

**SARTELL CITY COUNCIL MEETING**

**MINUTES OF DECEMBER 11, 2006**

**23rd MEETING**

Pursuant to due call and notice thereof, the 23rd meeting of 2006 was held on December 11, 2006 in the council chambers of the Sartell City Hall. Mayor Pogatshnik called the meeting to order at 7:00 p.m.

**COUNCIL PRESENT:** Mayor Pogatshnik, Council members: Beutel, O’Driscoll, Orndorff, Perske  
**ABSENT:** None  
**ALSO PRESENT:** Patti Gartland, City Administrator  
Mary Degiovanni, Finance Director  
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**

**SPECIAL PRESENTATIONS**

**Interim appointment service to the City of Sartell: Council Member Tom Beutel**

Mayor Pogatshnik presented Council member Beutel with a certificate for his service to the Council and thanked him for his service to the City filling in as an interim member of the Council. Tom Beutel thanked the City for allowing him to serve.

**4 years of service to the City of Sartell: Council Member Paul Orndorff**

Mayor Pogatshnik presented a plaque to Council member Orndorff and thanked him for his service to the City when serving on the Joint Planning Commission as well as the Council for the past four years. Paul Orndorff thanked the Mayor and Council Members for the experience he gained while serving the City.

**32 years of service to the City of Sartell: Mayor Bob Pogatshnik**

On behalf of the City and Council Members, Mayor elect Tim O’Driscoll, presented outgoing Mayor Bob Pogatshnik with a plaque thanking Mayor Bob for his 32 years of service as a Council Member and Mayor.

O’Driscoll also presented Bob Pogatshnik with the award from the Ehlers & Associates in appreciation of his dedication to growing the Sartell community and his relentless pursuit of a bond rating upgrades for the City as well as his unparalleled leadership.

Mayor Pogatshnik thanked the public who came to his reception prior to this meeting, his fellow Council Members and staff for support over the years.

**AGENDA REVIEW AND ADOPTION**

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY O’DRISCOLL ADOPTING THE AGENDA AS PRESENTED.**

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

**AYE: POGATSHNIK, BEUTEL, O’DRISCOLL, ORNDORFF, PERSKE**

**NAY: NONE**

**MOTION CARRIED**

**APPROVAL OF THE CITY COUNCIL MINUTES**

**A MOTION WAS MADE BY O'DRISCOLL AND SECONDED BY ORNDORFF APPROVING THE MINUTES OF THE SPECIAL MEETINGS ON DECEMBER 4, 2006 AND DECEMBER 5, 2006 AND THE REGULAR MEETING ON NOVEMBER 27, 2006.**

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

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

**NAY: NONE**

**MOTION CARRIED**

**CONSENT AGENDA**

- a. November Building Inspectors Report – Acceptance
- b. November Fire Marshal/Code Official Report – Acceptance
- c. November Finance Directors Report – Acceptance
- d. Approval of amended Central MN Sales Tax Collection and Distribution Joint Powers Agreement for local option sales tax
- e. Approval of contribution to four-city Central MN Stormwater Education Committee for education and outreach compliance requirements for NPDES program
- f. Approval of Maintenance Worker-Parks job description amendments
- g. Approval to participate in St. Cloud Area Evening at the Capital event
- h. Approval of resolution approving the 2<sup>nd</sup> Street South feasibility report and setting a public hearing for January 8, 2007
- i. Approval of change order #1 for the 2006 Capital Improvements
- j. Approval of resolution approving the 15<sup>th</sup> Street North and Pine Cone Road sidewalk and trail plans and authorization to solicit bids
- k. Approval of alternate employee health insurance plan offering
- l. Approval of amendment to Municipal Subsidy policy to adjust wage level requirements
- m. Approval to apply for FEMA grant for air packs
- n. Approval to amended City Council meeting schedule for 2007

**A MOTION WAS MADE BY BEUTEL APPROVING CONSENT AGENDA ITEMS A – N. THE MOTION WAS SECONDED BY PERSKE.**

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

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

**NAY: NONE**

**MOTION CARRIED**

**PUBLIC HEARINGS**

**a. Newport Plat 2 utility and drainage easement vacation request**

7:25 P.M. Mayor Pogatshnik called the hearing to order and explained how the hearing would be conducted. Planning and Community Development Director, Anita Rasmussen presented the request for a vacation of a utility and drainage easement on behalf of Heritage Homes.

