment projects.

OAK RIDGE COMMONS

Upon inquiry from Mayor Perske, Patti indicated that the option for eliminating snow removal from the Oak Ridge Commons development has been under review by staff with the parties involved in the development. She also noted that staff has made a request to Xcel Energy in an effort to reduce or preferably eliminate street lighting in the development until such time as there is actually some housing development that occurs.

COMMUNITY RESOURCE FACILITY

Mayor Perske suggested with the recent passage of the School District's capital levy request, effort should again be made to explore a collaborative effort with the School District to incorporate a larger, multi-use community resource facility component to what is currently provided at the District Administration building for Sartell Senior Connection. It was noted that perhaps some level of library services could be added via the Great River Regional Library System. Consensus was to have the Administrator contact Superintendent Hill to request a joint meeting of the City Council and School Board to explore collaboration options and opportunities for use of voter authorized local option sales tax proceeds for a community resource facility in collaboration with the School District's capital construction project.

ADJOURNMENT

A motion was made by Nicoll and seconded by Henne to adjourn the meeting at 10:53 pm.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

November 14, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 14, 2011

20th MEETING

Pursuant to due call and notice thereof, the 20th meeting of 2011 was held on November 14, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:04 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Molitor, Nicoll
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. October 24, 2011 – Regular Meeting
- b. October 24, 2011 – Council Workshop

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. October Building Permit Activity Report – Acceptance
- b. October Inspections Activity Report – Acceptance
- c. October Finance Directors Report – Acceptance
- d. Park Commission meeting notes of 10-26-11 – Acceptance
- e. Approval of voucher payments dated November 9, 2011
- f. Professional Development
- g. Approval of resolution accepting donations for police department programs
- ~~h. Approval of resolution renaming 50th Avenue South to Leander Avenue effective with completion of planned roundabout intersection construction in 2012~~
- i. Approval of budgeted purchase of Jaws of Life cutter equipment
- j. Approval of budgeted purchase of replacement computer in Public Works Department
- ~~k. Authorize Mayor, City Administrator and legal counsel to negotiate and enter into settlement agreement in substantial conformance with tentative agreement in principle reached in confidential mediation.~~

November 14, 2011

- ~~l. Approval of resolution awarding bid for the 2001 Pinecone Road Storm Sewer repair work~~
- m. Approval of resolution related to city fund balances
- n. Approval of 2012 professional services contract with Stantec/Bonestroo

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS "A-G, I-J AND M and N". MAYOR PERSKE REQUESTED ITEM 5H BE REMOVED FOR DISCUSSION AT THE COMMITTEE OF THE WHOLE MEETING, AND ITEMS 5K AND 5L TO BE DISCUSSED IMMEDIATELY FOLLOWING THE CONSENT AGENDA APPROVAL. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item "k"

Authorize Mayor, City Administrator and legal counsel to negotiate and enter into settlement agreement in substantial conformance with tentative agreement in principle reached in confidential mediation

Robert Scott, Flaherty & Hood Law Office and legal representative for the City provided an overview of the tentative settlement agreement that was reached through confidential mediation as discussed during the attorney-client privilege closed meeting earlier this evening.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEM K. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item l

Approval of resolution awarding bid for the 2001 Pinecone Road Storm Sewer repair work

Marcus Thomas, representing Bolton & Menk Engineers provided an overview of Scenario #5 and the recommended bid award with S. R. Weidema, Inc. as the lowest responsible bidder.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 90-11 RECEIVING BIDS AND AWARDING CONTRACT ON THE TRUNK STORM SEWER IMPROVEMENT PROJECT. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. **Tax Increment Financing District 5 amendment, establishment of TIF District 5-4 for Grandview South**

Stacie Kvilvang from the City's financial advisors, Ehlers Associates, provided an overview of the proposed TIF district using the temporary economic stimulus provisions for market rate rental housing projects. The proceeds of the TIF are intended to repay the City over time for the SAC, WAC and building permit fees from the captured increment which totals approximately \$590,000.

Mayor Perske opened the public hearing. No written or oral testimony was offered and the hearing was closed.

November 14, 2011

Council member Nicoll noted the Economic Development Commission's recommendation in favor of this type of financial assistance.

Resolution adopting TIF district 5-4

MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 92-11 ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 5, AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 5-4 THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR. THE MOTION CARRIED UNANIMOUSLY.

