

SARTELL CITY COUNCIL MEETING

MINUTES OF JANUARY 14, 2013

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee of the whole meeting was held on January 14, 2013 in the conference room at Sartell City Hall. The meeting commenced at 8:00 PM.

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

AGENDA

Mayor Perske confirmed the Council's consent agenda decision to hold the Annual Reports special meeting and EDA annual meeting even though he and the City Administrator may be at a conference on March 11, 2013. A decision as to whether or not to hold any committee of the whole meeting that evening can be made at the February meeting.

The Council also agreed that the Council Meeting Guidelines for Cable Broadcast which was removed from this evening's regular Council agenda should be placed on the February Committee of the Whole agenda.

A motion was made by Hennes and seconded by Nicoll to approve the agenda with the additions of snow removal and Council technology discussions. The motion carried unanimously.

COUNCIL TECHNOLOGY

Council member Braig-Lindstrom indicated she would like to see every Council member have an "@sartellmn.com" email address. Council consensus was to proceed on this request immediately and seek City Attorney refresher on best practices for Council emails.

Council consensus was to maintain the goal of paperless agendas and Council tablets or laptops to our list to pursue soon. There was discussion about the fact that going paperless would improve the cable broadcast of Council meetings since paper shuffling is a distraction for viewers and we should consider using PEG funds for this transition to improve our government cable broadcasts.

SNOW REMOVAL

The Council discussed a few public complaints received on snowplowing versus the realities of the storm events we had experienced and accepted standards for snow removal. There was discussion of plowing nuisance snows, protocol for removing slush, and use of additional contractual plowing.

Consensus of the Council was to invite the Public Works Director and City Engineer to the February committee of the whole meeting to discuss snow removal ideas, removal of weeds from City streets

and whether/how soon we should crackfill after weeds are removed, and updating our sealcoating plan.

GOALS

Council member Braig Lindstrom questioned setting 2013 goals AFTER the 2013 budget had already been adopted. Consensus of the Council was to proceed with setting goals, some of which may be obtainable in the current year, but including others that may be longer term so we should refer to them as Council goals rather than "2013" goals.

Beginning with the current 2012 goals list, as updated, and also brainstorming new goals, the Council developed an updated goals list which will be compiled by staff.

ADJOURNMENT

Upon motion made by Braig-Lindstrom and seconded by Nicoll, the Mayor adjourned the meeting at 10:00 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

January 14, 2013

SARTELL CITY COUNCIL MEETING

MINUTES OF JANUARY 14, 2013

1st MEETING

Pursuant to due call and notice thereof, the 1st meeting of 2013 was held on January 14, 2013 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: Braig-Lindstrom, Hennes, Nicoll, and Peterson
ABSENT: None
ALSO PRESENT: Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, City Engineer

OATH OF OFFICE FOR STEVE HENNES AND AMY BRAIG-LINDSTROM

Finance Director Mary Degiovanni administered the Oath of Office for re-elected Council member Steve Hennes and newly elected Council member Amy Braig-Lindstrom

PLEDGE OF ALLEGIANCE

RECOGNITION FOR SANDRA CORDIE

Mayor Perske thanked Councilmember Cordie for her service on the Council as well as her consistent community service. On behalf of the City and Council, the Mayor presented a pen set to Sandra for her service.

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES TO APPROVE THE AGENDA WITH THE REMOVAL OF ITEM 8B TO A FUTURE COMMITTEE OF THE WHOLE DISCUSSION SINCE THE AGENDA PACKETS DID NOT INCLUDE INFORMATION ON THAT AGENDA ITEM. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

APPROVAL OF CITY COUNCIL MINUTES

- a. December 10, 2012 Regular Meeting
- b. December 10, 2012 Committee of the Whole Meeting

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

January 14, 2013

CONSENT AGENDA

- a. December Building Permit Activity Report – Acceptance
- b. December Inspections Activity Report – Acceptance
- c. December Finance Directors Report – Acceptance
- d. Approval of voucher payments dated January 10, 2013
- e. Professional Development: Planning Director to attend Sensible Land Use Coalition seminar on Placemaking on January 30, 2013 in Brooklyn Park; Police Chief & Fire Marshal to attend Governor's Homeland Security & Emergency Management Conference on February 12-14, 2013 in Minneapolis; Police Chief to attend MN Chiefs of Police Association Executive Training Institute in Duluth on April 22 – 25, 2013.
- f. Approval of 2013 refuse hauler licenses
- g. Set special meeting of the City Council for department annual report presentations from 5 – 6:30 p.m. on Monday, March 11, 2013
- h. Set annual meeting of the Economic Development Authority for 6:30 pm on Monday, March 11, 2013
- i. Approval of sponsorship registration for St. Cloud Area Evening at the Capitol on February 27, 2013, 5 – 7 p.m. at the Kelly Inn in St. Paul
- j. Approval of fund transfers correction for Fund 402
- k. Approval of purchase of final component to the new Jaws of Life equipment using Fire Equipment Fund monies
- l. Approval of budgeted purchase of squad car replacements
- m. Approval of resolution setting public hearing for February 11, 2013, for issuance of a revenue note for Opportunity Matters project
- n. Set Public Hearing for February 11, 2013 for the purpose of amending Title 8, Water & Sewer Ordinance requirements
- ~~o. Approval of Flaherty & Hood proposal for lobbying services~~
- p. Approval of Franchise Renewal services not to exceed \$5,000

Council member Peterson requested removal of consent agenda item "O" for discussion.

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

Council member Nicoll suggested the approval of consent agenda item "O" be made contingent upon all other area cities approving the service proposal. Council member Peterson suggested the approval of \$1,500 protects the City from rising costs that may result if any other city does not participate.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEM "O" IN THE AMOUNT OF \$1,500. THE MOTION CARRIED UNANIMOUSLY.

January 14, 2013

OLD BUSINESS

a. Approval of Resolution Making Certain Annual Appointments and Designations for 2013

The Council went through the list of annual appointments and designations and agreed upon such appointments and designations. The Council agreed to remove the Park Commission liaison appointment consistent with their earlier decision not to appoint a Planning Commission liaison. Council consensus was also to leave the City-School Collaborative Planning Committee vacant at this time, but to discuss renewal of this committee when the City Council and School Board hold a joint meeting in the future.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION NO. 01-2013 AMENDING CERTAIN APPOINTMENTS FOR 2013. THE MOTION CARRIED UNANIMOUSLY.

b. Eagle Scout Project Proposal

Dean Amundson presented his proposal for an Eagle Scout project for wildlife habitat restoration on the City-owned golf course property. Dean has raised the funds and will recruit sufficient volunteer help to plant 300 crabapple trees and chokecherry shrubs in 6 different areas of the property and will continue to monitor and water the plantings through November of 2013. The Council thanked Dean for his fine work on the project so far and for his willingness to see the project through.

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

DEPARTMENT REPORTS

POLICE DEPARTMENT

Monthly Activity Report

Chief Hughes noted that data entry continues to be weeks behind due to workload but that he is working on a program for officers in the field to enter more data to help relieve the backlog. Mayor Perske noted his appreciation for the fine work our officers do in the Sartell schools in light of recent school violence in the nation.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM ACCEPTING THE CHIEF'S REPORT. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC WORKS

Monthly Activity Report

Brad confirmed that cross country ski trails in the northern section of Pinecone Central Park is being looked at for next year. Council member Braig-Lindstrom noted she wants to work to ensure our existing park structures are utilized to their full potential, including the golf course clubhouse during the winter months. Council member Peterson confirmed that rink attendants can help clear the ice but that it is generally done by maintenance crews as needed during regular hours. Mayor Perske commended the ski trails having used them this winter and Member Braig-Lindstrom noted the Christmas tree drop-off being held one day only worked based upon number of trees dropped off.

January 14, 2013

CITY ENGINEER

Semi-monthly Memorandum was presented and accepted, and Mike Nielson was welcomed to the City team by the Council.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum was presented. Members asked Anita about the Planning Commission's review of the site plan process and Anita confirmed any change would be in Ordinance form so the Council would be able to discuss it. Council member Hennes asked that the Commission's review of trail connections include those between area cities in addition to the trails within Sartell. Mayor Perske confirmed he wants to see Pinecone Road North and the possibility of a trail to Oak Ridge Elementary discussed at a future Council Committee meeting. Council member Braig-Lindstrom suggested having a trail plan with some committed City funding, as well as collaboration with the Sartell School District, could help in future grant applications for trail improvements.

CITY ADMINISTRATOR - No report

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

- Council member Hennes mentioned that the latest League of Cities bulletin shows Sartell could receive approximately \$85,000 of LGA in 2014. He also said he is disappointed in the drop in MTC ridership within Sartell but that he will continue to monitor this and push for looking at alternatives in the coming years, even as his MTC term will expire during 2013
- Councilmember Braig-Lindstrom thanked the community for the opportunity to serve and City staff for the orientation provided. She also reported the Newly Elected conference by the League of MN Cities was very helpful.
- Mayor Perske said he was looking forward to a successful 2013 for the City.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM TO ADJOURN THE MEETING AT 7:53 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



**Mary Degiovanni
Finance Director**


**JOE PERSKE
MAYOR**

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 11, 2013

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee of the whole meeting was held on February 11, 2013 in the conference room at Sartell City Hall. The meeting commenced at 9:10 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Braig-Lindstrom, Nicoll, Hennes and Peterson
COUNCIL ABSENT: None
OTHERS PRESENT: Patti Gartland, City Administrator
Mike Nielson, City Engineer
Brad Borders, Public Works Director
Mary Degiovanni, Finance Director

AGENDA

Motion by Council member Braig-Lindstrom, seconded by Council member Nicoll to approve the agenda with the Mayor's requested addition to discuss the APO 2040 plan as part of the Street Maintenance discussions. Motion passed unanimously.

STREET MAINTENANCE

Engineer Nielson overviewed pros and cons of various maintenance techniques and timing, including crackfilling, sealcoating, overlays and reconstructs. Mike showed core samples from non-Sartell roadways and suggested Sartell consider a Pavement Management System to help get the best return on our street maintenance investment. Staff was directed to develop a 2013-2016 sealcoating plan and budget, to include weed removal and crackfilling as part of our routine maintenance. Further information/cost proposal for a Pavement Management System will also be brought back to the Council.

Snow removal was also discussed and the Council confirmed they felt our Public Works Director was doing a good job of making decisions on plowing and gratitude was expressed to the public works crew who has been working with fewer full time employees since 2008, but has been even further short-staffed in recent months due to retirements and employee injuries. The Council confirmed that Brad should let them know if/when he feels more staff or equipment are essential to snow removal for public safety, and also that his decisions about when to salt/sand should be made based upon public safety needs and not a concern about holding down that line item of the budget.

Mayor Joe suggested the Council consider the APO 2040 Plan when prioritizing our own City street needs.

AGENDA REVISITED

Motion by Council member Nicoll, seconded by Council member Hennes to remove items 4 and 5 (Council Meeting Guidelines and Cable Broadcast; and Continuation and/or Format for Committee of

the Whole meetings) and have them placed on a future agenda due to the late hour and the prioritization of remaining agenda items. Motion unanimously carried.

PERSONNEL COMMITTEE UPDATE

Administrator Gartland and Council members Braig-Lindstrom and Nicoll distributed a 6 page memorandum highlighting the analysis of exempt/non-union wage range adjustment and recommended wage amounts for 2013. It was noted that wage range adjustments based on comparable positions in comparable communities hasn't occurred since 2006 and that exempt employees have not received any form of step/merit pay increase in the past 5 years whereas as union employees have continued to receive some extent of step increases. The recommended wage adjustments for 2013 would put the actual wage average increase per year since 2008 at 2.44% for non-union employees, 3.07% for Teamsters employees, and 2.86% for LELS employees. Mary noted that the cost to implement the wage adjustment is approximately \$54,000 which is about \$6,000 under what's available in the general fund budget alone and almost \$31,000 under budget in all departments. The Mayor requested the Council be provided with an itemized list of annual salaries for non-union positions for the past 5 years. Approval consideration will be requested at the Council's next regular meeting.

2013 COUNCIL GOALS

The Council goals were discussed, including staff's suggested additions. Council consensus was that collaborations with neighboring cities need to result in a positive outcome for Sartell with a guarded approach to public safety related collaborations that may be interpreted as support to consolidate area police departments or fire departments into a single department when in fact the Council does not support any movement toward that end. Council member Braig Lindstrom asked about establishing a City Pool fund and consensus was to search for non-City hosts for such a fund similar to the Bernick's Arena and Pinecone Central Park initiatives. Mayor Perske asked about a 2012 goal related to Watab Creek and the golf course ditch and staff will provide that information to the Council in case they want to carry it over to 2013 goals or if it is near enough to completion to eliminate from goals.

ADJOURNMENT

Motion by Council member Nicoll, seconded by Council member Hennes to adjourn the meeting at 11 p.m. Motion unanimously carried.

Minutes By:



Patti Gartland, City Administrator



Joe Perske, Mayor

February 11, 2013

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 11, 2013

3RD MEETING

Pursuant to due call and notice thereof, the 3RD meeting of 2013 was held on February 11, 2013 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: Braig-Lindstrom, 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

SPECIAL PRESENTATIONS/RECOGNITIONS

On behalf of the city, Mayor Perske offered the City gratitude for service and presented Bob Beumer with an engraved pen as a token of the City's appreciation for his service on the Economic Development Commission.

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

No comments were made.

APPROVAL OF CITY COUNCIL MINUTES

- a. January 28, 2013 – Regular Meeting

Council member Peterson asked that his comments on rationale for voting against the purchase of tablets to facilitate a paperless agenda packet process get added to the minutes from January 28, 2013 as well as his request to receive actual cost information for the Planning Director's attendance at the National conference in Chicago.

Administrator Gartland cautioned and reminded the Council of its decision a couple of years ago to reduce operating costs by having the Administrator generate a more abbreviated version of Council minutes as the official written record of actions of the Council with discussion and rationale for votes being available on the audio and video recordings of the meeting. If the Council wishes to expand the scope of its minutes again, she advised the Council of its need to pay a recording secretary to begin attending the meetings.

February 11, 2013

Council member Nicoll stated the minutes should not include every members' rationale for every decision, but asked that her comments get added regarding why she voted in favor of the tablet purchase as well as her comments about the source of funding for sealcoating being totally separate from sources identified for the tablet purchase also be included in the minutes if the additions requested by Council member Peterson are going to be included.

Council member Brag-Lindstrom also asked that if one Council members' requests rationale be included, then we also need to add her reference to the recommendation from the City Attorney advocating Council related communications be kept separate from personal communications which can better be accommodated with the issuance of tablets to the Council for city related business.

Council member Hennes advocated that the Council should not adopt this practice or lengthy meetings will result in a burden on staff and minutes that become much too lengthy rather than an official summary as intended. Hennes also advocated that requests to have specific comments made during a council meeting included in the minutes created for that meeting should be made known at the time the Council takes action on the subject matter, not after the fact when the minutes are presented for approval.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE AMENDED VERSION AS DESCRIBED OF THE JANUARY 28, 2013 COUNCIL MINUTES. 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 23, 2013 – Acceptance*
- e. Approval of voucher payments dated February 6, 2013*
- f. Professional Development: Deputy Police Chief, Police Sergeants, Public Works Director, Assistant Public Works Director and City Administrator to attend LMC Loss Control Workshop on April 23, 2013 in St. Cloud; Ass't. Public Works Director and Utility System Operator to attend MRWA Water & Wastewater Technical conference in St. Cloud on March 5 – 7, 2013.*
- g. Approval to hire Marlys Saari for budgeted part-time data entry clerk for the Police Department*
- h. Approval to hire Randy Vait to fill the vacant but budgeted Mechanic/Street Worker position subject to favorable completion of background and medical assessments*
- ~~*i. Approval of resolution adopting the Stearns County All-Hazard Mitigation Plan*~~
- j. Reschedule Board of Review (Stearns County) from 6:30 pm to 6:00 pm on April 3, 2013*

Council member Peterson asked that 6i be moved to the City Administrator's business. Mayor Perske noted that the Park Commission minutes had a typo relating to Watab Park boundary.

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

PUBLIC HEARINGS

a. Issuance of Revenue note for Opportunity Matters

Finance Director, Degiovanni, provided an overview of the conduit financing approval being requested to enable Opportunity Matters to refinance. She affirmed that there are no risks to the City or its taxpayers which is also affirmed by the City's financial advisors, Ehlers & Associates.

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

Resolution approving issuance and sale of health care facilities revenue refunding note

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 9-2013, THE ISSUANCE AND SALE OF HEALTH CARE FACILITIES REVENUE REFUNDING NOTE. THE MOTION CARRIED UNANIMOUSLY.

b. Title 8, Water & Sewer Ordinance amendment – allowable service connection materials

City Engineer, Nielson, provided an overview of the ordinance amendment recommendations which allow polyethylene pressure pipe for water service lines under two inch in addition to copper which is currently the only material allowed. Additionally, all services two inches or larger will be ductile iron or PVC. He noted that this is a common allowance amongst neighboring cities. Mike responded to various questions regarding the recommended amendments.

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

Ordinance amending Title 8 of the Sartell Code of Ordinance

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING ORDINANCE 13-01 AMENDING TITLE 8 OF THE SARTELL CODE OF ORDINANCE. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Concessions and restroom building site plan and signage plan for Pinecone Central Park

Planning and Community Development Director, Rasmussen provided an overview of the concessions and restroom building site plan and signage plan for Pinecone Central Park. She noted the favorable recommendation from the Planning Commission subject to conditions as articulated in the staff memorandum.

Council member Hennes asked if it would be feasible to have a shade tree added to the middle of the pavilion area and suggested the need for additional restrooms in the park as it continues to develop.

February 11, 2013

Greg Neeser responded to a question regarding the location of the proposed sign which is intended to be in the vicinity of the restroom and concessions area near the parking lot. Neeser also noted that mobile concessions are also intended at the park.

Mayor Perske questioned the wisdom of not having restroom facilities in the concessions building.

Council member Braig-Lindstrom suggested additional tree plantings be incorporated into the site improvements and she advocated consistency in building materials and incorporation of green building techniques whenever possible.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE CONCESSIONS AND RESTROOM BUILDINGS SITE PLAN AND SIGNAGE PLAN FOR PINECONE CENTRAL PARK SUBJECT TO CONDITIONS AS RECOMMENDED BY STAFF AND THE PLANNING COMMISSION WITH RESTROOM FACILITIES ALSO TO BE INCLUDED IN THE CONCESSIONS BUILDING. THE MOTION CARRIED UNANIMOUSLY.

b. Watab Park shelter replacement process, timeline and creation of design & construction committee

Administrator, Gartland, provided an overview of the proposed process and timeline for getting the Watab Park Shelter project planned and approved for construction beginning fall 2013 with an opening in spring 2014. Brad explained the general nature of the boundary issue with Daniels Funeral Home and the hope that an exchange of land can resolve and better reflect how the properties are actually used.

Sarah Jane Nicoll asked to be the Council representative on the proposed committee.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE PROCESS, TIMELINE AND APPOINTMENT OF COUNCIL MEMBER SARAH JANE NICOLL ON THE COMMITTEE. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

POLICE DEPARTMENT

Monthly Activity Report

Dale Struffert, Deputy Police Chief responded to various questions regarding the activity report and school business stop arm violations.

PUBLIC WORKS

Monthly Activity Report

Public Works Director, Borders, updated the Council on the success of the most recent snow removal event.

February 11, 2013

CITY ENGINEER

Semi-monthly Memorandum

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

CITY ADMINISTRATOR

Consent Agenda 6i

Approval of resolution adopting the Stearns County All-Hazard Mitigation Plan

Council member Peterson expressed concern that the plan presented appears to also include some cost obligations to the city. Others felt it was clear that this is a plan and any possible implementation measures would require future consideration by the Council.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 8-13 ADOPTING THE STEARNS COUNTY ALL-HAZARD MITIGATION PLAN.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: BRAIG-LINDSTROM, HENNES, NICOLL

NAY: COUNCIL MEMBER PETERSON

MOTION CARRIED

Council member Peterson asked the record to reflect that he doesn't feel there is a definite answer as to what the obligations are to the City for implementing any of the measures described in the plan that would apply to the City of Sartell.

Mayor Joe Perske added that he was okay with the plan as long as it's a plan and not a mandate.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

Council member Hennes noted the search effort by MTC for a new executive director and the design/build process for the CNG building at MTC are underway.

Council member Braig-Lindstrom expressed appreciation for the Emergency Operations Plan training she attended last Wednesday evening.

Council member Peterson provided an update for the Tri-Rec Board meeting and noted the increased participation in the recreation programs.

Mayor Perske noted that efforts to schedule a meeting with the announced buyer of the Verso property are underway and he offered a reminder for the Community Showcase event coming up on February 23, 2013.

February 11, 2013

OTHER BUSINESS

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 possible approval consideration).

The Council moved into the conference room for a closed meeting discussion of purchase agreement negotiations for the Sauk River Park and Nature Area from 8:30 – 9:00 p.m.

The Council reconvened its meeting in the Council Chambers at 9:02 p.m. Mayor Perske announced that the Council is now in a position to take action on the terms negotiated for acquisition of parkland property.

Community Development Director, Rasmussen depicted on a map the location of the 4.8 acre Wollak parcel and 32.4 acres of upland and 9.96 acres of upland from Dehlers for a total of 44 acres. Administrator Gartland outlined the basic terms of the purchase which provide for the payment of \$907,750 for 39.36 acres from G & M Dehler Trust and \$40,000 for 4.8 acres from Wollak Development. Gartland also noted that purchase agreements are contingent on the City gaining final approval for two grant awards from the State of MN, \$500,000 in bonding and \$500,000 in Legacy Grant funds. Gartland noted that local funds required are limited to the 10% match required for the Legacy Grant and other incident costs for closing. The source of local funding comes from funds that are restricted to use for park acquisition or improvement and come from largely from development fees in the immediate area with no property tax or local option sales tax monies being used to fund these acquisitions.

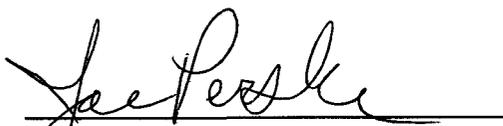
Council member Peterson offered accolades to staff and Steve Feneis for their efforts to make this a reality and overcome any number of obstacles in the process.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 10-2013 AUTHORIZING THE PURCHASE OF THE WOLLAK PROPERTY. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 11-2013 AUTHORIZING THE PURCHASE OF THE DEHLER PROPERTY. THE MOTION CARRIED UNANIMOUSLY.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON TO ADJOURN THE MEETING AT 9:08 P.M. THE MOTION CARRIED UNANIMOUSLY.



JOE PERSKE, MAYOR

Minutes By 

Patti Gartland, City Administrator

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

MINUTES OF FEBRUARY 12, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special joint meeting was held on February 12, 2013 at Sartell City Hall. The meeting commenced at 5:30 PM.

COUNCIL PRESENT: Mayor Perske; Council members: Braig-Lindstrom, Peterson and Nicoll
PLANNING COMM PRESENT: Lori Ellering, Ryan Fitzthum, Corey Hansen, Gary Orman, Bill Worzala
COUNCIL ABSENT: Hennes
PLANNING COMM ABSENT: None
OTHERS PRESENT: Therese Haffner, Planning Associate
Mike Nielson, City Engineer
Anita Rasmussen, Planning Director

AGENDA

The agenda was adopted as presented by consensus.

SHORELAND MANAGEMENT AND PROTECTIONS

Rasmussen shared that the goals of the joint meeting were to identify shoreland goals, identify concerns over the draft ordinance, discuss options and alternatives to having a shoreland ordinance, reaffirm direction to staff on what is wanted in a shoreland management policy and establish a timeline for completion.

Worzala asked if Stearns County's ordinance applies to city properties. Rasmussen clarified that it does not. Worzala asked if we should address the concerns that the city council has.

Haffner discussed the draft ordinance proposing to regulate within 100 feet of the public waters. The proposed setback would be 50 feet from the ordinary high water level, which is consistent with current state rules for urban and tributary rivers. The setback can be closer if properties are developed on both sides and have an established setback line provided no structure is within the shore and bluff impact zones. There was considerable discussion on setbacks, impervious surface coverage, creating undevelopable lots and limiting property owners' ability to add additions and decks. Nielson discussed stormwater runoff rates and how we are treating runoff. Nicoll asked if playground structures had to be within the setback. Haffner said that they would because they are not a water oriented structure, which can be closer. Haffner asked Nicola Blake-Bradley with the MN DNR how playgrounds were defined and treated in Elk River when she worked there and how the DNR views those. Nicola Blake-Bradley discussed water oriented structures. Haffner clarified that a playground would not be considered a water oriented structure according to the state's definition.

Rasmussen discussed the city's environmental sensitive areas ordinance process. Braig-Lindstrom suggested looking at having a uniformed development code. Nicoll suggested taking the time to review and amend until there was a comfort level. Peterson commented that it was better to take the time and get a quality product. Ellering commented on liking the idea of requiring a raingarden for mitigation if someone wants to add a deck. There was discussion on next steps and having

additional joint meetings. Rasmussen suggested reviewing concerns and ordinance language in sections since it can be overwhelming. Peterson asked staff to research and provide language on mitigation options related to impervious surface coverage. Nicoll asked about staff taking a closer look at properties and how they may be affected. Rasmussen suggested staff review platted properties by taking a sample of each of the public waterways. Ellering asked about gathering public input. Nielson discussed performance measure based buffers. Consensus was to have another joint meeting. Rasmussen will send out an email on the meeting date and focus areas as discussed.

ADJOURNMENT

Mayor Perske adjourned the meeting at 7:16 pm.

Minutes By:



Therese Haffner, Planning Associate



Joe Perske, Mayor

February 25, 2013

SARTELL CITY COUNCIL MEETING

MINUTES OF FEBRUARY 25, 2013

4th MEETING

Pursuant to due call and notice thereof, the 4th meeting of 2013 was held on February 25, 2013 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: Braig-Lindstrom, 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 APPROVING THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

No comments were made.

