

**MINUTES
CITY OF ISANTI
CITY COUNCIL
November 16, 2010
Isanti City Hall**

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Councilors Louise Duff, Jim Kennedy, Sue Larson, and Ross Lorinser.

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Assistant City Administrator/City Clerk Irene Bauer, City Attorney Clark Joslin, Finance Director Kristi Smith, Economic Development Director Sean Sullivan, City Planner Lisa Wilson, and City Engineer Brad DeWolf.

Motion by Larson, second by Lorinser to approve the agenda as presented. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

There were none.

F. Approve Minutes

Motion by Duff, second by Larson to approve the minutes of the November 3, 2010 Regular and Closed meetings of the City Council; and the November 9, 2010 City Council Canvass Board meeting. Motion carried unanimously.

G. Citizens Input. There was none.

H. Announcements - Announcements were read.

I. Council Committee Reports

Councilor Larson reported on the following meetings she had attended:

- Friends of the Isanti Area Library
 - o Anniversary Open House was held on Nov. 10th with approximately 70 people attending
 - o Library Link annual report to be provided at the December 7th Council Meeting.
- Community Education
 - o Adult Enrichment ideas
 - o Discuss ideas for parties and gymnastics as Dodge Ball parties are going well
 - o Planning Community Awareness Forum

- Historic Downtown Committee
 - o Holiday Village decorating completed
 - o Flower placement for the summer months
 - o Signage for the downtown entrance
- Liquor Committee
 - o Manager's Report
 - o Gearing up for the holidays
- Isanti Community Involvement Team
 - o Met with the Chamber representative who will be taking over the organizing of the ATV – Snowmobile parade for future years

Mayor Wimmer reported that he and Councilor Lorinser met on this date with a group to receive the third party perspective report on the Liquor Store and will bring the information back to the City Council upon receiving the written report.

Public Hearings

1. 2010 Railroad Avenue SE Street & Utility Improvement Assessment Hearing

DeWolf gave a staff report reviewing the Railroad Avenue SE Street and Utility Improvement and reviewed the terms of the proposed assessment. DeWolf stated the watermain portion of the improvement will be postponed for a period of five years unless the property owner voluntarily prepays the assessment or requests connection within the five year period.

Mayor Wimmer opened the public hearing at 7:06 p.m. Hearing no questions or comments Mayor Wimmer closed the public hearing at 7:06 p.m.

a. Resolution No. 2010-261, a Resolution Adopting Assessment for the 2010 Railroad Avenue SE Street & Utility Improvement Project

Motion by Lorinser, second by Duff to approve Resolution No. 2010-261 as presented. Motion carried unanimously.

J. Business

1. Resolution No. 2010-262, a Resolution Approving the Conditional Use Permit (CUP) as Requested by Federated Co-op to Operate a Motor Vehicle Rental Facility with Accessory Open Sales Lot

Wilson gave a staff report whereas an application was received from Federated Co-op to operate a motor vehicle rental facility on the property located at 303 Dahlin Avenue NE. Wilson stated that Federated Co-op will become a U-Haul dealer.

Wilson stated the Planning Commission reviewed this matter in a public hearing held on November 9, 2010 and recommended approval of the Conditional Use Permit to operate a motor vehicle rental facility on the property located at 303 Dahlin Avenue NE with the conditions based upon the Findings of Fact that was presented at their meeting.

There was Council discussion on the process to ensure the use is in compliance with the Zoning Ordinance and notification to the property owner if they fall out of compliance. There was comment made on the placement of vehicles on the property to allow visibility at the County Road 5 and Dahlin Avenue intersection.

Motion by Lorinser, second by Kennedy to approve Resolution No. 2010-262 with the conditions stated therein and to include an additional condition that one vehicle is permitted to be displayed along County Road 5 NE must be displayed near the propone tank located on the property and that such vehicle shall be setback so as not to interfere with sight lines for motorists/pedestrians traveling on County Road 5 NE or Dahlin Avenue NE. Motion carried unanimously.