Resolution authorizing execution of a development agreement

MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 93-11 AUTHORIZING EXECUTION OF A DEVELOPMENT AGREEMENT. THE MOTION CARRIED UNANIMOUSLY.

Resolution authorizing interfund loan

MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 94-11 AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 5-4. THE MOTION CARRIED UNANIMOUSLY.

2012 Fee Schedule and Financial Mgmt Plan Update

Finance Director, Mary Degiovanni provided an overview of the proposed 2012 fee schedule and Financial Management Plan update.

Mayor Perske opened the hearing and the following comments were heard:

- Jane DeAustin, representing CMBA continued to urge holding off on any increase in development related fees because of the continued lag in residential construction activity. She urged foregoing the \$200 step-up increases to single family residential SAC and WAC rates.

Mayor Perske closed the hearing. Written testimony from Pat Lynch was received advocating that the City not proceed with implementing the tiered water rate pricing that is currently mandated by the State for implementing by 2013.

OLD BUSINESS

a. Site plan for Burl Oaks Townhomes

Community Development Director, Anita Rasmussen, provided an overview of the site plan provisions for the proposed five buildings, 38 unit townhome development in the vicinity of Roberts Road North and 7th Avenue South as recommended for approval by staff and the Joint Planning Commission subject to specified development conditions.

MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL APPROVING THE SITE PLAN FOR BURL OAKS TOWNHOMES SUBJECT TO CONDITIONS STIPULATED IN STAFF'S MEMORANDUM. THE MOTION CARRIED UNANIMOUSLY.

b. Creation of City Planning Commission & modification of Joint Planning Commission

Anita Rasmussen provided an overview of the modifications to the Joint Powers Agreement between the City and LeSauk Township and amendments to the City Code to effectively create a separate City Planning Commission to address land use matters in the City resulting in the Joint Planning Commission only addressing land use matters for property located within the orderly annexation with LeSauk Township. She reported that the Town Board has approved the proposed changes. Anita also noted that three of the City Planning Commission members would serve as the City representatives on the Joint Planning Commission as determined by the City Planning Commission.

Joint resolution amending the Joint Powers Agreement forming a Joint Planning Board

MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE ADOPTING RESOLUTION 95-11 AMENDING THE JOINT POWERS AGREEMENT TO FORM A JOINT PLANNING BOARD. THE MOTION CARRIED UNANIMOUSLY.

Ordinance amending City Code of Ordinance to create a City Planning Commission

MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES ADOPTING ORDINANCE 11-08 AMENDING TITLE 2 OF THE CITY CODE OF ORDINANCES, JOINT PLANNING COMMISSION. THE MOTION CARRIED UNANIMOUSLY.

c. Pinecone Central Park

Finance Director, Mary Degiovanni provided an overview of the proposed updates and amendments to the existing agreement for improvements to Pinecone Central Park athletic field development which includes authorizing an additional allocation of \$200,000. In local option sales tax to complete rough grading for the project. She also overviewed the proposed lease agreement that provides for operations responsibility for the athletic fields and related facilities by the Pinecone Central Park Association.

Gordy Meyer and Greg Neeser representing Pinecone Central Park Association, addressed questions from the Council regarding additional excavation work that's being contemplated. Council member Hennes advocated that consideration be given to the options and potential for a pond where earth is being excavated and the possibility of development of a beach and water amenity for recreational use at the site. Council member Nicoll inquired about fundraising efforts and outcomes. Mr. Neeser assured the Council that the private fundraising efforts will continue regardless of whether or not the City opts to invest additional funds into the project at this time. Substantial discussion amongst the Council on whether or not to move forward with additional investment of \$200,000 of city funds to assist in completing rough grading for athletic field development at this time. Mary clarified that the additional \$795,000 of the city funds for phases 1.2 and 1.3 remains within the Council's discretion to determine at some point in the future whether or not to proceed.

November 14, 2011

- Amendment to improvement agreement

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER MOLITOR APPROVING THE IMPROVEMENT AGREEMENT FOR PINECONE CENTRAL PARK WITH ONE WORD CHANGE IN "B" TO SAY "MAY" INSTEAD OF "WILL".

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: CORDIE, HENNES, MOLITOR

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

- Lease Agreement

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING THE LEASE AGREEMENT FOR PINECONE CENTRAL PARK. THE MOTION CARRIED UNANIMOUSLY.