Heritage Homes is proposing to re-locate the existing storm sewer line which lies within the 20 foot drainage and utility easement located on the northerly property line of lot 1 block 2 of Newport Plat 2. In relocating the sewer line, the developer would be able to create a wider, buildable area for a single-family residential home.

Because the utility is in place, the developer is require to record a new drainage and utility easement and pay for all costs associated in the relocation of the storm sewer.

The work to relocate the storm sewer began on December 5<sup>th</sup>.

There were no comments from the public, Mayor Pogatshnik closed the hearing at 7:28 p.m.

Council member Perske asked if the owner of the lot is okay with the vacation? Anita explained that the owner of lot is the same as the developer.

Council member Orndorff talked about his concerns of the work already under way before it was approved by the Council and the Developer is not at the meeting to answer questions.

**Resolution approving utility and drainage easement vacation for Newport Plat 2**

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY PERSKE TO TABLE ACTION ON A RESOLUTION FOR A VACATION OF A DRAINAGE AND UTILITY EASEMENT FOR NEWPORT PLAT 2 TO THE JANUARY 8, 2006 COUNCIL MEETING.**

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

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

**NAY: NONE**

**MOTION CARRIED**

**b. Blackberry Ridge Plat 4 utility and drainage easement vacation request**

7:35 P.M. Mayor Pogatshnik opened the public hearing, stating that the same procedure for the hearing would be in effect as the previous public hearing, then turned the meeting over to Anita Rasmussen.

On behalf of Poganski Homes, Anita Rasmussen, Planning & Community Development Director presented the request for a vacation of certain drainage and utility easements to accommodate for the revised Blackberry Ridge Estates 4 final plat.

The applicant is requesting the vacation of a drainage and utility easement to accommodate a re-plating (Blackberry Ridge Estates Plat 4) to contain larger lots than originally platted. The re-plating is taking 13 existing lots and creating 8 larger lots.

Staff is recommending approval of the requested vacation of certain drainage and utility easements in Blackberry Ridge Estates Plat 2 and 3 contingent upon the successful approval of the Final Plat of Blackberry Ridge Estates Plat 4.

Anita addressed the concern of the Council and explained the responsibility of the developer/and or future homeowner to relocate any utility boxes on the property. It will not be the responsibility of the City to relocate any of the utilities.

7:38 Mayor Pogatshnik closed the hearing. There were no comments from the public.

Council member Orndorff discussed the location of the utilities and the utility boxes especially with the re-plating and the possibility of the utilities being located in the middle of the re-platted lots rather than on the lot lines. Orndorff verified with Anita that it would be in writing that moving the utilities and/or utility boxes would not be the responsibility of the City, but rather the developer or homeowner.

**Resolution approving utility and drainage easement vacation for Blackberry Ridge Plat 4**

**A MOTION WAS MADE BY BEUTEL AND SECONDED BY PERSKE APPROVING RESOLUTION 203-06 VACATING A DRAINAGE AND UTILITY EASEMENT FOR BLACKBERRY RIDGE ESTATES PLAT 2 AND 3.**

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

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

**NAY: NONE**

**MOTION CARRIED**

**Final plat – Blackberry Ridge Estates Plat 4**

Anita Rasmussen, Planning & Community Development Director, presented the final plat of Blackberry Ridge Estates Plat 4. The plat consists of 1.8 Acres located on the southerly end of the Blackberry Ridge Development. Aside from a slight reduction in lots, the Final Plat is consistent with the approved preliminary plat.

The Planning Commission and Staff recommends approval of the final plat based on the following conditions being met:

1. The easements within the underlying plat, Blackberry Ridge Estates and Blackberry Ridge Estates Plat 3 and 2 will need to be vacated prior to approval of this final plat. A public hearing will be required for vacating the easements.
2. The City will not take any responsibility, monetary or otherwise, for the relocation of any existing or future utility facilities within the Blackberry Ridge Estates developments.
3. The City will not view the location of the existing or future utility facilities as a hardship in any and all variance applications.
4. All expenses for revising the services will need to be paid by the Developer.
5. Typical drainage and utility easement will need to be included in lots 1-2, Block 1 and lots 1-4, block 2.

After discussion, Council members added #6 to the above recommendations:

6. That services include (but not limited to ) gas, electric, cable, telephone, internet, sanitary, water, sewer and hydrants.