APPROVAL OF CITY COUNCIL MINUTES

- a. February 11, 2013 – Regular Meeting
- b. February 11, 2013 – Committee of the Whole meeting

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE MEETING MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments dated February 21, 2013
- b. Community Resource Facility Task Force meeting notes of 1-30-13: Acceptance
- c. Professional Development: Fire Marshal to attend annual State Fire Marshal Conference at Hennepin Technical College on April 10 – 11, 2013
- d. Approval of liquor license application for Mi Rancho Grande at Pine Cone Marketplace subject to favorable background investigation
- e. Set joint meeting of the City Council and Planning Commission regarding Shoreland Ordinance drafting for 5:30 – 7 pm on Wednesday, March 13, 2013
- f. Approval of special event permit for St. Francis Xavier Church 5K & 1K Race event on August 16, 2013
- g. ~~Approval of purchase of replacement desktop computer and file server for the Fire Department~~

February 25, 2013

- h. Approval of budgeted hiring of Aaron Hauser as Utility Systems Operator subject to favorable background investigation and medical assessment

Council member Peterson requested Consent agenda item 5-g be removed for separate consideration as part of the Police Department reports.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING CONSENT AGENDA ITEMS A-H WITH THE REMOVAL OF ITEM "G". THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

Ordinance amending Chapter 7, Article A, I-1 Light Industrial District, and Article B, I-2 Heavy Industrial District zoning standards

Community Development Director, Rasmussen, provided an overview of the proposed amendments to the industrial standards of the zoning ordinance as recommended by the Planning Commission. Most notable change is the addition of interim use permit uses to the industrial districts and also changes to the performance standards. Rasmussen indicated she met with DeZurik and Verso property interests to discuss the specific standards being proposed and outlined modifications acceptable to staff and the property interests were reached on most of the standards of concern. Although the amount of the performance bond was a concern of the property interests, Rasmussen noted that the ordinance provisions give the city flexibility in the amount of performance bond that would be required.

Mayor Perske opened the public hearing at 7:14 p.m.

Jeff McGlin, representing AIM Development stated they are comfortable with the ordinance as it is being proposed.

Bob Pogatshnik representing DeZurik Inc. at 250 Riverside Avenue North indicated they've had opportunity to meet and discuss their concerns with Rasmussen and they have no objections to the proposed changes as presented by staff this evening.

The hearing was closed at 7:18 p.m. Written testimony was included in the Council agenda packet. Council member Nicoll noted that the EDC discussed the proposed amendments with no new concerns raised beyond what was received in the written testimony.

Ordinance amending Chapter 7, Article A, I-1 Light Industrial District, and Article B, I-2 Heavy Industrial District

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING ORDINANCE 2-13 AMENDING CHAPTER 7, ARTICLE A, I-1 LIGHT INDUSTRIAL DISTRICT AND ARTICLE B, I-2 HEAVY INDUSTRIAL DISTRICT. THE MOTION CARRIED UNANIMOUSLY.

February 25, 2013

OLD BUSINESS

Approval of resolution approving 2013 compensation rate adjustments for non-union employees

Council member Peterson asked for clarification on minimum and maximums of pay ranges and assurance that the maximum is a hard cap precluding payment above the approved maximum amount.

City Administrator Gartland explained that the minimum and maximum pay ranges approved by the Council are hard caps that would preclude a wage rate below or above the minimum and maximum of the range. She also noted that the Council typically updates the range annually to reflect cost of living adjustments and less frequently when a comprehensive review of comparable is completed.

Council member Hennes asked for an explanation of the union steps. Gartland explained that steps in the union contracts establish annual incremental increases of a wage within a pay range. The last step in a pay range is when the employee reaches maximum compensation for the established pay range.

Mayor Perske expressed concern for the public's perception of the proposed increases and he provided a copy of the wage schedule included in the data provided by the Personnel Committee to the Council noting the financial pressures the City is under and the scope of the cost to implement this recommendation. Perske suggested this get sent back to the Personnel Committee for further review stating that increases are deserved but not affordable.

Council member Hennes acknowledged the city's financial pressures but notes that non-union employees were treated differently than their union counterparts over the past 5 years and that probably was not a wise thing to do. Hennes also noted that if the Council had provided the same level of increase to union & non-union, the cost today would actually be higher than what is being proposed by the Personnel Committee. He expressed support for the recommendation.

Council member Peterson concurred with the Mayor's comments.

Council member Braig-Lindstrom believes the proposal makes sense given the difference in treatment between the union and non-union employees however she also suggests the adjustments, while justified, do not sit well with the public and is a big pill to swallow. Braig-Lindstrom is concerned that non-union are essentially being penalized or criticized for being willing to "take one for the team" and forego equivalent increases that the union employees were getting.

Council member Nicoll concurred with Member Hennes' comments and the cumulative added costs that we would be bearing now if non-union employees would've gotten equivalent increases as were given union employees. Nicoll thinks the wage rates are very appropriate and justified. Nicoll also feels like union increases were consent agenda approvals and now management level employees are essentially getting drug through the mud. She expressed frustration with a lack of specific suggestions from the Council, however, she also noted that she has an alternative to propose. She proposed that for 2013 non-union employees can be given the lesser of what was proposed by the Personnel Committed or the equivalent union COLA and step adjustments. Nicoll distributed a spreadsheet analysis and new resolution to facilitate that compromise that was constructed with the City Administrator. The compromise she proposed provides for increases between 2.01 and 6.36%.

February 25, 2013

Council member Peterson advocated a straight 2% increase to all non-union wages.

Council member Nicoll stated it would be unfair to expect non-union employees to take a lesser increase than union employees for a sixth year in a row.

MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 12-2013, THE COMPROMISE PROPOSED BY MEMBER NICOLL.

Discussion about budget impact ensued. Council member Peterson suggested some of the money proposed for non-union salary increases could be used to increase staffing instead. Peterson also would've liked to have received the compromise proposal via email in advance. The Mayor expressed his concern that the compromise presented was improper protocol.

Council member Hennes expressed support for the compromise.

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

DEPARTMENT REPORTS

POLICE DEPARTMENT **Monthly Activity Report**

Consent Agenda

g. Approval of purchase of replacement desktop computer and file server for the Fire Department

Council member Peterson asked for assurance from Chief Hughes that our public safety operations of the city are being given adequate and reliable equipment to be able to serve the community.

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

PUBLIC WORKS **No Monthly Activity Report**

Director Borders provided an update on the status of the ice rinks and noted that Pinecone Regional rink will close this weekend.

Council member Peterson suggested that fencing rather than glass be evaluated for the rink at Pinecone Regional Park.

Council member Nicoll asked about the status of getting the podium microphone fixed or replaced. Borders noted that a quote for replacement has been received and he will check to see if a wireless and wired microphone could be used.

February 25, 2013

CITY ENGINEER

Semi-monthly Memorandum

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Mayor Perske suggested 50th/4th Avenue get added to the infrastructure plan for the EDC goals. Mayor Perske asked about clarification on the dog park planning.

Council member Peterson asked that a skate park be completed before a dog park and advocated the city's contribution be based on a percentage to whatever the fundraising accomplishes.

Council member Braig-Lindstrom suggested timing of projects be based not on which project idea is raised first but be based on who's showing up to the table to help make projects a reality.

Finance Director, Degiovanni offered a reminder that the city increased dog license fees specifically to create a funding source for creation of a dog park.

CITY ADMINISTRATOR

Administrator Gartland provided a brief update on the Verso property sale noting that a small contingent of city and economic development folks had the opportunity to meet with the proposed buyer in addition to meeting with new DEED Commissioner to explore potential assistance from the State.

- **Council direction regarding Code of Conduct**
- **Council direction regarding Council/Staff Development workshop**

Council member Nicoll suggested a mediator or facilitator be attained for a Council-Staff workshop and that Code of Conduct be considered as part of that workshop. It was suggested that the Initiative Foundation be contacted for facilitation assistance. Staff was asked to explore options for Council consideration.

Gartland indicated the dual use of paper and paperless agendas will continue for a couple more meetings. She also asked if additional training was desired for use of iAnnotate software and invited the Council to share other improvement suggestions for the paperless process.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

City Council agenda item referrals to advisory boards and commissions

Council member Nicoll provided an update from the EDC meeting and noted her encouragement to the EDC Commission to become more engaged in offering advice to the Council.

February 25, 2013

Council member Hennes noted that Council member Braig-Lindstrom and Hennes along with Community Development Director Rasmussen will be meeting with the MTC staff about potential changes for service in Sartell.

Council member Brag-Lindstrom noted that she attended the Senior Connection and the Community Showcase event last week.

Mayor Perske offered accolades for the Community Showcase event and noted that most of the Council, Patti and Anita will be participating in the St. Cloud Area Evening at the Capitol on Wednesday evening in St. Paul.

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



JOE PERSKE
MAYOR

Minutes By



Patti Gartland
City Administrator

**SARTELL CITY COUNCIL
WORKSHOP MEETING MINUTES
MARCH 11, 2013**

Pursuant to due call and notice thereof, a workshop meeting was held on March 11, 2013, in the council chambers of Sartell City Hall. Acting Mayor Nicoll called the meeting to order at 5:05 p.m.

COUNCIL PRESENT: Council members: Braig Lindstrom, Hennes, and Nicoll.
ABSENT: Mayor Perske and Councilmember Peterson
ALSO PRESENT: Mary Degiovanni, Finance Director
Anita Rasmussen, Community Development Director
Mike Nielson, City Engineer
Ken Heim, Fire Chief
Brad Borders, Public Works Director
Jim Hughes, Police Chief

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCILMEMBER HENNES AND SECONDED BY MEMBER BRAIG LINDSTROM ADOPTING THE AGENDA AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

PRESENTATION OF 2012 DEPARTMENT ANNUAL REPORTS

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

Anita Rasmussen presented the 2012 annual report for the Community Development, Planning and Building Inspections Departments. The process and timeline for updating the comprehensive plan in 2013 was discussed.

5:20 P.M. PUBLIC WORKS AND ENGINEERING

Mike Nielson provided a brief overview of completed 2012 projects, but focused on plans for 2013 since WSB was not the City's engineering firm in 2012. 2013 projects to discuss include Pavement Management System, stormwater management, building standards related to grading, East Side streets and other smaller projects. Brad Borders provided an overview of the Public Works Department's 2012 annual report. The Council discussed proposed legislation for Street Improvement Districts but it is unlikely to progress in the legislature.

5:50 P.M. POLICE AND FIRE

Police Chief Jim Hughes provided a power point presentation highlighting the information included in the 2012 annual report for the Police Department. Fire Chief Ken Heim provided an overview of the annual report for 2012 for the Fire Department, including the Verso fire response.

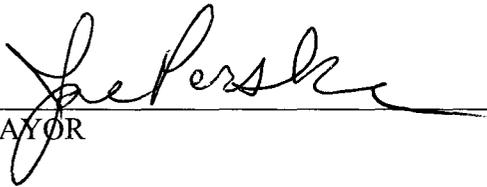
ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG LINDSTROM AND
SECONDED BY COUNCIL MEMBER HENNES TO ADJOURN THE MEETING AT 6:30
P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By:



Mary Degiovanni
Finance Director



MAYOR

March 11, 2013

SARTELL CITY COUNCIL MEETING

MINUTES OF MARCH 11, 2013

5th MEETING

Pursuant to due call and notice thereof, the 5th regular meeting of 2013 was held on February 11, 2013 in the Council Chambers of Sartell City Hall. Acting Mayor Nicoll called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Council members: Braig Lindstrom, Hennes , Nicoll, Peterson
ABSENT: Mayor Perske
ALSO PRESENT: Anita Rasmussen, Community and Planning Director
Mary Degiovanni, Finance Director
Brad Borders, Public Works Director
Mike Nielson, City Engineer
Jim Hughes, Police Chief

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

COUNCIL MEMBER PETERSON REQUESTED ITEM 4A BE REMOVED FROM THE AGENDA AND PLACED ON THE NEXT REGULAR MEETING AGENDA PER MAYOR PERSKE'S REQUEST. A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- a. February Building Permit Activity Report – Acceptance
- b. February Inspections Activity Report – Acceptance
- c. February Finance Directors Report – Acceptance
- d. Park Commission meeting notes of February 27, 2013 – Acceptance
- e. Accept park Commissioner resignation
- f. Approval of voucher payments dated March 7, 2013
- g. Approval of Resolution approving renewal of Master Partnership Contract with the State of MN/MnDOT
- ~~h. Approval of job description for Maintenance Worker and authorization to initiate hiring process to fill existing vacancy~~
- i. Approval of budgeted renewal of native prairie maintenance services at City Hall and Celebration pond with Prairie Restoration, Inc.
- j. Approval of budgeted purchase of replacement laptop computer for the Water Utility department
- k. Approval of budgeted purchase of John Deere Gator UTV, sprayer, and ditch mower
- l. Calling special Council workshop meeting for Monday, March 25, 2013 at 6:30 pm for audit review
- m. Approval of Meet the Monster 5K Race Permit (Event date: 10/26/13)

Council member Nicoll asked that item "h." be moved to the Public Works Department Report.

March 11, 2013

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS "A –M", WITH THE EXCEPTION OF ITEM "H". THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Presentation of proposed Eagle Scout project

Logan Payne presented a power point on his planned Eagle Scout project for wildlife habitat restoration on the golf course property. Council members commended his fine work.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG LINDSTROM APPROVING THE PROJECT PROPOSAL AS PRESENTED AND WITH THE CONDITIONS RECOMMENDED BY STAFF. THE MOTION CARRIED UNANIMOUSLY.

b. Dog Park project process

Council member Peterson confirmed that a final proposal would be delivered, including analysis of operational revenues and costs, before a final Council decision was requested on the \$10,000 City share of up front project costs and staff confirmed that was correct. Staff also confirmed a variety of methods would be used to get the word out and solicit community input on the planning process.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER BRAIG LINDSTROM APPROVING THE PROCESS AS OUTLINED. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. Sign Plan for Sartell St. Stephen School District

Community Development Director Rasmussen overviewed the District's sign plan. Council members asked about notice to neighbors, but none was required or provided. Staff believed the sign would only be lit during events.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE SIGN PLAN AS PRESENTED, SUBJECT TO THE CONDITION THAT THE SIGN WOULD NOT BE LIT DURING NON-EVENT TIMES. THE MOTION CARRIED UNANIMOUSLY.

b. Final Plat and Development Agreement for Madison Crossing 3

Community Development Director Rasmussen outlined the final plat and Development Agreement terms being recommended by staff and Planning Commission. Council members confirmed landscaping requirements impacting the site plan, street width, and bituminous trail locations.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG LINDSTROM APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT AS OUTLINED IN STAFF RECOMMENDATIONS. THE MOTION CARRIED UNANIMOUSLY.

March 11, 2013

c. Site Plan for Schultz apartment development

Community Development Director Rasmussen reviewed the proposed site plan with the Council. The City Engineer explained rain guardians as a new pre-treatment method for stormwater being tried in this development. Council members confirmed planned sidewalk to Madison Crossing park.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE SITE PLAN AS OUTLINED IN STAFF RECOMMENDATIONS. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

POLICE DEPARTMENT

No report but shared Officer Lyon's information on rental properties in non-compliance being referred to the City Attorney for enforcement.

PUBLIC WORKS

Monthly Activity Report

Public Works Director, Borders, updated the Council on the better than expected use of the pleasure rink at Pinecone Regional park.

Consent Agenda "h"

h. Approval of job description for Maintenance Worker and authorization to initiate hiring process to fill existing vacancy

Council member Nicoll suggested the addition of communication skills as a required skill/ability based upon the essential job functions outlined for this position and Public Works Director Borders concurred with that suggestion.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE JOB DESCRIPTION AS REVISED. THE MOTION CARRIED UNANIMOUSLY.

CITY ENGINEER

Semi-monthly Memorandum

The City Engineer also confirmed that the City is working toward a solution to the condition of Pinecone Road and expects roadway sampling to be done soon and recommendations to be discussed by the Council shortly thereafter.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON TO OFFER THE VACANT PARK COMMISSION POSITION TO THE MOST RECENTLY INTERVIEWED APPLICANT FROM THE LAST ROUND OF APPLICATIONS. THE MOTION CARRIED UNANIMOUSLY.

March 11, 2013

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council member Hennes reported that he, Member Braig Lindstrom and Community Development Director Rasmussen recently met with MTC about possible future route changes and impacts of the TH 15 diverging diamond construction.

Council member Braig Lindstrom noted that the Sartell Senior Connection potluck being held on Friday, March 15th is open to the public.

Council member Nicoll reported that she testified on the local option sales tax extension and thought the proposed legislation was well received.

ADJOURN

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

Minutes By


Mary Degiovanni, Finance Director


Mayor Joe Perske

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

MINUTES OF MARCH 13, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special joint meeting was held on March 13, 2013 at Sartell City Hall. The meeting commenced at 5:30 PM.

COUNCIL PRESENT: Council members: Braig-Lindstrom, Hennes, and Nicoll
PLANNING COMM PRESENT: Lori Ellering, Ryan Fitzthum, Corey Hansen, Gary Orman, Bill Worzala
COUNCIL ABSENT: Mayor Perske, Peterson
PLANNING COMM ABSENT: None
OTHERS PRESENT: Therese Haffner, Planning Associate
Mike Nielson, City Engineer
Anita Rasmussen, Planning Director

AGENDA

The agenda was adopted as presented by consensus.

SHORELAND MANAGEMENT AND PROTECTIONS

A. Review Existing Public Waters

Rasmussen clarified the public water bodies within Sartell and the township areas within the city's future growth area. There was discussion on renaming Unnamed to the Watab River/Ditch 13.

B. Define/Consensus on Definitions

Rasmussen discussed definitions and recommended not duplicating in the shoreland ordinance if the definitions were already within the definition's chapter of the zoning code. Haffner shared that Stearns County has exceptions to the required setback and playgrounds are one of those identified and that Elk River indicated that they treat playground equipment as a water orientated structure. Haffner recommended that if there is a desire to allow playgrounds to be closer than the required setback to list it as an exception rather than a water oriented structure since it is not that. There was further discussion on playground equipment, dog kennels and play houses. Consensus was to allow playground equipment as an exception and add language to reflect that.

Rasmussen discussed the definition of intensive vegetation clearing being consistent with the current state definition. Kimberly Thielen Cremers, Mississippi River Renaissance, shared that her recommendation was to change to the DNR's draft alternative definition and change the word "completely" to "substantial" to make clearer and limit removal. Ellering questioned this stating changing it to a subjective word, such as "substantial" was not clearer. Haffner referenced the vegetation removal language within the city's draft shoreland ordinance allows no more than 50 feet of the lot width or one-half of the lot width, whichever is less can be removed. This language was taken from Stearns County's ordinance. Consensus was to keep the intensive vegetation definition and vegetation removal language within the city's draft shoreland ordinance as is.

Nicoll asked about decks. Hennes said he was also concerned how this might affect future development. Rasmussen clarified that un-platted properties were subject to the environmental sensitive areas ordinance. Orman questioned the effect that a deck would have on runoff since it typically runs through the deck floor boards and drains straight into the ground. There was further discussion on decks and limiting the ability to add decks and additions onto existing homes and if it really made a difference on maintaining or improving water quality.

C. Existing Platted Lots

Rasmussen presented maps reviewing the proposed regulation areas. There was discussion on staff's recommendation to regulate within 100 feet of the shoreland and the DNR's recommendation to regulate within 300 feet for rivers and tributaries and 1000 feet for lakes. There was discussion on impervious surface limits. Nicoll asked if water quality was improved at 1000 feet versus 100 feet. Fitzthum asked what our intent was with adopting a shoreland ordinance, whether it was to improve or maintain water quality. Braig-Lindstrom asked if there were benchmarks and how do we know what may make an impact if others up stream may not. Braig-Lindstrom questioned the need and asked why we were looking at having a shoreland ordinance at this point. Nicoll questioned if the Sartell community was polluting our waterways. There was discussion on agriculture practices polluting waterways and how the city currently treats stormwater runoff. Consensus was to regulate within 100 feet of the shoreland.

D. Review Mitigation Language

Rasmussen discussed performance standards related to impervious surface limits and mitigation. Rasmussen recommended reviewing city wide impervious surface limits rather than just those within the regulation area. Hennes mentioned the importance of trees and asked about a tree ordinance or other ordinances that may benefit the city and water quality as a whole rather than just regulating those properties near public water ways. There was discussion on a tree ordinance. Staff will research impervious surface coverage city wide and performance measures and discuss this at the next joint meeting.

ADJOURNMENT

Nicoll adjourned the meeting at 7:01 pm.

Minutes By:


Therese Haffner, Planning Associate


Sarah Nicoll, Acting Mayor

COUNCIL MEETING

MINUTES OF MARCH 25, 2013

6th MEETING

Pursuant to due call and notice thereof, the 6th meeting of 2013 was held on March 25, 2013 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:01 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Hennes , Nicoll, Peterson
ABSENT: Council member Braig-Lindstrom
ALSO PRESENT: 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 APPROVING THE AGENDA. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

No comments were made.

APPROVAL OF CITY COUNCIL MINUTES

- a. February 12, 2013 Joint Meeting of City Council & Planning Commission
- b. February 25, 2013 Regular Meeting
- c. March 11, 2013 Regular Meeting
- d. March 11, 2013 – City Council Workshop Meeting
- e. March 13, 2013 – Joint Meeting of City Council & Planning Commission

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES WITH CHANGES REQUESTED BY COUNCIL MEMBER PETERSON AND MAYOR PERSKE TO THE FEBRUARY 25, 2013 MINUTES. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. *Approval of voucher payments dated March 21, 2013*
- b. *Professional Development Classes*

MARCH 25, 2013

- c. *Approval of appointment of Rachel Lolmasteymaugh to the Park Commission for an existing term expiring on 12-31-15*
- ~~d. *Approval of resolution approving the DNR grant agreement for the Sauk River Regional Park*~~
- e. *Approval of resolution accepting various donations to the Police Department*
- f. *Approval of resolution for GASB 54 compliance relating to City Fund balances*
- g. *Approval of sponsorship participation in the Sartell Area Chamber of Commerce annual awards program banquet on April 11, 2013*
- h. *Approval of purchase of gas meter replacements for the Fire Department from Fire equipment fund*
- i. *Approval to sell an obsolete, excess sanding unit equipment*
- ~~j. *Approval of resolution accepting a property owner petition and approving annexation of a 20-acre parcel*~~
- k. *Approval of budgeted purchase of desktop and laptop computer replacements for the Police Department*
- ~~l. *Approval of contract with Inspection Services of Central MN for supplemental inspection services*~~
- m. *Set joint meeting of the City Council and Planning Commission on shoreland ordinance drafting for Tuesday April 2, 2013 from 5:30 – 7 p.m.*

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS A-M, WITH THE EXCEPTION OF ITEMS D, J AND L. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

- a. MTC presentation on Sartell bus route changes

Tom Cruikshank, Director of Planning and Marketing at MTC, provided an overview of the detour to the Sartell route to accommodate the diverging diamond construction on TH 15 & CR 120. He also noted the trend impacts on ridership in Sartell with the addition of certain developments like WalMart and St. Cloud Orthopedics and routing changes. Likewise the opening of a Walmart in St. Cloud last fall resulted in a decrease in Sartell ridership.

- b. APO resolution regarding 4th/Leander (50th) Avenue project

Consulting Engineer, Mike Nielsen provided an overview of the resolution that authorized the City to enter into an agreement with the APO to access approximately \$1.1 million of unused federal transportation monies to be reallocated per adopted APO policy to the next highest priority project on the APO list which is Sartell's 4th/Leander (50th) Avenue and requires a 20% local match. The total estimated cost for the corridor construction and right-of-way acquisition is \$3.79 million. Nielsen outlined potential phases of construction given varying amounts of available funding.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 19-13, CERTIFYING AVAILABILITY OF LOCAL MATCH AND OTHER LOCAL COSTS FOR AVAILABLE FY 2017 FEDERAL FORMULA FUNDS AND FEDERAL EARMARK FUNDS: SUBMITTAL TO THE ST. CLOUD AREA PLANNING ORGANIZATION 50TH AVENUE/4TH AVENUE. THE MOTION CARRIED UNANIMOUSLY.

MARCH 25, 2013

NEW BUSINESS

- a. Schedule Committee of the Whole meeting for April 8, 2013 from 5-6:30 p.m.

Administrator, Gartland, proposed the Council consider scheduling a committee of the whole meeting to precede the next regular council meeting rather than after the regular meeting. She noted a desire to review with the Council in workshop session the potential terms for 2013 forfeiture lot sales but to then also have formal action taken in the subsequent regular meeting rather.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY NICOLL TO SCHEDULE A COMMITTEE OF THE WHOLE MEETING FOR AUGUST 8, 2013 FROM 5- 7 P.M. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

POLICE DEPARTMENT

Monthly Activity Report

Chief Hughes offered an update on the status of planning for potential flooding. He noted that although the National Weather Service is not anticipating flooding based on water levels, ice dams could create some flooding problems. Council member Peterson inquired about the nature of four reported burglaries in the activity report and asked that future reports note if there were any residents present during burglary events. He also inquired about the number of false alarms and the billing practices for false alarms. Council member Peterson requested additional information regarding how many properties are repetitive false alarms.

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

PUBLIC WORKS

Council member Hennes noted the cross country ski trail maintenance training that is available and advocated Brad contact the acting Stearns County Park Director about this training opportunity. Public Works Director Borders, responded to costs inquiries for sandbagging supplies for property owners in need and noted that cost quotes should be available by the end of the week and will be posted on the city's website.

CITY ENGINEER

Semi-monthly Memorandum

Engineer, Nielson noted street deterioration concerns with 19th Avenue and 27th Street North. Additional information will be coming forward to the Council at a future meeting.

MARCH 25, 2013

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Council member Hennes noted the good turnout and useful information provided at the Development Summit hosted by the EDC last week.

Director Rasmussen responded to an inquiry from Council member Peterson regarding what distance hearing notices are sent on land use related matters.

CITY ADMINISTRATOR

Administrator Gartland, provided a brief update on the status of legislative matters affecting cities and noted the Governor and legislators accolades for an agreement reached between city organization for a new LGA formula.

Consent Agenda Item "I"

Approval of contract with Inspection Services of Central MN for supplemental inspection services

Finance Director, Degiovanni replied to Council member Peterson's inquiry noting that \$10,000 has been annually budgeted for supplemental inspection services to help cover peak workload and vacation schedules for staff.

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

Consent Agenda Item "j"

Approval of resolution accepting a property owner petition and approving annexation of a 20 acre parcel

Administrator Gartland and Planning and Community Development Director Rasmussen confirmed that the extension of infrastructure is readily available without the need for any further investment by the City to accommodate the requested annexation and/or development of property adjacent to Blackberry Ridge.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 18-13 ACCEPTING PROPERTY OWNER PETITION AND APPROVING THE ANNEXATION OF A 20 ACRE PARCEL. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item "d"

Approval of resolution approving the DNR grant agreement for the Sauk River Regional Park

Administrator Gartland and Planning and Community Development Director Rasmussen responded to a number of specific questions regarding obligations of the City in the Legacy grant agreement for the Sauk River Park acquisition. Administrator Gartland responded to Council Member Peterson's inquiry regarding ADA compliance requirements with the Legacy Grant agreement indicating that ADA compliance will be required of the City at such time as any improvements are proposed to the Sauk

MARCH 25, 2013

River Park property being acquired and that such compliance would be required regardless of its inclusion in the grant agreement.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 15-13 APPROVING THE DNR GRANT AGREEMENT FOR THE SAUK RIVER REGIONAL PARK. THE MOTION CARRIED UNANIMOUSLY.

