

SARTELL CITY COUNCIL MEETING

MINUTES OF JANUARY 9, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on January 9, 2012 at Sartell City Hall. The meeting commenced at 8:45 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
Mary Degiovanni, Finance Director
Jan Petersen, City Attorney

AGENDA

The agenda was accepted as presented.

REVIEW OF 2008 BONDING & 2012 PARK LEGACY GRANT FUNDING ALLOCATION FOR SAUK RIVER PARK LAND ACQUISITION

Patti provided an overview of revenue sources available to assist the City in assembling a minimum of 68 acres of land along the Sauk River for public park purposes which includes \$500,000 State bonding allocation from 2008, \$500,000 of 2012 Park Legacy Grant funds, and \$550,000 of City funds required as a match to the State funds. Anita provided an overview of the physical characteristics of multiple properties along the Sauk River, including a portion of the Dehler property, that could ultimately comprise the minimum 68 acres required to meet grant and bonding terms. Consensus of the Council was to accept the generous donation of services offer from Steve Feneis to serve as the City's representative in property owner negotiation efforts. Formal approval will occur through approval of a Buyers Representative Agreement at the next regular meeting of the Council. Individual Council members were also encouraged to share with Mr. Feneis any insights they may have on potential parcels of interest for acquisition.

CODE OF CONDUCT DRAFT

Jan provided an overview of a draft Code of Conduct for the City Council based on examples previously review by the Council from other cities. Jan will further refine the draft and present for Council consideration. Jan was asked to provide an overview of the statute provisions of the MN Government Data Practice Act for the Council at a future committee-of-the-whole meeting.

MUNICIPAL PRIMARY ELECTION

Jan provided an overview of the option available to the Council to implement a municipal primary election by simply adopting a resolution establishing a municipal primary election. It was noted that the deadline for notice to the State of adoption of a resolution establishing a municipal primary is April 15th. Because municipal elections occur as part of the regular general election schedule, there is virtually no financial implication to the City to add a municipal primary to the ballot. After discussing the potential implications, consensus of the Council was to move forward with adoption of a resolution to establish a municipal primary election.

ECONOMIC DEVELOPMENT COMMISSION

The resignation of a member of the Economic Development Commission due to a change in residency has resulted in two vacant positions with the EDC now comprised of just 5 members. Because the Council attained only 1 applicant for EDC for the interviews conducted to fill 2 vacancies just last month, consensus was to forgo attempting another solicitation for applicants and instead request Pat Lynch to accept appointment to fill the two years remaining in the term of the recent resignation. It was noted the Mr. Lynch is a former member of the EDC and City Council and with significant experience and investment in the Sartell business community.

2012 COUNCIL GOAL SETTING

A 2012 goal setting workshop session was scheduled for 5 – 7 p.m. on Monday, January 23, 2012. Preliminary suggestions offered included: Add staff and Council photos to the website, Watab Creek & golf course ditch shoreline restoration, shoreline ordinance update, holiday tree display at Watab tennis courts, expand participation in Neighborhood Night Out, expand street lighting from 12th to 15th on Pinecone Road, review plans for new Watab pavilion, relocate playground & add a pleasure rink at Pinecone Regional Park, expand community service project opportunities, flood mitigation efforts, better empower the Park Commission, refine seasonal landscape employee responsibilities, reassess equipment use at Northside Park, enhance collaboration with school district on senior center, work to advance establishment of a branch library in Sartell, evaluate merit of liaison from Council to Planning Commission, address condition of derelict properties on Riverside Drive, evaluate and influence as possible the impact of tax forfeiture properties, maintenance of roundabouts, review applicant scoring for fire fighters, comprehensive evaluation of engineering services, more frequent updates on progress of Pinecone Central Park development efforts, expand the city's trail system to enhance connectivity regionally & to the Oak Ridge school area, work to advance further development of community center space and staffing, eradicate weed growth on roads, move forward with a comprehensive plan update, and improve the quality of streetlight maintenance.

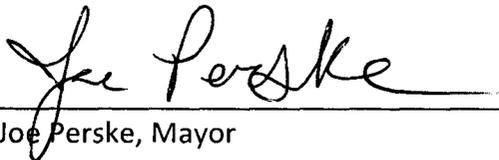
ADJOURNMENT

A motion was made by Nicoll and seconded by Molitor to adjourn the meeting at 10:15 pm.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

January 9, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF JANUARY 9, 2012

1ST MEETING

Pursuant to due call and notice thereof, the 1ST meeting of 2012 was held on January 9, 2012 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
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 AMENDED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. December 7, 2011 – Special Meeting – Board & Commission applicant interviews
- b. December 12, 2011 – Regular Meeting
- c. December 17, 2011 – Committee of the Whole 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. December Building Permit Activity Report – Acceptance
- b. December Inspections Activity Report – Acceptance
- c. December Finance Directors Report – Acceptance
- d. Park Commission meeting notes of December 7, 2011 – Acceptance
- e. Approval of voucher payments dated January 5, 2012
- f. Professional Development Classes
- g. Approval of 2012 refuse hauler license
- h. Set special meeting of the City Council for department annual report presentations from 5-6:30 p.m. on Monday, March 12, 2012
- i. Set annual meeting of the Economic Development Authority for 6:30 p.m. on Monday, March 12, 2012
- j. Approval of resolution making certain annual appointments and designations for 2012

January 9, 2012

- k. Set Sartell-Benton County Board of Review meeting for April 17, 2011 at 6:30 pm at Sartell City Hall
- l. Approval of Amended Personnel Policy extending approved bargaining agreement terms for non-exempt employees to exempt employees
- m. Approval of budgeted 2012 contract for legal services with Jan Peterson
- n. Acceptance of resignation from Nathan Och from the Economic Development Commission
- o. Approval of resolution setting a public hearing for January 23, 2012 for proposed amendments to flood plain ordinance provisions to achieve consistency with Stearns County
- p. Approval of low quote for initiation of sediment removal and cleaning of Ditch 16 establishing both a minimum scope of services and a total amount not to exceed \$15,000.
- q. Approval of budgeted purchase of replacement squads/vehicles for the Police Department
- r. Approval of resolution authorizing financial transactions at Great River Federal Credit Union
- s. Approval of resolution approving a premises permit for Sartell Youth Hockey/House of Pizza

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

OLD BUSINESS

a. Amended site plan request for Sartell Dental Center

Ms. Rasmussen provided an overview of the amended site plan request for an addition of approximately 3,000 square foot building. The proposed site plan meets all development standards although she noted that the applicant has raised issue with the requirement to install a monitoring manhole on the site. Anita reviewed the basis for the requirement and the continuing offer to meet with the applicant to explore alternatives that could meet the needs of the City but in a different manner.

Public Works Director, Borders, provided an overview of what prompted the need for the monitoring manhole requirement with inappropriate discharges into our sanitary sewer system and an inability to determine the source of discharge. Brad noted that we wouldn't be advocating the monitoring manhole if excavation wasn't already occurring as part of the expansion project. The estimated cost to install the manhole is \$2,000 - \$4,000.

The applicant, Josh Lucas, explained to the Council why they question the requirement for installation of a monitoring manhole with the expansion. He noted the need to know tonight whether or not the requirement will be maintained because the feasibility of the project is very tight. While he advocates the requirement as appropriate for new construction, he suggested for existing structures such as his that the installation of a monitoring manhole should be placed in the street. Mr. Lucas also noted that he had no way of knowing of this requirement until very late in the process. He indicated that when he factors in the risk of unknown issues that may arise, he needs to double or triple the actual construction cost estimate.

Considerable discussion ensued.

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR APPROVING THE SITE PLAN SUBJECT TO CONDITIONS OUTLINED IN THE STAFF MEMORANDUM INCLUDING REQUIRING INSTALLATION OF A MONITORING MANHOLE ON THE DEVELOPMENT SITE IN A MANNER THAT MEETS THE NEEDS OF THE CITY WITH THE UNDERSTANDING THAT THE APPLICANT MAY REQUEST THE COUNCIL RECONSIDER

January 9, 2012

THIS REQUIREMENT IF A FEASIBLE OPTION IS NOT IDENTIFIED. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

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

Director Borders noted that 200 trees were dropped off for recycling and 600 pounds of food donations at the compost site this past weekend.

- 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 Hennes noted upcoming retention visits by the Economic Development Commission.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR TO ADJOURN THE MEETING AT 8:07 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By 

Patti Gartland, City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF JANUARY 23, 2012

SPECIAL WORKSHOP MEETING

Pursuant to due call and notice thereof, a special meeting was held on January 23, 2012 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

2012 GOALS

Patti overviewed her formatting of the Council's prior brainstorming list into categories and she also provided the Council with some ideas she had generated for additional possible 2012 goals.

As part of the Sauk River land acquisition goal, Mayor Perske asked for more discussion of the proposal to enter into an agreement for donated services for Steve Feneis to represent the City on property acquisitions and what impact it might have if sellers asked Epic Properties to represent them as sellers and consensus was that any such relationships would be disclosed and impacts would be no different than if sellers listed with a different realtor. All potential purchase terms, including payment of any commissions, will be outlined to the Council as part of Purchase Agreement terms which require approval by the Council.

Councilmember Nicoll asked that Ipads or laptops for the Council members should be added to the goals list for transition to paperless agendas as has previously been considered but not implemented.

There was discussion about how to better define the desires of the Council on capital priorities previously discussed for community resource center amenities and more discussion of this is needed. Staff suggested inviting Kirsty Smith of GRRRL to a future workshop to discuss modern options to a full branch library may be helpful, and Councilmember Nicoll wanted to make sure meeting rooms added by the City don't harmfully compete with private business. Better definition of the Park pavilion concept and preferred location for that amenity also needs to be further discussed by the Council since there is not unanimous consensus that Watab is the best location.

Staff will be working on an RFP format for the engineering services with anticipated review by the Council at their April or May Committee of the Whole meeting.

Other goals and ideas were discussed and consensus was that the categorized format was very helpful for discussion. Patti was asked to add her list of potential 2012 goals to the overall list, possibly with additional categories, and bring back the entire updated list for further discussion in another Council workshop.

ADJOURNMENT

The Mayor adjourned the meeting at 6:55 pm.

Minutes By:

Mary Degiovanni
Mary Degiovanni, Finance Director

Joe Perske
Joe Perske, Mayor

January 23, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF JANUARY 23, 2012

2ND MEETING

Pursuant to due call and notice thereof, the 2ND meeting of 2012 was held on January 23, 2012 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
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Jeremy Mathiasen, City Engineer

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

- a. **Retiring Board & Commission member service recognitions: Stan Weinberger, Steve Feneis and Ken Robinson**

Mayor Perske offered, on behalf of the City, appreciation for service on the City's Economic Development Commission to Stan Weinberger and Steve Feneis, and for the Planning Commission to Ken Robinson.

- b. **Life Saving Award Presentations**

Police Chief Hughes presented Life Saving Awards to Sartell Police Officers Jarod Cooper and John Lester.

Deputy Police Chief Struffert presented Life Saving Awards to Police Sergeant, Kelly Mader, Police Chief, Jim Hughes and civilians Russell Merrills and Robert Weidner.

AGENDA REVIEW AND ADOPTION

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

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. January 9, 2012 Regular Council Meeting
b. January 9, 2012 Council Committee of the Whole Meeting

January 23, 2012

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 18, 2012
- b. Professional Development
- c. Approval of resolution establishing traffic sign placement, inventory and replacement criteria
- d. Approval of resolution instituting a municipal primary election beginning in 2012
- e. Appointment of Pat Lynch to the Economic Development Commission for a term to expire 12-31-2013
- f. Approval of Non-Agency Services agreement with Steve Feneis for Sauk River park property acquisition negotiations
- ~~g. Approval of site plan approval modification for Sartell Dental Center expansion to eliminate monitoring manhole requirement~~
- h. Approval of registration for participation in the St. Cloud Area Chamber of Commerce's "St. Cloud Area Evening at the Capitol" on March 13, 2012
- i. Approval of resolution accepting donation from Sartell Community Gardeners
- j. Accept notice of retirement from Firefighter John Omann effective 5-31-2012
- k. Approval conditional offer of appointment as firefighter to Rick Lyon effective 1-24-2012
- l. Approval recommended amendments to Appendix B of Sartell Fire Department Policy and Procedures for application scoring.
- m. Authorize initiation of firefighter application recruitment

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS A-M WITH THE REMOVAL OF ITEM "G" FOR DISCUSSION UNDER ITEM 8D. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. **Tax Increment Financing District 5-5 for Burl Oaks townhomes project**

Stacy Kvilvang of Ehlers & Associates provided an overview of the tax increment financing assistance request from Podawiltz Development for a 38 affordable rental townhome development project as a pay-as-you go note. She noted that the TIF district is created as a 26 year affordable housing district but the development agreement provides just 15 years of assistance. She also noted that although the minimum requirement is 40% of the units must meet low and moderate income thresholds, all but one unit in the project will meet the maximum rents threshold. Upfront expenses are addressed through an interfund loan agreement because the first increment will not be received for two years.

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

January 23, 2012

Resolution adopting the TIF plan

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 8-12 ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 5 AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 5-5 THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR. THE MOTION CARRIED UNANIMOUSLY.

Resolution authorizing execution and assignment of Development Agreement for TIF 5-5

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER MOLITOR ADOPTING RESOLUTION 9-12 AUTHORIZING EXECUTION OF A DEVELOPMENT AGREEMENT AND ASSIGNMENT OF DEVELOPMENT AGREEMENT. THE MOTION CARRIED UNANIMOUSLY.

Resolution authorizing interfund loan

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 10-12 AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 5-5.

- b. **Flood Control Ordinance amendments**
Open hearing, defer taking testimony and continue hearing to February 13, 2012

Community Development Director, Anita Rasmussen provided a brief overview of the proposed floodplain ordinance amendments noting that the updates are mandated by FEMA in order to incorporate undated flood plain maps for the Stearns County portion of Sartell.

Mayor Perske opened the public hearing, deferred taking testimony and continued the hearing to February 13, 2012.

DEPARTMENT REPORTS

- a. **Police Department**

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE APPROVING POLICE CHIEF, JIM HUGHES TO REPRESENT THE CITY AND PARTICIPATE IN THE ALL-HAZARD MITIGATION PLANNING WITH STEARNS COUNTY. THE MOTION CARRIED UNANIMOUSLY.

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

Consent Agenda item "g"

Approval of site plan approval modification for Sartell Dental Center expansion to eliminate monitoring manhole requirement

January 23, 2012

Mayor Perske raised concern with staff's recommendation to omit the monitoring manhole requirement for the Sartell Dental Center project. Applicant Josh Lucas addressed the Council and explained why each of the options explored with staff aren't feasible and indicated that the expansion project will not proceed if the requirement is maintained. Upon inquiry from Council member Cordie, Patti and Anita explained that the effort to explore the feasibility of retrofitting a monitoring manhole as part of commercial expansion projects is not a code or policy requirement but simply part of a best-practices effort that occurs with all site plan reviews. A determination is made on a case-by-case basis to determine where it's practical and feasible to include the requirement.

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE SITE PLAN APPROVAL MODIFICATION FOR SARTELL DENTAL CENTER EXPANSION TO ELIMINATE MONITORING MANHOLE REQUIREMENT. UPON VOTE BEING TAKEN, THE FOLLOWING VOTED
AYE: COUNCIL MEMBERS: CORDIE, HENNES, MOLITOR AND NICOLL
NAY: MAYOR PERSKE
MOTION CARRIED**

e. City Administrator
Memorandum

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 CORDIE AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:02 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By


Patti Gartland, City Administrator


MAYOR JOE PERSKE

SARTELL CITY COUNCIL
ACTION AT THE
JOINT AREA CITIES MEETING
Tuesday, January 31, 2012
Hosted by the City of Waite Park

An Area Cities Meeting was hosted by the City of Waite Park on January 31, 2012 and official minutes of that meeting were recorded by the City of Waite Park. However, a quorum of Sartell City Council members was present at such meeting and took the following action during the meeting:

Regional Sales Tax

Those present from the area cities discussed the proposed Joint Resolution Requesting Local Option Sales Tax Extension. A motion approving such Resolution by all Area Cities representatives was approved as recorded in the official minutes of the meeting. A separate motion also specifically documenting Sartell City Council's support of the same Resolution was made by Councilmember Hennes and seconded by Councilmember Cordie. The motion was approved with Cordie, Hennes and Perske voting in favor and Molitor and Nicoll absent.

Minutes By


Mary Degiovanni, Finance Director


Mayor Joe Perske

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 13, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on February 13, 2012 at Sartell City Hall. The meeting commenced at 7:30 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
Jan Petersen, City Attorney

AGENDA

The agenda was accepted with the addition of APO's revised priority rankings.

DATA PRACTICES REVIEW

City Attorney Jan Petersen reviewed with the Council data practices regulations and the specific examples for Sartell were discussed with regard to private data on personnel issues.

CODE OF CONDUCT

Jan also provided an overview of the updated draft Code of Conduct for the City Council. There was discussion that the City's personnel policies cover City employee conduct and a section of those policies also apply to City volunteers, including boards and commissions so Patti will review those to see if further recommendations are merited. There was discussion that, while the Council currently functions very well and this code may seem unnecessary, it is better to have it in place so that any future problems can be avoided. Patti and Jan will put the draft in final form for Council consideration at their first meeting in March.

2012 COUNCIL GOAL SETTING

Patti circulated the updated draft of potential 2012 goals for Council consideration. Mary and Patti provided an overview of the forfeiture process and that the County's decisions on lot pricing and sale structure for 2012 will be brought back to the Council before the forfeiture sales so the Council would make a decision as to whether or not to re-assess. Staff explained County's proposed lot groupings and minimum bids and there was consensus on the approach taken for 2012 forfeiture sales.

The council also discussed the remaining sales tax allocation toward community resources and the Mayor suggested public input may help determine next steps. There was discussion of waiting to see what this legislative session determines with regard to extending the sales tax and also that we may need to get more input from the School District and from Great River Regional Library to better determine the possible options before seeking public input. Consensus was for Patti to invite Great River Regional Library and the School District to separately discuss possibilities for collaboration. In the meantime, consensus was to focus our efforts on extension of the local option sales tax.

Staff will also do further research on paperless agenda packets using Ipads or other technology.

The fact that Phil Ringstrom is continuing his volunteer work on potential ditch shoreline restoration was noted.

Staff will schedule a joint meeting between the Park Board and City Council to further discuss the identified priorities for use of sales tax dollars: Watab Park, Pinecone Central Park, and Champion Field/Northside Park, as well as to discuss the potential 2012 goal of the playground relocation/pleasure rink addition at Pinecone Regional Park.

APO

There was discussion of the latest priorities list recommended by the TAC to the APO which now includes Heatherwood. Sartell's APO representatives will discuss this process at the next available opportunity at an APO meeting.

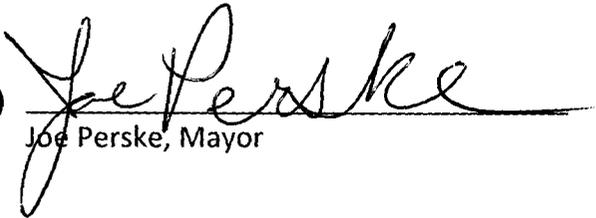
ADJOURNMENT

A motion was made by Cordie and seconded by Hennes to adjourn the meeting at 10:00 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

February 13, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 13, 2012

3RD MEETING

Pursuant to due call and notice thereof, the 3RD meeting of 2012 was held on February 13, 2012 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
Brad Borders, Public Works Director
Dale Struffert, Deputy Police Chief
Therese Haffner, Planning Associate

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. January 23, 2012 – Regular Meeting
- b. January 23, 2012 – Council Goal Setting Workshop
- c. January 31, 2012 – Special Meeting – Area Cities 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. January Building Permit Activity Report – Acceptance
- b. January Inspections Activity Report – Acceptance
- c. January Finance Directors Report – Acceptance
- d. Park Commission meeting notes of January 25, 2012 – Acceptance
- e. Approval of voucher payments dated February 9, 2012
- f. Professional Development classes
- g. Set Benton and Stearns Board of Equalization meeting for 5:30 p.m. and 6:30 p.m. on Wednesday, April 4, 2012
- h. Approval of contract for services with Flaherty and Hood to assist in advocating passage of a legislative extension to the local options sales tax authorization.
- i. Approval of prescribe burn permit application for property located at 3125 Clubhouse Road

February 13, 2012

- j. Resolution approving termination of Central MN Drug and Gang Task Force joint powers agreement
- k. Resolution approving Central MN Violent Offender Task Force Joint Powers Agreement
- l. Approval of fund transfers per February 13, 2012 memorandum
- m. Resolution Authorizing Investments with Integrity Bank

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

PUBLIC HEARINGS

- a. Floodplain Regulation Ordinance Amendments

Therese Haffner provided an overview of the proposed amendments to the Flood Control ordinance provisions in order to reflect the updated flood ordinance map provisions for the Stearns County portion of the regulations. She noted that staff and the Planning Commission recommended approval as a mandated federally.

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

Ordinance amending Title 12 of the Zoning Ordinance – Flood Control

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE ADOPTING ORDINANCE 01-12 AMENDING TITLE 12 OF THE ZONING ORDINANCE FOR FLOOD CONTROL. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

- a. Police Department
- b. Public Works

Public Works Director, Brad Borders responded to questions regarding reporting of potholes and repair of the salt shed tarp as well as the condition of some of the park signs.

- c. City Engineer
Semi-Monthly Memorandum
- d. Planning & Community Development Director
Semi-Monthly Memorandum

Therese responded to questions regarding the status of the skate park advisory committee.

- e. City Administrator
Memorandum

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports

February 13, 2012

- City Council agenda item referrals to advisory boards and commissions

Council member Nicoll offered an update on testimony she offered on the repeal of a mandate for water conservation pricing and noted a date change in the EDC meeting.

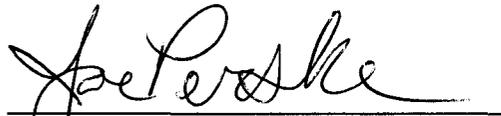
Mayor Perske offered a reminder about the Community Showcase event on February 25th and an overview of the CGMC event and meetings with area legislators the last week of February.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 7:17 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By


Patti Gartland, City Administrator


MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 27, 2012

4TH MEETING

Pursuant to due call and notice thereof, the 4TH meeting of 2012 was held on February 27, 2012 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: Anita Rasmussen, Planning and Community Development Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Jeremy Mathiasen, City Engineer

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

OPEN FORUM/PUBLIC COMMENT

None

SPECIAL PRESENTATION

Steve Gabrielson reviewed with the Council the phases for upgrades to Champion Field as well as fundraising efforts and challenges . City Engineer Mathiasen provided additional background and cost estimates on the utility extensions needed within the park for future restrooms. At the request of the Council, Mr. Gabrielson outlined the location of the bleachers, concession stand and press box. A future presentation will provide an update of funds contributed, including volunteer labor.