2. Resolution No. 2010-263, a Resolution Approving the Final Plat for Villages on the Rum 3rd Addition, 2nd Replat, Park Addition

Wilson gave a staff report whereas an application was received from Premier Bank for Final Plat approval of Villages on the Rum 3rd Addition, 2nd Replat, Park Addition. The Planning Commission reviewed the matter in a public hearing held on October 12, 2010 and recommended approval of the request from Premier Bank for Final Plat based upon the Findings of Fact as presented at their meeting with Staff's recommendations.

Motion by Kennedy, second by Larson to approve Resolution No. 2010-263 as presented. Motion carried unanimously.

3. Resolution No. 2010-264, a Resolution Approving the Final Plat for Banksite 2nd Addition

Wilson gave a staff report whereas an application was received from Kevin Johnson, Managing Partner acting on behalf of Banksite Developer for Final Plat approval of Banksite 2nd Addition. The Planning Commission reviewed the matter in a public hearing held on November 9, 2010 and recommended approval of the request for Final Plat with staff conditions based upon the Finding of Fact that was presented at their meeting.

Motion by Kennedy, second by Larson to approve Resolution No. 2010-264 as presented. Motion carried unanimously.

4. Resolution No. 2010-265, a Resolution Approving the Conditional Use Permit and Site Plan/Building Appearance for Prairie Senior Cottages of Isanti

Wilson gave a staff report whereas an application was received from Prairie Senior Cottages of Isanti, LLC for a Conditional Use Permit and Site Plan / Building Appearance approval for a Memory Care/Assisted Living Facility to be located on the property at 705 6th Avenue NE. The Planning Commission reviewed the matter in a public hearing held on November 9, 2010 and recommended approval of the request based on the Findings of Fact that was presented at their meeting.

Motion by Kennedy, second by Larson to approve Resolution No. 2010-265 as presented. Motion carried unanimously.

5. Resolution No. 2010-266, a Resolution Approving the Site Plan/Building Appearance for an Addition to Wintergreen's Golf and Grill

Wilson gave a staff report whereas an application was received from Ron Stawski, on behalf of Wintergreen's Golf and Grill, for Site Plan/Building Appearance approval of a building addition to the structure located at 306 Credit Union Drive NE. The Planning Commission reviewed the matter in a public hearing held on November 9, 2010 and

recommended approval of the request based on the Findings of Fact that was presented at their meeting.

Motion by Kennedy, second by Lorinser to approve Resolution No. 2010-266 as presented. Motion carried unanimously.

6. Resolution No. 2010-267, a Resolution Approving the Site Plan/Building Appearance for Krayola Kids Childcare Center

Wilson gave a staff report whereas an application was received from Krayola Kids Day Care Center for Site Plan/Building Appearance approval for a daycare center to be located on the property at 750 Golden Way St. NE. The Planning Commission reviewed the matter in a public hearing held on November 9, 2010 and recommended approval of the request based on the Findings of Fact that was presented at their meeting.

Motion by Lorinser, second by Larson to approve Resolution No. 2010-267 as presented. Motion carried unanimously.

7. Resolution No. 2010-268, a Resolution Awarding Quote for Web Site Maintenance Services to Linden Web Design

Sullivan gave a staff report whereas at the November 3, 2010 City Council Meeting Staff was directed to work with Linden Web Design to upgrade the Joomla Site, upgrade the latest JCE editor, and upload that site to the server. That work has been completed and the City has been invoiced for 3 hours of labor. Staff was directed to get a quote from Linden Web Design to get the site back to its formal functionality. Staff has worked with Linden Web Design and has communicated the issues that need to be addressed. A proposal from Linden Web Design was received. Linden Web Design understands that there are potentially more changes that will be requested at a later date and they will provide a quote for those services when it is better defined.

There was brief discussion on the time frame to have the website back to full functionality and Sullivan stated it would be two to three weeks.

Motion by Lorinser, second by Kennedy to approve Resolution No. 2010-268 as presented. Motion carried unanimously.

8. Resolution No. 2010-269, a Resolution Approving Amendment No. 1 to the Master Partnership Contract between MN/DOT and the City of Isanti

DeWolf gave a staff report whereas in June of 2008 the City entered into a Master Partnership Agreement with the Minnesota Department of Transportation (Mn/DOT) in order to cooperate on the delivery of transportation services and maximize the efficient delivery of such services. The Agreement includes professional and technical services, routine roadway maintenance, and construction administration services. Mn/DOT requested an amendment to the Agreement to include Emergency Services that would amend the 'Scope of Work/Deliverables' section of the Agreement.