**A MOTION WAS MADE BY O’DRISCOLL AND SECONDED BY PERSKE ADOPTING RESOLUTION 204-06 APPROVING THE FINAL PLAT OF BLACKBERRY RIDGE ESTATES PLAT 4 PROVIDED ALL SIX RECOMMENDATIONS FROM STAFF ARE MET. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
 AYE: POGATSHNIK, BEUTEL, O’DRISCOLL, ORNDORFF, PERSKE  
 NAY: NONE  
 MOTION CARRIED**

**c. Land use plan amendment request for Ferche 600**

7:55 P. M. Mayor Pogatshnik called the public hearing to order. Anita made the presentation on behalf of Ferche Development to amend the Future Land Use map for the approximate 32 acres from mixed use to 100% Commercial. This area already contains a portion of property, which is 100% commercial near the intersection of Pine Cone Road and Robert’s Road. The purpose of this request is to accommodate a larger single tract of commercial land to within the downtown area.

Staff recommended that the Ferche Development hold a neighborhood meeting with the quad/townhome development just to the south of the subject property to discuss issues with converting the property from 60% to 100% commercial. Ferche Development held that meeting in mid-November. Concerns raised by the property owners is that they would want to see additional screening and open space near the south/westerly portion of the subject property. That condition has been included as part of the findings of fact and ordinance.

The following comments were made, although comments do not reflect entire statements made:

Robert Larson, 1320 Scout Drive, Sartell, MN asked Anita to explain the difference in allowable use between low density and commercial. Jason Ferche talked about the current zoning and what could be built under the high density classification. Mr. Larson asked about the depth of the proposed pond and size of the berm. Anita explained how the pond and berm would be reviewed at the site plan approval time.

Ruth Lindsted, 1336 Scout Drive, Sartell, MN questioned the screening and the planning process for approval? Will they be notified of future meetings?

Robert Larson, 1320 Scout Drive, Sartell, MN asked who would be responsible to build and maintain the buffer? Jason Ferche said that whom ever develops will be responsible to meet the city's requirements.

8:10 p.m. Mayor Pogatshnik closed the hearing.

Council member Beutel agrees this is a nice fit and transition, and if buffered properly, won't bother the neighbors. Retail would be handy for customers. If no changes would be made, apartment buildings could be constructed on this property.

Council members discussed future roads, traffic flow, transportation concerns, buffer, screening, open spaces as well as building and parking lot lighting to accommodate this commercial development. Most of these issues will be discussed at site plan approval time.

**Ordinance amending the Future Land Use Plan from mixed use to Commercial**

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY BEUTEL ADOPTING ORDINANCE 06-19 AMENDING THE FUTURE LAND USE PLAN FROM MIXED USE TO COMMERCIAL.**

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

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

**NAY: NONE**

**MOTION CARRIED**

**OLD BUSINESS**

**a. Liquor license application for Winners (tabled from November 27, 2006 agenda)**

City Administrator, Patti Gartland presented the request for liquor license approval for Winners Bar. The required inspections along with the attempt by the building and fire inspector to conduct the needed inspections to open for Christmas as requested, was explained. Fire Inspector, Butch Rieland updated the Council on the inspection he conducted prior to the Council meeting and the "punch list" which needs to be completed before a certificate of occupancy can be given.

On behalf of Winners, the owner of Shooters has been working with them to help get the bar opened, and he promised they would be ready to open by Christmas. The punch list items are minimal.

Mayor Pogatshnik suggested the owners of Winners work with the inspectors to expedite their opening.

Council member O'Driscoll is concerned with the City having an active liquor license without a certificate of occupancy and completing the items on the punch list in a timely manner.

Patti Gartland reiterated the inspections that have to be done prior to the issuance of a certificate of occupancy (from the punch list) as well as approval from the health department.

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY PERSKE APPROVING THE 2007 LIQUOR LICENSE APPLICATION FOR WINNERS PROVIDED THEY PASS THE REQUIRED INSPECTIONS BY THE FIRE MARSHAL, BUILDING INSPECTOR AND COUNTY HEALTH DEPARTMENT TO RECEIVE A CERTIFICATE OF OCCUPANCY PRIOR TO THE END OF 2006. IF THE INSPECTIONS DO NOT PASS THEY WILL NEED TO RETURN TO THE COUNCIL IN 2007 AND APPLY FOR THEIR 2007 LIQUOR LICENSE.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
ABSTAIN: BEUTEL  
MOTION CARRIED**

**b. Ordinance amendments regulating liquor and setting fees for liquor licenses (tabled from November 27, 2006 agenda)**

City Finance Director Mary Degiovanni presented the feedback she received from legal counsel regarding the suggestion on pro-ration of fees and the issue of brewpubs being in conflict with the language precluding a license holder from having an interest in brewing. Mary highlighted some of the reasons for keeping the pro-ration on a quarterly basis rather than monthly would be less calculations and possibility of mistakes, less time spent on pro-ration and recovery of costs.