Upon inquiry about the transition to paperless agendas, it was requested that separate emails be issued for the council agenda and agenda packet, that maps be scanned in a horizontal way for easier display on iPads, and that a paper copy of the agenda be placed at the Council's seats on meeting nights. Mayor Perske and Council member Peterson requested continuation of a paper agenda packet and electronic copy for the next meeting. Council member Hennes and Member Nicoll indicated no need to continue providing them paper copies of the agenda packet.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

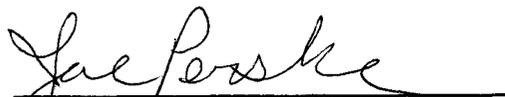
Committee/Board Reports

Council member Nicoll noted how well attended and the good information provided at the Development Summit hosted by the EDC last week.

Council member Hennes noted that he went on a retention visit to Health Partners which was very good and informative.

Mayor Perske noted the Incident Command training he and City Administrator Gartland attended along with other staff from Sartell and the surrounding area. He also mentioned the CRF task force recommendation and the shoreland ordinance as important initiatives coming forward.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 8:36 P.M. THE MOTION CARRIED UNANIMOUSLY.



JOE PERSKE
MAYOR

Minutes By



Patti Gartland
City Administrator

Patti Gartland
City Administrator

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

MINUTES OF APRIL 2, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special joint meeting was held on April 2, 2013 at Sartell City Hall. The meeting commenced at 5:30 PM.

COUNCIL PRESENT: Council members: Mayor Perske, Braig-Lindstrom (arrived at 6:08 PM),
Hennes and Peterson
PLANNING COMM PRESENT: Lori Ellering, Ryan Fitzthum, Corey Hansen, Gary Orman
COUNCIL ABSENT: Nicoll
PLANNING COMM ABSENT: Worzala
OTHERS PRESENT: Therese Haffner, Planning Associate
Mike Nielson, City Engineer
Anita Rasmussen, Planning Director

AGENDA

The agenda was adopted as presented by consensus.

INTRODUCTIONS

Mayor Perske discussed water quality and the intent of a shoreland ordinance. Nielson introduced Bob Barth with WSB Engineering. Barth is a research engineer on stormwater who can provide input on shoreland management practices. Barth stated he has worked with the Cities of Champlin, Bemidji, Dayton, Mendota Heights and a couple of others on a shoreland ordinance.

SHORELAND MANAGEMENT AND PROTECTIONS

Rasmussen provided a summary of the previous joint meeting on March 13th and confirmed the direction given to staff.

Mayor Perske asked if we had impervious surface limits. Haffner indicated that we currently do not have impervious surface limits in residential districts. The City currently addresses this by limiting building coverage to 35%, driveway areas to no more than 30%, structures within rear yards to no more than 25% and setbacks that have to be met. Within a multi-family area it is based on a density ratio.

Bob Barth discussed stormwater run-off and agriculture's role in water quality. Barth discussed the importance and positive impact that vegetation buffers have on water quality stating that is the key to stormwater. Fertilized lawns going to the edge of the shoreline have a negative impact on water quality.

Hennes asked how important trees were. Barth said that native grasses and forbs work the best with filtering water. The buffer width is important. Barth said the shoreland area is a small portion of the watershed. Steve asked if more areas are getting away from curb and gutter and if it makes a difference. Barth said some have but there are other ways to treat stormwater that are just as effective, such as narrower streets and finding areas to treat stormwater.

Peterson asked about looking at having a 35% impervious surface coverage limit city wide for residential and requiring mitigation if you go over that. Barth said that would be a BMP (Best Management Practice). Barth discussed the alternative DNR shoreland rules requiring 10% maximum impervious surface limits

and the current limit at 25%. Rasmussen discussed the need for balance and that a 10% limit would result in larger lots. Some would argue that urban sprawl is not good. Nielson recommended adopted an impervious surface limit in residential districts. Mayor Perske said he was concerned with runoff along shorelines. Ellering said a trade off would be to require buffers.

The MS4 permit requirements were discussed. Barth said that the MS4 permit addresses impaired waters and that should not be included in a shoreland ordinance.

Fitzthum asked about determining the amount of mitigation needed. Barth said it depends on the size of the lot but it could be having a buffer a certain width along the shoreline.

There was discussion on having a higher city wide impervious surface limit. Barth recommended having a flexible standard and the benefit of being denser. Up to 40% can be mitigated well. The problem with urban sprawl is there is a lot more exposure to fertilizer resulting in phosphorus problems within our waterways. Fitzthum suggested the shoreland area be 30%-35% for single-family residential areas. Lindstrom discussed past development not considering these issues. Hansen said he agreed with having standards but that it could not be so restrictive that it creates development problems. Lindstrom discussed how to deal with a small house surrounded by larger houses, therefore, not fitting the character of the neighborhood. Ellering recommended an impervious surface limit of 30% in shoreland areas for single-family and two-family residential areas and 40% city wide for single-family and two-family residential areas. Peterson said he agreed with Ellering.

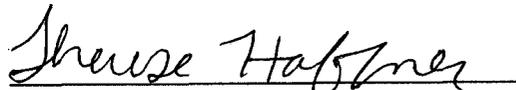
Consensus was to limit impervious surface coverage in single-family and two family residential areas to 30% in shoreland areas within 100 feet and 40% in single-family and two-family residential areas city wide.

Haffner asked about multi-family impervious surface limits and discussed what other communities have in place. Nielson discussed the lack of space for stormwater pond needs. Haffner shared that landscaping space was a concern as well and suggested requiring at least 50% greenspace for multi-family areas. There was discussion on wetland areas being counted as greenspace. Consensus was to discuss this further at the next meeting and look at net buildable area.

ADJOURNMENT

Perske adjourned the meeting at 7:01 pm.

Minutes By:


Therese Haffner, Planning Associate


Joe Perske, Mayor

COUNCIL MEETING

MINUTES OF APRIL 8, 2013

7th MEETING

Pursuant to due call and notice thereof, the 7th meeting of 2013 was held on April 8, 2013 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: Braig-Lindstrom, 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 NICOLL APPROVING THE AGENDA. THE MOTION CARRIED UNANIMOUSLY.

SPECIAL PRESENTATION – Daryl Stevens & Brandon Testa – Apple Duathlon

Daryl Stevens noted his presentation pertains to the Duathlon & Triathlon Club in town and that he is not representing the actual Apple Duathlon event. However, his club is advocating the closing of Pinecone Road from 7th to 40th Street North for an estimated 60 minute period of time during the Apple event because of public safety concerns given the roadways poor condition. He also wanted the City to be aware of the club and their interest in being a positive resource for the community. Chief Hughes noted that the City’s authority for closure ends at 35th Street so township approval would be needed for the section between 35th and 40th Street. He also noted it will require closing eight additional intersections and suggested property owner notification be required so they can plan for the temporary closure because of their driveway access to Pinecone Road. It was suggested that Brandon Testa continue working with Police Sergeant Schreiner in getting a workable plan developed for future Council consideration.

OPEN FORUM/PUBLIC COMMENT

Rachel Konczewski: Rachel indicated she simply wanted to echo the request and safety reasoning as presented by Daryl Stevens.

APRIL 8, 2013

APPROVAL OF CITY COUNCIL MINUTES

a. March 25, 2013 – Regular Meeting

Council member Peterson asked that the minutes include his inquiry regarding ADA compliance requirements with the Legacy Grant agreement and the response that was provided. Administrator Gartland indicated the response provided was that ADA compliance will be required of the City at such time as any improvements are proposed to the Sauk River Park property being acquired and that such compliance would be required regardless of its inclusion in the grant agreement. Council member Peterson acknowledged that that was his understanding of the explanation provided at the March 25, 2013 meeting.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING THE MINUTES OF MARCH 25TH AS MODIFIED. 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. *Park Commission meeting notes of March 27, 2013 – Acceptance*
- e. *Approval of voucher payments dated April 4, 2013*
- f. *Professional Development Classes*
- ~~g. *Acceptance of Park Commission resignation and solicitation of application to fill the vacancy*~~
- h. *Approval of resolution accepting various donations*
- ~~i. *Approval of relocation of playground equipment from Pinecone Regional Park to Madison Crossing park*~~
- j. *Approval of proposed 2013 forfeiture lot sale structure*
- ~~k. *Approval of budgeted purchase of spray patcher replacement*~~
- l. *Approval of Country Manor PILOT Agreement termination*
- m. *Approval of budgeted trade-in of lawn mowers for the Public Works Department*

Council member Hennes asked that 6i be addressed under the Public Works Director report (8b)

Council member Peterson asked that 6k be addressed under the Public Works report (8b)

Mayor Perske asked that 6g be addressed under Planning Director's report (8d)

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING ALL REMAINING CONSENT AGENDA ITEMS. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

Presentation of recommendations from the Community Resource Facilities Task Force

Dan Tideman, Chair of the Community Resources Facilities Task Force, provided an overview of the written report provided by the task force outlining the space use program and recommendation to proceed with development of a conceptual design for an approximate 10,000 square foot facility as an addition to City Hall.

APRIL 8, 2013

Council member Hennes expressed support for the location and moving the project forward but suggested greater scrutiny on table storage space and historical display area during conceptual design planning phase.

Council member Braig-Lindstrom suggested City Hall space needs also be considered during the conceptual design process.

Dan Tideman indicated he would continue to work with the task force in coming up with conceptual design concepts prior to the Council being asked to authorize a contract for schematic design planning. He noted the theoretical potential to be bidding in January 2014 with construction starting in spring 2014 with an estimated 6 month construction period. He advocated City Hall space needs also be looked at now and incorporated into the planning process.

Council member Braig-Lindstrom asked that green techniques be actively considered in addition to design compatibility with the existing building.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE RECOMMENDATION AND AUTHORIZING MOVING AHEAD WITH CONCEPTUAL DESIGN PLANNING PHASE BY THE TASK FORCE. THE MOTION CARRIED UNANIMOUSLY.

Consideration of Watab Park Shelter construction management services contract with Strack Companies

Mike Nielson, Consultant City Engineer provided an overview of the recommended construction management services contract with Strack Construction for a cost not to exceed \$35,000 for the Watab Park Shelter project. Nielson noted that the scope of services does not include final design nor construction observation.

Finance Director Degiovanni noted the funding source for the project including professional service fees is local option sales tax with a preliminary budget of \$564,000.

Council member Hennes asked if there are additional regional park funds available to help augment the current budget. Finance Director Degiovanni noted that there could be regional park funds available and there may also be more sales tax collections beyond our conservative projections.

City Administrator Gartland, summarized the reason for inviting Strack to offer a professional services proposal for construction management services noting the City's favorable work experience with Strack Construction as construction manager for the maintenance building project a few years ago and given the smaller scope of this project which makes solicitation of competitive proposals an unnecessary expense. Council member Peterson asked if competitive bids or proposals are required. Administrator Gartland explained professional services are not subject to competitive bid law requirements.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE CONSTRUCTION MANAGEMENT SERVICES CONTRACT WITH STRACK COMPANIES. THE MOTION CARRIED UNANIMOUSLY.

APRIL 8, 2013

Consideration of Pavement Management System proposal and completion of pavement cores for Pinecone Road and 19th Avenue

Mike Nielson, Consultant City Engineer, provided an overview of the Pavement Management System service proposal requested by the Council to aid the city in better managing and planning for the most cost effective maintenance program for our roadway infrastructure.

Council members Hennes and Peterson suggested it may be time to also revisit the refuse service licensing options to reduce roadway deterioration impacts.

Finance Director Degiovanni indicated the Street Fund would fund the cost of this service proposal with an expectation that it will render cost savings in the long run. Mr. Nielson noted he is also requesting authorization to get pavement cores for Pinecone Road and 19th Avenue.

Mayor Perske advocated Mr. Nielson confer with previous work completed by Stantec before moving forward with the proposed core work.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE PAVEMENT MANAGEMENT SYSTEM AS PROPOSED. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY NICOLL AUTHORIZING PAVEMENT CORES IN AN AMOUNT NOT TO EXCEED \$2,900 AND SUBJECT TO DETERMINATION OF NEED BEING MADE BY WSB BASED ON SUPPLEMENTAL INFORMATION ATTAINED FROM STANTEC ON PRIOR CORE WORK. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS

POLICE DEPARTMENT

Chief Hughes noted planning meetings held in the past week in preparation for potential flooding.

PUBLIC WORKS

Director Borders noted a decision will be made on Wednesday as to whether or not the compost site opening will be delayed.

Consent Agenda Item i

Approval of relocation of playground equipment from Pinecone Regional Park to Madison Crossing park

Brad indicated that he will be submitting a grant application via Stearns Electric for tree plantings. Mayor noted he's had 3 boy scouts approach him about possible Eagle Scout projects such as getting a tree nursery started.

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

APRIL 8, 2013

Consent Agenda Item 6k

Approval of budgeted purchase of spray patcher replacement

Brad provided further explanation of the age and how the spray patcher equipment is used in roadway maintenance. Council member Braig-Lindstrom suggested use of orange cones to better protect the employees doing the pothole patching work.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY NICOLL APPROVING CONSENT AGENDA ITEM 6K. THE MOTION CARRIED UNANIMOUSLY.

CITY ENGINEER

Semi-monthly Memorandum

Engineer Nielson noted some drainage issues that Carriage Townhomes has been experiencing with their private drive. Nielson explained the City made some good corrections last year which were subsequently damaged by private snow removal equipment for the townhomes. He indicated the City is being requested to install additional storm drain improvements and catch basins to the benefit of the private townhome development which he recommends would not be an appropriate expenditure of public funds. Consensus of the Council was to concur with his recommendation. Mr. Nielson also offered preliminary observations on some repair recommendations he'll be looking closer at for 27th Street North, LeSauk Drive and some other specific locations.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Director Rasmussen offered an anticipated timeline for moving forward with the Safe Routes to Schools planning grant that was recently awarded.

Consent Agenda item 6g

Acceptance of Park Commission resignation and solicitation of application to fill the vacancy

Mayor Perske suggested the individual appointed to fill the 9 month term vacancy be appointed to fill the subsequent three year term also

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER HENNES APPROVING THE INTENT MAKING AN APPOINTMENT TO FILL BOTH THE NINE MONTH VACANCY AND ALSO THE SUBSEQUENT THREE YEAR TERM APPOINTMENT BY THE SAME PERSON. THE MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR

Council member Braig-Lindstrom offered recognition of the request from the St. Cloud Area chamber of Commerce for Administrator Gartland to join the contingent traveling to Washington DC for the US Chamber Small Business Summit noting the invaluable role she plays as a partner with the business community.

APRIL 8, 2013

Mayor Perske noted that the only APO meeting in April and May is on May 23rd.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

Mayor Perske noted he will be giving a State of the City presentation to the Sartell Chamber at its monthly meeting tomorrow.

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



JOE PERSKE
MAYOR

Minutes By



Patti Gartland
City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 8, 2013

COMMITTEE OF THE WHOLE MEETING

Pursuant to due call and notice thereof, a special committee-of-the-whole meeting was held on April 8, 2013 at Sartell City Hall. The meeting commenced at 6:18 PM.

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

AGENDA

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

TAX FORFEITURES

Staff went over the map of 2013 forfeiture sale properties along with the County's adopted minimum bid pricing. Some lots will have losses, while others could see more than the special assessment principal recovered due to collection of penalty & interest. The unsold 2012 lots were also reviewed, including those re-appraised for 2013 sale. No decision was requested at this meeting but Council members had opportunity to review properties and discuss any questions they had regarding the recommendation not to re-assess any of the properties.

ADJOURNMENT

A motion was made by Peterson and seconded by Nicoll to adjourn the meeting at 6:40 pm.

Minutes By:



Mary Degiovanni, Finance Director



Joe Perske, Mayor

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

MINUTES OF APRIL 3, 2013

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 3, 2013 in the Sartell City Hall Council Chambers. Mayor Perske called the meeting to order at 6:00 p.m.

MEMBERS PRESENT: Joe Perske, Steve Hennes, Amy Braig Lindstrom and David Peterson

MEMBERS ABSENT: Sarah Jane Nicoll

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 2012 construction activity, 2013 valuations, and the typical residential value changes being minimal. He also explained the tax appraisal process including trend analysis as well as individual inspections. Nancy explained 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:

Chad Carlson for Lumber One 19 Heritage Place lots Various
Requested lot values at \$28,000 per lot vs current \$35,000 per lot.

Irene Ertl 401 - 2 ½ Street North 92.57033.0000
Ms. Ertl discussed her valuation of \$70,300, and issues in the neighborhood. Steve will review the property with the owner. Staff will report back on nuisance issues raised.

Marty Reker 905 Heritage Drive 92.57105.0801
The original 2013 value is \$887,500; the assessors recommended a value reduction to \$287,500 is based on 115 units buildable x \$2,500 per unit. Mr. Reker requests a value of \$50,000.

Joe and Susan Meyer, Frugal's 50 County Road 120 92.56570.0165
They purchased the site in 2011 for \$459,998 or \$22.00 per square foot. The building permit was for \$420,000. The 2013 value is: Land - \$418,200; Building - \$148,700 for a total value of \$566,900. They will submit a valuation request prior to the next meeting. Staff will report back on enforcement options for dirt piles on site.

The following written appeals were received:

Rosalyn Fritz 713 Riverside Avenue North 92.56860.0000
Provided a letter from realtor Chuck Zwilling stating the suggested listing price would be \$19,900 and an expected selling price of \$15,000. The lot is 111 x 156 and valued at \$30,000.

Helen Storkamp 711 Riverside Avenue North 92.56859.0000
Provided a summary of lot sales from realtor Jan Cook but had no specific request. The lot is 125 x 156 valued at \$30,000.

Kenneth Olson Pine Cone Square Condo 92.57044.0395&0396
Mr. Olson provided a letter to keep his appeals options.

Steve Feneis, Sartell Partners Epic Center vacant lots 92.55670.0155, .0162
.0164 & .0166
Requests a value on the 92.56570.0162, 92.56570.0164 and 92.56570.0166 to be \$10.00 per square foot. He requests the value of 92.56570.0155 be reduced from \$8.00 psf to \$7.00 psf.

Joe Torborg Middletown 2 lots 92.56823.0204, .0219
thru .0228
Requests that the 2013 assessor's value of \$25,000 to \$12,000 per lot.

AIE Properties Connecticut Avenue Vacant Lot 92.56569.0854
Requesting commercial lot be reduced for \$8.50 per square foot to the current listing price of \$6.50 per square foot or \$623,000.

Torborg Builders Hardee's and Taco John's 92.56570.0163
Epic Center
Requesting the value be reduced to \$1,260,000.

Torborg Builders 92.56532.0001
Requesting the value be reduced to \$250,000.

Jeff Midas for Ralph Boeckman 5 Riverside Avenue S. 92.57088.0000, 92.57090.0000
92.57095.0000, 92.57096.0000
Requesting a review of this property which is a vacated gas and service station that has been vacant for many years. The best offers have been up to \$80,000 for all four parcels. The 2013 value for all three parcels is \$210,000.

No other appeals were received and the 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 Braig Lindstrom to recess the meeting at 7:30PM and to reconvene on April 22, 2013 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
Mary Degiovanni
Finance Director

Jack Perske
MAYOR

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

MINUTES OF APRIL 3, 2013

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 3, 2013 in the council chambers of the Sartell City Hall. Mayor Perske called the meeting to order at 5:05 p.m.

MEMBERS PRESENT: Joe Perske, Steve Hennes, Amy Braig Lindstrom and David Peterson

MEMBERS ABSENT: Sarah Jane Nicoll

ALSO PRESENT: Mary Degiovanni, Finance Director
Brian Koester, Benton County Assessor
Steve Behrenbrinker, City Assessor

BOARD OF REVIEW

Steve Behrenbrinker circulated a written summary of development activity and property valuation indicating total market value of the Benton County portion of the city decreased due to the Verso property revaluation reducing value by \$16 million through the removal of the damaged square footage and economic adjustments. The assessors responded to numerous questions from the Council regarding the Verso property valuation and potential re-use impacts. Brian Koester discussed overall valuation trends within the County, and the assessors explained the time period for comparables for purpose of the 2013 valuations is October 2011 through September 2012.

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

MEETING ADJOURNMENT

A motion was made by Peterson and seconded by Hennes to adjourn the meeting at 5:40 PM. The motion carried unanimously.



Mary Degiovanni, Finance Director



MAYOR

SARTELL (STEARNS COUNTY) BOARD OF EQUALIZATION MEETING

MINUTES OF APRIL 22, 2013

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 22, 2013 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, Amy Braig Lindstrom and David Peterson

MEMBERS ABSENT: None

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

BOARD OF REVIEW CONTINUATION

Steve Behrenbrinker presented recommended adjustments to the 2013 proposed valuations for the following property owners that presented an appeal for re-evaluation at the April 3, 2013 meeting.

<u>Property Owner</u>	<u>Parcel Number</u>	<u>2013 Proposed Valuation</u>	<u>2013 Recommended Adjusted Valuation</u>
1. Chad Carlson/Lumber One	19 Heritage Place lots	\$35,000/lot	\$28,000/lot
2. Irene Ertl	92.57033.0000	\$70,300	\$70,300
3. Marty Reker	92.57105.0801	\$887,500	\$143,800
4. Joe & Susan Meyer, Frugal's	92.56570.0165	\$566,900	\$566,900
5. Rosalyn Fritz	92.56860.0000	\$30,000	\$25,000
6. Helen Storkamp	92.56859.0000	\$30,000	\$25,000
7. Kenneth Olson	92.57044.0395	\$191,900	\$191,900
	92.57044.0396	\$305,300	\$305,300
8. Steve Feneis, Sartell Partners	92.56570.0155	\$4,271,000	\$4,271,000
	92.56570.0162	\$537,800	\$537,800
	92.56570.0164	\$1,119,300	\$1,119,300
	92.56570.0166	\$2,634,200	\$2,634,200
9. Joe Torborg	92.56823.0204, .0219 thru .0228	\$25,000/lot	\$25,000/lot
10. AIE Properties	92.56569.0854	\$811,700	\$716,200
11. Torborg Builders	92.56570.0163	\$1,629,100	\$1,629,100
12. Torborg Builders	92.56532.0001	\$378,200	\$378,200
13. Ralph Boeckman	92.57088.0000	\$156,200	\$101,000
	92.57090.0000	\$22,900	\$22,900
	92.57095.0000	\$18,400	\$18,400
	92.57096.0000	\$18,100	\$18,100

Various questions were addressed and discussion held about recommendations. A motion was made by Peterson and seconded by Nicoll to approve the Assessor's 2013 recommended valuations as presented, with the exception of appeal #10 (AIE). The motion carried unanimously.

A motion was made by Peterson and seconded by Braig Lindstrom to approve the Assessor's 2013 recommended valuation as presented on appeal #10 (AIE). The motion carried with Peterson, Braig Lindstrom, Perske and Hennes in favor and Nicoll opposed.

ADJOURNMENT

A motion was made by Hennes and seconded by Nicoll to adjourn the meeting at 6:55 PM. The motion carried unanimously.



Mayor



Mary Degiovanni
Finance Director

April 22, 2013

COUNCIL MEETING

MINUTES OF APRIL 22, 2013

8th MEETING

Pursuant to due call and notice thereof, the 8th meeting of 2013 was held on April 22, 2013 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: Braig-Lindstrom, Hennes , Nicoll, Peterson
ABSENT: None
ALSO PRESENT: Patti Gartland, City Administrator
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 HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE AMENDED AGENDA. THE MOTION CARRIED UNANIMOUSLY.

SPECIAL PRESENTATION – Lisa Schreifels – Park Commission service recognition

Mayor Perske offered appreciation on behalf of the City Council for Lisa's service on the Park Commission and noted that a commemorative gift would be provided shortly.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. April 8, 2013 – Regular Meeting
- b. April 8, 2013 – City Council Workshop Meeting

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE MINUTES OF APRIL 8TH REGULAR MEETING (AS CORRECTED) AND THE WORKSHOP MEETING (AS PRESENTED). THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. *Approval of voucher payments dated April 18, 2013*

April 22, 2013

- ~~b. Approval of setting special closed meeting session of the Council for May 13, 2013 from 4:30 – 6:30 p.m. for the purpose of conducting the performance evaluation of the City Administrator~~
- c. Approval of resolution setting public hearing for May 13, 2013, for revenue bond financing for Country Manor
- d. Approval of 2014 budget process schedule
- ~~e. Approval of amended Pinecone Central Park lease agreement~~
- f. Approval for renewal of County Road Maintenance Agreement with Benton County
- g. Approval of setting joint meeting of the Planning Commission and City Council on Monday, April 29, 2013 from 5:30 – 7 p.m. for discussion of draft Shoreland Ordinance
- h. Approval of joint powers agreement for sealcoating authorization to proceed with bid solicitation
- i. Approval of resolution accepting various donations for the Police Department
- j. Approval of special event permit application 5K run/walk event hosted by DeZurik, Inc. on June 22, 2013

Council member Peterson removed item 6e. Mayor Perske removed item 6b.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING ALL CONSENT AGENDA ITEMS EXCEPT B & E. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item “b”

Approval of setting special closed meeting session of the Council for May 13, 2013 from 4:30 – 6:30 p.m. for the purpose of conducting the performance evaluation of the City Administrator

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER PETERSON APPROVING THE SETTING OF A SPECIAL CLOSED MEETING SESSION OF THE COUNCIL FOR MAY 13, 2013 FROM 4:45-6:45 P.M. FOR THE PURPOSE OF CONDUCTING THE PERFORMANCE EVALUATION OF THE CITY ADMINISTRATOR WITH THE UNDERSTANDING THAT THE REVIEW AND RECOMMENDATIONS OF INDIVIDUAL COUNCIL MEMBERS WILL ALSO BE CONSIDERED. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

Consideration of request for temporary closure of a portion of Pinecone Road for the Apple Duathlon event on May 25, 2013

Deputy Chief Struffert indicated that conversations with Brandon Testa earlier today as Co-chair of the Apple Duathlon event indicated the event organizers are not requesting any change to how the race has been conducted in previous years.

Council member Braig-Lindstrom is suggesting that there be a one lane closure from 27th to 35th Street as an added measure of precaution and manageable safety improvement for this year.

Council member Nicoll indicated concern for a single lane closure but thought full closure was ideal but not a very timely request for this year.

Both Mayor Perske and Council member Peterson suggested a full road closure or other route alternatives be looked at as possibilities for next year.

April 22, 2013

Requested Action: Motion to reject the request for temporary closure of Pinecone Road from 7th to 35th Street North on May 25, 2013 for reasons as articulated in the agenda packet memorandum from Police Chief Hughes

A MOTION WAS MADE BY MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES REJECTING THE REQUEST FOR TEMPORARY CLOSURE OF PINECONE ROAD FROM 7TH TO 35TH STREET NORTH ON MAY 25, 2013 FOR REASONS AS ARTICULATED IN THE AGENDA PACKET MEMORANDUM FROM POLICE CHIEF HUGHES. THE MOTION CARRIED UNANIMOUSLY.