APPROVAL OF CITY COUNCIL MINUTES

- a. February 13, 2012 – Regular Council Meeting
- b. February 13, 2012 – Council Committee of the Whole 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 February 23, 2012
- b. Approval of Joint Powers Agreement for Legal Services
- c. Calling Public Hearing for 3/12/12 on Outdoor Recreation Grant application
- d. Approval of Budgeted Mower Replacements

February 27, 2012

- e. Calling Public Hearing for 3/12/12 on the Vacation of Certain Drainage and Utility Easements, Lots 1 and 2, Block 3, Stonebrook Estates II
- f. Professional Development for Fire Marshal

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEMS A – F. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

Resolution for Approval of Plans and Specifications for the TH15 Utility Relocation

City Engineer, Jeremy Mathiasen reviewed the scope of the Highway 15 utility relocation plans. The plan is necessary because our utilities are there by permit and need to be relocated due to the construction of the Diverging Diamond Intersection. At the request of the Council, Jeremy explained the scope of the improvement costs.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 16-2012 APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING BIDS FOR PROJECT #193802115 TH 15 INTERCHANGE UTILITY RELOCATION IMPROVEMENTS MNDOT PROJECT S.P. 7321-47 (TH 15). THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. **Police Department**

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

Chief Hughes discussed the need to be proactive in the Police Department as well as the need for more officers.

b. **Public Works**

Public Works Director Borders updated the Council on the watermain break on Riverside Avenue.

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

Mayor Perske questioned the progress of cleaning ditches and ponds for 2012 and planning for future projects.

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

Director, Rasmussen updated the Council on the Skate Park Committee.

February 27, 2012

e. City Administrator
Memorandum

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

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

Council member Hennes gave an update on MTC increased ridership and union negotiations
Council member Molitor suggested information regarding the round-up program be put in the next newsletter.

Council member Nicoll gave an update on the recent Dezurik visit with the Economic Development Commission

Mayor Perske discussed the recent Chamber event and upcoming CMBA Homeshow. He also reported that Council member Peterson has returned from Afganistan and thanked Council member Molitor for his help and contributions to the Council.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER MOLITOR AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 8:16 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Anita Rasmussen, Planning and Community
Development Director


MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF MARCH 12, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on March 12, 2012 at Sartell City Hall. The meeting commenced at 8:25 PM.

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

AGENDA

A motion was made by Cordie and seconded by Nicoll to adopt the agenda with the addition of a 50th Avenue update. The motion carried unanimously. Councilmember Hennes confirmed with staff that Steve Feneis will be at the April Committee of the Whole meeting to give an update on Sauk River land acquisition and Councilmember Peterson requested an update from Patti regarding the TH 15 storm sewer mediation/litigation.

TAX FORFEITURES

Staff went over the map of 2012 forfeiture sale properties along with the County's adopted minimum bid pricing. Ted Schmid from Lumber One was in attendance and asked and was granted the opportunity to ask questions and give some input on his concerns about forfeiture sales values reducing his lot values. A letter from Mr. Schmidt was also circulated and staff advised the Council of conversations with other developers, many of whose concerns were alleviated when they saw the minimum bid and lot groupings approved by the Stearns County Board.

Various questions were discussed including the possibility of charging trunk charges on two multi-family outlots in Madison Crossing but not re-assessing other lots since the minimum bids were the County's recommended values and if the market is higher, bids should also be higher. Without knowing full sale results including future forfeiture years, and without being certain on refinancing rates that may be available for substantial savings, staff currently projects we will not have debt service shortfalls when all forfeitures are taken as a whole. Some lots/developments will have losses, but other revenues within combined funds have exceeded projections and interest rates for bonds have been below projections so that our current assessment debt cash flows. No decision was requested at this meeting.

2012 COUNCIL GOAL SETTING

Mary circulated the updated draft of potential 2012 goals for Council consideration. Councilmember Cordie suggested she still has a personal goal of seeing the holiday tree display back at Watab Park and of increasing Neighborhood Night Out participation in Sartell, but she will work on those individually and they can be removed from Council goals.

The Council discussed the possibility of relocating the Pinecone Regional Playground equipment to Rotary Park and that topic will be added to the joint meeting agenda with the Park Board. The Council also requested that Kirsty Smith of GRRL be invited to meet with the Council soon although

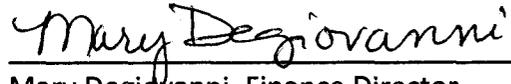
actual planned expenditures of the community resource allocation would wait until after the legislative session is over and the sales tax extension results are known.

Staff will ask Patti to review her memo provided on activity during David Peterson's deployment to clarify a comment about 50th Avenue roundabout funding.

ADJOURNMENT

A motion was made by Hennes and seconded by Nicoll to adjourn the meeting at 9:50 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

**SARTELL CITY COUNCIL
WORKSHOP MEETING MINUTES
MARCH 12, 2012**

Pursuant to due call and notice thereof a workshop meeting was held on March 12, 2012 in the council chambers of Sartell City Hall. Mayor Perske called the meeting to order at 5:05 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Cordie, Hennes, and Nicoll.
Councilmember Peterson was also in attendance although not yet officially re-seated on the Council

ABSENT: None

ALSO PRESENT: Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Jeremy Mathiasen, City Engineer
Ken Heim, Fire Chief
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 HENNES ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

PRESENTATION OF 2011 DEPARTMENT ANNUAL REPORTS

5:05 P.M. COMMUNITY DEVELOPMENT & BUILDING INSPECTIONS

Anita Rasmussen provided a power point presentation highlighting the information included in the 2011 annual report for the Community Development, Planning and Building Inspections Departments. There was discussion of how the current staffing levels within the building and community development departments are structured since the past few years have had slower development and construction activity. The planned full time position addition to the inspections department was never added and they instead utilize hourly or contracted help during busy seasons as needed. They also share their administrative staff person with the police department to help them keep caught up on data entry, and the Planning Associate reduces the police department workload both by backing up at City Hall when the permit tech is working at PD and also by handling various nuisance complaints and other duties that used to be handled by PD.

5:35 P.M. PUBLIC WORKS AND ENGINEERING

Jeremy Mathiasen provided an overview of the annual report for 2011 for the Engineering services and Brad Borders provided an overview of the Public Works Department's 2011 annual report. Staff will deliver a compost site cost analysis to the Council for future discussion.

6:20 P.M. POLICE AND FIRE

Fire Chief Ken Heim provided an overview of the annual report for 2011 for the Fire Department. Police Chief Jim Hughes provided a power point presentation highlighting the

information included in the 2011 annual report for the Police Department. Staff will deliver a cost estimate for filling the officer vacancy for future Council discussion.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY COUNCIL MEMBER NICOLL TO ADJOURN THE MEETING AT 6:48 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By:



Mary Degiovanni
Finance Director



MAYOR

March 12, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF MARCH 12, 2012

5TH MEETING

Pursuant to due call and notice thereof, the 5TH meeting of 2012 was held on March 12, 2012 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: None
ALSO PRESENT: Anita Rasmussen, Planning & Community Development Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Jeremy Mathiasen, City Engineer

PLEDGE OF ALLEGIANCE

COUNCIL MEMBER DAVID PETERSON'S RETURN FROM MILITARY DEPLOYMENT AND RETURN TO CITY COUNCIL

Resolution removing the temporary office holder and restoring the original office holder on the City Council for the City of Sartell

Mayor Perske extended thanks to David Peterson for his service to our Country and welcomed him back to the Council.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 17-2012 REMOVING THE TEMPORARY OFFICE HOLDER AND RESTORING THE ORIGINAL OFFICE HOLDER ON THE CITY COUNCIL FOR THE CITY OF SARTELL. THE MOTION CARRIED UNANIMOUSLY.

Special recognition of Dennis Molitor for community service including interim service on the City Council

Mayor Perske thanked Dennis Molitor for his service to the Council and provided him with a pen as a token of appreciation. Dennis thanked the Council and staff for the opportunity to serve the community as well David for his service to our Country.

Council member David Peterson extended thanks to everyone that supported his family during his deployment. Peterson then presented a flag to the City of Sartell for display which was flown on February 12th at the 3rd Brigade, 25th Infantry Division Headquarters located in Afghanistan during Operation Enduring Freedom XII.

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.

March 12, 2012

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. February 28, 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. 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 8, 2012
- e. Professional Development
- f. Set special meeting of the Council to meet jointly with the Park Board on March 26, 2012 at 5 p.m.
- ~~g. Approval of Council Code of Conduct~~
- h. Approval of temporary liquor license for a fundraising event at St. Francis Xavier Church on April 13, 2012
- i. Approval of resolution accepting donations
- j. Set special meeting of the Council for 2011 audit presentation at 6 p.m. on Monday, April 9, 2012
- k. Approval of Joint Powers Agreement for multi-city sealcoat bid
- l. Approval of amended Financial Policy and Guidelines
- ~~m. Approval of resolution accepting compensation from MnDOT for acquisition of community sign easement located within the needed right-of-way for the TH 15/CR 120 interchange reconstruction~~
- n. Approval of resolution affirming existing election precincts
- ~~o. Approval of amended resolution making certain appointments for 2012~~

Council member Hennes requested Consent Agenda Item "o" be discussed under Old Business. Council member Peterson requested Consent Agenda Items "M" be discussed under Public Works and Item "g" under City Administrator.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEMS "A –N" WITH THE EXCEPTION OF ITEM "G", "M" AND "O". THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. Vacation of draining & utility easements between lots 1 & 2, Block 3, Stonebrook Estates II

March 12, 2012

Anita Rasmussen provided background on the request by Werschay Homes to vacate certain drainage and utility easements within Lot 1 and 2, Block 3 of Stonebrook Estates II. The request was to enable the consolidation of two lots without having an easement in the middle.

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

Resolution approving vacation of certain easements in Stonebrook Estates II

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION 22-12 VACATING A DRAINAGE AND UTILITY EASEMENT FOR STONEBROOK ESTATES II. THE MOTION CARRIED UNANIMOUSLY.

- b. DNR Outdoor Recreation Grant application for proposed improvements at Pinecone Central Park.

Anita Rasmussen provided the background on the requirement to obtain public input prior to submitting an application to the DNR. Staff suggested the 50% match grant (up to \$300,000 max) would be used for improvements within Pinecone Central Park.

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

Resolution authorizing submission of grant application

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 23-12 AUTHORIZING THE APPLICATION TO THE OUTDOOR RECREATION GRANT PROGRAM (PINECONE CENTRAL PARK). THE MOTION CARRIED UNANIMOUSLY.

Gordy Meyer provided an update to the status of the Pinecone Central Park. Gordy also thanked the Council for their support of the work that occurred over the winter months, added walking and cross country trails, skating rink and the finishing grade with a cloverleaf and fields with softball diamonds. Gordy updated the Council on the financial strategy and timeline for the development of upcoming phases based on funding. Mayor and Council members discussed future amenities and fundraising efforts.

OLD BUSINESS

CONSENT AGENDA "o"

Approval of amended resolution making certain appointments for 2012

Council member Hennes suggested Council member Peterson assume acting mayor role, replacing Steve Hennes. Council member Cordie will stay on the Park Commission as the Council Liason. Mayor Perske requested staff check if the Mayor should be a voting member of the Greater St. Cloud Area Development Corporation.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA "O", THE AMENDED RESOLUTION 21-12 MAKING CERTAIN APPOINTMENTS FOR 2012. THE MOTION CARRIED UNANIMOUSLY.

March 12, 2012

DEPARTMENT REPORTS

a. **Police Department**

b. **Public Works**

Public Works Director presented his report and answered Council's questions regarding road patching, park vandalism and the amount of salt and sand that was saved/ used this season.

CONSENT AGENDA ITEM "M"

Approval of resolution accepting compensation from MnDOT for acquisition of community sign easement located within the needed right-of-way for the TH 15/CR 120 interchange reconstruction

Mayor Perske expressed concern of the appraised value of the property and overall confusion of city signage in the area.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 19-12 ACCEPTING COMPENSATION FROM MNDOT FOR ACQUISITION OF COMMUNITY SIGN EASEMENT LOCATED WITHIN THE NEEDED RIGHT-OF-WAY FOR THE TH15/CR 120 INTERCHANGE RECONSTRUCTION. THE MOTION CARRIED UNANIMOUSLY.

c. **City Engineer**

Semi-Monthly Memorandum

City Engineer, Jeremy Mathiasen updated the Council on the proposed east side 2015 projects which would include the utility bridge.

d. **Planning & Community Development Director**

Semi-Monthly Memorandum

Director, Anita Rasmussen updated the Council on the progress of the new web site.

e. **City Administrator**

Consent Agenda Item "g"

Approval of Council Code of Conduct

Council member Peterson questioned the need for this code. A discussion followed regarding specific issues, parameters, compliance and enforcement. After the discussion, Mayor Perske requested a unanimous 5/0 vote.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO ADOPT THE CODE OF CONDUCT AS PRESENTED.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBER NICOLL AND HENNES

March 12, 2012

**NAY: MAYOR PERSKE, COUNCIL MEMBERS CORDIE AND PETERSON
MOTION FAILED**

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports

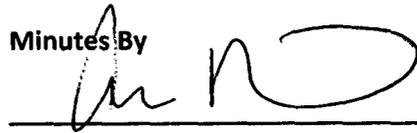
Council member Hennes expressed concern of the cancellation of two APO meetings. Mayor Perske will be giving a State of the City address at the upcoming Chamber meeting.

- City Council agenda item referrals to advisory boards and commissions

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON TO ADJOURN THE MEETING AT 8:18 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Anita Rasmussen, Planning & Community
Development Director**



MAYOR JOE PERSKE

**SPECIAL JOINT MEETING OF THE
SARTELL CITY COUNCIL AND PARK COMMISSION**

MINUTES OF MARCH 26, 2012

SPECIAL MEETING

Pursuant to due call and notice thereof, a special joint meeting was held on March 26, 2012 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT:	Mayor Perske; Council members: Cordie, Hennes, Peterson and Nicoll
PARK COMM PRESENT:	Corey Eckstrand, David Lindbloom, Matt Lindstrom, Lisa Schreifels
COUNCIL ABSENT:	None
PARK COMM ABSENT:	Diane Schellinger
OTHERS PRESENT:	Patti Gartland, City Administrator Anita Rasmussen, Community Development Director Brad Borders, Public Works Director Mary Degiovanni, Finance Director

AGENDA

The agenda was adopted as presented by consensus.

REGIONAL PARKS

Mary outlined the Council's priorities for use of the remaining park and recreation allocation of sales tax dollars to Watab, Pinecone Central, and Northside Parks. The various projects were discussed among the group and staff was instructed to:

Northside Park:

- Contact Steve Gabrielson about the proposal for Champion Field improvements and work with their designer and the City Engineer to come back with a proposal for Park Commission consideration and recommendation to the Council, including various site work issues, water and sewer services, and building options including separate restrooms vs combination restroom/concession building.
- Follow up with the disc golf group about the sign they are proposing and whether or not their signage will effectively designate the disc golf course location or if the City should install a separate sign to promote that course on site.
- Review the existing equipment located on the hill at Northside – the soccer goals are used, but the backstops stored there are currently not in use and should be recycled for use in another location.

Watab Park:

- Research upgrading the tennis courts and adding pickle ball
- Bring back design options and bituminous upgrade cost estimates for Park Commission consideration and recommendation to the Council. The Sauk Rapids, St. Augusta and Waite Park shelter designs and costs will be looked at for comparison purposes. Staff will also look at the encroachment issue with the neighboring property owner in case that can be resolved as a part of this upgrade project.
- Research lower cost options to upgrade the pool shelter using Sentence to Serve or Eagle Scout project help in making that shelter look better.

- Intent is to plan for upgrades in 2012 for construction in 2013 or later.

Pinecone Central Park:

It was clarified that Phase 1.2 and 1.3 (and possibly concession building) improvements are being pursued under an Amended Improvement Agreement and the next step will be for the Association to report to the Council on their progress to determine if the next phase of sales tax funding will be made available for this Park. However, new improvements such as the dog park or skatepark will go through the Park Commission for further recommendation before coming to the Council.

- Contact the skatepark fundraising group to suggest they ask the Newsleader to cover their upcoming fundraiser while also soliciting participation from Sartell residents to help with the initiative.
- Submit Anita's action plan on the skatepark to the Park Commission for recommendation to the Council as to plan and funding participation of the City.

Pinecone Regional Park:

- Staff will add pleasure rink to the Park Commission's agenda for the Commission to make a recommendation. Options were discussed of moving the existing playground equipment or putting a rink elsewhere on this site vs adding a warming house at Pinecone Central and focusing pleasure rink efforts there vs leaving the current rink as is with shared use between hockey players and pleasure skaters. Park Commission will make a recommendation for future Council consideration.

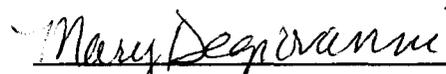
General:

- Staff will look at option of adding pickle ball at other tennis court locations as courts are resurfaced.
- Staff will provide more frequent updates to the Park Commission on project progress once Park Commission has made their recommendation to the Council and the various projects are under implementation.

ADJOURNMENT

Mayor Perske adjourned the meeting at 6:45 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

March 26, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF MARCH 26, 2012

6TH MEETING

Pursuant to due call and notice thereof, the 6TH meeting of 2012 was held on March 26, 2012 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
Anita Rasmussen, Planning & Community Development Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Jeremy Mathiasen, City Engineer

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.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. March 12, 2012 – Regular Council Meeting
- b. March 12, 2012 – Council Committee of the Whole Meeting
- c. March 12, 2012 – 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 March 20, 1012
- b. Professional Development
- ~~c. Approval of Resolution approving plans for CR 120 Improvements~~
- d. Schedule Council workshop session for 5 pm Monday, April 9, 2012
- e. Approval of purchase of new file server using available Technology fund monies
- ~~f. Approval of service contract for replacement of certain cable broadcasting & audio-visual components in Council Chambers using PEG funds in an amount not to exceed \$71,864~~
- g. Approval of purchase of budgeted computer equipment replacements for the Police Department
- h. Approval of special event permit for a Charity 5K walk/run event sponsored by DeZurik, Inc. on June 2, 2012, from 6 a.m. to 1 p.m.

March 26, 2012

- i. Approval of special event permit for a 5K walk/run event sponsored by St. Francis Xavier Church on August 17, 2012, from 6 a.m. to 1 p.m.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS DELETING ITEM "C" AND MOVING ITEM "F" TO DISCUSS UNDER NEW BUSINESS. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. **Approval of tax forfeitures classifications**

Finance Director, Mary Degiovanni provided an overview of the recommended tax forfeiture classifications with inclusion of two conditions that provide for the application of trunk charges to two outlots in Madison Crossing and the requirement of removal of a house on a clustering of lots in Madison Crossing. Because the County responded to our urging to increase minimum bid amounts and to cluster the majority of lots into two groupings, staff is recommending that we not re-assess.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE TAX FORFEITURE CLASSIFICATIONS SUBJECT TO CONDITIONS STATED BY STAFF. THE MOTION CARRIED UNANIMOUSLY.

b. **Approval of Resolution approving plans for CR 120 Improvements**

At the Mayor's request, City Engineer, Mathiasen provided an overview of the CR 120 and 50th Avenue intersection in the plans proposed for approval by the County. The County originally instructed the City to design 50th Avenue to include a signalized intersection at CR120. Jeremy then explained how the County determines what cost the City will incur as a result of a roundabout rather than a signalized intersection being constructed. It was noted that the City's share of the final estimated cost for the roundabout is actually less than what the City's cost would have been, had a signalized intersection been installed. A change in membership on the County Board ultimately is what prompted the County's change in directive from a signalized intersection to a roundabout. Consensus was that a roundabout will serve the transportation system better. Patti and Jeremy noted the deviations that the County made in typical cost allocation for this project that plays more favorably to both Sartell and St. Cloud.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 24-12 APPROVING A COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

Consent agenda item "f"

Approval of service contract for replacement of certain cable broadcasting & audio-visual components in Council Chambers using PEG funds in an amount not to exceed \$71,864

March 26, 2012

Brad Borders provided an overview of the improvements that are proposed noting the age of the existing equipment but also noted that it may not eradicate problems with the Charter cable broadcast system.

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

DEPARTMENT REPORTS

a. **Police Department**

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**

Director, Brad Borders noted the possibility of opening the compost site for a day or two earlier than April 14th, if it can be accomplished within the budgeted hours of service for 2013.

c. **City Engineer**

Semi-Monthly Memorandum

d. **Planning & Community Development Director**

Semi-Monthly Memorandum

e. **City Administrator**

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports

Council member David Peterson offered a reminder for the Sartell Youth Hockey fundraiser event this weekend.

Council member Nicoll noted an update she received from Rep. O'Driscoll regarding approval of the Water Conservation bill in the House.

Council member Hennes provided an update on increased bus ridership both in Sartell and overall with the MTC services.

Council member Cordie noted her attendance at the SALT Committee and discussion about increasing participation in National Night Out.

Mayor Perske asked that the board membership for 2012 be reviewed at the next Committee of the Whole meeting

- City Council agenda item referrals to advisory boards and commissions

March 26, 2012

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 7:45 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**



MAYOR JOE PERSKE

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

MINUTES OF APRIL 4, 2012

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 4, 2012 in the Sartell City Hall Council Chambers. Mayor Perske called the meeting to order at 6:30 p.m.

MEMBERS PRESENT: Joe Perske, Sandra Cordie, Sarah Jane Nicoll, and David Peterson
MEMBERS ABSENT: Steve Hennes
ALSO PRESENT: Mary Degiovanni, Finance Director
Steve Behrenbrinker, Sartell City Assessor
Nancy Heinzen, Stearns County Assessor's Office

BOARD OF REVIEW

Steve Behrenbrinker circulated a written summary of development activity and property valuation with 2011 construction activity, 2012 valuations, and the typical residential value decrease of 3 to 5%. 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:

Joe Torborg	Middletown 2 vacant lots	92.568232.0204 & 0219-228
Nate Corrieri	<address>	92.56570.0750
Chad Carlson, Lumber One Avon	Vacant lots in Avalon 2, Wilds & Heritage Place	

The following written appeals were received:

Silvercrest Properties	SilverOaks	Clarification needed on actual parcels being appealed
Tim Torborg	Sundance property	92.57113.0570
Tim Torborg	Epic Center property	92.56570.0163
Ronald Krukowski	168 Cheval Drive	92.57171.0392
Ken Olson	Pine Cone Square	92.57044-0395&0396

A motion was made by Nicoll and seconded by Cordie to approve the valuation adjustment per Tim Torborg's request and the Assessor's recommendation on Parcel No. 92.57113.0570 based upon accurate zoning classification of the property to \$270,000. The motion carried unanimously.