**A MOTION WAS MADE BY O'DRISCOLL TO ADOPT ORDINANCE 06-20 AS RECOMMENDED, REGULATING THE POSSESSION, SALE AND CONSUMPTION OF INTOXICATING AND 3.2 PERCENT MALT LIQUOR WITHIN THE CITY OF SARTELL, MINNESOTA. THE MOTION WAS SECONDED BY ORNDORFF.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, O'DRISCOLL, ORNDORFF  
NAY: PERSKE  
ABSTAIN: BEUTEL  
MOTION CARRIED**

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY O'DRISCOLL ADOPTING ORDINANCE 06-21 AMENDING THE CITY'S FEE SCHEDULE ORDINANCE FOR LIQUOR/WINE & BEER.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
ABSTAIN: BEUTEL  
MOTION CARRIED**

**c. Fire Department Policy and Procedures**

Fire Chief Ken Heim along with Jerry Raymond, a member of a volunteer committee, presented the new version of the Sartell Fire Department Policies and Procedures for review and approval. This manual is presented after a request from staff along with legal counsel from the League of MN Cities addressed some conflict with statutory requirements from the 1980's vintage policy currently being used. Heim praised the drafting committee, City Administration, Fire Department officers and legal counsel for all their help during this process. Heim explained specifically how the appointment of Fire Department officers will change with this new policy. Approval of the policy and procedures manual which includes approval of updated job descriptions for the department was recommended.

All Council members extended thanks to the Fire Department for all their professional work.

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY BEUTEL APPROVING THE FIRE DEPARTMENT POLICY AND PROCEDURES MANUAL. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

Both Chief Ken Heim and Fire Fighter, Jerry Raymond extended special thanks to Mayor Pogatshnik for his years of service to the City and working with their department.

**d. Train crossing quiet zone study proposal from SEH**

Ann Popp representing neighboring residents of County Road 55 train crossing presented a request for a train crossing quiet zone. A petition was presented which has been signed by approximately 20+ homeowners living on the East and West sides of the train crossing. Staff is recommending SEH conduct a quiet zone safety study in the area of County Road 55 and River Road. Total cost of the study is \$3,000, however because this area includes Sauk Rapids Township, the Sauk Rapids Town Board has offered to pick up one half of the cost involved leaving \$1500.00 as Sartell's share of the study.

Council members Beutel and Orndorff feel the train whistles are a safety issue, not a nuisance and should remain to be sounded at the crossings. Both Council members feel it would be a tragic mistake to quiet the whistles. Orndorff indicate the study could push for a quiet zone, and he does not favor a study or the City spending money on a study.

Council member O'Driscoll favors the study in order to consider all options. Approving the study does not in any way indicate a vote to reduce the whistles, however will allow the Council a read on considerations. Public safety will always be the City's number one consideration.

Mayor Pogatshnik said that in the past the city unsuccessfully tried to have quiet zones or at least to reduce the time and sound of the blast. Mayor favors the study.

**A MOTION WAS MADE BY O'DRISCOLL AND SECONDED BY BEUTEL APPROVING THE TRAIN CROSSING QUIET ZONE STUDY PROPOSAL FROM SEH NOT TO EXCEED \$1500. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL  
NAY: PERSKE, ORNDORFF  
MOTION CARRIED**

**e. Subsequent hearing for 2007 levy adoption (hearing closed, carried forward from December 4, 2006 agenda)**

Mary Degiovanni, Finance Director presented the 2007 levy as outlined at the truth-in-taxation hearing and the 2007 budget as outlined in the November workshop, recommending approval.

