

AGENDA
SARTELL CITY COUNCIL
Monday, February 9, 2015
Sartell City Hall
7:00 P.M.

.....

1. PLEDGE OF ALLEGIANCE

2. AGENDA REVIEW AND ADOPTION

3. OPEN FORUM/PUBLIC COMMENT *(up to 5 speakers allowed for up to 3 minutes each – no Council response or action is given to open forum comments other than possible referral to City staff or a City Board/Commission)*

4. APPROVAL OF CITY COUNCIL MINUTES

- a. January 26, 2015 - Regular Meeting

5. CONSENT AGENDA

- a. January Building Permit Activity Report – Acceptance
- b. January Inspections Activity Report – Acceptance
- c. January Technology Report – Acceptance
- d. Approval of voucher payments
- e. Approval of budgeted Fire equipment expenditures
- f. Approval of budgeted Public Works equipment expenditures
- g. Approval of Resolution Accepting Donations
- h. Approval of Fund Transfer

6. PUBLIC HEARINGS

- a. Conditional Use Permit – 5 Riverside Avenue South
- b. Ordinance Amending Tobacco Use code
- c. Ordinance Amending Fee Schedule
- d. Ordinance Adopting Sales and Use Tax

7. OLD BUSINESS

8. NEW BUSINESS

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 UPDATES & MISCELLANEOUS BUSINESS

11. ADJOURN

JANUARY 26, 2015

CITY COUNCIL MEETING
MINUTES OF JANUARY 26, 2015

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on January 26, 2015 in the Council Chambers of Sartell City Hall. Mayor Nicoll called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Nicoll, Council members: Braig-Lindstrom, Lynch, and Peterson
ABSENT: Council member Hennes
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Jim Hughes, Police Chief
Mike Nielson, Engineer
Judy Molitor, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

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

OPEN FORUM/PUBLIC COMMENT

None

SPECIAL PRESENTATIONS

- a. Life Saving Awards for December 11, 2014 incident

Chief Hughes presented lifesaving awards to Officer Kari Bonfield and Officer Shelby Lane (Sartell PD), Officer Johnathan Batterberry (Becker PD), Deputy Dusty Miller (Wright Co.), Deputy Zach Sorenson (Stearns Co.), Nancy Kalla (Gold Cross) and Dan Williams (SC Hospital) after briefly explaining the December 11, 2014 incident that led to the awards for saving the life of Ernie Kociemba. Ernie Kociemba also personally thanked all the officers for all they do in the community and personally for him, for saving his life.

On behalf of the Council and City, Mayor Nicoll also thanked the award recipients.

- b. Metro Citizens Police Academy Alumni Association (MCPAAA) – taser holster check presentation

A representative from the Metro Citizens Police Academy Alumni Association presented Chief Hughes with a check to help cover the cost of approximately 6 taser holsters for the department. Mayor Nicoll thanked the Metro Citizens Police Academy Alumni Association for their generous donation to the Police Department.

JANUARY 26, 2015

- c. Kris O'Brien – Community Education Update

Community Education Director, Kris O'Brien, gave the Council a brief update on the Community Education programs.

APPROVAL OF CITY COUNCIL MINUTES

- a. January 12, 2015 – Special Meeting
- b. January 12, 2015 – Regular Meeting

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY BRAIG LINDSTROM APPROVING THE MINUTES AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- a. Approval of voucher payments
- b. Acceptance of donations
- ~~c. Approval of revisions to Meeting Guidelines and Rules~~
- d. Approval of purchase of budgeted Public Works equipment
- e. Approval of operations consultant agreement
- f. Approval of purchase of budgeted Fire Department equipment
- g. Approval of 2015 kennel permit
- h. Approval of Winkelman Contract for Mighty Ducks Grant improvements
- i. Approval of Updated Development and Regulatory Timeline
- j. Calling Public Hearing on Conditional Use Permit Request
- k. Appointment of Police Officer

Council member Braig Lindstrom requested item "c" be removed for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER LYNCH APPROVING CONSENT AGENDA ITEMS A – K, REMOVING ITEM "C" FOR FURTHER DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA ITEM "C"

- c. Approval of revisions to Meeting Guidelines and Rules

Council member Braig Lindstrom requested a change in the language for meeting guidelines, under the allotted time for Open Forum/Public Comment. Consensus of the Council suggested a 15 minute timeframe, 5 speakers and a maximum of 3 minutes per person be added. Member Braig Lindstrom also requested a description for "Special Presentations" and consensus was that City Administrator continue to use her discretion on when non-staff presentations make sense to more fully inform the Council and so the description to be added will reflect that the City Administrator should be contacted.

A MOTION WAS MADE BY MEMBER BRAG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING THE REVISIONS TO THE MEETING GUIDELINES AND RULES AS SUGGESTED. THE MOTION CARRIED UNANIMOUSLY.

JANUARY 26, 2015

NEW BUSINESS

- a. Joint Resolution of Legislative Proposals and General Policy Statements.