A motion was made by Peterson and seconded by Cordie to approve no change to the Tim Torborg Epic Center request. After discussion about the lack of available information on this request and the option to refer the questions back to the Assessor for further recommendation, the

motion failed with Peterson and Perske voting in favor and Cordie and Nicoll voting against. This parcel will come back to the Board with an update at their next meeting.

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 Nicoll to recess the meeting at 7:48 PM and to reconvene on April 23, 2012 at 6:30 pm to hear the Assessor's updated recommendations with no new appeals to be heard at the continuation. The motion carried unanimously.



Mary Degiovanni
Finance Director



MAJOR

Wendy DeGroot

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

MINUTES OF APRIL 4, 2012

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 4, 2012 in the council chambers of the Sartell City Hall. Mayor Perske called the meeting to order at 5:30 p.m.

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

AGENDA

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

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 increased slightly. Brian Koester explained the time period for comparables for purpose of the 2012 valuations is October 2010 through September 2011.

No appeals were received and the Assessors recommended no changes to their valuations.

MEETING ADJOURNMENT

A motion was made by Cordie and seconded by Nicoll to adjourn the meeting at 6:02 PM. The motion carried unanimously.



MAYOR



Mary Degiovanni, Finance Director

Wendy D. Johnson

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 9, 2012

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on April 9, 2012 in the conference room at Sartell City Hall. The meeting commenced at 5:05 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
Anita Rasmussen, Planning & Community Development Director

GREAT RIVER REGIONAL LIBRARY

Kirsty Smith, Executive Director and Julie Henne, Communications Coordinator from Great River Regional Library provided an overview of the financial status of GRRL and the resultant inability to realistically anticipate or plan for the creation of additional branch libraries in their service area. Information on library service enhancement alternatives, such as kiosks, was shared along with the possibility for pursuing a federal grant for something unique like kiosk service centers.

2011 AUDITED FINANCIAL STATEMENT

Kara Gaffy from Kern, DeWenter, Viere presented the City's audited financial statements for 2011. After review and discussion, the 2011 Audited Financial Statement as presented was accepted by consensus.

ADJOURNMENT

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

Minutes By:


Patti Gartland, City Administrator


Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 9, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on April 9, 2012 at Sartell City Hall. The meeting commenced at 8:05 PM.

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

AGENDA

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

SAUK RIVER REGIONAL PARK LAND ACQUISITION UPDATE

Steve Feneis, the city's acquisition negotiations representative, provided a comprehensive update on the status of his contacts with various property owners along the Sauk River corridor in assembling a minimum 68 acre acquisition using State bonding funds and State Legacy grant monies.

MSA DESIGNATION CHANGES

Jeremy provided an overview of the existing MSA road designations and potential changes in designation to better maximize future allocations based on criteria changes that give less credit for non-existent roadway corridor. Official approval of a fine-tuned version will occur at the next regular Council meeting.

COMPOST SITE HOURS & REVENUE/EXPENSE ANALYSIS

Mary and Patti provided an overview of the permit fee, days and hours for the compost operations in neighboring cities which reflected favorably on Sartell in value to the customer. The analysis of annual operating revenue and expense also demonstrates that the permit revenues fall short of covering the cost of operation by an estimated \$46,000 to nearly \$80,000 annually. As a result of the impending retirement of an employee that currently devotes @ 25 hours/week at the compost site, the service level for 2012 is expected to diminish to what is expected to be a more comparable level of service at neighboring sites. A more basic level of maintenance at the site will be assumed by remaining employees and seasonal hires.

2012 BOARD AND COMMISSION APPOINTMENTS

Patti suggested Council give consideration to proposing a Council liaison appointment to the Sartell Senior Connection board. Consensus was to appoint the Mayor to the newly formed Greater St. Cloud Development Corporation with Council Member Nicoll appointed as alternate. Consensus was to defer the potential for establishing a Council liaison role to the Planning Commission to 2013.

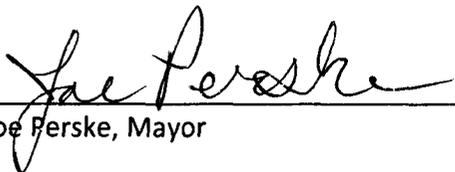
ADJOURNMENT

A motion was made by Nicoll and seconded by Hennes to adjourn the meeting at 9:06 pm.

Minutes By:



Patti Gartland
Patti Gartland, City Administrator



Joe Perske
Joe Perske, Mayor

April 9, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 9, 2012

7TH MEETING

Pursuant to due call and notice thereof, the 7TH meeting of 2012 was held on April 9, 2012 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
Anita Rasmussen, Planning & Community Development Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Jeremy Mathiasen, City Engineer

PLEDGE OF ALLEGIANCE

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.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. March 26, 2011 - Regular Meeting
- b. March 26, 2011 - Joint Meeting of Council and Park Commission

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. 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 5, 2012
- e. Professional Development Classes
- f. Approval of budgeted second phase purchase of Jaws of Life equipment for Fire Dept.
- g. Approval of resolution accepting donations from area businesses for safety brochures and literatures for the Police Department from the National Safety Council
- h. Approval of budgeted native prairie maintenance contract for City Hall and Celebration Park properties
- i. Approval of annual groundwater monitoring and reporting contracts with Leggette, Brashears & Graham

April 9, 2012

- j. Approval of MnDOT cooperative construction agreement and authorizing resolution for relocation of city utilities relocation required with the TH & CR120 diverging diamond interchange construction
- k. Approval of special event permit for Mayor's 5K on June 8, 2012

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

OLD BUSINESS

a. Recommendation from Park Commission on proposed Champion Field Improvements

Finance Director, Mary Degiovanni provided an overview of staff's recommendations outlined in a memo to the Council and the three actions proposed for Council consideration. Steve Gabrielson provided an overview from the Baseball Association of the next phase of improvements proposed for Champion field. The new concept is to locate a restroom/concession stand/press box that would benefit both Northside Park and the Champion ball field and jointly fund it with City and private fundraising as a future phase. The next phase of improvements proposed to occur yet this spring would include installation of 10 ft. x 150 ft. paver walkway behind the foundation wall that includes drain tile improvements, a 32 ft. wide flat grassed area to the rear of the walkway and a 2 foot earthen retaining wall and additional drainage and runoff improvements. He noted favorable review by the Park Commission.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE AUTHORIZING STAFF, WITH REVIEW BY LEGAL COUNSEL, TO ENTER INTO AN AMENDED IMPROVEMENT AGREEMENT FOR THE DESCRIBED PROJECT, INCLUDING AUTHORIZATION TO CONTRIBUTE UP TO \$30,000 OF SALES TAX MONIES TO THE BASEBALL ASSOCIATION FOR THE IMPROVEMENTS (EXCLUDING THE RESTROOM/CONCESSION/PRESS BOX BUILDING), AND APPROVAL TO INSTALL, AT CITY EXPENSE, IRRIGATION IMPROVEMENTS (ESTIMATED AT \$1,450) AS WELL AS THE NORTH BERM (ESTIMATED AT \$3,200) TO REDIRECT RUNOFF. THE MOTION CARRIED UNANIMOUSLY.

b. Recommendation from Park Commission on skate park development improvement process

Anita provided an overview of the skate park development improvement process as was previously discussed at the joint meeting of the Park Commission and Council on March 26th. The Park Commission offered a unanimous recommendation for approval .

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON MOVING APPROVAL WITH ITEM #6 MODIFIED TO STATE "AN APPROXIMATE MNIMUM OF \$200,000 IN CASH DONATIONS OR PLEDGES RAISED BY THE FUNDRAISING GROUP ". THE MOTION WAS SECONDED BY MEMBER CORDIE. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

- a. **Police Department**
- b. **Public Works**

April 9, 2012

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

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports

Council member Hennes noted that he attended the birthday party of a resident that turned 106 years old and presented her with a City History book.

Council member Nicoll noted the locally driven effort to get relief to the water conservation pricing mandate legislation.

- City Council agenda item referrals to advisory boards and commissions

ADJOURN

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

Minutes By



**Patti Gartland
City Administrator**


MAYOR JOE PERSKE

SARTELL (STEARNS COUNTY) BOARD OF EQUALIZATION MEETING

MINUTES OF APRIL 23, 2012

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 23, 2012 in the Sartell City Hall Council Chambers. Mayor Joe Perske called the meeting to order at 6:30 p.m.

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

MEMBERS ABSENT: None

ALSO PRESENT: Mary Degiovanni, Finance Director
Patti Gartland, City Administrator
Steve Behrenbrinker, Sartell City Assessor
Kathy Korte, Stearns County Assessor's Office

BOARD OF REVIEW CONTINUATION

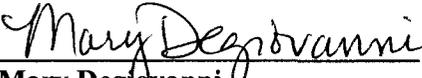
Steve Behrenbrinker presented recommended adjustments to the 2012 proposed valuations for the following property owners that presented an appeal for re-evaluation at the April 4, 2012 meeting.

<u>Property Owner</u>	<u>Parcel Number</u>	<u>2012 Proposed Valuation</u>	<u>2012 Recommended Adjusted Valuation</u>
Joe Torborg	92.568232.0204 & 0219-228	\$31,500 each	\$25,000 each
Nathan Corrieri	92.56570.0753	\$206,400	\$202,800
Chad Carlson, Lumber One	92.56570.0736, 37, 39, 41, 55, 62	\$45,000 each	\$33,000 each
Chad Carlson, Lumber One	92.57115.0337, 38, 39, 41, 42, 44-48, 50, 53-55	\$60,000 each	No change
Chad Carlson, Lumber One	92.56705.0001-6, 0008-15, 0070-74	\$35,000 each	No change
Silvercrest Properties, LLC	92.57105.0401, 02, 03	\$1,775,700	No change
Tim Torborg	92.57113.0570	\$562,500	\$270,000
Tim Torborg	92.56570.0163	\$1,592,600	No change
Ronald Krukowski	92.57171.0392	\$159,200	No change
Ken Olson	92.57044-0395&0396	\$504,600	No change

A motion was made by Peterson and seconded by Hennes to approve the Assessor's 2012 recommended valuations as presented. The motion carried unanimously.

ADJOURNMENT

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


Mary Degiovanni
Finance Director


Mayor

April 23, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 23, 2012

8TH MEETING

Pursuant to due call and notice thereof, the 8TH meeting of 2012 was held on April 23, 2012 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
Anita Rasmussen, Planning & Community Development Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Dale Struffert, Deputy Police Chief
Jeremy Mathiasen, City Engineer

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

SPECIAL PRESENTATION

Brandon Testa and Jodi Gertken provided an overview of the 30th annual Apple Duathlon and Apple Kids events on May 25th and 26th. About 325+ are expected to participate in the adult race. The kids events is an endorsed BLEND Fit Kids event with approximately 200+ kids expected to participate.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. April 9, 2012 – Regular Council Meeting
- b. April 9, 2012 – Council Committee of the Whole Meeting
- c. April 9, 2012 – Council Workshop Meeting

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. Approval of voucher payments dated April 18, 2012
- b. Professional Development Seminars
- c. Acceptance of Park Commission meeting minutes for April 4, 2012
- d. Approval of resolution amending certain appointments for 2012
- e. ~~Approval of 2013 budget schedule~~

April 23, 2012

- f. Schedule Council Financial Management Plan Update Workshop for Monday, May 7th at 6 p.m.
- g. Approval of special event permits for the Apple Duathlon & Apple Kid events on May 25 & 26, 2012
- h. Set public hearing for May 29, 2012 for annual Stormwater Pollution Prevention Plan update
- i. Set public hearing for May 14, 2012 for amended conditional use permit/PUD for Silvercrest development
- ~~j. Approval to proceed with solicitation of bid for multi-city sealcoat bids~~
- k. Approval of resolution requesting MnDOT approval of modified MSA route designations
- l. Approval of resolution accepting various donations for Police Department operations
- m. Acceptance of retirement notice effective October 1, 2012 from Firefighter Bob Heins

Council member Peterson requested Consent Agenda item 6j be moved to discuss under the Public Works Department (8b)

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS A-M, REMOVING ITEM 'E' AND MOVING ITEM 'J' TO THE PUBLIC WORKS DEPARTMENT. THE MOTION WAS SECONDED BY MEMBER CORDIE. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

Approval of purchase of replacement vehicle for the Fire Marshal/Inspections official

Finance Director, Degiovanni provided an overview of the recommendation to move ahead with the purchase of a replacement vehicle for the Fire Marshal because of excessive repair needs with the existing vehicle which was a police squad car that had been replaced several years ago. Degiovanni also noted that the most cost effective and appropriate replacement would be a pickup truck which can better traverse construction sites that is purchased under State bid.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING THE PURCHASE OF A REPLACEMENT VEHICLE FOR THE FIRE MARSHAL/INSPECTIONS OFFICIAL. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department

Council member Hennes inquired about call increases from 2011. Deputy Chief Struffert noted the earlier spring weather along with the increase in commercial properties with the majority of theft calls being shoplifting.

Mayor noted the letter of thanks from a resident for two of our patrol officers.

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

b. Public Works

Director Borders, provided an overview of the Earth Day clean-up events this coming Saturday (April 28th)

Consent Agenda 'j'

Approval to proceed with solicitation of bid for multi-city sealcoat bids

Council member Peterson asked if the seal coating bid would include trails. Borders noted that trails need a different type of sealcoat that will be considered separately by the Council at a later date.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE SOLICITATION OF BIDS FOR MULTI-CITY SEALCOAT BIDS. THE MOTION CARRIED UNANIMOUSLY.

c. City Engineer

d. Planning & Community Development Director

Director Rasmussen, responded to questions regarding the Shoreland Ordinance review process and the potential for a donation of services which would be presented for future Council consideration.

e. City Administrator

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- Committee/Board reports

Council member Hennes noted a temporary MTC transfer site relocation in downtown St. Cloud

Council member Cordie commended the Police Department on the mock crash at the high school.

Council member Peterson noted there is a Hockey Association Board Meeting coming up later in the week.

Council member Nicoll offered a reminder on behalf of the EDC for the upcoming Development Summit

Mayor Perske provided an update from Greater St. Cloud Development Corporation and noted the Chamber Awards banquet on Thursday evening.

- City Council agenda item referrals to advisory boards and commissions

April 23, 2012

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 7:35 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**



MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF MAY 7, 2012

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on May 7, 2012 in the conference room at Sartell City Hall. The meeting commenced at 6:00 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
Anita Rasmussen, Planning & Community Development Director

AGENDA

A motion was made by Peterson and seconded by Cordie to adopt the amended agenda with the additions requested by Mayor Perske of APO Meeting, Meeting Schedule, Memorial Day, and Eagle Project. The motion carried unanimously.

PLANNING COMMISSION VACANCY

After discussing the short term duration of the vacancy, a motion was made by Cordie and seconded by Hennes to appoint Bill Worzala to fill the vacancy created by the resignation of Patrick Jacobson Schulte (term expiring 12/31/13) and to appoint Mike Larson to fill the remaining term of Bill Worzala (expiring 12/31/12). The motion carried unanimously.

APO MEETING, MEETING SCHEDULE, MEMORIAL DAY, AND EAGLE PROJECT

- Hennes agreed to attend the APO Executive Board meeting in Joe's place.
- Perske and Peterson will both be absent from the June 25th meeting so staff will make a recommendation at the June 11th meeting as to whether a second meeting in June can be canceled or not.
- Perske took a head count of those planning to attend Memorial Day service.
- Perske had been contacted by an Eagle Scout for a project and staff recommended those inquiries be referred to staff for coordination of the best project fits as well as to ensure appropriate ongoing supervision of the project.

FINANCIAL MANAGEMENT PLAN

- The updated utility schedules were acceptable for planning purposes, but will be continuously monitored for needed changes, specifically as total costs and funding sources are determined for street projects, including the East Side streets. There was consensus that City standards should be reviewed to incorporate greater flexibility when reviewing future construction and reconstruction projects both from an environmental and financial perspective.
- Staff outlined the abatement bond process recommended to finance the City's share of the TH 15/CR 120 costs.

- SAC and WAC projections were changed to 150 per year, but the Council will further consider and discuss whether rates should follow prior projections with \$200 SAC and \$200 WAC increases for 2013, or be adjusted to a 3% inflator.
- The proactive funding shown will be incorporated into the Plan but also monitored and updated for Council consideration, and the current method for calculating and collecting SAC and WAC charges will be further considered and discussed, although no changes were favored by the Council at this time.
- The updated tax base growth numbers will be incorporated into the FMP and the resulting tax rates will continue to be monitored for annual budget decisions.
- Future personnel needs were discussed and will be considered further during budget presentations however the FMP continues to reflect no new positions being added until 2015.
- Fire capital funding allocation will be further discussed with a recommendation developed prior to the joint meeting with the Town Board to present the 2013 Fire budget.
- Updated sales tax projections and the timeline proposed for sales tax expenditures were acceptable with consensus that the next step in enhancing library services is advocating GRRL's exploration of the kiosk system, and that the School District space and staffing is meeting the current Sartell Senior Connection needs so we have sufficient time to plan for longer term future needs in those areas. In the meanwhile, a meeting with the School District superintendent and board chair in July is scheduled to discuss the potential interest level in exploring additional collaboration opportunities such as the potential use of the \$1.6 million of sales tax revenues for a capital investment in a community resource facility.
- Unfunded priorities including 4th Ave connection from Heritage to 2nd St. South; Roberts Road East and West; Pine Cone Road North, 19th/65th; 50th Ave reconstruction from 23rd to Heritage, Dehler connection to 50th, 23rd St. S. and Dehler extensions to Pine Cone Road, sidewalk/trail on west side of Pine Cone Road, signalized intersections and/or roundabouts along Pine Cone Road will be kept in the Plan and we will continue to look for funding opportunities to complete those projects.
- Future development agreements containing collection of "potential future assessments" will be highlighted to the Council for a decision as to how those assessment funds should be allocated for future expenditure.

ADJOURNMENT

A motion was made by Nicoll and seconded by Hennes to adjourn the meeting at 8:30 PM. The motion carried unanimously.

Minutes By:



 Mary Degiovanni, Finance Director



 Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF MAY 14, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on May 14, 2012 at Sartell City Hall. The meeting commenced at 8:05 PM.

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

AGENDA

A motion was made by Nicoll and seconded by Hennes to adopt the agenda. The motion carried unanimously. Mayor Perske also asked City Attorney Jan Petersen for legal guidance for allowing ice skating and other such uses to occur on city storm water ponds. Jan Petersen recommended against allowing such activity to occur unless it was as part of a city operated and maintained skating rink.

CHRYSALIS HOUSE DEVELOPMENT

Mike Podawiltz, Maxine Barnett and Lonnie Kornovich provided an overview of a proposed 30 unit apartment project on property located at Roberts Road and 7th Street South which would have a occupancy preference for domestic abuse victims. The facility would be jointly owned by Anna Marie's Alliance and Podawiltz Development. Tax credit and Tax Increment Financing assistance is being requested. Police Chief Jim Hughes shared with the Council his research and assessment of the project as a well planned and beneficial project. Mary advised the Council that the next step in the process following this evening's introduction of the development plan concept would be for the Council to approve a resolution supporting the tax credit application to the State of MN.

CITY COUNCIL PAPERLESS COMMUNICATION OPTIONS

Patti shared with the Council equipment options and costs to replace hardcopy document generation with paperless communication options. These options will be considered further as part of the 2013 budget development process. She also distributed a draft communications policy update that would update the current policy. Jan discussed with the Council the benefit of isolating all forms of city-related communications to equipment used only for that purpose. He noted that any use of equipment for city business and personal business could result in personal communications being subject to review and disclosure under the Data Practices Act. He further referenced communication guidelines and recommendations in a handout from the LMC. Approval of the communication policy update will be presented for formal approval on a future Council agenda.

RFQ/RFP DRAFT FOR ENGINEERING SERVICES

Patti reviewed with the Council the prior consensus of the Council on process to be used for completing a comprehensive evaluation of consultant engineering services and provider options for 2013 – 2015. A draft RFQ was reviewed and consensus was to proceed with finalizing the RFQ for approval at the next regular Council meeting. It was further agreed that the qualified, neutral panel of

professionals should be comprised of individuals with relevant expertise that can provide an unbiased recommendation(s) to the Council in the selection process. Patti indicated that one panelist has been secured and additional suggestions would be solicited from that panelist and from the LMC.

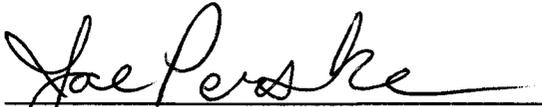
ADJOURNMENT

A motion was made by Nicoll and seconded by Hennes to adjourn the meeting at 9:50 pm.

Minutes By:



Patti Gartland
Patti Gartland, City Administrator


Joe Perske
Joe Perske, Mayor

May 14, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF MAY 14, 2012

9TH MEETING

Pursuant to due call and notice thereof, the 9TH meeting of 2012 was held on May 14, 2012 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
Therese Haffner, Planning Associate
Mary Degiovanni, Finance Director
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 PETERSON ADOPTING THE AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

SPECIAL PRESENTATION – SummerFest 2012 Update

SummerFest Co-chair Jason Mathiasen provided an overview of the SummerFest 2012 events and activities. He noted that this year marks the 20th year of festival celebrations. The carnival will have a few more games and inflatable's along with some bigger act bands and a lumberjack show like was part of the Centennial celebration. The street dance will have two bands (Slip Twister & Diamond Back) and the fireworks will also be enhanced. Currently the fundraising is about \$10,000 below where they were last year.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. April 4, 2012 – Stearns Board of Review
- b. April 4, 2012 – Benton Board of Review
- c. April 23, 2012 Regular Meeting
- d. April 23, 2012 Stearns Board of Review meeting
- e. May 7, 2012 – Financial Management Plan update workshop 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. April Building Permit Activity Report – Acceptance
- b. April Inspections Activity Report – Acceptance
- c. April finance Directors report – Acceptance

May 14, 2012

- d. Park Commission meeting notes of April 25, 2012
- e. Approval of voucher Payments dated May 9, 2012
- f. Professional Development: City Administrator to attend CGMC conference in Owatonna on July 25-27, 2012
- g. Approval of 2013 budget meeting schedule
- h. St public hearing for May 29, 2012 for Silvercrest Properties vacation of right-of-way and easement
- i. Set public hearing for May 29, 2012 for ordinance amendments relating to rain garden maintenance in public right-of-ways
- j. Set public hearing for May 29, 2012 for abatement bond issuance
- k. Approval of street closure permit & barricade fee waivers for National Night Out event on August 7, 2012
- l. Approval of resolution adopting performance measures implementation
- m. Approval of resolution accepting tree donation for Celebration Park
- n. Approval for voluntary participation of Sartell firefighters in CentraCare Foundation calendar fundraiser

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

PUBLIC HEARINGS

- a. **Amended conditional use permit/PUD for Silvercrest Development (Requested Action: Open but defer acceptance of testimony and continue the public hearing to May 29, 2012).**

Therese provided an overview of the conditional use permit amendment request submitted by Strack Construction for the Silvercrest Development to facilitate integration of additional professional office space with the existing townhome development. Because of a related action to request vacation of some right-of-way and easements, the request this evening is to open the hearing on the CUP amendment but defer taking testimony and continue the public hearing to May 29th 2012.