- Skating and cross country ski trail provisions for 2011/2012 season (request by Council Member Nicoll to reconsider Council action on 10-24-2100 establishing "no hockey" restrictions on PCR outdoor rink during open public skate time)

City Administrator Gartland and Public Works Director Borders, provided an overview of the intended relocation of the pleasure skating rink from the golf course parking lot into the interior of Pinecone Central Park next to the new parking lot. The intent had also been to locate cross country ski trails on both the north and south sides of the new road, Central Park Boulevard, however, completion of grading work for the athletic fields will limit the trails to the south side of the road on the golf course property for 2012.

Both Council members Hennes and Nicoll expressed support for lifting the "no hockey" restriction the Council previously imposed for the open skate time at Pinecone Regional Park and to instead direct exclusive pleasure skating to the relocated and enlarged rink in Pinecone Central Park. Substantial discussion ensued.

MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO LIFT THE "NO HOCKEY" RESTRICTION DURING OPEN SKATE TIME AT THE PINECONE REGIONAL OUTDOOR RINK AND REQUEST A RECOMMENDATION ON SPECIFICS FOR UTILIZATION OF THE PINECONE REGIONAL PARK FROM THE PARK COMMISSION.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS HENNES AND NICOLL

NAY: MAYOR PERSKE, COUNCIL MEMEBERS CORDIE AND MOLITOR

MOTION FAILED

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER MOLITOR TO PHYSICALLY SPLIT THE PINECONE REGIONAL OUTDOOR RINK TO ENABLE HALF THE RINK TO BE USED FOR HOCKEY AND HALF FOR PLEASURE ONLY SKATING AND TO ALSO SOLICIT RECOMMENDATIONS FROM THE PARK COMMISSION REGARDING RINK RULES AT THE VARIOUS RINKS.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: CORDIE, HENNES, MOLITOR

November 14, 2011

**NAY: COUNCIL MEMBER NICOLL
MOTION CARRIED**

DEPARTMENT REPORTS

a. Police Department

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER MOLITOR ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

b. Public Works

c. City Engineer

Semi-Monthly Memorandum

d. Planning & Community Development Director

Semi-Monthly Memorandum

e. City Administrator

Memorandum

Personnel Committee report

Patti Gartland provided an overview of the negotiated terms for 2012 – 2014 labor agreement with LELS bargaining group and noted that the union voted to approve the negotiated agreement. A tentative agreement has also been reached with substantially similar terms for Teamsters bargaining group with a vote of its members in process. Council approval consideration of the Teamster contract is expected for the November 28th Council meeting.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE LABOR AGREEMENT WITH LELS FOR 2012 – 2014. THE MOTION CARRIED UNANIMOUSLY.

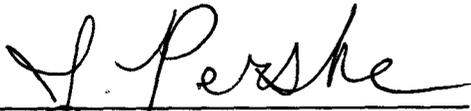
CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Nicoll noted that the EDC has been interviewing potential vendors for website upgrades.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 9:37 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By 

Patti Gartland, City Administrator

Patti Gartland

From: Pat Lynch [plynch@matsonits.com]
Sent: Monday, November 14, 2011 5:02 PM
To: Patti Gartland; Mary Degiovanni
Subject: Public hearing-- 2012 fee schedule

Dear Mayor and Council Members,

I regret that I am unable to attend this evening's public hearing regarding the proposed 2012 fee schedule, but would like to submit my comments for the record.

I would strongly encourage you to consider dropping the proposed "conservation" water pricing for next year. As state law is currently written, such pricing isn't mandated until 2013. I have spoken with my state elected officials and there is a possibility this legislation may be repealed next year. While that is far from certain, if there is such a chance, why rush to implement a policy that may no longer exist a year from now? In the event the policy is in place, I have no doubt the council and staff in Sartell is quite capable of developing an acceptable plan at that time.

We currently have a "conservation" plan in place in that the more water you use, the more you pay. If I use five times the water of my neighbor, I will pay five times as much. If I want to reduce my water bill, the only way to do so is to use less water. We don't need tiered rates to enforce such behavior.

In addition, this plan raises questions of equity. While I am a one person household, my neighbors have 5 people in their home. That is five times the number of showers daily, five times the amount of laundry, five times as many dishes used. The fact they use more water to meet their daily needs does not mean they should have to pay more per unit used.