Schedule special meeting of the Council to conduct interviews with Park Commission applicants
Requested Action: Motion to set special meeting of the Council for Park Commission applicant interviews on Monday, May 6, 2013 from 5-7 p.m.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM SCHEDULING A SPECIAL MEETING OF THE COUNCIL TO INTERVIEW PARK COMMISSION APPLICANTS FOR MONDAY, MAY 6TH WITH THE TIME CHANGE TO 6-8 P.M. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda item 6e

e. Approval of amended Pinecone Central Park lease agreement

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE PINECONE CENTRAL PARK LEASE AGREEMENT AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. Consideration of request to amend Golf Course and Club lease agreement

Finance Director, Degiovanni provided an overview of the request to amend the golf course and club house lease agreement as outlined in the staff memorandum provided in the Council agenda packet. Dan Dols, Golf Course Operator, addressed the Council noting that they've invested \$431,000 into the Pine Ridge Golf Course since 2008. This course continues to run as a loss and is being subsidized by their Boulder Ridge course in St. Cloud. They want to make the partnership work and they don't want to walk away from the investment they've made but they can't keep losing money at the course. Dols stated that 2012 was their best year but they still lost \$40,000. He noted the benefit the course provides for junior golfers which is good for the community but doesn't generate the type of revenue needed to sustain the course operations based on the current lease terms.

Council members Peterson and Nicoll advocated alternatives be looked at in a Committee Of The Whole meeting which would get the City closer to the original total receipts.

Finance Director, Degiovanni noted that the lease payment due date is May 1st, so a delay in decision should be accompanied by a delay in the May 1st payment date.

Council member Hennes noted he is very comfortable with the proposed amendments given the circumstances and that the partnership has been a very good arrangement for the City.

April 22, 2013

Council member Braig-Lindstrom expressed comfort with the terms staff negotiated and acknowledged the value of the improvements, however expressed frustration with the extent of discussion yet a motion has not yet been offered on the request.

Mayor Perske indicated his desire to comment on the request before a motion is offered.

Mayor Perske asked Mary to review what the other potential revenue sources to offset a total net decrease in revenue from the lease with the amendments being requested and suggested something other than park funds be used to mitigate the reduction in lease revenues.

Finance Director, Degiovanni noted that there is an estimated \$600,000 of future golf course lease revenues that are not restricted or currently obligated.

Both Council members Peterson and Nicoll noted that they would have preferred to have had this available for discussion at a Committee of the Whole meeting first.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING TO AMEND THE LEASE AGREEMENT AS RECOMMENDED BY STAFF AND AGREED UPON BY LESSEE AS PRESENTED IN THE COUNCIL PACKET.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS BRAIG-LINDSTROM, HENNES, PETERSON

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

b. Consideration of initiation of reconstruction planning process for East Side reconstruction project to commence in 2015 as provided for in the adopted Financial Management Plan

Consultant City Engineer Mike Nielson provided an overview of the recommendation to initiate the reconstruction planning process for East Side reconstruction improvements as outlined in the memorandum included in the Council agenda packet. Nielson responded to a variety of questions regarding options and alternatives that may be looked at through the project improvement planning process.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE INITIATION OF RECONSTRUCTION PLANNING PROCESS FOR EAST SIDE RECONSTRUCTION PROJECT TO COMMENCE IN 2015 AS PROVIDED FOR IN THE ADOPTED FMP. THE MOTION CARRIED UNANIMOUSLY.

c. Consideration of purchase of two ADA mandated pool lifts

Public Works Director, Brad Borders provided an overview of his request to move ahead with purchasing two pool lifts to attain compliance with an ADA mandate. He noted that they are exploring the potential for being able to do something less than purchasing two pool lifts but we need authorization for the worst case scenario in the meanwhile.

April 22, 2013

Finance Director Degiovanni noted that funding would come from the General Park fund.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES TO APPROVE THE EXPENDITURE OF UP TO \$5,813 FOR UP TO 2 LIFTS OR THE ABSOLUTE MINIMUM REQUIRED TO ACHIEVE COMPLIANCE WITH THE ADA POOL LIFT MANDATE.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

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

NAY: COUNCIL MEMBER BRAIG-LINDSTROM

MOTION CARRIED

DEPARTMENT REPORTS

POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

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

PUBLIC WORKS

Public Works Director Borders noted that the schools will not be able to participate in the community service day this year as a result of the extra school day because of cancellation of school due to snow events in April. Borders noted the hope that they'll be able to open the compost site this weekend or sometime next week.

CITY ENGINEER

Semi-monthly Memorandum

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Council member Peterson asked if an upcoming Committee of the Whole could include information on what other cities are doing for stockpiling.

CITY ADMINISTRATOR

Council member Peterson asked about the status of LGA legislation

Mayor Perske noted the St. Cloud Times editorial regarding the community resource facility going on in Sartell and St. Joseph. Perske noted he met last week with GRRL Executive Director about how Sartell might fit into their programming dollars and the need for addressing the operating costs associated with a CRF facility.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

City Council agenda item referrals to advisory boards and commissions

April 22, 2013

Council member Peterson asked Patti to provide for an update to the Council on the status of litigation pending against the City.

Council member Braig-Lindstrom noted a bike rodeo and indoor farmers market will be held at City Hall on May 4th with the outdoor market opening on May 13th in the City Hall parking lot.

Mayor Perske noted the various awards presented at the Sartell Chamber Awards banquet last Thursday evening.

ADJOURN

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



JOE PERSKE
MAYOR

Minutes By


Patti Gartland
City Administrator

**SARTELL CITY COUNCIL
SPECIAL MEETING**

MINUTES OF MAY 6, 2013

Pursuant to due call and notice thereof, a special meeting was held on May 6, 2013 in the conference room of the Sartell City Hall. Mayor Perske called the meeting to order at 6:00 p.m.

COUNCIL PRESENT: Mayor Perske, Steve Hennes, Amy Braig-Lindstrom, David Peterson, Sarah Jane Nicoll

ALSO PRESENT: Patti Gartland, City Administrator
Anita Rasmussen, Planning & Community Development Director
Brad Borders, Public Works Director

AGENDA REVIEW AND ADOPTION

A revised agenda was presented to the Council which included an overview of options being researched for temporary, interim assistance. Hennes requested discussion of council governance matters be added to the end of the agenda.

Hennes moved to approve the amended agenda, Nicoll seconded the motion. Passed unanimously.

CITY ADMINISTRATOR VACANCY - OVERVIEW OF OPTIONS BEING RESEARCHED FOR TEMPORARY, INTERIM ASSISTANCE

Gartland explained that she is in the process of researching and collecting data to share with the Council at its regular meeting on May 13th relating to options and alternatives for interim assistance until such time as the City Administrator vacancy is filled along with search firm assistance that is available to facilitate the hiring process. She noted that there are essentially three options available for interim services which include: 1 - hire an experienced city administrator that is either retired or in a career transition on a temporary basis, 2 – appoint an existing staff person(s) to perform essential functions of the administrator on a temporary basis with a temporary increase in compensation, or 3 – a combination that has a portion of the services assumed by an existing staff person(s) and a portion assumed by a temporary, part-time experienced administrator. She noted that the combined approach was what was used by Sartell during the interim period between her hire and the prior administrator's resignation date. She also advocated the Council consider using the services of a search firm to facilitate selection of a permanent replacement which a majority of the Council concurred with. Gartland will be providing greater details and more specific options, including cost estimates at the May 13th Council meeting.

PARK COMMISSION INTERVIEWS

There was consensus to include a question regarding what personality/leadership trait the applicant can bring to the Park Commission. Interviews were held for one position on the Park Commission. Glen Persen, Michael Gilbert, Dennis Molitor and Tim Held were interviewed for the position. The consensus was to appoint Glen Persen to fill out the remainder of the existing term plus one full term with an expiration date of December 31, 2016. Formal appointment of the commission member would occur during the regular Council meeting.

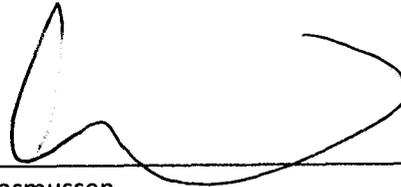
OTHER BUSINESS

Councilmember Hennes initiated discussion regarding Council governance issues and concerns for the City.

ADJOURN

A MOTION TO ADJOURN THE MEETING AT 8:50 P.M.

MOTION CARRIED



Anita Rasmussen
Planning and Community Development Director



Mayor

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

MINUTES OF APRIL 29, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special joint meeting was held on April 29, 2013 at Sartell City Hall. The meeting commenced at 5:30 PM.

COUNCIL PRESENT: Council members: Mayor Perske, Braig-Lindstrom, Hennes and Peterson
PLANNING COMM PRESENT: Lori Ellering, Ryan Fitzthum, Bill Worzala, Corey Hansen
COUNCIL ABSENT: Sarah Nicoll
PLANNING COMM ABSENT: Gary Orman
OTHERS PRESENT: Therese Haffner, Planning Associate
Mike Nielson, City Engineer
Anita Rasmussen, Planning Director

INTRODUCTIONS

Kimberly Thielen Cremers, Mississippi River Renaissance introduced Wayne Cymbaluk, a water resource specialist with Stearns County Soil and Water Conservation District.

SHORELAND MANAGEMENT AND PROTECTIONS

Rasmussen discussed the review of impervious surface requirements for commercial, industrial and multi-family residential districts, mitigation language and review of the overall ordinance.

Haffner presented an overview of the draft shoreland ordinance and asked for direction on setbacks from the ordinary high water level for natural environment lakes, which would include Bakers Lake and for recreational lakes, which would include Davenport Lake. The current state setback is 150 feet from the ordinary high water level for natural environment lakes and 75 feet for recreational development lakes. Haffner provided maps of the affected areas showing the setback.

Haffner asked for direction on impervious surface coverage for multi-family residential districts. Peterson said he liked the idea of looking at net buildable area for greenspace. There was further discussion on this. Ellering asked about having a higher impervious limit and excluding wetland areas. Peterson suggested 55 percent net buildable area, excluding wetlands. Wayne Cymbaluk, Stearns County Soil and Water Conservation District asked what was in place for stormwater standards. Nielson indicated that post runoff must equal pre runoff.

Consensus was to limit impervious surface area for multi-family residential areas city-wide to 55 percent net buildable area, excluding wetlands.

Mayor Perske asked about redevelopment areas and exempting existing areas, such as the former paper mill property. Rasmussen recommended having exemptions. Worzala discussed existing platted and developed areas for expansion projects in commercial areas. There was further discussion on impervious surface limits in commercial areas. Rasmussen discussed the environmental sensitive areas (ESA) ordinance process for new development. Mayor Perske asked if the ESA ordinance had any teeth and asked who would say no. Rasmussen said the city council can say no. The ESA ordinance is similar to a Planned Unit Development (PUD) agreement where it is a negotiation. Perske asked if the ESA properties

would need to abide by the shoreland ordinance. Rasmussen said that it is a baseline used with the ESA ordinance.

Consensus was to have a setback of 150 feet for natural environment lakes and 75 feet for recreational development lakes.

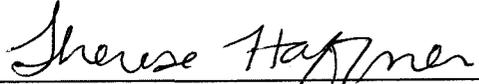
There was discussion on water oriented structures.

Rasmussen discussed having a public input meeting.

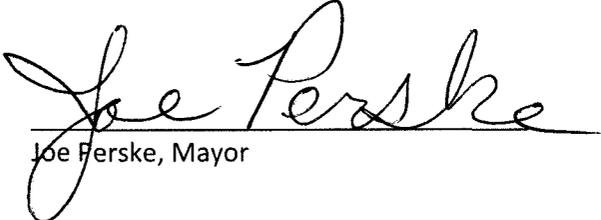
ADJOURNMENT

Perske adjourned the meeting at 6:39 pm.

Minutes By:



Therese Haffner, Planning Associate



Joe Perske, Mayor

May 13, 2013

COUNCIL MEETING

MINUTES OF MAY 13, 2013

9th MEETING

Pursuant to due call and notice thereof, the 9th meeting of 2013 was held on May 13, 2013 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: Braig-Lindstrom, Hennes, Nicoll, Peterson
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
Mike Nielson, Engineer

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

STATEMENT BY MAYOR

The City Council just came out of a closed meeting session to complete the performance evaluation of the City Administrator. The Council did not complete the performance evaluation since the City Administrator has resigned her position and taken an assignment as President of the Greater St. Cloud Development Corporation. Mayor Perske, on behalf of the Council, wished the City Administrator well in her new position.

SPECIAL PRESENTATION: Preview of 2013 SummerFest – Jason Mathiasen

Jason Mathiasen provided an overview of the 2013 SummerFest schedule of events and activities. He noted the introduction of a new event on Friday evening referred to as Libertyville at Pinecone Regional Park and Bernicks Arena and the elimination of the carnival event on Saturday afternoon. Mark Bragelman provided greater detail about the Libertyville event that is sponsored by Sartell's newest financial institution, Liberty Savings Bank.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. *April 3, 2013 – Sartell (Benton County) Board of Equalization meeting*
- b. *April 3, 2013 – Sartell (Stearns County) Board of Equalization meeting*
- c. *April 22, 2013 – Sartell (Stearns County) Board of Equalization meeting*
- d. *April 22, 2013 – Regular Meeting*
- e. *May 6, 2013 – Special Meeting*

Council member Nicoll noted a correction to the April 22nd minutes under New Business item ‘a’.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE MINUTES WITH CORRECTION TO THE APRIL 22ND MINUTES. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. *April Building Permit Activity Report – Acceptance*
- b. *April Inspections Activity Report – Acceptance*
- c. *April Finance Directors Report – Acceptance*
- d. *Park Commission meeting notes of April 27, 2013 – Acceptance*
- e. *Approval of voucher payments dated May 9, 2013*
- f. *Professional Development: Building Official and Fire Marshal to attend 10,000 Lakes Chapter ICCS – Residential Sprinkler Systems for Inspectors seminar in Maple Grove on June 13, 2013; Finance Director to attend LMC Annual conference in St. Paul on June 19-21, 2013; Deputy Clerk to attend Region III MCFOA training in Richmond on May 28, 2013; Fire Marshal to attend ICC “When Disaster Strikes” seminar on May 22 & 23, 2013 in St. Cloud.*
- g. *Approval of resolution granting CC VIII Operating, LLC (Charter Communication) a franchise extension to December 31, 2013 as recommended by the City of Sartell’s legal counsel for franchise agreement negotiations*
- h. *Approval of appointment of Larry Then to fill Maintenance Worker position effective May 20, 2013, subject to successful completion of background investigation and medical & drug assessments.*
- i. *Approval of street barricades and block party application fee waivers for National Night Out on August 6, 2013, and authorizing staff to approve minor street (one block or cul de sac) closure requests*
- j. *Approval of special event/noise exemption permits for SummerFest 2013 for Libertyville event in Pinecone Regional Park on June 7, 2013 from 4 – 9 pm.*
- k. *Approval of resolution adopting and reaffirming performance and output measures as required to continue receiving State incentive compensation*
- l. *Approval to continue existing insurance coverage renewal with no change in terms including opting to not waive monetary limits on municipal tort liability through the League of MN Cities*
- m. *Approval of Apple Duathlon traditional street closures and race permit application for May 25, 2013*
- n. *Approval of resolution accepting various donations for specified uses*
- o. *Approval of proclamation for National Police Week 2013 recognition in Sartell on May 12 – 18, 2013*

- p. *Approval of architectural services proposal from Cole Group Architects in an amount not to exceed \$14,900 and engineering service proposal from WSB for Watab Park Shelter project*
- q. *Approval of a corrected resolution certifying availability of local match and other local cost for available FY 2017 Federal Formula funds and Federal Earmark funds: Submittal to the St. Cloud Area Planning Organization for 50th Avenue/4th Avenue*
- r. *Appointment of Glen Persen to the Park Commission for a term to commence immediately and expire on 12-31-16*
- s. *Approval of annual groundwater monitoring and reporting contracts with Leggette, Brashears & Graham for Northside Park*
- t. *Approval of 10' wide utility easement to Charter Communication from Huntington Park Water Tower to Connecticut Avenue*
- u. *Approval of low quote award for seal coat bids*
- v. *Approval of no parking restrictions south of 3rd Street South on 4th Avenue South*

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

PUBLIC HEARINGS

a. Vacation of drainage & utility easement in Celebration of Sartell Plat 7

Community Development Director, Rasmussen provided an overview of the easement vacation request to facilitate consolidation of two lots into a single lot. Mayor opened the public hearing. No written or oral testimony was offered. Mayor Perske closed the Public Hearing.

Requested Action: Motion approving resolution vacating certain drainage and utility easements in Celebration of Sartell Plat Seven subject to conditions recommended by staff and the Planning Commission

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 27-13 VACATING CERTAIN DRAINAGE AND UTILITY EASEMENTS IN CELEBRATION OF SARTELL PLAT SEVEN SUBJECT TO CONDITIONS RECOMMENDED BY STAFF AND THE PLANNING COMMISSION. THE MOTION CARRIED UNANIMOUSLY.

b. Issuance of Housing Revenue Bonds for new construction – Country Manor

Finance Director, Degiovanni provided an overview of the request for conduit financing for Country Manor. She noted there is no risk or liability to the City for approval of the requested action. Mayor Perske opened the public hearing. No written or oral testimony was offered and the hearing was closed.

Requested Action: Motion approving resolution authorizing the issuance of health care and housing facilities revenue bonds to finance a project under MN Statutes, Chapter 462C and Sections 469-152-469.1655 and authorizing the execution of documents in connection with the Country Manor Campus LLC Project.

May 13, 2013

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 28-13 AND THE ISSUANCE OF HOUSING REVENUE BONDS FOR NEW CONSTRUCTION FOR COUNTRY MANOR. THE MOTION CARRIED UNANIMOUSLY.

Related Action not subject to Public Hearing – Motion approving site plan subject to conditions articulated in Council Memorandum of May 13, 2013

Anita provided an overview of the site plan requested for approval to facilitate development of a two story 45 unit apartment and dining facility on the south end of the Country Manor campus.

A MOTION WAS MADE BY COUNCIL MEMBER BRAG-LINDSTROM AND SECONDED BY MEMBER NICOLL APPROVING THE SITE PLAN FOR COUNTRY MANOR SUBJECT TO CONDITIONS ARTICULATED IN COUNCIL MEMORANDUM OF MAY 13, 2013. THE MOTION CARRIED UNANIMOUSLY.

c. Conditional Use Permit for Gasoline Service Station at Benton Drive & CSAH 29

Community Development Director, Rasmussen provided an overview of the CUP request for a gasoline service station at Benton Drive & CSAH 29 which is an allowed use subject to relevant and appropriate conditions based on the land use plan and adopted zoning for the property. Rasmussen also provided an overview of the site plan features and the recommendation for approval by staff and the Planning Commission.

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

Council member Peterson inquired about the drainage easement on the property and potential impact of underground fuel tanks.

Applicant, Pete Yarmon responded indicating that the drainage ravine will not be impacted by development on the site.

Council member Hennes asked about the potential for turn lanes on CR 29 for access to this site being needed. City Engineer Nielson indicated the County Engineer is not currently suggesting the need for turn lane(s) but the situation will be monitored closely.

Police Chief Hughes indicated a speed study was previously conducted by MnDOT which determined the speed limit of 50 mph.

Requested Action: Motion approving a resolution approving a conditional use permit for a gasoline service station at Benton Drive & CSAH 29

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY BRAIG-LINDSTROM APPROVING RESOLUTION 29-2013 FOR CUP FOR A GASOLINE SERVICE STATION AT BENTON DRIVE & CSAH 29. THE MOTION CARRIED UNANIMOUSLY.

May 13, 2013

Requested Action: Motion approving resolution adopting findings of fact supporting issuance of a conditional use permit for a gasoline service station at Benton Drive & CSAH 29

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 30-13, FINDINGS OF FACT SUPPORTING THE ISSUANCE OF A CONDITIONAL USE PERMIT FOR A GASOLINE SERVICE STATION AT BENTON DRIVE & CSAH 29. THE MOTION CARRIED UNANIMOUSLY.

Related Actions Not Subject to Public Hearing: Site plan for C Store

Requested Action: Motion approving site plan subject to conditions articulated in council memorandum of May 13, 2013:

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE SITE PLAN FOR THE GAS STATION AT BENTON DRIVE AND CSAH 29. THE MOTION CARRIED UNANIMOUSLY.

Related Actions Not Subject to Public Hearing: Motion approving off sale liquor license for Benton Drive Mini Service's proposed new convenience store location at Benton Drive & CR 29

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE LIQUOR LICENSE FOR THE NEW CONVENIENCE STORE AT BENTON DRIVE & CR 29. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Consideration of Pinecone Central Park athletic complex expenditures

Finance Director, Degiovanni gave a brief overview of the actions being requested. Engineer Nielson provided an overview of the surfacing options for pavement surfaces at the athletic park and noted staff's recommendation for the preferred surfacing to best meet the long term needs of the park.

Requested Action:

1. Motion approving expenditure of up to \$83,000 for preferred surface finish upgrades using Park Funds

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON APPROVING THE EXPENDITURE OF UP TO \$83,000 FOR PREFERRED SURFACE FINISH UPGRADES USING PARK FUNDS. THE MOTION CARRIED UNANIMOUSLY.

2. Motion approving expenditure of up to \$10,500 for purchase of benches, trees, and refuse containers for placement in Pinecone Central Park using budgeted Park Funds

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE EXPENDITURE OF UP TO \$10,500 FOR THE PURCHASE OF BENCHES, TREES, AND REFUSE CONTAINERS FOR PLACEMENT IN PINECONE CENTRAL PARK USING BUDGETED PARK FUNDS. THE MOTION CARRIED UNANIMOUSLY.

May 13, 2013

3. Motion approving expenditure of up to \$7,000 for purchase of picnic tables for placement in Pinecone Central park using Beautification Funds available in the 2013 budget allocation

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM APPROVING THE EXPENDITURE OF UP TO \$7,000 FOR THE PURCHASE OF PICNIC TABLES FOR PLACEMENT IN PINECONE CENTRAL PARK USING BEAUTIFICATION FUNDS AVAILABLE IN THE 2013 BUDGET ALLOCATION. THE MOTION CARRIED UNANIMOUSLY.

b. Consideration of postal addressing change

Community Development Director, Rasmussen provided an overview of a recommendation to accept an accommodation offered by the US Postal Service to correct a misalignment of postal address designation for properties currently and planned to be located in the City of Sartell that currently carry a St. Cloud postal city address designation.

Chief Hughes noted this change should improve public safety response. Rasmussen and City Administrator Gartland noted communication with affected property owners will be undertaken to determine the best timing for implementation of the change.

Requested Action:

Approval of resolution accepting the accommodation offered by the US Postal Service to allow for certain properties to be readdressed to "Sartell, MN 56303"

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 31-2013 ACCEPTING THE ACCOMMODATION OFFERED BY THE US POSTAL SERVICE TO ALLOW FOR CERTAIN PROPERTIES TO BE READDRESSSED TO "SARTELL, MN 56303".

c. Consideration of request from St. Cloud to joint their regional Human Rights program for 30 months at no cost.

Requested Action: Motion authorizing the Mayor and City Administrator to enter into a joint powers agreement establishing a board of directors to organize and govern a community based effort to provide human rights services and support a regional human rights office at no cost to the City of Sartell through December 31, 2015.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON TO REJECT THE INVITATION AS DESCRIBED ABOVE.

Substantial discussion was undertaken by the Council.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: COUNCIL MEMBER NICOLL & PETERSON

NAY: MAYOR PERSKE, COUNCIL MEMBER BRAIG-LINDSTROM, HENNES

MOTION FAILED

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY BRAIG-LINDSTROM APPROVING THE MOTION AS WRITTEN.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS HENNES BRAIG-LINDSTROM

NAY: COUNCIL MEMBERS PETERSON & NICOLL

MOTION CARRIED

May 13, 2013

NEW BUSINESS

a. Little Ceaser's site plan

Rasmussen provided an overview of the site plan for Little Ceaser's Pizza. Anita also indicated that requiring a consolidated driveway access with the adjacent property would only occur at such time as the adjacent property is proposed for development.

Requested Action: Motion approving site plan subject to conditions articulated in Council memorandum of May 13, 2013

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING LITTLE CEASER'S SITE PLAN SUBJECT TO CONDITIONS ARTICULATED IN COUNCIL MEMORANDUM OF MAY 13, 2013. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS:

POLICE DEPARTMENT

Monthly Activity Report

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

PUBLIC WORKS

Monthly Activity Report

Director, Borders noted that the pools are expected to open June 2nd.

CITY ENGINEER

Semi-monthly Memorandum

Engineer, Nielson responded to an inquiry about the wisdom of using plastic pipe in the future noting that with the proper installation plastic pipe should be acceptable but it will certainly be evaluated more closely with future projects.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Council member Braig-Lindstrom suggested the dog park committee include an entry in the SummerFest parade.

CITY ADMINISTRATOR

Semi-monthly Memorandum

Administrator Gartland provided legislative updates on LGA, Bonding and Legacy Grant Programs. Gartland also indicated that two conference calls have been held with EPA and related sources as a

May 13, 2013

follow up to her meeting with EPA and EDA in Washington DC earlier this month regarding repurposing efforts for the mill properties. She noted specifically attempts to secure funding to assist with funding a proposed professional services contract with St. Paul Port Authority who has extensive expertise in repurposing industrial sites.

City Administrator Vacancy Options

Following an overview of Interim City Administrator service options, consensus of the Council was to request that Patti attain additional information to assist the Council in exploring further the utilization of an outside resource to serve as interim City Administrator which could be supplemented by a temporary assignment of additional responsibilities and compensation to an existing staff position for an estimated 18-24 month time period. Council Member Braig-Lindstrom advocated that staff would be working with an interim hire be included in the selection process.

Consideration of City Administrator's recommendation for phased implementation of certain non-union salary adjustments are presented in the Personnel Committee's recommendation of February 11, 2013

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE PROPOSAL AS DESCRIBED ABOVE.

A MOTION WAS MADE BY MAYOR PERSKE TO AMEND THE MOTION BY MAKING PAY CHANGES START JANUARY 1, 2014 INSTEAD OF JULY 1, 2013. THE MOTION WAS SECONDED BY MEMBER PETERSON.

THE FOLLOWING VOTED ON THE AMENDMENT TO THE MOTION:

AYE: MAYOR PERSKE, COUNCIL MEMBER PETERSON

NAY: COUNCIL MEMBERS HENNES, NICOLL, BRAIG-LINDSTROM

MOTION FAILED.

The original motion was brought forward for a vote:

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS HENNES, NICOLL, BRAIG-LINDSTROM

NAY: MAYOR PERSKE, COUNCIL MEMBER PETERSON

MOTION PASSED

Members of the Council all offered expressions of appreciation for Patti Gartland's service to the City as it's Administrator for the past 12 years.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

City Council agenda item referrals to advisory boards and commissions

Council member Hennes noted the Executive Director search for the MTC is underway.

Council member Braig Lindstrom noted she'll be attending the next MTC meeting as part of the transition between her and Council member Hennes in serving on the MTC Board.