NEW BUSINESS

- a. **Approval of resolution setting a public hearing for May 29, 2012 on vacation on certain utility and drainage easements in Avalon Village, Lots 1-7, Block 2 and Avalon Village 2, Lot 3, Block 3**

Patti advised the Council that the request for acceptance of an encroachment agreement for a retaining wall installation in a public holding pond easement area in Avalon Village has been withdrawn by the property owner in an effort to pursue an alternative compliance action that evolved out of a meeting with staff last Friday. The alternative compliance action will require mitigation of the impacted area by the property owner by relocating the affected easement area and constructing replace ponding area on another part of the property owners lot. Because the city engineer has determined that there is more easement area than is needed to accommodate the actual constructed holding pond for 8 lots in Avalon Village. Staff is recommending that a public hearing be scheduled for May 29th to consider vacating excessive easement area on the eight lots.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 36-12 CALLING FOR A PUBLIC HEARING ON THE VACATION OF A PORTION

May 14, 2012

OF CERTAIN UTILITY AND DRAINAGE EASEMENTS FOR AVALON VILLAGE, LOTS 1-7 BLOCK 2, AND AVALON VILLAGE 2, LOT 3, BLOCK 3. THE MOTION CARRIED UNANIMOUSLY.
DEPARTMENT REPORTS

a. Police Department

Chief Hughes made note of May 15th being Peace Officer Memorial Day with a prior presidential order calling for flags to be flown at half staff on that date. Mayor Perske read a proclamation declaring the week of May 13th in recognition of the service of Peace Officers.

b. Public Works

- Monthly Activity Report

Public Works Director, Brad Borders indicated that the audio portion of the Council Chamber upgrades has been completed and encouraged feedback from the listening audience.

c. City Engineer

- Semi-monthly Memorandum

d. Planning & Community Development Director

Planning Associate, Therese Haffner offered a reminder of the Development Summit which will be held on May 24th.

e. City Administrator

City Administrator, Patti Gartland, shared with the Council the disappointing news that Governor Dayton signed into law the tax bill that provides for a freeze in LGA for 2013 and that he vetoed the omnibus tax bill that had included the local option sales tax extension for our communities. Although the LGA freeze was good news for most outstate cities, it actually results in a loss of \$116,000 for Sartell.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

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

Council member Peterson provided an update from the Hockey Arena Board and noted interest in exploring the potential for the playground to be replaced with a pleasure rink at Pinecone Regional Park and inquiring as to what the City would like to see done with the Zamboni that is being replaced by the Hockey Arena board.

Council member Nicoll noted that the regular EDC meeting for tomorrow morning has been cancelled because of the Development Summit that has been scheduled for next week.

Council member Hennes noted the increase in bus ridership in Sartell.

Mayor Perske gave an update from the Greater St. Cloud Development Corporation and noted how nice the improvements at Champion Field look. He also offered a reminder of the Apple Duathlon event and Memorial Day service events that are coming up.

May 14, 2012

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 7:46 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**



MAYOR JOE PERSKE

May 29, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF MAY 29, 2012

10TH MEETING

Pursuant to due call and notice thereof, the 10TH meeting of 2012 was held on May 29, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Jeremy Mathiasen, 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.

SPECIAL REPORT – Status update on Paper Mill Explosion and Fire

Administrator Gartland and Sartell Fire Captain Jerry Raymond provided a brief update regarding events surrounding the Verso Mill explosion and the status of the fire response on scene.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. May 14, 2012 – Regular Council Meeting
- b. May 14, 2012 – Council Committee of the Whole 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 May 24, 2012
- b. Professional Development
- ~~c. Approval of joint resolution annexing MSA route right-of-way areas~~
- d. Approval of low quote seal coat bid award to Caldwell Asphalt conditioned on approval by participating cities.
- ~~e. Approval of resolution updating the Financial Management Plan~~
- f. Approval of Technology and Communication Plan update to the Personnel Policy and Guidelines
- g. Approval of Request for Qualifications for Engineering Services for 2013-2015

May 29, 2012

- ~~h. Approval to revise score sheet for Firefighter applications to comply with new Veterans Preference requirements by shifting 5 points from qualifications scoring to Veterans Preference scoring~~
- i. Approval of change orders for north water tower rehabilitation project – safety grate installation & wireless antenna equipment protection (reimbursed by wireless tenant)
- j. Approval of resolution accepting donations of \$1,220 from local businesses for purchase of National Child Safety Council material, \$109 from Health Partners for bicycle rodeo helmets and \$100 Fairview Garden gift card donation from Jerry O’Driscoll family for use in Veterans Park
- k. Approval of fire suppression testing and monitoring contract with All State Communications and Security Fire Protection for city buildings.
- l. Approval of special event permit for SummerFest
- m. Approval of resolution setting a public hearing for June 11, 2012 for easement vacation in Avalon Village 6
- n. Approval of resolution setting a public hearing for June 11, 2012 for easement vacation in Newport Plat 2
- o. Approval of resolution supporting Chrysalis House project request for tax credit funding and potential for commitment of tax increment financing
- p. Approval to renew existing LMCIT liability insurance coverage
- q. Approval of resolution adopting post compliance policies and procedures

Council member Peterson requested items ‘c’ and ‘h’ be removed for separate discussion. Item ‘c’ will be discussed under the City Engineer and item ‘h’ will be discussed under the City Administrator’s business. Mayor Perske requested item ‘e’ be rescheduled for review again at the next Committee Of the Whole meeting.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS A-Q WITH THE REMOVAL OF ‘c’, ‘e’ and ‘h’. THE MOTION WAS SECONDED BY MEMBER HENNES. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Easement vacation in Avalon Village

Anita Rasmussen provided an overview of the proposed vacation of excess utility and drainage easements in a portion of the Avalon Village development. She noted that a 4/5ths vote is required because it is a city initiated action. Mayor Perske opened the public hearing, no testimony was offered and the Mayor closed the public hearing.

- Resolution approving vacation of excess utility and drainage easement in Avalon Village

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION 44-12 APPROVING THE VACATION OF EXCESS UTILITY AND DRAINAGE EASEMENTS IN AVALON VILLAGE. THE MOTION CARRIED UNANIMOUSLY.

May 29, 2012

- Approval of mitigation plan requirements on Lot 4, Block 2, Avalon Village establishing new easement and pond area (Related action not subject to public hearing)

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE MITIGATION PLAN REQUIREMENTS ON LOT 4, BLOCK 2, AVALON VILLAGE, AND ESTABLISHING NEW EASEMENT AND POND AREA. THE MOTION CARRIED UNANIMOUSLY.

b. Silvercrest Properties development

Council member Cordie announced that she will be abstaining from participation due to a personal conflict of interest.

Anita Rasmussen provided an overview of the proposed utility and right-of-way vacation and CUP and PUD amendment to facilitate professional office space within the Silvercrest Development. Mayor Perske opened both hearings to accept testimony concurrently. No oral or written testimony was offered and the hearing was closed.

- Conditional use permit & PUD amendment (hearing opened May 14, 2012 & continued to 5/29/12)
- Vacation of right-of-way and easement

Resolution approving findings of fact for CUP amendment

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 45-12 FINDINGS OF FACT RELATING TO A REQUEST FOR A CONDITIONAL USE PERMIT AMENDMENT IN AN R-5 PLANNED UNIT DEVELOPMENT DISTRICT.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: NONE

ABSTAIN: COUNCIL MEMBER CORDIE

MOTION CARRIED

Resolution approving CUP amendment

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 46-12, ADOPTING CONDITIONAL USE PERMIT AMENDMENTS IN SILVERCREST SARTELL CAMPUS REQUIREMENTS WITHIN A R-5 PLANNED UNIT DEVELOPMENT.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: NONE

ABSTAIN: COUNCIL MEMBER CORDIE

MOTION CARRIED

May 29, 2012

Resolution vacating certain drainage, utility and walkway/trail easement

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 47-12, VACATING A PORTION OF A DRAINAGE AND UTILITY EASEMENT AND RIGHT-OF-WAY/WALKWAY SILVERCREST AND SILVER OAKS DEVELOPMENT.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: NONE

ABSTAIN: COUNCIL MEMBER CORDIE

MOTION CARRIED

Final plat and development agreement approval (Related action not subject to public hearing)

Anita Rasmussen provided an overview of the final plat and development agreement for Silvercrest Properties. A discussion followed as to whether or not to have the trail privately installed now versus accepting a payment in lieu for future construction by the City. Consensus was a preference to have it installed now to city specifications.

- Resolution approving final plat & development agreement

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY NICOLL APPROVING RESOLUTION 48-12, FINAL PLAT AND DEVELOPMENT AGREEMENT FOR SILVERCREST.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: NONE

ABSTAIN: COUNCIL MEMBER CORDIE

MOTION CARRIED

Site plan approval (Related action not subject to public hearing)

Anita Rasmussen provided a overview of the features of the office development and noted that staff and the Park Commission recommended approval subject to stipulated conditions.

Motion to approve site plan subject to stipulated conditions

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY HENNES APPROVING THE SITE PLAN, SUBJECT TO STATED CONDITIONS.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: NONE

ABSTAIN: COUNCIL MEMBER CORDIE

MOTION CARRIED

May 29, 2012

c. Ordinance amendment relating to rain garden maintenance in public right-of-ways

Anita Rasmussen provided an overview of the proposed ordinance amendments to regulate maintenance requirements for rain gardens that are installed within our public right-of-ways as functional features of our storm sewer system. Mayor Perske opened and closed the public hearing, no testimony was offered. Discussion and debate followed regarding retroactive application to existing rain garden features.

Ordinance amending Chapter 20, Title 11 of the Zoning Ordinance, Erosion & Sediment Control

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING ORDINANCE 12-02 AMENDING CHAPTER 20, TITLE 11 OF THE ZONING ORDINANCE. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:
AYE : MAYOR PERSKE, COUNCIL MEMBERS: CORDIE, HENNES, NICOLL
NAY: COUNCIL MEMBER PETERSON
MOTION CARRIED**

d. 2012 Stormwater Pollution Prevention Plan & 2011 NPDES Phase II Annual Report

Anita Rasmussen provided an overview of the EPA mandate requiring development of SWPPP and submission of an annual report. Mayor Perske opened the public hearing, no oral or written testimony was offered and the Mayor closed the hearing.

Resolution approving the 2011 NPDES report & 2012 Stormwater Pollution Prevention Plan

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION 49-12, 2011 NPDES REPORT & 2012 STORMWATER POLLUTION PREVENTION PLAN.
THE MOTION CARRIED UNANIMOUSLY.**

e. Abatement bond issuance

Finance Director, Mary Degiovanni provided an overview of the proposal to issue bonds that do not require any minimum amount of special assessments through issuance of an abatement bond. This bond issue will be used to finance the city's share of the TH 15 and County Road 120 refinancing some existing bonds.

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

Resolution approving property tax abatements

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON ADOPTING RESOLUTION 50-12 APPROVING PROPERTY TAX ABATEMENTS. THE MOTION CARRIED UNANIMOUSLY.

May 29, 2012

Resolution providing for sale of bonds (Related action not subject to public hearing)

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 51-12 PROVIDING FOR THE SALE OF \$7,515,000 GENERAL OBLIGATION BONDS. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Sierra Cove Plat 2 and Development Agreement

Anita Rasmussen provided an overview of the proposed 9 lot plat and terms of the development agreement.

Resolution approving Final Plat and Development Agreement for Sierra Cove Plat 2

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER PETERSON ADOPTING RESOLUTION 52-12 APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT FOR SIERRA COVE PLAT 2. THE MOTION CARRIED UNANIMOUSLY.

b. City Engineer's presentation of trail repair and maintenance plan options and recommendations

City Engineer, Jeremy Mathiasen provided a power point overview of various locations within the city's trail system that are in a deteriorated condition. It was noted that the Park Commission has requested an opportunity to provide further review and discussion and perhaps host a joint meeting with affected neighborhood areas to explore options and preferences. Finance Director, Degiovanni noted potential funding sources for the various repair options. Consensus of the Council was to refer the issue back to the Park Commission for further review and recommendation.

c. Shoreland Ordinance technical assistance service proposal

Anita Rasmussen provided an overview of technical assistance offer from MRR using consultant Jean Pohlman to assist the city in its review of our ordinances as efforts to develop a shoreland ordinance for future Council consideration. The Park Commission recommends approval.

Resolution accepting technical assistance donation from the Mississippi River Renaissance

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER PETERSON ADOPTING RESOLUTION 53-12 ACCEPTING TECHNICAL ASSISTANCE DONATION FROM THE MISSISSIPPI RIVER RENAISSANCE. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. Request to initiate hiring process for filling a patrol officer vacancy

Chief Hughes provided an overview of the request to initiate the hiring process to fill the existing patrol officer vacancy as warranted by additional call load, particularly as a result of growth in our business community and medical calls. Actual hiring recommendation would be in August.

May 29, 2012

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE HIRING PROCESS FOR FILLING THE PATROL OFFICER VACANCY. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department

Chief Hughes noted the assistance from the Public Works Department staff in responding to the Verso explosion event. He also noted the 21st DARE graduation (#280) event last week.

b. Public Works

Director Borders noted that an estimated 2-3 million gallons of water was pumped for the fire response event and the extra effort required at the plant to accommodate the needs.

c. City Engineer

- Semi-monthly Memorandum

Consent Agenda Item 'C'

Approval of joint resolution annexing MSA route right-of-way areas

Engineer Mathiasen clarified that the City is already maintaining the corridors proposed for annexation to facilitate their inclusion in the MSA system

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 37-12, THE JOINT RESOLUTION APPROVING RIGHT-OF-WAY ANNEXATION FOR 6TH STREET SOUTH, PINECONE ROAD AND CONNECTICUT AVENUE. THE MOTION CARRIED UNANIMOUSLY.

d. Planning & Community Development Director

- Memorandum

e. City Administrator

Consent Agenda Item 'H'

Approval to revise score sheet for Firefighter applications to comply with new Veterans Preference requirements by shifting 5 points from qualifications scoring to Veterans Preference scoring

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE REVISED SCORE SHEET AS PRESENTED ON THE CONSENT AGENDA WITH CLARIFYING LANGUAGE REGARDING "SERVICE CONNECTED" VETERANS PREFERENCE STATUS. THE MOTION CARRIED UNANIMOUSLY.

May 29, 2012

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 NICOLL AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 9:34 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**


MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF JUNE 11, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on June 11, 2012 at Sartell City Hall. The meeting commenced at 8:10 PM.

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

AGENDA

The Council discussed schedules for the United Methodist Church groundbreaking and the July 2nd parade, and the Mayor confirmed that the correspondence he received on a crosswalk request should go through the Police Department for review and recommendation. The Council also discussed the importance of timely updates to the Financial Management Plan but agreed that the review of that plan and discussion of Community Resource Facility planning could be moved to the July COW agenda. A motion was made by Hennes and seconded by Nicoll to adopt the agenda with the Financial Management Plan Update and Community Resource Facility planning removed, and with Emergency Response discussion added.

BOARD OF REVIEW

After discussing options, the consensus of the Council was to make no changes to the current Board of Review process. Staff will circulate a schedule of training opportunities when they become available.

EMERGENCY RESPONSE

After briefly discussing the appropriate roles of staff and the Mayor during emergency events, the consensus of the Council was to discuss the Emergency Operations Plan with Chief Hughes at a future meeting since the Chief serves as Emergency Management Director for the City. Councilmember Cordie suggested August or September for this discussion.

ADJOURNMENT

A motion was made by Nicoll and seconded by Hennes to adjourn the meeting at 8:45 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

June 11, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF JUNE 11, 2012

11TH MEETING

Pursuant to due call and notice thereof, the 11TH meeting of 2012 was held on June 11, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
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 PETERSON ADOPTING THE AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. May 29, 2012 – Regular 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. May Building Permit Activity Report – Acceptance
- b. May Inspections Activity Report – Acceptance
- c. May Finance Directors Report – Acceptance
- ~~d. Park Commission meeting notes of May 23, 2012 – Acceptance~~
- e. Approval of voucher payments dated June 7, 2012
- f. Professional Development
- g. Approval of proclamation for National Night Out
- h. Approval of budgeted low quote for street striping
- i. Approval of special event permit for Chamber Rock-N-Block party on August 11, 2012
- j. Set public hearing for July 9, 2012 for side yard setback variance request for 1408 10th Avenue North

Council member Nicoll requested item 'd' be removed to urge the Park Commission to consider renaming Pinecone Regional Park rather than Pinecone Central as they formulate a recommendation for Council consideration.

June 11, 2012

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS 'A-J' WITH THE REMOVAL OF ITEM 'D'. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Easement vacation in Avalon Village 6

Anita Rasmussen provided an overview of the request which will facilitate replatting 12 lots into 10 larger lots. Mayor Perske opened the public hearing, no written or oral testimony was offered and the hearing was closed.

Resolution vacating certain drainage & utility easements in Avalon Village 6, Contingent on approval of final plat for Avalon Village 7

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 57-12 VACATING CERTAIN RIGHT-OF-WAY DRAINAGE AND UTILITY EASEMENTS IN AVALON VILLAGE 6. THE MOTION CARRIED UNANIMOUSLY.

Final Plat and Development Agreement for Avalon Village 7 (Related action not subject to public hearing)

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION 56-12, THE FINAL PLAT AND DEVELOPMENT AGREEMENT OF AVALON VILLAGE 7, SUBJECT TO CONDITIONS IN STAFF MEMO. THE MOTION CARRIED UNANIMOUSLY.

b. Easement vacation in Newport Plat 2

Anita Rasmussen provided an overview of the request which will facilitate consolidating two lots into a single buildable lot. The Mayor opened and closed the hearing. No oral or written testimony was offered.

Resolution vacating certain drainage & utility easements in Newport Plat 2

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 58-12 VACATING CERTAIN DRAINAGE & UTILITY EASEMENTS IN NEWPORT PLAT 2. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Resolution providing for issuance and sale of bonds

The City's financial advisor, Mark Ruff of Ehlers Associates, provided an overview of the proposed bond issue which is a combination of refinancing and financing of the city's share of TH 15 and County Road 120 improvements. He noted that the city's AA rating was reaffirmed by Standard & Poor's. Five bids received with Piper Jaffrey providing the most favorable bid at 1.8019%. This represents nearly a half million dollars in savings.

June 11, 2012

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY PETERSON APPROVING RESOLUTION 60-12 PROVIDING FOR ISSUANCE AND SALE OF \$7,515,000 G.O. BONDS SERIES 2012A. THE MOTION CARRIED UNANIMOUSLY.

b. Verso Events Update – Declaration of Emergency

Patti provided an overview of the scope of response to the Verso Explosion event and the resolution declaring a local emergency has and continues to exist. She noted that the State Fire Marshal's office has completed its investigation and found no evidence of criminal activity. Their written report and indication of cause will be issued somewhere in the next few weeks.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER PETERSON ADOPTING RESOLUTION 59-12 FINDING THAT A LOCAL EMERGENCY HAS AND CONTINUES TO EXIST. THE MOTION CARRIED UNANIMOUSLY.

Mayor Perske read the list of fire departments, agencies and businesses that assisted with the fire response at Verso Paper.

NEW BUSINESS

a. Designation of 2nd Acting Mayor for the City Council

Council member Sandra Cordie proposed that Council member Hennes be appointed as 2nd Acting Mayor.

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

b. Cancellation of June 25, 2012 Regular Council Meeting

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES CANCELLING THE JUNE 25TH REGULAR COUNCIL MEETING. THE MOTION CARRIED UNANIMOUSLY.

c. Resolution removing parking restrictions on the westerly side of 2nd Avenue from 2nd Street to 4th Street North

Anita Rasmussen provided an overview of a request from Sartell-St. Stephen School District to remove the parking restrictions on one side of the street near the District Administration property. Retaining restrictions on the east side is necessary for assuring adequate access to the DeZurik property.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 55-12 REMOVING THE PARKING RESTRICTION ON THE WESTERLY SIDE OF 2ND AVENUE NORTH FROM 2ND STREET NORTH TO 4TH STREET NORTH . THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. Police Department

Chief Hughes noted that the Police Activity League (P.A.L.) starts tomorrow night at Val Smith park.

b. Public Works

Director Borders noted the new audio & video installation is near complete. Brad also noted that we now have three cable broadcast volunteers.

c. City Engineer

- Semi-monthly Memorandum

d. Planning & Community Development Director

- Memorandum

Council member Peterson asked about the status of the Skate Park advisory group. Anita noted that the attempts to get a meeting of the group scheduled has failed and the advisory group has not followed through on the offer from the Initiative Foundation to establish a fund for fundraising purposes.

e. City Administrator

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

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

Council member Cordie noted that Sartell Senior Connection will not be meeting in July. Mayor Perske provided accolades to city departments that assisted in making the Summerfest a great success.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 8:03 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**


MAYOR JOE PERSKE

SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 9, 2012

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on July 9, 2012 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
Ken Heim, Fire Chief
Jim Hughes, Police Chief
Brad Borders, Public Works Director
Anita Rasmussen, Community Development Director

AGENDA

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

2013 BUDGET, CAPITAL PLANS & FEE SCHEDULE

Department managers overviewed their proposed 2013 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

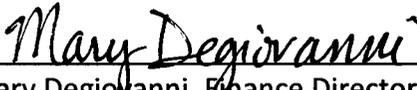
All budget proposals were discussed including:

- Anita discussed with the Council that sign permit costs as required by the City's sign ordinance update a couple of years ago were not being covered by the fees, but that to increase the permit fees would unfairly penalize those who do comply.
- Ken discussed the Fire Department budget request for medical checks and more information will be gathered on that request.
- Jim has still not received St. Cloud's proposal for prosecution services for 2013 so that budget line item is still a question.
- Patti recommended continuing with the 50% reductions in some dues and contributions but suggested the Council could consider cutting totally if they find some are no longer of value.
- The Mayor confirmed he would like to keep the option open to go to Washington to lobby again if the right project was on the table.
- Brad will rate our existing trails to come up with a maintenance plan for Council consideration.
- The Council did not have an opportunity to discuss Township fire funding formulas so that will be added to a future budget workshop agenda.

ADJOURNMENT

Upon motion made by Hennes and seconded by Peterson, the Mayor adjourned the meeting at 6:34 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

11/11/11 11:11



SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 9, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee of the whole meeting was held on July 9, 2012 at Sartell City Hall. The meeting commenced at 8:22 PM.

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

COUNCIL ABSENT: None

OTHERS PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Community Development Director
Mary Degiovanni, Finance Director
Jeremy Mathiasen, City Engineer
Joe Hill, School Superintendent
Mary McCabe, School Board Chair

AGENDA

After introductions, a motion was made by Nicoll and seconded by Peterson to adopt the agenda as presented. The motion carried unanimously.