Finally, how does this policy benefit the city? If we were at or near our water capacity it may make some sense. But with the addition of the Southwest WTP, the city has ample water supplies, and generates revenue by selling that water. If the policy works as intended and actually reduces water use, what does the city gain? It will sell less water and generate less revenue. There will be more brown lawns around the city, but there will be negligible real benefit to the city.

Sartell currently has an odd-even water restriction in place year round. Our residents are generally respectful of our natural resources. We use our water wisely here, and base rates are already increasing for next year. We don't need another heavy-handed policy in place that will cost our residents more. If the legislature continues to mandate this policy in 2013 then there will be no option but to implement such a plan. But until such time, I would encourage you to hold off on adopting this plan.

Sincerely,

Pat Lynch

1616 Blackberry Circle

Sartell, MN

**Special Joint Meeting
Sartell City Council and Economic Development Commission
November 15, 2011 Notes**

Council Present: Mayor Joe Perske, Council members: Steve Hennes and Sarah Nicoll

EDC Present: Robert Beumer, Steve Feneis, Mike Markman, Nick Colatrella, Brian Dauer, Lisa Mauer, and Stan Weinberger

Also Present: Patti Gartland, City Administrator
Anita Rasmussen, Planning and Community Development Director
Therese Haffner, Planning Associate
Mary Degiovanni, Finance Director

1. Beumer called the meeting to order at 7:03 AM.
2. Feneis approved the agenda. Dauer seconded.
Motion passed.
3. Mauer approved the October 25, 2011 meeting notes. Markman seconded.
Motion passed.

4. NEW BUSINESS

A. Introductions were made.

B. WEBSITE PROPOSAL DISCUSSION

Rasmussen discussed the EDC's plan to market more aggressively and recommendation to revamp the City's website. The website would be the City's marketing piece rather than brochures. Three website firms were interviewed and Rasmussen presented the proposals that were submitted from ThinkCreative and Stonebreakers Design. Markman said he did not see the third firm (Stonebreakers Design) but that ThinkCreative was a marketing firm and asked if Stonebreakers was more technical or marketing. Dauer commented that he thought Stonebreakers was both. Rasmussen said that both had the capability to bring in marketing. Markman discussed the importance of marketing for economic development purposes. Colatrella said that ThinkCreative is a marketing firm and Stonebreakers is a bit of both technical and marketing. There was discussion on ThinkCreative merging with another company. Nicoll said she was leaning more towards ThinkCreative because of the marketing piece and our message. Dauer said that ThinkCreative brought in the wow factor. Hennes discussed highlighting city amenities like the river and emphasizing the school system. There was discussion on pictures. There was discussion on it being both a marketing piece and communication piece for residents. Rasmussen asked all to review further and to email comments to her.

5. OLD BUSINESS

NONE

6. MISCELLANEOUS BUSINESS

A. PLANNING UPDATE

Rasmussen reported that no land use applications have been submitted. The Joint Planning Commission will be reviewing the draft 2011 Planning and Community Development annual report at their December meeting.

B. CITY COUNCIL UPDATE

Nicoll reported that the City Council will be reviewing commission openings, approved \$200,000 to go towards grading at Pinecone Central Park and discussed the fee schedule and cost share for the HWY 15 interchange project. Gartland discussed the City's proposed cost for the HWY 15 interchange. Of the portion that Stearns County is responsible for the County has proposed covering 60 percent and the remainder 40 percent would be covered by Sartell and St. Cloud. Of that 40 percent it is proposed that Sartell would pay 75 percent and St. Cloud would pay 25 percent.

Feneis asked how much this would cost Sartell. Gartland said it would cost between \$450,000 and \$600,000.

C. GREATER ST. CLOUD DEVELOPMENT CORPORATION

Beumer welcomed John Kramer, CEO, Greater St. Cloud Development Corporation. Kramer shared that they are currently conducting an analysis of the existing businesses. They are surveying businesses and need to forecast and analyze potential growth and determine where we are going. Kraemer discussed air service and that we have lost jobs because we don't have this. There was discussion on what the benefit would be for Sartell to be involved with the Corporation. Kraemer responded to stay coordinated and said he will show sites that the city shares with him.