Council member Nicoll noted that she attended the first Watab Park shelter meeting and would be attending the CRF task force meeting tomorrow afternoon.

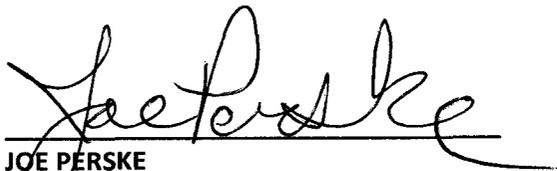
Council member Peterson noted he will be absent from the June meeting due to military duty.

Mayor Perske offered reminders for the Apple Duathlon and SummerFest events.

May 13, 2013

ADJOURN

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



**JOE PERSKE
MAYOR**

Minutes By



**Patti Gartland
City Administrator**

**SARTELL CITY COUNCIL
SPECIAL MEETING**

MINUTES OF MAY 28, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on May 28, 2013 in the Council Chambers of the Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske; Council members: Steve Hennes, Amy Braig-Lindstrom and David Peterson
ABSENT: Council member Sarah Jane Nicoll
ALSO PRESENT: Mary Degiovanni, Finance Director
Mike Nielson, City Engineer

AGENDA REVIEW AND ADOPTION

A motion was made by Peterson and seconded by Hennes to adopt the agenda with the additions of 3.b. Meeting Minutes; 3.c. Banking Authorizations; and 3.d. MSA Resolution. The motion carried unanimously.

PREMISE PERMIT APPLICATION

After clarifying that staff will confirm the official premise name to correlate with the address at 118 Twin Rivers Court, a motion was made by Hennes and seconded by Peterson approving Resolution No. 32-2013 Approving a Premise Permit Application. The motion carried unanimously.

INTERIM ADMINISTRATOR

A motion was made by Peterson and seconded by Braig Lindstrom approving Resolution No. 33-2013 Appointing Interim City Administrator. It was noted that Mary Degiovanni's appointment was for an unspecified term length and so it will continue until the Council takes formal action to change it. The motion carried unanimously.

MEETING MINUTES

Councilmember Peterson recommended and Council concurred that Degiovanni should bring back a recommendation after reviewing options for taking Council meeting minutes to ensure the workload is reasonable during the interim City Administrator period.

BANKING AUTHORIZATIONS

To comply with banking/investment signature requirements, a motion was made by Peterson and seconded by Hennes approving the Mayor, interim City Administrator, and Deputy Clerk as authorized signatures on City accounts. The motion carried unanimously.

MSA RESOLUTION

Engineer Nielson overviewed the recommended changes and a motion was made by Hennes and seconded by Braig Lindstrom approving Resolution No. 34-2013 Approving Amendments to the Designated Municipal State Aid Street System. The motion carried unanimously.

ADJOURN

A motion was made by Peterson and seconded by Hennes to adjourn the meeting at 7:20 PM. The motion carried unanimously.



Mary Degiovanni, Finance Director



Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF JUNE 10, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on June 10, 2013 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers: Braig Lindstrom, Nicoll and Hennes
COUNCIL ABSENT: Councilmember Peterson was absent due to military service
OTHERS PRESENT: Mary Degiovanni, City Administrator
Ken Heim, Fire Chief
Jim Hughes, Police Chief
Brad Borders, Public Works Director
Anita Rasmussen, Community Development Director

AGENDA

A motion was made by Hennes and seconded by Nicoll to adopt the agenda with the addition of AIM/Verso updates. The motion carried unanimously.

2014 BUDGET DISCUSSION

Department managers overviewed their proposed 2014 budgets and capital plans as follows:

Brad Borders presented Public Works and Utilities overview

Jim Hughes presented the Police Department overview

Ken Heim presented the Fire Department overview

Anita Rasmussen presented the Community Development and Inspections overview

Mary Degiovanni presented the Administration overview

All budget proposals were discussed including:

- Brad's salt budget is up due to heavy demand last season; he recommends continuing with the snow removal contract option for limited use; and sealcoating at \$150,000 again this year. The Council approved the plan to add 6 hours each weekend of temporary seasonal hours toward Park cleaning within budgeted Beautification fund dollars for the 2013 season. The Council was also encouraged to look at the roundabouts on Heritage and 23rd as an example of the plantings that might be preferable long term – in the short term Sam's and Walmart will maintain the CR 120 roundabouts and another will be converted to mainly grass for lower maintenance.
- Ken discussed the Fire Department budget requests and capital items, including longer term requests for future consideration not a part of the 2014 budget proposal.
- Jim explained his request for more data entry help and his capital request items.
- Anita explained that slower development activity does not mean Community Development department is not busy – the additional ordinance enforcement work has kept that department very busy.
- Mary noted the \$50,000 placeholder in the budget for additional staffing, but Council members expressed concern about whether we can maintain the workload being down one full time staff member.

- All departments mentioned the desire for increased training dollars after years of limited training opportunities due to budget restrictions.

AIM UPDATE

- Mary, Anita, and the Mayor provided updates on activities to date on the Stearns and Benton sites owned by AIM.
- Staff's recommendation was approved by consensus to add SPPA and Igor Lenzner as City team members at an hourly rate on an as needed basis.

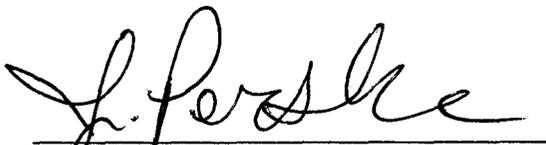
ADJOURNMENT

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

Minutes By:



Mary Degiovanni, City Administrator



Joe Perske, Mayor

June 10, 2013

COUNCIL MEETING

MINUTES OF JUNE 10, 2013

REGULAR MEETING

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on June 10, 2013 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Perske, Councilmembers: Braig-Lindstrom, Hennes and Nicoll
ABSENT: Councilmember Peterson was absent due to military service
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, Engineer

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

SPECIAL PRESENTATIONS:

- a. Patti Gartland & Greater St. Cloud Development Corp

The Council made a special presentation to Patti Gartland in recognition of her years of service to the City of Sartell.

Patti Gartland and Marty Moran were also present on behalf of the Greater St. Cloud Development Corp and staff reminded the Council that Sartell had initially paid half of the 2013 dues to this organization with the understanding that we would look at paying 2nd half closer to mid-way through the year. Staff recommended moving ahead with 2nd half dues payment of \$4,000.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG LINDSTROM AUTHORIZING THE PAYMEN TOF 2ND HALF DUES OF \$4,000 TO THE GSDC. THE MOTION CARRIED UNANIMOUSLY.

- b. Huntington Park - Girl Scout Project

Members of Girl Scout Troop 783 presented a power point on their plans for Huntington Park, including the desired City contributions, subject to the success of their fundraising efforts. The Council thanked them for their efforts and the Scouts confirmed their timeline is to complete by September 30th in order to achieve the Silver Award. Council member Braig Lindstrom recommended staff contact the School District since they may have equipment fitting the Scout project needs that we could obtain.

June 10, 2013

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO APPROVE THE PARK COMMISSION'S RECOMMENDATION TO PROCEED WITH THE HUNTINGTON PARK GIRL SCOUT PROJECT. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

Mark Dockery addressed the Council regarding the benefits of dog parks and the Sartell Dog PAC's efforts toward a dog park in Sartell.

APPROVAL OF CITY COUNCIL MINUTES

April 2, 2013 Joint City Council/Planning Commission Meeting
April 29, 2013 Joint City Council/Planning Commission Meeting
May 13, 2013 – Regular Meeting
May 28, 2013 – Special Meeting

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

CONSENT AGENDA

- a. May Building Permit Activity Report – Acceptance
- b. May Inspections Activity Report – Acceptance
- c. Park Commission meeting notes of May 15, 2013 – Acceptance
- d. Approval of voucher payments dated June 5, 2013
- e. Professional Development: Community Development Director to attend Sensible Land Use Coalition on June 26; Utility Worker Jeff Bemboom to AWWA Waterworks Operator Training Session June 26-28
- f. Approval of American Cancer Society Special Event Permit
- g. Approval of resolution accepting various donations

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

PUBLIC HEARINGS

- a. Stormwater Permit Annual Public Hearing

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. Councilmember Hennes noted the functioning stormwater ponds and rain gardens in Sartell and the importance of these efforts.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION NO. 36-2013 ADOPTING THE SWPPP AND PERMIT. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

Amanda Duerr and Chris Henjum attended representing Flaherty & Hood with a legislative update. Amanda presented a power point of highlights from the recently completed legislative session, and she agreed to provide us with further information on how the Greater MN Parks & Trails commissioners will be selected.

June 10, 2013

DEPARTMENT REPORTS:

POLICE DEPARTMENT

Monthly Activity Report

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

PUBLIC WORKS

Monthly Activity Report

Director Borders noted that the pool season is anticipated to run through the start of School next Fall.

CITY ENGINEER

Semi-monthly Memorandum

Engineer Nielson reported on the latest 50th Avenue funding information and the request for expanded right of way areas to cover the entire corridor.

Council member Braig Lindstrom noted inexpensive sump pump alarms residents may want to look into.

Engineer Nielson also overviewed a requested change order to avoid re-use of an existing pipe he recommends against re-using.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG LINDSTROM AUTHORIZING THE CHANGE ORDER AS RECOMMENDED USING CITY WATER FUNDS. THE MOTION CARRIED UNANIMOUSLY.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Dog PAC: Community Development Director Rasmussen requested input on the Sartell Dog PAC's recommended dog park location & size. Council members appreciated the enthusiasm of the Dog PAC but had concerns about whether the proposal limits the City's flexibility in future use of the existing pond/sandy area and/or other future Park needs at Pinecone Central, including room for future skatepark, swimming area, etc.

Stockpiling Ordinance: Council consensus was that further research on this issue should be conducted only if it achieves inclusion/priority in the upcoming Council goals list.

CITY ADMINISTRATOR

Semi-monthly Memorandum

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

City Council agenda item referrals to advisory boards and commissions

June 10, 2013

Council member Hennes noted the MTC Executive Director interviews are scheduled. He also expressed hope that the APO retreat goes well and that good relationships among APO members are maintained. Council member Braig Lindstrom noted the fun she had being involved in various SummerFest events, including walking the parade twice.

Council member Nicoll also commented on the great SummerFest events and how much fun they were for her and her children and she expressed gratitude to the volunteers and sponsors.

Mayor Perske offered his appreciation to SummerFest event sponsors and to the Police and Public Works departments for their efforts toward another successful SummerFest.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG LINDSTROM TO ADJOURN THE MEETING AT 8:26 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Mary Degiovanni
City Administrator



Joe Perske
Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF JULY 8, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on July 8, 2013 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers Braig Lindstrom, Nicoll, Peterson and Hennes
COUNCIL ABSENT: None
OTHERS PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director

AGENDA

Councilmember Braig Lindstrom suggested an agenda addition for members to brainstorm 5 ideas or terms each would use to describe what they would like Sartell to become so we have a broader framework within which to set goals. Due to limited time available, staff will follow up with an email request for those ideas from each Council member for discussion at the August workshop. The agenda was approved as submitted.

iPad Keyboards

Keyboards will be ordered to become a part of the Council assigned iPad units. Councilmember Braig Lindstrom will be reimbursed for the keyboard unit she purchased with personal funds and all five keyboards will then be City owned for issuance to Council members.

2014 GOALS

The draft goals ranking, as updated, was discussed:

- Any "0" rankings will be revised to "1" to ensure fairness in overall pointing system. Also, some members gave low rankings to goals they may find important in the longer term, but not achievable in 2014, so further discussion may put some goals in the Financial Management Plan as longer term goals.
- Councilmember Hennes questioned how Sauk River Regional Park land acquisition can score highly but not the parking lot and restrooms needed to serve that Park. Councilmember Nicoll said she was concerned about expense so when the goal was clarified that lower cost restrooms would be an option, Nicoll ranks the item more highly for further consideration. Staff will bring back funding source options which may be available (Regional or District park funds or sales tax).
- Making golf course clubhouse available (14 point ranking) is going through Park Commission right now since it was on 2013 ideas list so it will come before the Council for consideration.
- Larger vision discussion of creating community was discussed and whether doing more with existing City spaces could help to accomplish that broader vision, including City Hall atrium. Nicoll thinks parks and community events build community, but not City Hall space; Hennes amenable to low cost changes to the atrium; Peterson thinks no changes needed.
- Make web site more interesting and interactive has a 14 point ranking and Amy advocated that a more engaging, interactive website would empower citizens and could reduce staff time spent on some issues.

- Consensus seemed to be that eventual police/fire building needs should be combined into one public safety facility and staff should bring back tax impacts to move up the timeline for completing that capital project. Staff also confirmed discussion of Sartell LeSauk Government Center building is on agenda for joint meeting between City and Town this Fall.
- Shoreland Ordinance was discussed and Council decision on need for this Ordinance will be discussed as part of regular Council meeting under Planning and Community Development report. Discussion was to work toward the higher goals of clean water and environmental protection but use changes to existing ordinances and policies rather than adding another ordinance.
- Staff will be scheduling two Council workshops with the City Engineer to discuss various infrastructure priorities and projects.
- Property north of Pinecone Central Park – not useful for stormwater improvements per City Engineer’s initial review, but would provide future Pinecone Road right of way, have potential lots available for re-sale, and the various open space amenities within this property would enhance Pinecone Central Park land. Staff will consult with legal and provide options to Council on timing and funding for possible acquisition.
- Professional, quick response process to resident questions and concerns was previously circulated and will be utilized. Ongoing suggestions for improvement will be taken to continuously improve the process.
- Staff will look at the Oak Park tree ordinance. A City owned tree nursery may or may not be necessary to fulfill the Council’s goals related to making Sartell a stronger “tree City”, but staff will bring back more information and options.

AIM UPDATE

Staff updated the Council on estimated costs of \$26,000 to \$36,000 for the Council approved consultants to perform final review on AIM Interim Use and Demolition Permits, depending on whether staff utilizes consultants for the landfill research work as well. Demolition permit fees are anticipated to cover the costs.

INTERIM ADMINISTRATOR

Councilmember Braig Lindstrom suggested the 2014 goals need to include a plan for how/when to transition from the current Interim Administrator. Staff plans to bring back an organizational plan and Council can consider Interim Administrator term during that organizational discussion.

FENCE ENCROACHMENT

Councilmember Nicoll brought up a City resident concern about their ability to construct a fence within a drainage easement. City Engineer Nielson joined the meeting to discuss options but Council unanimously agreed with staff against change to City policy regarding such encroachments.

ZAMBONI

Council consensus was that sale of the current zamboni by Youth Hockey is appropriate with proceeds to go toward new zamboni or other related improvements pending advisory review by attorney.

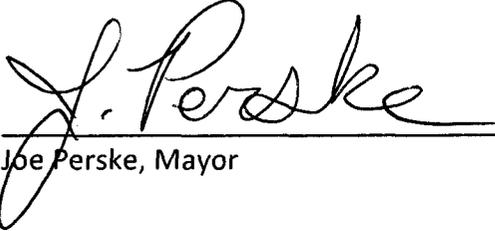
ADJOURNMENT

Upon motion made by Hennes and seconded by Nicoll, the Mayor adjourned the meeting at 6:52 pm.

Minutes By:



Mary Degiovanni, City Administrator



Joe Perske, Mayor

JULY 8, 2013

COUNCIL MEETING

MINUTES OF JULY 8, 2013

11th MEETING

Pursuant to due call and notice thereof, the 11th meeting of 2013 was held on July 8, 2013 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: Braig-Lindstrom, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Dale Struffert, Deputy Police Chief
Mike Nielson, Engineer

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

SPECIAL PRESENTATION

Fitness Evolution – MS Challenge

Mark Munterfering provided an overview of the MS Challenge being sponsored by Fitness Evolution on August 3rd including an auction, book signing and free concert which is open to all.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE SPECIAL EVENT FOR MS CHALLENGE ON AUGUST 3, 2013. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. *June 10, 2013 – Regular Meeting*
- b. *June 10, 2013 – Special Meeting*

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

CONSENT AGENDA

- a. *Acceptance of June Building Permit Activity Report*
- b. *Acceptance of June Inspections Activity Report*
- c. *Acceptance of Park Commission meeting notes of June 26, 2013*

- d. *Approval of voucher payments dated July 3, 2013*
- e. *Professional Development*
- f. *Approval of I-94 Expansion Resolution*
- g. *Approval of Street Striping low quote*
- h. *Approval of resolution accepting various donations*
- i. *Approval of Amended Park Policies*
- j. *Approval of Special Event Permit Sartell Chamber Rock & Block for August 10th*
- k. *Approval of Special Event Permit – Casting for a Cure for August 24th*
- l. *Approval of Special Event Permit – Sartell –St. Stephen School Health Services 5K/1K for September 14th*
- m. *Acceptance of Initiative Foundation Grant*
- n. *Approval of WSB Proposal for East Side Streets feasibility report*
- o. *Approval to increase non-resident compost permit limit from 200-250*
- p. *Approve “No Parking” along Central Park Boulevard*

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING ALL CONSENT AGENDA ITEMS. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARING

Vacation of Drainage and Utility Easement for Schaefer Pines

Requested Action: Motion approving the resolution vacating certain drainage and utility easements in the Schaefer Pines Plat subject to conditions recommended by staff.

Community Development Director Rasmussen provided an overview of the easement vacation request to facilitate the consolidation of two lots into a single lot. Mayor opened the public hearing. No written or oral testimony was offered. Mayor closed the public hearing.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION #40-13 VACATING CERTAIN DRAINAGE AND UTILITY EASEMENTS IN THE SCHAEFER PINES PLAT, SUBJECT TO CONDITIONS RECOMMENDED BY STAFF. THE MOTION CARRIED UNANIMOUSLY.

Interim Use Permit – AIM Development

Requested Action: Motion approving the resolution granting an Interim Use Permit to AIM Development for purposes of the demolition of portions of the former Verso Paper Mill subject to the conditions and performance standards as recommended by staff and the Planning Commission.

Rasmussen provided an overview of the IUP request for the demolition of the former Verso Paper Mill property located at 100 East Sartell Street which is an allowed use subject to relevant and appropriate conditions and performance standards based on the adopted zoning code. Rasmussen also provided an overview of the proposed two phases of the project including the demolition process and the redevelopment/repurposing planning process for the property. The Planning Commission recommended approval of the IUP subject to the conditions and performance measures as outlined in the permit. Staff is recommending the IUP be tabled to obtain necessary agency approvals and information to be provided to us by our consultants. Mayor Perske opened the public hearing, no written testimony was offered.

JULY 8, 2013

The following comments were heard:

Jeremy Kubat, 310 2nd Avenue NE, Sartell, MN, testified that he wanted to be assured that the conditions and performance measurements were enforceable and will be enforced. He also wants to be assured that all materials will be handled appropriately.

Janice Loebel, 815 15th Avenue North, Sartell, MN, asked if the materials will be recycled.

Members of the AIM Development group were introduced. It was confirmed that a larger percentage of the materials would be recycled. Anita explained that all toxic or contaminated materials would need to be handled according to state and federal laws.

Mayor closed the public hearing.

Deputy Chief Struffert confirmed that routine patrols occur in that area and residents should contact the Police Department if they have public safety concerns during the demolition.

Council member Hennes wanted confirmation that all the truck traffic would be entering and leaving the northerly entrance and proceed north to the Hwy 10 interchange during the entire phase of the demolition. Anita confirmed that comment.

Mayor Perske requested that AIM Development work cooperatively in preserving some of the yellow brick and other elements that may be of interest to the community. AIM Development suggested that they intend to sell off the bricks and offer the proceeds to a charity.

Council member Peterson requested that the traffic at the intersection of Benton Drive and County Road 29 be monitored.

Staff indicated there were items still needing to be submitted by AIM and a review completed by the City's consultants so tabling the requested action was recommended.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO TABLE CONSIDERATION OF THE IUP REQUEST. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

Pinecone Central Dog Park Proposal

Council member Hennes questioned if there is room for additional trails between the fenced in area to the property lines and ponding areas. Public Works Director Borders said there is ample room for trails. There are a lot of pine trees in the northerly parking lot, and it is anticipated that we will be transplanting those trees to the sodded areas.

Council member Peterson questioned if other areas were identified for the dog park.

Mayor Perske asked if there are other areas better for the dog park that could provide additional park acreage. Mayor also asked what other uses could be used in the dog park area.

JULY 8, 2013

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE PINECONE CENTRAL DOG PARK PROPOSAL.

Council member Nicoll stated that the Council has already told the committee that the Council was leaning toward Pinecone Central Park and acreage with adequate space to accommodate the use. Nicoll said she likes the community effect and bringing people together and does not want to kill their project or delay fundraising.

Council member Hennes feels that Pinecone Central Park is a good location and size for the proposed park and believes it is a good amenity for the community. Hennes also mentioned that the areas for the new parking lot would be for all users of the park since it is a multi-purpose park. Hennes also stated this is a great partnership with the City and dog owners.

Council member Peterson said he wished the City could have looked at additional locations for better sites.

Council member Braig-Lindstrom stated that dog parks aren't just for dogs and there is a broad support for this project.

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

NEW BUSINESS

Site Plan Approval – Grands of Mulligans

Community Development Director Rasmussen presented the site plan for the Grands of Mulligans.

Council member Braig-Lindstrom questioned why they need the extra space and suggested they utilize Pine Meadow Elementary's parking lot. Council member Hennes stated that it is not safe to have people park in the school parking lot and cross over Pinecone Road.

Council member Peterson questioned the city code on parking lot lights.

Mayor Perske stated that he is excited about the need for additional parking but is concerned whether or not the water will actually drain into the pond as proposed.

Council member Nicoll also commented that it is great to have a parking issue however doesn't agree that the school parking is a feasible alternative because of location and accessibility between sites.

Council member Braig-Lindstrom believes that the school is an acceptable alternative and is also concerned about the impervious surface that it will add to the area and how it will affect flooding areas on 2nd and Pinecone Road, or will it complicate the flooding issues on the golf course.

JULY 8, 2013

Applicant Jason Becker stated that the parking has been undersized and they have passed on some bookings due to the parking situation.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE SITE PLAN FOR GRANDS OF MULLIGANS. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS:

POLICE DEPARTMENT
Monthly Activity Report

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

Council member Hennes stated that the PAL program appears to be very successful this year.

Mayor Perske asked if we had firework complaints.

Council member Braig-Lindstrom asked about the back ground checks and Struffert explained it was for apartment rental applications.

PUBLIC WORKS
Monthly Activity Report

Public Works Director Borders presented his report and explained that the City didn't experience a lot of damage from the last storm. The maintenance crew spent one day cleaning up.

Council member Hennes asked for an update on the break in the water main (It was an old cast iron pipe) which snapped.

Council member Braig-Lindstrom received a concern from residents of Savanna Oaks and others that the city doesn't watch and repair the cracks and the weeds that grow within. The weeds should have been sprayed.

Mayor Perske asked about storm damage.

CITY ENGINEER
Semi-monthly Memorandum

Mike Nielson gave an overview of what was going on and his experience with the flooding that had occurred during the last storm. Mike is seeking consensus to get off street storage to alleviate storm flooding on the NE corner of the City Hall property by using a grassy swale.

Council member Nicoll questioned how it would appear with the slope.

JULY 8, 2013

Consensus of the Council was to have Mike Nielson investigate if it's effective and efficient and move forward with a solution to the flooding problem at that intersection. Golf course flooding was also discussed.

Mike Nielson discussed a pedestrian crossing at Pinecone Central Park and suggested a painted crosswalk and pedestrian crossing signs similar to the situation at 7th near the school properties. Mr. Nielson was looking for authorization from the Council to use street funds to implement this crosswalk improvement.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON TO INSTALL A CROSSWALK AND SIGNAGE NEAR THE ENTRANCE TO PINECONE CENTRAL PARK ON PINECONE ROAD, SUBJECT TO CONCURRENCE OF THE POLICE CHIEF SINCE HE WAS NOT ABLE TO ATTEND TONIGHT'S MEETING. THE MOTION CARRIED UNANIMOUSLY.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Director Rasmussen provided an overview of the recommendation by the Planning Commission relative to the Shoreland Management provisions. A discussion was held during the Goal setting meeting that this ordinance may not be a goal for 2013, but work towards a unified development code. Consensus of the Council was not to pursue the Shoreland Ordinance and instead update existing City ordinances to try to accomplish the City's goals.

Council member Hennes stated that standards addressing impervious surface and vegetative removal seem to be appropriate ordinance amendments to see in the future from the Planning Commission.

CITY ADMINISTRATOR

Semi-monthly Memorandum

Administrator Degiovanni presented her memorandum.

Appointment of City Council member to serve with Mayor Perske on City /School Working Group.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL TO NOMINATE COUNCIL MEMBER BRAIG-LINDSTROM TO SERVE WITH THE MAYOR ON THE CITY/SCHOOL WORKING GROUP. THE MOTION CARRIED UNANIMOUSLY.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council member Hennes reported that he is no longer on the MTC Committee, but is happy with the selection of Ryan Daniel as the new executive director.

Council member Braig-Lindstrom is excited to be on the MTC Board representing the City Council.

Council member Nicoll gave a Watab Creek Shelter planning committee update stating they are making good progress on recommendations for location of shelter, amenities inside & outside, and building materials.

Mayor Perske – Discussed Mississippi River Initiatives meeting he attended.

JULY 8, 2013

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:49 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Anita Rasmussen
Community Development Director



JOE PERSKE
MAYOR

August 12, 2013

COUNCIL MEETING

MINUTES OF AUGUST 12, 2013

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on August 12, 2013 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: Braig-Lindstrom, Hennes , Nicoll, Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Jim Hughes, Deputy Chief
Mike Nielson, Engineer

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

Council member Nicoll suggested to move Agenda Item #11 prior to the closed session so that the only Council business left after the closed session would be relative to any action as a result of the closed session.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON AMENDING THE AGENDA AND MOVING ITEM #11 (COUNCIL REPORTS) IN ADVANCE OF THE CLOSED SESSION. THE MOTION CARRIED UNANIMOUSLY.

SPECIAL PRESENTATIONS:

a. Tyler Kadlec - Eagle Scout project

Tyler Kadlec of Scout Troop 211 described his proposed fence project within the Watab River floodway which consists of a 100 foot long split rail fence adjacent to the trail. Proposal is to complete the project on August 22nd.

August 12, 2013

Council member Peterson asked the type and height of the fence.
Council member Hennes commented that the proposed fence is a typical material for this type of project but that some landscaping elements (pine trees) should/could be added.

Duncan Watson of Scout Troop 211 presented his red-bud tree nursery/planting proposal in the northerly portion of Pinecone Central Park. Council member Peterson asked how long the troop would care for the tree farm. Public Works Director, Borders received a donation by Sam's Club of trees and they are too young to plant into our park system. Council feels more comfortable with a tree planting versus using the donated trees as a tree nursery.

b. Ken Heim, Sartell Fire Chief
Fire Department boat replacement

Chief Heim described the extent of the repairs to the existing emergency response boat that had been a 2014 equipment replacement item. Heim would like to repair the boat and then be able to use it as a trade-in, although the preference would be to keep it as a second boat. The 2014 purchase of a new boat could be delayed with the repairs to the existing boat.