Administrator Degiovanni presented this item for discussion only, stating the Council can add or subtract items as they wish. Council member Peterson suggested a comment line be added that the list was not necessarily in any order of priority. No other changes were requested.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council members gave updates on various meetings and community events.

Engineer Nielson let the Council know more information would be forthcoming on Pinecone Road and Administrator Degiovanni confirmed that other priorities of the City would be included in that discussion so the City Council has a broader picture of City needs when making Pinecone Road decisions.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER BRAIG-LINDSTROM TO ADJOURN THE MEETING AT 7:45 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By

Judy Molitor
Recording Secretary

Sarah Jane Nicoll
Mayor

City of Sartell
Construction Activity Report
January 2015

TOTALS:	Jan-11	Jan-12	Jan-13	Jan-14	Jan-15
Single Family Permits	2	0	0	0	2
Single Family Permits YTD	2	0	0	0	2
Single Family Valuation	\$572,500.00	\$0.00	\$0.00	\$0.00	\$410,000.00
Single Family Valuation YTD	\$572,500.00	\$0.00	\$0.00	\$0.00	\$410,000.00
Residential Remodel Permits	10	17	19	7	4
Residential Remodel Permits YTD	10	17	19	7	4
Residential Remodel Valuation	\$58,000.00	\$60,000.00	\$110,300.00	\$112,500.00	\$109,500.00
Residential Remodel Valuation YTD	\$58,000.00	\$60,000.00	\$110,300.00	\$112,500.00	\$109,500.00
Commercial Permits	4	4	6	2	0
Commercial Permits YTD	4	4	6	2	0
Commercial Valuation	\$492,000.00	\$463,500.00	\$975,449.00	\$14,500.00	\$0.00
Commercial Valuation YTD	\$492,000.00	\$463,500.00	\$975,449.00	\$14,500.00	\$0.00
Multi Family Permits	0	3	0	0	0
Multi Family Permits YTD	0	3	0	0	0
Number of Units	0	38	0	0	0
Number of Units YTD	0	38	0	0	0
Multi Family Valuation	\$0.00	\$4,059,133.00	\$0.00	\$0.00	\$0.00
Multi Family Valuation YTD	\$0.00	\$4,059,133.00	\$0.00	\$0.00	\$0.00
Plumbing Permits	21	18	13	11	18
Plumbing Permits YTD	21	18	13	11	18
Plumbing Valuation				\$5,000.00	\$3,800.00
Plumbing Valuation YTD				\$5,000.00	\$3,800.00
Mechanical Permits	25	14	21	19	12
Mechanical Permits YTD	25	14	21	19	12
Mechanical Valuation				\$250,000.00	\$15,400.00
Mechanical Valuation YTD				\$250,000.00	\$15,400.00
Fire Alarm Permits	1	3	1	0	1
Fire Alarm Permits YTD	1	3	1	0	1
Fire Alarm Valuation	\$500.00	\$35,034.50	\$14,121.00	\$0.00	\$0.00
Fire Alarm Valuation YTD	\$500.00	\$35,034.50	\$14,121.00	\$0.00	\$0.00
Sprinkler System Permits	2	2	1	0	2
Sprinkler System Permits YTD	2	2	1	0	2
Sprinkler System Valuation	\$35,683.00	\$6,650.00	\$11,271.42	\$0.00	\$25,830.00
Sprinkler System Valuation YTD	\$35,683.00	\$6,650.00	\$11,271.42	\$0.00	\$25,830.00
Total Combined Permits	65	61	61	39	39
Total Combined Permits YTD	65	61	61	39	39
Combined Permit Valuation	\$1,158,683.00	\$4,624,317.50	\$1,111,141.42	\$382,000.00	\$564,530.00
Combined Permit Valuation YTD	\$1,158,683.00	\$4,624,317.50	\$1,111,141.42	\$382,000.00	\$564,530.00

City of Sartell
 Building Department
 Inspection Activity
 January 2015

Building Inspections		# of Inspections	YTD Inspections	LYTD	
	Residential	112	112	74	
	Commercial	34	34	10	
	Multifamily	2	2	22	
	Total	148	148	106	
Fire Inspections		Type & # of ins expected	# of Inspections	YTD Inspections	LYTD
	Business (65)		1	1	2
	Church (3)		0	0	0
	Education (7)		0	0	0
	Factory (1)		0	0	0
	Institution (1)		0	0	0
	Medical (22)		0	0	0
	Multifamily (21)		0	0	0
	Restaurant (8)		0	0	2
	Retail (19)		0	0	0
	Daycare/Foster		2	2	2
	Total (147)		3	3	6
Rental Inspections		# of Inspections	YTD	LYTD	
	SFD	31	31	37	
	Multifamily	11	11	23	
	Total	42	42	60	
Zoning Inspection		# of Inspections	YTD	LYTD	
	Shed	0	0	0	
	Fence	0	0	0	
	Lawn Irrigation	0	0	0	
	Curb Cut	0	0	0	
	Pool	0	0	0	
	Decks	0	0	0	
	Parking Pad	0	0	0	
	Land Disturbance	0	0	0	
	Total	0	0	0	
Fire Response		Responses	YTD	LYTD	
	Fire	0	0	5	
	Emer. Response	0	0	0	
	CO	0	0	0	
	Gas Leak	1	1	0	
	Alarm	0	0	0	
	Other	0	0	1	
	Total	1	1	6	
Fire Department		Responses	YTD	LYTD	
	Truck Check	0	0	1	
	Mtg.	0	0	0	
	Fire Flows	0	0	0	
	Other	3	3	3	
	Total	3	3	4	
Emer. Mgmt.				LYTD	
		0	0	0	
Complaints				LYTD	
		0	0	0	
Hazardous and/or sub standard buildings				LYTD	
		1	1	0	
Meetings				LYTD	
				0	