7. Weinberger adjourned the meeting at 8:14 AM. Markman seconded.
Motion passed.

Minutes submitted by Therese, Planning Associate

November 28, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 28, 2011

21st MEETING

Pursuant to due call and notice thereof, the 21st meeting of 2011 was held on November 28, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes , Molitor, Nicoll
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. November 14, 2011 – Regular Council Meeting
- b. November 14, 2011 – Special Council Meeting
- c. November 14, 2011 – Council Committee of the Whole Meeting
- d. November 15, 2011 – Joint Meeting of City Council and Economic Development Commission

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated November 23, 2011
- b. Professional Development Classes
- c. Approval of Personnel Policy amendment relating to city employee service as a City Fire Fighter
- d. Approval of resolution renaming 50th Avenue South to Leander Avenue effective with completion of planned roundabout intersection construction in 2012.
- e. Approval of resolution accepting \$100 donation for specified Police Department programs
- f. Approval of budgeted purchase of replacement 1-ton pick up truck with plow
- g. Approval to award low bid for budgeted reconditioning of the north water tower in the amount of \$386,150
- h. Approval of resolution setting a public hearing for 1-23-12 establishing proposed tax increment financing district 5-5 (Burl Oaks development)

November 28, 2011

- i. Approval of Change Order #1 for the 2001 Pinecone Road Storm Sewer repair work
- j. Approval of resolution for agency agreement with MnDOT to facilitate receipt of federal transportation funds.
- k. Approval of resolution facilitating use of advance funding of Municipal State Aid funds
- l. Approval of resolution authorizing execution of labor agreement with Teamsters #320 for 2012-2014
- m. Approval of final acceptance and payment on the 23rd Street South public Improvement project.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEMS A-M. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

Authorize the City Engineer to prepare plans and specifications for sewer and water line relocations as part of the MnDOT's TH 15 & CR 120 Interchange Improvement project

City Engineer, Jeremy Mathiasen provided an overview of the utility line relocation requirement related to the TH 15 & County Road 120 interchange project. He noted that the City's utility lines are allowed in their location by permit with MnDOT and the interchange design necessitates the relocation which is a cost that will be borne by the City.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 103-11 ORDERING IMPROVEMENTS AND DIRECTING PREPARATION OF PLANS AND SPECIFICATIONS FOR UTILITY RELOCATION AT THE PROPOSED TH 15/CR120 INTERCHANGE. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

2012 LIQUOR LICENSE RENEWALS

City Administrator Gartland noted that renewal applications and all required documentation for all but one existing liquor license holder have been received. Approval is recommended.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING THE 2012 LIQUOR LICENSE RENEWALS. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER HENNES ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

b. Public Works

At the request of Mayor Perske, Public Works Director, Borders provided an overview of the City's adopted snow removal policy and protocol.

November 28, 2011

- c. **City Engineer**
Semi-Monthly Memorandum
- d. **Planning & Community Development Director**
Semi-Monthly Memorandum

Anita noted the application deadline had been extended by one day for board and commission openings. Interviews are intended to occur on December 7th.

- e. **City Administrator**
Memorandum

Council concurred with Mayor Perske's suggestion that Superintendent Hill be invited to attend the next Council Committee of the Whole meeting on December 12th to discuss potential capital collaboration efforts.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

Council member Cordie noted her attendance at the most recent SALT meeting.

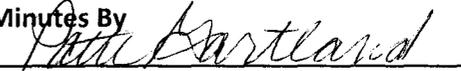
Mayor Perske advocated re-establishing a regular schedule of the Public Works Commission meetings. Council member Nicoll suggested this be discussed at the next Committee of the Whole meeting.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER MOLITOR TO ADJOURN THE MEETING AT 7:34 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By


Patti Gartland, City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF DECEMBER 5, 2011

SPECIAL WORKSHOP MEETING

Pursuant to due call and notice thereof, a special workshop meeting was held on December 5, 2011 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Molitor and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Planning & Community Development Director
Mary Degiovanni, Finance Director

AGENDA

A motion was made by Molitor and seconded by Hennes to adopt the agenda as presented. The motion carried unanimously.

SPECIAL EVENT PERMIT

Applicant Eric Jungels and Planning Director Anita Rasmussen were present to respond to questions regarding the special event permit allowing Eric to temporarily occupy a tent for purposes of promoting awareness and raising funds to combat homelessness. A motion was made by Nicoll and seconded by Cordie to approve the Permit. The motion carried unanimously.