Council member Peterson asked how to avoid dry-rot? Heim said it would need to be used more.

Requested Action: Motion approving request for expenditure of Fire Department fund on boat replacement

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SEONDED BY BRAIG-LINDSTROM APPROVING THE REQUEST FOR EXPENDITURE OF THE FIRE DEPARTMENT BOAT REPLACEMENT. THE MOTION CARRIED UNANIMOUSLY.

ISO Rating Update & Firefighter Gold Medal Award

Chief Heim explained the relevance of the ISO rating and what the impact may be for the City. Class A city rating has an impact on insurance rates for commercial and residential properties.

In June, the Fire Department received an award (VFW) for service during the Verso Fire Event.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. July 8, 2013 – Regular Meeting*
- b. July 8, 2013 – Special Meeting*

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SEONDED BY MEMBER HENNES APPROVING THE MINUTES INCLUDING THE CORRECTION TO THE REGULAR MEETING MINUTES. THE MOTION CARRIED UNANIMOUSLY.

August 12, 2013

CONSENT AGENDA

- a. *July Building Permit Activity Report – Acceptance*
- b. *July Inspections Activity Report – Acceptance*
- c. *Approval of voucher payments dated August 7, 2013*
- d. *Professional Development: Chief Heim and Assistant Chiefs Sattler & Dingmann to attend MN State Chiefs Association Annual Conference Oct 17-19th in Rochester; Fire Marshal to Homeland Security Exercise and Evaluation Program course Aug 13-15 in New Brighton; Building Official to 10,000 Lakes Chapter of ICC Presentation on the 2012 International Residential Code Provisions September 12th in Blaine; Police Chief to attend AMEM conference Sept 15-18; Public Works Director and Park employee to Tree conference in Brainerd on Sept. 4th*
- e. *Approval of resolution accepting various donations*
- f. *Approval of fund transfers*
- g. *Approval of HMA proposal*
- h. *Approval of Gold Cross Lease Agreement*
- i. *Approval of Outdoor Warning Siren Upgrade*
- j. *Calling Special Council meeting for consideration of AIM Interim Use Permit for August 22, 2013 at 5:30 p.m.*
- k. *Calling Special Council workshops on September 23rd at 5:00 pm and October 28th at 5:00 pm for pavement management, trail system, and road and storm infrastructure design discussions with City Engineer*
- l. *Approval of Resolution Adopting Emergency Management Plan Update*
- m. *Approval of Contract with the Central Minnesota Housing Partnership for grant writing*
- n. *Approval of Sartell Recreation Association Agreement*
- o. *Approval of application for temporary on sale liquor license for St. Francis Xavier's Fall Festival*
- p. *Approval of an after the fact special event permit for Winner's Bar on August 2, 2013 from 12 pm to 11pm.*
- q. *Approval of agreement with the Initiative Foundation of Central Minnesota to establish a Sartell DogPAC fundraising fund*
- r. *Approval to retain Stan Weinberger of Gray, Plant, Mooty for legal services*

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

PUBLIC HEARING

- a. **Conditional Use Permit for a Guard Rail Fence to be placed in the floodway at Pinecone Regional Park**

Community Development Director, Anita Rasmussen provided an overview of the conditional use permit needed to facilitate the construction of a fence within the Watab River Floodway.

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

Council member Hennes did not have any concerns about the fence materials. Council member Nicoll has concerns over the impacted view of the river because of the new fence and would rather not have a fence at all.

August 12, 2013

Council member Peterson was okay with the fence project and thought it provided a needed barrier between the trail and the fence.

Council member Braig-Lindstrom thanked the scout for the project he is willing to complete for the city but would rather move the trail and plant trees in the space between the trail and the river bank.

City Engineer, Nielson clarified the height of the fence would be 42 inches.

Public Works Director explained that pockets of trees will be planted on each end of the 100 foot long fence.

Motion approving a resolution approving a conditional use permit for a guard rail fence to be placed in the floodway at Pinecone Regional Park

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON ADOPTING RESOLUTION 43-13 APPROVING A CONDITIONAL USE PERMIT FOR A GUARD RAIL FENCE TO BE PLACE IN THE FLOODWAY AT PINECONE REGIONAL PARK.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

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

NAY: MEMBER BRAIG-LINDSTROM

MOTION CARRIED

Motion approving a resolution adopting findings of fact supporting issuance of a conditional use permit for a guard rail fence to be placed in the floodway at Pinecone Regional Park

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON APPROVING RESOLUTION 44-13 ADOPTNG FINDINGS OF FACT SUPPORTING ISSUANCE OF A CONDITIONAL USE PERMIT FOR AGUARD RAIL FENCE BEING PLACED IN THE FLOODWAY AT PINECONE REGIONAL PARK.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

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

NAY: MEMBER BRAIG-LINDSTROM

MOTION CARRIED

Motion approving Eagle Scout project for fencing along Watab River in Pinecone Regional Park

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE EAGLE SCOUT PROJECT FOR FENCING ALONG WATAB RIVER IN PINECONE REGIONAL PARK. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Shoreland Ordinance

Community Development Director, Rasmussen, presented the Shoreland Ordinance and opened the discussion for the Council.

Member Nicoll is not in favor of the overall ordinance (specifically setbacks) but include the provision of vegetation removal and open space as recommended by the Planning Commission.

August 12, 2013

Member Peterson has concerns over open space (double dipping). Member Hennes said that the open space/impervious surface can be addressed without a new shoreland ordinance.

Member Braig-Lindstrom expressed concern that so much time had been invested in the creation of the ordinance and feels that setbacks are important.

Mayor Perske said he was of the impression that all components of the shoreland ordinance would be embedded in into the existing ordinances.

Member Nicoll feels it is okay to spend time on research and meetings and not adopt a new ordinance.

Member Braig-Lindstrom clarified that what had been discussed and general consensus were the issues surrounding impervious surfaces and vegetation removal along the shorelands.

NEW BUSINESS

a. Appointment of 2 Council members to serve on the Regional Human Rights Board

Council member Hennes and Mayor Perske volunteered to be part of the Board. Member Braig-Lindstrom agreed to serve as an alternate board member.

A MOTION WAS MADE BY MEMBER NICOLL AND SECONDED BY MEMBER PETERSON. THE MOTION CARRIED UNANIMOUSLY.

b. Presentation of information on potential property purchase to be to be considered later in closed session

City Administrator, Degiovanni provided an overview of the property located just north of Pinecone Central Park which the council would be considering the purchase terms during a closed session. The 38 acre property is located along Pinecone Road.

DEPARTMENT REPORTS:

POLICE DEPARTMENT

Chief Hughes provided an overview of the National Night Out activities and invited the Council to attend the Cook-Out for Cops event on August 22nd at St. Francis Church.

Monthly Activity Report

Council member Peterson requested false alarms and verbal warnings activity clarification, said he was appreciative of the "verbal warnings" instead of always issuing tickets.

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

PUBLIC WORKS

August 12, 2013

Monthly Activity Report

Council member Hennes commented on the improved vegetation condition within the roundabout along County Road 120.

Member Braig-Lindstrom asked about the completion of the painting (yellow stripe) including the cross walk near the school.

Public Works Director, Borders provided an update on the various crosswalk painting schedules throughout the City.

CITY ENGINEER

Semi-monthly Memorandum

Council member Hennes asked if the "Sierra Cove Two" lots will need to have fill to be ready for home construction. City Engineer, Nielson confirmed the need.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

CITY ADMINISTRATOR

Semi-monthly Memorandum

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

Council Member Peterson reported that the hockey season should be starting soon on the ice in Bernicks arena.

Council Member Nicoll reported the EDC meeting scheduled for next week and Watab River Park Shelter task force meeting this week

Council Member Hennes – Nothing to report

Council Member Braig-Lindstrom provided some comments on meeting with the school district and the Sartell Chamber meeting scheduled for tomorrow.

Mayor Perske commented on the Rock and Block Party and National Night out, the Optimist club and the award for Pinecone Park.

City Council agenda item referrals to advisory boards and commissions

Consideration of Purchase Agreement for property purchase (discussion to be held in closed session in conference room, after which the meeting will be re-opened for possible approval action consideration).

The Council moved into the conference room for a closed meeting discussion of purchase agreement negotiations for the Villcheck property from 8:50 p.m. – 10:00 p.m.

August 12, 2013

The Council reconvened its meeting in the Council Chambers at 10:02 p.m. Mayor Perske announced that the Council is now in a position to take action on the terms negotiated for acquisition of property.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 45-2013 AUTHORIZING THE PURCHASE OF THE VILLCHECK PROPERTY FOR \$208,870. THE MOTION CARRIED WITH MAYOR PERSKE AND MEMBERS HENNES, PETERSON AND BRAIG-LINDSTROM VOTING IN FAVOR AND MEMBER NICOLL OPPOSED.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL TO ADJOURN THE MEETING AT 10:05 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Anita Rasmussen
Community Development Director



JOE PERSKE
MAYOR

SARTELL CITY COUNCIL MEETING

MINUTES OF AUGUST 12, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on August 12, 2013 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers Braig Lindstrom, Nicoll, Peterson and Hennes
COUNCIL ABSENT: None
OTHERS PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director

AGENDA

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

2014 GOALS

- **Local Option Sales Tax Committee:** The Council consensus was that the Council should begin discussing the sales tax extension and staff will confirm acceptable methods to educate the public on the extension to determine the need for further committee work. Staff will include preliminary sales tax extension discussions at a future workshop.
- **Senior Center and Library:** The Council agreed that a proposal for library services through Great River Regional Library could be pursued by staff utilizing the "community resource facilities" sales tax allocation. The concept would be that, if we can get a GRRL service commitment, then the Council can decide whether and how to include senior services in the same building to meet those needs until a community center may be constructed. If we are unable to get the branch library commitment, further discussion will be held on how and when to meet the senior space needs. In the meantime, staff will research available spaces that may be leased in the event the School District can no longer house the Sartell Senior Connection.
- **Continue to embrace and build upon partnerships . . .:** Consensus was that this was not a goal that needed to be left on the list, but a statement of intent to lead to further goals or ideas discussions. Staff will add that discussion to a future workshop agenda to help finalize 2014 goals.
- **Continue to bring businesses to town . . .:** Consensus was that this was also intended to generate discussion about whether homeowners should bear more costs toward development for businesses to be able to locate here more affordably since there are long term benefits to existing taxpayers when we expand and diversify our tax base. Staff has a couple of development related costs that will be discussed as part of the Council's upcoming workshops with the City Engineer that may save money for developers at low/no cost to taxpayers.
- **Tree Nursery/Tree Ordinance for City:** Council consensus was that a tree nursery is not essential to the larger goal of promoting trees within the City and more options will be explored by staff for Council consideration.

- **Possible Technology Goals:** Staff continues to pursue technology upgrade options to be delivered for future Council consideration, and the Council asked staff to bring back more details and cost estimates to convert to remote read water meters.
- **Public Safety Building:** Staff will bring back a storage building proposal to deal with the deficiencies found in the current public safety storage building. A larger public safety building project should be kept within the Financial Management Plan, but not accelerated in timeline at this point.
- **Watab Shelter:** The Council concurred with the 3 season design and further details will be coming before the Council after final review/recommendation from the planning committee.
- **Mayor's Update:** The Mayor talked to Brandon Testa about interest in the skatepark project and the Pinecone Central Park soccer fields. Anita will contact Brandon to explore his participation in the skatepark project and the Mayor will get Brandon in contact with the Pinecone Central Park Association to bring Central MN Youth Soccer Association resources to PCPA.

2014 BUDGET

- Consensus of Council was to adopt a preliminary levy within the State mandated levy limits at the September meeting and to make further decisions about final budget and tax rate when more information on tax capacity is available from the counties before final adoption in December.

GOVERNMENT CENTER

The Council concurred that we should add discussion of ownership structure of the Sartell LeSauk Government Center to the agenda for the Fall meeting between the LeSauk Town Board and Sartell Council.

SALES TAX

Staff overviewed the current allocation formula among the area cities and how the sales tax collection amounts that the State is unable to allocate to any specific city are being handled through that allocation formula. The area cities will need to agree upon a new Joint Powers Agreement for the sales tax extension.

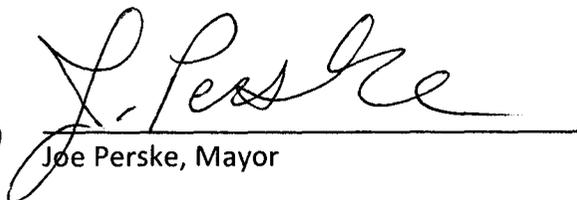
ADJOURNMENT

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

Minutes By:



 Mary Degiovanni, City Administrator



 Joe Perske, Mayor

**SARTELL CITY COUNCIL
SPECIAL MEETING**

MINUTES OF AUGUST 22, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on August 22, 2013 in the council chambers of the Sartell City Hall. Mayor Perske called the meeting to order at 5:30 p.m.

COUNCIL PRESENT: Joe Perske, Amy Braig-Lindstrom, David Peterson & Sarah Jane Nicoll
COUNCIL ABSENT: Steve Hennes
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Planning & Community Development Director
Mike Nielson, City Engineer

AGENDA REVIEW AND ADOPTION

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

DEVELOPMENT AGREEMENT

Degiovanni overviewed the purposes of the Development Agreement to both meet the statutory requirements for a potential future redevelopment TIF District on the site and also to memorialize the escrow and redevelopment planning terms agreed upon by the City and AIM. A motion was made by Nicoll and seconded by Braig Lindstrom to approve the Development Agreement as presented. The motion carried unanimously.

STRUCTURALLY SUBSTANDARD BUILDINGS RESOLUTION

Degiovanni updated the Council on the revisions to the HMA report of their site and building inspection and the revisions made to the proposed Resolution based upon legal advice. A motion was made by Braig Lindstrom and seconded by Peterson to adopt the Resolution Designating Buildings as Structurally Substandard. The motion carried unanimously.

INTERIM USE PERMIT

Rasmussen explained the changes to the documents since the last Council review and that the City consulting team hired for environmental oversight had recommended the changes and staff and consulting team had negotiated with AIM toward acceptable terms to both parties. After some discussion and a brief outline of the next steps that would be seen in the demolition process, including a short summary of next steps by Jeff McGlin of AIM, a motion was made by Peterson and seconded by Nicoll to approve the Resolution Granting an Interim Use Permit to AIM Development. The motion carried unanimously.

A motion was made by Nicoll and seconded by Braig Lindstrom to approve the Resolution adopting Findings of Fact. The motion carried unanimously. The Mayor and Council thanked staff and the developer for their negotiating efforts.

ADJOURN

Upon motion made by Nicoll and seconded by Peterson, the Mayor adjourned the meeting at 5:56 PM.

Mary Degiovanni

Mary Degiovanni
City Administrator

J. Perske

Joe Perske
Mayor

September 9, 2013

COUNCIL MEETING

MINUTES OF SEPTEMBER 9, 2013

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on September 9, 2013 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: Braig-Lindstrom, Hennes
ABSENT: Council member Nicoll and Peterson
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

SPECIAL PRESENTATIONS:

Stearns County Engineer, Jodi Teich, presented a preliminary design of a proposed roundabout at CSAH 133/19th Avenue. Teich highlighted safety, as the main reason for the improvement, as well as a grant received from the Highway Safety Improvement Program to help cover some of the cost.

Because Stearns County had notified some of the area property owners of this preliminary design presentation, area property owners were at the meeting and asked permission to comment, even though this was not a public hearing.

Mayor and Council members concerns were:

1. Cost to the City
2. Consideration of bike route and trail connections
3. How the plans for future realignment of County Road 133 into the West side of Sartell will affect this roundabout

September 9, 2013

Some concerns expressed by area residents were:

1. Loss of private property and property value
2. Single lane roundabout vs. double lane roundabout
3. Semi trailers being able to maneuver through the area.
4. Amount of right-of-way needed from the median for future service roads and development
5. A positive comment was heard that a roundabout would benefit the area for a safer intersection

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

August 12, 2013 – Workshop Meeting

August 12, 2013 – Regular Meeting

August 22, 2013 – Special Meeting

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

CONSENT AGENDA

- a. *August Building Permit Activity Report – Acceptance*
- b. *August inspections Activity Report – Acceptance*
- c. ~~*Park Commission Meeting notes of August 28, 2013 – Acceptance*~~
- d. *Approval of voucher payments dated August 29, 2013*
- e. *Professional Development: Park Department employee to attend Pesticide Applicator Workshop*
- f. *Approval of funding source for Villcheck Property purchase*
- g. *Approval of resolution accepting donation(s)*
- h. *Approval of Loan Agreement*
- i. *Calling Public Hearing on Assessment of Delinquent Accounts*
- j. *Resolution Approving a Special Law Authorizing a One Half Percent Local Option Sales and Use Tax for St. Cloud Area Cities*
- k. *Calling joint meeting with LeSauk Town Board at 6:30 pm and meeting of the Sartell LeSauk Government Center Board at 6:45 pm on September 30, 2013*
- l. *Setting Truth in Taxation meeting for 7 pm on Monday, December 9, 2013*
- m. *Approval of Professional Services Agreement for Technology Audit*
- n. *Approval of Fire Relief Benefit increase*
- o. *Approval of Joint Powers Agreement – Human Rights Office*

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING CONSENT AGENDA ITEMS A-O WITH THE DELETION OF ITEM "C" AND ADDITION OF ITEM "O". THE MOTION CARRIED UNANIMOUSLY.

September 9, 2013

Because the Police Chief needed to leave the meeting early, he presented his report.

POLICE DEPARTMENT

Chief Hughes presented his memorandum and updated the Council on the excellent turn-out of participants at the Cook-Out With Cops.

Monthly Activity Report

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

NEW BUSINESS

Preliminary Budget and Levy for 2014

City Administrator, Mary Degiovanni presented the Preliminary Budget and levy for 2014, which included a 2% tax levy increase.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING THE PRELIMINARY BUDGET AND LEVY FOR 2014. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS:

PUBLIC WORKS

Monthly Activity Report

Director, Borders did not have a report included in the packet due to earlier computer issues, however did report on the crosswalk sign re-install on Pinecone Road and the water pumping record set in August.

CITY ENGINEER

Semi-monthly Memorandum

City Engineer, Mike Nielson presented his memorandum. Nielson suggested moving the crosswalk at Pinecone and 7th Street North to the south side of the intersection on Pinecone Road for safety reasons when pedestrians/students cross. Nielson plans to meet with a representative of the School District, Chief of Police and Public Works Director to discuss a change of location for the crosswalk for safety reasons prior to making a change. Consensus was given from the Council.

September 9, 2013

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Semi-monthly Memorandum

Director Rasmussen presented her memorandum and the proposed changes to the zoning and subdivision ordinances. A meeting was held with builders and representatives of the CMBA to review the draft changes as well. Mayor and Council members offered various change suggestions.

CITY ADMINISTRATOR

Semi-monthly Memorandum

City Administrator, Degiovanni presented her semi-monthly report.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Committee/Board Reports

Mayor reported on the smooth start to the school year and the upcoming 5k run with proceeds to help the nursing facility at the school.

Council member Hennes and Mayor Perske are members of the Human Rights Joint Powers Board and mentioned that there is always room for new members. Interested candidates can apply for membership at the human resource office.

Council member Braig-Lindstrom updated the public on the new director for the MTC and some of the changes he is making.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM TO ADJOURN THE MEETING AT 8:19 P.M. THE MOTION CARRIED UNANIMOUSLY.



JOE PERSKE
MAYOR

Minutes By



Judy Molitor
Recording Secretary

SARTELL CITY COUNCIL MEETING

MINUTES OF SEPTEMBER 23, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on September 23, 2013 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers Braig Lindstrom, Nicoll, Peterson and Hennes

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Jim Hughes, Police Chief
Brad Borders, Public Works Director
Mike Nielson, City Engineer

AGENDA

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

PAVEMENT MANAGEMENT SYSTEM – STREETS AND TRAILS

The City's engineering firm, WSB, overviewed their completed Pavement Management Report and discussed with the Council the recommendations developed based upon their findings.

Council direction was:

- Engineers were requested to come back with a separate OCI levels for different street types so residential and collector streets are not all combined into one group/rating. The Engineers will give us a few different looks at the data to help us make choices.
- Engineers were asked to show our OCI level changes with just a couple of our major goals accomplished - East Side street reconstructs and Pinecone Road North repairs.
- Engineers will deliver a recommended sealcoat schedule and annual budget for Council consideration as a first step toward getting on a more cost effective street maintenance schedule.
- Council will discuss further to set 2014 and longer term goals regarding streets – LeSauk and Heritage intersections with CR 1 will be included in list for discussion, as well as roundabout at Pinecone Road and Heritage.
- Engineers will deliver a trail map to discuss necessary connections and they also recommended a City-wide evaluation of trail signage be completed as part of our comprehensive trail planning.

OTHER 2014 GOALS

- Council goal of improving development process was discussed with two specific issues for Council review and input: private manholes and exterior grease traps. Staff will bring back more information and options on private manholes, including what other

cities may be doing and whether any use incentives or penalties rather than just a straight requirement for them. External grease trap discussion was deferred to regular Council meeting.

ADJOURNMENT

Upon motion made by Perske and seconded by Nicoll, the Mayor adjourned the meeting at 6:58 pm.

Minutes By:



Mary Degiovanni, City Administrator



Joe Perske, Mayor

September 23, 2013

COUNCIL MEETING

MINUTES OF SEPTEMBER 23, 2013

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on September 23, 2013 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:05 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Braig-Lindstrom, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

SPECIAL PRESENTATIONS:

- a. Randy Beckstrom – Sartell Muskies State Championship
 - Proclamation of Sartell Muskies Day

Randy Beckstrom, on behalf of the Sartell Muskies, presented the trophy for the 2013 State Championship won by the team. Mayor Perske also read the proclamation declaring September 23, 2013, Sartell Muskies Day. Muskies in attendance were introduced and congratulations were extended from Council and staff.

OPEN FORUM/PUBLIC COMMENT

None

APPROVAL OF CITY COUNCIL MINUTES

- a. September 9, 2013 Regular Meeting

September 23, 2013

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

CONSENT AGENDA

- a. *Approval of voucher payments*
- b. *Re-scheduling November workshop and regular meetings to Wednesday, November 13, 2013 at 5 pm and 7 pm*
- c. ~~*Approval of Professional Service Agreement for AIM redevelopment planning consultant*~~
- c. *Approval of St. Paul Port Authority as AIM redevelopment planning consultant*
- d. *Approving Amendments to Purchase Agreements extending closing dates*
- e. *Approval of Park Commission meeting notes of August 28, 2013*
- f. ~~*Approval of City Hall Painting quote*~~
- g. *Approval of Winner's Special Event Permit for October 5, 2013*
- h. *Cancellation of September 30, 2013 Joint Meetings with LeSauk Township – new meeting date will be scheduled*
- i. ~~*Approval of low quote for tennis court repairs*~~
- j. *Approval of Outdoor Hockey Rink and Shelter Agreement*

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE AMENDED CONSENT AGENDA ITEMS A-J, REMOVING ITEM "I" AND "F" FOR LATER DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda Item f
Approval of City Hall Painting quote

Council member Nicoll questioned why only one quote was received. Mary Degiovanni explained that only one quote is needed if the amount is under a specific threshold, and that we had received higher cost estimates when pricing it a couple of years ago and we had references for this painter's work so we were confident in both quality and pricing.

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

PUBLIC HEARINGS

- a. Delinquent Accounts
 - Requested Action: Motion to approve Resolution Assessing Delinquent Accounts

City Administrator Mary Degiovanni presented delinquent accounts to be assessed to the property owners. Mayor opened the public hearing. No comments were heard or written testimony received, and the hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION ASSESSING DELINQUENT ACCOUNTS. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS:

None

September 23, 2013

NEW BUSINESS:

None

DEPARTMENT REPORTS

a. **POLICE DEPARTMENT**

Chief Hughes did not have a specific report, however did want to remind the council and the public about the increase in thefts in the area and asked that everyone lock car doors and take all valuables out of their vehicles. There have also been thefts in and around new construction homes, so if you notice any suspicious activity around new home sites, please call the police department. Chief Hughes said his Department has been working with motorists reminding them to slow down, especially in school zones.

Council member Hennes and member Braig-Lindstrom confirmed with Chief Hughes the protocol regarding pedestrians in crosswalks.

b. **PUBLIC WORKS**

Monthly Activity Report (from September 9th meeting)

Director Brad Borders presented his memorandum.

Consent Agenda Item "1"

Approval of low quote for tennis court repairs

Council member Peterson expressed his concern of having the tennis courts resurfaced when the cracks reappear in less than 30 days like they did at Northside Park. Brad Borders explained a process using thicker material, called fibreglassing; however this process is more than double the price, and still no guarantees.

After viewing the condition of the Val Smith tennis courts, Council member Hennes agrees with the recommendation of reconstruction rather than attempting repair.

Council member Braig-Lindstrom questioned if the city is too saturated with tennis courts, especially with all the courts at the schools.

A MOTION WAS MADE BY PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE LOW QUOTE FOR TENNIS COURT REPAIRS AS PRESENTED. ALL VOTED IN FAVOR EXCEPT MEMBER BRAIG-LINDSTROM ABSTAINED.

c. **CITY ENGINEER**

Semi-monthly Memorandum

Engineer Nielson presented his memorandum highlighting some of the sump pump and drainage issues he is working on within some neighborhoods, looking for remedies to these concerns and monitoring ground water issues more closely.

City Administrator Degiovanni asked how the Council wanted to proceed regarding issues with private manholes and external grease traps. Council members discussed if city policy should include mandated policies and/or how to educate the owners of restaurants regarding cleaning internal or external grease

September 23, 2013

traps as well as when inspections should be done. Council members and Degiovanni suggested bringing this issue back on October 14th for further discussion.

d. PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
Semi-monthly Memorandum

Rasmussen presented her memorandum.

e. CITY ADMINISTRATOR
Semi-monthly Memorandum

Degiovanni presented her report.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council member Braig-Lindstrom gave an update on the Farmers' Market and the employee appreciation event at Metro Bus.

Council member Peterson reported from the hockey Board that the new Zamboni should be arriving by the end of the month and they will be selling the old one.

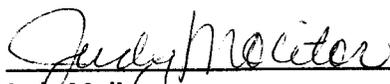
Council member Nicoll had attended the Cookout with Cops event as well as the ribbon cutting ceremony for Strack Construction, St. Scholastica College, and Resource & Solutions Training facility.

