

**MINUTES
CITY OF ISANTI
CITY COUNCIL
December 21, 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, Sue Larson, and Ross Lorinser.

Members Absent: Councilor Jim Kennedy.

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 Assistant City Engineer Kevin Bittner.

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

E. Proclamations/Commendations/Certificate Awards

1. Employee Recognition

Mayor Wimmer stated that under the new Personnel Policy employees will be recognized annually when they obtain service credit for five, ten, fifteen, twenty, and additional years in increments of five. Because of the new policy, all employees who have met the base service years were recognized. Employees present to receive a Certificate of Appreciation were as follows: Irene Bauer – 21 years; Ron Sager – 20 years; Don Lorsung – 5 years; Katie Mathews – 7 years; and Pat Meyer – 8 years. The Mayor recognized employees not present and were as follows: Penny Anderson – 18 years; Dan Vandenheuvel – 16 years; Steve Callahan – 12 years; Dusten Noreen – 10 years; Jo Ann Welcome – 11 years; Rod Barrows – 8 years; Adam Gau – 5 years; Mike Harris – 5 years; Gene Hill – 6 years; Jim Mager – 5 years; Rick Sames – 7 years; Matt Sylvester – 7 years; and Val Zeman – 7 years.

F. Approve Minutes

Motion by Lorinser, second by Larson to approve the minutes of the December 7, 2010 Regular and Closed meetings of the City Council. 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:

- Historic Downtown Committee

- Signage
- Isanti Community Involvement Team
 - New Years Eve Bash scheduled for December 31st at the Ice Arena
 - Snowmobile/ATV parade scheduled for January 1st with Chili Feed at the Community Center following the parade
- GPS 45:93
 - 2011 Budget
 - Benefits of Membership
- February 25th at Pine Tech a Farmers Market Symposium will be held

Mayor Wimmer reported a LELS negotiation/mediation session took place on this date and the next meeting is scheduled to meet the third week in January.

Public Hearings

There were none.

J. Business

1. Resolution No. 2010-295; a Resolution Approving the Conditional Use Permit (CUP) as Requested by Green Earth Recyclers, LLC for a Scrap Operation to be Located on the Property at 459 West Dual Boulevard NE

Wilson gave a staff report whereas Green Earth Recyclers, LLC requested a Conditional Use Permit (CUP) to allow for a scrap operation to locate within a portion of the existing building located on the property at 459 W Dual Blvd NE. The company will be dismantling electronics and includes computers, DVD players, stereos, VCRs, cell phones and other consumer electronics. The items will be broken down to their raw form and will be transported to proper processing facilities. All storage will take place within the building. The business will be open Tuesday through Saturday to receive items; and will have a 2nd and 3rd shift that will be in the facility 24-hours a day.

Wilson stated the business meets the parking requirements. That the Planning Review Committee reviewed the request for a CUP and have made recommended conditions as a part of the approval process. The Planning Commission reviewed this matter at a public hearing held on December 14, 2010 and recommended approval of the CUP with Staff conditions as presented and modifications to the hours of operation.

There was discussion with the applicant on outside storage and the hours of operation.

Motion by Larson, second by Lorinser to approve Resolution No. 2010-295 as presented with the recommended conditions and to allow a twenty-four hour operation. Motion carried unanimously.

2. Resolution No. 2010-296; a Resolution Approving Site Plan / Building Appearance for Hough Industries, LLC to Allow for a Building Addition to the Existing Structure Located on the Property at 1 Enterprise Avenue NE

Wilson gave a staff report whereas Hough Industries, LLC has requested to construct an addition onto their existing industrial building located at 1 Enterprise Avenue NE. The existing building consists of approximately 45,000 square feet of office/manufacturing space. The petitioner is requesting to build 21,600 square feet of additional warehouse

space on the west side of the building. An additional loading dock, overhead door, and twenty additional parking spaces will be added along the south side of the new addition.

The petitioner is also proposing to add a secondary truck access roadway from the warehouse addition to East Dual Blvd NE. Wilson stated that the proposed access roadway would cross a wetland area near E Dual Blvd NE. That in order to construct the crossing in the wetland area the petitioner would need to receive approval from Isanti County as they are the wetland authority for this area. That in accordance with the wetland conservation act the developer must make the case why they need to fill the wetland and why there is no other alternative. The petitioner is required to work with the County to receive these approvals prior to the installation of the driveway access.

Wilson reported the Planning Review Committee met and recommended conditions should the above stated matter be approved. Wilson stated the Planning Commission reviewed this matter at a public hearing held on December 14, 2010 and recommended approval of the site plan/building appearance review to allow for the building addition to the existing structure located at 1 Enterprise Avenue NE with the recommended Staff conditions.

Motion by Larson, second by Lorinser to approve Resolution No. 2010-296 as presented. Motion carried unanimously.

3. Resolution No. 2010-297; a Resolution Approving the Request from Byron Westlund, Representing Woodland Development, for a One Year Extension to the Preliminary Plat for Woodland Commercial Park

Motion by Lorinser, second by Larson to approve Resolution No. 2010-297 as presented. Motion carried unanimously.

