

AGENDA

Sartell City Council Special Meeting

Monday, January 12, 2015

Sartell City Hall

(Council member Hennes attending remotely from Bradenton, Florida)

5:00 P.M.

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1. Agenda Review and Adoption

 2. 2015 Annual Council Appointments/Processes and Council Goals Updates

 3. Adjourn

AGENDA
SARTELL CITY COUNCIL
Monday, January 12, 2015
Sartell City Hall
7:00 P.M.

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1. ADMINISTRATION OF OATHS OF OFFICE

- Sarah Jane Nicoll - Mayor
- David Peterson – City Council
- Pat Lynch – City Council

2. PLEDGE OF ALLEGIANCE

3. AGENDA REVIEW AND ADOPTION

4. OPEN FORUM/PUBLIC COMMENT *(up to 5 pre-registered speakers allowed for up to 2 minutes each)*

5. APPROVAL OF CITY COUNCIL MINUTES

- a. December 8, 2014 – Special Meeting
- b. December 8, 2014 - Regular Meeting
- c. December 17, 2014 – Special Meeting

6. CONSENT AGENDA

- a. December Building Permit Activity Report – Acceptance
- b. December Inspections Activity Report – Acceptance
- c. Approval of voucher payments
- d. Acceptance of Donations
- e. Approval of facilitator with City/Township cost sharing
- f. Approval of Temporary Liquor License
- g. Approval of Mill Art Project Contract
- h. Approval of 2015 kennel permits
- i. Approval of Joint Powers Agreement for Legal Services
- j. Approval of 2015 refuse hauler licenses
- k. Approval of CHD Proclamation 2015
- l. Calling special Council meeting at 5:00 pm on February 9, 2015
- m. Approval of Firefighter appointment
- n. Approval of Administrative appointments
- o. Approval of Personnel Committee Recommendations
- p. Approval of Resolution Appointing Fire Officers
- q. Setting annual meeting of Economic Development Authority for 6:30 pm on March 9, 2015
- r. Approval to purchase budgeted squad cars
- s. Approval to purchase budgeted technology upgrades
- t. Calling Public Hearings on Ordinance Amendments
- u. Approval of Resolution Making Certain Commission Appointments
- v. Approval of City Video Services
- w. Approval of Resolution Rescinding Detachment
- x. Acceptance of Police Officer resignation

7. OLD BUSINESS

- a. Pinecone Road Update

8. NEW BUSINESS

- a. Joint Planning District

9. DEPARTMENT REPORTS

a. Police Department

- Monthly Report

b. Fire Department

- Monthly Report

c. Public Works

- Monthly Report

d. City Engineer

- Monthly Report

e. Planning & Community Development Director

- Monthly Report

f. City Administrator

- Monthly Report

10. CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

11. ADJOURN

SARTELL CITY COUNCIL MEETING

MINUTES OF DECEMBER 8, 2014

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on December 8, 2014 at Sartell City Hall. The meeting commenced at 5:00 PM.

COUNCIL PRESENT: Mayor Perske, Councilmembers Nicoll, Braig Lindstrom, Peterson and Hennes, Councilmember Elect Pat Lynch

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator
Brad Borders, Public Works Director
Jim Hughes, Police Chief
Anita Rasmussen, Planning & Community Dev Director
Mike Nielson, Andy Brotzler & Chuck Rickart, WSB Engineers

AGENDA

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

PINECONE ROAD

The City's engineers discussed with Council and staff the various options and recommendations for Pinecone Road improvements.

- Details like landscaping vs concrete median areas will be highlighted for Council decision making as plans progress.
- Roundabouts are proposed for Scout, Heritage, 2nd Street South, 7th Street North, and 27th Street North.
- Various commercial accesses were discussed, along with the possible addition of a right out only exit from the Pine Meadow parking lot onto Pinecone Road.
- Improvement costs and plans for 27th Street North and the shared street section between 35th and 40th Streets North will be reviewed by Council and Township.
- Council would like to review street light options and costs, as well as see plans/costs for underground utilities currently overhead on Pinecone Road.
- Staff will calculate which properties are assessable and which we need to work with on Right of Way or other concessions related to construction. Based on the few assessable properties and lack of primary accesses from Pinecone Road, it is likely this will be a unique street project without assessments.
- We will likely design/bid this as 3 separate projects that may or may not all be done by one contractor.
- Trail on east or west side of Pinecone Road is yet to be determined.
- Discussion included whether other funding could become available for any of these improvements which should delay our moving forward too soon.

Council consensus on next steps:

- Phase 1 improvements for 2015 will be from 2nd Street South to 15th Street North and option for this section to be concrete will be included.
- Phase 2 improvements, which may occur in 2015, but may be delayed to 2016, will be 15th Street North to 35th Street North (or to 40th, depending on discussions with Township).
- Heritage roundabout and South Pinecone Road are lower priority that will occur in 2016 or later.

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

Sarah Jane Nicoll, Mayor Elect

December 8, 2014

COUNCIL MEETING
MINUTES OF DECEMBER 8, 2014

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on December 8, 2014 in the Council Chambers of Sartell City Hall. Mayor Joe Perske called the meeting to order at 7:03 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, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

The following items were added to the Agenda under "New Business":
Council member Braig-Lindstrom added "Outside Input" and "Refuse Hauling".
Mayor Perske added discussion regarding Use of ½ Cent Sales Tax and Community Resource Center.

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

SPECIAL PRESENTATION

Peter Amundson, representing Eagle Scout Troop 211, explained his request to furnish park benches and trash cans, one along Pinecone Road, one on Roberts Road and one on Heritage Road. He talked about fundraising efforts by Troop 211 to help cover the cost of materials for this project. The proposed materials will match the current benches/garbage cans located around the City. Council members thanked Amundson and Troop 211 for this project.

APPROVAL OF CITY COUNCIL MINUTES

- a. November 24, 2014 – Regular Meeting

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY NICOLL APPROVING THE MINUTES AS CORRECTED. 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. Acceptance of Firefighter Aaron Thomes resignation effective 3/31/14

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- e. Approval of additional 2015 Liquor License Renewals
- f. Approval of Charter Resolutions
- g. Approval of Taser Purchase
- h. Golf Cart Use on City Streets
- ~~i. Approval of Professional Service Contracts~~
- j. Approval of Transportation Alternatives Program Grant Resolution
- ~~k. Approval of Mighty Ducks grant agreement and City \$100,000 contribution~~
- l. Approval of Local Road Improvement program Grant Resolution
- m. Accepting Easements for Recreational Use
- n. Approval of MSA Advance Funding Resolution

Council member Braig-Lindstrom asked for item 6i to be removed and discussed later.
Mayor Perske pulled item 6k.

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

Consent Agenda Item 6i

Approval of Professional Service Contracts

Council member Braig-Lindstrom verified the cost of Professional Services for grant services from Vela Strategy.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEM 6i. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda item k

Approval of Mighty Ducks grant agreement and City \$100,000 contribution

City Administrator Degiovanni explained the commitments by the City, Bernick's Arena and Mighty Ducks each contributing \$100,000 if so approved by the Council. Whatever the Arena has already completed toward the itemized potential grant improvements would be counted toward their \$100,000 contribution.

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY COUNCIL MEMBER PETERSON APPROVING THE GRANT AGREEMENT AND CITY CONTRIBUTION OF \$100,000. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

a. 2015 Budget & Levy Public Hearing

A power point presentation highlighting the 2015 budget and levy was presented by City Administrator Degiovanni. She explained how the City's tax rate is determined, as well as tax comparisons to other cities nearby, as well as within Stearns County, Region 7W and the State.

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Mayor Perske opened and closed the public hearing at 7:30 p.m. There were no comments made at the hearing or written comments received.

Council members commented on the great job by staff working on this budget.

Resolution adopting Final 2015 Budget and Levy

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING RESOLUTION 74-14 ADOPTING FINAL 2015 BUDGET AND LEVY. THE MOTION PASSED 3-2, WITH HENNES, PETERSON & BRAIG LINDSTROM VOTING IN FAVOR AND MAYOR PERSKE AND COUNCILMEMBER NICOLL AGAINST.

Ordinance Amending City Fee Schedule & Summary Ordinance for publication

Administrator Degiovanni presented the 2015 Fee Schedule, including the revisions to cemetery grave pricing due to contract pricing for opening/closing gravesites.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY BRAIG-LINDSTROM ADOPTING ORDINANCE 14-07 AMENDING THE CITY FEE SCHEDULE AND SUMMARY ORDINANCE FOR PUBLICATION. THE MOTION CARRIED UNANIMOUSLY.

Resolution Establishing 2015 Pay Rates for Fire Department

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING RESOLUTION 75-14, PAY RATES FOR FIRE DEPARTMENT. THE MOTION PASSED 4-0 WITH COUNCIL MEMBER NICOLL ABSTAINING.

Resolution Adopting Financial Management Plan Update

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 76-14 ADOPTING THE FINANCIAL MANAGEMENT PLAN. THE MOTION CARRIED UNANIMOUSLY.

Approval of Job Descriptions

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL APPROVING THE JOB DESCRIPTIONS AND AUTHORIZING INTERNAL POSTINGS. THE MOTION CARRIED UNANIMOUSLY.

Variance Request – 219 6th Street NE

Planning and Community Development Director Rasmussen presented the request from Steve and Lisa Lajovich for a variance to the side yard corner setback at 219 6th Street NE.

Mayor Perske opened the public hearing at 7:53 p.m. The following comments were heard:

Neighbor, Carol Hoffman, 215 6th Street NE spoke in favor of granting the variance, especially to save the trees.

Neighbor, Daryl Swanson, 606 3rd Avenue NE also spoke in favor of granting the variance, stating it is good to have nice neighbors.

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No other comments were made, and Perske closed the hearing at 7:55 p.m.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 80-14 SUPPORTING FINDINGS OF FACT FOR A CORNER SIDE YARD SETBACK VARIANCE. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 79-14 APPROVING A VARIANCE (219 6TH ST. NE) TO THE SIDE YARD SETBACK FOR A CORNER LOT IN AN R-1 SINGLE FAMILY RESIDENTIAL DISTRICT. THE MOTION CARRIED UNANIMOUSLY.

Conditional Use Permit – 1300 Sierra Court

Planning and Community Development Director Rasmussen presented the request from Brian Dauer of 1300 Sierra Court West for approval of a conditional use permit to construct an open picket style fence with a gate on the westerly side of his property line, which is within the Watab River floodway.

Mayor Perske opened the public hearing at 8:00 p.m. The only comment was from Brian Dauer, 1300 Sierra Court West, stating he would be available to answer questions. No other comments were made and the hearing was closed at 8:01 p.m.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM ADOPTING RESOLUTION 77-14, FINDINGS OF FACT RELATING TO A REQUEST OF A CONDITIONAL USE PERMIT FOR A FENCE IN A FLOODWAY DISTRICT. THE MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER HENNES ADOPTING RESOLUTION 78-14 APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT AND DECLARING THE TERMS OF THE PERMIT IN A FLOODWAY. THE MOTION CARRIED UNANIMOUSLY.

Vacation of Certain Utility and Drainage Easements Lots 10 and 11, Block 1 Madison Crossing

Planning and Community Development Director Rasmussen presented the request from Randy & Viki Sabart to vacate a certain drainage and utility easement within Lots 10 and 11, Block 4 in Madison Crossing. The City does not have an existing or future utility construction planned for this area which would require the current odd shaped public easement.

Mayor Perske opened the hearing at 8:08 p.m. No oral or written comments were received and the hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER NICOLL ADOPTING RESOLUTION 81-14 APPROVING THE VACATION OF A PORTION OF A DRAINAGE AND UTILITY EASEMENT FOR MADISON CROSSING. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

Approval of Development Agreement Amendment

Planning and Community Development Director Rasmussen presented the request from John and Kathleen Bromenschenkel to amend a development agreement from 2003. Rasmussen outlined the

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request and explained the options to better utilize the property and limit the amount of impact on the wetlands.

A MOTION WAS MADE BY COUNCIL MEMBER NICOLL AND SECONDED BY MEMBER BRAIG-LINDSTROM AUTHORIZING THE MAYOR AND ADMINISTRATOR TO EXECUTE AN AMENDED DEVELOPMENT AGREEMENT WITH JOHN AND KATHREEN BROMENSCHENKEL. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

Discussion on ½ cent sales tax and Community Resource Center

Mayor Perske led a discussion on the use of ½ cent sales tax and when a Community Center could become a reality. Council members asked staff to develop a timeline for Community Center planning and construction to be brought back to the Council for consideration.

Outside Input

Council member Braig-Lindstrom asked about Council decision a couple of years ago to hire a mediator to work with Council and staff. She encouraged using an outside facilitator to set future goals.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON TO RESCIND THE COUNCIL'S PREVIOUS DECISION TO HIRE A MEDIATOR BUT TO DISCUSS BUDGETING FOR AN OUTSIDE FIRM TO WORK WITH THE COUNCIL ON GOAL SETTING EVERY OTHER YEAR. THE MOTION PASSED 4-1, WITH COUNCIL MEMBER HENNES VOTING AGAINST THE MOTION.

Refuse Hauling

Council member Braig-Lindstrom requested an update on the steps for consideration of one refuse hauler in the city. Administrator Degiovanni stated that Attorney Weinberger will be updating the Council sometime in January with the next steps to help move forward with this process.

DEPARTMENT REPORTS

Police Department

Chief Hughes presented his Department's report. December 16th will be the Departments annual "Shop with a Cop" event.

Fire Department

Assistant Chief Dingmann presented the Fire Department report.

Public Works

Director Borders presented the monthly maintenance report. Borders also stated that the hours of the ice rinks and conditions of the groomed ski trails will be posted on the web page.

City Engineer

Engineer Nielson presented his report.

Planning & Community Development Director

Director Rasmussen presented her memo.

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City Administrator

Administrator Degiovanni presented her report.

CITY COUNCIL UPDATE

Council members thanked Mayor Perske for his tenure on the Council and service as Mayor. Mayor Elect Nicoll presented Perske with a Mill print on behalf of the City and Council in appreciation for Mayor Perske's years of service.

Mayor thanked Council members and staff for their support over his years of service.

ADJOURN

A MOTION WAS MADE BY MAYOR PERSKE AND SECONDED BY MEMBER BRAIG-LINDSTROM TO ADJOURN THE MEETING AT 9:02 PM. THE MOTION CARRIED UNANIMOUSLY.

Minutes By

Judy Molitor
Recording Secretary

Sarah Jane Nicoll, Mayor Elect

**SARTELL CITY COUNCIL
SPECIAL MEETING**

MINUTES OF DECEMBER 17, 2014

Pursuant to due call and notice thereof, a special meeting was held on December 17, 2014 in the conference room of the Sartell City Hall. Acting Mayor Braig Lindstrom called the meeting to order at 5:50 p.m.

COUNCIL PRESENT: Amy Braig Lindstrom, David Peterson, Steve Hennes (Remotely)
COUNCIL ABSENT: Mayor Joe Perske, Sarah Jane Nicoll
ALSO PRESENT: Anita Rasmussen, Planning & Community Development Director

AGENDA

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

SPECIAL MEETING

A motion was made by Hennes and seconded by Peterson to call a special meeting at 5 p.m on January 12, 2015. The motion carried unanimously

COMMISSION INTERVIEWS

Interviews were held for two positions on the Economic Development Commission. Interviews were also held for two positions on the Planning Commission.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE APPOINTMENT OF FRANK WOHLTZ TO A 3 YEAR EDC TERM, DAWN LOBERG TO A 1 YEAR EDC TERM, ANNA GRUBER TO A 3 YEAR PC TERM AND DAWN MOEN TO A 2 YEAR PC TERM STARTING ON JANUARY 1, 2015 AND AS RATIFIED ON THE JANUARY 12, 2015 REGULAR CITY COUNCIL MEETING. THE MOTION CARRIED UNANIMOUSLY.

The Council discussed the remote meeting process and quality.

OTHER BUSINESS

None

ADJOURN

UPON MOTION AND SECOND, THE MAYOR ADJOURNED THE MEETING AT 8:22 P.M.

Anita Rasmussen
Planning and Community Development Director

Mayor

City of Sartell

Construction Activity Report-December 2014

TOTALS:	Dec-10	Dec-11	Dec-12	Dec-13	Dec-14
Single Family Permits	5	1	5	1	2
Single Family Permits YTD	45	46	51	71	73
Single Family Valuation	\$392,000.00	\$180,000.00	\$530,000.00	\$494,000.00	\$470,000.00
Single Family Valuation YTD	\$7,676,200.00	\$9,417,400.00	\$10,725,700.00	\$16,172,570.00	\$17,215,700.00
Residential Remodel Permits	15	41	9	7	9
Residential Remodel Permits YTD	291	665	889	323	315
Residential Remodel Valuation	\$58,821.00	\$67,100.00	\$30,500.00	\$100,000.00	\$56,700.00
Residential Remodel Valuation YTD	\$1,768,967.00	\$1,363,316.00	\$1,688,932.00	\$2,798,361.00	\$2,308,810.00
Commercial Permits	4	2	2	1	1
Commercial Permits YTD	36	42	48	41	41
Commercial Valuation	\$324,000.00	\$59,000.00	\$1,485,000.00	\$12,895.00	\$70,000.00
Commercial Valuation YTD	\$12,603,000.00	\$3,879,606.00	\$11,167,770.00	\$11,802,964.00	\$6,425,621.00
Multi Family Permits	0	2	0	1	0
Multi Family Permits YTD	4	4	5	16	8
Number of Units	0	34	0	0	0
Number of Units YTD	41	34	38	94	0
Multi Family Valuation	\$0.00	\$3,247,700.00	\$0.00	\$8,000.00	\$0.00
Multi Family Valuation YTD	\$11,000.00	\$3,665,500.00	\$12,299,133.00	\$12,018,100.00	\$141,050.00
Plumbing Permits	18	18	16	17	22
Plumbing Permits YTD	264	266	297	379	324
Plumbing Valuation	0	0	0	0	\$27,000.00
Plumbing Valuation YTD	0	0	0	0	\$307,400.00
Mechanical Permits	26	19	19	14	29
Mechanical Permits YTD	241	207	238	306	274
Mechanical Valuation	0	0	0	0	\$43,020.00
Mechanical Valuation YTD	0	0	0	0	\$1,066,330.42
Fire Alarm Permits	0	0	0	0	0
Fire Alarm Permits YTD	6	9	9	12	8
Fire Alarm Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm Valuation YTD	\$68,770.00	\$68,033.00	\$84,392.80	\$98,289.80	\$22,550.00
Sprinkler System Permits	0	4	1	0	0
Sprinkler System Permits YTD	14	17	21	13	10
Sprinkler System Valuation	\$0.00	\$118,616.00	\$2,000.00	\$0.00	\$0.00
Sprinkler System Valuation YTD	\$311,301.00	\$251,936.50	\$404,605.00	\$247,225.82	\$62,595.00
Zoning Permits	0	0	0	0	0
Zoning Permits YTD	134	82	136	141	144
Zoning Permit Fees	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00
Zoning Permit Fees YTD	\$5,020.00	\$2,665.00	\$5,005.00	\$5,300.00	\$5,395.00
Total Combined Permits	68	87	52	41	63
Total Combined Permits YTD	1,035	1,338	1,694	1,302	1,197
Combined Permit Valuation	\$774,821.00	\$3,672,416.00	\$2,047,500.00	\$614,895.00	\$666,720.00
Combined Permit Valuation YTD	\$22,439,238.00	\$18,645,791.50	\$36,370,532.80	\$43,137,510.62	\$27,550,056.42

CITY OF SARTELL
 BUILDING DEPARTMENT
 INSPECTION ACTIVITY
 December 2014

Building Inspections		# of Inspections	YTD Inspections	LYTD
	Residential	122	149	1307
	Commercial	14	126	208
	Multifamily	0	125	96
	Total	136	400	1611
Fire Inspections		# of Inspections	YTD Inspections	LYTD
	Type & # of ins expected			
	Business (65)	0	59	70
	Church (3)	0	9	1
	Education (7)	0	1	7
	Factory (1)	0	0	0
	Institution (1)	0	1	0
	Medical (22)	0	27	27
	Multifamily (21)	0	2	0
	Restaurant (8)	4	19	29
	Retail (19)	0	14	15
	Daycare/Foster	2	13	11
	Total (147)	6	145	161
Rental Inspections		# of Inspections	YTD	LYTD
	SFD	26	148	112
	Multifamily	14	69	66
	Total	40	217	178
Zoning Inspection		# of Inspections	YTD	LYTD
	Shed	0	17	13
	Fence	1	20	22
	Lawn Irrigation	0	2	9
	Curb Cut	0	7	1
	Pool	0	0	3
	Decks	0	0	1
	Parking Pad	0	0	1
	Land Disturbance	0	0	0
	Total	1	40	50
Fire Response		Responses	YTD	LYTD
	Fire	0	10	6
	Emer. Response	0	4	8
	CO	0	0	0
	Gas Leak	0	3	2
	Alarm	0	2	3
	Other	0	2	6
	Total	0	21	25
Fire Department		Responses	YTD	LYTD
	Truck Check	0	6	7
	Mtg.	0	5	5
	Fire Flows	0	1	6
	Other	0	37	11
	Total	0	49	29
Emer. Mgmt.				LYTD
		0	0	0
Complaints				LYTD
		0	0	0
Hazardous and/or sub standard buildings				LYTD
		0	1	3
Meetings				LYTD
				0

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name AMERIPRIDE LINEN/APPAREL SERV					
		1214PW02	2200590731	\$23.50	UNIFORMS
		1214PW02	2200590731	\$9.00	UNIFORMS
		1214PW02	2200590731	\$18.90	UNIFORMS
		1214PW02	2200590731	\$4.50	UNIFORMS
		1214PW02	2200590731	\$54.22	MATS,TOWELS,MOPS-MAINT
		1214PD02	2200590743	\$50.81	TOWELS,MATS-PD
		1214ADM02	2200590754	\$39.21	TOWELS,MATS-HALL
		1214PW02	2200593084	\$9.00	UNIFORMS
		1214PW02	2200593084	\$23.50	UNIFORMS
		1214PW02	2200593084	\$18.90	UNIFORMS
		1214PW02	2200593084	\$4.50	UNIFORMS
		1214PW02	2200593084	\$46.11	MATS,TOWELS,MOPS-MAINT
		1214PW02	2200595963	\$94.54	MATS,TOWELS,MOPS-MAINT
		1214PW02	2200595963	\$23.50	UNIFORMS
		1214PW02	2200595963	\$18.90	UNIFORMS
		1214PW02	2200595963	\$4.50	UNIFORMS
		1214PW02	2200595963	\$9.00	UNIFORMS
		1214ADM02	2200595980	\$39.21	TOWELS,MATS-HALL
		1214PW02	2200598630	\$4.50	UNIFORMS
		1214PW02	2200598630	\$29.63	MATS,TOWELS,MOPS-MAINT
		1214PW02	2200598630	\$18.90	UNIFORMS
		1214PW02	2200598630	\$9.00	UNIFORMS
		1214PW02	2200598630	\$23.50	UNIFORMS
		1214PW02	2200598652	\$41.70	TOWELS,MOPS,MATS-PLANTS
		1214PW02	2200598654	\$46.94	TOWELS,MOPS,MATS-PLANTS
		1214PW02	2200598656	\$42.27	TOWELS,MOPS,MATS-PLANTS
		0115PW01	2200600638	\$35.76	MATS,TOWELS,MOPS-MAINT
		0115PW01	2200600638	\$5.35	UNIFORMS
		0115PW01	2200600638	\$22.84	UNIFORMS
		0115PW01	2200600638	\$10.86	UNIFORMS
		0115PW01	2200600638	\$29.74	UNIFORMS
		0115PD01	2200600646	\$50.81	TOWELS,MATS-PD
		0115ADM01	2200600658	\$39.21	TOWELS,MATS-HALL
Search Name AMERIPRIDE LINEN/APPAREL SERV				\$902.81	
Search Name ANDERSON, R K					
		1214PD02	1	\$100.00	PROF SERV-PD HIRING ASSISTANCE
Search Name ANDERSON, R K				\$100.00	
Search Name AT&T MOBILITY					
		1214PW02	287256356792X1	\$30.00	IPAD SERV
		1214PW02	287256356792X1	\$11.36	PHONE SERV
		1214PW02	287256356792X1	\$98.11	PHONE SERV
Search Name AT&T MOBILITY				\$139.47	
Search Name ATOM					
		0115PD01	2015	\$250.00	2015 MEMBERSHIP DUES
Search Name ATOM				\$250.00	
Search Name BCA/CJ TRNG&EDUCATION UNIT					
		0115PD01	5234	\$75.00	2015 DMT RECERT-7902
		0115PD01	5235	\$75.00	2015 DMT RECERT-7915
		0115PD01	5236	\$75.00	2015 DMT RECERT-7908

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		0115PD01	5237	\$75.00	2015 DMT RECERT-7901
		0115PD01	5238	\$75.00	2015 DMT RECERT-7917
		0115PD01	5238	\$75.00	2015 DMT RECERT-7914
		0115PD01	5240	\$75.00	2015 DMT RECERT-7912
		0115PD01	5243	\$75.00	2015 DMT RECERT-7909
		0115PD01	5244	\$75.00	2015 DMT RECERT-7903
		0115PD01	5906	\$75.00	2015 DMT RECERT-7906
Search Name BCA/CJ TRNG&EDUCATION UNIT				\$750.00	
Search Name BCA/CJIS					
066251	12/11/2014	1214PPD02	2014/2015	\$90.00	BACKGROUND CHECKS-RINK
Search Name BCA/CJIS				\$90.00	
Search Name BENTON TROPHY & AWARDS INC					
		1214FD02	147414	\$31.54	NAME TAGS
		0115ADM01	147424	\$7.07	NAME PLATES-NICOLL,LYNCH
		0115ADM01	147424	\$7.08	NAME PLATES-NICOLL,LYNCH
		1214PD02	147655	\$24.40	UNIFORMS-PD
Search Name BENTON TROPHY & AWARDS INC				\$70.09	
Search Name BEST WAY FABRICATING INC					
066284	12/23/2014	1214PPD02	4	\$5,637.30	VAL SMITH SHELTER
Search Name BEST WAY FABRICATING INC				\$5,637.30	
Search Name BRODA, TIM					
		1214PD02	2	\$5.04	7908 TRASER TRNG EXP
Search Name BRODA, TIM				\$5.04	
Search Name BROTHERS FIRE PROTECTION CO					
		0115PW01	10553	\$340.00	ANNUAL MONITORING-PUBLIC WORKS
		0115PW01	10555	\$340.00	ANNUAL MONITORING-PLANTS
		0115PW01	10560	\$340.00	ANNUAL MONITORING-PLANTS
		0115ADM01	10581	\$340.00	2015 MONITORING-HALL
		1214ADM02	94584	\$350.00	FIRE SYSTEM REPAIRS-PW
		1214ADM02	94584	\$2,400.00	FIRE SYSTEM REPAIRS-HALL
		1214ADM02	94584	\$3,950.00	FIRE SYSTEM REPAIRS-N PLANT
		1214ADM02	94584	\$2,950.00	FIRE SYSTEM REPAIRS-W PLANT
Search Name BROTHERS FIRE PROTECTION CO				\$11,010.00	
Search Name BURL OAKS TOWNHOMES					
066265	12/18/2014	1214PPD02	TIF 5-5	\$12,928.00	TIF 5-5
Search Name BURL OAKS TOWNHOMES				\$12,928.00	
Search Name C & L EXCAVATING INC					
		1214ADM02	174-500-1	\$16,018.42	CHAMPION FIELD-WTR/SWR
		1214ADM02	174-500-1	\$16,018.43	CHAMPION FIELD-WTR/SWR
Search Name C & L EXCAVATING INC				\$32,036.85	
Search Name CDW GOVERNMENT, INC.					
		1214ADM02	RG87931	\$589.97	IPAD-LYNCH
		1214ADM02	RJ4124	\$32.56	IPAD-LYNCH
Search Name CDW GOVERNMENT, INC.				\$622.53	
Search Name CENTRAL HYDRAULICS INC					
		1214PW02	0064101	\$58.52	REPAIRS-PLOWS
		1214PW02	0064201	\$52.21	REPAIRS-PLOWS

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		1214PW02	0064264	\$327.17	REPAIRS-DUMP TRUCK
		1214PW02	0064307	\$98.50	REPAIRS-PLOWS
Search Name CENTRAL HYDRAULICS INC				\$536.40	
Search Name CENTRAL MCGOWAN, INC.					
		1214PW02	00033348	\$17.36	CYLINDER RENTAL
Search Name CENTRAL MCGOWAN, INC.				\$17.36	
Search Name CHAMBERLAIN OIL COMPANYINC					
066276	12/23/2014	1214PPD02	131778	\$112.03	PLOWS
Search Name CHAMBERLAIN OIL COMPANYINC				\$112.03	
Search Name CHARTER COMMUNICATIONS					
066292	12/30/2014	1214PPD02	835230105015776	\$83.52	INTERNET/TV SERV-FD
066292	12/30/2014	1214PPD02	835230105018283	\$81.68	INTERNET/TV SERV-HALL
066292	12/30/2014	1214PPD02	835230105018589	\$59.99	INTERNET/TV SERV-PLANTS
066292	12/30/2014	1214PPD02	835230105019398	\$67.67	INTERNET/TV SERV-MAINT
066292	12/30/2014	1214PPD02	835230105019617	\$69.99	INTERNET/TV SERV-PLANTS
066253	12/12/2014	1214PPD02	835230105019832	\$62.39	INTERNET/TV-MAINT
066253	12/12/2014	1214PPD02	835230105029623	\$65.00	INTERNET-PD
Search Name CHARTER COMMUNICATIONS				\$490.24	
Search Name CLIMATE AIR INC					
		1214ADM02	33282	\$98.00	REPAIRS-HALL
		1214PW02	33295	\$793.20	REPAIRS-PUBLIC WORKS
		1214PW02	33300	\$265.70	REPAIRS-WARMING HOUSE
		1214ADM02	33336	\$1,773.66	REPAIRS-HALL
Search Name CLIMATE AIR INC				\$2,930.56	
Search Name COALITION OF GREATER MN CITIES					
		0115ADM01	2015	\$14,660.00	2015 DUES ASSESSMENT
Search Name COALITION OF GREATER MN CITIES				\$14,660.00	
Search Name COLLINS BROS TOWING OF ST CLOU					
		1214PD02	25009	\$55.00	TOWING-DRUG FORFEITURE
Search Name COLLINS BROS TOWING OF ST CLOU				\$55.00	
Search Name COLONIAL LIFE					
066296	1/6/2015	0115PPD01	3506136-0101611	\$105.60	PAYROLL DEDUCTIONS
066296	1/6/2015	0115PPD01	3506136-0101611	\$53.00	PAYROLL DEDUCTIONS
Search Name COLONIAL LIFE				\$158.60	
Search Name COMDATA(COBORNS-PD)					
066290	12/23/2014	1214PPD02	475870	\$34.99	DARE GRADUATION
Search Name COMDATA(COBORNS-PD)				\$34.99	
Search Name COMPASS MINERALS AMERICA					
		1214PW02	71262141	\$7,583.71	ROAD SALT
		1214PW02	71262968	\$3,726.90	ROAD SALT
Search Name COMPASS MINERALS AMERICA				\$11,310.61	
Search Name COMPLETE ELECTRONICS INC					
		1214PW02	1003	\$2,956.80	DOOR ACCESS SYSTEM-MAINT
Search Name COMPLETE ELECTRONICS INC				\$2,956.80	
Search Name CONNEXUS ENERGY					