Mayor Perske again congratulated the Muskies on their 2013 State Championship. The Mayor briefly updated the public on the workshop held prior to the meeting discussing future road repair plans.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM TO ADJOURN THE MEETING AT 7:47 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Judy Molitor
Recording Secretary



Joe Perske
Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 14, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on October 14, 2013 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers Braig Lindstrom, Nicoll, Peterson and Hennes

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director

AGENDA

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

PROPOSED 2014 BUDGET, FEE SCHEDULE & FINANCIAL MANAGEMENT PLAN

The City Administrator overviewed current budget and fee schedule status and that the Council's decision on levy and fee schedule amounts can have crossover impact to the extent that utility revenues shortfalls can create debt service demands on tax levies. Further decisions on budget and fee schedule will be made in November and December when more year to date and 2014 development projections are available. Specific Council direction and consensus items were:

- Initiative Foundation contribution increase back to full \$2,800 in 2014 is acceptable with no presentation necessary from a Foundation representative.
- Demolition of the Villcheck property buildings should be added to the regular Council agenda for this evening.
- Council would like more time to consider the Greater St. Cloud Development Corporation dues increase request.
- Increased contribution to Fire Relief of \$2,000 per year is acceptable and further increases should be discussed next year.
- Staff's technology proposals were discussed and deemed reasonable using Tech Fund and PEG Fund as appropriate.
- Sauk River Regional Park grant application should include access road, parking and more trail improvements as higher priority than restrooms at that site.
- Police Data Entry Clerk will be moved to full time position in 2014 so current part time employee should make health insurance choices assuming full time status in 2014. Building Inspections Department will try to continue using contracted help for work overloads but staff advised Council that if permit activity continues to increase we may need to look at adding staff to that department. The Council concurred with staff's recommendation to fill the Lead Mechanic vacancy by promoting an existing employee without adding new staff.

- The Council discussed the public purpose expenditure policy and agreed that it should be tried as a method for showing employee and volunteer appreciation as an affordable way to maintain and encourage high service levels.
- The Council discussed the condition of the public safety storage building and options for meeting storage needs but no decisions were made.
- The Council discussed the need for space for Building Inspections plan review but decided against any expansion into the existing conference room and preferred that other office spaces be used to meet the Inspections Department needs.
- The Council discussed the Verso/AIM office building currently available for sale. Pros and cons discussed included:
 - ✓ Converting the AIM office building to community/senior space would preclude combining the senior space being with a future recreational facility which would charge user fees to help cover operational costs of a shared space.
 - ✓ Would a recreational facility compete with private sector and is there still a public demand for that type of City facility?
 - ✓ The AIM building square footage might cost three times as much if we build it new.
 - ✓ The large AIM building square footage could house multiple community resource facilities including senior space, library space, museum, and American Legion.
 - ✓ Retrofits of existing buildings can be more expensive than building new.
 - ✓ We want high quality buildings and prime locations for community resource facilities and this building and industrial site do not meet those standards.
 - ✓ We would be taking the AIM building off of the tax rolls and making public use of one of the few industrially zoned areas within the City.

Final consensus was that the Council has a common vision of the need for some library and community space, and the preference is to add that space at City Hall rather than buying the AIM office building and trying to convert, manage and maintain a much larger space than we need. Council confirmed their commitment to planning for the \$1.6 million in sales tax allocated to community resource facilities with first step being to garner a commitment from GRRL to bring services to Sartell and then for the City to come up with a building design that could incorporate that service plus senior/community space on the City Hall site.

ADJOURNMENT

Upon motion made by Braig Lindstrom and seconded by Hennes, the Mayor adjourned the meeting at 6:55 pm.

Minutes By:


 Joe Perske, Mayor


 Mary Degiovanni, City Administrator

October 14, 2013

COUNCIL MEETING

MINUTES OF OCTOBER 14, 2013

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on October 14, 2013 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:01 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Braig-Lindstrom, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

OPEN FORUM/PUBLIC COMMENT

None given

APPROVAL OF CITY COUNCIL MINUTES

September 23, 2013 - Workshop Meeting
September 23, 2013 - 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. *September Building Permit Activity Report – Acceptance*
- b. *September Inspections Activity Report – Acceptance*
- c. *Park Commission meeting notes of September 25, 2013 – Acceptance*
- d. *Approval of voucher payments*
- e. *Professional Development classes*
- f. *Approval of a temporary on sale liquor license for St. Francis Xavier, November 16, 2013*
- g. *Approval of resolution accepting donations*
- h. *Approval of budgeted 1 ton truck purchase*
- i. *Calling public hearing on proposed 2014 fee schedule Ordinance and Financial Management Plan update for November 13, 2013 at 7 pm*

October 14, 2013

- j. Approval of Corridors of Commerce Resolution*
- k. Approval of Resolution Calling for Sale of Refunding Bonds*
- l. Approval of Resolution Authorizing Legacy Grant Application*
- m. Approval of MSA Advance Resolution*
- n. Calling special joint meeting of the City Council and the Park Commission on Wednesday, October 23 at 6:15 pm starting at Watab Park and concluding at Sartell City Hall*
- o. Approving demolition proposal on Villcheck property*

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

PUBLIC HEARINGS

a. Zoning Ordinance

Community Development Director Rasmussen overviewed a power point presentation highlighting the proposed Zoning Ordinance changes and noting the Planning Commissions' recommendations regarding the Zoning Ordinance.

Mayor Perske opened the hearing at 7:31 p.m.

Jane DeAustin, representing Central Minnesota Builders Association (CMBA) thanked staff for inviting the CMBA members, developers and builders to discuss changes to the zoning ordinance. DeAustin said the CMBA supports the recommendations of the Planning Commission.

Bill Scarince, 505 Heritage Drive, said he favors the ordinance changes regarding height of accessory buildings being raised from 15-20 feet which will allow him to store his motor home inside.

The public hearing was closed at 7:38 p.m.

Council member Peterson asked if a sporting area such as a winter use hockey rink would count toward the percentage of impervious area allowed. Anita clarified the "seasonal" use of a hockey rink would not be considered part of impervious surface if it did not have a permanent surface. Peterson also expressed concern with Planning Commission recommendation to include wetlands in multi-family surface calculations.

Council member Hennes thanked the Planning Commission, members of the CMBA and staff for their work on these changes to the zoning ordinance and agrees with the suggested recommendations.

Council member Braig-Lindstrom expressed concern about some of the suggested changes which could cause inconsistencies in neighborhoods, especially in newer developments when ordinances are changed before all lots are developed. Staff noted that the current provisions allowing 35% building coverage ratios in single family neighborhoods would not be changed under this recommendation.

Council member Nicoll said she agrees with member Hennes, and cautioned that more restrictive impervious surface limits could also detract from the attractiveness of the community and restrict smaller lots. Nicoll also cautioned against restricting opportunities for residents who want to upgrade their yards.

October 14, 2013

Mayor Perske expressed several concerns with the zoning ordinance changes, particularly the site plan approval process which allows administrative approval rather than final approval by the City Council, regarding additions to larger businesses. Perske's other concerns were approval of environmentally sensitive areas, change of the percentage of impervious surface allowed, and concerns about setbacks from wetlands and shorelands in the City. Because the recommended ordinance changes are lengthy, Perske suggested bringing the changes back for review by the Council, section by section.

Council member Nicoll commented that the City Council has already met to discuss these ordinance changes in great length during workshops and other meetings over the past year or more. Nicoll agrees with the process for site plan reviews to be approved administratively, especially since that requires the site plan to have already met all the requirements and reviews by the building department, public works, fire department, city engineer and planning departments. Nicoll said the Council as a whole has already decided to move forward with the recommended changes.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON TO TABLE ACTION ON THE ZONING ORDINANCE AND BRING IT BACK TO THE COUNCIL IN SECTIONS FOR APPROVAL.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBER PETERSON

NAY: COUNCIL MEMBERS BRAIG-LINDSTROM, HENNES, NICOLL

MOTION FAILED

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL TABLING THE ZONING ORDINANCE AMENDMENTS TO THE OCTOBER 28TH MEETING. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Winter use of Golf Course Clubhouse

City Administrator Degiovanni reviewed the options for winter use of the golf course clubhouse and explained the recommendation from the Park Commission to wait and see if there will be more demand before any building upgrades are made. The primary winter use would be for cross country skiing.

Council member Braig-Lindstrom felt the City could be missing out on an opportunity to use the clubhouse during the winter and hopes to see volunteers or community groups or businesses considering the facility for things like renting out skies and selling hot chocolate.

Council member Hennes talked about the location of the new trails being more on the northerly end of the property and use of the clubhouse for skiers would not be in a convenient location. Hennes suggested the idea of volunteers or school programs making skis available for use could happen in the future and that would be the type of activity that could create the demand in the future that may merit the winter use of the clubhouse.

Consensus of the Council was to take no action at this time, as recommended by the Planning Commission.

NEW BUSINESS

None

October 14, 2013

DEPARTMENT REPORTS:

a. **POLICE DEPARTMENT**
Monthly Activity Report

Chief Hughes presented his activity report.

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

b. **PUBLIC WORKS**
Monthly Activity Report

Director Borders presented his activity report and updated the Council on projects the department is presently working on as well as repairs completed at the tennis courts.

c. **CITY ENGINEER**
Semi-monthly Memorandum

City Engineer Mike Nielson presented his memorandum and updated the council on the progress of the C-store on the corner of Benton Drive. Nielson also talked about constructing a temporary cul-de-sac on the north end of 21st Avenue North, using the most cost effective measures.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
Semi-monthly Memorandum

Planning and Community Development Director Rasmussen discussed the zoning ordinance regarding trees in boulevards and yards and Council input was that a policy requiring trees in new development was desirable, but not a requirement for those trees to be planted in the boulevards. Rasmussen also overviewed the recommended process for updating the City's Comprehensive Plan. A timeline and consultant contract will be brought back for Council approval.

d. **CITY ADMINISTRATOR**
Semi-monthly Memorandum

Administrator Degiovanni presented her memorandum and financial report.

CITY COUNCIL UPDATE

Council member Peterson reported that the new Zamboni for the Bernick's ice arena was delivered and is working well.

Mayor Perske talked about the new diverging diamond intersection scheduled to open on Thursday, October 17th, the school parking lot re-paving and the upcoming Sartell/Apollo football game.

ADJOURN

October 14, 2013

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 9:00 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Joe Perske
Mayor



Judy Molitor
Recording Secretary

**SPECIAL JOINT MEETING
SARTELL CITY COUNCIL-LESAUK TOWN BOARD
OCTOBER 22, 2013**

Pursuant to due call and notice thereof, a special meeting was held on October 22, 2013 at the LeSauk Town Hall.

City Council Present:	Mayor Perske, Councilmembers Hennes, Peterson, Nicoll & Braig Lindstrom
City Council Absent:	None
Town Board Present	Westerlund, Krehbiel and Hettwer
Town Board Absent:	None
Also Present:	Mary Degiovanni, City Administrator Marlyce Plante, Town Clerk

CALL TO ORDER

Mayor Perske called the meeting to order at 5:30 p.m.

AGENDA REVIEW AND APPROVAL

A motion was made by Hettwer and seconded by Peterson to approve the agenda with the addition of road discussion. The motion carried unanimously.

2014 FIRE SERVICES BUDGET

Degiovanni overviewed the 2014 operating budget and method for invoicing Township based upon the fire services contract. It was also noted that invoicing includes equipment depreciation and that the City's buyout of Town equipment will be final after 2014 so the Township's annual charges will no longer be reduced by that \$26,000 equipment credit starting in 2015. 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 of Sartell LeSauk Government Center Inc. Discussion of the future building needs will be held as a part of that Government Center annual meeting later this evening.

ROADS

The City will look at options to handle compost site customers idling along Town Line Road, and the consensus of the Town Board is that they would not object to the City installing no parking signs on one side of the road if that is the ultimate decision of the Council. The City confirmed that 27th Street North will be in their discussions of street reconstruction priorities and City staff will be asked to look at pothole patching/repairs in the meantime.

ADJOURN

A motion was made by Hettwer and seconded by Hennes to adjourn the meeting at 6:10 PM.
The motion carried unanimously by the Council and Board.

Minutes By:

Mary Degiovanni

Mary Degiovanni, City Administrator

**Joint Meeting of Sartell Park Commission and Sartell City Council
October 23, 2013**

Pursuant to due call and notice thereof, the joint meeting of the Sartell Park Commission and the Sartell City Council was held on October 23, 2013 commencing at 6:15 p.m. at Watab Park in Sartell.

MEMBERS PRESENT: **Commission Members:** Corey Eckstrand, Diane Schellinger, David Lindbloom, Glen Persen; **Council Members:** Perske, Braig Lindstrom, Nicoll and Peterson

MEMBERS ABSENT: Commissioner Rachel Lolmasteymaugh and Council member Hennes

OTHERS PRESENT: Brad Borders, Public Works Director
Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Mike Nielson, City Engineer
Bob Strack, Strack Construction

Those present reviewed the Watab Park site and the proposed new shelter, roadway, and parking locations. The meeting then moved to the Sartell City Hall. David Lindbloom reconvened the meeting at City Hall at 6:35 pm.

AGENDA REVIEW AND ADOPTION

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

APPROVAL OF COMMISSION MINUTES OF SEPTEMBER 25, 2013

A motion was made by Schellinger and seconded by Eckstrand to approve the minutes as presented. The motion carried unanimously.

WATAB PARK SHELTER UPDATE

Degiovanni went over the funding source options that could provide for the planned shelter, utility, road and parking lot work shown on preliminary design plans. Whatever is approved by the Council would be incorporated into the Watab Park master park plan and broken out into phases that clearly delineate road/utility/parking improvements from actual shelter construction costs. Pros and cons of the current plan were discussed:

- The new building's planned visibility from Riverside Ave was desirable.
- There was a desire for something of high quality and unique from other area park shelters, but that desire was balanced against the amount of public use that the planned shelter would receive and the construction costs associated with this design.
- Most people only know Watab Park as the tennis courts and wading pool and have no idea how large the park is and adding a new shelter could bring much more

activity to that larger, beautiful park area – outdoor music, community gatherings, etc. New playground equipment could be added as a future phase.

- Some design elements were questioned, including the building's orientation and its proximity to the river/floodplain.
- Possible construction cost cuts were discussed and Bob Strack indicated that, even if the City opted for a very traditional design like other Central MN park shelters, we are probably saving only about \$150,000 overall, and that site improvements are a necessary cost regardless of what shelter style is chosen.
- The cost remained a concern based upon the fact that this is a 3 season shelter and will see limited use, but also based upon the fact that numerous City parks need shelters and if this is the first one we build, it could be misunderstood as our goal for all City park shelters and not as the one "premier" shelter facility in this Park.
- The location at Watab Park for the premier facility was also questioned and no consensus was achieved on that issue. Some felt Watab's quiet environment called for a more modest shelter, while others felt the athletic activity levels at other parks made this the better location for this type of family rental facility.
- Vandalism and general wear and tear durability of the building materials proposed to be used were discussed.
- Bob Strack indicated savings to remove the cupola/clerestory was only about \$20,000 and that the fireplace/chimney had already been removed from the plans due to maintenance concerns so a more user friendly fire pit would be included in updated plans.

No final decisions were reached and staff indicated this topic would be further discussed by the Council at their next workshop.

BROOKWOOD LANE PROPERTY

The email about Brookwood Lane property for sale was discussed and the consensus was that City purchase of land in that location for park needs was not advisable.

Upon completion of the above agenda items, the joint session was concluded at 7:45 pm and the regular Park Commission agenda items were concluded with only Park Commission members and City staff Degiovanni and Borders in attendance.

Minutes by:



Mary Degiovanni, City Administrator

SARTELL CITY COUNCIL MEETING

MINUTES OF OCTOBER 28, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on October 28, 2013 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers Braig Lindstrom, Nicoll, Peterson and Hennes

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Mike Nielson, City Engineer

AGENDA

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

STORMWATER MANAGEMENT

The City Engineer overviewed plans for the use of stormwater funds toward improvements at Pinecone Road North and 2 ½ Street to minimize the flooding events occurring at that intersection by installing a swale along the City Hall property that drains into the existing pond. Estimated costs are \$60,000 to \$70,000 and the Engineer will also look for any potential grant funding toward the project. Consensus was that staff should add this to the consent agenda on November 13th for the council to order the project. It was acknowledged that this would not eliminate flooding at this intersection, but would reduce the frequency, depth and duration of the flooding events.

The City Engineer then overviewed the previous engineering firm's work related to the Baker's Lake area as well as modeling WSB had done to determine whether the Baker's Lake area could serve as a broader stormwater holding area to reduce flooding potential downstream. Options discussed included replacing 48" pipe with 60" pipe to reduce downstream water levels by about 1 foot and/or to build a berm. Expanding the stormwater holding around Baker's Lake was not a viable option due to the flat topography all around the Lake. The City could assess the benefitting property owners for the berm, but only a few homes would be directly benefitted from the berm and so the consensus of the council was for the Engineer to correspond with the property owners about options for them to consider doing on their own, but no City project would be pursued due to the high cost and low number of properties benefitted.

LANDSCAPING MAINTENANCE

The City Administrator and Public Works Director overviewed photos of City street medians and roundabouts and how they are currently maintained. Consensus of the Council was:

- Staff should get a cost estimate for adding irrigation to the Pinecone Road medians so trees can survive there. Staff will also provide an estimate of the staff time currently spent to manually water those medians.
- The Mayor will provide some roundabout photos to City staff for more examples for Council consideration on existing roundabout maintenance revisions and/or future roundabout landscaping installations that look attractive with minimum maintenance.
- The Heritage/50th/Roberts Road roundabout and porkchops will be left as perennials to see if they fill in more completely and look nicer fairly quickly or a decision will be made on how to best replace that landscaping plan.

WATAB PARK SHELTER

The City Administrator showed examples of various park shelter types and discussed with the Council how they would like to proceed. The Council was unanimous in their feeling that the current Watab Park Shelter draft plan was not what they were looking for at this time. Council member Nicoll, who served on the Watab Park Shelter planning committee, said she was looking for quality building materials and a unique design, but that after reviewing the plans she did not feel the proposed materials and design would be embraced by the community and that it just came back too large and too grandiose for her to support. The Council also agreed Watab Park has more site related improvements that are needed in order to service a shelter there (parking, access road) and so looking at Northside and Val Smith as options for 2014 construction makes more sense. Staff will bring back options for shelters at other parks for future Council consideration. Re-use of the existing Watab Shelter or the concrete slab under the shelter was discussed and those possibilities will also be further explored by the Council.

2014 GOALS

Sales Tax: The core project will be discussed by the area cities and future Council workshops will discuss other sales tax extension projects.

City Administrator: A resolution with no change in terms was acceptable to the Council but the City Attorney will be asked for a recommendation regarding performance evaluation process for the City Administrator.

2014 Meeting Schedule: The schedule will be revised to reserve second meeting dates only "if needed" in May and August.

2014 Goals: The metro transit service goal will be revised to "work with MTC toward better service in Sartell" and staff will schedule MTC for their annual presentation to the Council.

Public-private partnerships: Staff advised Council that a liner was being added to the City owned outdoor ice rink at Pinecone Regional Park and less than \$1,500 would be expended by the City under the general repairs budget with the other half of the total project cost being paid by Youth Hockey. Staff also indicated Pinecone Central Park Association is looking at ways to fund the concession/restroom building construction so it can be open for the 2014 season and the Council requested that staff bring back more information on options to consider.

ADJOURNMENT

Upon motion made by Braig Lindstrom and seconded by Nicoll, the Mayor adjourned the meeting at 6:58 pm.

Minutes By:



Mary Degiovanni, City Administrator



Joe Perske, Mayor

October 28, 2013

COUNCIL MEETING

MINUTES OF OCTOBER 28, 2013

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on October 28, 2013 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:02 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Braig-Lindstrom, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

OPEN FORUM/PUBLIC COMMENT

None given

APPROVAL OF CITY COUNCIL MINUTES

- a. October 14, 2013 – Workshop Meeting
- b. October 14, 2013 – Regular Meeting

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

CONSENT AGENDA

- a. Approval of voucher payments
- b. Professional Development: None
- c. Resolution Accepting Cougar Lane Improvements
- d. Approval of Technology Upgrades
- e. Resolution Accepting Donations
- f. Approval of Public Purpose Expenditure Policy
- g. Approval to post Lead Mechanic vacancy internally
- h. Approval of Intern Contracts
- i. ~~Approval of Resolution Accepting Petition and Approving Annexation for 1381 Pinecone Road North.~~
- j. Approval of Police Data Entry Clerk to Full Time status effective 12/1/2013
- k. Approval of Remediation Agreement

October 28, 2013

Council member Peterson removed consent agenda "I" to be discussed under the Public Works Director's business.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING CONSENT AGENDA ITEMS A –K, DELETING ITEM I FOR LATER DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Zoning Ordinance Amendments

Community Development Director Rasmussen highlighted the recommended changes from staff and the Planning Commission intended to create consistency within the zoning ordinance.

Approval of Zoning Ordinance:

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER NICOLL APPROVING THE ZONING ORDINANCE AMENDMENTS AS RECOMMENDED.

Below are some of the comments made by the Council:

- Council member Hennes agrees with the recommendations, said he feels this improves green space with apartment buildings, agrees this is a good solution which can be fine-tuned later, if needed, and suggested moving forward.
- Council member Nicoll questioned the guidelines for publication of the ordinance. Nicoll agrees with the recommendations from staff and approves moving forward.
- Council member Peterson requested clarification of the impervious surface changes, and expressed concerns about wetlands and protecting waterways.
- Council member Braig-Lindstrom asked for clarification on 55% wetland allowed and the difference of impervious surface requirements for commercial, industrial and residential construction. Braig-Lindstrom would like to have staff review the properties that are undeveloped for consistent standards, but agrees to adopt this ordinance now so higher standards are in place and come back to further refine later.
- Mayor Perske expressed concerns with setbacks from wetlands and environmentally sensitive areas, allowable green space-particularly in multi-family developments. Perske voiced concern that buildings may be constructed using wetland as 100% of the greenspace, but staff indicated setback requirements help protect against that. Perske would like to have changes addressed prior to the 2014 construction season.

City Administrator Degiovanni said that these suggested changes are more restrictive than what is in effect now. Degiovanni said that staff's goal is to listen to the concerns and suggestions of the Council, continue to work with the City Attorney while being consistent in requirements for all zoning types and come back to the Council with maps and visuals for suggested changes. Staff also talked about the PUD requirements which involve negotiations between the City and the developer.

Relative to impervious surface areas and open space calculations, City Engineer Nielson explained the required storm ponding area needed for each development is required to be located outside of the wetland areas.

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

Approval of the Summary Ordinance For Publication

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE SUMMARY ORDINANCE FOR PUBLICATION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

None

DEPARTMENT REPORTS:

a. POLICE DEPARTMENT

Chief Hughes did not have a report, however did update the Council on having no issues with opening of the diverging diamond intersection.

Council member Hennes asked for clarification/location of the trail connection near Sam's Club and Delores Drive.

b. PUBLIC WORKS

Consent agenda item "I"

Approval of Resolution Accepting Petition and Approving Annexation for 1381 Pinecone Road North.

Council member Peterson questioned the availability of city water/sewer at this location. Rasmussen explained that the future location and availability of utilities could be considered during future master planning efforts on the property.

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

c. CITY ENGINEER

Engineer Nielson reviewed his memorandum and the revised policy requirements for commercial grease traps and manholes.

**d. PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
Semi-monthly Memorandum**

Rasmussen presented her staff memorandum. A discussion followed regarding requirements for potential appointees to various commissions. Council asked Rasmussen to contact those members

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whose terms expire at the end of 2013, but are eligible for re-appointment and inquire of them whether they are interested in serving another term. One member from the EDC is not eligible for re-appointment and a new member would need to be appointed according to the guidelines in effect. A suggestion was made to interview candidates to fill the EDC position prior to a regular Council meeting.

Council member Peterson discussed boundaries for the dog park and confirmed the \$10,000 budgeted from the City toward the project.

e. **CITY ADMINISTRATOR**
Semi-monthly Memorandum

City Administrator Degiovanni presented her report.

CITY COUNCIL UPDATE

The following updates were given:

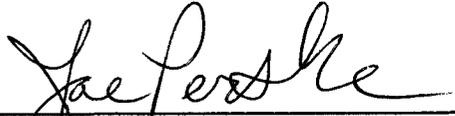
Member Nicoll will be attending the EDC meeting tomorrow (October 29).

Member Hennes attended the APO meeting.

Mayor Perske extended congratulations to the Sartell Soccer team, reminded members of the 7 p.m. Friends of the Library meeting on Tuesday, November 5th at City Hall, parking rules starting November 1st, and a reminder that daylight savings time starts on Sunday morning.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON TO ADJOURN THE MEETING AT 8:20 P.M. THE MOTION CARRIED UNANIMOUSLY.



Joe Perske, Mayor

Minutes By



Judy Molitor
Recording Secretary

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 13, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on November 13, 2013 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers Braig Lindstrom, Nicoll, Peterson and Hennes

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Mike Nielson, City Engineer

AGENDA

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

ZONING ORDINANCE

Rasmussen showed various multi-family site plans for Council feedback on green space, setbacks, wetland protection, and other input. Discussion centered around determining what goals we are trying to achieve (more play space, better aesthetics, larger wetland buffers, etc.) before making changes, but points discussed included:

- Larger setbacks should be considered, including differentiating based upon building size/number of units
- Encouraging trees/green space mixed into large parking areas
- Larger buffer areas between multi-family and single family
- Research into what other cities require.

2014 BUDGET DOCUMENTS – FEE SCHEDULE AND CAPITAL PLANS

The City Administrator noted the fee schedule and capital plans would be discussed as a part of the public hearing at the regular meeting, but one area not yet defined for 2014 capital plans was park shelters. Whether a nice public facility available for rentals should be a part of City Hall expansion rather than a park shelter facility was discussed, as well as whether our park shelters should have some type of consistent design/construction materials. The need for concessions/restrooms in Pinecone Central Park was also discussed and staff was asked to bring back a plan that provides for a Board structure with City representation for consistent reporting and a financial plan for operations that could involve the City fronting construction with some type of payback structure from concession revenues.