POTENTIAL COLLABORATION

Those present discussed possible collaborative efforts between the City and School including community resources such as senior center, library branch, meeting space, field house and improvements to Pinecone Road, including a possible roundabout near Oak Ridge Elementary and a pedestrian system from Pinecone Central Park across to School property.

Next steps discussed included some type of community input/visioning and a joint meeting between the City Council and School Board and potentially quarterly or semi-annual meetings thereafter to keep the lines of communication open to ensure collaborative long term planning for the benefit of our taxpayers.

FINANCIAL MANAGEMENT PLAN

The Council discussed whether road repairs were adequately addressed within the Financial Management Plan and agreed only major replacements would be included within the Plan but that their annual sealcoating/street repair budgets need to factor in repairs such as 19th and 5th. The Council also discussed the lack of budgeted funding for park equipment replacement/park repairs and agreed they would like to see alternatives for increasing the current \$20,000 every other year contribution to Park fund to be \$20,000 per year, although no agreement was reached on this since impacts on tax levy need to be considered. Lastly, the Council discussed the local option sales tax allocations and agreed that the intent is to fund all the voter approved areas and no changes were needed at this time.

COMMUNITY RESOURCES

Due to the late hour, the Council agreed to carry this agenda item over to a future committee of the whole meeting.

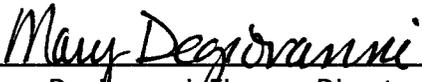
FORFEITURE UPDATE

The Council instructed staff to draft a letter for the Mayor's signature expressing the Council's concerns about how the County's fees will be structured on the forfeiture sales to ensure Sartell does not pay a disproportionate share of the 2012 fees.

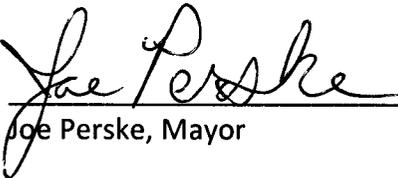
ADJOURNMENT

A motion was made by Cordie and seconded by Hennes to adjourn the meeting at 10:05 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

100-100000-100000

SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 9, 2012

12TH MEETING

Pursuant to due call and notice thereof, the 12TH meeting of 2012 was held on July 9, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Jeremy Mathiasen, 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. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. June 11, 2012 – Regular Meeting
- b. June 11, 2012 – Committee of the Whole Meeting

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. June Finance Directors Report – Acceptance
- b. Park Commission meeting notes of June 27, 2012 – Acceptance
- c. Approval of voucher payments dated July 5, 2012
- ~~d. Approval of resolution appointing election judges for primary election of August 14, 2012~~
- e. Approval of resolution accepting various donations
- f. Approval of budgeted purchase of replacement utility truck
- g. Approval of budgeted purchase of lift station pump replacement
- h. Approval of resolution setting public hearing for July 23, 2012 for Country Manor refinancing bonds
- i. Approval of fund transfers and closures
- j. Approval of resolution supporting submission to the State Business Development Capital Projects grant program – Public Safety Facility Improvements

July 9, 2012

- k. Approval of resolution supporting submission to the State Business Development Capital Projects grant program – South Transportation System Improvements (reconstruction of 50th Avenue and extension of 4th Avenue South
- l. Approval of special event permit for Sartell Hearts Healing Hearts 5k on August 4, 2012 from 9-11 a.m.
- m. Approval of special event permit for Monster Race event
- n. Set special joint meeting of the Council and Planning Commission for July 18, 5:30 – 7:30 p.m. for consultant presentation on ordinance review outcomes
- o. Approval of budgeted computer purchase
- ~~p. Approval of North Trunk Storm Sewer Improvement feasibility study~~
- q. Approval of resolution setting a public hearing for July 23, 2012 for easement vacation in Tiffany Meadows
- ~~r. Approval of tennis court repairs for Northside Park~~

Mayor Perske requested “5d” and “5p” be removed for discussion, also Council member Peterson requested “5r” be removed for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ‘A-Q’, REMOVING ‘D’ AND ‘P’. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. **Side yard setback variance request for 1408 10th Avenue North**

Community Development Director, Rasmussen provided an overview of the requested variance which was prompted when a survey of the property revealed actual construction of the house was placed closer to the property line than is allowed. The error occurred by the builder and was not identified by the city’s building official at the time of inspection. The actual location of the structure is not causing any detriment and is recommended to be legitimized through approval of the variance.

Resolution approving side yard setback variance

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 66-12 APPROVING A VARIANCE TO THE SIDE YARD SETBACK FOR AN EXISTING HOUSE WITH ATTACHED GARAGE IN A RESIDENTIAL ZONE. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving findings of fact to support approval (or denial) of side yard setback variance

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE ADOPTING RESIDENTIAL 67-12 APPROVING FINDINGS OF FACT SUPPORTING A VARIANCE TO THE MINIMUM SIDE YARD SETBACK REQUIREMENT. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

Trail improvement recommendations from Park Commission

City Engineer, Mathiasen provided an overview of the recommendations from the Park Commission regarding trail conditions and maintenance options for existing trails as referenced in the agenda packet memo and the Park Commission minutes for June 27, 2012. The full scope of repair options for areas previously identified in need of repair is estimated at \$50,000. Concern was expressed for investing in a repair that may very well end up being short term because of the uncertainty of the ongoing potential for additional willow root damage occurring. After discussing various options and implications, consensus was to have the engineer get some better cost estimates and various options along with bringing staff recommendations for Council consideration at a future meeting.

NEW BUSINESS

Site plan for Shoppes at Epic Center

Community Development Director, Rasmussen provided an overview of the site plan approval request for two multi-tenant retail buildings totaling approximately 15,000 sq ft. at the Epic Center site between the Hardees and Frugals developments. Council addressed a variety of questions regarding access, parking and pedestrian flow through the site.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING THE SITE PLAN FOR THE SHOPPES AT EPIC CENTER. THE MOTION CARRIED UNANIMOUSLY.

Consideration of proposal to complete intersection control evaluation for Heritage Drive and Pinecone Road

Engineer Mathiasen provided an overview of a proposal for completion of an intersection control evaluation for Heritage Drive and Pinecone Road given a growing level of traffic delays.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING WITH THE USE OF STREET FUNDS.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

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

NAY: COUNCIL MEMBER PETERSON

MOTION CARRIED

DEPARTMENT REPORTS

- a. **Police Department**
Monthly Activity Report

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

Speeding and Signage Protocols Memo

Police Chief, Hughes highlighted the Council adopted protocol from 2006 that establishes a uniform criteria and process for addressing requests for traffic controls and enforcement concerns. He also acknowledged the growing number of requests for medical assists as a result of more elder housing and senior population in the community.

b. Public Works

Consent Agenda "5r"

Approval of tennis court repairs for Northside Park

Public Works Director, Borders addressed questions for proposed tennis court repairs at Northside Park from Council member Peterson regarding the cost for crack repair on a court that was repaired just two years ago. Brad explained that repairing the cracks is necessary to adequately enable warranty work for painting to occur. He also noted that doing the crack repair now will enable us to delay future crack repairing. Brad noted that asphalt courts are cheaper to construct but are more costly to maintain.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE TENNIS COURT REPAIRS FOR NORTHSIDE PARK.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

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

NAY: COUNCIL MEMBER PETERSON

MOTION CARRIED

c. City Engineer

- Semi-monthly Memorandum

Consent Agenda Item "5p"

Approval of North Trunk Storm Sewer Improvement feasibility study

City Engineer, Mathiasen addressed questions from Mayor Perske for a proposed feasibility study for the North Storm Sewer improvements that initiate from the Bakers Lake area to the Watab River to determine if the rate of flow can be impacted to reduce periodic flooding to certain homes in The Wilds neighborhood and at the golf course.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING THE NORTH TRUNK STORM SEWER IMPROVEMENT FEASIBILITY STUDY. THE MOTION CARRIED UNANIMOUSLY.

d. Planning & Community Development Director

- Memorandum

e. City Administrator

July 9, 2012

Consent Agenda "d"

Approval of resolution appointing election judges for primary election of August 14, 2012

City Administrator, Gartland addressed questions from Mayor Perske regarding the possibility of reducing the number of precincts, particularly for the primary election. Gartland explained the number of precincts has grown as the city's voting population has grown with the current designations approved by the Council prior to the 2010 general election. She also noted how confusing it is for voters whenever there is a change in their voting precinct location. Mailed notice to registered voters would be required for any change in precinct designation.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 61-12 APPROVING ELECTION JUDGES FOR PRIMARY ELECTION OF AUGUST 14, 2012.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS: CORDIE, HENNES, NICOLL, PETERSON

NAY: MAYOR PERSKE

MOTION CARRIED

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 CORDIE AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 8:17 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Patti Gartland

City Administrator



MAYOR JOE PERSKE

July 23, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 23, 2012

13TH MEETING

Pursuant to due call and notice thereof, the 13TH meeting of 2012 was held on July 23, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Jeremy Mathiasen, 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 AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

Doug Boser , Boser Construction, Representing the Sartell Senior Connection indicated an interest in presenting their concept for a community center at the next Council meeting.

APPROVAL OF CITY COUNCIL MINUTES

- a. July 9, 2012 - Regular Council Meeting
- b. July 9, 2012 - Council Committee of the Whole Meeting
- c. July 9, 2012 - Council Budget Workshop Meeting

Mayor Perske suggested a change in the Committee of the Whole minutes relating to how a potential shortfall in projected sales tax revenue will be addressed between the voter approved sales tax categories.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES WITHOUT CHANGES, UPON CONCURRENCE OF THE MAYOR. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated July 19, 2012
- b. June Building Permit & Inspections Activity Reports – Acceptance
- c. Professional Development
- d. ~~Approval of Financial Management Plan update~~
- e. Approval of lease agreement with Gold Cross Ambulance Service

July 23, 2012

- f. Approval of conditional offer of appointment as firefighter to Roderick Mrozek effective September 1, 2012
- g. Approval of temporary liquor license for St. Francis Xavier Church for August 19, 2012
- h. Approval of budgeted trail sealcoat quote
- i. Approval of resolution accepting donation of \$250 from Ladies Eagles Auxiliary for Cookout with Cops
- j. Approval of block party street closure on August 7, 2012 (National Night Out) between 808 & 809 8th Street North from 7-9 p.m.

Mayor Perske removed item 'd' for discussion under 'Old Business'.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA A – J, DELETING ITEM D. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Country Manor refinancing bonds

Mary Degiovanni, Finance Director, provided an overview of the refinancing bonds for Country Manor whereby the City serves as a conduit for the financing without any risk or liability on the part of the City

Mayor Perske opened the public hearing. After no written or oral testimony was received, the public hearing was closed.

Resolution authorizing issuance of Country Manor refunding bonds

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 71-12 AUTHORIZING THE ISSUANCE OF HEALTH CARE AND HOUSING FACILITIES REVENUE REFUNDING BONDS TO REFINANCE A PROJECT UNDER MINNESOTA STATUTES, CHAPTER 462C AND SECTIONS 469.152 THROUGH 469.1651 AND AUTHORIZING THE EXECUTION OF DOCUMENTS IN CONNECTION WITH THE COUNTRY MANOR CAMPUS LLC PROJECT. THE MOTION CARRIED UNANIMOUSLY.

b. Tiffany Meadows easement vacation

Community Development Director, Anita Rasmussen provided an overview of the request to vacate certain drainage utility easements between two lots in Tiffany Meadows to create a single larger lot. Relocation of an existing storm sewer would be required at the expense of the applicant. Staff recommends in favor, subject to conditions regarding relocation of existing utilities.

Mayor opened the hearing and the following comments were heard:

Mark Anderson, 9 Half Street SW, St. Stephen, indicated his concurrence on relocating the storm drain at his cost and indicated his hope to build perhaps yet this fall.

With no further written or oral testimony, the public hearing was closed.

Resolution approving vacation of certain drainage and utility easements in Tiffany Meadows

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE ADOPTING RESOLUTION 72-12 VACATING A DRAINAGE AND UTILITY EASEMENT FOR TIFFANY MEADOWS. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Trail repair and maintenance options and recommendation

City Engineer, Jeremy Mathiassen provided an overview of the repair and maintenance options for various segments of the City's trail system along with his recommendation to eliminate and or relocate some segments that would continue to be at risk for damage by recurring willow roots. North of Grizzly Lane recommendation is partial removal and partial relocation. South of Grizzly Lane is recommended for removal of pavement with gravel retained at least initially. Regional Medical Arts is recommended for repair and replacement, including a test strip using concrete and using bio-barrier, because of the inability to relocate the trail.

Council members Hennes, Peterson and Nicoll suggested the recommendation for The Wilds north trail system is a reasonable solution at an estimate of \$25,000. It was noted that all recommended action totals approximately \$44,000. General park fund and beautification funds would be used to pay for the recommended work.

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES TO MOVE AHEAD WITH THE RECOMMENDATIONS FROM THE CITY ENGINEER. MAYOR PERSKE INDICATED SUPPORT FOR THE PLAN BUT ADVOCATES A DELAY IN IMPLEMENTATION. UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: COUNCIL MEMBERS: CORDIE, HENNES, NICOLL, PETERSON
NAY: MAYOR PERSKE
MOTION CARRIED**

Consent Agenda Item D

Approval of Financial Management Plan update

Mayor Perske expressed concern with including "potential" and "depend upon collections" in the Financial Management Plan wording on page 13 relating to sales tax revenues. Council member Cordie suggested adding "and it is the Council's intent to fund all four areas proportionately" after the part of the sentence including "depend upon collections".

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE FINANCIAL MANAGEMENT PLAN UPDATE WITH THE MODIFIED LANGUAGE AS SUGGESTED. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. **Police Department**
Monthly Report

Chief Hughes noted that nine National Night Out neighborhood parties are being hosted this year in Sartell.

b. **Public Works**

c. **City Engineer**

- Semi-monthly Memorandum

d. **Planning & Community Development Director**

- Memorandum

e. **City Administrator**

City Administrator, Gartland, noted that she would circulate potential meeting dates to the Council for the engineering proposal interviews.

Gartland indicated an inquiry had been received regarding the potential for Council approval to increase the maximum number of refuse licenses available in Sartell. Consensus of the Council was to remain at four as established in the resolution adopted by the Council in 2008.

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 NICOLL AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 8:17 P.M. THE MOTION CARRIED UNANIMOUSLY.


MAYOR JOE PERSKE

Minutes By

Patti Gartland
City Administrator

**SPECIAL JOINT MEETING OF THE
SARTELL CITY COUNCIL AND PLANNING COMMISSION**

MINUTES OF JULY 18, 2012

SPECIAL MEETING

Pursuant to due call and notice thereof, a special joint meeting was held on July 18, 2012 at Sartell City Hall. The meeting commenced at 5:30 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Peterson and Nicoll
PLANNING COMM PRESENT: Lori Ellering, Corey Hansen, Mike Larson, Bill Worzala
COUNCIL ABSENT: None
PLANNING COMM ABSENT: Robin Oehrlein
OTHERS PRESENT: Therese Haffner, Planning Associate
Anita Rasmussen, Planning Director

AGENDA

The agenda was adopted as presented by consensus.

SHORELAND ORDINANCE REVIEW

Kimberly Thielen Cremers presented information on the Mississippi River Renaissance. She also provided statistics relative to the effectiveness of clean water best management practices, importance of the rivers and cited a number of different studies which support the continued protection of the City's natural resources.

Nicki Blake Bradley of the DNR presented healthy watershed information relative to the effects of buffers, best management practices which produces better habit and creates cleaner water.

Jean Coleman of CR Planning presented a standards comparison of the City's current ordinances. The review was based on the City's current standards and how they compare to the Minnesota Shoreland Standards and the Alternative Standards. Coleman noted that it is difficult for communities that were built at urban densities prior to the implementation of the state shoreland standards to adopt ordinances that conform to the state standards as nearly all the areas along the Mississippi (or other rivers) are developed or within the township.

Recommendations suggested by Coleman include:

1. Enhancements to improve vegetative management and manage the impact of new structures in the Shore Impact Zone and shoreland bluff areas. The recommendation would be applicable to both existing and new properties within shoreland areas.

This would include vegetivation management practices to any property owner wanting to pull a building permit or plat their property. If they wanted to build or replace a deck, a management plan would be required.

2. Enhancements to the Environmentally Sensitive Areas ordinance which would affect new subdivisions/developments only. The recommendations included some clarifications regarding OHWL, setbacks and density limits.

3. Changes to zoning code administrative provisions which would list public waters, amend the variances and CUP sections to require stronger findings and mitigation plans if there are impacts.
4. Other general changes including some codifying issues and prohibiting controlled access lots that give non riparian landowners direct access to shorelands.

Hennes commented on the importance of trees in stormwater collections and filtration. Perske asked who controls ditches. Staff suggested that they retain that answer from legal counsel as ditch authority law is often very complicated. Cremers commented that Ditch 13 has no ditch authority. Staff would seek clarification.

Cremers suggested some potential setbacks from shorelands based on buffer research. Ellering was concerned that the suggested setbacks would make existing lots unable to develop or be improved with accessory structures. A potential solution was to allow structures if a mitigation plan were provided, such as a raingarden. Worzala asked what kind of costs is associated with the construction of a rain garden. Cremers suggested that the cost to install a rain garden was minimal and that plans could be provided to property owners from the SWCD. Staff commented that estimated costs and maintenance information will be researched.

General consensus was that there should be some research on what other communities are doing relative to shoreland protection on both existing and future developments. That research along with answers to the various questions asked through the meeting would be brought back to the commission and council at a future joint meeting for further discussion.

ADJOURNMENT

Mayor Perske adjourned the meeting at 7:30 pm.

Minutes By:



Anita Rasmussen, Planning Director



Joe Perske, Mayor

August 13, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF AUGUST 13, 2012

14TH MEETING

Pursuant to due call and notice thereof, the 14TH meeting of 2012 was held on August 13, 2012 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 , Peterson
ABSENT: Council member Nicoll
ALSO PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Jeremy Mathiasen, 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. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. July 23, 2012 Regular Meeting

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE MINUTES OF JULY 23, 2012 . 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. Approval of voucher payments dated August 8, 2012
- e. Professional Development Conferences
- f. Approval of sale of audio and video equipment to City of Rice
- g. Approval of resolution accepting donations
- h. Approval of resolution approving premises permit application for Boxers Workout Gym/Winner's Sports Bar & Grill
- i. Approval of special event permit for Waters Church Community outreach event in the parking lot of Sartell Middle School on August 15, 2012 from 4-9 p.m.

August 13, 2012

- j. Approval of special event permit for Casting for the Cure event on September 8, 2012 from noon to 9 p.m. at Blue Line Bar and Grill and Pinecone Regional Park
- k. Set special joint meeting of City Council and Planning Commission for August 22, 2012 from 5-7 p.m.

Scott Kelm noted the location of the Boxer Club is at 220 7th Avenue South in St. Cloud for the requested premises permit in item 5h.

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

OLD BUSINESS

a. Update and requests for funding approval from Pinecone Central Park Association

Gordy Meyer and Greg Nesser from Pinecone Central Park Association provided an update on the status of the Pinecone Central Park improvements project. They noted that \$1.3 million has been raised to-date and major excavation has been completed with deployment of 120,000 cubic yards of material on the athletic fields. An overview was also provided of the phase 1 development plan for infrastructure, multi-purpose fields and four youth ball fields totaling an estimated cost of \$990,000. A detailed operating and maintenance plan has also been developed. Discussions are underway with a potential vendor for an ice cream concession stand operation. Council member Cordie asked about the usability of the youth baseball fields for softball also making it useable for girls softball. After discussion amongst the Council, the following motion was made:

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES TO AUTHORIZE EXPENDITURE OF THE REMAINING \$795,000 OF SALES TAX FUNDING FROM THE CITY FOR THE PROJECT, APPROVAL OF CITY WATER FUND MONIES FOR LOW QUOTE FROM CI UTILITIES FOR \$69,000 FOR PIPEWORK AND FROM TRAUT WELLS FOR \$17,029.50 FOR RELATED WELLHOUSE UPGRADES TO EXTEND THE WATER LINE FROM CHAMPION FIELD TO PINECONE CENTRAL PARK AND WAIVER OF CITY FEES FOR THE PROJECT. THE MOTION CARRIED UNANIMOUSLY.

b. Selection of engineering services proposal responders to invite to interview on August 23, 2012

City Administrator, Gartland provided an overview of the four responses received from five of the seven firms invited to provide their Statement of Qualifications to provide municipal engineering services for a three year period beginning January 1, 2013. The RFQ panel that reviewed the responses has recommended that all four responders be invited to interview with the Council, RFQ panel and staff on August 23rd. Design Tree/Boulton & Menk, WSB, Stantec & SEH.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES TO INVITE THE FOUR PROPOSAL RESPONDERS TO INTERVIEW. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

a. **Police Department**
Monthly Report

Chief Hughes provided an overview of the National Night Out event, Safe Night event and Rock N Block event which all were very successful and well managed.

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

b. **Public Works**

c. **City Engineer**

- Semi-monthly Memorandum

d. **Planning & Community Development Director**

- Memorandum

Mayor Perske asked that a letter of support be prepared on behalf of the City for a Legacy Fund funding request from Stearns County for the Wobegon trail extension.

e. **City Administrator**

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

- *Committee/Board reports*

Council member Peterson noted that the most recent Hockey Association meeting included discussion of terms for operation of the outdoor ice rink at Pinecone Regional Park with more discussion to occur in the next few weeks.

Council member Hennes noted that the new transit station is completed and operational for MTC.

Council member Cordie noted that she attended a meeting with Doug Boser and staff last week relative to a senior center facility option.

Mayor Joe Perske asked that a prior decision of the Council be revisited relating to outlots along the west side of Pinecone Central Park which he'd like to see remain in ownership by the City with additional vegetative buffering added on the outlots via an Eagle Scout project. Council member Hennes suggested that the Scout present a proposal for review by staff for consideration by the Council. The Mayor also handed out a list of project possibilities from Stearns County Soil and Water. City Engineer, Mathiasen noted that the City has been working with the County on developing a plan for shoreline restoration improvements on the Watab River. Consensus of the Council was to continue having staff work with Stearns County Soil and Water Conservation and others such as Eagle Scouts on potential shoreline restoration projects for ultimate consideration by the Council.

August 13, 2012

- City Council agenda item referrals to advisory boards and commissions

Mayor Perske advocated expediting development of a community resource facility based on work completed as part of the sales tax planning process completed in 2006 including a branch library and senior center and he provided copies of various documents from the 2006 sales tax planning process.

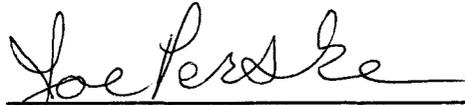
Council member Hennes advocated discussing the process at the budget workshop on August 27th as had been outlined in the *Administrator's memorandum*.