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		1214PW02	712517-296959	\$3,586.25	STREET LIGHTS
Search Name CONNEXUS ENERGY				\$3,586.25	
Search Name CONNEXUS ENERGY-A/R					
		1214PW02	USC0000038	\$1,199.32	STREET LIGHT REPAIRS
		1214PW02	USC0000039	\$1,119.08	STREET LIGHT REPAIRS
		1214PW02	USC0000040	\$3,009.08	STREET LIGHT REPAIRS
Search Name CONNEXUS ENERGY-A/R				\$5,327.48	
Search Name COOPER, JAROD					
		1214PD02	1	\$19.84	7916 DRUG INTERDICTION EXP
Search Name COOPER, JAROD				\$19.84	
Search Name CUSTOMIZED FIRE RESCUE TNG INC					
		1214FD02	515	\$750.00	FF SURVIVABILITY TRNG
Search Name CUSTOMIZED FIRE RESCUE TNG INC				\$750.00	
Search Name CZARNETZKI HARDWARE HANK, INC.					
		1214PW02	1192639	\$14.76	REPAIRS-WATER
Search Name CZARNETZKI HARDWARE HANK, INC.				\$14.76	
Search Name DAKOTA PUMP & CONTROLINC					
		1214PW02	21095	\$625.00	REPAIRS-WASTEWATER
		1214PW02	21095	\$119.86	REPAIRS-WASTEWATER
		1214PW02	21096	\$2,719.36	REPAIRS-WASTEWATER
Search Name DAKOTA PUMP & CONTROLINC				\$3,464.22	
Search Name DESIGN ELECTRIC INC					
		1214ADM02	19773	\$3,102.79	SAFE ROUTES TO SCHOOL
		1214PW02	20231	\$363.60	STREET LIGHTS
		1214PW02	20301	\$471.20	STREET LIGHTS
		1214ADM02	20365	\$356.14	REPAIRS-HALL
		1214ADM02	20366	\$308.08	REPAIRS-HALL
		1214PW02	20367	\$390.61	HOLIDAY DECORATIONS
		1214PW02	20393	\$99.00	HOLIDAY DECORATIONS
		1214ADM02	20431	\$135.70	REPAIRS-HALL
Search Name DESIGN ELECTRIC INC				\$5,227.12	
Search Name EARTH SCIENCE ASSOCIATES INC					
		1214PW02	2093	\$2,825.00	GREDE LANDFILL
Search Name EARTH SCIENCE ASSOCIATES INC				\$2,825.00	
Search Name EDP SOFTWARE					
		0115PD01	SARTELL-DEC2014	\$900.00	SCHEDULE PRO SERVICE
Search Name EDP SOFTWARE				\$900.00	
Search Name EFTPS VOICE RESPONSE SYSTEM					
002404E	12/8/2014	1214PPD02	12-05-2014	\$3,010.65	12/05 EMPLOYER FICA
002404E	12/8/2014	1214PPD02	12-05-2014	\$1,284.27	12/05 EMPLOYEE MEDICARE
002404E	12/8/2014	1214PPD02	12-05-2014	\$8,919.46	12/05 FED TAX W/HELD
002404E	12/8/2014	1214PPD02	12-05-2014	\$3,010.65	12/05 EMPLOYEE FICA
002404E	12/8/2014	1214PPD02	12-05-2014	\$1,284.27	12/05 EMPLOYER MEDICARE
002413E	12/23/2014	1214PPD02	12-19-2014	\$8,960.79	12/19 FED TAX W/HELD
002413E	12/23/2014	1214PPD02	12-19-2014	\$3,015.22	12/19 EMPLOYEE FICA
002413E	12/23/2014	1214PPD02	12-19-2014	\$3,015.22	12/19 EMPLOYER FICA
002413E	12/23/2014	1214PPD02	12-19-2014	\$1,280.20	12/19 EMPLOYER MEDICARE

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002413E	12/23/2014	1214PPD02	12-19-2014	\$1,280.20	12/19 EMPLOYEE MEDICARE
002419E	12/31/2014	1214PPD02	12-31-2014	\$239.64	12/31 EMPLOYER FICA
002419E	12/31/2014	1214PPD02	12-31-2014	\$187.42	12/31 FED TAX W/HELD
002419E	12/31/2014	1214PPD02	12-31-2014	\$90.20	12/31 EMPLOYEE MEDICARE
002419E	12/31/2014	1214PPD02	12-31-2014	\$239.64	12/31 EMPLOYEE FICA
002419E	12/31/2014	1214PPD02	12-31-2014	\$90.20	12/31 EMPLOYER MEDICARE
Search Name EFTPS VOICE RESPONSE SYSTEM				\$35,908.03	
Search Name EMERGENCY MEDICAL PRODUCTS,INC					
		1214PD02	1703844	\$507.45	SAFETY SUPPLIES-PD
Search Name EMERGENCY MEDICAL PRODUCTS,INC				\$507.45	
Search Name EMERGENCY RESPONSE SOLUTIONS					
		1214FD02	3108	\$1,039.02	EQUIP-NEW FD BOAT
		1214FD02	3150	\$569.02	EQUIP-NEW FD BOAT
		1214FD02	3186	\$5,470.50	REPLACEMENT HOSES
Search Name EMERGENCY RESPONSE SOLUTIONS				\$7,078.54	
Search Name EVOQUA WATER TECHNOLOGIES LLC					
		1214PW02	901988070	\$5,833.56	BIOXIDE
Search Name EVOQUA WATER TECHNOLOGIES LLC				\$5,833.56	
Search Name FASTENAL COMPANY					
		1214PW02	MNSAU138175	\$232.61	REPAIRS-LOADER
		1214PW02	MNSAU138252	\$51.60	SHOP TOOLS
		1214PW02	MNSAU138385	\$90.69	REPAIRS-PLOWS
		1214PW02	MNSAU138385	\$122.84	SHOP SUPPLIES
		1214PW02	MNSAU138587	\$177.06	REPAIRS-PLOWS
Search Name FASTENAL COMPANY				\$674.80	
Search Name FAY, JOSHUA M					
066261	12/15/2014	1214PPD02	2	\$1,000.00	MILL ART PROJECT
Search Name FAY, JOSHUA M				\$1,000.00	
Search Name FBI/LEEDA					
		0115PD01	1599-15	\$50.00	2015 DUES-HUGHES
Search Name FBI/LEEDA				\$50.00	
Search Name FLAGSHIP RECREATION LLC					
		1214ADM02	F3545	\$2,825.00	SIGN-SAUK RIVER PARK
Search Name FLAGSHIP RECREATION LLC				\$2,825.00	
Search Name FLAT ROCK GEOGRAPHIS LLC					
066274	12/22/2014	1214PPD02	819	\$4,380.00	GIS SERVICES-PHASE 3
066274	12/22/2014	1214PPD02	939	\$800.00	MAPFEEDER
		0115ADM01	955	\$3,000.00	2015 MAPFEEDER SUBSCRIPTION
Search Name FLAT ROCK GEOGRAPHIS LLC				\$8,180.00	
Search Name FOKKEN, KYLE					
066260	12/15/2014	1214PPD02	2	\$1,000.00	MILL ART PROJECT
Search Name FOKKEN, KYLE				\$1,000.00	
Search Name GALLS INC					
		1214PD02	002884464	\$199.95	REPAIRS-SQUADS
Search Name GALLS INC				\$199.95	

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Search Name GARAGE DOOR STORE					
066280	12/23/2014	1214PPD02	4	\$2,660.00	VAL SMITH SHELTER
Search Name GARAGE DOOR STORE				\$2,660.00	
Search Name GATR OF SAUK RAPIDS					
		1214PW02	01P1024101	\$75.72	REPAIRS-COMPRESSOR
		1214PW02	01P103310.02	\$165.01	REPAIRS-LOADER
		1214PW02	01P103311	\$28.90	REPAIRS-LOADER
		1214PW02	01P103334	\$18.64	REPAIRS-LOADER
		1214PW02	01P104196.02	\$182.29	SHOP TOOLS
		1214PW02	01P104582.02	\$66.73	FILTERS-PLANTS
		1214PW02	01P105075	\$60.05	REPAIRS-PARK EQUIP
		1214PW02	01P105139	\$139.00	SHOP SUPPLIES
		1214PW02	01P105976	\$15.20	REPAIRS-PICKUP
		1214PW02	01P105985	\$107.05	REPAIRS-PLOW
		1214PW02	01P106146	\$54.79	REPAIRS-COMPOST TURNER
		1214PW02	01P106342	\$22.83	REPAIRS-CHIPPER
		1214PW02	01P106928	-\$22.83	REPAIRS-CHIPPER
Search Name GATR OF SAUK RAPIDS				\$913.38	
Search Name GOPHER STATE ONE-CALL INC					
		1214PW02	129250	\$95.70	LOCATES-DEC
Search Name GOPHER STATE ONE-CALL INC				\$95.70	
Search Name GRAINGER, W.W. INC.					
		1214PW02	9625268918	\$160.40	REPAIRS-PLANT
Search Name GRAINGER, W.W. INC.				\$160.40	
Search Name GRANITE CITY DOOR LLC					
		1214FD02	4118	\$620.00	W DOOR LOCK-FD
Search Name GRANITE CITY DOOR LLC				\$620.00	
Search Name GRANITE ELECTRONICS INC					
		1214PD02	252267	\$148.25	REPAIRS-CIVIL DEFENSE
		1214PD02	456374	\$828.88	REPAIRS-PD
Search Name GRANITE ELECTRONICS INC				\$977.13	
Search Name GRANITE WATER WORKS					
		1214PW02	85263	-\$204.50	REPAIRS-SAN SEWER
		1214PW02	85948	\$219.37	REPAIRS-HYDRANTS
		1214PW02	85949	\$11.00	REPAIRS-HYDRANTS
		1214PW02	85952	\$4.50	REPAIRS-HYDRANTS
Search Name GRANITE WATER WORKS				\$30.37	
Search Name GRAY, MATT					
		1214PD02	1	\$19.31	7904 DRUG INTERDICTION EXP
Search Name GRAY, MATT				\$19.31	
Search Name GREATER ST CLOUD DEVELOPMNT CO					
		0115ADM01	1948	\$11,000.00	2015 ANNUAL INVESTMENT
Search Name GREATER ST CLOUD DEVELOPMNT CO				\$11,000.00	
Search Name HAEHN, RYAN					
		1214PD02	1	\$97.73	UNIFORMS-RESERVES
Search Name HAEHN, RYAN				\$97.73	

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Search Name HARDRIVES INC.					
		1214ADM02	174000-2/FNL	\$4,838.75	LESAUK DRIVE OVERLAY
Search Name HARDRIVES INC.					
				\$4,838.75	
Search Name HAWKINS WTR TREATMENT GRP INC					
		1214PW02	3673995	\$4,569.13	CHEMICALS
		1214PW02	3673996	\$3,598.92	CHEMICALS
		1214PW02	3674873	\$339.60	CHEMICALS
		1214PW02	3681055	\$1,507.22	CHEMICALS
Search Name HAWKINS WTR TREATMENT GRP INC					
				\$10,014.87	
Search Name HEALTHPARTNERS					
066263	12/16/2014	1214PPD02	01-2015	\$2,524.68	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$718.96	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$473.86	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$4,019.45	EMPLOYEE CONTR TO INS-JAN DED
066263	12/16/2014	1214PPD02	01-2015	\$2,846.51	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$3,551.22	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$285.58	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$476.93	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$266.16	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$10,760.09	EMPLOYEE HEALTH INS-JAN
066263	12/16/2014	1214PPD02	01-2015	\$872.90	EMPLOYEE HEALTH INS-JAN
Search Name HEALTHPARTNERS					
				\$26,796.34	
Search Name IAPE INC					
		0115PD01	M15-26265	\$50.00	2015 MEMBERSHIP
Search Name IAPE INC					
				\$50.00	
Search Name INDEPENDENT SCHOOL DISTRCT 748					
		1214PW02	11-2014	\$1,200.00	FUELS
		1214FD02	11-2014	\$329.10	FUELS-FD
		1214PD02	11-2014	\$3,069.13	FUELS-PD
		1214PW02	11-2014	\$4,726.97	FUELS
		1214ADM02	11-2014	\$182.86	FUELS-INSPECTIONS
		1214PW02	11-2014	\$1,300.00	FUELS
		1214PW02	11-2014	\$3,900.00	FUELS
Search Name INDEPENDENT SCHOOL DISTRCT 748					
				\$14,708.06	
Search Name ING INSTITUTIONAL PLAN SERV LL					
002402E	12/5/2014	1214PPD02	12-05-2014	\$1,966.39	12/05 PAYROLL DEDUCTION
002403E	12/5/2014	1214PPD02	12-05-2014	\$2,444.11	12/05 PAYROLL DEDUCTION
002417E	12/22/2014	1214PPD02	12-19-2014	\$2,466.08	12/19 PAYROLL DEDUCTION
002416E	12/22/2014	1214PPD02	12-19-2014	\$1,995.63	12/19 PAYROLL DEDUCTION
Search Name ING INSTITUTIONAL PLAN SERV LL					
				\$8,872.21	
Search Name INTEGRA TELECOM					
		1214ADM02	12612973	\$191.94	PHONE SERVICE
		1214ADM02	12612973	\$9.61	PHONE SERVICE
		1214ADM02	12612973	\$100.89	PHONE SERVICE
		1214ADM02	12612973	\$202.71	PHONE SERVICE
		1214ADM02	12612973	\$44.83	PHONE SERVICE
		1214ADM02	12612973	\$67.24	PHONE SERVICE
		1214ADM02	12612973	\$33.63	PHONE SERVICE
		1214ADM02	12612973	\$191.94	PHONE SERVICE

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		1214ADM02	12612973	\$331.77	PHONE SERVICE
		1214ADM02	12612973	\$100.89	PHONE SERVICE
		1214ADM02	12612973	\$33.63	PHONE SERVICE
		1214ADM02	12612973	\$9.60	PHONE SERVICE
		1214ADM02	12612973	\$191.94	PHONE SERVICE
		1214ADM02	12612973	\$57.57	PHONE SERVICE
		1214ADM02	12612973	\$38.38	PHONE SERVICE
		1214ADM02	12612973	\$76.76	PHONE SERVICE
Search Name INTEGRA TELECOM				\$1,683.33	
Search Name INTELECONNECT INC					
		0115PD01	1813	\$17.00	WIRELESS MANAGEMENT
		0115PW01	1813	\$17.00	WIRELESS MANAGEMENT
		0115PW01	1813	\$17.00	WIRELESS MANAGEMENT
Search Name INTELECONNECT INC				\$51.00	
Search Name INTERSTATE ALL BATTERY CTR					
		1214FD02	1922301001663	\$295.74	MARINE BATTERY
		1214PD02	1922301001664	\$435.60	BATTERIES-PD
Search Name INTERSTATE ALL BATTERY CTR				\$731.34	
Search Name J P COOKE COMPANY					
		0115ADM01	318754	\$62.30	STAMPS
Search Name J P COOKE COMPANY				\$62.30	
Search Name JEUB, HEIDI					
066291	12/30/2014	1214PPD02	4	\$350.00	MILL ART PROJECT
Search Name JEUB, HEIDI				\$350.00	
Search Name KARASCH CONCRETE & MASONRY LLC					
066286	12/23/2014	1214PPD02	4	\$3,671.75	VAL SMITH SHELTER
Search Name KARASCH CONCRETE & MASONRY LLC				\$3,671.75	
Search Name KEEPRS INC					
		1214PD02	260200	\$352.86	UNIFORMS-RESERVES
		1214PD02	261760	\$99.98	UNIFORMS-RESERVES
		1214PD02	262659	\$747.92	SUPPLIES-PD
Search Name KEEPRS INC				\$1,200.76	
Search Name KEN HEIM REPAIR & CONST LLC					
		1214ADM02	959	\$1,560.08	CHAMPION BALL FIELD
Search Name KEN HEIM REPAIR & CONST LLC				\$1,560.08	
Search Name KRIS ENGINEERING INC					
		1214PW02	24607	\$4,827.11	REPAIRS-PLOWS
Search Name KRIS ENGINEERING INC				\$4,827.11	
Search Name LAKE REGION FIRE FIGHTERS ASSN					
		0115FD01	386	\$40.00	2015 LAKE REGION DUES
Search Name LAKE REGION FIRE FIGHTERS ASSN				\$40.00	
Search Name LAWSON PRODUCTS INC					
		1214PW02	9302961069	\$288.66	SHOP SUPPLIES
Search Name LAWSON PRODUCTS INC				\$288.66	
Search Name LEAGUE OF MN CITIES					

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		1214PW02	205580	\$412.50	SAFETY TRAINING
		1214PW02	205580	\$412.50	SAFETY TRAINING
		1214PW02	205580	\$412.50	SAFETY TRAINING
		1214PW02	205580	\$412.50	SAFETY TRAINING
Search Name LEAGUE OF MN CITIES				\$1,650.00	
Search Name LEGGETTE BRASHERS & GRAHAM INC					
		1214PW02	201412158	\$492.66	DEZURIK-LAGOON #3
		1214PW02	201412162	\$368.99	LANFILL ANNUAL G-W MONITORING
Search Name LEGGETTE BRASHERS & GRAHAM INC				\$861.65	
Search Name LOCATORS & SUPPLIES INC					
		1214PW02	0230520-IN	\$166.75	OUTERWEAR
Search Name LOCATORS & SUPPLIES INC				\$166.75	
Search Name MAGNETIC SPARK					
		1214PD02	002487	\$101.22	T SHIRTS-DARE
Search Name MAGNETIC SPARK				\$101.22	
Search Name MARCO INC					
066293	12/30/2014	1214PPD02	268324290	\$362.88	COPY MACHINE-PD
066293	12/30/2014	1214PPD02	268690468	\$92.00	COPY MACHINE-FD
066293	12/30/2014	1214PPD02	268690468	\$433.00	COPY MACHINE-HALL
Search Name MARCO INC				\$887.88	
Search Name MARNANTELI S					
066255	12/15/2014	1214PPD02	3647-23	\$98.00	HOUSE FIRE-PIZZAS
Search Name MARNANTELI S				\$98.00	
Search Name MATHEW HALL LUMBER COMPANY					
		1214PW02	281350	\$230.20	REPAIRS-BARRICADES
		1214PW02	281451	\$70.20	REPAIRS-BARRICADES
		1214PW02	281634	\$22.20	REPAIRS-SHOP
		1214PW02	282668	\$48.00	REPAIRS-PICNIC TABLES
066285	12/23/2014	1214PPD02	4	\$2,067.61	VAL SMITH SHELTER
Search Name MATHEW HALL LUMBER COMPANY				\$2,438.21	
Search Name MCDOWALL COMPANY					
066282	12/23/2014	1214PPD02	4	\$28,215.00	VAL SMITH SHELTER
Search Name MCDOWALL COMPANY				\$28,215.00	
Search Name MID MINNESOTA HOT MIX INC					
		1214ADM02	174360-1	\$2,910.00	TRAIL REPAIRS-ROLLING MEADOWS
		1214ADM02	174360-1	\$82,853.30	SAUK RIVER PARK
Search Name MID MINNESOTA HOT MIX INC				\$85,763.30	
Search Name MIDSTATE INSPECTION SERV INC					
		1214ADM02	12-2014	\$780.00	BLDG INSPECTIONS-DEC
Search Name MIDSTATE INSPECTION SERV INC				\$780.00	
Search Name MIDWAY IRON & METAL					
		1214PW02	258483	\$32.81	REPAIRS-MAINT BLDG
Search Name MIDWAY IRON & METAL				\$32.81	
Search Name MIKE S REPAIR, INC.					
		1214PD02	47043	\$111.49	REPAIRS-SQUAD

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name MIKE S REPAIR, INC.				\$111.49	
Search Name MILLER, JORDAN JAMES					
066288	12/23/2014	1214PPD02	1	\$50.00	ALCOHOL COMPLIANCE
Search Name MILLER, JORDAN JAMES				\$50.00	
Search Name MILLS PARTS CENTER-WILLMAR					
		1214PD02	3157001	\$13.85	REPAIRS-SQUAD
		1214ADM02	3157006	\$38.20	REPAIRS-FIRE MARSHAL
Search Name MILLS PARTS CENTER-WILLMAR				\$52.05	
Search Name MIMBACH FLEET SUPPLY					
		1214PW02	101439	\$60.95	CLOTHING ALLOW-PREUSSER
		1214PW02	101747	\$146.42	PAINT
Search Name MIMBACH FLEET SUPPLY				\$207.37	
Search Name MN BENEFIT ASSOCIATION					
		1214ADM02	483-122014	\$1,581.29	PAYROLL DEDUCTIONS-DEC
Search Name MN BENEFIT ASSOCIATION				\$1,581.29	
Search Name MN CHIEFS OF POLICE ASSN					
		0115PD01	2015	\$290.00	2015 MEMBERSHIP DUES
Search Name MN CHIEFS OF POLICE ASSN				\$290.00	
Search Name MN DEPT OF HEALTH					
066252	12/11/2014	1214PPD02	2	\$150.00	PLAN REVIEW FEES
Search Name MN DEPT OF HEALTH				\$150.00	
Search Name MN DEPT OF REVENUE					
002400E	12/5/2014	1214PPD02	12-05-2014	\$130.00	12/05 WAGE LEVY
002399E	12/5/2014	1214PPD02	12-05-2014	\$3,879.12	12/05 STATE TAX W/HELD
002415E	12/22/2014	1214PPD02	12-19-2014	\$130.00	12/19 WAGE LEVY
002414E	12/22/2014	1214PPD02	12-19-2014	\$3,848.86	12/19 STATE TAX W/HELD
002420E	12/31/2014	1214PPD02	12-31-2014	\$144.39	12/31 STATE TAX W/HELD
Search Name MN DEPT OF REVENUE				\$8,132.37	
Search Name MN DEPT OF REVENUE-SALES/USE					
002406E	12/10/2014	1214PPD02	11-2014	\$3.23	NOV SALES TAX PAYABLE
002406E	12/10/2014	1214PPD02	11-2014	\$1,193.13	NOV SALES TAX PAYABLE
002406E	12/10/2014	1214PPD02	11-2014	\$1,944.64	NOV SALES TAX PAYABLE
Search Name MN DEPT OF REVENUE-SALES/USE				\$3,141.00	
Search Name MN DNR-OMB					
		0115PW01	2001-3126	\$253.22	WATER PERMITN SIDE PARK
Search Name MN DNR-OMB				\$253.22	
Search Name MN DRIVELINE INC					
		1214PW02	052027	\$283.35	REPAIRS-CHIPPER
Search Name MN DRIVELINE INC				\$283.35	
Search Name MN MAYORS ASSOCIATION					
		0115ADM01	2015	\$30.00	MEMBERSHIP DUES-NICOLL
Search Name MN MAYORS ASSOCIATION				\$30.00	
Search Name MN NCPERS GRP LIFE INS-752400					
		0115ADM01	7524115	\$80.00	PAYROLL DEDUCTIONS-DEC

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name MN NCPERS GRP LIFE INS-752400				\$80.00	
Search Name MN POLLUTION CONTROL AGENCY					
		0115PW01	SC-299303	\$23.00	CERTIF RENEWAL-JENDRO
		0115PW01	SC-5448	\$23.00	CERTIF RENEWAL-KOTHENBEUTEL
Search Name MN POLLUTION CONTROL AGENCY				\$46.00	
Search Name MN STATE FIRE DEPARTMENT ASSN					
		0115FD01	2015	\$315.00	2015 MSFDA MEMBERSHIP DUES
Search Name MN STATE FIRE DEPARTMENT ASSN				\$315.00	
Search Name MN WASTEWATER OPERATORS ASSN					
066294	12/31/2014	1214PPD02	2015-2016	\$25.00	MEMBERSHIP
Search Name MN WASTEWATER OPERATORS ASSN				\$25.00	
Search Name MOLITOR EXCAVATING INC					
		1214PW02	259-14	\$2,163.32	WATERMAIN BREAK
Search Name MOLITOR EXCAVATING INC				\$2,163.32	
Search Name MOSS & BARNETT					
		1214ADM02	39284.10	\$1,250.00	LEGAL FEES-CHARTER
		1214ADM02	616408	\$234.00	LEGAL FEES-CHARTER
Search Name MOSS & BARNETT				\$1,484.00	
Search Name M-R SIGN CO INC					
		1214PW02	184226	\$562.18	SIGNS-SAUK RIVER PARK
Search Name M-R SIGN CO INC				\$562.18	
Search Name MVTL LABORATORIES INC					
		1214PW02	734730	\$188.75	TESTING
		1214PW02	734730	\$268.75	TESTING
		1214PW02	735752	\$188.75	TESTING
Search Name MVTL LABORATORIES INC				\$646.25	
Search Name NAPA AUTO PARTS					
		1214PD02	942250	\$140.47	REPAIRS-SQUAD
		1214PD02	942415	-\$70.18	REPAIRS-SQUAD
		1214PW02	942418	\$54.18	SHOP SUPPLIES
Search Name NAPA AUTO PARTS				\$124.47	
Search Name NEMETH, DARREL INC					
		1214ADM02	12-2014	\$2,818.60	ELEC INSPECTIONS-DEC
Search Name NEMETH, DARREL INC				\$2,818.60	
Search Name NORTHERN BUSINESS PRODUCTS INC					
		1214PD02	780558-0	\$2,197.50	OFFICE-PD
Search Name NORTHERN BUSINESS PRODUCTS INC				\$2,197.50	
Search Name O REILLY AUTO PARTS					
		1214PW02	1572-421905	\$18.37	SHOP SUPPLIES
		1214PD02	1572-421911	\$98.07	REPAIRS-SQUAD
		1214PD02	1572-422135	\$47.98	REPAIRS-SQUADS
		1214PD02	1572-422150	\$8.99	REPAIRS-SQUAD
		1214PD02	1572-422229	\$34.77	REPAIRS-SQUAD
		1214PD02	1572-422264	\$20.90	REPAIRS-SQUADS
		1214PW02	1572-422549	\$12.65	REPAIRS-PLOWS