2012 FEE SCHEDULE

After discussion of various pros and cons, the 2012 fee schedule presented for adoption on December 12th will include the freeze on SAC and WAC fees except that single family permits will increase to the same 2012 rate as all other permit types. The fee schedule will remove tiered rates and we will wait to see what the legislature does regarding this requirement before implementation is currently required as of 2013.

2012 BUDGET AND LEVY

The Council discussed changes to the market value credit system and the Council's sensitivity to demands on property tax payers by all taxing jurisdictions. However, the City's proposed 2012 budget and levy represents an increase only toward street repairs and potential capital cuts will be reserved toward debt service to offset the risk of future tax increases. The importance of sealcoating and other maintenance of expensive infrastructure for long term savings were also discussed. Although the Council remains concerned about the varied impacts on City taxpayers because of State changes, this is the final budget and levy which will be presented at the public hearing on December 12th.

ADJOURNMENT

A motion was made by Nicoll and seconded by Hennes to adjourn the meeting at 6:40 pm.

Minutes By:


Mary Degiovanni, Finance Director


Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF DECEMBER 12, 2011

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on November 14, 2011 at Sartell City Hall. The meeting commenced at 8:30 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Molitor and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Brad Borders, Public Works Director
Jeremy Mathiasen, Consultant City Engineer

AGENDA

A motion was made by Nicoll and seconded by Molitor to adopt the agenda as presented with an indication from Mayor Perske that he had several questions he'd like to present at the end of the meeting. The motion carried unanimously.

CONDITION REPORT ON DITCH 16 & VARIOUS PONDS

Jeremy noted that Ditch 16 has a fair amount of sediment and grass accumulation, its function is not yet being impaired despite concern being expressed from adjoining property owners. Council concurred with his recommendation to proceed with sediment removal from ponds behind Edinburgh Court and Meadow Lake with Ditch 16 cleaning to be initiated in 2012 and Corrine Creek in 2013.

Jeremy also updated the Council on the water and utility line relocation required with the TH 15 interchange project and noted that MnDOT no longer requires the pipes to be enclosed in steel casing. Consensus was to continue using steel casing and reuse whatever can be from the relocation.

SEALCOATING PLAN REVIEW

Brad and Jeremy noted that the current plan guide provides for a 7 year rotation which was bumped from 6 years several years ago. Once all roads have been sealcoated under the current plan, consideration will be given for a longer rotation time (e.g. 9 years) for low traffic roads and perhaps a shorter rotation time (e.g. 5 or 6 years) for higher traffic roads but to continue with the current schedule and plan for crackfilling. Because the plan is a guide, a more detailed assessment of roads to include is undertaken prior to proceeding with ordering annual sealcoating and crackfilling.

BOARDS & COMMISSION FOR 2012

Consensus was to continue the monthly meeting of the Council as a Committee of the Whole as a more effective and efficient manner to discuss a variety of matter of interest to the Council as a whole. As such, Public Works Commission, a subcommittee of the Council, will be omitted but an opportunity for the Mayor to meet and be briefed on a regular monthly basis on specific matters of interest and concern to him was proposed and accepted. Consensus was to maintain all other 2011 Council Member appointments to boards and commission for 2012 until such time as Council Member Peterson returns from military deployment. Council Member Cordie shared with the Council the Park Commission's general sense of frustration about the lack of input and influence they have

been having of various park related matters recently. She also noted the need to start evaluating options for replacing the seasonal landscaper services provided by Kaye Wenker since she's indicated that she does not intend to return to the position for 2012.

QUESTIONS AND ISSUES FROM MAYOR PERSKE

Mayor Perske expressed concern with the School Board and Superintendents response to the Council's request to meet jointly to explore the potential for a collaborative capital project. Patti noted that Superintendent Hill indicated their response was to delay the requested meeting to later this winter or coming spring. He also noted concerns expressed to him from certain members of the Fire Department regarding the scoring system that was used for determining appointments to the Fire Department. Concern is that the scoring doesn't weight daytime response availability high enough. Patti noted that the scoring system used was actually created by a committee of the Fire Officers for approval by the Council. Consensus was that additional modifications desired should again come from the Fire Officer's group as a recommendation for the Council to consider.