Council member Peterson inquired about the status of a contemplated St. Cloud State University survey. Community Development Director, Rasmussen indicated that such a survey was contemplated as part of a Comp Plan update but hasn't attained budget funding yet.

Council members Peterson and Cordie also advocated the Council move forward with a planning process which will be discussed at the Council's budget workshop on August 27th.

ADJOURN

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



MAYOR JOE PERSKE

Minutes By



Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF AUGUST 27, 2012

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on August 27, 2012 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
Anita Rasmussen, Community Development Director

AGENDA

After discussing removal of the September 10th Committee of the Whole meeting time change from the regular agenda, a motion was made by Cordie and seconded by Nicoll to adopt the agenda as presented. The motion carried unanimously.

2013 BUDGET AND CAPITAL PLANS

The proposed budget was discussed along with options for cuts. The consensus of the Council was to cut the thermal imager, trailer, and physicals from Fire; \$10,000 of capital, \$4,000 in training, and the full time data entry clerk to 2nd part time in Police (with confirmation that full time status won't be considered until at least 2015); and Legal budget under Administration. Savings will be budgeted to street repairs/sealcoating for preliminary budget purposes. Further budget review will take place prior to December and the street repair/sealcoating may be cut before final budget adoption. Further clarifications/requests were:

- Request analysis from Connexus on how many actual street light repairs are made so we have a better idea of what we are paying per repair.
- Check with Chief Hughes on whether the traffic study device could generate rental revenues if we rented it to others needing the device and whether there is a mandatory completion date for our siren conversions.
- Schedule annual meeting with Town Board to discuss future of Government Center as well as revised capital funding proposal that would change our annual invoicing in the future from capital funding to depreciation funding.
- Council confirmed the timing of the Champion Field restrooms/concession building would depend upon private fundraising to fund the costs above their sales tax allocation toward this project.

COMMUNITY RESOURCE FACILITY

Patti circulated a draft process and timeline and Mayor Perske circulated his own draft. Staff confirmed we do not need to keep the community resource facility planning separate from the comp plan update in order to meet the accelerated community resource timeline – we can accelerate both using 2013 budgeted funds. Patti received a rough estimate from a local commercial construction management firm that doubling City Hall with an addition would cost about \$1.1 million. Additions to Bernick's Arena or a school building, or new construction on

existing City or School owned land are also options to consider. The consensus of the Council was for staff to bring back a combined process/timeline proposal for consideration. In the meantime, the Mayor can host his listening sessions but suggestion was that they be open for comments on any topic rather than indicating this is a forum for community resource facility comments. As the Council further considers process and timeline, it was noted that the survey component cost will be directly tied to statistical validity so cost options need to be considered. Steve Hennes also suggested a task force be considered within the process/timeline for Council consideration.

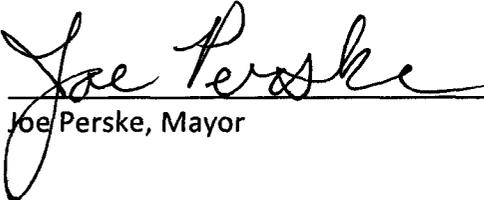
ADJOURNMENT

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

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

August 27, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF AUGUST 27, 2012

15TH MEETING

Pursuant to due call and notice thereof, the 15TH meeting of 2012 was held on August 27, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Jeremy Mathiasen, 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 AMENDED AGENDA WITH REMOVAL OF 5G. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. August 13, 2012 – Regular Council Meeting
- b. July 18, 2012 – Joint Meeting of Council and Planning Commission

Mayor Perske asked that the minutes also note that he provided related documents on the Community Resource Facility. It was also noted the Pinecone Road funding motion didn't include a second.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES OF AUGUST 13, 2012 WITH CORRECTIONS AS NOTED AND THE MINUTES OF THE JULY 18, 2012 MEETING AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- ~~a. Approval of voucher payments dated August 23, 2012~~
- b. Professional development
- c. Approval of Watab riverbank stabilization work
- d. Set special meeting to meet jointly with the Sartell St. Stephen School Board on Tuesday, October 23, 2012 at 6 p.m.
- e. Approval of resolution setting public hearing for September 24, 2012 on proposed assessment of delinquent accounts.

August 27, 2012

- f. Approval of resolution setting public hearing for December 10, 2012 for adoption of 2013 budget and levy
- ~~g. Reschedule September 10, 2012 Council Committee of the Whole meeting to 5-7 p.m.~~
- h. Approval of conditional offer of appointment as Patrol Officer to Joseph Schmitz effective September 17, 2012 and one year retention of applicant Jesse LeBlanc on a eligibility list for potential future vacancies
- i. Approval of special event permit for Connor Rohde fundraiser at Pinecone Regional Park on September 29, 2012.
- j. Approval of special event permit for 5k My Way on Saturday, September 22, 2012, 9:30 - Noon at Lions Park
- k. Approval of budgeted expenditure for replacement laptop computer for Utility Department
- l. Approval of resolution accepting donations for Cookout with Cops event
- m. Approval of service contract renewals with Kern, DeWenter, Viere and Steve Behrenbrinker

Mayor Perske removed item 5a.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS 'B-M' (ITEM 'G' WAS REMOVED UNDER AGENDA REVIEW AND ADOPTION). THE MOTION CARRIED UNANIMOUSLY.

Mayor Perske made note of the expense of the primary with minimal turnout and asked that staff explore, for future primary elections, if fewer precincts can be operated.

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

OLD BUSINESS

a. Approval of resolution setting preliminary 2013 levy and general fund budget

Finance Director, Degiovanni provided an overview of the preliminary levy and budget for 2013 as has been developed in multiple workshops by the Council over the past few months. The levy proposed is just over 2% increase to provide for additional public safety and street maintenance funding. She also noted that the preliminary levy can be reduced at final adoption but cannot be increased.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 78-2012 APPROVING THE PROPOSED 2013 GENERAL FUND BUDGET AND PRELIMINARY TAX LEVY COLLECTIBLE IN 2013. THE MOTION CARRIED UNANIMOUSLY.

b. Intersection Control Evaluation report for Pinecone Road and Heritage Drive

City Engineer, Mathiasen provided a overview of the Intersection Control Evaluation for PCR and Heritage Drive which was constructed to accommodate future installation of traffic control lights. Findings of the analysis indicate the intersection is functioning quite well with continued utilization of an all way stop control recommended for the next few years with a traffic control signal installation at some point in the future as level of service warrants – perhaps in 4-5 years. He also noted that the roundabout facility carries a cost of 3-4 times higher than the \$120,000 estimate for signaling because

August 27, 2012

the original roadway construction included the majority of what's required for installation of the actual signal light equipment.

NEW BUSINESS

a. **Proposal presentation by Doug Boser regarding acquisition of Benton Stearns Education Cooperative property**

Doug Boser provided an overview of his proposal to acquire the BSEC property and adjacent vacant land on 2nd Street South and remodel for reuse as a community resource facility for the City which he would then sell to the city for approximately \$1.6 million. He noted an open house event was hosted at the facility last week that was attended by about 30-35 people interested in getting a community center for the City. He noted that it's a 1980's vintage steel building that is in good structural condition except for the HVAC system that needs to be replaced. He estimated a new building would be at \$110 - \$125 per square foot. He also noted a need for a decision from the City by October 12, 2012. Council discussion acknowledged and applauded the effort put behind this proposal but noted that the City already owns multiple parcels of land where a center could be constructed which would likely render a better investment. It was also noted that legal counsel has indicated they do not see how the proposal presented can be legally constructed based on bid laws. It was noted that the Council has been discussing options for moving forward to make a community resource facility a reality. The potential for a shared facility with the School District was also mentioned.

Council member Hennes suggested staff research information and options about new construction.

Doug Boser asked for an opportunity to have his legal counsel discuss the proposal with the City Attorney.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL NOT TO MOVE FORWARD WITH THE PROPOSAL PRESENTED BY MR. BOSER BASED ON LEGAL REASONS. THE MOTION CARRIED UNANIMOUSLY.

Council member Nicoll noted she also feels there are better options available to the city.

Mayor Perske announced he would be hosting "coffee with the Mayor" on September 15th at Liquid Assets from 8 a.m. – 10 a.m. for the public to share with him their thoughts or concerns on any topic of interest to them. Staff will bring back to the Council some cost alternatives for new construction, operating costs and potential open forum dates to solicit input from the public on what they would like to see in such a facility.

b. **Proposal presentation by Sartell Youth Hockey Association and Sartell Recreation Center Association regarding playground and outdoor rink amenities at Pinecone Regional Park**

John Michaud, president of the Sartell Youth Hockey Association and liaison member to the Sartell Recreation Center Board presented a proposal that would relocate the playground equipment at Pinecone Regional Park and replace it with an enlarged pleasure skating rink. The playground is proposed to be located at the east side of the drive entrance to the arena from 1st Street South. If the proposal is acceptable to the Council, efforts to find a feasible way to accomplish the relocation would

August 27, 2012

be pursued. The Council asked that scenarios for both Zamboni maintained ice and ungroomed ice be explored. Based on generally positive feedback from the Council on the proposal, refined cost estimates worked out with City staff will be brought back for Council consideration.

DEPARTMENT REPORTS

- a. **Police Department**
- b. **Public Works**
- c. **City Engineer**
 - Semi-monthly Memorandum
- d. **Planning & Community Development Director**
 - Memorandum
- e. **City Administrator**

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 CORDIE AND SECONDED BY MEMBER PETERSON TO ADJOURN THE MEETING 8:43 P.M. THE MOTION CARRIED UNANIMOUSLY.



MAYOR JOE PERSKE

Minutes By


Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF SEPTEMBER 10, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on September 10, 2012 at Sartell City Hall. The meeting commenced at 8:20 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Peterson and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Planning & Community Development Director
Mary Degiovanni, Finance Director
Jan Petersen, City Attorney
Steve Feneis

AGENDA

A motion was made by Hennes, seconded by Cordie and unanimously passed to approve the agenda.

SAUK RIVER PARK LAND ACQUISITION NEGOTIATIONS

As reflected in the posted notice for the meeting, this portion of the meeting was closed to discuss potential offers or counteroffers for purchase of land along the Sauk River near the confluence of the Mississippi River in accordance with the terms of 2008 State bonding monies and 2011 State Legacy grant monies. Present for this discussion were all members of the Council, City Administrator Gartland, Community Development Director Rasmussen, Finance Director Degiovanni, City Attorney Jan Petersen, and Steve Feneis - the City's real estate agent for this real estate transaction.

PENDING LITIGATION MATTERS

As reflected in the posted notice for the meeting, this portion of the meeting was closed to discuss pending matters of litigation: Manion vs. Bromenschenkel & City of Sartell, Blaine vs. City of Sartell, and Ritter-Ramer vs. Fincher & City of Sartell. Present for this discussion were all members of the Council, City Administrator Gartland, Community Development Director Rasmussen, Finance Director Degiovanni, and City Attorney Jan Petersen.

INTERVENTIONAL PAIN CLINIC SITE PLAN COMPLIANCE UPDATE

Because of time limitations, the City Attorney Petersen and Planning Director Rasmussen were asked to provide the Council an overview view email of continuing enforcement challenges in achieving code and site plan compliance for the Interventional Plain Clinic site.

ENGINEERING SERVICE PROVIDER PROPOSAL OPTIONS

A motion was made by Nicoll, seconded by Hennes and was unanimously approved to schedule a special meeting of the Council to meet in workshop session to discuss engineering service provider proposal options at 6 p.m. on Monday, September 24, 2012.

CITY COUNCIL MEETING GUIDELINES

After briefly discussing the currently established guidelines and protocol for the open forum/public comment session at regular city council meeting, staff was asked to take steps to make the format

and protocol better known to the public by posting the information on the city's website, channel 19, newsletter articles, and other similar means.

ADJOURNMENT

A motion was made by Hennes and seconded by Nicoll to adjourn the meeting at 10:12 pm.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

September 10, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF SEPTEMBER 10, 2012

16TH MEETING

Pursuant to due call and notice thereof, the 16TH meeting of 2012 was held on September 10, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Jeremy Mathiasen, 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.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. August 27, 2012 – Regular Meeting
- b. August 27, 2012 – Council Budget Workshop Meeting

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES OF AUGUST 27, 2012, REGULAR COUNCIL MINUTES AND BUDGET WORKSHOP MINUTES. 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. Park Commission minutes for August 22, 2012 – Acceptance
- e. Approval of voucher payments dated September 6, 2012
- f. Approval of resolution setting public hearing for September 24, 2012 on vacation of drainage and utility easements on certain undeveloped lots in Block 2 of Celebration of Sartell Six
- g. Approval of special event permit for House of Pizza Oktoberfest event on October 13, 2012

September 10, 2012

Council member Cordie noted that the year was incorrect on the special event permit application.

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

OLD BUSINESS

a. Consideration of proposed Community Resource Facility planning process and timeline

City Administrator Gartland, provided an overview of a proposed process and timeline for moving forward with a Community Resource Facility planning process and the potential composition of an advisory task force to lead the process.

Council member Hennes suggested a youth representative be included to serve on the task force.

It was suggested that the potential for being able to accelerate the timeline for completion of the various phases be reflected. Selection of two council liaisons will be placed on the next council agenda.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE PROPOSAL PROCESS, FIRST MEETING DATE AND GLT PROPOSAL WITH THE FOLLOWING CHANGES:

- **ADD A YOUTH REPRESENTATIVE TO THE TASK FORCE**
- **HAVE TIMELINES REFLECT THE POTENTIAL FOR EARLIER COMPLETION**
- **ADD EARLY CHILDHOOD TO THE FOCUS GROUP MEETING**
- **LIST EXAMPLES**
- **DESIGNATE DAN TIDEMAN (EX-OFFICIO TASK FORCE MEMBER) AS THE CHAIR OR FACILITATOR FOR THE TASK FORCE**

THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. Approval of contract for snow removal services for City owned parking lots

Public Works Director, Borders provided an overview of a proposed contract for services for snow removal for city parking lots in lieu of filling a public works employee vacancy. Estimated cost for the service is \$675 per every snowfall event for an estimate of \$6,750 for the season. Minor snow events will be taken care of by staff resources. The proposed provider has a good work history with the City and also provides snow removal to CentraCare plaza. Borders will provide a monthly update on utilization levels of the service.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE CONTRACT FOR SNOW REMOVAL AS RECOMMENDED. THE MOTION CARRIED UNANIMOUSLY.

September 10, 2012

DEPARTMENT REPORTS

a. Police Department

b. Public Works

Director Borders, noted that the cost estimate for moving the playground equipment at Pinecone Regional Park will be on the next agenda.

c. City Engineer

- Semi-monthly Memorandum

Engineer Mathiasen, noted that trails repair work will begin within the next week or two. Council member Hennes suggested we inquire of the County about participating in the cost for a sidewalk extension on 2nd Street South.

Council member Cordie inquired about parking restriction possibilities on 7th Street North by the high school.

d. Planning & Community Development Director

- Memorandum

Anita responded to questions about timeline and process as the shoreland ordinance development process continues moving forward. Mayor Perske added that he feels comfortable taking our time on the review and approval of shoreland regulations because we want to make sure we are doing what is right for the City.

Mayor Perske raised concerns with the proposed demonstration project proposal for Ditch 13 and advocated that the city owned parcels on the west side of Ditch 13 be included for vegetation improvements and that a tree planting project as an Eagle Scout project for creation of a wildlife corridor also be included for completion in 2012. After considerable discussion about potentially expanding the scope of the grant application project and concern for what the realistic scope of volunteer resource may be.

Council members Hennes, Cordie and Nicoll recommended staying with the grant application as drafted which would result in a cohesive demonstration project for phase 1 along the east bank of the ditch. Mayor Perske asked again to have phase 1 broadened to include east and west side of the ditch possibilities and to also include the potential for tree planting for a wildlife corridor.

No action was taken to change the grant application which was provided as an informational update in the Planning Director's memorandum of updates to the Council. Council also again confirmed their direction that any potential Eagle Scout (or other volunteer) project be directed through staff for review and implementation.

September 10, 2012

e. City Administrator

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

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

Council member Peterson provided updates from the Sartell Youth Recreation Board.

Council member Hennes noted that the MTC did approve a nickel fare increase.

Council member Cordie noted that Sartell Senior Center met and reiterates its support for a community resource center, not just a senior center.

Mayor Perske offered a reminder that he is hosting “coffee with Mayor” sessions at Liquid Assets on Saturday morning.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON TO ADJOURN THE MEETING 8:15 P.M. THE MOTION CARRIED UNANIMOUSLY.



JOE PERSKE
MAYOR

Minutes By



Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF SEPTEMBER 24, 2012

SPECIAL MEETING & WORKSHOP SESSION

Pursuant to due call and notice thereof, a special meeting and workshop meeting was held on September 24, 2012 at Sartell City Hall. The meeting commenced at 5:08 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Peterson and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Planning & Community Development Director
Mary Degiovanni, Finance Director
Steve Feneis

SAUK RIVER PARK LAND ACQUISITION NEGOTIATIONS

As reflected in the posted notice for the meeting, this portion of the meeting was closed to discuss potential offers or counteroffers with up to 13 different land owners for purchase of approximately 68 acres of land along the Sauk River near the confluence of the Mississippi River in accordance with the terms of 2008 State bonding monies and 2011 State Legacy grant monies. Present for this discussion were all members of the Council, City Administrator Gartland, Community Development Director Rasmussen, Finance Director Degiovanni, and Steve Feneis - the City's real estate agent for this real estate transaction.

The closed meeting was concluded at 6:15 p. m. with the remainder of the meeting conducted as an open meeting. An audio record of the closed meeting was made.

ENGINEERING SERVICE PROVIDER PROPOSAL OPTIONS

After substantial discussion of the merits of the two proposals previously identified by the Council as finalists for further consideration for provision of engineering services beginning 2013, and acknowledgement that either team would serve the city exceptionally well, the consensus was to select WSB as the preferred provider. The Council also reached consensus on various provisions or assurances that should be presented in contract negotiations to WSB.

ADJOURNMENT

A motion was made by Hennes and seconded by Nicoll to adjourn the meeting at 6:50 pm.

Minutes By:



Joe Perske, Mayor



Patti Gartland, City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF SEPTEMBER 24, 2012

17TH MEETING

Pursuant to due call and notice thereof, the 17TH meeting of 2012 was held on September 24, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
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 NICOLL ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

ADMINISTRATION OF OATH

Chief Hughes administered the Oath of Office to newly appointed Patrol Officer Joseph Schmitz.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. September 10, 2012 – Regular Council Meeting
- b. September 10, 2012 – Council Committee of the Whole Meeting

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES OF BOTH SEPTEMBER 10, 2012 MINUTES, WITH CORRECTION TO THE REGULAR MEETING MNUTES REGARDING MTC RATE INCREASE. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated September 20, 2012.
- b. Professional Development
- c. Approval of Planning Director and Associate Planner participation in MN CAR Expo on November 8, 2012 in Minneapolis as recommended by the Economic Development Commission.
- d. Approval of amendments to Fire Department Policy and Procedures relating to firefighter applicant selection and scoring.

September 24, 2012

- e. Approval of fireworks permit application for December 1, 2012 at Mulligans with staging from city owned golf course property
- f. Approval of 2013 agreement for legal services with Jan Petersen
- ~~g. Approval of resolution appointing election judges for general election on November 6, 2012~~
- h. Schedule annual joint meeting of the City Council and Town Board for 6:30 p.m., Monday, October 29, 2012

Mayor Perske removed item "g" to confirm the scope of election judges necessary for the general election.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEMS A-H WITH THE EXCEPTION OF ITEM "G". THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda "g"

- g. Approval of resolution appointing election judges for general election on November 6, 2012

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER HENNES APPROVING CONSENT AGENDA ITEM "G" AND RESOLUTION 81-12. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. Delinquent account assessments

Finance Director Degiovanni, noted that all but two delinquent accounts have been paid. Mayor Perske opened the public hearing. No written or oral testimony was offered and the Mayor closed the hearing.

Resolution approving assessment of two remaining delinquent accounts

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 82-12 APPROVING ASSESSMENT OF DELINQUENT ACCOUNTS. THE MOTION CARRIED UNANIMOUSLY.

b. Vacation of drainage & utility easements – Celebration of Sartell Six

Anita Rasmussen provided an overview of the request to vacate certain easements to facilitate consolidating five lots into four larger lots.

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

Resolution vacating certain drainage and utility easements in Celebration of Sartell Six

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING RESOLUTION 83-12 VACATING CERTAIN DRAINAGE AND UTILITY EASEMENTS IN CELEBRATION OF SARTELL SIX. THE MOTION CARRIED UNANIMOUSLY.

Resolution approving final plat for Celebration of Sartell Eight

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 84-12 APPROVING THE FINAL PLAT FOR CELEBRATION OF SARTELL EIGHT. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Selection of Engineering Services proposal provider to invite into contract negotiations

Mayor Perske provided an overview of the selection process used by the City and the high quality and caliper of engineering service provider options offered to the City.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES TO PURSUE CONTRACT NEGOTIATIONS WITH WSB BASED ON THE PROPOSAL PRESENTED WITH CERTAIN MODIFICATIONS AS DISCUSSED BY THE COUNCIL AND STAFF IN THE WORKSHOP SESSION. THE MOTION CARRIED UNANIMOUSLY.

b. Selection of two Council members to serve as liaisons to the Community Resource Facility Task Force

Consensus of the Council was for Mayor Perske and Council member Nicoll to serve as non-voting, ex-officio liaisons to the task force.

c. Proposal from Sartell Youth Recreation Association & Sartell Youth Hockey Association to relocate playground and construct a recreational skating rink at Pinecone Regional Park

Robbie Schultz addressed the Council on behalf of Sartell Youth Hockey Association advocating the Council approve their proposal to move forward with replacing the existing playground center with a recreational skating rink with reinstatement of the playground equipment delayed until after the results of the Community Resource Facility planning process is complete.

Council member Nicoll agreed with the staff recommendation to defer moving forward with the proposal for this season until after the Community Resource Facility planning process is completed and the potential for how it impacts the Pinecone Regional Park site is better known and because of the near \$19,000 cost for the proposal.

Mayor Perske, Council members Cordie and Peterson advocated moving ahead with the playground removal and creation of the pleasure rink and store the playground equipment until a more permanent location is known.

Council member Nicoll noted the Park Commission would have concerns about not reinstalling the playground equipment for some undefined period of time and without a source of funding to pay for its reinstatement estimated at \$8,000. There may be some cost for additional fill and consensus was that removal and reinstatement should have hired supervision.