I.T. Department Monthly Update

Submitted by Rebecca Wicklund

January 2015

I.T. and Technology

Background: Beginning in May of 2014, I was asked by Mary to take on the responsibility of handling the I.T. issues for the City staff. The 1st thing that was implemented was an online reporting module where employees can just submit a request ticket with any issues that they may be experiencing and I can directly respond to their issue or field the issue if it involves another department, for instance, the Police Department may have an issue that only the County I.T. department can handle, so I work with the County on resolving some of the issues. This provided a great way to relieve time and responsibility off of the department head duties. Staff is also able just to e-mail me directly, call or just stop by with any requests as well.

In 2014 I spent roughly 190 hours outside of my regular job description on I.T. related issues for the Police Department, Public Works Department and City Hall. With the amount of time spent on I.T. issues, Mary has asked that I start providing the council with a monthly update.

January 2015 has been busy with our new hardware upgrades that have been brought online. The following is a short breakdown of time spent on I.T. issues:

Police:	4.5 Hours	Ordering laptop and accessories, installing hard drive, login issues, installed signature pad, tutorial with officer on new Nitro Program.
City Hall:	8 Hours	Installed new computer workstations for Mary, Butch and Kyle. Included upgrading software, some hardware, transferring data and setting up on network. Received Ipad back from previous mayor and restored to factory condition. Ipad has since been transferred to Anita for staff use.
Public Works:	8 hours	Installed new 2 in 1 PC in Mechanic office. Included working with Manager Plus vendor on updating and transferring program to new PC. Upgraded WIFI in Mechanics bay and office for better network signal.
General:	22 Hours	Investigated alternatives to Adobe Acrobat Pro program as we needed 3 more licenses and each license was \$450.00. Purchased Nitro program as alternative. Was able to secure 5 licenses for same price as 1 Adobe license. Received training on Microsoft OneNote, Microsoft Server, and Active Directory. Worked on traffic lights by the school. Investigated and implemented video conferencing which Steve and David used at the 1 st meeting in January. This included testing of quite a few vendors to get just what we were looking for. The best solution we found is called WebEx which also proved to be cost effective as we can purchase by the month if needed.

Sartellmn.com Updates

You may have noticed that we have switched our online calendar to run through Google calendar instead of the basic calendar that came with our website provider so that we can easily combine our community calendar with the School District community calendar and provide one general location for City and School events.

You may also notice our video/slide show on our homepage highlighting the Sauk River Regional Park. We are looking at hopefully doing a seasonal video that will highlight how beautiful that park is all year around. However, currently we are just waiting on snow so that we can seize the opportunity to take some great pictures with a fresh layer on snow in the park to help promote winter activities in the park.

We have implemented an area on our homepage to give updates to our cross country skiers on the conditions of the ski trails. Unfortunately, with the lack of snow, there has not been much activity in the snow reports.

SeeClickFix

We are in our 5th month of working with SeeClickFix. I have attached a history of all the issues that have been reported since the conception of the start of the program. In the future I will provide monthly updates so that you can keep apprised of what types of issues that are being reported by residents and staff.

As you can see, we get quite a few street light requests. Staff likes to acknowledge the requests but not officially close them until she knows that they have been fixed by the power companies, hence the reason that they take so long to close out. As you can see the acknowledge time is very quick.

SeeClickFix has been proven to be a very user friendly program both the public side and the staff side. I know staff has really liked working with the program.

Anita has been working with the Sartell High School on producing public service announcements regarding using SeeClickFix. It is our hope that once those public service announcements are completed to be airing them on our cable channel 181.

If you have any questions, please let me know.



Sartell, MN

Between Sep 01, 2014 and Jan 30, 2015

Issues by Source

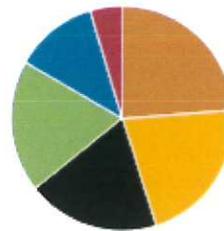
42 issues were opened

19 issues were acknowledged

35 issues were closed

The average time to acknowledge was 1.4 days.

The average time to close was 9.8 days.



