

**SARTELL CITY COUNCIL MEETING**

**MINUTES OF AUGUST 28, 2006**

**16TH MEETING**

Pursuant to due call and notice thereof, the 16th meeting of 2006 was held on August 28, 2006 in the council chambers of the Sartell City Hall. Acting Mayor Tim O'Driscoll called the meeting to order at 7:00 p.m.

**COUNCIL PRESENT:** Council members: O'Driscoll, Orndorff, Perske, Beutel  
**COUNCIL ABSENT:** Mayor Pogatshnik  
**PRESENT:** Patti Gartland, City Administrator  
Judy Molitor, Administrative Secretary  
Brad Borders, Public Works Director  
Jim Hughes, Police Chief  
Brian Davies, Assistant City Engineer  
Anita Rasmussen, Planning & Community Development Director

**PLEDGE OF ALLEGIANCE**

**AGENDA REVIEW AND ADOPTION**

**A MOTION WAS MADE BY BEUTEL AND SECONDED BY PERSKE ADOPTING THE AGENDA AS AMENDED.**

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL**

**NAY: NONE**

**MOTION CARRIED**

**APPROVAL OF THE CITY COUNCIL MINUTES**

**A MOTION WAS MADE BY PERSKE AND SECONDED BY ORNDORFF APPROVING THE CITY COUNCIL MINUTES OF THE AUGUST 14, 2006 REGULAR MEETING, THE AUGUST 14, 2006 CORRECTED MINUTES & AUGUST 21, 2006 SPECIAL MEETING MINUTES.**

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: O'DRISCOLL, BEUTEL, ORNDORFF, PERSKE**

**NAY: NONE**

**MOTION CARRIED**

**CONSENT AGENDA**

- a. Approval of Public Works Commission meeting notes of August 15, 2006
- b. Acceptance of \$125 donation from Pacific Wok for the City Parks Department
- c. Approval of framing quote for 10 Centennial prints
- d. Approval of Centennial history book publication quote from Sentinel Printing for 1,500 books
- e. Approval of resolution accepting annexation petition for 71.38 acre Glen Lauer property on County Road 4 north of Sandstone Village
- f. Approval of civil fines in accordance with City Ordinance for violations of liquor license and tobacco license violations from alcohol and tobacco compliance check failures
- g. Approval of resolution setting an assessment hearing for September 25, 2006, for Eagle Ridge improvements
- h. Approval of a resolution setting an assessment hearing for September 25, 2006, for Sandstone Village improvements
- i. Approval of a resolution setting an assessment hearing for September 25, 2006, for Heritage Place improvements

- j. Approval of a resolution setting an assessment hearing for September 25, 2006, for Oak Ridge Commons improvements
- k. Approval to purchase budgeted portable radios for Public Works Department
- l. Approval of TIF Assignment by Granite City Moving & Storage

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY BEUTEL APPROVING  
CONSENT AGENDA ITEMS A-I.**

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL**

**NAY: NONE**

**MOTION CARRIED**

**OLD BUSINESS**

**a. 15<sup>th</sup> Street North pathway project**

City Administrator, Patti Gartland discussed the survey provided to the residents on both sides of 15<sup>th</sup> Street North as directed by the Council at the August 14, 2006 meeting. The survey was intended to get feed back from the residents if they would favor sidewalk improvements be installed on 15<sup>th</sup> street North from Pine Cone Road to Riverside Avenue North. Based on the recently adopted assessment policy and as a regional trail corridor, property owners will not be subject to an assessment for the sidewalk improvements. There were a total of 46 surveys mailed, the City received 37 responses: 12 support the project, 25 oppose the project and 9 gave no response. Patti also received an e-mail from Mayor Pogatschnik indicating that he supported the installation of the sidewalk for safety reasons, especially with no cost to the property owner. Consideration to move forward with the project would be based on a serious public safety concern for co-mingling pedestrian traffic with a busy vehicular roadway corridor.

Acting Mayor O'Driscoll asked staff to share any concerns, the following comments were expressed:

Brian Davies, Assistant City Engineer said he felt this project is a safe way to get pedestrians off the roadway, favors the project.

Anita Rasmussen, Community Development Director talked about this being a part of the future land use plan and for safety, also favors the project.

Police Chief, Jim Hughes talked about the 19<sup>th</sup> Avenue project and the resident's concerns of driveways crossing the sidewalk or bike path at the time of that project, however the police have not had any issues since the 19<sup>th</sup> Avenue project is complete, and Hughes said he doesn't expect any problems with this project. Good for safety to have pedestrians and bikers off the roadway. A traffic count has been done along this street and the count is high, but vehicles are traveling at the posted speeds.

Council member Tom Beutel asked who would maintain the sidewalk regarding snow removal. Public Works Director, Brad Borders said that maintenance of the sidewalk would be the responsibility of the property owner, except with snowfalls of more than 6" the City has offered to assist with snow removal.