4. Ordinance No. 498; an Ordinance to Amend City Code, Chapter 227 Parking and Storage, Article II Parking and Storage of Recreational and Other Equipment

Wilson gave a staff report whereas it was found there were inconsistencies within City Code, Chapter 227 – Parking and Storage, Article II - Parking and Storage of Recreational and Other Equipment, specifically as they reference non-self propelled and self-propelled recreational vehicles.

The proposed changes to the ordinance were reviewed and there was discussion that the height of recreational vehicles should be changed from a maximum of ten to fifteen feet in height because RV's can be as high as fifteen feet.

Motion by Lorinser, second by Larson to adopt Ordinance No. 498 with an amendment that the vehicles referenced within Chapter 227, Article II shall read 'a maximum height of fifteen feet'. Motion carried unanimously.

5. Community Center Capital Improvement Plan

Lorsung gave a staff report whereas earlier this year when discussing facility needs, the City Council directed staff to put together a Capital Improvement Plan for the Community Center. Building Official Rick Sames worked with Lions Representative Joe Mau to identify installation dates and costs for both building and equipment items in the

Community Center. The plan is similar in format to the existing Capital Improvement Plan and could be added as an addendum. Staff has reviewed the plan with the Building and Grounds Committee, and based on their review it is being presented to the City Council in draft form. The plan would still need to have funding streams identified for replacement items.

There was comment made on the draft Capital Improvement Plan that provides the parking lot to be replaced in 2011. There was comment made that the parking lot would not disintegrate in year 2011 and discussion followed if the replacement of the parking lot can be tied to future projects that might include the park and ride and transportation route.

Larson expressed concern of the condition of the electrical circuitry because of the age of the building and the many additions that have been made to the facility. Staff noted the concerns and will check on this matter. There was comment made that because of the age of the facility that the status of the Community Center could be identified and discussed as a part of the Community Meetings as to what citizens might want to see for a Community Center.

Motion by Lorinser, second by Larson to send the Community Center Capital Improvement Plan to the Finance Committee for their review and recommendations on potential funding sources for the areas of improvements identified in the Plan. Motion carried unanimously.

6. Sidewalk Snow Removal

Lorsung gave a staff report whereas the Public Works Committee discussed the idea of the City removing snow from all sidewalk areas in the City. The Committee reviewed that the City already removes sidewalk snow from downtown areas, designated School Route sidewalk sections and from sidewalks directly adjacent to street sections where snow must be moved for storage purposes. After discussion, the Committee directed staff to put together the costs for sidewalk snow removal for sidewalk sections not serviced by the City and bring that information to the City Council for discussion. An attached cost estimate for clearing the additional sidewalks was presented and said report provided a per time estimated additional cost of \$3,985.60 for clearing the balance of the sidewalks.

There followed much discussion with Public Works Director Meyer relating to the number of sidewalks currently cleared and Meyer reporting that number is twenty-five percent; that one Maintenance Tech does sidewalk snow removal when there is a snowfall and it takes him approximately twelve hours. There was review of the additional time it would take to clear the remaining seventy-five percent of sidewalks and Meyer indicated two to three Maintenance Techs would be tasked and it would take approximately eight hours. Meyer stated that the amount of time it takes depends on the amount of snowfall. There was review of the equipment needed for removal of snow from all sidewalks and that equipment would lose fifty percent of its life should this become policy. There was comment and discussion of freeing up Administrative time in the billing process and responding to citizen concerns if all sidewalks were cleared by the City. There was review of the initial number of properties that the City cleared snow from sidewalks this season and that number was seventy-five; that the subsequent two snow events the City removed snow from were approximately thirty properties each.

Meyer reported that based on the amount of snow from the last snow event it took one week to clear snow from sidewalks.

There was comment that should the City establish policy to remove snow from all sidewalks within the City; the City will be doing it forever and it will be difficult to change the policy.

Byron Westland, Woodland Developers made comment that they had cleared their sidewalks in their development and then the City came back and winged back the snow and covered the sidewalks with snow. Westland stated that he would like to see communication when the City will be winging back snow so citizens are informed. Westland stated that possibly the City can post this information on its website. Loring stated that the City does not charge when Public Works wings back the snow and Meyer stated that the City follows this work with a snow blower so the sidewalks are cleared from snow in the wing back process.

There was consensus of the Council to post on the website dates the City will be winging back snow.

No action was taken to change the current policy on removing snow from sidewalks.

L. Consent Agenda

1. Accounts Payable in the Amount of \$197,701.86 and Payroll in the Amount of \$100,457.77
2. Approval of Minutes:
 - a. November 8, 2010 Regular Meeting of the Planning Commission
3. **Resolution No. 2010-298**; a Resolution Approving Temporary 3.2 Beer Licenses to the Blaine Jaycees
4. Approve January Planning Commission Meeting Date to Wednesday, January 12, 2011
5. Approve Request to Advertise to Create List of Candidates for Filling Part Time Vacancies
6. Approve Liquor Store Manager Job Description

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

N. Closed Session

There was no Closed Session.

Adjournment

Motion by Lorinser, second by Larson to adjourn. Motion passed unanimously. Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Irene J. Bauer
Assistant City Administrator/City Clerk