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments	
		1214PW02	1572-422557	-\$7.59	REPAIRS-PLOWS	
		1214PW02	1572-422595	\$90.23	SHOP TOOLS	
		1214PW02	1572-422656	\$5.59	SHOP TOOLS	
		1214PW02	1572-422737	\$39.98	REPAIRS-PLOWS	
		1214PW02	1572-422738	\$39.98	REPAIRS-PLOWS	
		1214PW02	1572-422774	\$7.98	REPAIRS-EQUIP	
		1214PD02	1572-422824	\$100.88	REPAIRS-SQUADS	
		1214PD02	1572-422827	-\$11.51	REPAIRS-SQUADS	
		1214PW02	1572-422838	\$1.59	REPAIRS-EQUIP	
		1214PD02	1572-423231	\$166.84	REPAIRS-SQUAD	
		1214PW02	1572-423247	\$18.99	SHOP TOOLS	
		1214PW02	1572-423410	\$44.79	REPAIRS-WW VEHICLE	
		1214PW02	1572-423454	\$9.66	REPAIRS-WTR EQUIP	
		1214PW02	1572-423553	\$179.16	REPAIRS-WTR VEHICLE	
		1214PW02	1572-423559	\$44.79	REPAIRS-WTR VEHICLE	
		1214ADM02	1572-423633	\$14.56	REPAIRS-FIRE MARSHAL	
		1214FD02	1572-424006	\$25.76	REPAIRS-FD	
		0115PD01	1572-425458	\$15.98	REPAIRS-SQUAD	
		0115PD01	1572-425468	\$0.88	REPAIRS-SQUAD	
		1214PW02	577611	-\$44.34	EARNBACK CREDIT	
Search Name O REILLY AUTO PARTS				\$985.93		
Search Name OFFICE DEPOT INC						
	066268	12/18/2014	1214PPD02	741060949001	\$4.99	OFFICE SUPPLIES-INSP
Search Name OFFICE DEPOT INC				\$4.99		
Search Name OXYGEN SERVICE COMPANY						
		1214FD02	03291536	\$53.60	CYLINDER RENTAL	
		1214PW02	07836082	\$71.61	WELDING SUPPLIES	
		1214PD02	07837178	\$20.20	MEDICAL OXYGEN	
		1214PD02	07838496	\$52.11	MEDICAL OXYGEN	
		1214PD02	07841135	\$20.20	MEDICAL OXYGEN-PD	
		1214PD02	07842405	\$20.20	MEDICAL OXYGEN-PD	
		0115PD01	07843237	\$52.11	MEDICAL OXYGEN	
		0115PW01	07843483	\$46.30	WELDING SUPPLIES	
Search Name OXYGEN SERVICE COMPANY				\$336.33		
Search Name PITNEY BOWES						
		1214PD02	6263926-DC14	\$363.00	METER LEASE-PD	
Search Name PITNEY BOWES				\$363.00		
Search Name POWERHOUSE OUTDOOR EQUIP INC						
		1214PW02	305423	\$49.42	REPAIRS-EQUIP	
		1214PW02	305423	\$49.43	REPAIRS-EQUIP	
		1214PW02	305614	\$31.09	REPAIRS-EQUIP	
Search Name POWERHOUSE OUTDOOR EQUIP INC				\$129.94		
Search Name PRAIRIE RESTORATIONS INC						
		1214ADM02	174360-1	\$5,481.50	SAUK RIVER PARK	
Search Name PRAIRIE RESTORATIONS INC				\$5,481.50		
Search Name PROFESSIONAL OFFICE SERV INC						
		1214ADM02	2256396	\$8.75	POSIBILL VIEW ONLY	
		1214ADM02	2256396	\$8.75	POSIBILL VIEW ONLY	
		1214ADM02	2261020	\$1,730.08	UTILITY BILLS	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1214ADM02	2261020	\$1,730.09	UTILITY BILLS
Search Name PROFESSIONAL OFFICE SERV INC				\$3,477.67	
Search Name PROGRESSIVE MICROTECHNOLGY INC					
066277	12/23/2014	1214PPD02	141139	\$7,525.00	EVIDENCE TRACKER SOFTWARE/HDWE
Search Name PROGRESSIVE MICROTECHNOLGY INC				\$7,525.00	
Search Name PUBLIC EMPLOYEE RETIREMENT ASN					
002401E	12/5/2014	1214PPD02	12-05-2014	\$6,515.23	12/05 EMPLOYER PERA
002401E	12/5/2014	1214PPD02	12-05-2014	\$3,096.97	12/05 EMPLOYEE PERA
002401E	12/5/2014	1214PPD02	12-05-2014	\$4,343.50	12/05 EMPLOYEE PERA
002401E	12/5/2014	1214PPD02	12-05-2014	\$3,592.47	12/05 EMPLOYER PERA
002412E	12/19/2014	1214PPD02	12-19-2014	\$3,596.05	12/19 EMPLOYER PERA
002412E	12/19/2014	1214PPD02	12-19-2014	\$4,308.90	12/19 EMPLOYEE PERA
002412E	12/19/2014	1214PPD02	12-19-2014	\$6,463.39	12/19 EMPLOYER PERA
002412E	12/19/2014	1214PPD02	12-19-2014	\$3,100.06	12/19 EMPLOYEE PERA
002421E	12/31/2014	1214PPD02	12-31-2014	\$117.93	12/31 EMPLOYEE PERA
002421E	12/31/2014	1214PPD02	12-31-2014	\$117.93	12/31 EMPLOYER PERA
Search Name PUBLIC EMPLOYEE RETIREMENT ASN				\$35,252.43	
Search Name PURCHASE POWER-PITNEY BOWES					
066289	12/23/2014	1214PPD02	6512	\$1,000.00	POSTAGE-HALL
066269	12/18/2014	1214PPD02	8299	\$417.98	POSTAGE-PD
Search Name PURCHASE POWER-PITNEY BOWES				\$1,417.98	
Search Name QUAD CITY CONTRACTING LLC					
066281	12/23/2014	1214PPD02	4	\$12,787.80	VAL SMITH SHELTER
Search Name QUAD CITY CONTRACTING LLC				\$12,787.80	
Search Name RAPID ELECTRIC LLC					
066279	12/23/2014	1214PPD02	4	\$12,825.00	VAL SMITH SHELTER
Search Name RAPID ELECTRIC LLC				\$12,825.00	
Search Name RDO EQUIPMENT CO					
		1214PW02	P81105	\$147.49	REPAIRS-LOADER
		1214PW02	P81106	\$10.20	REPAIRS-LOADER
Search Name RDO EQUIPMENT CO				\$157.69	
Search Name REAL TIME TRANSLATIONS INC					
		0115PD01	106199	\$639.95	ELSA DEVICE/LIC FEES
Search Name REAL TIME TRANSLATIONS INC				\$639.95	
Search Name REPULIC SERVICES #891					
066297	1/7/2015	0115PPD01	0891-000570093	\$209.49	REFUSE SERV-HALL
066297	1/7/2015	0115PPD01	0891-000570093	\$33.33	REFUSE SERV-FD
066297	1/7/2015	0115PPD01	0891-000570093	\$115.51	REFUSE SERV-PLANT
066297	1/7/2015	0115PPD01	0891-000570093	\$196.56	REFUSE SERV-MAINT
066297	1/7/2015	0115PPD01	0891-000570093	\$218.72	REFUSE SERV-PD
Search Name REPULIC SERVICES #891				\$773.61	
Search Name ROYAL TIRE INC					
		1214PW02	108-70760	\$498.64	REPAIRS-WTR VEHICLE
Search Name ROYAL TIRE INC				\$498.64	
Search Name S & T OFFICE PRODUCTS INC					
		1214PD02	01QS1533	\$49.99	SUPPLIES-PD

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Search Name S & T OFFICE PRODUCTS INC				\$49.99	
Search Name SAND CONSTRUCTION LLC					
		1214ADM02	2272038	\$65,320.65	SMALL CITIES DEVELOPMENT GRANT
066278	12/23/2014	1214PPD02	4	\$51,671.66	SMALL CITIES DEVELOPMENT GRANT
Search Name SAND CONSTRUCTION LLC				\$116,992.31	
Search Name SANITATION SERVICES LLC					
		1214PW02	5495	\$104.00	RESTROOM RENTAL
Search Name SANITATION SERVICES LLC				\$104.00	
Search Name SARTELL CHAMBER OF COMMERCE					
		0115ADM01	891	\$185.00	2015 MEMBERSHIP DUES
Search Name SARTELL CHAMBER OF COMMERCE				\$185.00	
Search Name SARTELL HARDWARE HANK					
		1214PW02	43220	\$15.97	SUPPLIES
		0115PW01	43363	\$10.98	BATTERIES
		0115PW01	43438	\$24.99	HEATER
		1214PW02	54856	\$2.49	REPAIRS-PLANT
		1214PW02	54912	\$6.89	REPAIRS-PLANT
		1214PW02	55811	\$71.98	PAINT
		1214PW02	55863	\$33.97	COMPOST MACHINE
		1214PW02	55927	\$18.54	PAINT
		1214PW02	56245	\$6.48	REPAIRS-SHOP
		1214PW02	56314	\$72.85	PAINT-CEMETERY
		1214PW02	56357	\$7.66	PAINT
		1214PW02	57425	\$39.98	PROPANE
		0115PW01	57894	\$1.49	REPAIRS-EQUIP
Search Name SARTELL HARDWARE HANK				\$314.27	
Search Name SARTELL HOUSING LTD PARTNERSHI					
066264	12/18/2014	1214PPD02	TIF 5-2	\$10,831.57	TIF 5-2
Search Name SARTELL HOUSING LTD PARTNERSHI				\$10,831.57	
Search Name SARTELL INDPENDENT POLICE ASN					
066273	12/22/2014	1214PPD02	12-2014	\$85.00	PAYROLL DEDUCTION-DEC
Search Name SARTELL INDPENDENT POLICE ASN				\$85.00	
Search Name SARTELL NEWSLEADER					
066254	12/15/2014	1214PPD02	35833	\$141.61	FEE SCHED ORD
066272	12/22/2014	1214PPD02	35854	\$374.85	SUMMARY BUDGET
Search Name SARTELL NEWSLEADER				\$516.46	
Search Name SARTELL POSTMASTER					
		0115ADM01	140	\$66.00	PO BOX 140
		0115ADM01	3582-C	\$20.00	POSTAGE DUE POSTAGE
Search Name SARTELL POSTMASTER				\$86.00	
Search Name SCHEFERS EXCAVATING INC					
		1214PW02	912	\$1,370.00	SNOW REMOVAL-NOV
Search Name SCHEFERS EXCAVATING INC				\$1,370.00	
Search Name SCHMIT, RAY OR ARLENE					
		1214PW02	121214	\$275.88	HYDRAULIC OIL-PLANTS
Search Name SCHMIT, RAY OR ARLENE				\$275.88	

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Search Name SCHREIFELS, LISA					
		1214ADM02	2014-1001	\$330.00	NUISANCE ENFORCEMENT/ABATEMENT
Search Name SCHREIFELS, LISA				\$330.00	
Search Name SCHULTE, JOE					
066262	12/15/2014	1214PPD02	2	\$1,000.00	MILL ART PROJECT
Search Name SCHULTE, JOE				\$1,000.00	
Search Name SHIFT TECHNOLOGIES INC					
		1214FD02	47918	\$250.90	MONITOR-FD
Search Name SHIFT TECHNOLOGIES INC				\$250.90	
Search Name SNAP-ON TOOLS CORPORATION					
		1214PW02	ARV/24342155	\$33.74	SHOP TOOLS
Search Name SNAP-ON TOOLS CORPORATION				\$33.74	
Search Name SPECTRUM SUPPLY CO.					
		1214PW02	247709	\$131.81	SUPPLIES
		1214PW02	247709	\$44.29	SUPPLIES
		1214PW02	247709	\$44.28	SUPPLIES
Search Name SPECTRUM SUPPLY CO.				\$220.38	
Search Name SPRINT					
066295	1/6/2015	0115PPD01	584068813-085	\$436.89	CONNECTION CARDS-PD
066295	1/6/2015	0115PPD01	852875115-088	\$34.99	IPAD-KYLE
066295	1/6/2015	0115PPD01	852875115-088	\$34.99	IPAD-BRAD
066295	1/6/2015	0115PPD01	852875115-088	\$34.99	IPAD-JIM
066295	1/6/2015	0115PPD01	890875115-088	\$39.99	CONNECTION CARD-FD
066295	1/6/2015	0115PPD01	890875115-088	\$42.24	CONNECTION CARD-PCRS READER BOA
Search Name SPRINT				\$624.09	
Search Name ST CLOUD AREA CHAMBER OF COMM					
		0115ADM01	66450	\$720.00	2015 MEMBERSHIP DUES
Search Name ST CLOUD AREA CHAMBER OF COMM				\$720.00	
Search Name ST CLOUD AREA CONVENTION/VISIT					
		1214ADM02	11-2014	\$1,907.60	NOV LODGING TAX
Search Name ST CLOUD AREA CONVENTION/VISIT				\$1,907.60	
Search Name ST CLOUD AREA PLANNING ORGNZTN					
		0115ADM01	2015-1	\$7,906.50	2015 ASMT/TURCH FEES
Search Name ST CLOUD AREA PLANNING ORGNZTN				\$7,906.50	
Search Name ST CLOUD, CITY OF					
		1214PD02	53583	\$10,000.00	LEGAL SERVICES-4TH QTR
066256	12/15/2014	1214PPD02	53644	\$10,110.84	CAT C2-DEBT SERV CHGS
066256	12/15/2014	1214PPD02	53644	\$61,445.00	CAT C1-RUE PROJ
066256	12/15/2014	1214PPD02	53644	\$43,844.41	TREATMENT-NOV
		1214ADM02	53837	\$29,662.46	SC WWTF REHAB CLOSEOUT
		1214ADM02	53837	\$43,176.97	SC WWTF REHAB CLOSEOUT
Search Name ST CLOUD, CITY OF				\$198,239.68	
Search Name STANDARD INSURANCE COMPANY					
066275	12/23/2014	1214PPD02	155531 JAN-15	\$5.75	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$27.26	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$16.83	EMPLOYEE LIFE/LTD INS

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066275	12/23/2014	1214PPD02	155531 JAN-15	\$14.96	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$79.61	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$22.38	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$287.41	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$351.13	VOLUNTARY INS-JAN DED
066275	12/23/2014	1214PPD02	155531 JAN-15	-\$30.31	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$58.69	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$74.03	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$51.49	EMPLOYEE LIFE/LTD INS
066275	12/23/2014	1214PPD02	155531 JAN-15	\$115.54	EMPLOYEE CONTR TO INS-JAN
Search Name STANDARD INSURANCE COMPANY				\$1,074.77	
Search Name STAPLES BUSINESS ADVANTAGE					
		1214FD02	8032257500	\$422.40	SHREDDER-FD
		1214FD02	8032257500	\$1.76	OFFICE SUPPLIES-FD
		1214ADM02	8032426279	\$4.89	OFFICE SUPPLIES
		1214PW02	8032426279	\$77.99	OFFICE SUPPLIES-MAINT
		1214FD02	8032599896	-\$211.20	OFFICE SUPPLIES-FD
Search Name STAPLES BUSINESS ADVANTAGE				\$295.84	
Search Name STEARNS CNTY ATTYS OFFICE					
		1214PD02	13908771	\$475.80	DUI FORFEITURE
		1214PD02	14901773	\$62.62	DUI FORFEITURE
Search Name STEARNS CNTY ATTYS OFFICE				\$538.42	
Search Name STEARNS CNTY HWY DEPARTMENT					
		1214ADM02	269-14	\$20,279.12	19TH AVE ROUNDABOUT
Search Name STEARNS CNTY HWY DEPARTMENT				\$20,279.12	
Search Name STEARNS CNTY RECORDER					
		1214ADM02	1434142	\$46.00	RECORDING-RES 81-2014
		1214ADM02	1434524	\$46.00	RECORDING-DEHLER ANNEX
Search Name STEARNS CNTY RECORDER				\$92.00	
Search Name STEARNS ELECTRIC ASSOCIATION					
066257	12/15/2014	1214PPD02	10191700	\$385.00	STREET LIGHTS
066257	12/15/2014	1214PPD02	10191800	\$327.00	STREET LIGHTS
066257	12/15/2014	1214PPD02	10248200	\$20.00	CIVIL DEFENSE
066257	12/15/2014	1214PPD02	10441600	\$175.00	STREET LIGHTS
066257	12/15/2014	1214PPD02	10459401	\$36.48	POOLS
066257	12/15/2014	1214PPD02	10461600	\$31.31	COMPOST SITE
066257	12/15/2014	1214PPD02	10491600	\$48.07	STREET LIGHTS
066257	12/15/2014	1214PPD02	10545000	\$24.90	STREET LIGHTS
066257	12/15/2014	1214PPD02	10545100	\$33.13	STREET LIGHTS
066257	12/15/2014	1214PPD02	10545200	\$18.19	STREET LIGHTS
066257	12/15/2014	1214PPD02	10545300	\$23.17	STREET LIGHTS
066257	12/15/2014	1214PPD02	10545400	\$13.21	STREET LIGHTS
066257	12/15/2014	1214PPD02	10628400	\$24.44	CIVIL DEFENSE
066257	12/15/2014	1214PPD02	10648700	\$42.81	STREET LIGHTS
066257	12/15/2014	1214PPD02	10690800	\$122.00	STREET LIGHTS
066257	12/15/2014	1214PPD02	10690900	\$77.08	STREET LIGHTS
066257	12/15/2014	1214PPD02	10691000	\$93.30	STREET LIGHTS
066257	12/15/2014	1214PPD02	10691100	\$52.50	STREET LIGHTS
066257	12/15/2014	1214PPD02	10710600	\$128.00	STREET LIGHTS
066257	12/15/2014	1214PPD02	10878900	\$2,380.00	ELEC-PLANT

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
066257	12/15/2014	1214PPD02	10900900	\$81.00	STREET LIGHTS
066257	12/15/2014	1214PPD02	11244800	\$1,343.15	ELEC-WELLS 15&16
066257	12/15/2014	1214PPD02	5463910	\$77.38	LIFT STATION
066257	12/15/2014	1214PPD02	6401510	\$1,615.61	STREET LIGHTS
Search Name STEARNS ELECTRIC ASSOCIATION				\$7,172.73	
Search Name STRUFFERT, DALE E.					
		1214PD02	2	\$18.01	POLICE OFFICER INTERVIEWS
Search Name STRUFFERT, DALE E.				\$18.01	
Search Name SYMBOLARTS					
		1214PD02	0225897-IN	\$73.75	UNIFORMS-PD
Search Name SYMBOLARTS				\$73.75	
Search Name TENVOORDE FORD INC					
		1214PD02	5084402	\$14.22	REPAIRS-SQUAD
Search Name TENVOORDE FORD INC				\$14.22	
Search Name THE STANDARD					
		0115ADM01	160-155531-1FEB	\$111.28	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$365.09	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$594.09	EMPLOYEE CONTR TO INS
		0115ADM01	160-155531-1FEB	\$484.67	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$214.44	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$172.75	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$69.60	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$144.84	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$1,658.79	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$75.41	EMPLOYEE DENTAL INS-FEB
		0115ADM01	160-155531-1FEB	\$69.60	EMPLOYEE DENTAL INS-FEB
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$484.67	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$69.60	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$172.75	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$75.41	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$214.44	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$144.84	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$365.09	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$69.60	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$594.09	EMPLOYEE CONTR TO INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$1,658.79	EMPLOYEE DENTAL INS-JAN
066267	12/18/2014	1214PPD02	160-155531-1JAN	\$111.28	EMPLOYEE DENTAL INS-JAN
Search Name THE STANDARD				\$7,921.12	
Search Name THEIS, CATHY					
		0115PD01	01-2015	\$20.00	PROF SERV-PD
		1214PD02	26-2014	\$175.00	PROF SERV-PD
Search Name THEIS, CATHY				\$195.00	
Search Name TOLMAN, KIM					
		1214PD02	275327	\$460.00	PD CLEANING-DEC
Search Name TOLMAN, KIM				\$460.00	
Search Name TOPS PLUS					
066283	12/23/2014	1214PPD02	4	\$982.68	VAL SMITH SHELTER
Search Name TOPS PLUS				\$982.68	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name TOTAL ADMIN SERVICES CORP					
002405E	12/9/2014	1214PPD02	12-05-2014	\$144.61	12/05 MED FLEX CONTR
002405E	12/9/2014	1214PPD02	12-05-2014	\$399.99	12/05 DAYCARE FLEX CONTR
002405E	12/9/2014	1214PPD02	12-05-2014	\$1,802.07	12/05 HSA FLEX CONTR
002418E	12/22/2014	1214PPD02	12-19-2014	\$1,803.59	12/19 HSA FLEX CONTR
002418E	12/22/2014	1214PPD02	12-19-2014	\$400.25	12/19 DAYCARE FLEX CONTR
002418E	12/22/2014	1214PPD02	12-19-2014	\$144.75	12/19 MED FLEX CONTR
Search Name TOTAL ADMIN SERVICES CORP				\$4,695.26	
Search Name TRAUT WELLS INC					
		1214PW02	273806	\$80.00	TESTING
		1214PW02	273897	\$120.00	TESTING
		1214PW02	274130	\$100.00	TESTING
Search Name TRAUT WELLS INC				\$300.00	
Search Name TRI STATE BOBCAT					
		1214PW02	P38531	\$523.78	REPAIRS-WOOD CHIPPER
		1214PW02	P40246	\$701.25	REPAIRS-CHIPPER
Search Name TRI STATE BOBCAT				\$1,225.03	
Search Name US BANK (CREDIT CARD)					
066258	12/15/2014	1214PPD02	1627	\$675.00	TRNG REGIS-INSPECTIONS
066258	12/15/2014	1214PPD02	2111	\$99.00	WEBSITE HOSTING
066258	12/15/2014	1214PPD02	2111	\$24.00	SURVEY MONKEY
066258	12/15/2014	1214PPD02	2111	\$1.00	BEACON SITE
066258	12/15/2014	1214PPD02	2111	\$5.00	TRANSFERBIG FILES
066258	12/15/2014	1214PPD02	7165	\$23.27	SAFETY MEETINGS
066258	12/15/2014	1214PPD02	7173	\$189.99	SUPPLIES-RESERVES
066258	12/15/2014	1214PPD02	7173	\$18.96	TRNG REFRESHMENTS
066258	12/15/2014	1214PPD02	7173	\$21.80	FIRST SHRED
066258	12/15/2014	1214PPD02	7173	\$25.75	NITE SHOOT
066258	12/15/2014	1214PPD02	7173	\$53.19	SUPPLIES-PD
066258	12/15/2014	1214PPD02	7173	\$12.00	SC TIMES SUBS
Search Name US BANK (CREDIT CARD)				\$1,148.96	
Search Name US BANK CM 9690					
		1214ADM02	3862795	\$450.00	PAYING AGENT FEES-2014A REFUNDING
Search Name US BANK CM 9690				\$450.00	
Search Name VELA STRATEGY LLC					
		1214ADM02	1003	\$2,500.00	GRANT CONSULTING SERV
Search Name VELA STRATEGY LLC				\$2,500.00	
Search Name VERIZON WIRELESS					
066271	12/19/2014	1214PPD02	9736371335	\$35.01	PHONE SERV
066271	12/19/2014	1214PPD02	9736371335	\$47.80	PHONE SERV
066271	12/19/2014	1214PPD02	9736371335	\$579.58	PHONE SERV
066271	12/19/2014	1214PPD02	9736371335	\$35.01	PHONE SERV
066271	12/19/2014	1214PPD02	9736649144	\$25.02	READER BOARD
Search Name VERIZON WIRELESS				\$722.42	
Search Name VOLUNTEER FIREFIGHTRS BNFT ASN					
066270	12/18/2014	1214PPD02	2015	\$218.00	FF INS BENEFITS
Search Name VOLUNTEER FIREFIGHTRS BNFT ASN				\$218.00	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name WACOSA					
		1214ADM02	00025887	\$163.32	HALL CLEANING-NOV
Search Name WACOSA				\$163.32	
Search Name WEIDNER PLBG & HTG CO INC					
		1214PW02	241718	\$1,288.42	REPAIRS-PLANT
		1214PW02	241847	\$148.00	REPAIRS-PLANT
Search Name WEIDNER PLBG & HTG CO INC				\$1,436.42	
Search Name WEINBERGER, STANLEY J JR					
		0115ADM01	2015-JAN	\$750.00	LEGAL SERVICES
Search Name WEINBERGER, STANLEY J JR				\$750.00	
Search Name WEX BANK					
066266	12/18/2014	1214PPD02	39090909	\$12.00	FUEL CARDS
Search Name WEX BANK				\$12.00	
Search Name WINKELMAN BUILDING CORPORATION					
066287	12/23/2014	1214PPD02	1407-4	\$8,479.44	VAL SMITH SHELTER
Search Name WINKELMAN BUILDING CORPORATION				\$8,479.44	
Search Name WOODHALL, DOUGLAS A.					
		0115PD01	7908	\$250.00	PPCT DEF TACTICS TRNG-7908
		0115PD01	7917	\$450.00	PPCT DEF TACTICS TRNG-7917
		0115PD01	7918	\$250.00	PPCT DEF TACTICS TRNG-7918
Search Name WOODHALL, DOUGLAS A.				\$950.00	
Search Name WSB & ASSOCIATES INC					
		1214ADM02	02174-000-22	\$6,333.31	ENGINEERING RETAINER
		1214ADM02	02174-000-22	\$416.13	SWR/WTR SERV MAPPING
		1214ADM02	02174-000-22	\$416.12	SWR/WTR SERV MAPPING
		1214ADM02	02174-010-4	\$73.50	WCA LGU SERVICES
		1214ADM02	02174-110-14	\$4,887.75	PAVEMENT MANAGEMENT SYS
		1214ADM02	02174-130-7	\$155.00	GENERAL SURVEYING
		1214ADM02	02174-360-7	\$2,973.75	SAUK RIVER PARK-PRKNG LOT/RESTRO
		1214ADM02	02174-370-6	\$4,688.50	50TH AVE S-DESIGN
		1214ADM02	02174-380-5	\$4,366.75	FERCHE S PINECONE TRAIL EASEMENTS
		1214ADM02	02174-450-3	\$2,450.00	FERCHE ST BENS/CENTRACARE PLAT RE
		1214ADM02	02174-490-3	\$220.50	ROTARY PARK STREET/PRKNG LOT
		1214ADM02	02174-500-3	\$1,254.37	CHAMPION FIELD SWR/WTR SERVICES
		1214ADM02	02174-500-3	\$1,254.38	CHAMPION FIELD SWR/WTR SERV
		1214ADM02	02174-510-1	\$5,545.75	2015 SAFE ROUTES TO SCHOOL
		1214ADM02	02174-550-1	\$200.00	YARMON BLACKBERRY WETLAND DELIN
		1214ADM02	1-02174-560	\$1,609.00	SAUK RIVER BOUNDARY STAKING
		1214ADM02	2-02174-510	\$4,066.50	2015 SAFE ROUTES TO SCHOOL IMP
		1214ADM02	23-02174-000	\$6,333.38	ENGINEERING RETAINER
		1214ADM02	23-02174-000	\$209.00	WTR/SWR MAPPING
		1214ADM02	23-02174-000	\$209.00	WTR/SWR MAPPING
		1214ADM02	4-02174-490	\$228.00	ROTARY PARK STREET/PARKING LOT
		1214ADM02	4-02174-500	\$76.00	CHAMPION FIELD SWR/WTR SERV
		1214ADM02	6-02174-380	\$479.50	FERCHE SPC TRAIL EASEMENTS
		1214ADM02	6-02174-410	\$76.00	CENTRAL PARK CONC STAND UTILITIES
		1214ADM02	7-02174-330	\$31,205.75	PINECONE RD-2ND ST S TO 15TH ST N
		1214ADM02	7-02174-370	\$2,426.00	50TH AVE S-DESIGN
		1214ADM02	8-02174-360	\$262.25	SAUK RIVER PARK-LOT/RESTROOMS

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1214ADM02	9-02174-190	\$896.00	EAST SIDE RECONSTRUCTION 2015
Search Name WSB & ASSOCIATES INC				\$83,312.19	
Search Name XCEL ENERGY					
066259	12/15/2014	1214PPD02	437735102	\$10,118.83	STREET LIGHTS
		1214ADM02	439170989	\$444.26	SKATING RINKS
		1214ADM02	439170989	\$479.86	WELLS/PUMPS
		1214ADM02	439170989	\$2,686.29	LIFT STATIONS/FLOW METERS
		1214ADM02	439170989	\$512.49	ELEC-PLANTS
		1214ADM02	439170989	\$2,591.87	GAS-PLANTS
		1214ADM02	439170989	\$619.87	ELEC-PD
		1214ADM02	439170989	\$669.89	GAS-PD
		1214ADM02	439170989	\$145.43	PCRS READER BOARD
		1214ADM02	439170989	\$565.20	TRAFFIC SIGNS/FLASH LIGHTS
		1214ADM02	439170989	\$79.14	PARKS
		1214ADM02	439170989	\$926.51	ELEC-HALL
		1214ADM02	439170989	\$26.14	WELCOME SIGNS
		1214ADM02	439170989	\$368.57	STREET LIGHTS
		1214ADM02	439170989	\$2,596.24	GAS-MAINT
		1214ADM02	439170989	\$1,278.61	ELEC-MAINT
		1214ADM02	439170989	\$223.77	CIVIL DEFENSE
		1214ADM02	439170989	\$866.24	GAS-HALL
		1214ADM02	439170989	\$336.27	ELEC-FD
		1214ADM02	439170989	\$767.38	GAS-HALL
		1214ADM02	439170989	\$120.70	DISTRIBUTION
Search Name XCEL ENERGY				\$26,423.56	
Search Name ZARNOTH BRUSH WORKS, INC.					
		1214PW02	0152825-IN	\$465.35	REPAIRS-BROOM
Search Name ZARNOTH BRUSH WORKS, INC.				\$465.35	
				\$1,022,306.98	

Voucher Payments-Fund Summary

Adopted by the Sartell City Council this _____ day of _____, 2015

Mayor _____ Attest: Administrator _____

FUND Descr	Dr/Cr Amt
GENERAL	\$299,463.57
GANG STRIKE FORCE	\$629.89
YOUTH PROGRAMS	\$136.21
DUI FORFEITURE FUND	\$538.42
SPECIAL INITIATIVES	\$3,350.00
POLICE RESERVES	\$740.56
BEAUTIFICATION	\$6,138.44
FORFEITURE	\$955.00
LODGING TAX	\$1,907.60
SEWER CAPACITY	\$29,662.46
WATER CAPACITY	\$1,944.64
SALES TAX EXTENSION	\$79,038.66
CEMETERY FUND	\$72.85
REGIONAL PARK FUND	\$448.50
PARK DISTRICT 1	\$96,566.98
2014A BONDS	\$450.00
PUBLIC IMPROVEMENT REVOLVING	\$122,168.56
MSA STREET MAINTENANCE	\$6,333.31
BUILDING FUND	\$9,650.00
FD EQUIPMENT FUND	\$1,608.04
TECHNOLOGY FUND	\$5,802.53
STREET FUND	\$81,936.91
TIF DISTRICT 5-2 (PHEASANT)	\$10,831.57
TIF DISTRICT 5-5 (BURL OAKS)	\$12,928.00
WATER FUND	\$52,881.75
SEWER FUND	\$196,049.03
STORMWATER FUND	\$73.50
	<u>\$1,022,306.98</u>

RESOLUTION NO. _____

RESOLUTION ACCEPTING DONATIONS

WHEREAS, the City Council deems it advisable and in the best interest of the City to accept the following donation:

\$25 to Fire Equipment Fund from Dean & Kathy Taylor

\$50 to the Fire Equipment Fund and \$50 to the Police Equipment Fund from Sherman Lamb

Mike Schnettler - Lowrance company donation of depth finder (approx value - \$200) to Fire Department for rescue boat use

\$200 from Gajen & Vasugi Ramanathan - \$150 toward PD programs and \$50 toward Fire Equipment Fund

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, that the above donations are hereby accepted by the City, and the following conditions, if any, are placed on the use of the gifts: None

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF JANUARY, 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: January 12, 2015	Agenda Item No. 6e
Agenda Section: Consent	Item: City/Township Facilitator Cost Sharing	
<p>RECOMMENDATION: Approval of City/LeSauk Township cost sharing for Bob Heim as City/Township meeting facilitator at a cost of \$100 per hour.</p> <p>PREVIOUS COUNCIL ACTION: The Council and Town Board last discussed this at a special meeting on 11/12/14.</p> <p>BACKGROUND: The 11/12/14 City/Town meeting minutes on this read as follows: <i>The City and Town discussed the options for a facilitator/mediator. Whether or not there was a need for this was discussed, and that discussion brought up a number of concerns and communication issues. Weinberger discussed the benefits of open dialogue and examples of his past experiences when cities and townships don't work together. Nicoll encouraged just giving it a try with a two hour session to see if we find it beneficial. Consensus was that each body would formally vote with their respective Council/Board in January to utilize Bob Heim and split the costs on a meeting by meeting basis with no commitment as to number of meetings so we can just take it one step at a time.</i></p> <p>BUDGET/FISCAL IMPACT: The City will use general fund reserves for this expenditure and the Council and Township will agree each step of the way on whether or not to continue using the service, so it should stay very cost effective. Mr. Heim charges \$100 per hour for his facilitator services.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the cost sharing between City and LeSauk Township to use Bob Heim as a meeting facilitator on a meeting by meeting basis. If item is removed from Consent, separate motion is requested approving the cost sharing agreement.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: 01/12/2015	Agenda Item No. 6F
Agenda Section: Consent	Item: Application/Permit for Temporary On Sale Liquor License	
<p>STAFF RECOMMENDATION: Approval</p> <p>BOARD/COMMISSION/OTHER RECOMMENDATION: None needed</p> <p>PREVIOUS COUNCIL ACTION: None</p> <p>BACKGROUND: St. Francis Xavier is requesting a temporary on sale liquor license for their “SFX Rocks with Slip Twister” event which is being held on Saturday, February 21, 2015. This is a school social/fundraiser. State Statute allows up to 12 days’ worth of temporary licenses per year, per organization (club, charitable, religious or other nonprofit). This will be the first one for SFX this year. They have provided us with a certificate of liquor liability insurance and the appropriate fees.</p> <p>BUDGET/FISCAL IMPACT: None</p> <p>ATTACHMENTS: MN DPS AGED Application and Permit Form</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the application. If item is removed from Consent, separate motion is requested approving Application and Permit for a 1 Day Temporary On-Sale Liquor License.</p>		



Minnesota Department of Public Safety
 ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar Street Suite 133, St. Paul MN 55101-5133
 (651) 215-6209 Fax (651) 297-5259 TTY (651) 282-6555
 WWW.DPS.STATE.MN.US



APPLICATION AND PERMIT
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>St. Francis Xavier Church</i>		DATE ORGANIZED <i>1948</i>	TAX EXEMPT NUMBER <i>ES20107</i>	
STREET ADDRESS <i>219 2nd St. N PO Box 150</i>		CITY <i>Sartell</i>	STATE <i>MN</i>	ZIP CODE <i>56377</i>
NAME OF PERSON MAKING APPLICATION <i>Tom Offerdahl</i>		BUSINESS PHONE <i>(320) 252-1363</i>	HOME PHONE <i>(320) 290-3228</i>	
DATES LIQUOR WILL BE SOLD <i>Saturday, February 21, 2015</i>		TYPE OF ORGANIZATION CLUB CHARITABLE <u>RELIGIOUS</u> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>Tim Baltus, Pastor</i>		ADDRESS <i>219 2nd St. N Sartell, MN 56377</i>		
ORGANIZATION OFFICER'S NAME <i>Mark Skaj, Trustee</i>		ADDRESS <i>32625 50th St. N St. Cloud, MN 56303</i>		
ORGANIZATION OFFICER'S NAME <i>Kathryn Kelly, Trustee</i>		ADDRESS <i>302 S. 4th St. Olivia, MN 56277</i>		

Location license will be used. If an outdoor area, describe

308 2nd St. N - St. Francis Xavier School

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

No

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

Yes - The Catholic Mutual Group - \$500,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY *Sartell*

DATE APPROVED _____

CITY FEE AMOUNT *\$20.00*

LICENSE DATES _____

DATE FEE PAID *12/11/14*

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

Certificate of Coverage

Date: 12/11/2014

Certificate Holder
 The Diocese of St. Cloud
 Chancery Office
 P.O. Box 1248
 St. Cloud, MN 56302

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Covered Location
 St. Francis Xavier Parish
 219 North 2nd Street
 Sartell, MN 56377

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

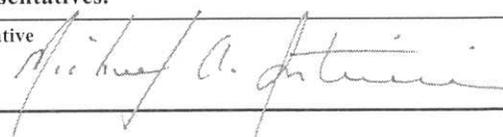
	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability	8417	2/1/2015	2/1/2016	Each Occurrence	1,000,000
	<input checked="" type="checkbox"/> Occurrence				General Aggregate	
	<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability				Each Occurrence	
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage verified for claims arising out of St. Francis Xavier's fundraising event to be held on parish grounds at St. Francis Xavier's cafeteria/gym (308 2nd St., Sartell, MN) on February 21, 2015. Liquor Liability is included.