September 24, 2012

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE TO MOVE AHEAD WITH SARTELL YOUTH HOCEY PROPOSAL WITH SUPERVISED REINSTALLATION OF PLAYGROUND EQUIPMENT INDEFINITELY DELAYED UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: CORDIE & PETERSON

NAY: COUNCIL MEMBERS: NICOLL & HENNES

MOTION CARRIED

- d. Consideration of Sauk River Park & Nature Area land acquisition efforts using awarded State bonding and Legacy grant funds

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 85-2012 AFFIRMING THE CITY'S CONTINUING SUPPORT AND APPROVING ACQUISITION OF PROPERTY FOR THE CREATION OF THE PROPOSED FUTURE REGIONAL RIVER PARK COMMONLY REFERRED TO AS SAUK RIVER REGIONAL PARK IN SARTELL IN ACCORDANCE WITH THE STATE BONDING AND GRANT AGREEMENT REQUIREMENTS FOR MONIES REQUESTED BY THE CITY. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: COUNCIL MEMBER PETERSON

MOTION CARRIED

NEW BUSINESS

- a. Request from Monday Market to host monthly farmers market event in the club house building at Pinecone Central Park in December 2012 to March 2013

Public Works Director, Brad Borders provided an overview of the request from Market Monday to host a monthly winter market event in the clubhouse building owned by the City at Pine Ridge Golf Course. Staff recommends approval of the proposed use as described in the request from Amy Braig Linstrom with a user fee of \$40 per day plus a damage deposit which is consistent with rental arrangements with other shelter facilities.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE USE OF THE CLUB HOUSE AT PINECONE CENTRAL PARK FOR FARMERS MARKET EVENTS:

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: COUNCIL MEMBER PETERSON

MOTION CARRIED

DEPARTMENT REPORTS

- a. Police Department Monthly report

Police Chief, Hughes responded to questions regarding theft activities in the community and apprehensions that have occurred.

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

September 24, 2012

b. Public Works

c. City Engineer

- Semi-monthly Memorandum

d. Planning & Community Development Director

- Memorandum

e. City Administrator

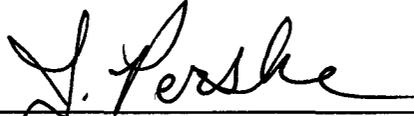
CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

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

Council member Nicoll noted recent EDC discussions and actions. Council member Hennes also noted the \$3.2 million federal grant awarded to MTC to convert their fleet to compressed natural gas as the first operation in Minnesota to be a CNG operation.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE TO ADJOURN THE MEETING AT 8:14 P.M. THE MOTION CARRIED UNANIMOUSLY.



JOE PERSKE
MAYOR

Minutes By



Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 8, 2012

18TH MEETING

Pursuant to due call and notice thereof, the 18TH meeting of 2012 was held on October 8, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
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.

OPEN FORUM/PUBLIC COMMENT

Jeff Frie – 412 Victory Loop (Topic: Relocation of Pinecone Regional playground equipment)
Mr. Frie expressed concern about a Council decision to remove the playground equipment at Pinecone Regional Park and advocated the playground equipment be reinstalled in either Madison Crossing Park or another location at Pinecone Regional Park as soon as possible as it has been providing a necessary neighborhood park service to his neighborhood.

APPROVAL OF CITY COUNCIL MINUTES

- a. September 24, 2012 – Regular Meeting
- b. September 24, 2012 – Special Meeting & Workshop Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING THE MINUTES OF SEPTEMBER 24, 2012 REGULAR MEETING AS CORRECTED AND THE SEPTEMBER 24, 2012 SPECIAL MEETING MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. September Building Permit Activity – Acceptance
- b. September Inspections Activity Report – Acceptance
- c. September Finance Directors Report – Acceptance
- d. Park Commission minutes for September 26, 2012 – Acceptance
- e. Approval of voucher payments dated October 4, 2012
- f. Professional Development

October 8, 2012

- g. Approval of resolution setting public hearing for November 12, 2012 for 2013 Fee Schedule and Financial Management/Capital Plan updates.
- h. Reschedule joint meeting of City Council and LeSauk Town Board and annual meeting of the Government Center for 6-7 p.m. on Monday, October 29, 2012

Relative to 5d, Council member Cordie noted she was absent from the Park Commission meeting.

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

DEPARTMENT REPORTS

POLICE DEPARTMENT

PUBLIC WORKS

Monthly Activity Report

CITY ENGINEER

Semi-monthly Memorandum

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

CITY ADMINISTRATOR

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

Council member Cordie referenced the groundbreaking event for the Strack/College of St. Scholastica project which was also attended by Council members Hennes and Nicoll.

Mayor Perske offered a reminder for the Fire Department open house event on Thursday from 4:30-7 p.m.

ADJOURN

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



JOE PERSKE
MAYOR

Minutes By



Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 8, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee of the whole meeting was held on October 8, 2012 at Sartell City Hall. The meeting commenced at 7:25 PM.

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

AGENDA

The agenda was adopted by consensus with the additions of Watab Shelter update and Discussion of Summer Meeting Schedule.

EMERGENCY OPERATIONS PLAN

Chief Hughes, as the City's Emergency Management Director, overviewed the Emergency Operations Plan and circulated an Emergency Management Handbook for Government Officials. There was much discussion about the distinction between policy making and operations and that operations components are best left to the City's staff and professional emergency responders. Councilmember Peterson commented that the Mayor should not be excluded from any meetings related to an emergency event, but staff indicated the Mayor was included in all informational briefings but that there were up to three operational meetings per day among the firefighting crew on the ground, and those were meetings in which elected officials, and non-emergency staff, were not included. The Emergency Operations Plan assumes that all Councilmembers need to be kept informed during any emergency situation and so the multiple briefings and emails occurring daily were meant to keep every member updated. Mayor Perske circulated information from the League of MN Cities outlining roles of the position of Mayor. Individual Councilmembers stated they felt well informed during the Verso event and did not feel the need for any further review of the Plan. Councilmember Cordie suggested the Chief review the Plan with regard to how informational briefings are provided to the Council & Mayor and to the public, including updates to incorporate the newest social media outlets, and he concurred. Councilmember Peterson wanted further Plan review, but a majority of the Council agreed no further Plan review was necessary.

PARK COMMISSION RECOMMENDATIONS

The Council by consensus agreed to table the issue of Park renaming (Pinecone Central or Pinecone Regional) until the Community Resource Facility decision is made since that may impact Pinecone Regional Park amenities and future naming.

The Council discussed the possible trail and crosswalk along Pinecone Road accessing Pinecone Central Park, and also the issue of a sidewalk/trail and/or crosswalk in the 2nd Street South area near

the intersection with Pinecone Road. The consensus was to wait until the newly appointed City Engineering firm can review and give an opinion on both issues.

FIRE SERVICES

Council consensus was to proceed with presenting the revised capital funding plan for equipment at the joint meeting with the Town Board, but to delay any building discussion until next year's meeting.

WATAB SHELTER UPDATE

Brad confirmed the plans of shelters in Sauk Rapids, Waite Park, and St. Augusta would be going to the Park Commission for review and recommendation, but that 2013 was seen as the year for review and planning of this facility with construction planned for 2014 or later.

POSTAL BOUNDARY

Anita reviewed the postal boundary options provided by the Post Office and Council consensus was to get more information to be sure which properties would be included, and then get more property owner input before deciding on a formal survey or an immediate adjustment to "Sartell, MN 56303".

SUMMER MEETING SCHEDULE

The Council discussed pros and cons of meeting only once per month during June, July, and August, but decided to wait to finalize this decision until they know whether or not new Council members will be elected who may have different opinions.

ADJOURNMENT

A motion was made by Cordie and seconded by Hennes to adjourn the meeting at 8:25 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 22, 2012

WORKSHOP MEETING

Pursuant to due call and notice thereof, a special workshop meeting was held on October 22, 2012 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 adopted as presented by consensus.

2013 FEE SCHEDULE AND CAPITAL PLANS

- Discussed pros and cons of annual licensing, no licensing at all, and lifetime licensing. Staff will change "dog licenses" to "animal licenses" and mutt mitt costs will be tracked to animal control rather than park expense line item. Staff will also research the type of animal tag used by St. Cloud in case that is more visible. No other changes will be made on animal licensing at this time, but we will review again when dog park is implemented.
- Discussed non-resident cemetery lot fee but no changes recommended at this time.
- Discussed winter rental of Pinecone Regional rink & shelter now that there will be two sheets of ice at that park. Staff will discuss options and bring back recommendation for Council consideration.
- Discussed 2013 pool lift being required, but that planned 2015 sewer jet vac purchase may be delayed or implemented as equipment shared among area cities.
- Council consensus was to continue to order light meals when Council meetings are held over mealtimes.
- Impacts of dismal tax capacity numbers were discussed and areas for budget cuts are fairly limited so staff will bring back options for Council discussion that delay capital plans, including possible further delay of East Side street reconstruction.

COMMUNITY RESOURCE FACILITY

Patti circulated a revised process and timeline and informed the Council that it would be placed on their regular Council agenda for consideration this evening. The revisions maintain the first phase of the project centering on the \$1.6 million allocated toward community resource facilities, but expanding the planning potential to be inclusive of other amenities which may occur in later phases with separate funding not yet determined.

ADJOURNMENT

Upon motion made by Nicoll and seconded by Cordie, the Mayor adjourned the meeting at 6:30 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

October 22, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 22, 2012

19TH MEETING

Pursuant to due call and notice thereof, the 19TH meeting of 2012 was held on October 22, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Dale Struffert, Deputy 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 WITH THE ADDITION OF THE "OLD BUSINESS" ITEM. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

APPROVAL OF CITY COUNCIL MINUTES

- a. October 8, 2012 – Regular Meeting
- b. October 8, 2012 – Special Meeting & Workshop Meeting

Council member Peterson suggested that the Committee of the Whole minutes include his comment that the Mayor should not be excluded from any meeting related to an emergency event and that it was his understanding that the Emergency Operation Policy would come back for further review by the Council.

Council members Hennes, Cordie and Nicoll indicated they did not intend for it to come back for further review by the Council.

Mayor Perske asked that the minutes also note that he handed out a LMC memo outlining roles of the position of Mayor.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE MINUTES OF OCTOBER 8, 2012 REGULAR MEETING AND THE CORRECTED SPECIAL MEETING MINUTES. THE MOTION CARRIED UNANIMOUSLY.

October 22, 2012

CONSENT AGENDA

- a. Approval of voucher payments dated October 18, 2012
- b. Community Resource Facility Task Force minutes of October 3, 2012 – Acceptance
- c. Professional Development
- d. Approval of reappointment of Ken Heim as Fire Chief, William Sieben as Fire Captain, and Wayne Harrison as Fire Training Officer for terms effective January 1, 2013 through December 31, 2015
- e. Approval of budgeted purchase of snow blower unit accessory for snow removal on trails
- f. Approval of resolution on project acceptance and the final payment for trunk storm sewer repair project
- g. Reschedule the regularly scheduled Council meeting on November 12, 2012 to November 13, 2012 to correct a conflict with the “observed date” for a legal holiday – Veterans Day
- h. Approval of resolution rescheduling public hearing on fee schedule and capital improvement plan update to November 26, 2012

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

NEW BUSINESS

Request from Council Member Nicoll to request that Council Committee-of-the Whole meetings be cable broadcast

Council member Nicoll provided an overview of how COW meetings were originally created to replace Public Works Committee meetings to include all council members in discussing issues affecting the City. Nicoll advocated having the discussions occur more publically by either adding a category to the regular meeting agenda for “discussion” items (those normally on a Committee of the Whole meeting agenda) or by incorporating a roundtable meeting format in the Council Chambers with a teleconferencing type audio and cable broadcast for the Committee of the Whole meetings that currently take place in a conference room setting.

Council member Hennes expressed support for the proposal.

Council member Peterson expressed concern for the additional burden placed on volunteer cable broadcasters and the cost associated with accommodating a roundtable format in the Council Chambers. It was noted a fixed camera view could be used to help alleviate burden on volunteers. After considerable discussion the following motion was made:

COUNCIL MEMBER NICOLL MOVED TO ADD “COUNCIL DISCUSSION ONLY MATTERS” FOLLOWING DEPARTMENT REPORT AT THE FIRST MEETING OF THE MONTH, FOR THOSE ITEMS THAT WOULD NORMALLY BE “COW” AGENDA ITEMS AND FOR COUNCIL BUDGET WORKSHOPS. THE MOTION WAS SECONDED BY COUNCIL MEMBER HENNES.

Mayor Perske and Council member Cordie stated that they would like more time to consider the proposal. Council member Peterson indicated he will vote “no” unless the action is to cable broadcast ALL public meetings of the City Council, including interviews.

October 22, 2012

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBER NICOLL AND HENNES

NAY: MAYOR PERSKE, COUNCIL MEMBERS CORDIE AND PETERSON

MOTION FAILED

Request from Council member Peterson to discuss table broadcasting other city meeting such as Planning Commission and Economic Development Commission.

Council member Peterson offered to withdraw this item so that additional information could be provided to the Council. Council member Cordie concurred but also wants to hear more on Council member Nicoll's proposal. Consensus was to have both matters brought back at a regular council meeting.

Discussion of draft list of legislative priorities for St. Cloud area cities for 2013 & joint lobbying services

City Administrator Gartland, highlighted that the proposed changes to the 2012 list of legislative priorities and noted that no action was being requested until after the draft list is discussed at the upcoming Area Joint Cities meeting in St. Joseph. Consensus was to also defer action on the joint legislative lobbying services proposal for sales tax extension until after discussion at the Joint Area Cities meeting and the outcome of the general election is known.

OLD BUSINESS

Community Resource Facility Planning Process amendment

City Administrator, Gartland, provided an overview of the proposed modification to the previously approved planning process to allow an expanded scope to the types of facility amenities that can be considered in the planning process. The broadened scope would specify that the first phase is intended to include the \$1.6 million for community resource facility amenities at a minimum.

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

DEPARTMENT REPORTS

POLICE DEPARTMENT

Monthly Report

Deputy Police Chief Struffert, noted alcohol compliance checks completed and there were three failures unfortunately. Council member Peterson asked for a further explanation of civil matters listed on the report.

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

October 22, 2012

PUBLIC WORKS
Monthly Activity Report

Public Works Director, Borders, reported the smoke test on the sewer pipe completed last week in cooperation with MN Rural Water did identify a few minor problems.

The playground at Pinecone Regional Park has been removed with site leveling to be finished in the next few days.

Borders also noted that sod was placed last weekend at the ballfields at Pinecone Central Park.

CITY ENGINEER
Semi-monthly Memorandum

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
Semi-monthly Memorandum

CITY ADMINISTRATOR

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS
Committee/Board Reports

Council member Peterson noted he attended the APO Executive meeting

Council member Nicoll noted the Economic Development Commission did not meet this month.

Mayor Perske noted the receipt of the Verso emergency response cost payment today in the full amount invoiced.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:10 P.M. THE MOTION CARRIED UNANIMOUSLY.



JOE PERSKE
MAYOR

Minutes By


Patti Gartland
City Administrator

SARTELL-LESAUK GOVERNMENT CENTER, INC.
ANNUAL MEETING
OCTOBER 29, 2012

Pursuant to due call and notice thereof, the annual meeting was held on October 29, 2012 at the LeSauk Town Hall.

Present: Perske, Hennes, Cordie, Westerlund and Hetwer
Absent: Naber, Nicoll & Peterson (Peterson absent due to military duty)

Also Present: Mary Degiovanni, Finance Director
Patti Gartland, City Administrator
Marlyce Plante, Town Clerk

AGENDA REVIEW AND APPROVAL

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

2011 MINUTES

A motion was made by Hetwer and seconded by Cordie to approve the 2011 minutes as presented. The motion carried unanimously.

ELECTION OF OFFICERS

A motion was made by Hennes and seconded by Hetwer to elect the following slate of officers to serve until their successors are appointed: Perske as President, Hetwer as Vice-President, Westerlund as Secretary, and Hennes as Treasurer. The motion carried unanimously.

MISCELLANEOUS BUILDING ISSUES

Staff will advise the City's Public Works Director of the need for repairs to a light and railing in the back of the building.

ADJOURN

A motion was made by Cordie and seconded by Westerlund to adjourn the meeting at 6:10 PM. The motion carried unanimously.

Minutes By:



Mary Degiovanni, City Finance Director

**SPECIAL JOINT MEETING
SARTELL CITY COUNCIL-LESAUK TOWN BOARD
OCTOBER 29, 2012**

Pursuant to due call and notice thereof, a special meeting was held on October 29, 2012 at the LeSauk Town Hall.

City Council Present:	Mayor Perske, Councilmembers Hennes & Cordie
City Council Absent:	Councilmembers Nicoll & Peterson (Peterson absent due to military duty)
Town Board Present	Westerlund and Hettwer
Town Board Absent:	Naber
Also Present:	Ken Heim, Fire Chief Mary Degiovanni, Finance Director Patti Gartland, City Administrator Marlyce Plante, Town Clerk

CALL TO ORDER

Mayor Perske called the meeting to order at 6:15 p.m.

AGENDA REVIEW AND APPROVAL

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

2013 FIRE SERVICES BUDGET & CAPITAL FUNDING

Heim overviewed the 2013 operating budget and Degiovanni explained the proposed capital funding change from advance funding to depreciation expense, which results in lower cost to the Township but is viewed by the City as a more fair and rational way of funding capital accurately. The resulting 2013 invoice was reviewed. After discussing and confirming there were no negative future impacts to Township taxpayers, a motion was made by Hettwer and seconded by Westerlund to approve the change in capital funding as invoiced to the Township under the Fire Services Contract starting in 2013. The motion carried unanimously by Town Board members. It was also 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 since it is specifically excluded from the Fire Services Contract and the building is owned and operated by the City and Town under the corporation Sartell LeSauk Government Center Inc.

ADJOURN

A motion was made by Westerlund and seconded by Cordie to adjourn the meeting at 7:05 PM. The motion carried unanimously by the Council and Board.

Minutes By:



MAYOR, JOE PERSKE



Mary Degiovanni, Finance Director

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 13, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee of the whole meeting was held on November 13, 2012 at Sartell City Hall. The meeting commenced at 7:45 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes, Peterson and Nicoll
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Community Development Director
Mike Nielsen, WSB – 2013 City Engineer

AGENDA

A motion to approve the agenda was made by Peterson and seconded by Cordie with the additions of notice of an email communication received by the Mayor regarding Verso property and discussion of 2013 meeting schedule. Motion unanimously approved.

2012 GOALS - UPDATES

Administrator Gartland distributed a report describing the status of the 2012 Council Goals. In discussing the various updates provided, consensus of the Council was to continue pursuit for legislation approval in 2013 to extend the local option sales tax. It was also suggested that the location of a new Watab Park shelter be reviewed to determine if a more visible location from Riverside Avenue would be preferable from a vandalism prevention perspective. It was also suggested by Council Member Hennes that staff make follow-up inquiry on the proposed land acquisition for the planned Town Center. Consensus was to begin schedule discussion of Council goals for 2013 at the January committee of the whole meeting.

SHORELAND MANAGEMENT ORDINANCE REVIEW

Planning Director Rasmussen provided an overview of the draft shoreland management ordinance. There was significant discussion regarding how the ordinance may impact existing properties along the City's identified public waters. Consensus was to review alternatives to the shoreland management requirements for existing properties and present those alternatives at a future meeting.

EMAIL COMMUNICATION TO MAYOR

Mayor Perske advised the Council that he had received an email from a former Verso employee who was expressing strong dissatisfaction with the City's lack of control over the future of the Verso property site.

SUMMER MEETING SCHEDULE

Consensus of the Council was to proceed with scheduling one council meeting per month in the months of May, June, July and August in 2013 on the 2nd Monday but to hold the 4th Monday of the month in reserve if it becomes necessary to accommodate a development plan approval process.

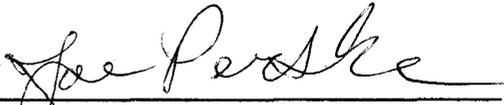
ADJOURNMENT

A motion was made by Nicoll and seconded by Hennes to adjourn the meeting at 9:30 pm.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

NOVEMBER 13, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 13, 2012

20TH MEETING

Pursuant to due call and notice thereof, the 20TH meeting of 2012 was held on November 13, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Jan Petersen, City Attorney

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MAYOR PERSKE TO DEFER 6B (COUNCIL MEETING GUIDELINES FOR CABLE BROADCASTING) FOR CONSIDERATION BY THE NEWLY SEATED COUNCIL. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE TO ADOPT THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

No comments were made

APPROVAL OF CITY COUNCIL MINUTES

In reference to the regular meeting minutes for October 22nd, Council Member Cordie asked if the intent was that the Emergency Operations Plan would never come back for Council review. Administrator Gartland clarified by reiterating Police Chief Hughes' prior indication to the Council that he would bring forward a proposed update to the EOP in the near future but, based on direction affirmed by a majority of the Council at its October 22nd meeting, no further Council review or discussion was intended until that time.

- a. October 22, 2012 – Regular Meeting
- b. October 22, 2012 – Fee Schedule & Capital Improvement Plan Workshop Meeting
- c. October 29, 2012 – Joint City Council & LeSauk Township

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING BOTH THE MINUTES OF OCTOBER 22, 2012 AND THE OCTOBER 29TH JOINT MEETING. THE MOTION CARRIED UNANIMOUSLY.

NOVEMBER 13, 2012

CONSENT AGENDA

- a. October Building Permit Activity Report – Acceptance
- b. October inspections Activity Report – Acceptance
- c. October Finance Directors Report – Acceptance
- d. Park Commission minutes for October 24, 2012 – Acceptance
- e. Community Resource Facility Task Force meeting notes for October 24, 2012 – Acceptance
- f. Approval of voucher payments dated November 8, 2012
- g. Approval of resolution canvassing the November 6, 2012 general election returns and declaring results
- h. Approval of engineering services contract with WSB for 2013
- i. Approval of resolution to join Regional Safety Group through LMC to provide for required employee safety training.
- j. Approval of fund transfers and related resolution authorizing interfund loans to SAC & WAC funds.
- k. Approval of temporary on-sale liquor license for St. Francis Xavier Church on November 17, 2012
- l. Approval of initiation of applicant selection process to fill vacant Police Officer position
- ~~m. Approval of resolution setting public hearing for November 26, 2012 for a Land Use Plan amendment request for property located at 40 County Road 120 (G & M Dehler Trust)~~
- n. Approval of agreement with the Initiative Foundation to establish a Skate Park fundraising fund
- o. Approval of special event permit for Orthopedic Sports Center Jingle Bell 5K on November 17, 2012
- p. Approval of budgeted purchase of replacement broom for skid loader
- q. Approval of resolution for final project acceptance and payment for the 50th Avenue (Leander Avenue) project.
- r. Approval of resolution supporting Stearns County submission of Highway Safety Improvement Program application for roundabout intersection improvements at 6th Street & 19th Avenue
- s. Approval of budgeted purchase of tire changing equipment
- t. Approval of resolution accepting donations for the PAL program, DARE program and the Fire Department equipment fund

Council member Peterson asked to remove 5m to consider under the Planning Director's matters.