**Resolution adopting 2007 levy**

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY O'DRISCOLL ADOPTING RESOLUTION 206-06 APPROVING THE FINAL TAX LEVY COLLECTIBLE IN 2007. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Resolution adopting 2007 budget**

**A MOTION WAS MADE BY ORNDORFF ADOPTING RESOLUTION 207-06 APPROVING THE FINAL BUDGET FOR 2007. THE MOTION WAS SECONDED BY PERSKE.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Resolution establishing 2007 pay rates for Fire Department**

**A MOTION WAS MADE BY BEUTEL AND SECONDED BY ORNDORFF ADOPTING RESOLUTION 208-06 ESTABLISHING 2007 PAY RATES FOR THE FIRE DEPARTMENT.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Resolution adopting 2007-2011 Capital Improvement Plan (carried forward from November 13, 2006 agenda**

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY O'DRISCOLL ADOPTING RESOLUTION 209-06 APPROVING THE CITY OF SARTELL FIVE YEAR CAPITAL IMPROVEMENT PLAN 2007-2011.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Ordinance adopting 2007 fee schedule (Carried forward from November 13, 2006 agenda)**

Finance Director, Degiovanni highlighted some of the fees recommended for change as she presented the fee schedule for 2007. Mary addressed the concerns of keeping development cost as low as possible as expressed by members of the CMBA.

Council member O'Driscoll said he continues to favor the policy whereby the cost of infrastructure is paid by developers.

**A MOTION WAS MADE BY PERSKE AND SECONDED BY O'DRISCOLL ADOPTING ORDINANCE 06-22 AMENDING THE CITY FEE SCHEDULE.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

A break was taken from 9:45 – 9:55

**NEW BUSINESS**

Keith Yapp, from BWK presented the comprehensive sanitary sewer plan which provided a guide for expanding and upgrading the trunk sanitary sewer system to meet the City's long-term needs.

Mark Wallis, from BWK presented the water supply and distribution plan also providing a guide for expanding and upgrading the trunk water system to meet the City's long-term needs.

Both the sanitary sewer and water supply plans included data regarding population, land use, sewer design and cost estimates for future expansion. The cost analysis section of these reports identified cost estimates for assessment rates and connection charges to fund future sanitary sewer and water trunk expenditures. Discussion followed the presentation regarding future planning to 2080 and cost recovery with fee schedules.

Consensus of the City Council was to adopt the proposed study.

**DEPARTMENT REPORTS**

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

Chief Hughes presented the police report and talked about how the officers are handling vehicles that are parked on streets now that the winter parking rules are in effect. With the lack of snow, the officers are putting out red tag reminders only.

**A MOTION WAS MADE BY O'DRISCOLL ACCEPTING THE POLICE DEPARTMENT REPORT. THE MOTION WAS SECONDED BY ORNDORFF. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Request to initiate hiring process for 2 police officers**

Chief Hughes requested approval to begin advertising for two officer positions as adopted in the 2007 budget earlier this evening. The process from application to selection usually takes 3-4 months, therefore Chief Hughes would like to start advertising immediately.

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY BEUTEL APPROVING THE PROCESS TO BEGIN HIRING TWO ADDITIONAL POLICE OFFICERS. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Request to approve low quote contract for construction of workstations as provided for in 2007 budget**

Chief Hughes then explained the need for additional work stations at the police department, also approved with the 2007 budget.

**A MOTION WAS MADE BY PERSKE AND SECONDED BY BEUTEL APPROVING THE ADDITIONAL WORK STATIONS AT THE POLICE DEPARTMENT. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

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

Director, Brad Borders presented his activity report.

**A MOTION WAS MADE BY BEUTEL ACCEPTING THE PUBLIC WORKS ACTIVITY REPORT. THE MOTION WAS SECONDED BY PERSKE.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Request to initiate hiring process for Maintenance Worker-Parks**

Brad requested approval to proceed with hiring a maintenance worker for the parks, advertise immediately and after the interview process, have a new employee in place by the early part of March, 2007.

**A MOTION WAS MADE BY O'DRISCOLL AND SECONDED BY ORNDORFF APPROVING THE HIRING PROCESS FOR A PARKS – MAINTENANCE WORKER.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

Brad thanked Mayor Pogatschnik and Council members Orndorff and Beutel for all their service and support of the Public Works Commission.

**City Engineer**  
**Bi-Monthly Memorandum**

City Engineer, Brian Davies presented his memorandum and updated the Council on the neighborhood meeting held on November 29<sup>th</sup> covering 2007 Capital Improvements.