- widgets - 10
- mobile web - 9
- city initiated - 8
- iphone - 8
- web - 5
- android - 2
- facebook - 0

SERVICE REQUEST	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Street Light Out	10	9	8	1.7	32.2
Icy Road Condition	8	0	8	0.0	0.4
Other	6	5	5	0.8	4.9
Snow Plow Issue	5	0	5	0.0	0.5
Street Light Stuck On	3	2	1	1.8	0.7
Garbage Issues	2	0	2	0.0	0.6
Sidewalk/Bike Path Issue	2	0	2	0.0	11.1
Unoperable Vehicles on Private Property	1	1	1	1.6	25.5
Dead Animal Collection	1	0	1	0.0	0.5
Illegal Signs	1	0	1	0.0	0.7
Missing Street Sign	1	0	1	0.0	3.1
Noise Issues	1	1	0	0.7	0.0
Pothole	1	1	0	0.9	0.0
Abandoned Items	0	0	0	0.0	0.0
Broken Glass	0	0	0	0.0	0.0
Building without a Permit	0	0	0	0.0	0.0
Burning/Fire Pit Issue	0	0	0	0.0	0.0
Construction Issues	0	0	0	0.0	0.0
Fallen Tree	0	0	0	0.0	0.0
Fire Hydrant Issue	0	0	0	0.0	0.0

Graffiti	0	0	0	0.0	0.0
High Grass/Weeds	0	0	0	0.0	0.0
Low Water Pressure	0	0	0	0.0	0.0
Park Issue/Maintenance	0	0	0	0.0	0.0
Parking Issue	0	0	0	0.0	0.0
Public Safety Concern	0	0	0	0.0	0.0
Rental Property Issues	0	0	0	0.0	0.0
Request Street Lights	0	0	0	0.0	0.0
Request Street Signs	0	0	0	0.0	0.0
Sewer/Water Backup	0	0	0	0.0	0.0
Special Request	0	0	0	0.0	0.0
Street Cleaning Request	0	0	0	0.0	0.0
Street Repair	0	0	0	0.0	0.0
Traffic Signal Issue	0	0	0	0.0	0.0
Zoning Issues	0	0	0	0.0	0.0

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City boundary	42	19	35	1.4	9.8

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name AMERIPRIDE LINEN/APPAREL SERV					
		0215PW01	2200608527	\$46.94	TOWELS,MATS,MOPS-PLANTS
		0215PW01	2200608525	\$41.70	TOWELS,MATS,MOPS-PLANTS
		0215PW01	2200608528	\$42.27	TOWELS,MATS,MOPS-PLANTS
		0215PW01	2200608570	\$16.74	TOWELS,MATS,MOPS-MAINT
		0215PW01	2200608570	\$29.74	UNIFORMS
		0215PW01	2200608570	\$10.86	UNIFORMS
		0215PW01	2200608570	\$5.35	UNIFORMS
		0215PW01	2200608570	\$22.84	UNIFORMS
		0215PD01	2200611117	\$50.81	TOWELS,MATS-PD
		0215PW01	2200611151	\$10.86	UNIFORMS
		0215PW01	2200611151	\$35.76	MOPS,MATS,TOWELS-MAINT
		0215PW01	2200611151	\$22.84	UNIFORMS
		0215PW01	2200611151	\$29.74	UNIFORMS
		0215PW01	2200611151	\$5.35	UNIFORMS
		0215ADM01	2200611162	\$39.21	TOWELS,MATS-HALL
Search Name AMERIPRIDE LINEN/APPAREL SERV				\$411.01	
Search Name AT&T MOBILITY					
		0215PW01	287256356792X0	\$30.00	IPAD SERV
		0215PW01	287256356792X0	\$13.39	PHONE SERV
		0215PW01	287256356792X0	\$98.32	IPAD SERV
Search Name AT&T MOBILITY				\$141.71	
Search Name BANYON DATA SYSTEMS INC					
		0215ADM01	00152469	\$485.00	POS SUPPORT
		0215ADM01	00152469	\$295.00	UB METER DEVICE SUPPORT
Search Name BANYON DATA SYSTEMS INC				\$780.00	
Search Name BEMBOOM S FENCE					
		0215PW01	13903	\$4,095.00	PICNIC TABLE FRAMES-VAL SMITH
Search Name BEMBOOM S FENCE				\$4,095.00	
Search Name BENTON TROPHY & AWARDS INC					
		0215ADM01	147816	\$5.58	NAME BADGES
		0215ADM01	147816	\$19.44	NAME BADGES
Search Name BENTON TROPHY & AWARDS INC				\$25.02	
Search Name CDW GOVERNMENT, INC.					
		0215PD01	RV62222	\$150.50	MONITOR-CSO
Search Name CDW GOVERNMENT, INC.				\$150.50	
Search Name CENTRAL MCGOWAN, INC.					
		0215PW01	00035123	\$21.00	CYLINDER RENTAL
		0215PW01	00839917	\$115.30	SUPPLIES-SHOP
		0215PW01	00841156	\$74.70	SUPPLIES-SHOP
		0215PW01	00842317	\$7.20	SHOP TOOLS
Search Name CENTRAL MCGOWAN, INC.				\$218.20	
Search Name CHARTER COMMUNICATIONS					
066527	1/29/2015	0115PPD03	835230105015776	\$83.53	INTERNET/TV SERV-FD
066527	1/29/2015	0115PPD03	835230105018283	\$81.68	INTERNET/TV SERV-HALL
066527	1/29/2015	0115PPD03	835230105018589	\$59.99	INTERNET SERV-PLANTS
066527	1/29/2015	0115PPD03	835230105019398	\$67.67	INTERNET/TV SERV-MAINT
066527	1/29/2015	0115PPD03	835230105019617	\$69.99	INTERNET SERV-PLANTS