Holder of Certificate **Cancellation**

City of Sartell
 125 Pine Cone Rd
 PO Box 140
 Sartell, MN 56377

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative


0120002223

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: January 12, 2015	Agenda Item No. 6g
Agenda Section: Consent	Item: Mill Art Project	
<p>RECOMMENDATION: Approval of attached fabricating Agreement.</p> <p>PRIOR COUNCIL ACTION: Council previously approved similar agreements with all project artists – City Attorney has reviewed and recommends this Agreement for Northside Welding, who will be assisting the project with metal fabrication, storage, etc.</p> <p>BACKGROUND: The City received grant funding toward a public art project utilizing recycled mill materials. The project director, Heidi Jeub, worked with a committee to solicit proposals and select the artists who are on schedule to complete their projects for anticipated completion before Memorial Day in 2015. This is one more step in that process.</p> <p>BUDGET/FISCAL IMPACT: There is no budget impact – existing grant funds are still on track to cover project expenses.</p> <p>ATTACHMENTS: Recommended Agreement.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the Agreement. If item is removed from Consent, separate motion is requested approving recommended Agreement.</p>		

**AGREEMENT BETWEEN THE CITY OF SARTELL
AND NORTHSIDE WELDING FOR
FABRICATION OF PUBLIC ARTWORK**

This Agreement is entered into as of the 12TH day of January, 2015, between the City of Sartell (City) and Northside Welding (Company).

WHEREAS the City has allocated funds for installation of public art features upon park properties owned by the City (Public Artwork); and

WHEREAS Company was selected to fabricate and install Public Artwork as proposed by the selected artists (Artists); and

WHEREAS both parties wish to promote and maintain the integrity and clarity of the Company's ideas and statements as represented by this Public Artwork;

NOW, THEREFORE, the City and Company, for the consideration and under the conditions hereinafter set forth, agree as follows:

ARTICLE 1. SCOPE OF SERVICES AND TIMELINE.

1.1 General.

The Company shall perform services and furnish all supplies, material and equipment as necessary for the fabrication and transportation costs of this Public Artwork as proposed by the Artists for this Public Artwork. The Company shall complete the fabrication and assist in the transportation of this Public Artwork in substantial conformity with the Artist's Proposals, as approved by the Project Director, Heidi Jeub (Project Director).

1.2 Timeline.

The services required of the Company for the fabrication and transportation of this Public Artwork shall be completed in accordance with the following schedule, as extended or modified by the Company, under the terms outlined in section 1.3 below, or by the City, under the terms outlined in section 1.4 below.

- a. Fabrication of the final version of the Public Artwork shall be completed by March 1, 2015 for review and acceptance by the Project Director prior to installation.
- b. Installation of the Public Artwork shall be completed by May 15, 2015.

1.3 Approvals and Acceptance.

- a. Approval: All approvals with regard to this Public Artwork shall be made by the Project Director based on the Artist's design proposals.
- b. Change in Timeline: The Company shall adhere to all of the deadlines described in 1.2 above or submit an alternative completion schedule to the Project Director for approval.

1.4 Acts of God.

The City shall grant a reasonable extension of time to the Company in the event that there is a delay on the part of the City in performing its obligations under this Agreement or in completing the underlying capital project, or if conditions beyond the Company's control or Acts of God render timely performance of the Company's services impossible or unexpectedly burdensome. Failure to fulfill contractual obligations due to conditions beyond either party's reasonable control will not be considered a breach of contract; provided that such obligations shall be suspended only for the duration of such conditions.

1.5 Location.

This Public Artwork shall be installed by the City and Company agrees to assist if needed.

1.6 Title.

Title to the Work shall pass to the City upon Final Acceptance.

ARTICLE 2. BUDGET, COMPENSATION AND PAYMENT SCHEDULE.

2.1 Fixed Fee.

The City shall pay the Company a fee not to exceed \$5,000 (exclusive of any crane work needed for transportation or installation), which shall constitute full compensation for all services and materials to be performed and furnished by the Company under this agreement. This includes all expenses, labor and equipment required to fabricate this Public Artwork, as outlined in the Artist's Proposals, and Company's assistance to City in transporting materials and installing the Public Artwork. The fee shall be paid to the Company upon invoice to the City and acceptance by the City of the work performed.

ARTICLE 3. REPRODUCTION RIGHTS.

3.1 General.

The Artist retains all rights under the Copyright Act of 1976, 17 U.S.C. 101 et seq., and all other rights in and to this Public Artwork except ownership and possession, except as such rights are limited by this Section 3.1. In view of the intention that the work in its final dimension, as well as other dimensions, shall be unique and the Company shall not make any additional exact duplicate, three-dimensional reproductions of the final version of this Public Artwork, nor shall the Company grant permission to persons to do so except with the written permission of the City and Artist. The Company grants to the City and its assigns an irrevocable license to make two-dimensional reproductions used in advertising, brochures, media, publicity and catalogues or other similar publications.

ARTICLE 4. INDEPENDENT CONTRACTOR.

Nothing contained in this contract is intended to, or shall be construed in any manner as creating or establishing the relationship of employer/employee between the parties. The Company shall pay unemployment insurance premiums, FICA, retirement, life and medical insurance, workers compensation insurance premiums and income tax withholdings for him/herself and his/her employees, as the Company is an Independent Contractor. Liability for community volunteers

on the project will be the responsibility of the City.

ARTICLE 5. CONTRACT ADMINISTRATOR.

The Contract Administrator for the Agreement shall be the City Administrator.

ARTICLE 6. PERMITS.

City Administrator will be responsible for obtaining all City approvals and permits necessary to erect this Public Artwork in the manner described herein. The City shall also incur the cost of all required permits.

ARTICLE 7. LOCAL LAWS.

Company shall comply with all applicable laws, ordinances, statutes and codes of the federal, state and local governments including those dealing with an affirmative action and nondiscrimination.

ARTICLE 8: WARRANTEE AND REPAIRS.

8.1 Company Warrantee.

The Company shall be responsible for the cost and execution of repairs related to any inherent flaws within this Public Artwork caused by the Company, until acceptance by the City in written form.

ARTICLE 9. INDEMNITY.

Company agrees to defend, indemnify, and hold harmless the City, its officers and employees, from any liability, claim, damage, cost judgment, or expenses, including attorney's fees, resulting directly or indirectly from an act or omission of Company and its employees in this Contract and against all losses by reason of Company to fully perform in any respect, all obligations under this Contract.

ARTICLE 10. RISK OF LOSS AND INSURANCE.

10.1 Risk of Loss.

The risk of loss or damage to this Public Artwork shall be borne by the Company until Final Acceptance, and the Company shall take such measures as are necessary to protect this Public Artwork from loss or damage until Final Acceptance. Final Acceptance is within five (5) working days of installation in writing. If the Company is not notified of any defects or defaults in the work, the Artwork immediately moves into the collection and management of the City.

ARTICLE 11. NOTICES.

Notices or communications between the parties under this Agreement shall be issued to:

The Company:
Northside Welding
2618 10th Street NE
Sauk Rapids, MN 56379

The City:
City Administrator
City of Sartell
125 Pinecone Road North
Sartell, MN 56377

IN WITNESS WHEREOF, the City and Company have executed this Agreement as of the date first written above.

FOR THE CITY

Sarah Jane Nicoll, Mayor

Mary Degiovanni, City Administrator

FOR THE COMPANY

Signature

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration & Police Dept	Meeting Date: January 12, 2015	Agenda Item No. 6h
Agenda Section: Consent	Item: Kennel Permit	

RECOMMENDATION: Approval of 2015 Kennel Permits.

PREVIOUS COUNCIL ACTION: Council has instructed staff to work on an animal ordinance update, and that is in draft status as we await legal and consultant review and as St. Cloud also works toward review/updates of their ordinance. Regardless of whether the Sartell Council decides on a 2 or 3 dog limit, you will grandfather in existing pets so your 2015 kennel permit decisions will not impact your ability to impose different limits in any 2015 ordinance update – the grandfathering in clause would prevail in any event.

BACKGROUND: Your current language regarding housing more than 2 dogs reads as follows: 5-3-6: *EXCESSIVE KENNELS.*

A. Definition of Excessive Kennel. The keeping of three or more dogs on the same premises, whether owned by the same person or not and for whatever purpose kept, shall constitute an "excessive kennel;" except that a fresh litter of pups may be kept for a period of three months before such keeping shall be deemed to be an "excessive kennel."

B. Excessive Kennel as a Nuisance. Because the keeping of three or more dogs on the same premises is subject to great abuse, causing discomfort to persons in the area by way of smell, noise, hazard, and general aesthetic depreciation, the keeping of three or more dogs on the premises is hereby declared to be a nuisance and no person shall keep or maintain an excessive kennel within the City, unless an Excessive Kennel Permit is issued by the City Council.

C. Excessive Kennel Permit: The City Council may annually issue a permit to maintain an Excessive Kennel to a resident requesting to maintain as many as five dogs. Each request must be reviewed on an individual basis. Any record of complaints to the City may be cause for denying the permit.

BUDGET/FISCAL IMPACT: None.

ATTACHMENTS: Permit applications. As you can see, none of these are for more than 3 dogs, most of them are small dogs, and we have no issues with any application.

COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of these kennel permit applications. If item is removed from Consent, separate motion is requested approving kennel permits.



Application for Excessive Kennel Permit

City of Sartell
 125 Pinecone Rd N
 Sartell, Mn 56377
 Phone: (320) 253-2171

The City of Sartell requires that a Kennel Permit be obtained by any individual keeping more than two (2) dogs over six months of age at a property in Sartell. Kennel Permit applications are subject to review and approval by City Staff, the Police Department, Animal Control Officer, and the Sartell City Council. Please complete this application form and remit to Sartell City Hall with the applicable license fee.

KENNEL PERMITS EXPIRE DECEMBER 31 OF EACH YEAR AND MUST BE RENEWED ANNUALLY.

Owner Information

Owner Name: Donald Primley
 Sartell Property Address: 816 Ridgewood Ct.
 Home Phone: [REDACTED] Daytime Phone: _____
 E-Mail: _____

License Requested

EXCESSIVE KENNEL PERMIT/ Fee – Based on Current year fee schedule.

A residential Kennel Permit applies to residential properties where three or more dogs are kept or housed for the sole noncommercial use, benefit or enjoyment of the occupant. All animals over six months of age are required to have individual City of Sartell dog licenses which are NOT included in this application fee. A new Kennel Permit application must be submitted if the number of dogs over six months of age increases and any fee increase must accompany new permit application.

Please indicate the number of dogs you presently own or are keeping at this location:

Breed of Dog	Pet's Name	Gender	Circle if Applicable	Rabies Vaccination
English Setter	Covey	<input checked="" type="radio"/> Male Female	Neutered Spayed	Date: 5/28/2013 Expiration: 5/27/2016 Clinic: Boyesen
English Setter	Windsor	<input checked="" type="radio"/> Male Female	<input checked="" type="radio"/> Neutered Spayed	Date: 10/31/2012 Expiration: 10/31/2015 Clinic: Boyesen
English Setter	Copper	<input checked="" type="radio"/> Male Female	<input checked="" type="radio"/> Neutered Spayed	Date: 5/21/2013 Expiration: 5/20/2016 Clinic: Boyesen
		Male Female	Neutered Spayed	Date: Expiration: Clinic:
		Male Female	Neutered Spayed	Date: Expiration: Clinic:



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KENNEL PERMITS EXPIRE DECEMBER 31 OF EACH YEAR AND MUST BE RENEWED ANNUALLY.

Owner Information

Owner Name: Jerrielynn Martinez
 Sartell Property Address: 321 23rd Ave N
 Home Phone: [REDACTED] Daytime Phone: [REDACTED]
 E-Mail: [REDACTED]

License Requested

EXCESSIVE KENNEL PERMIT/ Fee – Based on Current year fee schedule.

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Please indicate the number of dogs you presently own or are keeping at this location:

Breed of Dog	Pet's Name	Gender	Circle if Applicable	Rabies Vaccination
Chihuahua	Mimi	Male <u>Female</u>	Neutered <u>Spayed</u>	Date: 10-26-13 Expiration: 10-25-16 Clinic: St. Joe Vet clinic
Toy Min Pin	Max	<u>Male</u> Female	<u>Neutered</u> Spayed	Date: 4-20-13 Expiration: 4-20-15 Clinic: St. Joe Vet Clinic
Chihuahua	Molly	Male <u>Female</u>	Neutered <u>Spayed</u>	Date: 1-13-12 Expiration: 1-13-15 Clinic: ADV. Care Pet Hosp.
		Male Female	Neutered Spayed	Date: Expiration: Clinic:
		Male Female	Neutered Spayed	Date: Expiration: Clinic:



Application for Excessive Kennel Permit

City of Sartell
125 Pinecone Rd N
Sartell, Mn 56377
Phone: (320) 253-2171

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KENNEL PERMITS EXPIRE DECEMBER 31 OF EACH YEAR AND MUST BE RENEWED ANNUALLY.

Owner Information

Owner Name: Michael Brinkman
Sartell Property Address: 2135 3rd St. N. Sartell MN 56377
Home Phone: [REDACTED] cell [REDACTED]
Daytime Phone: [REDACTED]
E-Mail: [REDACTED]

License Requested

EXCESSIVE KENNEL PERMIT/ Fee – Based on Current year fee schedule.

A residential Kennel Permit applies to residential properties where three or more dogs are kept or housed for the sole noncommercial use, benefit or enjoyment of the occupant. All animals over six months of age are required to have individual City of Sartell dog licenses which are NOT included in this application fee. A new Kennel Permit application must be submitted if the number of dogs over six months of age increases and any fee increase must accompany new permit application.

Please indicate the number of dogs you presently own or are keeping at this location:

Breed of Dog	Pet's Name	Gender	Circle if Applicable	Rabies Vaccination
Mini Schnauzer	Lucky	<input checked="" type="radio"/> Male <input type="radio"/> Female	<input checked="" type="radio"/> Neutered <input type="radio"/> Spayed	Date: 2-8-14 Expiration: 2-7-17 Clinic: St. Joe Vet
Mini Schnauzer	Burney	<input checked="" type="radio"/> Male <input type="radio"/> Female	<input checked="" type="radio"/> Neutered <input type="radio"/> Spayed	Date: 2-8-14 Expiration: 2-7-17 Clinic: St. Joe Vet
Mini Schnauzer	Izzy	<input type="radio"/> Male <input checked="" type="radio"/> Female	<input type="radio"/> Neutered <input checked="" type="radio"/> Spayed	Date: 12-14-12 Expiration: 12-14-14 Clinic: St. Joe Vet
		<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Neutered <input type="radio"/> Spayed	Date: 12-14-12 Expiration: 12-14-14 Clinic: St. Joe Vet
		<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Neutered <input type="radio"/> Spayed	Date: Expiration: Clinic:



Application for Excessive Kennel Permit

City of Sartell
 125 Pinecone Rd N
 Sartell, Mn 56377
 Phone: (320) 253-2171

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KENNEL PERMITS EXPIRE DECEMBER 31 OF EACH YEAR AND MUST BE RENEWED ANNUALLY.

Owner Information

Owner Name: Lora Rosa
 Sartell Property Address: 637 7th AVE S. Sartell, MN.
 Home Phone: cell # [REDACTED] Daytime Phone: work [REDACTED]
 E-Mail: _____

License Requested

EXCESSIVE KENNEL PERMIT/ Fee – Based on Current year fee schedule.

A residential Kennel Permit applies to residential properties where three or more dogs are kept or housed for the sole noncommercial use, benefit or enjoyment of the occupant. All animals over six months of age are required to have individual City of Sartell dog licenses which are NOT included in this application fee. A new Kennel Permit application must be submitted if the number of dogs over six months of age increases and any fee increase must accompany new permit application.

Please indicate the number of dogs you presently own or are keeping at this location:

Breed of Dog	Pet's Name	Gender	Circle if Applicable	Rabies Vaccination
Pomeranian	Buddy	Male Female	Neutered Spayed	Date: 5-15-13 Expiration: 5-15-15 Clinic: St Joe Vet
Pomeranian	Fancy	Male Female	Neutered Spayed	Date: 5-13-14 Expiration: 5-12-17 Clinic: St Joe Vet
Pomeranian	Sparky	Male Female	Neutered Spayed	Date: 5-15-13 Expiration: 5-15-15 Clinic: St Joe Vet
		Male Female	Neutered Spayed	Date: Expiration: Clinic:
		Male Female	Neutered Spayed	Date: Expiration: Clinic:



Application for Excessive Kennel Permit

City of Sartell
 125 Pinecone Rd N
 Sartell, Mn 56377
 Phone: (320) 253-2171

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KENNEL PERMITS EXPIRE DECEMBER 31 OF EACH YEAR AND MUST BE RENEWED ANNUALLY.

Owner Information

Owner Name: SARA ANDERSON
 Sartell Property Address: 401 5th AVE N. SARTELL
 Home Phone: _____ Daytime Phone: (218) 330-5431
 E-Mail: Sara.Anderson@homedog.com

License Requested

EXCESSIVE KENNEL PERMIT/ Fee – Based on Current year fee schedule.

A residential Kennel Permit applies to residential properties where three or more dogs are kept or housed for the sole noncommercial use, benefit or enjoyment of the occupant. All animals over six months of age are required to have individual City of Sartell dog licenses which are NOT included in this application fee. A new Kennel Permit application must be submitted if the number of dogs over six months of age increases and any fee increase must accompany new permit application.

Please indicate the number of dogs you presently own or are keeping at this location:

Breed of Dog	Pet's Name	Gender	Circle if Applicable	Rabies Vaccination
ITALIAN GREYHOUND	DEUTERONOMY	<input checked="" type="radio"/> Male Female	<input checked="" type="radio"/> Neutered <input type="radio"/> Spayed	Date: 01/03/14 Expiration: 01/03/17 Clinic: BOYSEN
ITALIAN GREYHOUND	ARLO	<input checked="" type="radio"/> Male Female	<input checked="" type="radio"/> Neutered <input type="radio"/> Spayed	Date: 01/03/14 Expiration: 01/03/17 Clinic: BOYSEN
ITALIAN GREYHOUND	GENESIS	Male <input checked="" type="radio"/> Female	Neutered <input checked="" type="radio"/> Spayed	Date: 01/03/14 Expiration: 01/03/17 Clinic: BOYSEN
		Male Female	Neutered Spayed	Date: Expiration: Clinic:
		Male Female	Neutered Spayed	Date: Expiration: Clinic:



Application for Excessive Kennel Permit

City of Sartell
 125 Pinecone Rd N
 Sartell, Mn 56377
 Phone: (320) 253-2171

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KENNEL PERMITS EXPIRE DECEMBER 31 OF EACH YEAR AND MUST BE RENEWED ANNUALLY.

Owner Information

Owner Name: Ed Aetmann
 Sartell Property Address: 109 10th ST N.
 Home Phone: [REDACTED] Daytime Phone: _____
 E-Mail: [REDACTED]

License Requested

EXCESSIVE KENNEL PERMIT/ Fee – Based on Current year fee schedule. [REDACTED]

A residential Kennel Permit applies to residential properties where three or more dogs are kept or housed for the sole noncommercial use, benefit or enjoyment of the occupant. All animals over six months of age are required to have individual City of Sartell dog licenses which are NOT included in this application fee. A new Kennel Permit application must be submitted if the number of dogs over six months of age increases and any fee increase must accompany new permit application.

Please indicate the number of dogs you presently own or are keeping at this location:

Breed of Dog	Pet's Name	Gender	Circle if Applicable	Rabies Vaccination
Chihuahua	Babe	<input checked="" type="radio"/> Male <input type="radio"/> Female	<input checked="" type="radio"/> Neutered <input type="radio"/> Spayed	Date: 7/13/15 Expiration: Clinic: Pine Cone Pet Hospital
Chihuahua	Pocky	<input checked="" type="radio"/> Male <input type="radio"/> Female	<input checked="" type="radio"/> Neutered <input type="radio"/> Spayed	Date: 7/10/16 Expiration: Clinic: Pine Cone
Chihuahua	Poky	<input checked="" type="radio"/> Male <input type="radio"/> Female	<input checked="" type="radio"/> Neutered <input type="radio"/> Spayed	Date: 5/14/15 Expiration: Clinic: Pine Cone
		Male Female	Neutered Spayed	Date: Expiration: Clinic: ?
		Male Female	Neutered Spayed	Date: Expiration: Clinic:

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: January 12, 2015	Agenda Item No. 6i
Agenda Section: Consent	Item: Agreement for Legal Services	
<p>RECOMMENDATION: Approve attached Agreement.</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A</p> <p>PREVIOUS COUNCIL ACTION: The Council has been contracting with the City of St. Cloud for prosecution services for a number of years and staff now recommends a slightly expanded contract relationship to add some personnel/labor law and Ordinance/City Code assistance.</p> <p>BACKGROUND: As you recall, we terminated our legal services contract with Jan Petersen at year end as planned so Jan can fully enjoy his retirement. We still have Stan Weinberger who handles real estate, develop and miscellaneous legal work for the City, but who does not specialize in personnel or City Code work. St. Cloud has agreed to add those services to our contract.</p> <p>BUDGET/FISCAL IMPACT: The proposed contract is within the 2015 budget.</p> <p>ATTACHMENTS: Joint Powers Agreement for Legal Services.</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the Agreement as presented. If item is removed from Consent, separate motion is requested approving Agreement.</p>		

**JOINT POWERS AGREEMENT
FOR LEGAL SERVICES**

THIS AGREEMENT, hereinafter referred to as the “Agreement”, is entered into by and between the City of Sartell, hereinafter referred to as “Sartell”, and the City of St. Cloud, hereinafter referred to as “St. Cloud”, both parties being governmental and political subdivisions of the State of Minnesota.

WITNESSETH:

WHEREAS, St. Cloud and Sartell have had an ongoing agreement under which St. Cloud provided certain legal services to Sartell; and

WHEREAS, St. Cloud employs full-time attorneys who practice criminal law and are familiar with the crimes which Sartell police officers are likely to encounter, and who deal with City personnel and labor issues, and City Codes and ordinance drafting in areas which are also likely encountered by the City of Sartell, and

WHEREAS, St. Cloud is willing to assist Sartell by providing the criminal law, personnel/labor law, and City Code/ordinance drafting and review services of the St. Cloud City Attorney’s Office to Sartell.

NOW, THEREFORE, Sartell and St. Cloud, pursuant to the authority contained in Minnesota Statutes, Section 471.59, commonly know as the Joint Powers Act, in order to accomplish the foregoing purposes, agree as follows:

1. ST. CLOUD TO ASSIST

The St. Cloud City Attorney’s Office will represent the City of Sartell in all criminal prosecutions resulting from Sartell’s Police and code enforcement activities. This representation would include any appeals to higher courts resulting from the prosecutions we handle. This representation will also include administrative hearings related to code enforcement, forfeitures or matters traditionally handled by criminal prosecution.

The St. Cloud City Attorney’s Office will represent the City of Sartell in its personnel and labor issues, and in reviewing and drafting City ordinances for Sartell in areas that are enforced through such Attorney’s Office as the City’s prosecuting attorneys.

2. ATTORNEYS TO REPRESENT OWN JURISDICTION FIRST

It is the express understanding of the parties hereto that the first and foremost priority of the St. Cloud City Attorneys and staff is to provide legal services to St. Cloud. It is therefore expressly understood that the assistance contracted for by this Agreement will be provided only if the St. Cloud City Attorneys and staff can provide such assistance without unduly jeopardizing the protection and needs of St. Cloud.

3. NO LIABILITY FOR FAILING TO ASSIST

It is expressly understood that neither St. Cloud nor its City Attorneys shall be in any way liable for any claim based upon a failure for any reason to provide assistance when requested by the Sartell.

4. ST. CLOUD EMPLOYEES

St. Cloud City Attorneys and staff providing assistance to Sartell pursuant to this Agreement will remain employees of St. Cloud and will be paid by St. Cloud, not Sartell.

5. PAYMENT TO ST. CLOUD

Sartell will reimburse St. Cloud for the assistance of the St. Cloud City Attorneys a fee of \$3,750 per month. Payments will be made quarterly during each year that this Agreement is in effect. Following termination of this Agreement this paragraph will survive and remain fully enforceable until payment is received by St. Cloud.

6. NO LIABILITY TO ASSISTING JURISDICTION FOR DAMAGES

It is expressly understood and agreed that Sartell will fully indemnify and hold harmless St. Cloud, its officers agents and employees against all claims, losses, damage, liability, suits, judgments, costs and expenses by reason of the action or inaction of St. Cloud employees assigned to assist Sartell. This agreement to indemnify and hold harmless does not constitute a waiver by any member of limitations on liability provided by Minnesota Statutes, Chapter 466.

7. DURATION

This Agreement will be effective on January 1, 2013. This Agreement will remain in full force and effect until it is terminated in the manner provided herein. This Agreement supersedes and replaces all prior agreements between St. Cloud and Sartell relating to the provision of legal services to Sartell.

8. TERMINATION

Either party upon seven days written notice to the other party may terminate this Agreement. Such notice will be delivered to the City Administrator of the respective party.