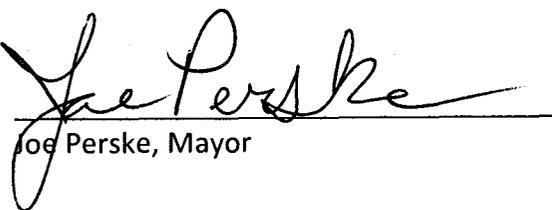
ADJOURNMENT

A motion was made by Nicoll and seconded by Molitor to adjourn the meeting at 9:55 pm.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

December 12, 2011

SARTELL CITY COUNCIL MEETING

MINUTES OF DECEMBER 12, 2011

22ND MEETING

Pursuant to due call and notice thereof, the 22ND meeting of 2011 was held on December 12, 2011 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, Molitor, Nicoll
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Brad Borders, Public Works Director
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER MOLITOR ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. November 28, 2011 Regular City Meeting
- b. December 5, 2011 – Budget Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. November Building Permit Activity Report – Acceptance
- b. November Inspections Activity Report – Acceptance
- c. November Finance Directors Report – Acceptance
- d. Approval of voucher payments dated December 8, 2011
- e. Professional Development
- f. Approval of resolution establishing 2012 pay rates for Fire Department (vote abstention by Council Member Nicoll)
- g. Approval of 2012 City Council meeting schedule
- h. Approval of members to the Planning Commission and Park Commission
- i. Approval of reappointment of Jim Sattler as Assistant Fire Chief and Randy Giles as Fire Captain and appointment of Lucas Dingmann as Fire Department Secretary/Treasurer for terms January 1, 2012 through December 31, 2014
- j. Approval of resolution setting 2012 compensation rate adjustments for exempt employees

December 12, 2011

- ~~k. Approval of joint resolution of area cities on legislative issues of common interest or concern~~
- l. Approval of resolution regarding public improvements in Oak Ridge Commons development
- m. Approval of resolution accepting donation from Verso Paper of two used gas meters for the Fire Department and donation of skate park design services from Mike McIntyre of ASD for Pinecone Central Park.
- n. Approval of resolution authorizing various depositories for city funds
- o. Approval of various fund transfers effective November 15, 2011
- p. Authorization to enter into agreement with Think Creative for website redesign in an amount not to exceed \$15,000
- q. Approval of Stantec/Bonestroo service proposal to complete mandated sedimentation pond survey
- r. Approval of resolution of initial support for the Mississippi River trail bicycle route plan

Council member Cordie removed item 5k for discussion under OLD BUSINESS.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEMS A-R WITH THE EXCEPTION OF ITEM K FOR DISCUSSION UNDER OLD BUSINESS. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. 2012 Levy and Budget

Finance Director, Degiovanni provided an overview of the proposed final 2012 levy and budget along with an explanation of the property valuation process and the State's policy change to replace the Market Value Homestead Credit with a Homestead Market Value exclusion which resulted in an estimated 5.3% increase in tax rate caused exclusively by action of the State.

Mayor opened the public hearing, no oral or written testimony was received and the Mayor closed the hearing.

Resolution adopting the final 2012 Levy and Budget

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER MOLITOR ADOPTING RESOLUTION 111-11, THE FINAL 2012 LEVY AND BUDGET.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: CORDIE, HENNES, MOLITOR

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

OLD BUSINESS

Finance Director, Degiovanni overviewed the modifications made based on input from the Council at its last budget workshop which includes removal of tiered water rates. Mayor Perske suggested expanding the compost site hours if we're going to increase the permit rate, but consensus was to defer the decision to spring. Council member Nicoll advocated retaining the SAC & WAC rate for single family rather than stepping it up to that of the other frozen rates.

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a. Ordinance adopting 2012 fee schedule and summary ordinance for publication (public hearing held on November 14, 2011)

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER MOLITOR ADOPTING ORDINANCE 11-09.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: CORDIE, HENNES, MOLITOR

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

b. Blue Line Liquor License Renewal for 2012

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL APPROVING THE BLUE LINE LIQUOR LICENSE RENEWAL FOR 2012, SUBJECT TO RECEIPT OF LIQUOR LIABILITY INSURANCE CERTIFICATION FROM THE NEW CARRIER. THE MOTION CARRIED UNANIMOUSLY.

c. Cost Allocation Agreement for TH 15 & CR 120 Interchange and CR 120 Improvements