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name CHARTER COMMUNICATIONS				\$362.86	
Search Name CLIMATE AIR INC					
		0215ADM01	33705	\$2,360.65	REPAIRS-HALL
Search Name CLIMATE AIR INC				\$2,360.65	
Search Name COLONIAL LIFE					
066533	1/30/2015	0115PPD03	3506136-0201636	\$53.00	PAYROLL DEDUCTIONS-JAN
066533	1/30/2015	0115PPD03	3506136-0201636	\$105.60	PAYROLL DEDUCTIONS-JAN
Search Name COLONIAL LIFE				\$158.60	
Search Name COMPASS MINERALS AMERICA					
		0215PW01	71288942	\$4,505.63	ROAD SALT
		0215PW01	71289670	\$6,905.22	ROAD SALT
Search Name COMPASS MINERALS AMERICA				\$11,410.85	
Search Name CONNEXUS ENERGY					
		0215PW01	712517-296959	\$3,586.25	STREET LIGHTS
Search Name CONNEXUS ENERGY				\$3,586.25	
Search Name CRABTREE COMPANIES INC					
		0215ADM01	129929	\$195.25	SCAN CONNECT-LIC
Search Name CRABTREE COMPANIES INC				\$195.25	
Search Name CREATIVE PRODUCT SOURCING INC					
		1214PD04	76150	\$406.80	SUPPLIES-DARE
Search Name CREATIVE PRODUCT SOURCING INC				\$406.80	
Search Name CRESCENT ELECTRIC SUPPLY					
		0215PW01	055-355206-00	\$23.06	BULBS-MAINT
Search Name CRESCENT ELECTRIC SUPPLY				\$23.06	
Search Name DAKOTA PUMP & CONTROLINC					
		0215PW01	21157	\$1,036.22	REPAIRS-LIFTSTATION
Search Name DAKOTA PUMP & CONTROLINC				\$1,036.22	
Search Name DELL MARKETING L P					
		0215ADM01	XJMFT7P68	\$2,896.89	COMPUTERS-INSPECTIONS,MARY
		0215ADM01	XJMKJPR4	\$1,097.24	COMPUTER-MAINT
Search Name DELL MARKETING L P				\$3,994.13	
Search Name DEPARTMENT OF FINANCE/TREASURY					
		0215PD01	14906173	\$70.40	FORFEITURE PROPERTY
Search Name DEPARTMENT OF FINANCE/TREASURY				\$70.40	
Search Name DESIGN ELECTRIC INC					
		0215PW01	20584	\$239.79	REPAIRS-PLANT
		0215PW01	20585	\$320.15	HOLIDAY DECORATIONS
		0215ADM01	20586	\$134.62	REPAIRS-HALL
		0215PW01	20587	\$327.60	REPAIRS-PC REGIONAL SHELTER
		0215PW01	20588	\$2,264.56	REPAIRS-E PLANT
Search Name DESIGN ELECTRIC INC				\$3,286.72	
Search Name EMERGENCY AUTOMOTIVE TECH INC					
		0215FD01	3288	\$77.76	REPAIRS-FD EQUIP
		0215FD01	3331	\$1,541.89	GLOVES-FD
		0215FD01	3343	\$46.79	HELMET FRONT-FD