IN WITNESS WHEREOF, Sartell and St. Cloud have, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minnesota Statutes §§ 471.59

Approved by the City Council
_____, 2015

CITY OF SARTELL
BY _____
Its Mayor

Date of Signature _____

Attest _____
Its City Administrator

Date of Signature _____

Approved by the City Council
_____, 2015

CITY OF ST. CLOUD
BY _____
Its Mayor

Date of Signature _____

Attest _____
Its City Clerk

Date of Signature _____

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: 01/12/2015	Agenda Item No. 6J
Agenda Section: Consent	Item: 2015 Refuse Haulers License Renewals	
<p>STAFF RECOMMENDATION: Approval</p> <p>BOARD/COMMISSION/OTHER RECOMMENDATION: None needed</p> <p>PREVIOUS COUNCIL ACTION: None</p> <p>BACKGROUND: 2015 renewal of refuse haulers licenses. The following is a list of the refuse haulers who have supplied me with their completed applications and the required certificates of insurance:</p> <p>Advanced Disposal – 3 vehicles (\$800.00) Republic Services (previously licensed as Allied Waste Services, now using their corporate name) – 8 vehicles (\$1,800.00) West Central Sanitation – 2 vehicles (\$600.00)</p> <p>I am still waiting on the paperwork from one carrier (Waste Management). I have spoken with them and they are looking into where their renewal packet is at. I will get that information to you as soon as I receive it. I am also waiting on the fees from Republic Services which are coming from their corporate headquarters.</p> <p>BUDGET/FISCAL IMPACT: None</p> <p>ATTACHMENTS: Applications for Refuse Collection Licenses</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the application (Republic Services license contingent upon payment being received; Waste Management license contingent upon all required paperwork, insurances and fees being submitted). If item is removed from Consent, separate motion is requested approving the 2015 refuse haulers licenses.</p>		

CITY OF SARTELL

APPLICATION FOR REFUSE COLLECTION LICENSE

GENERAL INFORMATION

1. NAME OF COMPANY: West Central Sanitation Inc.
2. ADDRESS OF COMPANY: PO Box 296, Willmar Mn 56201
3. PHONE & FAX NUMBERS OF COMPANY: 320-235-7630, 320-235-5715
4. OWNERS/CORPORATE OFFICES/ASSOCIATES/PARTNERS (name and title):
Don Williamson - President/owner

LOCAL CONTACT INFORMATION (including email address):

same as above.

donwilliamson@wcsanitation.com

5. MN TAX ID#: 4516795 FED TAX ID#: 41-1433897
6. NUMBER OF YEARS IN REFUSE BUSINESS: 35
7. LICENSED WITH: Stearns County? yes Benton County? yes

Have you ever had a license revoked? no If yes, attach explanation

8. OTHER MUNICIPALITIES IN WHICH YOU COLLECT REFUSE: over 200 -

Locality - Sank Rapids, St. Joseph, Richmond, Rockville
Cold Spring, Melrose, Albany, Sank Centre, Painesville.

EQUIPMENT PROPOSED TO BE USED IN THIS APPLICATION

MAKE	MODEL	YEAR	GVW	LICENSE#	
Autocar	XPO	2005	52,000	YAV 8454	
Autocar	ACX	2014	56,000	YBK 9759	Commercial Truck

IF NEEDED, LIST ADDITIONAL EQUIPMENT ON SEPARATE PAGE

TYPE OF COLLECTION PROPOSED BY THIS APPLICATION

CHECK AS MANY AS WILL APPLY:

SINGLE FAMILY RESIDENCE X MULTIFAMILY RESIDENCE X
COMMERCIAL X INDUSTRIAL X
RECYCLING X

CIRCLE CURRENT SARTELL COLLECTION DAYS: M T W TH FR

We collect commercial & residential and are available 5 days

PROPOSED CHARGES TO BE MADE OF THOSE WHO USE YOUR SERVICES:

E.O. Week \$13.27
35 gal Cart, Trash and Recycling \$17.27
65 gal Cart, trash and Recycling \$ 19.27
95 gal Cart, trash and Recycling \$ 22.97

DISPOSITION OF REFUSE

THE CITY OF SARTELL REQUIRES THAT THE REFUSE PICKED UP IN SARTELL BE DISPOSED OF IN ACCORDANCE WITH THE STEARNS COUNTY SOLID WASTE PLAN AND ORDINANCE.

NAME OF SANITARY LANDFILL OR DISPOSAL SITE WHERE REFUSE WILL BE DEPOSITED AND MANNER IN WHICH IT WILL BE DISPOSED:

Pope/Douglas Incinerator, Alexandria Ma

INSURANCE

ATTACH A CURRENT CERTIFICATE OF INSURANCE INDICATING COVERAGE OF PUBLIC LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE. FAILURE TO DO SO WILL RESULT IN IMMEDIATE QUESTION OF THIS APPLICATION!

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR REJECTION OF THIS APPLICATION.

DATE: 12/12/14

SIGNATURE OF OWNER OR AGENT: _____

Bill Williams President

CITY OF SARTELL

APPLICATION FOR REFUSE COLLECTION LICENSE

GENERAL INFORMATION

1. NAME OF COMPANY: Advanced Disposal
2. ADDRESS OF COMPANY: 2355 12th St. SE, St. Cloud, MN 56304
3. PHONE & FAX NUMBERS OF COMPANY: 320-251-8919 / 320-251-7113
4. OWNERS/CORPORATE OFFICES/ASSOCIATES/PARTNERS (name and title):

LOCAL CONTACT INFORMATION (including email address):

Lori Bruns - Lori.Bruns@advanceddisposal.com
Jeff Grunenwald - Jeff.Grunenwald@advanceddisposal.com

5. MN TAX ID#: 864-0377 FED TAX ID#: 39-1733405
6. NUMBER OF YEARS IN REFUSE BUSINESS: 39
7. LICENSED WITH: Stearns County? X Benton County? X

Have you ever had a license revoked? NO If yes, attach explanation

8. OTHER MUNICIPALITIES IN WHICH YOU COLLECT REFUSE: Foley, Rice,
St. Stephens, Sauk Rapids, Waite Park,
St. Joseph, St. Cloud

EQUIPMENT PROPOSED TO BE USED IN THIS APPLICATION

MAKE	MODEL	YEAR	GVW	LICENSE#
Mack	MR6885	2005	69000	YAS4980 74
Autocar	ACX64	2013	57000	YBK0892
Mack	MRV613	2011	57000	YBD2988

IF NEEDED, LIST ADDITIONAL EQUIPMENT ON SEPARATE PAGE

TYPE OF COLLECTION PROPOSED BY THIS APPLICATION

CHECK AS MANY AS WILL APPLY:

SINGLE FAMILY RESIDENCE X MULTIFAMILY RESIDENCE X
COMMERCIAL X INDUSTRIAL _____
RECYCLING X

CIRCLE CURRENT SARTELL COLLECTION DAYS: M T W TH FR

PROPOSED CHARGES TO BE MADE OF THOSE WHO USE YOUR SERVICES:

Price varies on size of container
and frequency.

DISPOSITION OF REFUSE

THE CITY OF SARTELL REQUIRES THAT THE REFUSE PICKED UP IN SARTELL BE DISPOSED OF IN ACCORDANCE WITH THE STEARNS COUNTY SOLID WASTE PLAN AND ORDINANCE.

NAME OF SANITARY LANDFILL OR DISPOSAL SITE WHERE REFUSE WILL BE DEPOSITED AND MANNER IN WHICH IT WILL BE DISPOSED:

Waste Management Transfer Station St. Cloud

Pope Douglas Burn Facility

INSURANCE

ATTACH A CURRENT CERTIFICATE OF INSURANCE INDICATING COVERAGE OF PUBLIC LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE. FAILURE TO DO SO WILL RESULT IN IMMEDIATE REQUESTION OF THIS APPLICATION!

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR REJECTION OF THIS APPLICATION.

DATE: 12-15-14

SIGNATURE OF OWNER OR AGENT: Louie Bruns

CITY OF SARTELL

APPLICATION FOR REFUSE COLLECTION LICENSE

GENERAL INFORMATION

1. NAME OF COMPANY: REPUBLIC SERVICES - SAUK RAPIDS
2. ADDRESS OF COMPANY: 700 40th AVE NE SAUK RAPIDS, MN 56379
3. PHONE & FAX NUMBERS OF COMPANY: 320-252-9608 / FAX 320-252-3448
4. OWNERS/CORPORATE OFFICES/ASSOCIATES/PARTNERS (name and title):

LOCAL CONTACT INFORMATION (including email address):

Adrian Miller amiller3@republicservices.com

5. MN TAX ID#: 1759500 FED TAX ID#: 41-1696636
6. NUMBER OF YEARS IN REFUSE BUSINESS: 30
7. LICENSED WITH: Stearns County? YES Benton County? YES

Have you ever had a license revoked? No If yes, attach explanation

8. OTHER MUNICIPALITIES IN WHICH YOU COLLECT REFUSE: SAUK RAPIDS, ST. JOSEPH,
RICE, Little Falls, SAINT AUGUSTA, Clearwater, Clear Lake,
St. STEVENS

EQUIPMENT PROPOSED TO BE USED IN THIS APPLICATION

MAKE MODEL YEAR GVW LICENSE#

See Attached

IF NEEDED, LIST ADDITIONAL EQUIPMENT ON SEPARATE PAGE

TYPE OF COLLECTION PROPOSED BY THIS APPLICATION

CHECK AS MANY AS WILL APPLY:

SINGLE FAMILY RESIDENCE X

MULTIFAMILY RESIDENCE X

COMMERCIAL X

INDUSTRIAL X

RECYCLING X

CIRCLE CURRENT SARTELL COLLECTION DAYS: M T W TH FR

PROPOSED CHARGES TO BE MADE OF THOSE WHO USE YOUR SERVICES:

DISPOSITION OF REFUSE

THE CITY OF SARTELL REQUIRES THAT THE REFUSE PICKED UP IN SARTELL BE DISPOSED OF IN ACCORDANCE WITH THE STEARNS COUNTY SOLID WASTE PLAN AND ORDINANCE.

NAME OF SANITARY LANDFILL OR DISPOSAL SITE WHERE REFUSE WILL BE DEPOSITED AND MANNER IN WHICH IT WILL BE DISPOSED:

MINDEN TRANSFER ← 50% Pope Douglas - Waste to Energy
← 50% Pine Bend Landfill - Gas to Energy

INSURANCE

ATTACH A CURRENT CERTIFICATE OF INSURANCE INDICATING COVERAGE OF PUBLIC LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE. FAILURE TO DO SO WILL RESULT IN IMMEDIATE REJECTION OF THIS APPLICATION!

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR REJECTION OF THIS APPLICATION.

DATE: 12/19/14

SIGNATURE OF OWNER OR AGENT: 

REVISED 01/22/14

INDICATES SPARE ##INDICATES SURPLUS

YEAR	MAKE	LICENSE	ID#	DESCRIPTION	LIC BASE
COMMERCIAL					
09	MACK	YBA6193	1M2AV02CX9M003146	25 YD; MCNEILUS	63,000
10	MACK	YBH5471	1M2AV02C0AM006349	25 YD; MCNEILUS	63,000
FRONTLOAD COMMERCIAL					
00	MACK	YBE3082	1M2K195C9YM016372	33 YD; MCNEILUS	63,000
2012	Peterbilt	YBK0874	3BPZX50X7CF160749		63,000
RESIDENTIAL AUTOMATED					
10	MACK	YBC2305	1M2AV02C7AM005151	ASL-MCNEILUS AUTOREACH	54,999
10	MACK	YBE3069	1M2AV02C3AM005616	ASL-MCNEILUS AUTOREACH	54,999
10	MACK	YBD1404	1M2AV02C2AM006868	ASL-MCNEILUS AUTOREACH	54,999
ROLL OFF					
12	MACK	YBG5479	1M2AX13C9CM017707		69,000

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: January 12, 2015	Agenda Item No. 6k
Agenda Section: Consent	Item: Approval of CHD Proclamation	
<p>RECOMMENDATION: Approval of attached Proclamation.</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A</p> <p>BACKGROUND: The City occasionally issues proclamations to raise awareness or recognition – past examples include cancer awareness week, police week, etc. While Mayoral Proclamations have been issued in the past without going through Council, based on recommendation of the League of MN Cities, we will put these on consent agenda.</p> <p>BUDGET/FISCAL IMPACT: None.</p> <p>ATTACHMENTS: Request Letter and Proclamation</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the Proclamation. If item is removed from Consent, separate motion is requested approving Proclamation.</p>		

Dear Honorable Mayor Joe Perske/ Sarah Jane Nicoll,

Families of children with congenital and acquired heart disease, adults with congenital heart defects, and the professionals who work with them are joining forces to have February 7-14th proclaimed in all cities and states as "Congenital Heart Defect Awareness Week."

As a resident of this great city of Sartell, I am requesting that you help us reach our goal by making an executive proclamation declaring this special week in February.

I am the godparent of a 7 year old girl named Hailee, who has Scimitar Syndrome. Scimitar Syndrome is a rare congenital heart defect characterized by anomalous venous return from the right lung (to the systemic venous drainage, rather than directly to the left atrium). There is a curvilinear pattern of the pulmonary veins that shows up on a chest radiograph displaying the shape of a Scimitar, a type of curved sword. Hailee has had two open heart surgeries already due to her Congenital Heart Defects. Today, she is a happy and relatively healthy 2nd grader. I credit a lot of her successful health progression on the efforts of people who have helped join the fight against Congenital Heart Defects through education, research, and assistance to heart families. I believe that by raising awareness of Congenital Heart Defects, we can inspire others to help join the fight. Proclaiming CHD Awareness Week in Sartell is one way to help raise awareness.

I would be extremely proud if my city would participate in making February 7-14th a special week to recognize people born with heart defects, to remember loved ones who lost their battle to CHD, and to honor the dedicated health professionals who work with us. I have included a rough draft of what this proclamation would look like.

I would be most grateful if you would consider this proclamation and send the signed proclamation back as soon as possible so that we can make plans for promotion and celebration during the month of February. Our state's participation in this event will have a profound impact on thousands of families and individuals. I thank you for your time and consideration.

Respectfully,

Laura Eckert

1125 1st St. S #42

Sartell, MN 56377

320-291-9913

laura.n.eckert@gmail.com

PROCLAMATION

CONGENITAL HEART DEFECT AWARENESS WEEK
FEBRUARY 7-14, 2015

- WHEREAS, the health and well-being of our children is of paramount importance; and
- WHEREAS, each year in the United States, more than 40,000 babies are born with a congenital heart defect; and
- WHEREAS, the medical community has identified congenital heart defects as the leading cause of birth defect-related deaths; and
- WHEREAS, medical research can provide more identifiable means of the origins and symptoms of congenital heart defect; and
- WHEREAS, it is crucial that parents, pediatricians, and all those in the health profession have a greater awareness of the potential for congenital heart defects among newborns and children; and
- WHEREAS, Congenital Heart Defect Awareness Week provides the opportunity for families and patients affected by these conditions to share their experiences and knowledge with the public, so that we all may be made more aware of how this defect affects all our lives.

THEREFORE, I, SARAH JANE NICOLL, DO HEREBY PROCLAIM FEBRUARY 7-14, 2015,

CONGENITAL HEART DEFECT AWARENESS WEEK

and encourage all to join me in this special observance.

SARAH JANE NICOLL
MAYOR, CITY OF SARTELL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Fire Department	Meeting Date: January 12, 2015	Agenda Item No. 6m
Agenda Section: Consent	Item: Appointment of Firefighter	
<p>RECOMMENDATION: Approval of conditional appointment of Lucas Johnson as firefighter effective upon completion of pre-employment testing.</p> <p>BACKGROUND: The Fire Department followed their hiring policies and interviewed 3 candidates with a recommendation to the Council to conditionally appoint Lucas Johnson.</p> <p>BUDGET/FISCAL IMPACT: None</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the conditional appointment. If item is removed from Consent, separate motion is requested approving conditional appointment.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: January 12, 2015	Agenda Item No. 6n
Agenda Section: Consent	Item: Approval of Administrative Appointments	
<p>RECOMMENDATION: Approve employment appointments of Nate Keller and Barb Klimek.</p> <p>PREVIOUS COUNCIL ACTION: The Council previously authorized temporary appointments to allow staff to develop job descriptions for new permanent positions in administration. The Council has also approved job descriptions and authorized internal postings for the positions of Community Development Technician, Community Service/Code Enforcement Officer, Maintenance Worker – Streets, and Administrative Assistant, and we now have recommendations to fill two of those positions.</p> <p>BACKGROUND: There were no internal applicants for the Community Service Officer or Maintenance Worker positions and so those positions will be advertised externally and a hiring recommendation will be brought back to the Council. The positions of Community Development Technician and Administrative Assistant are recommended to be filled as follows: Community Development Technician: Nate Keller is an SCSU graduate in community development and planning, and has worked in economic development in Hutchinson. Nate has handled our permit work flow very well so far and his volunteer work and interests fit well with the other focuses we hope to see this position accommodate in the coming months – environmental/sustainability efforts and neighborhood focus efforts.</p> <p>Administrative Assistant: Barb Klimek received her Bachelor of Science degree from Moorhead State and has ample experience in research and document drafting. Barb also has unique flexibility in being able to work anywhere from 7 to 20 hours per week depending on our scheduling/project needs. Barb’s past few months of temp work have proven her research and writing skills to be a great fit for our current needs.</p> <p>BUDGET/FISCAL IMPACT: These positions are budgeted for 2015. We plan to use less than the 20 hours per week budgeted for the Administrative Assistant position so that we have some budget dollars available to pay interns and/or work study students in 2015.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval to employ Nate Keller full time at Step 1 of the 2015 Teamsters pay scale for the position of Community Development Technician effective 1/27/15 and Barb Klimek part time (20 hours per week maximum) at Step 1 of the 2015 Teamsters pay scale for the position of Administrative Assistant effective 1/8/15. If item is removed from Consent, separate motion is requested approving these two employment recommendations.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration & Fire Dept	Meeting Date: January 12, 2015	Agenda Item No. 6p
Agenda Section: Consent	Item: Resolution Appointing Fire Officers	
<p>RECOMMENDATION: Staff recommends approval of the attached Resolution.</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Fire Department scoring committees ranked officer applications resulting in this recommendation.</p> <p>BUDGET/FISCAL IMPACT: None.</p> <p>ATTACHMENTS: Recommended Resolution.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the attached Resolution. If item is removed from Consent, separate motion is requested approving the Resolution Making Certain Fire Officer Appointments.</p>		

RESOLUTION NO. _____
RESOLUTION MAKING CERTAIN FIRE OFFICER APPOINTMENTS

WHEREAS, the following are the current Fire Officers and terms:

<u>Office</u>	<u>Name</u>	<u>Term Expires</u>
Chief	Ken Heim	12-31-15
Asst Chief	Claude Dingmann	12-31-16
Asst Chief	Jim Sattler	12-31-14
Captain	Jerry Raymond	12-31-16
Captain	Bill Sieben	12-31-15
Captain	Randy Giles	12-31-14
Secretary Treasurer	Lucas Dingmann	12-31-14
Training Officer	Wayne Harrison	12-31-15
Safety Officer	Ryan Fitzthum	12-31-16

and **WHEREAS**, the policies and procedures of the Sartell Fire Department have been followed and a recommendation has been made to the Council as to how to fill the expiring Officer terms;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, that the following appointments are hereby made to fill the officer positions expiring on 12/31/14 to three year terms of 1/1/15 through 12/31/17:

Asst Chief	Jim Sattler	12-31-17
Captain	Wayne Harrison	12-31-17
Secretary Treasurer	Lucas Dingmann	12-31-17

And the Department will initiate internal application and scoring process to recommend new Training Officer for Council consideration due to Wayne Harrison's appointment to the Captain position.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF JANUARY, 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Police Department	Meeting Date: January 12, 2015	Agenda Item No. 6r
Agenda Section: Consent	Item: 2015 Squad Car Purchases	
<p>STAFF RECOMMENDATION: Approve purchase of squads, equipment and vehicle markings.</p> <p>BACKGROUND: The 2015 budget provides \$65,000 from PD Equipment funds toward PD vehicles and vehicle equipment & markings. Squads #8 and #14 will be new purchases of 2015 Ford Police Utility vehicles using State bid price. Old #8 will become an unmarked patrol vehicle replacing squad #12. The old #14 will become the squad assigned to the CSO.</p> <p>Both squads will cost a total of \$53,575.90, not including some additional equipment such as a radio, emergency lighting, security screens and first aid equipment and marking the squads appropriately.</p> <p>BUDGET/FISCAL IMPACT: None - vehicles and equipment will be purchased with budgeted capital outlay funds.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the expenditures using Police Equipment Fund. If item is removed from Consent, separate motion is requested approving expenditures.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: January 12, 2015	Agenda Item No. 6s
Agenda Section: Consent	Item: 2015 Budgeted Technology Purchases	
<p>STAFF RECOMMENDATION: Approve purchase of budgeted computer/technology rotations as needed.</p> <p>BACKGROUND: The City's financial plan and annual budgets contemplate routine rotations to keep our technology up to date and to avoid large single year expenditures in technology upgrades. Departments work with Becky Wicklund, our Account Clerk who continues to excel in meeting our technology needs, to determine which computers need replacement and how to best utilize the computers being phased out.</p> <p>BUDGET/FISCAL IMPACT: The 2015 budget provides for replacements from your fire operating budget, technology fund and the utilities funds (for water/sewer department computer replacements), and approved purchases will stay within budget allocations.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the budgeted technology/computers. If item is removed from Consent, separate motion is requested approving budgeted expenditures.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: January 12, 2015	Agenda Item No. 6t
Agenda Section: Consent	Item: Calling Public Hearing on Ordinances	
<p>STAFF RECOMMENDATION: Call for public hearing on Ordinance updates.</p> <p>BOARD/COMMISSION/OTHER RECOMMENDATION: City’s bond counsel has reviewed and concurs with Ordinance requirement to implement sales tax extension; Police Department recommends tobacco use ordinance update; and Public Works recommends fee schedule change.</p> <p>PREVIOUS COUNCIL ACTION: As to the sales tax Ordinance, the Council adopted similar ordinances in 2002 and 2006 to implement those sales tax votes.</p> <p>BACKGROUND:</p> <p>Sales Tax Ordinance: The State legislature authorized extension of the local option sales tax during the 2013 legislative session, Sartell voters approved the extension at the 2014 general election, and the Council previously adopted the required Resolutions to effectuate the extension and now must adopt an Ordinance as your final required action in this process.</p> <p>Fee Schedule Ordinance: The Council previously added a rental fee for shelter/rink rentals at Val Smith and Pinecone Regional. Staff’s recollection is that this was done for the rare occasions when a group like the St. Ben’s hockey team requested use of our facilities. It has been used only a couple of times since then, and the use has been private and only created some heartburn about a private rental that conflicts with public use of shelters and skating rinks that already have fairly short seasons. Staff would like Council consideration of eliminating this.</p> <p>Tobacco Use: The Police Chief has been working on an appropriate update to our tobacco ordinance to reflect e-cigarette legislation, and it is now ready for public input.</p> <p>ATTACHMENTS: Recommended public hearing notice and Ordinance drafts.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval calls the public hearings. If item is removed from Consent, separate motion is requested calling public hearings.</p>		

**CITY OF SARTELL
NOTICE OF PUBLIC HEARING**

**ORDINANCES ADOPTING SALES AND USE TAX, AMENDING FEE SCHEDULE
ORDINANCE AND AMENDING CITY TOBACCO USE ORDINANCE**

NOTICE IS HEREBY GIVEN that the Sartell City Council will hold a public hearing in the council chambers on Monday, the 9th day of February, 2015, at 7:00 p.m., or as soon thereafter as the matter may be heard, to consider the adoption of Ordinances Adopting Sales and Use Tax, Amending the City Fee Schedule and Amending the City Tobacco Use Ordinance. The proposed Ordinances to be discussed include Adopting a Sales and Use Tax as approved by Sartell voters, Amending City Fee Schedule to remove certain park shelter rentals and Amending City Tobacco Use Ordinance to add language governing electronic cigarettes.

Copies of the proposed amending Ordinances are available for public inspection at the Sartell City Hall during regular business hours.

All interested persons are invited to attend the hearing to voice their opinion. Written comments will also be accepted until the date of the hearing.

Mary Degiovanni
City Administrator

Publish: January 16, 2015

This ordinance establishes the procedures for the collection of the one-half percent sales and use tax authorized by the Minnesota legislature to assist area cities in funding projects that are of regional significance.

ORDINANCE NO. _____
AN ORDINANCE ADOPTING A SALES AND USE TAX FOR
THE CITY OF SARTELL

The Council of the City of Sartell hereby ordains:

SECTION 1. AUTHORITY.

The Minnesota legislature, during the 2013 Legislative Session, amended Laws 2005, 1st Special Session, Chapter 3, Article 5, Section 37, subdivision 3 and subdivision 4 to authorize the City of Sartell to impose a one-half percent sales and use tax, to assist in funding projects in the community that are of regional significance through December 31, 2038. The City of Sartell approved the Act in accordance with applicable law.

SECTION 2. DEFINITIONS.

The words, terms and phrases used in this Ordinance shall have the meaning ascribed to them in Minnesota Statutes, Section 297A, except where the context clearly indicates otherwise. In addition, the following definitions shall apply:

- a. Act means laws of Minnesota for 2005, 1st Special Session, Chapter 3, Article 5, Section 37, as amended;
- b. City means the City of Sartell;
- c. Commissioner means the Commissioner of Revenue for the State of Minnesota acting under the authority of an agreement entered into between the City and the State of Minnesota pursuant to the Act, or such other person or entity designated to administer and collect the Sartell Sales and Use Tax;
- d. Sartell Sales and Use Tax means the sales and use tax imposed and collected pursuant to this Ordinance;
- e. Ordinance means this ordinance in its present form and as subsequently may be codified in the Sartell City Code;
- f. Retailer maintaining a place of business in the City or any like term shall mean any retailer having or maintaining within the City, directly or by a subsidiary, an office, place of distribution, sales or sample room or place, warehouse or other place of business, or having any representative, agent, sales person, canvasser or solicitor operating in the City under the authority of the Retailer or its subsidiary, for any

purpose, including the repairing, selling, delivering, installation, or soliciting of order of the Retailer's goods or services, or the leasing of tangible personal property located in the City, whether the place of business or agent, representative, sales person, canvasser, or solicitor, is located in the City permanently or temporarily, or whether or not the Retailer or subsidiary is authorized to do business within the City.

SECTION 3. SALES AND USE TAX.

Except as otherwise provided in this Ordinance, there is hereby imposed an additional excise tax in the amount of one-half of one percent on the gross receipts from the sales at retail, and the storage, use, distribution or consumption of goods or services which are taxable, pursuant to Minnesota Statutes, Chapter 297A and occur within the City of Sartell. The imposition, administration, collection and enforcement of this tax shall be governed by the provisions of Minnesota Statute Section 297A.

SECTION 4. SEPARATE STATEMENT; COLLECTION FROM PURCHASER; ADVERTISING NO TAX; MINIMUM UNIFORM TAX COLLECTION METHODS.

The Sartell Sales and Use Tax shall be stated and charged separately from the sales price or charge for service insofar as practical, and should be a debt from the purchaser to the seller recoverable at law in the same manner as other debts. In computing the tax to be collected as a result of any transaction, any amount of tax less than one-half of one cent may be disregarded and amounts of tax one-half cent or more may be considered an additional cent. If the sales price of any sale at Retail is ninety-nine cents or less, no tax shall be collected.

SECTION 5. EXEMPTION CERTIFICATES.

An exemption certificate taken in good faith from a purchaser to the effect that the property purchased is for resale or that the sale is otherwise exempt from the application of the tax imposed by this Ordinance will conclusively relieve the Retailer from collecting and remitting the tax. A person who has obtained from the Commissioner an exemption certificate pursuant to Minnesota Statute Section 297A may use such exemption certificate for the purposes of the sales tax imposed by the City.

SECTION 6. PRESUMPTION OF PURPOSE OF SALE.

For the purpose of the proper administration and enforcement of Section 3 of this Ordinance, it shall be presumed that all retail sales for delivery in the City are for storage, use, or other consumption in the City until the contrary is established.

SECTION 7. COLLECTION OF SALES AND USE TAX AT TIME OF SALE.

- a. Any Retailer making deliveries within the City, any Retailer maintaining a place of business in the City, or any other Retailer

otherwise doing business within the City, upon making sales or any items described in Section 3 which are not exempted from the sales tax imposed under that section and which are to be delivered or caused to be delivered within the City to the purchaser, shall at the time of making such sales collect the Sales and Use Tax from the purchaser. The tax collected by such retailer shall be remitted to the Commissioner on behalf of the City.

- b. Any Retailer required to collect the Sartell Sales and Use Tax and remit such tax to the Commissioner pursuant to this section shall register with the Commissioner and provide such other information as the Commissioner may require.

SECTION 8. AGENT OF RETAILER.

When in the opinion of the Commissioner it is necessary for the efficient administration of the tax, the Commissioner may regard any salesman, representative, trucker, peddler or canvasser as the agent of the dealer, distributor, supervisor, employer or other person under whom such salesman, representative, trucker, peddler or canvasser operated or from whom the tangible property is being sold is obtained, and may regard the dealer, distributor, supervisor, employer or other person as a Retailer for the purposes of this Ordinance.

SECTION 9. EFFECTIVE DATE.

Except as otherwise provided herein, the Sartell Sales and Use Tax authorized by this Ordinance shall apply to sales made on or after March 1, 2015, and shall be in addition to all other taxes now in effect. The effect of this ordinance is to extend the sales and use tax previously authorized by Laws of Minnesota for 2005, Chapter 3, Article 5, Section 37, and Sartell Ordinance No. 06-18. The Sartell ordinance was adopted the 27th day of November, 2006. Ordinance No. 06-18 remains in effect until the effective date of this ordinance.

SECTION 10. COLLECTION AND ENFORCEMENT.

The Sartell Sales and Use Tax imposed by the City pursuant to this Ordinance shall be subject to the same interests, penalties, and other rules as are applicable to the State general sales and use tax imposed by Minnesota Statutes Chapter 289A and 297A. The Sartell Sales and Use Tax imposed by the City pursuant to this Ordinance may be collected by the State on behalf of the City as provided by an appropriate agreement with the Minnesota Commissioner of Revenue.

SECTION 11. TAX CLEARANCE ISSUANCE OF LICENSES.

The City may not issue or renew a license for the conduct of a trade or business in the City if the Commissioner notifies the City that the applicant for such license owes delinquent Sartell Sales and Use Taxes as provided in this Ordinance, or

penalties or interest due on such taxes. For the purposes of this Section 11, the following terms have the following meanings:

- a. Sartell Sales and Use Taxes include sales and use tax as provided in this Ordinance. Penalties and interest are penalties and interest due on taxes included in this definition.
- b. Delinquent taxes do not include a tax liability if:
 - i. an administrative or court action which contests the amount of validity or the liability has been filed or served;
 - ii. the appeal period to contest tax liability has not expired; or
 - iii. the applicant has entered into a payment agreement and is current with the payments.
- c. Applicant means an individual if the license is issued to or in the name of an individual or the corporation, partnership or other entity if the license is issued to or in the name of a corporation, partnership or other entity.

A copy of the notice of delinquent taxes given to the City shall also be sent to the applicant taxpayer. In the case of renewal of a license, if the applicant requests a hearing in writing, within thirty (30) days of the receipt of the notice of delinquent taxes, then a contested case hearing shall be held by the Commissioner under the same procedures as provided in Minnesota Statutes, Section 270.72 for the State sales and use tax imposed under Minnesota Statutes, Chapter 297A, provided that if a hearing must be held on the State sales and use tax, hearings may be combined.