City Engineer Mathiasen provided an overview of the cost share agreement for the County Road 120 and the TH 15 and County Road 120 interchange projects which is consistent with terms discussed at the Council's Committee of the Whole meeting. Jodi Teich, Assistant Stearns County Engineer, explained that the trail construction will terminate on the west end of the project at 50th. She responded that the roundabout at 50th will have a slightly higher cost to the City than a signalized intersection but also noted that the roundabout construction at the Then farm will save Sartell money in the future whenever a road extension to the north is constructed to facilitate development in Sartell. Jodi noted the deviations the County has made from its past practice with the terms presented in this agreement.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING COST ALLOCATION AGREEMENT FOR TH 15 AND CR 120 INTERCHANGE AND CR 120 IMPROVEMENTS.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS: CORDIE, HENNES, MOLITOR, NICOLL

NAY: MAYOR PERSKE

MOTION CARRIED

d. Recommendation from Park Commission outdoor Rink Rules at Pinecone Regional Park

Public Works Director Brad Borders , provided an overview of the Park Commission's recommendations on Pinecone Regional Park outdoor rink rules supporting the split use of the rink and in proposing additional split rink open skate time on school days from 2:30-4 p.m. Brad is recommending that these additional hours be facilitated by City staff but without hiring seasonal rink attendant for the added

December 12, 2011

hours. Council member Molitor noted that he shared this recommendation with the Arena Board and they are supportive.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR ACCEPTING BRAD'S RECOMMENDATION FOR NOT HIRING A SEASONAL RINK ATTENDANT FOR THE ADDITIONAL HOURS FROM 2:30 – 4 P.M. ON SCHOOL DAYS BUT THE WARMING HOUSE WILL BE OPEN. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA ITEM "k"

Approval of joint resolution of area cities on legislative issues of common interest or concern

Council member Cordie supports tiered water rates as a conservation method and as such objects to the legislative priority that advocates repealing that mandate.

Consensus of the Council was that each City should be able to decide it's pricing system and not be mandated by the State.

A MOTION WAS MADE BY COUNCIL MEMBER NICOL AND SECONDED BY MEMBER HENNES FAVORING THE JOINT RESOLUTION WITHOUT CHANGE.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: HENNES, MOLITOR, NICOLL

NAY: COUNCIL MEMBER CORDIE

MOTION CARRIED

DEPARTMENT REPORTS

a. Police Department

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION CARRIED UNANIMOUSLY.

b. Public Works

Monthly Activity Report

c. City Engineer

Semi-Monthly Memorandum

d. Planning & Community Development Director

Update on performance measures survey outcomes

Anita provided a handout that provides preliminary results of the survey responses for the Performance Measurements program established by the legislature.

e. City Administrator

Memorandum

December 12, 2011

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports
- City Council agenda item referrals to advisory boards and commissions

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 8:20 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By 

Patti Gartland, City Administrator

**SARTELL CITY COUNCIL
SPECIAL MEETING**

MINUTES OF DECEMBER 7, 2011

Pursuant to due call and notice thereof, a special meeting was held on December 7, 2011 in the conference room of the Sartell City Hall. Mayor Perske called the meeting to order at 4:00 p.m.

COUNCIL PRESENT: Mayor Perske, Steve Hennes, Sandra Cordie, Dennis Molitor, Sarah Jane Nicoll

ALSO PRESENT: Anita Rasmussen, Planning & Community Development Director

PLANNING COMMISSION INTERVIEWS

Interviews were held for positions on the Planning Commission. There were three – three year openings on the Planning Commission.

ECONOMIC DEVELOPMENT COMMISSION INTERVIEWS

Interviews were held for positions on the Economic Development Commission. There were two – three year openings on the Economic Development Commission.

PARK COMMISSION INTERVIEWS

Interviews were held a position on the Park Commission. There was one – three year opening on the Park Commission.

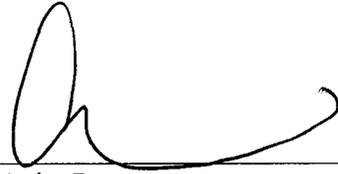
OTHER BUSINESS

None

ADJOURN

**A MOTION TO ADJOURN THE MEETING AT 7:35 P.M.
MOTION CARRIED**

Minutes By: Anita Rasmussen, Planning and Community Development Director



Anita Rasmussen
Planning and Community Development Director



Mayor