**A MOTION WAS MADE BY BEUTEL AND SECONDED BY O'DRISCOLL ACCEPTING THE ENGINEER'S MEMORANDUM.  
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Planning & Community Development Director**

**Bi-Monthly Memorandum**

Director, Anita Rasmussen presented her memorandum. Anita updated the Council on the meeting held with the Highway 15 developers to review the AUAR for the project.

**Request to initiate hiring process for Planning Associate**

Anita requested permission to start the hiring process for a full-time planning associate with a potential start date of March, 2007.

**A MOTION WAS MADE BY ORNDORFF AND SECONDED BY PERSKE APPROVING THE START OF THE HIRING PROCESS FOR A FULL-TIME PLANNING ASSOCIATE. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Appointments to the Joint Planning Commission, Park Board, and Economic Development Commission**

Anita Rasmussen made the following recommendations for appointments to the following commissions:

Planning Commission: Robin Froehlich – 3 year term  
Park Commission: Lorna Nestel and Barb Meyer – 3 year terms  
Economic Development Commission: Mike Markmann – 3 year term, Chris Hauck – 3 year term, and Greg Campbell – 3 year term

**A MOTION WAS MADE BY BEUTEL AND SECONDED BY PERSKE APPOINTING THE ABOVE LISTED PERSONNEL TO THE RECOMMENDED COMMISSIONS. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**City Administrator**

**Professional Development**

City Administrator, Patti Gartland presented her requests for professional development.

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

**Chief Building Official candidate selection recommendation**

Patti recommended the approval of Kyle Christensen as the Chief Building Official starting January 16, 2007, Salary at \$62,000 and three weeks vacation.

**A MOTION WAS MADE BY O'DRISCOLL AND SECONDED BY BEUTEL APPROVING THE APPOINTMENT OF KYLE CHRISTENSEN AS THE CHIEF BUILDING OFFICIAL AS OF JANUARY 16, 2007. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

**Fire Marshal/Code Official job description amendment and re-initiation of hiring process**

Patti highlighted the changes made to the job description for the Fire Marshal/Code Official and recommended the Council approve the job description eliminating the requirement for attaining Building Official Limited certification within 3 years. The interviewing committee recommended the Council authorize reinitiating the hiring process.

**A MOTION WAS MADE BY BEUTEL AND SECONDED BY PERSKE APPROVING THE AMENDED JOB DESCRIPTION FOR FIRE MARSHAL/CODE OFFICIAL AND APPROVE THE RECOMMENDATION OF THE COMMITTEE TO REINITIATE THE HIRING PROCESS. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:  
AYE: POGATSHNIK, BEUTEL, O'DRISCOLL, ORNDORFF, PERSKE  
NAY: NONE  
MOTION CARRIED**

Patti Gartland expressed thanks to the Mayor, and Council members Beutel and Orndorff for all their support while serving the City.

**CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS**

Council member Perske thanked Mayor Pogatshnik for his years of service and helping to develop a quality community.

Council member Beutel also extended thanks to Mayor Pogatshnik for his 32 years of service and thanked Council member Orndorff for his work on the Council and EDC. Beutel then welcomed the new members to the Council.

Council member Orndorff said that he has enjoyed his time on the City Council and the Joint Planning commission, however served a short time in comparison to the Mayor serving 32 years. Council member Orndorff thanked Mayor Pogatshnik for all his work in the community.

Council member O'Driscoll thanked Tom Beutel for serving on the City Council after the death of Pauline Carlson and again after the resignation of Mary Lewandowski and for presently serving on the Joint Planning Commission. O'Driscoll thanked Council member Orndorff for serving on the Council and other City Commissions – it has been a pleasure working with him. O'Driscoll thanked Mayor Pogatshnik for the opportunity to work with him and for his years of service to the City.

Mayor Pogatshnik thanked everyone who attended the reception for him earlier in the evening also to the Council and staff who have helped him through happy and difficult times as Council member and Mayor over the past 32 years.

Former, City Engineer, Sid Williamson expressed gratitude to Mayor Pogatshnik for all he did for the City.

**PAY ALL VOUCHERS**

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

**ADJOURN**

**A MOTION WAS MADE BY MAYOR POGATSHNIK TO ADJOURN THE MEETING AT 11:15 P.M. THE MOTION WAS SECONDED BY ORNDORFF, THIRD MOTION BY PERSKE, FOURTH MOTION BY BEUTEL AND FIFTH MOTION BY O'DRISCOLL.**

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

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

**NAY: NONE**

**MOTION CARRIED**

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

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**MAYOR**