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0215FD01	3350	\$281.54	HELMET-FD
		0215FD01	3367	\$167.49	GLOVES-PD
		0215FD01	3393	\$570.65	EQUIP-NEW BOAT
Search Name EMERGENCY AUTOMOTIVE TECH INC				\$2,686.12	
Search Name FASTENAL COMPANY					
		0215PW01	MNSAU139619	\$2.70	SUPPLIES-PARKING SIGNS
		0215FD01	MNSAU139886	\$1,383.60	STORAGE UNITS-FD
		0215PW01	MNSAU140027	\$25.15	REPAIRS-GROOMER
Search Name FASTENAL COMPANY				\$1,411.45	
Search Name FERGUSON WATERWORKS #2516					
		0215PW01	0123847	\$933.33	NEPTUNE READER SOFTWARE MAINT
Search Name FERGUSON WATERWORKS #2516				\$933.33	
Search Name GATR OF SAUK RAPIDS					
		0215PW01	01P102401DUP	-\$72.75	REPAIRS-PLOW
		0215PW01	01P109418	\$94.21	REPAIRS-VEHICLE
		0215PW01	01P109433	\$24.36	REPAIRS-VEHICLE
		0215PW01	01P110101	\$239.64	REPAIRS-PLOWS
		0215PW01	01P110691	\$22.20	SHOP TOOLS
		0215PW01	01P110750	\$184.83	REPAIRS-PLOWS
		0215PW01	01P111397	\$72.72	REPAIRS-COMPOST TURNER
Search Name GATR OF SAUK RAPIDS				\$565.21	
Search Name GOPHER STATE ONE-CALL INC					
		0215PW01	131346	\$71.15	LOCATES-JAN
Search Name GOPHER STATE ONE-CALL INC				\$71.15	
Search Name GRANITE ELECTRONICS INC					
		0215PW01	252116	\$234.50	RADIO REPAIR
		0215PW01	252116	\$234.50	RADIO REPAIR
Search Name GRANITE ELECTRONICS INC				\$469.00	
Search Name GRANITE WATER WORKS					
		0215PW01	86071	\$217.50	REPAIRS-HYDRANTS
Search Name GRANITE WATER WORKS				\$217.50	
Search Name GREIMAN SILK SCREEN & SIGN					
		0215FD01	A38522	\$368.00	EMB FD JACKETS
Search Name GREIMAN SILK SCREEN & SIGN				\$368.00	
Search Name HEALTHPARTNERS					
066529	1/29/2015	0115PPD03	55858555	\$266.16	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$4,019.45	EE CONTR TO INS-JAN DEDUCTIONS
066529	1/29/2015	0115PPD03	55858555	\$476.93	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$2,524.68	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$718.96	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$2,846.51	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$872.90	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$3,551.22	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$285.58	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$10,760.09	HEALTH INS-FEB
066529	1/29/2015	0115PPD03	55858555	\$473.86	HEALTH INS-FEB
Search Name HEALTHPARTNERS				\$26,796.34	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name HEIMAN FIRE EQUIPMENT					
		1214FD04	0830466-IN	\$17,042.44	THERMO CAMERAS-FD
Search Name HEIMAN FIRE EQUIPMENT					
				\$17,042.44	
Search Name INTEGRA TELECOM					
		0215ADM01	12692211	\$37.40	PHONE SERVICE
		0215ADM01	12692211	\$9.34	PHONE SERVICE
		0215ADM01	12692211	\$74.80	PHONE SERVICE
		0215ADM01	12692211	\$186.97	PHONE SERVICE
		0215ADM01	12692211	\$186.97	PHONE SERVICE
		0215ADM01	12692211	\$101.10	PHONE SERVICE
		0215ADM01	12692211	\$203.10	PHONE SERVICE
		0215ADM01	12692211	\$33.70	PHONE SERVICE
		0215ADM01	12692211	\$9.33	PHONE SERVICE
		0215ADM01	12692211	\$56.10	PHONE SERVICE
		0215ADM01	12692211	\$67.38	PHONE SERVICE
		0215ADM01	12692211	\$33.80	PHONE SERVICE
		0215ADM01	12692211	\$101.17	PHONE SERVICE
		0215ADM01	12692211	\$330.95	PHONE SERVICE
		0215ADM01	12692211	\$186.97	PHONE SERVICE
		0215ADM01	12692211	\$33.70	PHONE SERVICE
Search Name INTEGRA TELECOM					
				\$1,652.78	
Search Name INTELECONNECT INC					
		0215PD01	1862	\$17.00	WIRELESS MANAGEMENT
		0215PW01	1862	\$17.00	WIRELESS MANAGEMENT
		0215PW01	1862	\$17.00	WIRELESS MANAGEMENT
Search Name INTELECONNECT INC					
				\$51.00	
Search Name INTERSTATE ALL BATTERY CTR					
		0215PW01	1922302000085	\$152.45	BATTERIES-WW VEHICLE
		0215PW01	1922302000174	\$403.48	BATTERIES-WW VEHICLE
Search Name INTERSTATE ALL BATTERY CTR					
				\$555.93	
Search Name INTRNTL ASSN CHIEFS OF POLICE					
		0215PD01	1001143459	\$150.00	2015 MEMBERSHIP
Search Name INTRNTL ASSN CHIEFS OF POLICE					
				\$150.00	
Search Name JOHN HENRY FOSTER MN INC					
		0215PW01	10165569-00	\$324.71	REPAIRS-PLANT
Search Name JOHN HENRY FOSTER MN INC					
				\$324.71	
Search Name KEEPRS INC					
		0215PD01	264545	\$55.87	UNIFORMS-RESERVES
		0215PD01	265982	\$280.00	SQUAD EQUIPMENT
		0215PD01	267453	\$140.00	UNIFORMS-WALTERS
		0215PD01	267472	\$30.58	SUPPLIES-PD
Search Name KEEPRS INC					
				\$506.45	
Search Name KRIS ENGINEERING INC					
		0215PW01	24891	\$3,040.08	REPAIRS-PLOWS
Search Name KRIS ENGINEERING INC					
				\$3,040.08	
Search Name L & R DISTRIBUTING LLC					
		0215PW01	LR1360	\$109.50	REPAIRS-EQUIPMENT