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS A-T, REMOVING ITEM 5M. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

- a. **Engagement agreement with Moss & Barnett for legal representation on cable franchise agreement renewal**

City Attorney, Jan Petersen provided an overview of the process and timeline for considering renewal of the cable franchise agreement and his recommendation that the city contract with legal counsel

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specialized in this area of law just as had been done in prior contract negotiations for the cable franchise. He further suggested a community survey of some form and hiring a PEG specialist to look at what the needs of the community are in the next decade or so. Jan also reviewed the limited level of authority or discretion the city has relating to service related issues of the cable service provider. Legal fees would be funded out of the general fund.

A MOTION WAS MADE BY NICOLL AND SECONDED BY MEMBER CORDIE AUTHORIZING RETENTION OF LEGAL SERVICES WITH MOSS AND BARNETT EITHER AS A SEPARATE CONTRACT FOR SARTELL OR COLLECTIVELY WITH OTHER NEIGHBORING CITIES. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

POLICE DEPARTMENT

PUBLIC WORKS

Monthly Activity Report

Director Borders provided an overview of criteria for when snow removal and sanding activity is triggered.

CITY ENGINEER

Semi-monthly Memorandum

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Consent Agenda '5m'

Approval of resolution setting public hearing for November 26, 2012 for a Land Use Plan amendment request for property located at 40 County Road 120 (G & M Dehler Trust)

Council member Peterson asked to clarify that the action being taken at this time was limited to setting a public hearing for the requested land use amendment. Mayor Perske asked to clarify that the contemplated action is limited to changing the land use designation only.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEM 5M. THE MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR

Patti Gartland and Brad Borders addressed questions regarding water service to the shuttered Verso site.

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CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

Council member Peterson noted last week's arena board meeting reflected appreciation for the city's efforts and assistance in removing the playground equipment and reformatting the space for a pleasure skating rink.

Mayor Perske offered reminders on some recent and planned events coming up in the community.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 7:37 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Patti Gartland

City Administrator


JOE PERSKE
MAYOR

**SARTELL CITY COUNCIL
SPECIAL MEETING**

MINUTES OF NOVEMBER 19, 2012

Pursuant to due call and notice thereof, a special meeting was held on November 19, 2012 in the conference room of the Sartell City Hall. Mayor Perske called the meeting to order at 4:30 p.m.

COUNCIL PRESENT: Mayor Perske, Steve Hennes, Sandra Cordie, David Peterson, Sarah Jane Nicoll

ALSO PRESENT: Anita Rasmussen, Planning & Community Development Director
Brad Borders, Public Works Director

PLANNING COMMISSION INTERVIEWS

Interviews were held for positions on the Planning Commission. There were two – two year openings on the Planning Commission.

ECONOMIC DEVELOPMENT COMMISSION INTERVIEWS

Interviews were held for positions on the Economic Development Commission. There were three – three year openings on the Economic Development Commission.

PARK COMMISSION INTERVIEWS

Interviews were held a position on the Park Commission. There were two – three year opening on the Park Commission.

OTHER BUSINESS

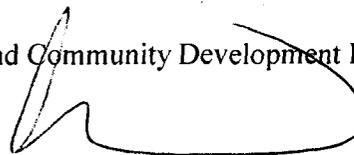
None

ADJOURN

A MOTION TO ADJOURN THE MEETING AT 8:45 P.M.

MOTION CARRIED

Minutes By: Anita Rasmussen, Planning and Community Development Director



Anita Rasmussen
Planning and Community Development Director



Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 26, 2012

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on November 26, 2012 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
Amy Braig Lindstrom, Council member elect

AGENDA

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

2013 BUDGET AND LEVY

Mary overviewed the various budget options the Council had reviewed and refined up to this point. Discussion was held on the pros and cons of staff's recommended budget resulting in a 37.58% tax rate vs cuts needed to maintain a flat tax rate of 36.37%. Options included cutting 21st Street road repair, cutting the part time Police data entry clerk hours, and some capital funding in 2013, as well as a one-time interfund transfer to cut the general fund budget and levy, or eliminating sealcoating for 2013 to allow our new engineers time to make a longer term recommendation. The majority consensus was to maintain the budget as presented to keep up with maintenance and repair needs. Council member Nicoll expressed her desire to make cuts to achieve a flat tax rate.

ADJOURNMENT

Upon motion made by Cordie and seconded by Peterson, the Mayor adjourned the meeting at 6:45 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

November 26, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 26, 2012

21st MEETING

Pursuant to due call and notice thereof, the 21st meeting of 2012 was held on November 26, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Jan Petersen, City Attorney
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL APPROVING THE REVISED AGENDA, MOVING ITEM 7B TO FOLLOW THE DEPARTMENT REPORTS AND ENABLE STAFF NOT PARTICIPATING IN THE CLOSED MEETING SESSION TO LEAVE FOR THE EVENING. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

APPROVAL OF CITY COUNCIL MINUTES

- a. November 13, 2012 – Regular Council Meeting
- b. November 13, 2012 – Council Committee of the Whole Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING BOTH MEETING MINUTES OF NOVEMBER 13, 2012. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated November 21, 2012
- b. Authorize professional development classes
- c. Approval of 3013 schedule of meetings
- d. ~~Approval of resolution designating authority to pay claims~~
- e. Approval of resolution related to city fund balances as recommended by the City's auditor for GASB 54 compliance
- f. Approval of final fund transfers for the Central Park Boulevard and Pine Cone Central Park project
- g. Approval of Council appointments to Planning Commission, Economic Development Commission and Park Commission
- h. Approval of 2013 liquor license application renewals

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Council member Peterson requested Consent Agenda Item 'd' be removed for further discussion under Department Reports.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE APPROVING CONSENT AGENDA ITEMS A-H, MOVING ITEM 'D' FOR DISCUSSION UNDER THE CITY ADMINISTRATOR'S BUSINESS. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. 2013 fee schedule and capital improvement plan (Requested Action: conduct public hearing but defer action to December 10, 2012 meeting)

Finance Director, Degiovanni provided an overview of the proposed 2013 fee schedule and capital improvement plan. Mayor Perske opened the public hearing. No written or oral testimony was offered, and the hearing was closed. Approval consideration was deferred to the December 10, 2012 meeting.

b. Dehler land use plan amendment

Community Development Director, Rasmussen provided an overview of the land use plan amendment requested by G & M Dehler Trust to change from medium and low density residential to mixed use for commercial (approximately 12 acres) and residential (approximately 17 acres) and park. The subject property is located in LeSauk Township but is part of an orderly annexation agreement that provides for the eventual annexation of the property to the City. She also provided an overview of the FAUAR that was developed and adopted affecting the subject property and highlighted appropriate development concepts & mitigation options for the property per the adopted FAUAR. The Planning Commission voted unanimously to approve. Staff recommends approval as well.

Mayor Perske opened the public hearing at 7:30 p.m. and the following comments were heard:

Janice Hammond, 2017 Charter Oaks Court, St. Cloud, commented about the noise from truck deliveries and lighting intrusion from the Epic Center development and urged any continued development to minimize noise and light intrusion to neighboring areas.

Dan Gallagher, 2013 Charter Oaks Court, St. Cloud, questioned the need for any changes in land use plan at this time and questioned its relationship to a proposed land acquisition by the City.

No additional written testimony was offered beyond what was included in the council agenda packet.

Council member Peterson asked if the city has ever changed a land use plan designation on a property that was the subject of acquisition negotiations. Rasmussen said she wasn't aware of any prior example but also noted that there have been plans in place for decades that contemplated or proposed park acquisition in this area. She also noted that it is not uncommon for a land use amendment request to precede a contemplated development request such as was the case at the corner of Benton Drive and County Road 29.

Council member Nicoll noted that the decision at this time should be limited to what the appropriate land use designation should be, regardless of whether or not any public acquisition effort exists. Nicoll

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also noted that the current LUP was established in 2003 which preceded significant changes in infrastructure and development in the immediate area.

Council member Peterson suggested the land use plan amendment may affect the value of the property and therefore shouldn't be considered while acquisition negotiations are in play with the City.

Council member Hennes noted the proposed park designation in the Land Use Plan amendment and its consistency with long term regional park plans.

Administrator Gartland noted that terms of negotiation will be addressed in closed session as identified on the agenda.

Council member Nicoll urged Council action be based purely on the merit of the request, regardless of whether or not a park acquisition is pursued.

- **Resolution approving land use amendment of certain properties from medium and low density residential to mixed use and park**

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 97-12 APPROVING LAND USE AMENDMENT OF CERTAIN PROPERTIES FROM MEDIUM AND LOW DENSITY TO MIXED USE AND PARK.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS CORDIE, HENNES, NICOLL

NAY: MAYOR PERSKE, COUNCIL MEMBER PETERSON

MOTION CARRIED

- **Resolution adopting findings of fact supporting amendment of land use plan designation from medium and low density residential to mixed use and park**

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 98-12 ADOPTING FINDING OF FACT SUPPORTING A REQUEST FOR A LAND USE AMENDMENT TO THE FUTURE LAND USE MAP FROM MEDIUM AND LOW DENSITY RESIDENTIAL TO MIXED USE AND PARK.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS CORDIE, HENNES, NICOLL

NAY: MAYOR PERSKE, COUNCIL MEMBER PETERSON

MOTION CARRIED

OLD BUSINESS

- a. **Presentation of city engineer's drainage analysis for Bakers Lake area**

City Engineer, Mathiasen, provided a brief overview of the drainage analysis and options for the Bakers Lake area and for the Pinecone Road drainage area near Pinecone Central Park. He noted that a secondary outlet for Bakers Lake would help reduce flows by approximately 30% through installation of a 48" pipe for about 5,000 feet via easements that would need to be acquired. Providing an outlet control on Ditch 13 in addition to the second outlet would provide an additional 30% reduction in ditch

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flows. This would require involving adjacent and upstream property owners and restoration of some wetland areas. Estimated project cost is \$725,000.

Pinecone Road corridor experiences occasional flooding particularly at the Intersection of 2 ½ Street North. Some of the neighborhoods in this drainage corridor didn't include any drainage ponds. Constructing a bypass and new ponding is recommended. The estimated cost is \$185,000

Finance Director, Degiovanni recommended these potential projects be considered for inclusion in the city's Financial Management Plan and Capital Improvement Plan.

~~b. Consideration of purchase agreements for Sauk River Park and Nature Area (discussion to be conducted in closed session, the meeting will be re-opened for approval action consideration)~~

Item (7-b) was moved to follow department reports to enable staff not participating in the closed meeting session to leave for the evening.

DEPARTMENT REPORTS

POLICE DEPARTMENT

Monthly Activity Report

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

PUBLIC WORKS

Monthly Activity Report

Retention Pond Safety – Requested by Mayor Perske

Mayor Perske inquired about the safety of allowing skating on our holding ponds. City Engineer, Mathiasen, noted that most ponds exist by easement but the underlying fee title is typically held by the adjacent property owners. Chief Hughes noted compliance is not actively monitored but enforcement does occur when there is an apparent and notable safety hazard observed.

CITY ENGINEER

Semi-monthly Memorandum

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Council member Cordie inquired about other locations where our excess inventory of history books could be placed.

Rasmussen affirmed to the Mayor that the Shoreland Ordinance will be coming back to the Council for further review and discussion.

CITY ADMINISTRATOR

a. **Approval of resolution designating authority to pay claims**

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Finance Director, Degiovanni reviewed the information she included in the memorandum per recommendation of the city's auditors to assure we're able to prepay bills as necessary to meet statutory requirements and as contemplated in statute.

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 95-12 DESIGNATING AUTHORITY TO PAY CLAIMS. UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR PERSKE, COUNCIL MEMBERS CORDIE, HENNES, NICOLL
NAY: COUNCIL MEMBER PETERSON
MOTION CARRIED**

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

Council member Nicoll noted a discussion by EDC about MN CAR participation and whether or not to continue participating in the CMBA Home Show.

Council member Hennes noted continued increase in MTC ridership in Sartell.

Consideration of purchase agreements for Sauk River Park and Nature Area (discussion to be conducted in closed session, the meeting will be re-opened for approval action consideration)

8:38 P.M. A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER CORDIE TO MOVE INTO THE CONFERENCE ROOM FOR CLOSED MEETING SESSION. THE MOTION CARRIED UNANIMOUSLY.

9:38 P.M. Council reconvened its meeting.

City Attorney, Jan Petersen announced that terms for the purchase of proposed park property were discussed in closed session. No action or information will be shared at this time but will come back to the Council in a public session when approval action on all acquisitions are considered by the Council.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 9:40 P.M. THE MOTION CARRIED UNANIMOUSLY.



JOE PERSKE
MAYOR

Minutes By



Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF DECEMBER 10, 2012

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee of the whole meeting was held on December 10, 2012 at Sartell City Hall. The meeting commenced at 8:35 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Cordie, Hennes and Peterson
COUNCIL ABSENT: Nicoll
OTHERS PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Community Development Director
Mary Degiovanni, Finance Director
Jim Hughes, Police Chief
Amy Braig-Lindstrom, Council Member-Elect

AGENDA

Mayor Perske asked to add four additional items to the agenda – Former Verso employee correspondence, tiered water rate legislation, cable broadcasting committee of the whole meetings, and lighting at the Holiday store. Council Member-Elect Braig-Lindstrom inquired as to how agenda topic matters typically get determined. A motion to approve the agenda was made by Peterson and seconded by Cordie with the additions requested by Mayor Perske. Motion unanimously approved.

HOLIDAY STATION LIGHTING

Community Development Director Rasmussen reported that enforcement efforts are underway with the Holiday Station for exceeding the exterior lighting lumens allowance.

FORMER VERSO EMPLOYEE COMMUNICATION

Mayor Perske noted that he had received another email communication from a former Verso employee that maintains the City should exercise more control over what will happen to the Verso site.

CABLE BROADCASTING COMMITTEE OF THE WHOLE MEETINGS

Mayor Perske shared additional thoughts and concerns on a prior council discussion about the potential for cable broadcasting committee of the whole and perhaps other city related meetings. Prior consensus of the council was to defer further consideration to the 2013 seated council and the consensus was to reaffirm that prior decision.

EXEMPT EMPLOYEE SALARY SURVEY

Finance Director Degiovanni shared 2012 salary data for comparable exempt positions from comparable cities to Sartell. This data will be reviewed in further detail by the Personnel Committee who will generate recommendations on updated salary ranges for each position and to recommend merit pay adjustments for exempt employees for 2013.

STATUS OF GOLF COURSE PROPERTY FRAGMENT PARCELS

This topic was placed on the agenda at the request of Mayor Perske who expressed his continuing concern for retaining platted fragment parcels from the golf course property acquisition and getting

additional plantings added to the fragments that abut Ditch 13. After further discussion, prior direction received from the Council was reaffirmed – remaining fragment parcels owned by the city are not for sale; potential Boy Scout project proposals need to be coordinated through staff; when the project proposal has attained approval as an eligible Eagle Scout project, has attained funding and other necessary approvals for the project, and staff has determined the project proposal is ready for Council approval consideration, staff will place the proposal on a Council agenda for formal action.

EMERGENCY OPERATIONS PLAN

This topic was placed on the agenda at the request of Mayor Perske who noted that the EOP formally adopted by a previous Council in 2002 was not the plan that was used in the Verso response event. Chief Hughes reiterated to the Council the information he provided at the October Committee of the Whole meeting regarding continuing updates to the plan that he has been making and incorporating based on his advanced training and expertise in the subject area of Emergency Management. It was also noted that training for elected officials on their role in emergency management and operations is being scheduled by Stearns County Emergency Management for early February and the consensus of the Council was to again reaffirm that they do not need to review/discuss the EOP again until Chief Hughes's EOP update is presented to the Council in March.

ADJOURNMENT

A motion was made by Cordie and seconded by Peterson to adjourn the meeting at 9:50 pm.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

December 10, 2012

SARTELL CITY COUNCIL MEETING

MINUTES OF DECEMBER 10, 2012

22ND MEETING

Pursuant to due call and notice thereof, the 22nd meeting of 2012 was held on December 10, 2012 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
Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
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 CORDIE TO MOVE THE DISCUSSION ON ITEMS 7A & 7B TO ACCOMMODATE COUNCIL MEMBER NICOLL'S NEED TO LEAVE THE MEETING PRIOR TO ADJOURNMENT DUE TO A FAMILY MEDICAL SITUATION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

APPROVAL OF CITY COUNCIL MINUTES

- a. November 26, 2012 Regular Meeting
- b. November 26, 2012 Budget Workshop Meeting
- c. November 19, 2012 Special Meeting-Commission & Board applicant interviews

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING MEETING 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. Community Resource Facility Task Force meeting notes of November 28, 2012 – Acceptance
- e. Park Commission meeting minutes of December 5, 2012 – Acceptance
- f. Approval of voucher payments dated December 6, 2012
- g. Professional Development
- h. Approval of conditional offer of appointment of Brian Heim to fill firefighter vacancy effective January 1, 2013 and placement of Matt Fox and Spencer Malley on a 12 month eligibility list for future vacancies.
- i. Approval of conditional offer of appointment to fill Police Officer vacancy effective January 2, 2013

December 10, 2012

- ~~j. Approve resolution establishing 2013 Fire Department pay rates (vote abstention by Council Member Nicoll)~~
- k. Approval of amended job descriptions for Utility System Operator position and Mechanic/Street Maintenance Worker and initiation of the hiring process to fill these vacant but budgeted positions
- l. Conditional approval of liquor license renewal for Little Fiesta
- m. Approval of purchase of 10 picnic tables using funds budgeted for park equipment
- n. Approval of final payment and project acceptance for Central Park Improvements
- o. Consideration of outdoor rink agreement and rink rules for Pinecone Regional Park

Council member Peterson requested removal of consent agenda item 'j' for discussion under item 8e.

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

PUBLIC HEARINGS

a. **2013 budget and tax levy**

Finance Director, Degiovanni, provided a power point overview of the process for determining the proposed levy and budget for 2013. She noted the budget workshop sessions that led to the Council's decision to present the levy and budget amounts that are being presented at tonight's public hearing. Degiovanni explained that the proposed amount is actually a \$156,120 cut from what was approved in the preliminary budget adoption and renders an estimated tax rate of 37.580% versus 36.369% which would require an additional \$115,000 in cuts. The State elimination of the market value credit along with declining property values have made it very difficult for the City to maintain a flat tax rate given the continued growth and development that has been occurring in the City. Sartell's tax rate remains consistently well below our neighboring cities of St. Cloud, Sauk Rapids, Waite Park and St. Joseph. The recommended staffing level will continue to render a net staffing reduction of one in the Police Department and two in the Public Works Department as compared to 2008.

Mayor Perske opened the public hearing at 7:18 p.m. No oral or written testimony was offered and the hearing was closed.

Council member Nicoll advocated a flat tax rate which could be achieved by foregoing sealcoating for one year. As such, she indicated her intent to vote against the proposed budget and levy as presented.

Resolution adopting the final 2013 levy and budget

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 101-12 ADOPTING THE FINAL 2013 LEVY AND BUDGET.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

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

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

December 10, 2012

Ordinance amending 2013 fee schedule and summary ordinance for publication (related action not subject to public hearing)

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON ADOPTING ORDINANCE 12-03 AMENDING 2013 FEE SCHEDULE. THE MOTION CARRIED UNANIMOUSLY.

Approval of Financial Management Plan update including capital improvement plan (related action not subject to public hearing)

Finance Director, Degiovanni confirmed inquiries from Mayor Perske that nothing in the Financial Management Plan precludes the Council from making a different decision regarding the scope or timing of individual projects.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE FINANCIAL MANAGEMENT PLAN. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

Approval of 2013 Legislative Priorities Agreeable for Inclusion in the Joint Resolution of Area Cities

City Administrator, Gartland noted that only those items that are approved by all six cities will appear in the joint resolution that is ultimately signed by all six cities. Gartland also noted the inadvertent omission of the matter that proposes amending Statute 429 regarding assessments.

Council member Nicoll advocated removal of the Northstar extension advocacy (#11) from the list as an unrealistic and unaffordable proposal.

Council member Hennes concurred, noting the disappointing ridership numbers.

Mayor Perske expressed support for the Northstar Rail, but sees it as decades down the road for becoming a reality.

Council member Peterson and member Cordie concurred with keeping it on the list for this year but to discuss it at next year's Area Cities meeting

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL APPROVING THE 2013 LEGISLATIVE PRIORITIES WITHOUT #11. THE MOTION FAILED FOR LACK OF A SECOND.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER CORDIE APPROVING THE 2013 LEGISLATIVE PRIORITIES AS PRESENTED WITH THE ADDITION OF THE STATUTE 429 AMENDMENT PROPOSAL.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

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

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

7:50 P.M. Council member Nicoll left the meeting

December 10, 2012

b. Presentation of 2012 Community Survey Results

Community Development and Planning Director, Rasmussen provided a power point presentation highlighting the 2012 Performance Measures Survey results. Rasmussen noted that the first 10 questions were developed by LMC and 3 questions were added by staff and the Community Resource Facility Task Force. Community Resource Facility questions gleaned out the highest ranking amenities were library, senior center and meeting rooms in ranked order. A significant amount of response expressed support for recreation type facilities, especially a pool. Other services related questions are generally similar to the 2011 survey results with strong majority responses indicating service levels are good or excellent.

DEPARTMENT REPORTS

POLICE DEPARTMENT

Monthly Activity Report

Chief Hughes noted the date has now been set for January 24th for the Incident Command System Overview for elected officials being offered by Stearns County Emergency Management. Council is encouraged to let the Chief know by the first week in January if they're able to attend.

PUBLIC WORKS

Monthly Activity Report

Brad provided an overview of the snow removal activity as a result of this weekend's snow storm event and the status of getting the trails cleared, rinks prepared and cross country trails groomed. Brad noted that the compost site will reopen for one weekend for Christmas tree disposal.

CITY ENGINEER

Semi-monthly Memorandum

Mayor Perske offered comments of appreciation and accolades to City Engineer, Jeremy Mathiasen, with this being the last meeting under the Stantec service contract.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

CITY ADMINISTRATOR

Consent Agenda item 5j

Approve resolution establishing 2013 Fire Department pay rates (vote abstention by Council Member Nicoll)

Council member Peterson asked for an overview of how the pay rate adjustment for firefighters is determined. Finance Director, Degiovanni noted that starting in 2010 the Council opted to provide smaller but more regular adjustments to the pay rates. As such, the average cost of living adjustment provided to fulltime employees annually is now also extended to firefighters.

December 10, 2012

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 99-12 ESTABLISHING THE 2013 FIRE DEPARTMENT PAY RATES.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: NONE

ABSTAIN: COUNCIL MEMBER NICOLL

MOTION CARRIED

Council member Cordie asked for clarification on the fireworks permit matter.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

Council member Hennes offered appreciation to outgoing Council member Cordie for her service on the Council the past two years.

Council member Cordie offered a brief update on the most recent Sartell Senior Connection meeting as well as noted how much she's appreciated serving on the Council.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER CORDIE AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:25 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Patti Gartland
City Administrator**



**JOE PERSKE
MAYOR**