SECTION 12. REPEAL OF PRIOR ORDINANCE.

Sartell Ordinance No. 06-18, an ordinance that imposed a one-half percent sales and use tax in the City effective January 1, 2006 is repealed upon the effective date of this ordinance.

ADOPTED BY THE SARTELL CITY COUNCIL THIS _____ DAY OF _____, 2015.

Mayor

ATTEST:

City Administrator

ORDINANCE NO. _____
AN ORDINANCE AMENDING THE CITY'S FEE SCHEDULE
ORDINANCE

The City Council of the City of Sartell ordains:

Section 1. That the City's Fee Schedule Ordinance is hereby amended to revise the following fees:

Val Smith Park Shelter – resident	\$50
Val Smith Park Shelter - non resident	\$100
Val Smith Park Warming House & Rink – resident	\$35
Val Smith Park Warming House & Rink – non resident	\$70
Pine Cone Regional Park Shelter resident - summer	\$40
Pine Cone Regional Park Shelter - non resident - summer	\$80
Pinecone Regional Shelter & Pleasure Rink – resident	\$35
Pinecone Regional Park Shelter & Pleasure Rink – non resident	\$70

Section 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED THIS 9th DAY OF FEBRUARY, 2015 BY THE CITY COUNCIL OF THE CITY OF SARTELL.

MAYOR

ATTEST:

CITY ADMINISTRATOR

CIGARETTE SALES

SECTION:

- 3-6-1: Purpose
- 3-6-2: Definitions and Interpretations
- 3-6-3: License
- 3-6-4: Fees
- 3-6-5: Basis for Denial of License
- 3-6-6: Prohibited Sales
- 3-6-7: Self-Service Sales
- 3-6-8: Responsibility
- 3-6-9: Compliance Checks and Inspections
- 3-6-10: Other Illegal Acts
- 3-6-11: Violations
- 3-6-12: Administrative Penalties
- 3-6-13: Exceptions and Defenses
- 3-6-14: Severability and Savings Clause

3-6-1: **PURPOSE:** Because the City of Sartell recognizes that many persons under the age of 18 years purchase or otherwise obtain, possess, and use tobacco, tobacco products, tobacco related devices, electronic delivery devices and nicotine or lobelia delivery devices, and the sales, possession, and use are violations of both state and federal laws; and because studies have shown that most smokers begin smoking before they have reached the age of 18 years and that those persons who reached the age of 18 years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance is intended to regulate the sale, possession, and use of tobacco, tobacco products, tobacco related devices, electronic delivery devices and nicotine or lobelia delivery devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, tobacco related devices, electronic delivery devices and nicotine or lobelia delivery devices, and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Stat. SS 144.391.

3-6-2: **DEFINITIONS AND INTERPRETATIONS:** Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

TOBACCO OR TOBACCO PRODUCTS: "Tobacco" or "Tobacco products" shall mean any substance or item that can be chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any means or any component, part or accessory of a tobacco product, containing tobacco leaf, including but not limited to, cigarettes; cigars; pipe tobacco; snuff; fine cut or other chewing tobacco, cheroots, stogies; perigue; granulated, plug cut, crimp cut, ready rubbed, and

other smoking tobacco; snuff flour; cavendish; shorts plug and twist tobaccos; dipping tobaccos; refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds of tobacco.

Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product or for other medical purposes and is being marketed and sold solely for such an approved purpose.

TOBACCO RELATED DEVICES: "Tobacco related devices" shall mean any tobacco product as well as a pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing, or smoking of tobacco or tobacco products.

ELECTRONIC DELIVERY DEVICE: "Electronic delivery devices" are products containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to stimulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of such a product whether or not sold separately. Electronic delivery device does not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment for other medical purposes, and is being marketed and sold solely for that approved purpose.

NICOTINE OR LOBELIA DELIVERY DEVICES: Any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco as defined in this section, but including any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco cessation, harm reduction, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

SMOKING: The word smoking shall mean the inhaling or exhaling smoke or vapor from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product, or from any electronic delivery device. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe or any other lighted or heated tobacco or plant product or electronic delivery device intended for inhaling or exhaling smoke or vapor.

SELF-SERVICE MERCHANDISING: "Self-Service Merchandising" shall mean open displays of tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices in any manner where any person shall have access to the tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device between the customer and the licensee or employee. Self- service merchandising shall not include vending machines.

VENDING MACHING: "Vending Machine" shall mean any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products, tobacco related devices, electronic delivery devices nicotine or lobelia delivery devices upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to

purchase the tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device.

INDIVIDUALLY PACKAGED: "Individually packaged" shall mean the practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include, but not be limited to, single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this subdivision shall not be considered individually packaged.

LOOSIES: "Loosies" shall mean the common term used to refer to a single or individually packaged cigarette or any other tobacco product that has been removed from its packaging and sold individually. The term "loosies" does not include individual cigars with a retail price, before any sales taxes, or more than \$2.00 per cigar.

MINOR: "Minor" shall mean any natural person who has not yet reached the age of eighteen (18) years.

RETAIL ESTABLISHMENT: "Retail Establishment" shall mean any place of business where tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices are available for sale to the general public. Retail establishments shall include, but not be limited to, grocery stores, convenience stores, drug stores and restaurants.

MOVEABLE PLACE OF BUSINESS: "Moveable Place of Business" shall refer to any form of business operated out of a truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

SALE: A "Sale" shall mean any transfer of goods for money, trade, barter, or other consideration.

COMPLIANCE CHECKS: "Compliance Checks" shall mean a file system the City of Sartell uses to investigate and ensure that those authorized to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices are following and complying with the requirements of this ordinance. Compliance checks shall involve the use of minors as authorized by this ordinance. Compliance Checks shall also mean the use of minors who attempt to purchase tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices for educational, research and training purposes as authorized by state and federal laws. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate federal, state, or local laws and regulations relating to tobacco, tobacco products, tobacco related devices, electronic delivery devices and nicotine or lobelia delivery devices.

CITY: The "City" shall mean the City of Sartell, Minnesota.

INDOOR AREA: The words “indoor area” shall mean all space between a floor and a ceiling that is bound by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door or other physical barrier, whether temporary or permanent.

TOBACCO SHOP: The words "Tobacco Shop" mean a self-contained, independent retail facility, as opposed to a department within a larger retail establishment, that is not more than 1,500 gross square feet in area, in which tobacco is offered for sale, with or without non-tobacco products, which includes open air display of individual products for inspection and selection by patrons, and which is continuously staffed by an employee from which persons under 18 years of age are prohibited from entering, and which otherwise complies with the requirements of Minnesota State Statute Section 461.18, Subd. 1 Excluding a wall mounted sign for the store name and address, the display of products or signage of any form that is related to a product offered at the tobacco shop shall not be displayed on the exterior nor visible from the exterior of the building or property. Any door used for customer entrance to a tobacco shop must be free of signs, markings or advertisements, except:

1. A prescribed notice to minors that they are not allowed to enter a tobacco shop. The notice to minors shall be an octagonal red sign, 10" by 10" with contrasting white block letters that state, "STOP!" (in 1" letters), "NO PERSON UNDER THE AGE OF 18 SHALL BE ALLOWED ON TOBACCO SHOP PREMISES" (in ½" letters) and SARTELL ORD. 3-6-2" (in ¼" letters). The sign shall be centered on the door, between 4-6 feet from the bottom of the door.

2. No more than 1.5 square feet of advisory details, limited to identifying a numerical address, hours of operation and notices of caution. (ord. 03-02, 3-24-03)

3-6-3: LICENSE: No person shall sell or offer to sell any tobacco, tobacco products, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device without first having obtained a license to do so from the City.

1. **Application.** An application for a license to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices shall be made on a form provided by the City. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the City deems necessary. Upon receipt of a completed application, the City Clerk shall forward the application to the City Council for action at its next regularly scheduled meeting. If the City Clerk shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

2. **Action.** The City Council may either approve or deny the license, or it may delay action for such reasonable period of time as is necessary to complete any investigation of the application or the applicant it deems necessary. The City shall request a background check on the applicant before the application is forwarded for action. The application shall be forwarded to the City Police Department within a reasonable period of time, and the background check should be

completed within ten days. The application and investigation results shall then be forwarded to the City for action. If the City Council approves the license, the City Administrator shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the decision.

3. Term. All licenses issued under this ordinance shall be valid for one calendar year from the date of issue.

4. Revocation or Suspension. Any license issued under this ordinance may be revoked or suspended as provided in the Violations and Penalties section of this ordinance.

5. Transfers. All licenses issued under this ordinance shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.

6. Moveable Place of Business. No license shall be issued to a movable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

7. Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premise.

8. Renewals. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least thirty days but no more than sixty days before the expiration of the current license. The issuance of a license issued under this ordinance shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to make automatic renewal of the license.

9. Proximity to youth-orientated facilities. No license shall be granted pursuant to this ordinance to any person for any retail sales of tobacco, tobacco products, tobacco-related devices, electronic delivery devices or nicotine or lobelia delivery devices within 1,000 feet of any school, playground, house of worship, or youth-orientated facility, as measured by the shortest line between the space to be occupied by the proposed licensee and the occupied space of the school, playground, house of worship, or youth-orientated facility, unless that person has been in the business of selling such products in that location before the date this ordinance was enacted into law for at least one year. For the purpose of this ordinance, a youth-orientated facility is defined to include any facility with residents, customers, visitors or inhabitants of which 25 percent or more are regularly under the age of 21 or which primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21.

10. Proximity to other tobacco retailers. No license shall be granted pursuant to this ordinance to any person for any retail sales of tobacco, tobacco products, tobacco-related devices, electronic delivery devices or nicotine or lobelia delivery devices within two thousand feet of any establishment holding such a license, as measured by the shortest line between that space to be occupied by the proposed licensee and the occupied space of the nearest existing

license, unless that person has been in business of selling such products in that location before the date this ordinance was enacted into law for at least one year.

11. Smoking. Smoking shall not be permitted and no person shall smoke within the indoor area of any establishment with a retail license. Smoking for the purpose of sampling tobacco and tobacco related products is prohibited.

3-6-4: FEES: No license shall be issued under this ordinance until the appropriate license fee shall be paid in full. The fee for a license under this ordinance shall be such amount as is set forth in a fee schedule to be adopted by the City Council and modified from time to time.

3-6-5: BASIS FOR DENIAL OF LICENSE: The following shall be grounds for denying the issuance or renewal of a license under this ordinance; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the City must deny the license. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this Section:

1. The applicant is under the age of 18 years.
2. The applicant has been convicted within the past five years of any violation of a Federal, State, or local law, ordinance provision, or other regulation relating to tobacco or tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices.
3. The applicant has had a license to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices revoked within the preceding twelve months of the date of application.
4. The applicant fails to provide any information required on the application, or provides false or misleading information.
5. The applicant is prohibited by Federal, State, or other local law, ordinance, or other regulation, from holding such a license.

3-6-6: PROHIBITED SALES: It shall be a violation of this ordinance for any person to sell or offer to sell any tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device:

1. To any person under the age of eighteen (18) years.
2. By means of any type of vending machine.
3. By means of any type of kiosk.
4. By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia

delivery device and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device between the licensee or the licensee's employee, and the customer. This section shall not apply to a tobacco shop. (ord. 03-02, 3-24-03)

5. Any E-cigarette liquid that is not in a child resistant package, to prevent poisonings.

6. By means of loosies as defined in Section 3-6-2 of this ordinance. This section shall not apply to a tobacco shop. (ord. 03-02, 3-24-03)

7. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other tobacco products.

8. By any other means, to any other person, on in any other manner or form prohibited by Federal, State, or other local law, ordinance provision, or other regulation.

3-6-7: **SELF-SERVICE SALES:** It shall be unlawful for a licensee under this ordinance to allow the sale of tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices by any means where by the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device between the licensee or his or her clerk and the customer. All tobacco, tobacco products, tobacco related devices, electronic delivery devices and nicotine or lobelia delivery devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Any retailer selling tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices at the time this ordinance is adopted shall comply with this section within 90 days following the effective date of this ordinance.

3-6-8: **RESPONSIBILITY:** All licensees under this ordinance shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the City from also subjecting the clerk to whatever penalties are appropriate under this Ordinance, State or Federal law, or other applicable law or regulation.

3-6-9: **COMPLIANCE CHECKS AND INSPECTIONS:** All licensed premises shall be open to inspection by the City Police Department or other authorized City official during regular business hours. From time to time, but at least once per year, the City shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age

of fifteen (15) years but less than eighteen (18) years, to enter the licensed premise to attempt to purchase tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices. Minors used for the purpose of compliance checks shall be supervised by designated law enforcement officers or other designated City personnel. Minors used for compliance checks shall not be guilty of the unlawful purchase or attempted purchase, nor the unlawful possession of tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices when such items are obtained or attempted to be obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this Section shall prohibit compliance checks authorized by State or Federal laws for educational, research, or training purposes, or required for the enforcement of a particular State or Federal law.

3-6-10: OTHER ILLEGAL ACTS: Unless otherwise provided, the following acts shall be a violation of this ordinance.

1. **Illegal Sales.** It shall be a violation of this ordinance for any person to sell or otherwise provide any tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device to any minor.

2. **Illegal Possession.** It shall be a violation of this ordinance for any minor to have in his or her possession any tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device. This subdivision shall not apply to minors lawfully involved in a compliance check.

3. **Illegal Use.** It shall be a violation of this ordinance for any minor to smoke, chew, sniff, or otherwise use any tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device.

4. **Illegal Use.** It shall be a violation of this ordinance for E-cigarette use in the following entities:

- a. Hospitals, health care clinics and doctor's offices;
- b. "Licensed residential facilities for children, or other health-care related facility";
- c. "Buildings owned or operated by the state, home rule charter or statutory city, county, township, school district or other political subdivisions (including correctional facilities)";
- d. Any facility owned by Minnesota State Colleges and Universities and the University of Minnesota;
- e. Any Facility licensed by the commissioner of Human Services;
- f. Any Facility licensed by the commissioner of Human Services (but only if the facility is also subject to federal licensing requirements); and
- g. Licensed daycare facilities, including home daycares during hours of operation.

4. **Illegal Procurement.** It shall be a violation of this ordinance for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, tobacco related device, electronic delivery devices or nicotine or lobelia delivery device. This subdivision shall not apply to minors lawfully involved in a compliance check.

5. **Use of False Identification:** It shall be a violation of this ordinance for any minor to attempt to disguise his or her the age by the use of a false form of identification, whether the identification is that of another person or one in which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

3 -6-11: VIOLATIONS

1. **Notice.** Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of his or her right to be heard on the accusation. The citation shall provide notice that a hearing must be requested within ten (10) business days of receipt and that hearing rights shall be terminated if a hearing is not promptly requested. The citation shall provide information how and where a hearing may be requested, including the contact name, address and phone number.

2. **Hearings.** Upon issuance of a citation, a person accused of violating this ordinance may request in writing a hearing on the matter. Hearing requests must be made within ten (10) business days of the issuance of the citation and delivered to the city clerk or other designated city officer. Failure to request a hearing within ten (10) business days of the issuance of the citation will terminate the person's right to a hearing.

The city clerk or other designated city officer shall set the time and place for the hearing. Written notice of the hearing time and place shall be mailed or delivered to the accused violator at least ten (10) business days prior to the hearing.

3. **Hearing Officer.** The city attorneys office shall a hearing officer. The hearing officer must be an impartial employee of the city or an impartial person retained by the city to conduct the hearing.

4. **Decision.** A decision shall be issued by the hearing officer within ten (10) business days. If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officers reasons for finding a violation and the penalty to be imposed under Section 3-6-9 of this ordinance, shall be recorded, in writing, a copy of which shall be provided to the accused violator by in person delivery or mail as soon as practicable. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the acquitted accused violator by in person delivery or mail as soon as practicable.

Costs. If the citation is upheld by the hearing officer, the city's actual expenses in holding the hearing up to a maximum of \$1,000.00 shall be paid by the person requesting the hearing.

The decision of the hearing officer is final.

5. Appeals. Appeals of any decision made by the hearing officer shall be filed in the district court for the jurisdiction of the City in which the alleged violation occurred.

6. Continued Violation. Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

3-6-12: ADMINISTRATIVE PENALTIES:

1. Licensees. Any licensee found to have violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative fine in accordance with the city's annual fee schedule. In addition, after the third offense, the license shall be suspended for not less than seven consecutive days.

2. Other Individuals. Other individuals, other than minors regulated by subdivision 3 of this Subsection, found to be in violation of this ordinance shall be charged an administrative fee in accordance with the city's annual fee schedule.

3. Minors. Minors found in unlawful possession of, or who unlawfully purchase or attempt to purchase, tobacco, tobacco products, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery devices shall be subject to an administrative fine, or may be subject to a tobacco-related education classes, diversion programs, community services or any other penalty that the city believes will be appropriate and effective. The administrative fine or other penalty shall be established by the city's annual fee schedule.

4. Misdemeanor. Nothing in this Section shall prohibit the City from seeking prosecution as a misdemeanor for any violation of this ordinance.

5. Statutory penalties. If the administrative penalties authorized to be imposed by Minn. Stat. SS 461.12, as it may be amended from time to time, differ from those established in this ordinance, then the statutory penalties shall prevail.

3-6-13: EXCEPTIONS AND DEFENSES: Nothing in this ordinance shall prevent the providing of tobacco, tobacco products, tobacco-related devices, electronic delivery devices or nicotine or lobelia delivery devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.

3-6-14: SEVERABILITY AND SAVINGS CLAUSE: If any section or provision of this ordinance is held invalid, such invalidity shall not affect other sections or provisions which can be given force and effect without the invalidated section or provision.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: January 12, 2015	Agenda Item No. 6u
Agenda Section: Consent	Item: Resolution Making Certain Commission Appointments	

RECOMMENDATION:

Adopt resolution making certain commission appointments.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

Hennes, Peterson and Braig Lindstrom met during a special meeting on December 17th and interviewed applicants for the various commission openings. Their recommendation supports appointing Anna Gruber and Dawn Moen to the Planning Commission and Frank Wohletz and Dawn Loberg to the Economic Development Commission.

BACKGROUND:

The purpose of the resolution is to ratify the new appointments as follows:

EDC	Frank Wohletz	12-31-17
EDC	Dawn Loberg	12-31-15
PC	Dawn Moen	12-31-16
PC	Anna Gruber	12-31-17

BUDGET/FISCAL IMPACT:

NA

ATTACHMENTS:

1. Resolution Making Certain Commission Appointments

ACTION REQUESTED:

Consent agenda approval serves as approval of the attached Resolution. If item is removed from Consent, separate motion is requested to approve attached Resolution.

RESOLUTION NO. _____

RESOLUTION MAKING CERTAIN COMMISSION APPOINTMENTS

WHEREAS, the following are the current Planning and Economic Development Commission members and terms:

<u>Office</u>	<u>Name</u>	<u>Term Expires</u>
PC	Ryan Fitzthum	12-31-15
PC	Gary Ormann	12-31-15
PC	Glen Persen	12-31-16
PC	Dawn Moen	12-31-16
PC	Anna Gruber	12-31-17
EDC	Mike Schoenecker	12-31-15
EDC	Bruce Stainbrook	12-31-15
EDC	Julie Whitney	12-31-15
EDC	Dawn Loberg	12-31-15
EDC	Heladio Zavala	12-31-16
EDC	Brian Dauer	12-31-16
EDC	Jim Illies Jr	12-31-17
EDC	Frank Wohletz	12-31-17

And;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, that the following appointments are hereby made to fill the Planning Commission or Economic Development Commission expiring or vacated as of 12/31/14 to the identified term:

EDC	Frank Wohletz	12-31-17
EDC	Dawn Loberg	12-31-15
PC	Dawn Moen	12-31-16
PC	Anna Gruber	12-31-17

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF JANUARY 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: January 12, 2015	Agenda Item No. 6v
Agenda Section: Consent	Item: Agreement with CGI Communications, Inc.	

RECOMMENDATION:

Approve the 2014 Community Showcase Video Program Agreement.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

In an effort to enhance our economic development and city promotion efforts, staff has been reviewing options related to the creation of a video (or series of videos). At no cost to the City, CGI Communications, Inc can produce a series of videos, which will highlight unique attributes of Sartell. Using footage from around the city, the videos focus on everything from economic development to quality of life and community services. The videos would be part of the City's website for a period of at least three years. CGI Communications does seek sponsorship opportunities from our local businesses, but if there is no interest in the sponsorships, CGI Communication will still produce the videos free of charge. There are a number of communities across the county, as well as in Minnesota who have taken advantage of this opportunity with success and satisfaction. A couple of Minnesota examples include (find the Video Tour box) :

Champlin (<http://ci.champlin.mn.us/>)

Bemidji (www.ci.bemidji.mn.us)

Blaine (www.ci.blaine.mn.us)

Crystal (www.crystalmn.gov)

Fairmont (www.fairmont.org)

BUDGET/FISCAL IMPACT:

There are no budget impacts to the City of Sartell.

ATTACHMENTS:

1. Agreement

ACTION REQUESTED:

Consent agenda approval serves as approval of the action. If the item is removed from Consent, separate motion is request to approve attached Resolution.



Frequently Asked Questions

- **Who is CGI Communications, Inc.?**
Formed in 1988, CGI Communications, Inc. is the leading provider of high-impact marketing solutions to communities and small businesses. CGI is one of Upstate New York's top growth companies, receiving multiple Top 100 Awards in the Greater Rochester Area.
- **Are there any hidden costs?**
No, there is never a point where your municipality will see an invoice for any services we provide.
- **What if no businesses sign up for sponsorship?**
Even if zero sponsors participate, your Community will still receive the program at no cost. There is no threshold or minimum sponsorship requirement.
- **How long is the production time line?**
The welcome video can be completed with in a few weeks. The entire video production is typically about 12 -14 weeks, but can vary depending on what time of year filming is preferred.
- **What is the relationship between CGI and the United States Conference of Mayors and the National League of Cities?**
CGI works closely with the USCM and NLC to provide a myriad of digital marketing tools to showcase and promote individual municipalities nationwide. Our Community Showcase Program is an opportunity that both members and non-members can participate in.
- **Who fulfills the sponsorship element of the Community Video Program?**
CGI takes care of all sponsorship fulfillment, however if your community would like to recommend businesses to have the first right of refusal, we encourage and welcome you to do so.
- **Do we have a choice of what season we are filmed in?**
Absolutely! It is our goal to film municipalities in the season you feel best represents your community as a whole.
- **Do we need an Official Representative in our Welcome video?**
Absolutely not! It is your community's choice on whether or not you would like to have a civic leader represented in the welcome video.
- **Does our city have a choice in what type of establishments can participate in the sponsorship fulfillment?**
Of course! Your community has a say in the types of businesses that are featured. We simply need to know prior to the beginning of the sponsorship fulfillment campaign. For further information, please request CGI's Sponsor Policy.
- **Is there a special rate for non-profit organizations that want to get involved?**
We provide a Community Organizations chapter that creates an opportunity for local non-profits to garner exposure on our program at no-cost.
- **What is the GoCast Mobile App?**
GoCast gives you the power to record and upload videos to your official website and social media pages instantly! Operated right from your smart phone or device, GoCast allows you to record up to two minutes of video at a time with no limitation as to how often it's used. It is the perfect solution to adding new content to your website every day! From ribbon cuttings, festivals, departmental messages, emergency notifications, holiday greetings, event promotion...GoCast lets you film it all.

The 2014 Community Showcase Video Program

CGI Communications, Inc.
130 East Main Street, 5th Floor
Rochester, NY 14604
(800) 398-3029 phone
(866) 429-8611 fax

Name: Mary DiGiovanni
Title: City Administrator
Address: 125 Pinecone Road North
City, State, Zip: Sartell, MN 56377
Phone: 320-258-7309
Email: mary@sartellmn.com
Website: www.sartellmn.com

This agreement is between CGI Communications, Inc. ("CGI") and the City of Sartell (the "City") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewing via a link on the www.sartellmn.com homepage, including any alternate versions of your homepage, for viewer access on different devices. Any termination or modification of this Agreement shall not take effect until the expiration of the current term.

CGI shall provide a Community Video Program as follows:

- One Welcome video from your Mayor or other civic leader
- Up to three additional videos to showcase various aspects of your community, for a total of (four) 1 minute community highlight videos
- One Community Organization chapter to promote charities, nonprofits and community development organizations
- Script writing and video content consultation
- A videographer will come to your location to film videos
- We reserve the right to use still images and photos for video production
- All aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Final draft of Community Video Showcase content subject to your approval (up to 3 sets of revisions allowed). Any request for approval of revision, including final draft, shall be deemed approved if no response received by us within thirty (30) days of request
- Patented OneClick™ Technology and encoding of all videos into multiple streaming digital formats to play on all computer systems, devices, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Business sponsors allowed on the perimeter of video panels
- Businesses will be allowed to purchase various digital media products and services from CGI and its affiliates
- Duration of sponsor participation will be one to two years and CGI is solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Viewer access of the Community Video Program from your website shall be facilitated by CGI, providing HTML source code for a graphic link to be prominently displayed on the www.sartellmn.com -website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement; "Video Tour" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- CGI will own copyrights of the master Community Video Program
- The City will assume no cost or liability for this project and CGI will honor any request for termination of sales upon 30 day Notice and only if the City continuously provides the Community Video linkage from its Homepage for the duration of this contract

The City of Sartell shall:

- Provide a letter of introduction for the program on its letterhead
- Assist with the content and script for the Community Video Showcase
- Grant CGI the right to use City's name in connection with the preparation, production, and marketing of the Program
- Display the "Coming Soon" graphic link prominently on the www.sartellmn.com homepage within 10 business days of receipt of HTML source code
- Display the "Video Tour" link, of no less than 150 by 400 pixels, prominently on its www.sartellmn.com homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content on Community Video Program and all related CGI Programs, including but not limited to its "Community Video Network"
- Represent and warrant that any and all photographs, videos, and other content it submits to us for use in any video or other production does not infringe on any third party's copyrighted material, trademark or other intellectual privacy or publicity rights and shall defend and indemnify us from any such claim or action

This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein.

We, the undersigned, have read and understand the above information and have full authority to sign this agreement.

The City of Sartell, MN

CGI Communications, Inc.

Signature:



Name (printed):

Name (printed): Nicole Rongo

Title:

Title: Vice President of Marketing

Date:

Date: December 9, 2014

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Planning Department	Meeting Date: January 12, 2015	Agenda Item No. 6w
Agenda Section: Consent	Item: Resolution Rescinding the Detachment of Property	
<p>RECOMMENDATION: Adopt resolution rescinding the resolution detaching e G & M Dehler Trust Property (Tract A)</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: NA</p> <p>PREVIOUS COUNCIL ACTION: The City Council originally approved the annexation of 41.630 acres currently known as the Sauk River Regional Park. The City Council also approved the detachment of Tract A (27.750 acres) on November 24, 2014.</p> <p>BACKGROUND: The Office of Administrative Hearing suggested modifying the original annexation order dated May 13, 2014 (OA 0 276-119) to eliminate Tract A from the annexation petition instead of going through the process of detaching the property. The City was able to obtain the corrected order on December 15, 2014. To clear any confusion, rescinding the resolution detaching Tract A would be in order.</p> <p>BUDGET/FISCAL IMPACT: N/A</p> <p>ATTACHMENTS: Resolution Map</p> <p>Council Action Requested: Consent agenda approval serves as approval of the action. If the item is removed from Consent, separate motion is requested to approve attached the attached Resolution.</p>		

RESOLUTION NO. _____

RESOLUTION RESCINDING THE RESOLUTION DETACHING G & M DEHLER TRUST PROPERTY (Tract A)

WHEREAS, the City of Sartell approved a resolution detaching the G & M Dehler Trust Property of 27.750 acres (Tract A) on November 24, 2014; and

WHEREAS, after review, the Office of Administrative Hearings suggested modifying the original annexation order removing Tract A instead of requesting the detachment of Tract A; and

WHEREAS, on December 15, 2014, City of Sartell obtained the corrected order of annexation which removes Tract A from the original annexation order (OA – 276-119).

NOW, THEREFORE, BE IT RESOLVED that the City of Sartell hereby rescinds said resolution detaching the G & M Dehler Trust Property. Tract A therefore remains in LeSauk Township.

I CERTIFY THAT the above Resolution was adopted by the City Council of Sartell on January 12, 2015.