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name L & R DISTRIBUTING LLC				\$109.50	
Search Name LAWSON PRODUCTS INC					
		0215PW01	9303021273	\$471.82	SUPPLIES-SHOP
		0215PW01	9303041798	\$232.90	SUPPLIES-SHOP
Search Name LAWSON PRODUCTS INC				\$704.72	
Search Name LEAGUE OF MN CITIES					
		0215PD01	212416	\$20.00	SAFETY/LOSS CONTROL-PD
Search Name LEAGUE OF MN CITIES				\$20.00	
Search Name LOCATORS & SUPPLIES INC					
		0215PW01	0231001-IN	\$67.42	SUPPLIES-STREETS
Search Name LOCATORS & SUPPLIES INC				\$67.42	
Search Name MARCO - NW 7128					
		0215PD01	INV2367131	\$49.50	REPAIRS-SURVEILANCE SYSTEM
Search Name MARCO - NW 7128				\$49.50	
Search Name MARCO INC					
066534	2/2/2015	0215PPD01	270392079	\$92.00	COPY MACHINE-FD
066534	2/2/2015	0215PPD01	270392079	\$433.00	COPY MACHINE-HALL
066534	2/2/2015	0215PPD01	270474091	\$362.88	COPY MACHINE-PD
Search Name MARCO INC				\$887.88	
Search Name MARTIN-MCALLISTER					
		0215PD01	9611	\$450.00	ASSESSMENT-WALTERS
Search Name MARTIN-MCALLISTER				\$450.00	
Search Name MATHEW HALL LUMBER COMPANY					
		1214PW04	282876I	\$130.00	PARKING SIGNS
		0215PW01	283070I	\$32.25	PARKING SIGNS
		0215PW01	283420I	\$79.95	PARKING SIGNS
Search Name MATHEW HALL LUMBER COMPANY				\$242.20	
Search Name MIDSTATE INSPECTION SERV INC					
		0215ADM01	01-2015	\$1,800.00	BLDG INSPECTIONS-JAN
Search Name MIDSTATE INSPECTION SERV INC				\$1,800.00	
Search Name MIKE S REPAIR, INC.					
		0215PW01	47195	\$91.50	REPAIRS-WW VEHICLE
Search Name MIKE S REPAIR, INC.				\$91.50	
Search Name MIMBACH FLEET SUPPLY					
		0215PW01	102611	\$24.99	REPAIRS-W PLANT
		0215PW01	102771	\$148.70	PAINT-PICNIC TABLES
Search Name MIMBACH FLEET SUPPLY				\$173.69	
Search Name MINCO TECHNOLOGY CENTER					
		0215PD01	369457	\$2,060.00	TOUGHBOOK-PD
Search Name MINCO TECHNOLOGY CENTER				\$2,060.00	
Search Name MN BENEFIT ASSOCIATION					
		0215ADM01	483-012015	\$1,601.19	PAYROLL DEDUCTIONS-JAN
Search Name MN BENEFIT ASSOCIATION				\$1,601.19	
Search Name MN BOARD OF PEACE OFFICER					

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
066526	1/28/2015	0115PPD03	1	\$90.00	LICENSE-J WALTERS
Search Name MN BOARD OF PEACE OFFICER				\$90.00	
Search Name MN HOME IMPROVEMENTS INC					
		0215ADM01	6	\$20,249.00	SMALL CITIES DEVELOP GRANT
Search Name MN HOME IMPROVEMENTS INC				\$20,249.00	
Search Name MN NCPERS GRP LIFE INS-752400					
		0215ADM01	7524215	\$80.00	PAYROLL DEDUCTIONS-JAN
Search Name MN NCPERS GRP LIFE INS-752400				\$80.00	
Search Name MN RURAL WATER ASSOCIATION					
		0215PW01	1	\$225.00	CONF REGIS-KOLTES
		0215PW01	2	\$225.00	CONF REGIS-BEMBOOM
		0215PW01	3	\$225.00	CONF REGIS-KOTHENBEUTEL
Search Name MN RURAL WATER ASSOCIATION				\$675.00	
Search Name MOSS & BARNETT					
		1214ADM04	619288	\$495.00	CHARTER FRANCHISE RENEWAL
Search Name MOSS & BARNETT				\$495.00	
Search Name MOTOROLA INC.					
		0215PD01	13048559	\$3,200.44	RADIO-PD
Search Name MOTOROLA INC.				\$3,200.44	
Search Name NEMETH, DARREL INC					
		0215ADM01	01-2015	\$2,279.70	ELEC INSPECTIONS-JAN
Search Name NEMETH, DARREL INC				\$2,279.70	
Search Name O REILLY AUTO PARTS					
		0215PW01	1572-427380	\$14.56	REPAIRS-WW VEHICLE
		0215PW01	1572-427843	\$14.56	REPAIRS-WW VEHICLE
		0215PW01	1572-427844	\$27.96	REPAIRS-WW VEHICLE
		0215PW01	1572-428534	\$169.74	REPAIRS-WW VEHICLE
Search Name O REILLY AUTO PARTS				\$226.82	
Search Name OFFICE DEPOT INC					
		0215ADM01	751688111-001	\$12.99	MOUSE
		0215PW01	753211310-001	\$61.98	OFFICE SUPPLIES-PLANT
		0215ADM01	753211310-001	\$119.96	OFFICE SUPPLIES
		0215PW01	753211310-001	\$38.99	OFFICE SUPPLIES-MAINT
Search Name OFFICE DEPOT INC				\$233.92	
Search Name OXYGEN SERVICE COMPANY					
		0215PD01	03294893	\$53.60	CYLINDER RENTAL
		0215PW01	07847601	\$60.63	REPAIRS-WELDER
		0215PD01	07848527	\$36.16	MEDICAL OXYGEN-PD
Search Name OXYGEN SERVICE COMPANY				\$150.39	
Search Name POWERHOUSE OUTDOOR EQUIP INC					
		0215PW01	308138	\$83.96	REPAIRS-STRTS CHAINSAWS
Search Name POWERHOUSE OUTDOOR EQUIP INC				\$83.96	
Search Name PRECISE REFRIGERATION HTG & AC					
		0215FD01	0000058531	\$100.00	REPAIRS-FD
		0215FD01	0000058547	\$717.00	REPAIRS-FD