Acting Mayor O'Driscoll brought up the issue, which has been suggested to him by residents, to install stop signs as a traffic control device. Police Chief Hughes discussed the stop sign issue stating that stop signs can give residents a false sense of security and traffic would not flow as smoothly. O'Driscoll talked about safety concerns and that he favors this proposed plan because it impacts the least number of driveways.

Council member Orndorff said he is in favor of the project, however will vote against it due to the neighborhood response to the survey.

It was verified that any property owner sprinkler systems and/or plantings located in the City right-of-way would need to be removed by the homeowner. Sod removed by the contractor during construction of the sidewalk will be replaced with sod.

Council member Perske explained how difficult it is to retrofit sidewalks/bike paths in established neighborhoods, however with the potential for a church and large park in the area as well as concern for the safety of small children, he feels the sidewalk is needed.

Acting Mayor O'Driscoll questioned if this would be a 2006 or 2007 Capital Improvement project? Patti explained the section of sidewalk from 4<sup>th</sup> Avenue to Riverside Avenue will proceed as part of the 2006 utility improvement project that is currently under construction. The section from 4<sup>th</sup> Avenue to Pine Cone Road along with the extension of the pathway, on the east side of Pine Cone Road, if approved, will move forward as a 2007 public improvement project.

**A MOTION WAS MADE BY BEUTEL AND SECONDED BY PERSKE APPROVING THE 15<sup>TH</sup> STREET NORTH PATHWAY PROJECT AS PROPOSED AND BE INCLUDED WITH THE 2007 CAPITAL IMPROVEMENT PROJECT.**

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: O'DRISCOLL, PERSKE, BEUTEL**

**NAY: ORNDORFF**

**MOTION CARRIED**

O'Driscoll talked about the importance of addressing public infrastructure before developments are approved to avoid disturbing established neighborhoods.

Council member Orndorff talked about his concerns of setting a precedence by installing sidewalks/bike paths in some neighborhoods and not in other neighborhoods as well as his reason of voting against the project due to the neighborhood wishes as reflected in the survey.

**b. Assessment policy relating to sidewalk and trail repair and maintenance**

Finance Director Mary Degiovanni explained the proposed changes to the assessment policy for sidewalks and trails. Sidewalks and trails would be first classified as either regional or local. Regional and local sidewalks and trails would be assessed 100% in new development and in existing developed areas for multi-family, commercial and industrial. For existing single and two-family home developed areas, adding regional trails and sidewalks would not be assessed but local trails and sidewalks would be 100% assessed. The repair or replacement of regional trails and sidewalks would not be assessed. The repair or replacement of local trails and sidewalks would be 100% assessed. When repair or replacement occurs as part of a street reconstruction project, the cost is 100% assessed except for single and two family residential that would be assessed at 35%. While the lower assessment of 35% could create the scenario of residents petitioning to have sidewalk installed on non-regional corridors where the City would be obligated for 65% of the cost, the decision on whether or not to install the sidewalk would be a decision of the City Council.

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY BEUTEL APPROVING RESOLUTION 154-06 ADOPTING THE AMENDED ASSESSMENT POLICY.**

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL**

**NAY: NONE**

**MOTION CARRIED**

**NEW BUSINESS**

**a. Final plat approval for Sartell City Centre**

Planning and Community Development Director, Anita Rasmussen, presented the final plat for Sartell City Centre on behalf of Equity Investments Unlimited and RPK Investments. The plat is located west of Pine Cone Road with access to the lot derived from the proposed outlot. That outlot will need to provide a cross ingress/egress and utility easement to the proposed lot to ensure access. The lot will not be allowed to have direct access onto 2<sup>nd</sup> Street South.

Park dedication has been paid in form of a payment in lieu of parkland dedication. The site plans will be subject to wetland rules.

The Planning Commission and Staff recommends approving the final plat on the following conditions:

1. Consider renaming to Madison Square Plat 2
2. Future site plans conform to B-2 standards and the wetland ordinance.
3. Outlot A will need to have a cross egress/ingress and utility easement recorded to ensure access to lot 1, block 1.
4. Any further subdivision of Outlot B will require a revised preliminary and final plat
5. Lot 1, Block 1 will not have direct access to 2<sup>nd</sup> Street South. Only access will be allowed along 2<sup>nd</sup> Street South and 12<sup>th</sup> Avenue south.

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY BEUTEL ADOPTING RESOLUTION 155-06 APPROVING THE FINAL PLAT FOR SARTELL CITY CENTRE. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL**

**NAY: NONE**

**MOTION CARRIED**

**b. Site plan approval for Sartell City Centre**

Anita Rasmussen presented the site plan for Sartell City Centre applicant, Lyon Contracting and Development for approval to construct an office center along Pine Cone Road, just north of the extension of 2<sup>nd</sup> Street.