ADJOURNMENT

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

Minutes By:



Mary Degiovanni, City Administrator



Joe Perske, Mayor

NOVEMBER 13, 2013

COUNCIL MEETING

MINUTES OF NOVEMBER 13, 2013

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on November 13, 2013 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: Braig-Lindstrom, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

None given

APPROVAL OF CITY COUNCIL MINUTES

- a. October 22, 2013 – Joint City Council & LeSauk Township
- b. October 23, 2013 – Joint Meeting with Park Commission
- c. October 28, 2013 – Workshop Meeting
- d. October 28, 2013 – Regular Meeting

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

CONSENT AGENDA

- a. *October Building Permit Activity Report – Acceptance*
- b. *October Inspections Activity Report – Acceptance*
- c. *Approval of voucher payments*
- d. ~~*Approval of Professional Service Agreement – Volkert*~~
- e. *Approval of Stantec Contracts for AUAR and Comp Plan updates*
- f. *Approval of Technology Upgrades*
- g. ~~*Approval of 2014 Council Meeting Calendar*~~
- h. *Resolution Accepting Donations*
- i. *Approval of Resolution Appointing City Administrator*

NOVEMBER 13, 2013

- j. *Authorizing preparation of Plans & Specifications for Stormwater Improvement Project at Pinecone Road & 2 ½ Street North*
- k. *Approval of on sale & Sunday on sale liquor license for Ruben Aceves Santacruz, dba Anejos LLC for 1733 South Pinecone Rd. Suite 600*
- l. *Approval of Blitz Nozzle and Locker Improvements at Fire Hall*
- m. *Calling workshop meetings for 5 pm on November 25, 2013 and December 9, 2013 and Commission Interviews for 5:30 pm on December 16, 2013*
- n. *Approval of Apple Duathlon Road Closure Request*
- o. *AIM Development USA LLC Demolition and Regulatory Timeline/Schedule Update*
- p. *Approval of WSB surveying work for Watab Park and Sauk River Regional Park*

Mayor Perske moved item "g" for discussion under the City Administrator

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING CONSENT AGENDA ITEMS A–P, DELETING ITEM "d" AND MOVING ITEM "g" FOR DISCUSSION UNDER THE CITY ADMINISTRATOR. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. **Variance to the Minimum Administrative Lot Splitting Standards in an I-2 Zone – AIM Development**

Anita Rasmussen, Community Development Director, presented the request on behalf of AIM Development requesting a variance to the minimum administrative split standards for I-2 properties which will allow AIM Development to separate the hydroelectric facilities from the main mill site.

Mayor Perske opened the public hearing at 7:11 p.m. No written or oral comments were received and the hearing was closed.

Motion approving a resolution approving a variance to the minimum administrative lot splitting standards for an I-2 zone

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM ADOPTING RESOLUTION 63-2013 APPROVING A VARIANCE TO THE MINIMUM ADMINISTRATIVE SPLIT STANDARDS. THE MOTION CARRIED UNANIMOUSLY.

Motion approving resolution adopting findings of fact supporting issuance of a variance to the minimum administrative lot splitting standards for an I-2 zone

A MOTION WAS MADE BY MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER NICOLL APPROVING RESOLUTION 64-2013 ADOPTING THE FINDINGS OF FACT SUPPORTING A VARIANCE TO THE MINIMUM ADMINISTRATIVE SPLIT STANDARDS. THE MOTION CARRIED UNANIMOUSLY.

- b. **Proposed 2014 Fee Schedule and Capital Plan/FMP Update**

City Administrator Degiovanni presented the proposed 2014 Fee Schedule and Financial Management Plan changes. Degiovanni highlighted the proposed changes to the fee schedule and discussed some of the

NOVEMBER 13, 2013

higher ticket items on the capital improvement plan. A written response was received from Jane DeAustin representing CMBA expressing concern of increased sewer/water access charges. This written documentation will be attached to the minutes.

Mayor Perske discussed the possibility of postponing some of the more expensive items such as the sewer jet vac and the air van; however, staff recommended keeping them on the plan. A discussion will be held with Council prior to actual purchases being made.

Council member Peterson talked about the utility bridge and asked if staff could review the status of the bridge for safety. Engineer Nielson suggested having the engineer assigned to bridges at WSB check on the status.

Mayor Perske opened the public hearing at 7:30 p.m., no comments were made and only the one written email correspondence was received from CMBA. The public hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM TO DEFER ACTION ON THE PROPOSED 2014 FEE SCHEDULE AND CAPITAL PLAN/FMP UPDATE TO THE DECEMBER 9, 2013 COUNCIL MEETING. THE MOTION CARRIED UNANIMOUSLY.

DEPARTMENT REPORTS:

**a. POLICE DEPARTMENT
Monthly Activity Report**

Chief Hughes offered his monthly activity report. Council member Peterson asked for more detailed clarification on the theft portion of the police activity when the annual report is presented. Chief Hughes stated that higher thefts usually occur with more construction sites.

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

**b. PUBLIC WORKS
Monthly Activity Report**

Director Borders presented his monthly activity report. Council member Hennes commented on the nice job of cutting in the cross country ski trail/nature trail in the Pinecone Central Park.

**c. CITY ENGINEER
Semi-monthly Memorandum**

Engineer Nielson presented his memorandum.

d. PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Director Rasmussen presented her memorandum.

NOVEMBER 13, 2013

Diverging Diamond Interchange Landscaping Plan

Anita Rasmussen updated the Council on her meeting with MNDOT and the discussions they had with suggestions for plantings near the diverging diamond. MNDOT has agreed to attend a future workshop with the Council and make suggestions for minimum maintenance species. MNDOT would be responsible for maintenance of the plantings for the first two years, after that, the City would maintain the area. Council members agreed on very minimum maintenance species for plantings.

e. **CITY ADMINISTRATOR**
Semi-monthly Memorandum

City Administrator Degiovanni presented her memorandum.

Consent Agenda Item "g"
Approval of 2014 Council Meeting Calendar

Mayor Perske discussed the possibility of having two Council meetings in May through August if the need arises. Council member Nicoll clarified the flexibility staff has to add additional meetings if they need to. The consensus of the Council was that the calendar was sufficient as presented and all agreed more meetings could be added on an "as needed basis".

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES APPROVING THE 2014 COUNCIL MEETING CALENDAR. THE MOTION CARRIED UNANIMOUSLY.

CITY COUNCIL UPDATE

The following comments were offered:

- Member Braig-Lindstrom talked about the upcoming route changes from MTC and encouraged all Council members to attend the upcoming "Sartell Says" event.
- Council member Nicoll attended the EDC meeting where implementing new strategies was discussed.
- Mayor Perske talked about the Veterans Day program held at school and thanked Council members Peterson and Hennes for their service.
- Mayor Perske congratulated Mary Degiovanni as the newly appointed City Administrator.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:05 P.M. THE MOTION CARRIED UNANIMOUSLY.



Joe Perske, Mayor

Minutes By



Judy Molitor
Recording Secretary

Mary Degiovanni

From: Jane DeAustin [Jane@cmbaonline.org]
Sent: Wednesday, November 13, 2013 4:28 PM
To: Mary Degiovanni
Subject: Proposed 2014 Fee Schedule

Mr. Mayor, Council Members, City Administration;

The CMBA encourages the City of Sartell to carefully consider the proposed increase in fees associated with development and building for 2014.

While the proposed annual increase in SAC and WAC (sewer and water availability charges) is reduced from previous years, it remains a concern. The \$200 (approximate) increase, along with proposed changes in the subdivision ordinance of \$1,000 (approximate) will increase the overall cost to residential development and building within the City.

We ask the City Council to reconsider increasing SAC and WAC charges.

Thank you.
Jane DeAustin

Jane DeAustin
Director Government Affairs
CMBA – Central Minnesota Builders Association

jane@cmbaonline.org
320.251.4382
cmbaonline.org

1124 West St. Germain Street
St. Cloud, Minnesota 56301

SARTELL CITY COUNCIL MEETING

MINUTES OF NOVEMBER 25, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on November 25, 2013 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers Braig Lindstrom, Nicoll, Peterson and Hennes

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator
Brad Borders, Public Works Director
Anita Rasmussen, Community Development Director
Mike Nielson, City Engineer

AGENDA

The agenda was approved by consensus.

IPAD TRAINING

Kyle Breitzkreutz provided basic iPad training. More training sessions will be scheduled.

2014 BUDGET DOCUMENTS

After discussing 2014 budget options and resulting tax impacts, consensus of the Council was to make the outlined revisions to achieve an estimated flat tax rate for presentation at the public hearing on December 9th.

The Council also discussed preliminary plans for the Sauk River Park utilizing grant funds to finalize the Wollak and Dehler acquisitions and to make initial improvements. Consensus was for the budget to include roadway, parking, restroom facility and trails, but not to include water/sewer infrastructure installation. The preliminary restroom plan will be for a State park type restroom without running water or sanitary sewer. Final designs and locations will come back to the Council in 2014.

The Council also discussed the available funding for the 4th Avenue extension and staff was instructed to proceed on right of way acquisition while still trying to work with AIM to help enable development of their remaining landfill property.

City Hall meeting room space was discussed and it was agreed that further discussion should take place to develop policies, particularly if the City ends up adding more meeting spaces. But in the meantime, Sartell Chamber and Market Monday will continue to be allowed free use of Council Chambers with limited public works staff time included for set up, and Sartell Recreation/Youth Hockey will be allowed use of the City Hall conference room without charge for meetings during the hockey season.

ADJOURNMENT

Upon motion made by Hennes and seconded by Nicoll, the Mayor adjourned the meeting at 6:59 pm.

Minutes By:



Mary Degiovanni, City Administrator



Joe Perske, Mayor

November 25, 2013

COUNCIL MEETING

MINUTES OF NOVEMBER 25, 2013

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on November 25, 2013 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:03 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Braig-Lindstrom, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

OPEN FORUM/PUBLIC COMMENT

None given

APPROVAL OF CITY COUNCIL MINUTES

- a. November 13, 2013 Workshop Meeting
- b. November 13, 2013 Regular Council Meeting

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

CONSENT AGENDA

- a. *Approval of voucher payments*
- b. *Approve Professional Development*
- c. *Appointing Rick Lyon to position of Lead Mechanic effective January 1, 2014*
- d. *Approval of update to Financial Policies*
- e. *Approval of budgeted plow truck attachments*
- f. *2014 liquor license renewals*
- g. ~~*Amended Personnel Policies*~~

November 25, 2013

Council member Peterson removed item "g" from the consent agenda for discussion under the City Administrator's business.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING CONSENT AGENDA ITEMS A-F, MOVING ITEM "G" TO THE CITY ADMINISTRATOR'S BUSINESS. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

a. **Refunding Bond Sale**

Stacie Kvilvang representing Ehlers presented the results for the bond sale earlier today. Kvilvang presented the City with a plaque indicating the upgrading of the City to a bond rating of "AA".

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 65-2013 PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION REFUNDING BONDS, SERIES 2014A. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. **Pavement Management Discussion – street priorities**

City Engineer Nielson presented a power point presentation and talked about the pavement management plan and overall condition index of the city streets as well as scenarios for the capital improvement plan. Nielson will break down and prioritize the list of collector roads in need of repair for further discussion.

DEPARTMENT REPORTS:

a. **POLICE DEPARTMENT**

Council member Peterson asked for an update on the winter parking rules and the Chief overviewed the rules in place.

b. **PUBLIC WORKS**

Council member Hennes asked Public Works Director Borders about the affect the fall leaves have in the city's storm sewer system. Borders indicated that the City has not had serious problem with leaves getting into the storm sewer system; however, they are contemplating the purchase of a vacuum sweeper at some time in the future.

c. **CITY ENGINEER**

Semi-monthly Memorandum

Engineer Nielson presented his memorandum and explained the request from a visually impaired resident living on the west side of Pinecone Road South near Troop Drive regarding the need for a pedestrian crossing at that intersection or a sidewalk on the west side of Pinecone Road from Troop

November 25, 2013

Drive to CR 120. Trails and crossing areas needed in other areas of the City were also discussed. Engineer Nielson will research options further, including MTC route options.

d. PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
Semi-monthly Memorandum

Director Rasmussen presented her memorandum and highlighted the EDC strategic initiatives discussed at the last EDC meeting. As part of her memo, Rasmussen mentioned the commission interviews scheduled for December 16th starting at 5:30 p.m.

e. CITY ADMINISTRATOR
Semi-monthly Memorandum

City Administrator Degiovanni presented her memorandum and asked Council to give suggestions to her for the legislative priorities.

Consent Agenda Item "g"

a. Amended Personnel Policies

Council member Peterson agreed with passing the portion of the personnel policies involving changes to the health insurance benefits; however, member Peterson asked that the changes for performance evaluations for the City Administrator be more specific. Peterson suggested having the Personnel Committee review the policies with the City Attorney and add more specific guidelines.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MAYOR PERSKE APPROVING THE INSURANCE PORTION CHANGES TO THE PERSONNEL POLICIES AND DELAYING THE CHANGE TO THE CITY ADMINISTRATOR'S PERFORMANCE EVALUATIONS LANGUAGE FOR FURTHER DISCUSSION AT A LATER DATE AFTER REVIEW BY THE PERSONNEL COMMITTEE AND CITY ATTORNEY.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL TO AMEND THE ORIGINAL MOTION BY MEMBER PETERSON AND APPROVE THE AMENDED PERSONNEL POLICIES AS PRESENTED, INCLUDING CHANGES UNDER HEALTH INSURANCE AND PERFORMANCE EVALUATIONS FOR THE CITY ADMINISTRATOR. THE MOTION WAS SECONDED BY MEMBER BRAIG-LINDSTROM.

UPON VOTE BEING TAKEN ON THE AMENDED MOTION THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS BRAIG-LINDSTROM, HENNES AND NICOLL

NAY: MAYOR PERSKE, COUNCIL MEMBER PETERSON

AMENDED MOTION CARRIED

CITY COUNCIL UPDATE

Council member Hennes announced that Scott Mareck was leaving his position with the APO after 20+ years. Hennes talked about the excellent job Mareck did and the hopes of finding another candidate to fill the position.

November 25, 2013

Council member Braig-Lindstrom reported on the excellent job of City Administrator Degiovanni presenting the budget process to the members of the S.A.L.T. committee.

Council member Nicoll clarified the recommendations for the EDC for subcommittees, specifically including a subcommittee for land use application and building permit processes. Council member Hennes confirmed Nicoll's explanation of the roles and responsibilities as discussed in the EDC meetings. Mayor Perske acknowledged the value in the input but wanted to ensure that the recommendations from the subcommittee will not be based on special interests.

Mayor Perske updated the Council on the potential for a Great River Regional Library branch in Sartell. With the upcoming Thanksgiving holiday, Mayor Perske talked about the service to be held at First United Methodist Church at 7 p.m. November 27th as well as how blessed we are in this community.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES TO ADJOURN THE MEETING AT 8:15 p.m. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Judy Molitor
Recording Secretary


Joe Perske, Mayor

SARTELL CITY COUNCIL MEETING

MINUTES OF DECEMBER 9, 2013

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on December 9, 2013 at Sartell City Hall. The meeting commenced at 5:05 PM.

COUNCIL PRESENT: Mayor Perske; Councilmembers Braig Lindstrom, Nicoll, Peterson and Hennes

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator
Brad Borders, Public Works Director
Becky Wicklund, Account Clerk
Mike Nielson, City Engineer

AGENDA

The agenda was approved by consensus.

IPAD TRAINING

Kyle Breitzkreutz provided additional iPad training with consensus being that we would continue to utilize the iAnnotate program for agenda packets so more training on that particular program will be scheduled.

LEGISLATIVE PRIORITIES AND 2014 GOALS

- The Legislative Priority for North Star Rail was discussed as to whether to include specific language about Sartell but consensus was no change at this time.
- Street Improvement District Legislative Priority was discussed as it pertained to the City's street needs and flexibility this language would give us.
- The roundabout maintenance goal will be removed and staff is getting the requested cost estimate for installing irrigation in the Pinecone Road South median.
- The street and trail prioritization goals were discussed as they relate to the regular meeting agenda items the Engineer would be covering with the Council. A map will be given to each Council member to help define their priorities for trail connections.

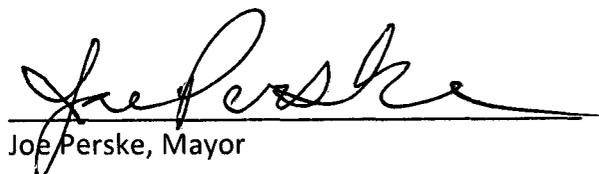
ADJOURNMENT

Upon motion made by Peterson and seconded by Hennes, the Mayor adjourned the meeting at 6:59 pm.

Minutes By:



Mary Degiovanni, City Administrator



Joe Perske, Mayor

December 9, 2013

COUNCIL MEETING

MINUTES OF DECEMBER 9, 2013

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on December 9, 2013 in the Council Chambers of Sartell City Hall. Mayor Perske called the meeting to order at 7:03 p.m.

COUNCIL PRESENT: Mayor Perske, Council members: Braig-Lindstrom, Hennes, Nicoll and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

SPECIAL PRESENTATIONS

a. Ted Venske – Volunteer Appreciation

On behalf of the City Council, Mayor Perske presented Ted Venske with a gift certificate as a token of appreciation for all his volunteer hours with cable casting the City Council meetings. His work is greatly appreciated.

b. David Larson – MNDOT Hwy 15 Interchange Landscaping

David Larson, representing MNDOT, presented a landscaping plan idea for areas to be planted around the new diverging diamond interchange at Hwy 15 and County Road 120. Suggestions included a variety of trees, wildflowers and prairie grass. A power point presentation showed some of these plantings currently being used in areas around the State. As directed by City staff, MNDOT has focused on low maintenance as well as salt tolerant plantings. As part of the agreement with the City, MNDOT will hire a contractor to plant and maintain the areas for the first two years, after that time it will become the responsibility of the City Maintenance Department.

Council member Nicoll expressed concern with the tall prairie grasses and prefers to have more of a somewhat manicured look, possibly shorter grasses especially around the trees.

Council members Hennes, Braig Lindstrom and Peterson were in agreement with the plan as presented, however did ask if a 3-year care commitment could be worked out with MNDOT.

December 9, 2013

MNDOT's Project Manager, Claudia DuMont explained the best area for a "Welcome To Sartell" sign and agreed to check into a 3-year contract for maintenance.

OPEN FORUM/PUBLIC COMMENT

None given

APPROVAL OF CITY COUNCIL MINUTES

- a. November 25, 2013 Workshop Meeting
- b. November 25, 2013 Regular Meeting

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

CONSENT AGENDA

- a. *November Building Permit Activity Report – Acceptance*
- b. *November Inspections Activity Report – Acceptance*
- c. *Approval of Voucher payments*
- d. *Resolution Accepting Donations*
- e. *Approval of Professional Service contracts*
- f. *Calling Special Workshop meetings for 5 pm on January 13, 2014 and 5 pm on January 27, 2014*
- g. *Approval of fund transfers*
- h. *Approval of liquor license renewal*
- i. *BLEND'S Safe Routes to Schools update & expenditure authorization*
- j. *Approval of Franchise Extension Resolution*
- k. *Park Commission meeting notes of December 4, 2013 – Acceptance*
- l. *Acceptance of Police Officer Jason Thompson resignation and authorize hiring process*
- m. ~~*Approval of \$10,000 funding increase toward Tre Rec from Park Fund #211 for 2014*~~

Council member Nicoll removed consent agenda item "m" to be discussed under New Business.

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

PUBLIC HEARINGS

a. 2014 Budget and Levy Public Hearing

City Administrator Degiovanni presented the 2014 budget overview with a power point presentation and explained areas in the budget where adjustments were made in order to maintain a flat tax rate for 2014 and outlined the estimated sales tax savings due to State legislative changes. Degiovanni also presented the 2014 fee schedule, the resolution establishing 2014 pay rates for the Fire Department and the Financial Management Plan. Degiovanni recommended approval of the ordinance and resolutions.

December 9, 2013

Mayor Perske opened the public hearing at 8:04 p.m. No public or written comments were made and the hearing was closed.

Council members expressed their approval of the budget and tax rate and acknowledged the hard work of staff to keep the rates down.

Resolution Adopting Final 2014 Budget and Levy

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 68-2013 ADOPTING THE FINAL 2014 BUDGET AND LEVY. THE MOTION CARRIED UNANIMOUSLY.

Ordinance Amending City Fee Schedule & Summary Ordinance for Publication

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING ORDINANCE 13-04 AMENDING THE CITY'S FEE SCHEDULE AND SUMMARY ORDINANCE FOR PUBLICATION. THE MOTION CARRIED UNANIMOUSLY.

Resolution Establishing 2014 Pay Rates for Fire Department

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 69-2013 APPROVING THE PAY RATES FOR THE FIRE DEPARTMENT.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: BRAIG-LINDSTROM, HENNES, PETERSON

NAY: NONE

ABSTAIN: COUNCIL MEMBER NICOLL

MOTION CARRIED

Resolution Adopting Financial Management Plan Update

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING RESOLUTION 70-2013 ADOPTING THE MOST CURRENT FINANCIAL MANAGEMENT PLAN. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. 2014 Sealcoating

Engineer Nielson talked about the need for sealcoating to extend the life of the pavement and presented a list of streets slated for sealcoating in 2014, along with the recommendation to use chip seal and to add fog seal on approximately 30% of the streets in 2014 to determine if the additional cost provides additional benefit. The City would like to bid the project in February and will cooperate with other area cities and/or Stearns County if determined advisable for better pricing options. A final list of roads for 2014 sealcoating will be given to the Council.

December 9, 2013

b. Comprehensive Trails Plan

Engineer Nielson presented a map of the city and talked about connections where gaps exist between current trails and sidewalks as well as the need to prioritize future trail extensions. Mr. Nielson will give Council members a map to mark on, where they feel smaller connections should be made and will discuss plans for construction in 2014 at an upcoming meeting. Sidewalks on the East side will be discussed as part of the East side reconstruction project.

c. Pavement Management System

Engineer Nielson talked about the Overall Condition Index (OCI) for the collector and residential streets. The Engineer's recommendation is to maintain the average local street OCI goal at 67 and the collector streets OCI goal at 70.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER NICOLL APPROVING THE ENGINEER'S RECOMMENDATION FOR OCI RATING GOALS FOR LOCAL AND COLLECTOR STREETS. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

CONSENT AGENDA ITEM "M"

Approval of \$10,000 funding increase toward Tri-Rec from Park Fund #211 for 2014

Council member Nicoll does not feel the City should contribute to the Tri-Rec program because the program is not a municipal function. Nicoll feels the program should either be funded by the school, increased user fees, or fundraising, and not have the City be a funding source.

A MOTION WAS MADE BY NICOLL TO REJECT THE FUNDING INCREASE TOWARD TRI-REC FROM PARK FUND #211 FOR 2014. THE MOTION FAILED FOR LACK OF A SECOND.

The following comments were made by the Council:

- Braig-Lindstrom believes the school is carrying the City for the Park and Rec departments and favors the funding.
- Hennes is a firm believer of public partnership with the school, and this increase is only getting back closer to funding levels before the City reduced funding due to all the cuts in LGA. This program benefits the community.
- Peterson agrees with Hennes and Braig-Lindstrom and that this program allows individuals to participate, which is very important.
- Mayor Perske believes partnering on this program with the school and private donations gives kids an opportunity to participate. The City benefits with field maintenance and Perske believes it is important for the City to foster good relationships with the school district.

A MOTION WAS MADE BY BRAIG-LINDSTROM AND SECONDED BY PETERSON APPROVING THE \$10,000 FUNDING INCREASE TOWARD TRI-REC FROM PARK FUND #211 FOR 2014.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: MAYOR PERSKE, COUNCIL MEMBERS: BRAIG-LINDSTROM, HENNES, PETERSON

NAY: COUNCIL MEMBER NICOLL

MOTION CARRIED

December 9, 2013

DEPARTMENT REPORTS:

a. **POLICE DEPARTMENT**

Chief Hughes presented his memorandum.

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

Discuss public safety facilities needs

Chief Hughes submitted photos of the existing storage facilities for the police and fire departments as well as some police office areas. He explained the need for both warm and cold storage areas as well as additional office space. Hughes also addressed safety concerns within the facilities. Council members agreed to meet in workshop session to brainstorm ideas for long term solutions to the police and fire department's expansion needs.

b. **PUBLIC WORKS**

Director Borders presented his memorandum and updated the Council on the recent work of the department. They are working on flooding rinks, installing new liner at the outside rink near Bernick's and grooming ski trails. Eight rink attendants were hired and if weather permits, the hockey rinks will open the weekend of Dec. 21st.

c. **CITY ENGINEER**
Semi-monthly Memorandum

Engineer Nielson presented his memorandum.

d. **PLANNING & COMMUNITY DEVELOPMENT DIRECTOR**
Semi-monthly Memorandum

The Council received the Planning Department's written report.

e. **CITY ADMINISTRATOR**
Semi-monthly Memorandum

City Administrator Degiovanni presented her report.

CITY COUNCIL UPDATE

The following comments were made:
Council member Hennes talked about the good year in 2013 and is looking forward to 2014.
Council member Braig-Lindstrom reminded everyone of Winter Market here on Sat. Dec. 14th.
Council member Peterson wished everyone a safe holiday.

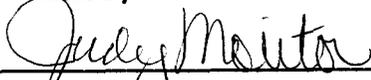
December 9, 2013

Mayor Perske thanked administrative staff, public works, fire department and police department for a great year.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON TO ADJOURN THE MEETING AT 9:10 p.m. THE MOTION CARRIED UNANIMOUSLY.

Minutes By



Judy Molitor
Recording Secretary



Joe Perske, Mayor

**SARTELL CITY COUNCIL
SPECIAL MEETING**

MINUTES OF DECEMBER 16, 2013

Pursuant to due call and notice thereof, a special meeting was held on December 16, 2013 in the conference room of the Sartell City Hall. Mayor Perske called the meeting to order at 5:30 p.m.

COUNCIL PRESENT: Mayor Perske, Amy Braig Lindstrom, David Peterson, Sarah Jane Nicoll

COUNCIL ABSENT: Steve Hennes

ALSO PRESENT: Anita Rasmussen, Planning & Community Development Director
Mary Degiovanni, City Administrator

COMMISSION INTERVIEWS

Interviews were held for a position on the Economic Development Commission. Interviews were also held for positions on the Planning Commission. There were two – three year openings on the Planning Commission.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE APPOINTMENT OF ZAVALA TO THE ECONOMIC DEVELOPMENT COMMISSION, PERSEN TO THE PLANNING COMMISSION AND OEHRLEIN TO THE PLANNING COMMISSION FOR TERMS EXPIRING ON DECEMBER 31, 2016. THE MOTION CARRIED UNANIMOUSLY.

The Council discussed a process to fill the vacancy on the Park Commission. Consensus of the Council was to direct staff to contact Dennis Molitor, past Park Commission member and applicant to the Park Commission seat during the previous selection process to offer him the opportunity to serve out Persen's remaining two year commission seat and the appointment will be officially made at the January 13, 2014 Council meeting.

APPOINTMENT OF FIRE OFFICERS

Degiovanni provided the background on the fire officer selection process.

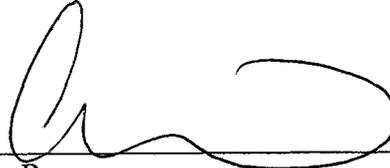
A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER BRAIG LINDSTROM APPROVING THE RESOLUTION MAKING CERTAIN FIRE OFFICER APPOINTMENTS. THE MOTION CARRIED UNANIMOUSLY.

OTHER BUSINESS

None

ADJOURN

UPON MOTION AND SECOND, THE MAYOR ADJOURNED THE MEETING AT 7:35 P.M.



Anita Rasmussen
Planning and Community Development Director



Mayor