SIGNED:

Mayor

ATTEST:

City Administrator

SARTELL CITY COUNCIL

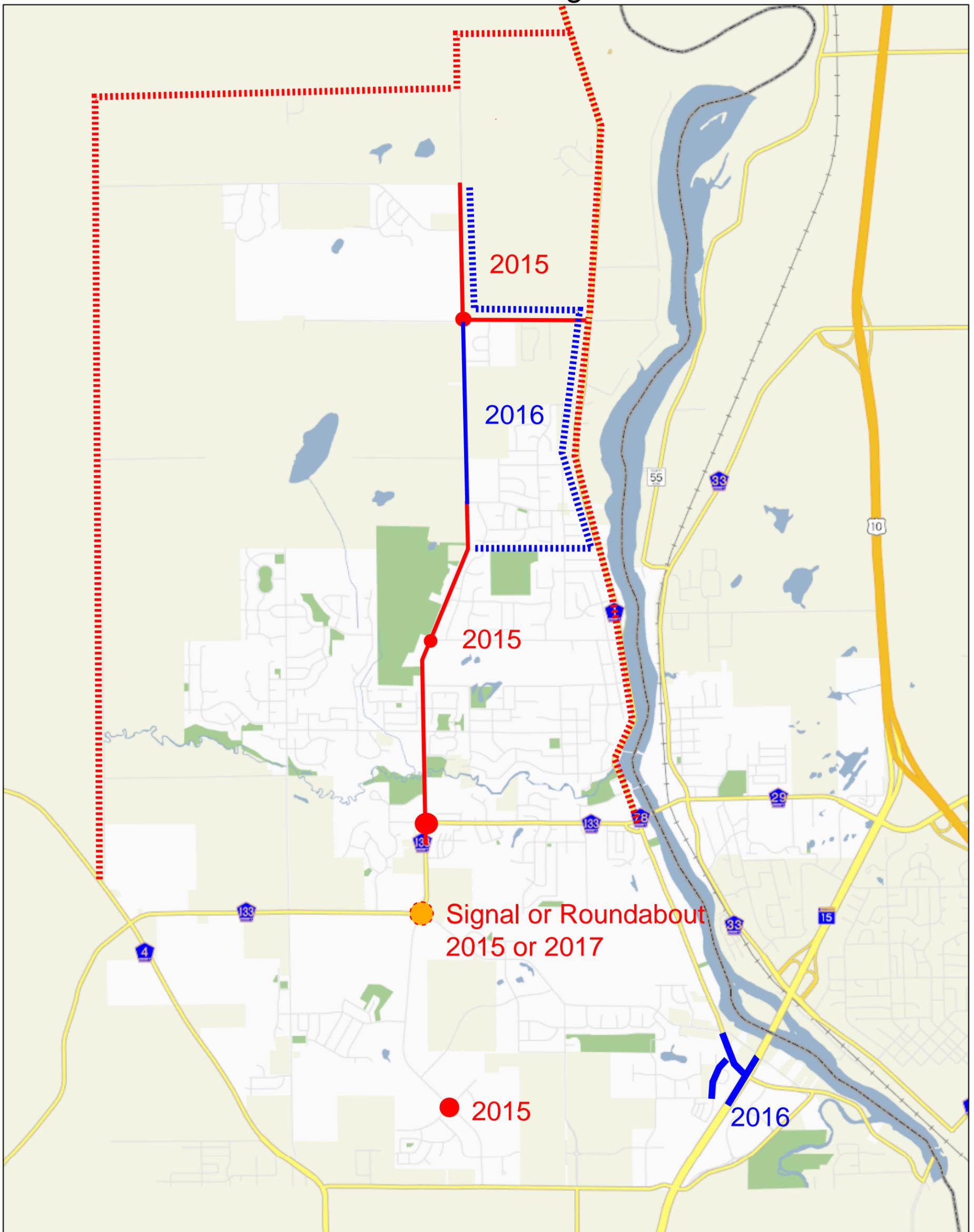
AGENDA COVER SHEET

Originating Department: Police Department	Meeting Date: January 12, 2015	Agenda Item No. 6x
Agenda Section: Consent	Item: Accept Police Officer Resignation	
<p>STAFF RECOMMENDATION: Accept Resignation of Officer Dan Miller.</p> <p>BOARD/COMMISSION/OTHER RECOMMENDATION: N/A</p> <p>PREVIOUS COUNCIL ACTION: N/A</p> <p>BACKGROUND: Dan Miller was officially appointed as Chief Deputy of the Meeker County Sheriff's Department.</p> <p>BUDGET/FISCAL IMPACT: Not determined – the area Chiefs will be working toward replacing Dan's position on the Violent Offender Task Force based on the Agreement among Sartell, Waite Park, St. Joseph and Sauk Rapids. Depending on which City the new officer comes from, Sartell's costs will be determined by the Agreement. The Council will be informed as this process moves forward.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as acceptance of the resignation. If item is removed from Consent, separate motion is requested accepting resignation.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Engineering	Meeting Date: January 12, 2015	Agenda Item No. 7a
Agenda Section: Old Business	Item: Pinecone & 27th Street N. Phasing Schedule	
<p>RECOMMENDATION: No formal action is requested at this time. Staff is looking for input on the proposed construction phasing for the Pinecone Road and 27th Street N. projects.</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None</p> <p>PREVIOUS COUNCIL ACTION: None</p> <p>BACKGROUND: Due to the MnDOT TH 15/CR 1 project schedules for 2016 it is necessary to minimize the construction on Pinecone Road. Attached is a proposed phasing and detour plan for review and discussion.</p> <p>BUDGET/FISCAL IMPACT: None at this time.</p> <p>ATTACHMENTS: Phasing and Detour Plan.</p> <p>COUNCIL ACTION REQUESTED: Consensus to move forward with the proposed phasing plan or to investigate other alternatives.</p>		



0 1,400 2,800 5,600 Feet

2015 -2016 Project Phasing



City of Sartell

- 2015 Detour
- 2016 Detour

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: January 12, 2015	Agenda Item No. 8a
Agenda Section: New Business	Item: St. Cloud Joint Planning District Board and Regional Plan Update Discussion	

RECOMMENDATION:

Advise staff on the City's preferred position on the future of the St. Cloud Joint Planning District Board and whether or not to participate in the funding of a regional comprehensive plan.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

The Joint Planning Board is requesting a determination be made by all individual jurisdictions as to future of the Joint Planning Board and the need to update the regional comprehensive plan.

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

The Community Based Planning Act (established in 1997 but partially repealed in 2001) was a pilot planning program which allowed communities to apply for grant funds to establish a community based plan. The intent and purpose of the Community Based Planning Act were to develop a "community based plan" complete with community input and coordination with neighboring jurisdictions. Sartell, St. Cloud, St. Joseph, Waite Park and Sauk Rapids, along with Stearns, Benton and Sherburne Counties applied and was awarded a grant to complete a comprehensive area plan. As a requirement of the grant, a Joint Planning Board was created under the direction of a Joint Powers Agreement. The Board has met quarterly since its inception and is primarily comprised of elective officials with various staff providing support. In addition to the Board, a number of subcommittees were formed (consisting of primarily staff) including Life Cycle/Affordable Housing, St. Cloud Area Wastewater Advisory, Regional Parks and Trails, Sustainability and Mississippi River Partners. All, except the Life Cycle Housing Subcommittee, are fairly active groups that convene regularly to discuss regional issues and efforts. In addition, all regional transportation and economic development efforts are handled by the St. Cloud APO and the Great St. Cloud Development Corporation respectively.

During the October Joint Planning Board meeting, there was a discussion regarding the need to update the regional plan because of its age. The cost to complete a regional plan update could cost between \$125,000 and \$200,000 which would be split up amongst the member jurisdictions. Further discussion during the Board meeting included the long-term role of the

JPB and whether or not the Board should be disbanded. Per the Joint Powers Agreement, it would take a 2/3's vote of the members to terminate the Joint Powers Agreement. The Board requested that each member jurisdiction discuss this topic with their respective governing bodies and report the findings during the January JPB meeting.

The City of Sauk Rapids has made the determination that the JPB no longer fits a need that isn't already served by new or existing planning groups. The City of St. Cloud has determined that the joint cities meetings serve the same purpose as the JPB. Therefore, they believe the JPB could be reduced to one annual meeting to discuss common or emerging issues. With both communities, there was no support to fund a regional comprehensive plan update.

BUDGET/FISCAL IMPACT:

Funding of any projects or special initiatives (Comprehensive Plan Update) would be split amongst the member jurisdictions based on voting representation. For Sartell, that could be an amount between \$10,000-\$20,000.

ATTACHMENTS:

1. St. Cloud Area Joint Planning District Joint Powers Agreement
2. Community Based Planning in Minnesota – 11 Goals
3. Background Information on the St. Cloud Area Joint Planning District

ACTION REQUESTED:

Advise staff on the City's preferred position on the future of the St. Cloud Joint Planning District Board and the desire to update the regional comprehensive plan.

ST. CLOUD AREA JOINT PLANNING DISTRICT
JOINT POWERS AGREEMENT

~~Revised Final Draft - April 14, 2000~~

As Approved by the District Board and Participating Jurisdictions

THE PARTIES TO THIS AGREEMENT are the undersigned governmental units located in the Counties of Stearns, Sherburne and Benton, State of Minnesota,

WITNESSETH:

WHEREAS, there is a demonstrated need for mutual understanding and cooperation between the undersigned governmental units in order to implement the Community-based Planning Act as set out in Minnesota Law 1997, c. 202, Art. 4, sections 1 to 13;

WHEREAS, there is a demonstrated need for mutual understanding and cooperation between the undersigned governmental units in order to plan for urban growth in areas which they govern;

WHEREAS, Minnesota Statutes, §394.232, subd. 4, authorizes a county to establish a joint planning district with other counties, municipalities, and towns, under the joint exercise of powers provisions of Minnesota Statutes, §471.59;

WHEREAS, Minnesota Statutes, §462.3535, subd. 3, authorizes a city or town to establish to establish a joint planning district with other municipalities or counties, under the joint exercise of powers provisions of Minnesota Statutes, §471.59;

WHEREAS, the respective members hereto are desirous of establishing a joint planning district for the purposes hereafter set out;

NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions herein agreed, the parties agree as follows:

ARTICLE I. Purpose of Agreement

The purpose of this agreement is to maintain a St. Cloud Area Joint Planning (District) Plan and to comply with Minnesota Laws 1997, c. 202, Art. 4, sections 17 to 21, related to planning urban growth for the Planning Area.

ARTICLE II. Organization

1. ESTABLISHMENT

This agreement facilitates a joint planning district to be called the "St. Cloud Area Joint Planning District."

2. PLANNING AREAS

The District shall be divided into two planning areas. The St. Cloud Urban Growth Planning Area and the balance of the District outside the St. Cloud Urban Growth Planning Area. Both planning areas shall be coordinated by the District Board.

3. MEMBERSHIP AND VOTING

The membership of the District Board (the Board) shall consist of the parties (members units) signing this Agreement. They are the cities of St. Cloud, St. Joseph, Waite Park, Sartell, Sauk Rapids, and the counties of Benton, Sherburne, and Stearns.

A. The number of voting representatives shall be as follows:

1. Sherburne, Benton and Stearns Counties – 1 vote each.
2. Sauk Rapids, Waite Park, Sartell and St. Joseph – 1 vote each.
3. City of St. Cloud – 2 votes.

B. Voting representatives shall be selected by the member units to serve on the Board and shall be certified to the Board within two weeks after all

member units of government have ratified this agreement. All voting representatives shall be elected officials.

- C. Each member unit may select an alternate voting representative to attend meetings in the absence of a member unit's voting representative. An alternate voting representative shall be certified to the Board prior to attending any Board meetings. All alternate voting representatives shall be elected officials.

4. FUNDING

Operating funds will be obtained in accordance with Article VI of the agreement.

5. REMOVAL OF VOTING REPRESENTATIVE FROM THE BOARD

If a voting representative misses three consecutive meetings without prior notification, that representative will be considered to have resigned, subject to reappointment. Prior to final action on this implied resignation, the Board Chair will notify the principal elected official of the affected member unit in writing and request a written statement concerning the status of this representative. One month will be allowed for the written reply. The Board shall have final authority to dismiss a voting representative. A vacant representative position shall be replaced in accordance with Article II, Section 3 of this agreement.

6. OFFICERS

The officers of the Board shall be Chair, Vice-Chair, Secretary, and Treasurer.

All officers shall be elected and serve in accordance with Board policy.

7. MEETINGS

A. Regular meetings of the full Board shall be held on the _____ of the _____ . Meetings shall start at _____, or as scheduled by the Board, at the meeting place designated by the Board.

A special meeting may be called by the Chair of the Board for urgent business with notification to the voting representatives by telephone. At least one voting representative of each member unit shall be contacted personally for such a meeting to be valid.

B. Special meetings may also be called by voting representatives of the Board. A written petition signed by 1/3 of the voting representatives and presented to the Secretary seven days before the requested date for a special meeting shall constitute the call for such special meeting.

The Secretary shall give all voting representatives a written notice of all regular meetings at least five days in advance. The Secretary shall also send a written copy of the agenda to each voting representative three days in advance of a meeting. In the case of a special meeting, the Secretary shall give reasonable notice to the voting representatives of the time, date, place, and agenda of the special meeting. All meetings shall be subject to and comply with the Minnesota Open meeting law, as set out in Minnesota Statutes, §471.705.

8. RULES

Robert Rules of Order, as amended by the Board, shall govern the conduct of all meetings.

9. AGENDA

Any proposal for inclusion in the agenda shall be given to the Chair eight days in advance of Board meetings. Any proposal given to the Chair in writing, within the required time period, by a voting representative, shall be included in the agenda. Any other agenda item may only be considered at a regular meeting if approved by a majority of the voting representatives present.

10. QUORUM

A quorum shall consist of 6 voting representatives. The Board cannot conduct business at a duly called meeting without a quorum of the voting representatives present, but less than a quorum may adjourn.

11. AMENDMENTS

The joint powers agreement of the District may be amended by ratification of all member units.

12. TECHNICAL ADVISORY COMMITTEE

The Board shall establish a Technical Advisory Committee (TAC) to advise on the technical aspect of maintaining a District Plan.

13. NON-MEMBER PARTICIPATION

Non-member participation in the District planning process shall be identified through District Board policy.

14. PROJECT ADMINISTRATION

The administrative and fiscal agent(s) of the Board shall be the County of Stearns.

15. EMPLOYEES

Employees of the member Cities and Counties serving as representatives of the TAC or providing project administration services shall not be considered employees of the Board for any purpose including, but not limited to, salaries, wages or other compensation or fringe benefits; workers' compensation; unemployment compensation or reemployment insurance; retirement benefits; social security; liability insurance; keeping of personnel records and termination of employment.

16. NO PAYMENT TO ASSISTING STAFF

No member unit shall be responsible or liable to any other member unit for the payment of wages or other remuneration to the other member unit or to the other member unit's employee(s), notwithstanding the fact that such employees may from time to time, pursuant to this Agreement, provide services which benefit the other.

ARTICLE III. Powers and Duties

1. The principal functions, powers, and duties of the Board shall be, in general:

A. To coordinate community-based planning in the District by creating a District Plan in accordance with requirements established in Minnesota Laws 1997, c. 202, Art. 4, sections 17 to 21 for the purposes of:

1. maintaining urban growth boundaries (St. Cloud Urban Growth Project Area) in the St. Cloud Area Joint Planning District, including the recommendation for future urban infrastructure distribution.

2. assisting cities, towns, and counties responsible for land use planning in developing policies which ensure the integrity of the District's established urban growth boundaries.
3. coordinating with the Counties of Benton, Sherburne, and Stearns in facilitating community-based comprehensive plans throughout the balance of the District outside the St. Cloud Urban Growth Project area.

- B. To perform other duties which may lawfully be assigned to it and which may have a bearing on the accomplishment of Article III to include the establishment of advisory committees.
- C. To collect, hold and disburse funds, and to make contracts as necessary to accomplish its activities.
- D. To apply for and receive State and Federal funds to accomplish its purposes for the District and related activities

D.

1. The Board must strictly account for all funds and report on all receipts and disbursements to granting or funding agencies and to its members.
2. Nothing in this Agreement shall give the Board the power to usurp the power given to its members by the laws of Minnesota. The Board shall not have the power to regulate land use, zoning, building, physical development, platting and subdivision control, and the Board shall not have the authority to engage in

work which may be paid through special assessments pursuant to Minnesota Statutes, chapter 429.

ARTICLE IV. District Plan Adoption and Amendment

The Board shall adopt a preliminary District Plan with not less than the affirmative vote of 2/3 of all voting representatives. The Preliminary District Plan shall be conveyed to all member units within fourteen working days of the Board's approval.

Member units shall take action on the Preliminary District Plan within sixty working days of receipt of the Plan. Before the Preliminary District Plan shall become the Final District Plan, all member units must approve the Preliminary District Plan as presented by the Board. Conditions attached to approval shall constitute rejection of the Plan.

Major amendments and Plan updates shall follow the procedure for Plan adoption. Minor amendments may be approved by the Board with a unanimous vote.

Where non-ratification by a board member unit prevents adoption of a Final District Plan the Board shall initiate a dispute resolution process with such member unit as provided in Board policy.

AGREEMENT V. Indemnification

Each member agrees to save and protect, hold harmless, defend and indemnify any other member for any and all claims, causes or actions and damages of any nature whatsoever arising from, allegedly arising from or related to the provision of services to a member pursuant to the terms of this Agreement. This agreement to indemnify and hold harmless does not constitute a waiver by any member of limitations on liability provided by Minnesota Statutes, Chapter 466.

ARTICLE VI. Division of Payment Responsibility

The responsibility of the members for the debts and obligations of the Board incurred as a result of the proper exercise of said powers herein granted shall be apportioned among the members in the same ratio as their respective voting representation on the Board.

ARTICLE VII. Termination

This agreement may be terminated by the written agreement of 2/3 of the members. Any member may petition the Board to terminate this Agreement. Upon 30 day's notice in writing to the clerk of the governing body of each member, the Board shall hold a hearing and upon a 2/3 vote of all voting representatives, the Board shall by resolution recommend that the Agreement be terminated. The resolution shall be submitted to the governing body of each member and if ratified by 2/3 of the governing bodies of all members within sixty (60) days, the Board shall terminate this Agreement, allowing reasonable time to complete work in progress and dispose of personal property owned by the Board.

Upon termination of the joint area planning effort, all property purchased or owned pursuant to this Agreement shall be sold and the proceeds thereof together with monies on hand, shall be distributed to the current members. Such distribution of assets shall be made in proportion to the total contributions by the respective members over the entire duration of this Agreement.

ARTICLE VIII. Withdrawal

, Members may withdraw from this Agreement, by resolution of its governing body provided that members give a 120 day notice to the Board prior to the end of the fiscal year.

ARTICLE IX. Severability

If any portion of this Agreement is found to be void, unenforceable or unconstitutional, or any combination of these, by a court of competent jurisdiction, the remaining portions of this Agreement shall remain in effect.

ARTICLE X. Effective Date

- A. This Agreement shall be in full force and effect when all members, (identified in Article II.3 of this Agreement), sign this Agreement. All members need to sign the same copy. Each member shall file the signed Agreement with the Administrator of the County of Stearns, who shall: Notify all members of the effective date of the Agreement;
- B. Forward a certified copy of the Agreement to the Director of the Minnesota Office of Strategic and Long Range Planning; and,
- C. Set an initial date, time, and place for the Board's first meeting.
1. Prior to the effective date of this Agreement, any signatory may rescind its approval.

In WITNESS WHEREOF, the parties hereto have duly executed this Agreement by action of their governing bodies, in accordance with law.

The 11 goals of community-based planning

The 11 goals of community-based planning are presented here as they appear in the law that was passed in May 1997.

Citizen participation — To develop a community-based planning process with broad citizen participation in order to build local capacity to plan for sustainable development and to benefit from the insights, knowledge, and support of local residents. The process must include at least one citizen from each affected unit of local government;

Cooperation — To promote cooperation among communities to work towards the most efficient, planned, and cost-effective delivery of government services by, among other means, facilitating cooperative agreements among adjacent communities and to coordinate planning to ensure compatibility of one community's development with development of neighboring communities;

Economic development — To create sustainable economic development strategies and provide economic opportunities throughout the state that will achieve a balanced distribution of growth statewide;

Conservation — To protect, preserve, and enhance the state's resources, including agricultural land, forests, surface water and groundwater, recreation and open space, scenic areas, and significant historic and archaeological sites;

Livable community design — To strengthen communities by following the principles of livable community design in development and redevelopment, including integration of all income and age groups, mixed land uses and compact development, affordable and life-cycle housing, green spaces, access to public transit, bicycle and pedestrian ways, and enhanced aesthetics and beauty in public spaces;

Housing — To provide and preserve an adequate supply of affordable and life-cycle housing throughout the state;

Transportation — To focus on the movement of people and goods, rather than on the movement of automobiles, in transportation planning, and to maximize the efficient use of the transportation infrastructure by increasing the availability and use of appropriate public transit throughout the state through land-use planning and design that makes public transit economically viable and desirable;

Land-use planning — To establish a community-based framework as a basis for all decisions and actions related to land use;

Public investments — To account for the full environmental, social, and economic costs of new development, including infrastructure costs such as transportation, sewers and wastewater treatment, water, schools, recreation, and open space, and plan the funding mechanisms necessary to cover the costs of the infrastructure;

Public education — To support research and public education on a community's and the state's finite capacity to accommodate growth, and the need for planning and resource management that will sustain growth; and

Sustainable development — To provide a better quality of life for all residents while maintaining nature's ability to function over time by minimizing waste, preventing pollution, promoting efficiency, and developing local resources to revitalize the local economy.

Common Ground assists local governments with community-based planning. For more information, contact: Deborah Pile, (612) 297-2375, common.ground@mnplan.state.mn.us

Minnesota Planning is charged with developing a long-range plan for the state, stimulating public participation in Minnesota's future and coordinating activities among state agencies, the Legislature and other units of government.

Upon request, this document will be made available in an alternate format, such as Braille, large print or audio tape. For TTY, contact Minnesota Relay Service at (800) 627-3529 and ask for Minnesota Planning.

MINNESOTA PLANNING



658 Cedar St.
St. Paul, MN 55155
(612) 296-3985
www.mnplan.state.mn.us

September 1997

ST CLOUD AREA JOINT PLANNING DISTRICT

The St Cloud Area Joint District Plan (JDP) was created to facilitate Regional Community Based Planning. This was a pilot project pursuant to the Community-based Planning Act passed and funded by the 1997 Minnesota State Legislature. In November of 1997 eight jurisdictions entered into a joint powers agreement to complete a Community-Based Plan under the pilot program. From the joint agreement, a district board was created to oversee the development of the Plan.

The purpose of the JDP was to address the following community concerns:

1. Rapid, unplanned growth
2. Lack of integrated, regional transportation system
3. Balance agricultural issues with urban development
4. Need for multiple jurisdictional cooperation and need to find proper governance system.
5. Equitable, efficient distribution of wastewater treatment facility cost and services

Communities involved:

Counties: Stearns (2008), Benton (2005) and Sherburne (2011)

Cities: St Cloud (2003, will be updating), St Joseph (2008), Sartell (2014 Update in process), Sauk Rapids (2005) and Waite Park (2005)

The year in parenthesis reflects the last Comprehensive Plan revision.

The JDP was developed based on the 11 Goals of Community Based Planning – none of which exist today in Statute. The current Community- Based Planning statutory language is attached as Appendix 1.

Plan Implementation:

Implementation of this plan occurred on two levels. First was the creation of this plan as a policy framework setting the direction for the region through its Goals and Policies, Non-Metro Area Growth Plan and the St Cloud Area Master Plan. Secondly each local unit of government in the Region adopted its local plans, ordinances and other documents to carry forth the vision and recommendations within the Plan.

In 2005 the Board authorized a Plan review and evaluation. Each entity contributed to the funding of the evaluation summary, \$2,000 per jurisdiction (\$4,000 for the City of St Cloud). The evaluation summary was accepted in November of 2006.

In response to various community issues and concerns the following subcommittees were created through this Board:

ST CLOUD AREA JOINT PLANNING DISTRICT

- Sustainability Committee
- Mississippi Partners
- Regional Parks and Trails Committee
- St Cloud Area Wastewater Advisory Committee
- Housing Committee

Plan Accomplishments

- Each community within the JDP area has a comprehensive plan that addresses growth within their community and many have Orderly Annexation Agreements with neighboring jurisdictions.
- The St Cloud APO continues to coordinate transportation initiatives in the region. Significant elements of the regional transportation system envisioned by the JDP have been constructed, including 33rd Street South, County Road 134, County (west Waite Park), and others. The remaining sections of the regional transportation system have been studied via corridor studies or environmental review.
- The plan helped the area balance growth needs and agricultural preservation through a variety of means including but not limited to establishing consistent land development practices such as density requirements, subdivision regulations, feedlot regulations and reciprocal setbacks.
- Since the adoption of the JDP most of our communities recognize our interdependence and work cooperatively to further growth as a region. There are several OAA that are administered through various Joint Planning Boards comprised of elected officials from the City, Township and County.
- Parks and Trails planning has also been a regional effort. There is no one governance system that works for all issues since there are a myriad of programs that exist at each level and it is how we choose to work together that determines our success. However, regional cooperation has resulted in greater representation of central Minnesota parks and trails needs at the State legislature and in agency funding allocations.
- SCAWAC has successfully negotiated and completed an expansion of the wastewater plant providing treatment for the urban growth boundaries envisioned by the JDP during the coming decade. SCAWAC continues its discussions regarding future expansion needs.
- The Life Cycle Housing Joint Powers Agreement provided an innovative approach to incenting the construction of affordable rental and owner-occupied housing across the metro-area jurisdictions. Discussion of innovative affordable housing programs are resurfacing with the return of housing construction in recent years.

ST CLOUD AREA JOINT PLANNING DISTRICT

- The JPD was initiated to address the sustainability of the booming urban growth rate occurring at the turn of the Century. The metro-area cities jointly agreed to prepare a regional sustainability framework plan to share local practices and identify potential national and international best practices for use in central Minnesota. The JPD adopted framework plan continues to inform local decision making by stakeholders and government jurisdictions.
- The regional river plan prepared by Mississippi Partners in 2011/2012 has refocused the JPD jurisdictions on riverfront opportunities and the best practices for stewardship of the water resource. Mississippi Partners continues to meet to champion the guiding principles and recommended actions of the regional river plan.
- Since adoption of the Joint District Plan the metro-area cities have united to establish a regional sales tax providing a dedicated funding source for regional parks, trails, and transportation projects. More than a decade of regional projects have been constructed in-line with the JDP's objectives.

Questions to be discussed by the Joint Planning Board

Have the community concerns been addressed either through the JDP or other Community Plans?

What is the purpose of the Board today?

What are the community expectations of the Board?

Does this Board have a desire to revise the existing Plan?

If the Board chooses to revise the Plan – what funding mechanism would be used to pay for the update and who would be responsible for coordinating the effort?

If the Board chooses not to revise the Plan what course of action by the Board is necessary?

Continuation without an update

Dissolve the Board based on Article VII Termination of the Joint Powers Agreement.

ST CLOUD AREA JOINT PLANNING DISTRICT

ST CLOUD AREA JOINT PLANNING DISTRICT JOINT POWERS AGREEMENT (Selected Portion)

ARTICLE VII TERMINATION

This agreement may be terminated by the written agreement of 2/3 of the members. Any member may petition the Board to terminate this agreement. Upon a 30 day notice in writing to the clerk of the governing body of each member, the Board shall hold a hearing and upon a 2/3 vote of all voting representatives, the Board shall by resolution recommend that the Agreement be terminated. The resolution shall be submitted to the governing body of each member and if ratified by 2/3 of the governing bodies of all members within sixty (60) day, the Board shall terminate this Agreement, allowing reasonable time to complete work in progress and dispose of personal property owned by the Board.

Upon termination of the joint area planning effort, all property purchased or owned pursuant to this Agreement shall be sold and the proceeds thereof together with monies on hand, shall be distributed to the current members. Such distribution of assets shall be made in proportion to the total contribution by the respective members over the entire duration of this Agreement.

Sartell Police Department

TO: MARY DEGIOVANNI, MAYOR AND CITY COUNCIL
FROM: CHIEF HUGHES
SUBJECT: JANUARY 12 MTG - GENERAL INFORMATION/STATISTICS
DATE: JANUARY 6, 2015
CC: MEMO FILE

- All officers will be participating in pressure points and escort hold training in January. This is to fulfill our yearly requirement for that aspect of training.
- At the December 17 SALT meeting, we discussed trying to find a sponsor for our Cookout with Cops event. It costs roughly \$1,000.00 to put the event on and more and more we've had to depend on multiple contacts with various organizations to meet that dollar amount. About five hours later, Gail Rucks from Country Manor, who is a member of the SALT committee said that Country Manor Senior Housing will sponsor the Cookout with Cops with a \$1,000.00 annual donation for the next three years (2015-2017), with a request for the first opportunity to continue the sponsorship commencing in 2018. (see attached letter). I cannot thank Country Manor Senior Housing enough for their support with this endeavor that continues to be a great hit with the officers and the senior population in our community.
- The annual Shop with a Cop at Walmart on December 16 and 22. Thanks to Walmart and Bernicks for donating the funds to make this another successful event within the community. I'd also like to thank the both the Sauk Rapids and St. Cloud Police Departments for assisting with the event.
- On the evening of December 17, several officers from the police department along with Sartell Firefighters rang bells for the Salvation Army at all locations in Sartell.

The following is a synopsis for the reportable and non-reportable incidents for November 2014.

- Reportable Incidents
 - ✓ Drug arrests were at 6
 - ✓ Disturbing peace/privacy were at 6

- ✓ Trespass/property damage calls were at 9
- ✓ Theft type incidents were at 29

- Non Reportable Incidents

- ✓ Alarm calls were at 20
- ✓ City ordinance violations were at 15
- ✓ Motorist assists were at 28
- ✓ Personal assists were at 16
- ✓ Child placements were at 4
- ✓ Deceased person – body found were at 4
- ✓ Hit and run crashes were at 8
- ✓ Medical calls were at 44
- ✓ Property damage crashes were at 24
- ✓ Extra patrol requests were at 15
- ✓ Suicide attempt/threats were at 10
- ✓ Suspicious type incidents were at 27
- ✓ Welfare checks were at 26



Senior Housing

Independent & Assisted Living Apartments
COUNTRY · MANOR · CAMPUS

520 First Street NE
Sartell, MN 56377

Phone: (320) 253-8450
Fax: (320) 656-5922

December 22, 2014

Jim Hughes
Chief of Police
Sartell Police Department
310 Second Street South
Sartell, MN 56377

Dear Jim:

This is a letter of confirmation that Country Manor Senior Housing will sponsor the annual Cookout with Cops with a \$1,000 annual donation for the next three years (2015 through 2017).

Country Manor Senior Housing requests the first opportunity to continue sponsorship commencing the year of 2018.

Cookout with Cops is an event that has continued to grow with senior participation. Country Manor Senior Housing looks forward to participating in this community relationship building event.