Motion by Kennedy, second by Lorinser to approve Resolution No. 2010-269 as presented. Motion carried unanimously.

9. Report on the Deer Haven Improvement Project

Joslin gave a status report on the assessments for the Deer Haven Improvement project. Joslin stated that based on the appeal award, the Bank would be working with the City on the amounts to be assessed to their properties. Joslin stated that at this time he is waiting to hear back from the Bank and that options have been discussed by Staff. That if he hears back from the Bank on the assessments there may be consideration to hold a Special City Council Meeting to ensure the assessments are certified to the County Auditor by November 30th for payable 2011 taxes.

10. Resolution No. 2010-270, a Resolution Approving the Development Agreement for Banksite, Phase 2

Lorsung gave a staff report whereas a proposed Development Agreement for the Bank Site Second Addition has been prepared. The proposed development includes public improvements that include street, sanitary sewer and water improvements. This development is the second phase of a phased development of the Bank Site property. Terms and fees that were agreed upon to continue successive phases of the development have been incorporated into the document.

Motion by Kennedy, second by Larson to approve Resolution No. 2010-270 as presented. Motion carried unanimously.

L. Consent Agenda

1. Accounts Payable in the Amount of \$1,471,593.80 and Payroll in the Amount of \$70,991.89
2. Approval of Minutes:
 - a. October 12, 2010 Regular Meeting of the Planning Commission
 - b. October 25, 2010 Special Meeting of the Planning Commission
3. **Resolution No. 2010-271**, a Resolution Approving Neighborhood Stabilization Program Items
4. **Resolution No. 2010-272**, a Resolution Offering the Position of Part-Time Police Officer to Mr. Jason Cederberg
5. **Resolution No. 2010-273**, a Resolution Authorizing Part Time Police Officer Enrollment in the Police and Fire Plan of the Minnesota Public Employees Retirement Association

Motion by Kennedy, second by Lorinser to approve the Consent Agenda items as presented. Motion carried unanimously.

N. Closed Session

At 7:22 p.m. Wimmer announced that the Council would go into a brief recess to clear out the Chambers for a closed session for the City Administrator's annual performance review.

At 7:25 p.m. City Council went into closed session.

1. City Administrator Performance Review

At 7:37 p.m. Council came back into open session. A written summary of the closed meeting is hereby attached and made a part of these minutes of the 11-16-2010 City Council meeting.

Respectfully Submitted,

Irene J. Bauer
Assistant City Administrator/City Clerk

**SUMMARY OF CLOSED MEETING
FOR EVALUATION OF JOB PERFORMANCE
OF CITY ADMINISTRATOR
DONALD LORSUNG
NOVEMBER 16, 2010**

A closed meeting for the purpose of the City Council's annual evaluation of the job performance of City Administrator Donald Lorsung was held following the regular open meeting agenda on November 16, 2010. The closed session was called to order at 7:25 p.m. by Mayor George Wimmer. All council members were present. Also present was City Attorney Clark Joslin and City Administrator Donald Lorsung.

Mayor Wimmer noted on the record that the sole purpose of the closed meeting was for the purpose of conducting the annual Council performance review of City Administrator Lorsung.

Mayor Wimmer called upon each of the council members in turn for their comments and perceptions regarding Lorsung's job performance. Each council member, speaking in turn, noted that they were very pleased with Lorsung's job performance during the past year.

Following input from the Mayor and each of the Council Members, Lorsung was invited to comment. Following closing comments by various council members and by Mr. Lorsung and pursuant to consensus agreement of the Council the Mayor declared the closed portion of the session ended and declared the meeting reopen to the public at 7:37 p.m. whereupon a summary of the closed session as outlined above was made orally for the record by City Attorney Clark Joslin.

Following the City Attorney's summary of the closed session, motion was made by Duff, second by Lorinser to adjourn. The motion was unanimously approved and the meeting was adjourned at 7:39 p.m.

Respectfully submitted:

Clark A. Joslin
City Attorney