The height of the building is proposed to be within the city code at 25 feet as well as meeting the set back requirements for a B-2 district. The plan also meets the landscaping requirements which includes a three-foot high landscape berm between the proposed parking lot and southerly property boundary providing adequate headlight screening for adjacent property.

The buildings are proposed to be constructed with an EIFS material (stucco-like) and asphalt shingles.

The refuse enclosure will be located at the end of the parking lot and will be constructed of the same stucco-like material to match the main building. The site plan indicates that the off-street parking has been met, proposing 24 spaces.

Signs are proposed to be located on the two front entrances. Lighting meets all city standards.

The revised site plan is consistent with the final plat.

The following recommendations were made from the Joint Planning Commission and Staff:

1. Hydrant will be placed along all public streets with a maximum spacing of 500'.
2. The address for this office building shall be 1121 2<sup>nd</sup> Street south
3. All engineering comments are resolved.

Council member Orndorff talked about the contrast of the building to neighboring businesses and the suggestion to have buildings with like profile. Anita explained that this style of building will provide a buffer going into a residential area.

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY PERSKE APPROVING THE SITE PLAN FOR SARTELL CITY CENTRE.**

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL**

**NAY: NONE**

**MOTION CARRIED**

Council member Orndorff left the dais from 8:00 p.m. to 8:02 p.m.

**c. BWK study proposal for utility treatment and conveyance planning**

Assistant City Engineer, Brian Davies explained the request for approval to conduct site development and space needs analysis to provide additional treated water supply and storage for the City. The proposal is for a two phase preliminary design study. Phase I would cover site development and space needs analysis for \$21,000 plus reimbursable expenses. Reimbursable expenses would be capped at \$1500.00. Phase II would cover water treatment plant preliminary design for \$26,000 with reimbursable expenses not to exceed \$750.00. If the North plant expansion is the selected alternative, the price is reduced by \$7,000.

**A MOTION WAS MADE BY BEUTEL APPROVING BWK TO CONDUCT PHASE I AND II STUDY PROPOSAL FOR UTILITY TREATMENT AND CONVEYANCE PLANNING.**

**UPON VOTE BEING TAKEN THE FOLLOWING VOTED:**

**AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL**

**NAY: NONE**

**MOTION CARRIED**

**DEPARTMENT REPORTS**

**Bi-monthly memorandum**

Chief Jim Hughes presented his memorandum.

**7<sup>th</sup> Street North/High School parking review**

Chief Hughes discussed recommended options relating to on /off street parking along 7<sup>th</sup> Street North, in the vicinity of the high school. After meeting with the school district, City staff drafted a letter to be sent to the residents along 7<sup>th</sup> Street with updated suggestions for addressing concerns. This letter was presented to the Council for final approval. Council members suggested the letter be signed by both a city and school official.

Council member Beutel favors "no parking" on both sides of 7<sup>th</sup> Street.

**Public Works**

**Monthly Memorandum**

There was no memorandum

**City Engineer**

**Bi-monthly memorandum**

Assistant City Engineer, Brian Davies presented the memorandum and discussed the progress of the signal light for County Road 120 and Pine Cone Road. Due to the delay and urgency of the project, Council members talked about contacting the County Commissioner.

**Planning & Community Development Director**  
**Bi-monthly memorandum**

Anita presented her memorandum and talked about scheduling an open house meeting for the Highway 15 property. Optional dates were discussed, Anita will keep the Council informed.

Council member Beutel asked Anita to update the Council on the tower issue. Anita explained that the Joint Planning Commission denied the variance request and conditional use permit for the construction of a 115' telecommunications tower which was proposed to be located west of City Hall. City staff agreed to work with Millennium Telecommunications in finding an appropriate location for a tower which doesn't conflict with City facilities or the option to use City water towers.

**City Administrator**  
**Professional Development**

**A MOTION WAS MADE BY ORNDORFF AND SEONDED BY PERSKE APPROVING THE PROFESSIONAL DEVELOPMENT AS RECOMMENDED. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL  
NAY: NONE  
MOTION CARRIED**

**CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS**

Council members expressed special thanks to Finance Director, Mary Degiovanni for all her work and revising the City's assessment policy.

**PAY ALL VOUCHERS**

**A MOTION WAS MADE BY BEUTEL AND SEONDED BY ORNDORFF APPROVING THE PAYMENT OF ALL VOUCHERS. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL  
NAY: NONE  
MOTION CARRIED**

**ADJOURN**

**A MOTION WAS MADE BY ORNDORFF AND SEONDED BY BEUTEL TO AJOURN THE MEETING AT 8:50 P. M. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: O'DRISCOLL, ORNDORFF, PERSKE, BEUTEL  
NAY: NONE  
MOTION CARRIED**

**Minutes By:**

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**Judy Molitor**  
**Administrative Secretary**

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**MAYOR**