Respectfully,

COUNTRY MANOR SENIOR HOUSING

Gail Rucks
Senior Apartment Coordinator



Health Care Center • Champion Rehab • Senior Apartments • The Country Villa
Country Care-A-Van • Home Health Care • Country Store & Pharmacy • Kids Country Child Care

www.countrymanorcampus.org

**SARTELL POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT
NOVEMBER 2014**

REPORTABLE INCIDENTS

		<u>2012</u>	<u>2013</u>	<u>2014</u>
A	Assault	4	7	1
B	Burglary	3	1	1
C	Forgery/Counterfeiting	2	3	1
D	Drugs	3	4	6
E	Escape – Flight	0	0	2
I	Crime against Family	1	2	0
J	DWI	1	5	1
L	Criminal Sexual Conduct	1	1	1
M	Miscellaneous	3	0	0
	M3001 Juvenile Alcohol Offender	0	0	1
	M3002 Juvenile Controlled Substance	2	0	0
	M3005 Juvenile Use of Tobacco	0	0	1
	M5350 Juvenile Runaway	0	1	1
N	Disturbing Peace/Privacy	4	4	6
P	Trespass/Damage to Property	11	8	9
Q	Stolen Property (Receiving/Concealing)	3	2	0
T	Theft	18	18	13
U	Theft Related	26	22	14
V	Vehicle Theft Related	1	4	2
W	Weapons	2	0	1
X	Crime against Administration of Justice	1	1	1
	TOTAL	86	83	62

**SARTELL POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT
NOVEMBER 2014**

NON REPORTABLE INCIDENTS

		<u>2013</u>	<u>2014</u>
911 HANG UP	9837	3	2
ADMINISTRATIVE CASE	9320	0	1
ADMINISTRATIVE CITATION	9099	2	0
ALARM - ACTUAL	9805	5	5
ALARM - FALSE	9807	8	15
ALL OTHER CITY ORDINANCES	9838	5	15
ALL OTHER MOVING VIOLATIONS	9000	7	3
ALL OTHER NON-MOVING VIOLATIONS	9200	2	0
ALL OTHER PARKING VIOLATIONS	9100	2	3
ANIMAL COMPLAINTS (ALL OTHERS)	9564	5	1
ANIMALS FOUND	9312	1	1
ANIMALS LOST	9302	0	2
APPREHENSION AND DETENTION ORDER	9931	2	0
ASSAULT, NO ARREST	9994	3	0
ASSIST - MOTORIST ASSIST	9843	23	28
ASSIST - PERSONAL ASSIST	9732	20	16
ASSIST BENTON COUNTY	9882	4	4
ASSIST BUSINESS	9866	3	9
ASSIST HUMAN SERVICES	9889	5	6
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	1	2
ASSIST SAUK RAPIDS PD	9875	3	9
ASSIST ST CLOUD PD	9859	3	6
ASSIST ST JOSEPH PD	9876	0	1
ASSIST STATE PATROL	9860	4	4
ASSIST STEARNS COUNTY	9863	11	15
ASSIST WAITE PARK PD	9877	2	0
ATTEMPT TO LOCATE	9867	2	1
BACKGROUND CHECKS	9858	80	44
BAR CROWD	9828	2	0
BURNING VIOLATION	9824	1	1
CANCELLED IPS (NON REPORTABLE)	9208	2	1
CAR/ANIMAL ACCIDENT	9411	2	1
CARELESS DRIVING/RECKLESS DRIVING	9002	0	1
CHILD CUSTODY	9992	1	2
CHILD PLACEMENT	9881	1	4
CITIZEN CONTACT	9897	5	7
CIVIL MATTER	9831	6	8

COURT - OFF DUTY	9914	1	2
COURT - ON DUTY	9913	0	2
DECEASED PERSON - BODY FOUND	9720	3	4
DISPLAY/POSSESS REVOKED PLATES	9097	2	1
DOG - AT LARGE	9566	2	0
DOG - BARKING	9565	3	1
DOG COMPLAINTS	9562	5	3
DOMESTIC, NO CRIME COMMITTED	9993	2	6
DRIVING AFTER CANCELLATION	9206	3	1
DRIVING AFTER REVOCATION	9201	12	5
DRIVING AFTER SUSPENSION	9207	5	3
DRIVING COMPLAINT	9839	14	7
DRUNKS - DETOX ADMITTANCE	9730	1	0
ESCORT	9854	4	3
EXPIRED REGISTRATION	9212	5	4
FIGHTS	9804	1	1
FINGERPRINT	9849	11	8
FIRE - ALL OTHERS	9600	1	1
FIRE - COMMERCIAL	9603	0	1
FIRE - GRASS	9607	0	2
FIRE - SINGLE FAMILY	9601	0	1
FIRE - VEHICLE	9606	2	0
FOLLOWUP	9327	4	0
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	14	21
GUN RELATED COMPLAINTS	9879	1	0
HANDICAPPED PARKING	9103	1	2
HARASSMENT	9801	5	5
HARASSMENT/RESTRAINING/OFP ORDERS	9929	2	0
HIT AND RUN / PROPERTY DAMAGE PRIVATE PROPERTY	9455	1	0
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	10	8
ILLEGAL DUMPING	9996	2	1
INATTENTIVE DRIVING	9034	2	0
INTOXICATED PERSON	9844	7	1
ISSUE DEER PERMIT	9855	4	2
JUVENILE CURFEW VIOLATION	9833	0	5
JUVENILE PROBLEM	9834	7	6
LIQUOR LICENSE APPLICATION/RENEWAL	9907	25	22
MATTER OF INFORMATION	9970	30	19
MEDICAL CALL	9731	38	44
NO INSURANCE	9210	3	3
NO PROOF OF INSURANCE	9021	13	5
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	0	1
NO VALID DRIVER'S LICENSE	9113	1	1
NOISE (NO VIOLATION)	9803	3	1
NOISE VIOLATION	9817	7	0
OPEN CONTAINER	9040	2	0
OPEN DOOR AND/OR WINDOW	9900	5	3

PAPER SERVICE	9904	1	0
PARKING - WINTER	9110	0	81
PERSONAL INJURY VEHICLE ACCIDENT	9420	2	3
PERSONS FOUND	9311	6	6
PERSONS MISSING	9304	5	6
PREDATORY OFFENDER/REG/COMPL CHK/CHANGE OF ADDRESS	9850	2	2
PROHIBITED PARKING	9101	0	1
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	15	24
PROPERTY FOUND	9313	9	3
PROPERTY LOST	9303	0	3
PSYCHIATRIC CASE	9740	1	3
PUBLIC HEALTH & SAFETY	9869	5	10
RECOVERED STOLEN VEHICLE	9927	1	0
REQUEST FOR EXTRA PATROL	9998	23	15
RIGHT OF WAY	9008	0	1
ROAD HAZARD	9836	3	3
SCHOOL BUS STOP ARM VIOLATION	9014	2	2
SEIZED PROPERTY	9872	30	13
SEMAPHORE VIOLATION	9038	0	1
SERVICE TO OTHER DEPARTMENTS	9902	2	0
SNOWBIRD	9105	3	0
SNOWMOBILE COMPLAINT	9504	0	3
SOLICITOR REGISTRATION	9324	1	0
SPECIAL DETAIL	9829	19	11
SPEEDING	9004	18	12
STALLED VEHICLE	9840	1	3
STOP SIGNS	9017	2	0
SUICIDE ATTEMPT	9710	0	3
SUICIDE THREAT	9705	3	7
SUSPICIOUS ACTIVITY	9826	19	13
SUSPICIOUS ITEM	9798	1	0
SUSPICIOUS MAIL/EMAIL	9797	1	0
SUSPICIOUS NOISE	9794	1	0
SUSPICIOUS PERSON	9870	3	3
SUSPICIOUS SMELL	9799	5	1
SUSPICIOUS VEHICLE	9868	9	10
THREATS COMPLAINT, NO ARREST	9995	3	1
TOBACCO COMPLIANCE CHECKS	9912	0	15
TOWED VEHICLE	9841	14	29
TRANSPORT	9856	11	8
UNSAFE EQUIPMENT	9015	0	3
UNWANTED PERSON	9830	5	3
VEHICLE IN DITCH	9842	0	12
VERBAL DISPUTE	9845	5	5
VERBAL WARNING - ALL OTHERS	9045	71	77
VERBAL WARNING - HEADLAMP(S)	9047	34	38
VERBAL WARNING - SPEED	9043	64	51

VERBAL WARNING - STOP SIGN	9044	4	7
WARNING TAG - EQUIPMENT VIOLATION	9031	1	0
WARNING TAG - NO INSURANCE IN POSSESSION	9196	1	0
WARNING TAG - OTHER NON-MOVING VIOLATIONS	9185	1	0
WARNING TAG - SPEED	9023	1	0
WARRANT SERVED	9901	7	6
WARRANT/PAPER ATTEMPT	9999	1	0
WELFARE CHECK	9811	23	26
	TOTAL	929	948

	<u>2012</u>	<u>2013</u>	<u>2014</u>
TOTAL REPORTABLE FOR NOVEMBER	86	83	62
TOTAL NON REPORTABLE FOR NOVEMBER	682	929	948
TOTAL CODES FOR NOVEMBER	768	1012	1010

Prepared by Kelly Hanson

Approved by Jim Hughes

LAW ENFORCEMENT CENTER

Number Of Calls Report by Department - Complaint (All Units)

Jurisdiction: LEC

First Date: 11/01/2014

Last Date: 11/30/2014

Department	Complaint	Number	
1	SPD		
	1014	ESCORT	3
	1029R	STOLEN VEHICLE RECOVERED	1
	1029	STOLEN VEHICLE	2
	1050	ACCIDENT	27
	1052	ACCIDENT WITH MINOR INJURIES	1
	1053	ACCIDENT AMBULANCE ENROUTE	1
	1056	INTOXICATED DRIVER	2
	1072	DEAD BODY	4
	911H	911 HANGUP CALL	2
	ABAND	ABANDONED VEHICLE	1
	ABU	ABUSE AGAINST CHILD	1
	ADMIN	ADMINISTRATIVE ICR	9
	AL	ALARM	12
	ALFIRE	ALARM FIRE	1
	ANI	ANIMAL COMPLAINT	6
	ASEX	SEXUAL ASSAULT	2
	ASSTA	AGENCY ASSIST	36
	ASSTB	BUSINESS ASSIST	3
	ASSTP	PERSONAL ASSIST	15
	BACK	BACKGROUND CHECK	43
	BURGI	BURGLARY IN PROGRESS	1
	CC	CITIZEN CONTACT	10
	CIVIL	CIVIL MATTER	6
	CO	CARBON MONOXIDE CALL WITHOUT IL	4
	COURT	COURT	5
	CP	CRIME PREVENTION	4
	CUSTODY	CHILD CUSTODY DISPUTE	3
	DOG	DOG COMPLAINT/BARKING	2
	DOM	DOMESTIC	3
	DOMI	DOMESTIC IN PROGRESS	4
	DOORCHK	DOOR CHECK(S)	5
	DRIVE	DRIVING COMPLAINT	6
	DUMP	ILLEGAL DUMPING COMPLAINT	1
	DWI	DRUNK DRIVER ARREST	1
	FIGHT	FIGHT PHYSICAL	1
	FIREAL	FIRE ALARM	3
	FIREB	FIRE BUILDING	1
	FIREO	FIRE OTHER	2
	FIREW	FIRE GRASS OR WILDLAND	2
	FORG	FORGERY	1
	FPROP	FOUND PROPERTY	3
	FRAUD	FRAUD	5
	FUPC	CRIMINAL FOLLOW UP	1
	FUP	FOLLOW UP	4
	GAS	GAS LEAK	1
	GUNSH	GUNSHOTS FIRED/HEARD	1
	HAR	HARASSMENT COMPLAINT	4
	HAZ	HAZARD	9
	HR	HIT AND RUN	8
	HSREFER	HUMAN SERVICES REFERRAL	7

LAW ENFORCEMENT CENTER

Number Of Calls Report by Department - Complaint (All Units)

Jurisdiction: LEC

First Date: 11/01/2014

Last Date: 11/30/2014

Department	Complaint	Number
51 SPD		
	IDTHEFT	1
	INFO	16
	JUVP	4
	JUVR	3
	KNIFE	1
	LPROP	2
	MA	17
	MED	42
	MEETING	7
	MISSP	5
	NEGLECT	1
	NOISE	1
	NOPAY	4
	OD	1
	OPFV	5
	OPEND	3
	ORD	9
	OTL	1
	PARKS	81
	PARKV	6
	PERD	2
	PERG	21
	POC	1
	POR1	1
	PRDAM	3
	REPO	1
	SBUS	2
	SD	4
	SHOPI	1
	SHOP	5
	SNOW	2
	SPEEDTRL	1
	STALL	11
	SUICI	2
	SUIC	6
	SUSA	8
	SUSP	3
	SUSS	1
	SUSV	9
	TAMPV	1
	TEST	2
	THEFT	7
	THEFTV	3
	THREAT	1
	TOBACC	1
	TOW	2
	Traffic Stop	182
	TRAIN	2
	UNWAN	3
	VAGRANCY	1

LAW ENFORCEMENT CENTER

Number Of Calls Report by Department - Complaint (All Units)

Jurisdiction: LEC

First Date: 11/01/2014

Last Date: 11/30/2014

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
101 SPD		
	VAND VANDALISM	1
	VANDV VANDALISM TO VEHICLE	1
	VDITCH VEHICLE IN THE DITCH	12
	VERB VERBAL DISPUTE	5
	VULAD VULNERABLE ADULT	1
	WARRANT WARRANT	1
	WELF WELFARE CHECK	19
	XPAT EXTRA PATROL	7
<i>Group Total:</i>		826

Report Total: 826

A call with multiple Departments assigned will be counted in the group total for each of these Departments, therefore such calls will be counted more than once. For this reason, the total number of calls may not equal the sum of the group totals



Sartell Fire Department

Proudly Serving The City of Sartell since 1920

Monthly Report for December, 2014

Meetings & Drills

12/16/2014 Department Monthly Drill: 5 stations were completed.

1. Addressing: Had fire fighters in full turn out gear driving trucks in our response area.
2. Truck Clean Up: We washed all the trucks.
3. We checked all the medical bag equipment and resealed them.
4. We checked over all our turn out gear.
5. We did a review and set up of the new rescue flotation device including putting the tarp on when used behind a snowmobile.

12/17/2014 Members of the Fire Department Volunteered with Salvation Army Bell Ringing at:

Old Coborns : Claude Dingmann, Mark Guggenberger, and Adam Imholte

Pine Cone Coborns : Ryan Firzthum

Sams Club: Bill Seiben and David Hengel

Wal-Mart: Jerry Raymond, Butch Rieland and Wayne Harrison

12/21/2014: Sartell Fire Department Members donated money for gifts and delivered them to three families that have fallen on hard times during Christmas.

Firefighters : Ben Kockler, Ryan Firzthum, Todd Grundhoefer, Claude Dingmann, Randy Giles, Mark Heinen and Wayne Harrison delivered the gifts to the Families

Monthly Incidents:

Incident #	Date	Alarm Time	Incident
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**PUBLIC WORKS DEPARTMENT
MONTHLY REPORT**

January 12, 2015

Streets

- Pothole patching – The warm stretch of weather in December saw melting along with rain that caused many potholes on city streets. Potholes were patched using a cold mix product.
- Snowplowing – City received minor snowfalls which required plowing or just salting of
- Christmas decorations – Christmas decorations were taken down just after the Christmas holiday.
- Barricades – We have building additional barricade that are used for road closures and events
- Shop Maintenance – The Warm weather allowed us to perform some miscellaneous shop maintenance.
- Brush cutting - Cut brush in ditch along 19th Ave.S. south of 6th Street south.
- P.D. work – Crews built shelves for office area and performed mother miscellaneous work at P.D. station.

Parks:

- Tree trimming– Trees and brush along river has been cut to open visibility towards river.
- Skating rinks – Flooding of rinks continued daily as weather permitted.
- Disc golf – A couple of disc golf baskets had repairs made to them.
- Picnic Table Maintenance – Warm weather and little snow has given us time to begin repairs to picnic tables.

Water

- Watermain break – A watermain break occurred on 4th Street NE just off Benton Dr.

Compost

- Compost turner – Maintenance is being performed on compost turner. Maintenance includes painting where needed, cleaning and replacement of chopping knives.

Professional Development:

- Water School – Aaron Hauser attended one day water school in Waite Park.

Memorandum

To: *Mayor and Council Members*

From: *Mike Nielson, City Engineer*

Date: *January 12, 2015*

Re: *Monthly Update*

WSB Project No. 2174-00

Pinecone Road Improvements

An informational open house was held to present the proposed roundabout at to the businesses located at the intersection of 2nd Street S and Pinecone Road . Businesses located near this intersection were invited to attend. Ron Bray and Chuck Rickart, WSB, Anita Rasmussen and myself were in attendance to answer questions. Input was taken on access issues, pedestrian accomodations and temporary access during construction. In general there was support for the roundabout. The questions and responses will be summarized and incorporated into the design and construction staging plans for the project.

We will be meeting the week of January 12th with the School, Holiday Station and Pinecone Apartment representatives to discuss the roundabout impacts at the intersection of Pineceon Road and 7th Street N. and with the adjacent parcel owners and businesses affected by the Scout Drive Roundabout.

I am continuing the evaluation of bituminous versus concrete surfacing for the segement of roadway from 2nd Street S. to 15th Street N. MnDOT has recently approved a new design program that compares the construction and life cycle costs for bituminous and concrete. I hope to have this evaluation done by the end of January for presentation to the council.

Phase 2 – Pinecone Road Improvements

WSB will present the proposed improvements for the next phase of the Roadway Improvements at the 2nd Council Meeting in January. At this time I am leaning toward recommending that Pinecone Road N. from 27th Street N. to 35th Street N and 27th Street N. from Pinecone Road to Riverside Avenue be reconstructed in 2015 with the section of Pinecone Road from 15th Street N to 27th Street N being completed in 2016. More work needs to be completed on detour routing as it relates to the proposed TH 15/CR1 improvements scheduled for 2016 to make sure these projects can occur during the same year.

I plan on attending the council meeting, however if you have any questions before the meeting please call me at 293-2989.

Planning and Community Development Department Update
January 12, 2015
Anita Rasmussen, AICP

Comprehensive Plan Update

As the work on the town square concept continues to evolve, the draft comprehensive plan will be placed on the City's website on 1/9/2015 with an invitation to review and provide comments. The Planning Commission has reviewed the document a number of times, and we are at a point where seeking additional public input would be helpful in finalizing the shape and direction of the comp plan. Please take a moment to review the document as well. Upon the completion of the town square, we will want to schedule a joint meeting with the Planning Commission and hold a public open house (and virtual), which I hope will occur in February.

AIM Verso Site Update

I am working with AIM to review and update their regulatory and environmental timeframe and interim use permit. Anticipated updates may include revised dates and/or additions and requirements. That information and update will be presented to the Council at an upcoming regular meeting.

Ms4 Update

The work of reviewing and drafting new ordinance language to meet the new Ms4 requirements is quickly coming together. Our deadline, to complete the updates, was supposed to be mid-January. However, the MPCA has given us a bit of a reprieve. There has been very little information and assistance through the preparation of guidance documents, so the process of reviewing the new permit and reviewing our ordinances has taken longer (and is far more complicated) than we originally had anticipated. The City of St. Cloud has been incredibly generous in sharing their materials and draft ordinance language. Many of the updates that are required within St. Cloud are similar requirements we are mandated to update. So this information has been incredibly helpful. We anticipate having a public hearing for the ordinance amendments on February 9th. We will also be providing this information to the CMBA in advance of the meeting to ensure they have the information they need to complete their review. Again, these ordinance updates are mandated through the NPDES Phase 2 permitting requirements.

Development Updates

Madison Crossing 4 (2nd Apartment) – Rick Schultz submitted a building permit for their second apartment to be located directly south of the apartment they constructed approximately two years ago (Victory Ave and 6th Street South). This apartment received site plan approval in February 2014 and would not be subject to the new multifamily regulations which were adopted mid-2014.



City Administrator's Report January 12, 2015

Financials: The monthly investment and fund balance reports are attached and current year capital project status is as follows:

Project	Budget/Source	Status
Sewer Jet Vac	Sewer Fund	
Fire Department air van	Fire Equip Fund	
Thermal Imagers	Fire Equip Fund	
Light Tower	Fire Equip Fund	
Equip Trailer	Fire Equip Fund	
Electric Fan & Tube	Fire Equip Fund	
Cat loader	PW Equip Fund	
Brushcutter&Auger	PW Equip Fund	
Bobcat&attachments	Water/Sewer Funds	
Fork Lift & Leaf Vac	PW Equip Fund	
PD Tasers	Police Equip Fund	
Leak Survey	Water Fund	
Lift Station #6 & #3	SAC Fund	
PD Vehicle Rotation	PD Equip Fund	Council considers 1/12/15
Lions Park Trees	Regional Park Fund	
Riverside Retain Wall	Street Fund	
PW (2) Pickups	PW Equip Fund & Wat/Sew Fund	
Trail sealcoats	Beautification Fund	
Toro & Mower rotations	Beautification Fund	
Routine Computer Rotations	Tech Fund	Council considers 1/12/15

Goals Update: Included in special meeting packet for Council consideration

2015 Grant Updates: (new this month shown in bold):

Successful applications:

N/A so far for 2015

Pending applications:

BNSF grant for dog park (started by Vela and completed by dog park volunteer)

Morgan Family Foundation for Neighborhood Matching Fund

Sam's & Walmart for dog park

Applications submitted but not approved:

N/A so far for 2015

		11/30/2014
Fund #	Fund Name	Cash Balance
101	General Fund	\$450,939.15
102	Gang Strike Force	(\$27,330.97)
211	Park Improvement Fund	(\$167.26)
212	Youth Programs Fund	\$4,083.25
214	DUI Forfeiture Fund	\$23,849.28
215	Special Initiatives	\$17,244.71
221	Beautification Fund	\$99,498.40
222	Forfeiture Fund	\$12,082.51
223	Lodging Tax Fund	\$3,693.45
224	Economic Development Fund	\$16,626.28
225	Sewer Capacity Fund	\$10,323.14
226	Water Capacity Fund	(\$27,781.92)
227	PEG Access Fees Fund	\$47,758.16
229	Trunk Water Fund	\$54,828.00
230	Trunk Storm Fund	\$159,648.74
231	Trunk Sewer Fund	\$36,774.05
241	Local Sales Tax Fund (2007+)	(\$423,500.01)
250	Cemetery Fund	\$31,234.42
260	Regional Park Fund	\$36,132.70
261	Park District 1	\$178,933.30
262	Park District 2	\$70,240.30
263	Park District 3	\$35,838.29
264	Park District 4	\$989.90
265	Park District 5	\$44,193.88
266	Park District 6	\$68,276.79
267	Golf Course Park Fund	(\$5,655.45)
312	\$5,120,000 GO Bonds 2006A	\$0.00
315	Utility Share of 312	\$0.00
316	GO Bonds 2007A	\$0.00
318	GO Bonds 2008A	\$0.00
319	GO Water Bonds 2008B	\$20,046.13
320	GO Utility Bonds 2009A	\$40,723.83
321	CIP Bonds 2009B	(\$16,522.22)
322	Refunding Bonds 2009C	\$0.00
324	GO Bonds 2009E	\$1,851,153.97
325	GO Bonds 2010A	\$1,587,436.18
326	Sewer share of 2010B Refunding Bonds	\$96,274.36
327	MSA share of 2010B Refunding Bonds	\$141,845.32
328	Water share 2010B Refunding Bonds	\$50,698.51
329	2012A GO BONDS	\$124,446.74
330	2012A Bonds - refunds 312	\$89,300.88
331	2012A Bonds - refunds 315	\$40,759.70
332	2012 A Bonds - refund 316	\$631,134.58
333	2012A Bonds - refunds 318	\$156,602.99
334	2014A Bonds	\$2,230,575.78
402	Public Improvement Revolving Fund	\$1,045,338.26
405	MSA Street Maintenance Fund	\$77,191.85
410	Building Fund	(\$13,977.95)
412	PD Equipment Fund	\$866.71
413	FD Equipment Fund	\$109,969.15

414	PW Equipment Fund	\$127,978.52
415	Technology Fund	(\$11,483.95)
416	Emergency Management Fund	(\$2,188.56)
417	Street Improvement Fund	\$178,962.47
427	TH 15 and CR 120 Project Fund	(\$1,494.75)
441	Pheasant Crest TIF District 5-2	\$7,192.39
444	Reker TIF District 5-4	\$2,030.73
445	Burl Oaks TIF District 5-5	(\$798.37)
601	Water Fund	\$918,239.86
602	Sewer Fund	\$406,272.37
603	Storm Fund	(\$33,684.83)
TOTALS		\$10,773,643.74

CITY OF SARTELL							
INVESTMENTS							
11/30/2014							
<u>CASH HOLDINGS</u>				<u>MATURITY</u>	<u>COST</u>	<u>PAID</u>	
	<u>INVESTMENT</u>	<u>INT RATE</u>	<u>TERM</u>	<u>DATE</u>	<u>VALUE</u>	<u>EARNINGS</u>	
	4M Plus	variable			\$950,202.60	\$36.00	
	Subtotal 4M Plus				\$950,202.60	\$36.00	
	US Bank/4M Checking	variable			\$2,632,039.89	\$37.33	
	Subtotal US Bank/4M Checking				\$2,632,039.89	\$37.33	
	Bank Vista Money Market	0.50%			\$239,775.36	\$82.74	
	Subtotal Bank Vista Accts.				\$239,775.36	\$82.74	
	Great River Federal - Share Account				\$5.00	\$0.00	
	Citizens Community Money Market				\$240,147.82	\$138.09	
	TD Ameritrade				\$3,401.81	\$0.01	
	Subtotal TD Ameritrade				\$243,549.63	\$138.10	
	Totals & Average rate:				\$4,065,572.48	\$294.17	
					37.74%		
<u>INVESTMENTS</u>				<u>MATURITY</u>	<u>CURRENT</u>	<u>PAID</u>	
<u>PURCHASE</u>	<u>INVESTMENT</u>	<u>INT RATE</u>	<u>TERM</u>	<u>DATE</u>	<u>VALUE</u>	<u>EARNINGS</u>	
	01/12/14	CD - Great River Federal Credit Union	0.35%	1 year	01/12/15	\$247,956.96	
	03/06/14	CD - St. Cloud Federal Credit Union	0.55%	1 year	03/06/15	\$249,243.52	
	06/14/14	CD - Sentry Bank, St. Joseph	0.45%	1 year	06/14/15	\$248,000.00	
	10/01/13	CD - Liberty Bank	0.70%	3 yrs	10/01/16	\$248,000.00	
	12/26/13	CD - Plaza Park Bank, Sartell	0.40%	1 YR	12/26/14	\$247,210.42	
	Subtotal Local Banks	0.49%			\$1,240,410.90	\$0.00	
	04/09/14	CD - Far East National Bank	0.55%	1 YR	04/09/15	\$248,600.00	
	04/09/14	CD - Onewest Bank FSB	0.57%	1 YR	04/09/15	\$248,500.00	
	Subtotal PMA Investment Fund	0.56%			\$497,100.00	\$0.00	

12/14/12	CD -Firstbank of Puerto Rico	0.75%	2 YR	12/14/14	\$249,239.03	158.61
12/28/12	CD - State Bank of India, NY	0.75%	2 YR	12/22/14	\$249,000.00	
	CD - Mizrahi Tefahot LA	0.25%	3 mos	01/29/15	\$249,000.00	
	CD - Mizuho Corp USA	0.30%	3 mos	01/29/15	\$249,004.09	
	CD - Santander Bank	0.25%	3 mos	01/29/15	\$249,000.00	
09/27/13	CD - GE Capital Retail, Salt Lake City	0.60%	18 mos	03/27/15	\$249,000.00	
05/26/13	CD - BMW Bank, Salt Lake City	0.45%	2 YR	05/26/15	\$249,000.00	\$564.85
	CD - DMB Comm Bank	0.70%	9 mos	07/24/15	\$249,000.00	
07/27/13	CD - American Express Centurion	0.70%	2 YR	07/27/15	\$249,000.00	
03/26/14	CD - Bank of China, NY	0.35%	18 mos	09/28/15	\$249,000.00	
01/29/14	CD - Compass Bank, Birmingham AL	0.50%	2 YR	01/29/16	\$249,000.00	
05/24/13	CD - GE Capital, Salt Lake City	0.70%	3 YR	05/24/16	\$249,000.00	\$878.66
	CD - Ally Bank Midvale UT	1.00%	2 YR	10/31/16	\$247,773.79	
01/15/14	CD - Goldman Sachs NY	1.00%	3 YR	01/17/17	\$248,000.00	
01/17/14	CD - Bank of Baroda, NY	1.00%	3 YR	01/17/17	\$248,000.00	
01/23/14	CD - Mid MO Bank, Springfield	0.85%	3 YR	01/23/17	\$249,000.00	\$179.76
05/13/14	CD - Barclays Bank DEL	1.10%	3 YR	05/15/17	\$248,000.00	\$1,375.21
08/14/14	CD - American Express UT	1.25%	3 YR	08/14/17	\$248,000.00	
	CD - Discover Bank	2.15%	5 YR	10/01/19	\$246,826.20	
	CD - Sallie Mae Bank	2.15%	5 YR	10/15/19	\$246,717.25	
	Subtotal TD Ameritrade	0.84%			\$4,970,560.36	3,157.09
	Total CDs & Average rate:	0.81%			\$6,708,071.26	\$3,157.09
					62.26%	
	TOTAL EARNINGS PAID:	\$3,451.26				
		\$10,773,643.74				
	TOTAL CURRENT ACCOUNTS/INVESTMENTS:					
	Bank Vista	\$239,775.36				
	TD Ameritrade	\$5,214,109.99				
	Local Bank CDs & Share	\$1,240,415.90				
	PMA Investments	\$497,100.00				
	4M Check	\$2,632,039.89				
	4M Plus	\$950,202.60				
	TOTAL	\$10,773,643.74				



January 2015

SUN	MON	TUE	WED	THU	FRI	SAT
				1 NEW YEARS DAY CITY HALL CLOSED	2	3
4	5 12:30 pm SSC Bd. Mtg @ SSC Ctr.	6	7	8 5 PM APO EXEC. BD	9	10
11	12 5 PM Spec Council Mtg. 7 P.M. COUNCIL MTG.	13 11:30 CHAMBER @ THE WATERS CHURCH	14	15	16	17
18	19 MARTIN LUTHER KING DAY—CITY HALL CLOSED	20 7 AM EDC MTG. 4 PM MTC BD. MTG	21 9 AM SALT @ PD	22	23	24
25	26 7 pm COUNCIL MTG.	27	28	29	30	31

Sartell

February 2015

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 12:30 pm SSC Bd Mtg @ SSC Ctr. 6:30 PM PLANNING COMMISSION	3	4	5	6	7
8	9 5 PM SPEC COUNCIL MTG 7 PM COUNCIL MTG.	10 11:30 CHAMBER @ The WATERS CHURCH	11	12 5 pm APO Exec Bd	13	14 Happy Valentine's Day ♥♥♥♥
15	16 PRESIDENTS' DAY CITY HALL CLOSED	17 4 P.M MTC BD	18 9 AM SALT @ PD	19	20	21
22	23 7 PM CITY COUNCIL	24 5-7 pm St. Cloud Area Chamber at the Capital	25	26 7 pm APO Policy Bd	27	28