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name PRECISE REFRIGERATION HTG & AC				\$817.00	
Search Name PURCHASE POWER-PITNEY BOWES					
066528	1/29/2015	0115PPD03	8299	\$208.99	POSTAGE-PD
Search Name PURCHASE POWER-PITNEY BOWES				\$208.99	
Search Name RASMUSSEN, ANITA					
		0215ADM01	012815	\$97.75	CGMC LEGIS DAY
Search Name RASMUSSEN, ANITA				\$97.75	
Search Name RDO EQUIPMENT CO					
		0215PW01	P82250	\$1,019.95	REPAIRS-COMPOST TURNER
Search Name RDO EQUIPMENT CO				\$1,019.95	
Search Name REPULIC SERVICES #891					
066536	2/3/2015	0215PPD01	0891-000574721	\$207.59	REFUSE SERV-MAINT
066536	2/3/2015	0215PPD01	0891-000574721	\$223.48	REFUSE SERV-PD
066536	2/3/2015	0215PPD01	0891-000574721	\$164.84	REFUSE SERV-HALL
066536	2/3/2015	0215PPD01	0891-000574721	\$121.92	REFUSE SERV-PLANTS
066536	2/3/2015	0215PPD01	0891-000574721	\$33.33	REFUSE SERV-FD
Search Name REPULIC SERVICES #891				\$751.16	
Search Name ROYAL TIRE INC					
		1214FD04	305-87926	\$91.00	TIRE DISPOSAL-FD
Search Name ROYAL TIRE INC				\$91.00	
Search Name SAM S CLUB					
066530	1/30/2015	0115PPD03	382320033280394	\$91.96	SUPPLIES-ALL DEPTS
066530	1/30/2015	0115PPD03	382320033280394	\$172.36	SUPPLIES-ALL DEPTS
066530	1/30/2015	0115PPD03	382320033280394	\$8.68	SUPPLIES-ALL DEPTS
066530	1/30/2015	0115PPD03	382320033280394	\$35.39	SUPPLIES-ALL DEPTS
Search Name SAM S CLUB				\$308.39	
Search Name SARTELL BASEBALL ASSOCIATION					
066537	2/4/2015	0215PPD01	5	\$7,993.71	CONCESSION STAND
Search Name SARTELL BASEBALL ASSOCIATION				\$7,993.71	
Search Name SARTELL HARDWARE HANK					
		0215FD01	44122	\$14.47	REPAIRS-FD
		0215PW01	44325	\$26.96	REPAIRS-PICNIC TABLES
		0215PW01	58778	\$19.99	PROPANE-PATCHING
		0215PW01	58830	\$12.85	REPAIRS-HOCKEY NETS
		0215PW01	58831	\$2.70	REPAIRS-PLANTS
		0215PW01	58861	\$26.38	REPAIRS-PLANTS
		0215FD01	59103	\$13.99	ICE MELT-FD
		0215PW01	59117	\$11.98	SUPPLIES-PARKS
		0215PW01	59146	\$19.99	PROPANE-PATCHING
		0215PW01	59196	\$33.94	REPAIRS-GROOMER
		0215PW01	59251	\$7.08	REPAIRS-PLANTS
		0215PW01	59299	\$15.93	REPAIRS-PLANTS
		0215PW01	59311	\$33.14	REPAIRS-PICNIC TABLES
Search Name SARTELL HARDWARE HANK				\$239.40	
Search Name SARTELL NEWSLEADER					
066531	1/30/2015	0115PPD03	36006	\$77.18	PHN-CUP FOUQUETTE
Search Name SARTELL NEWSLEADER				\$77.18	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name SARTELL ST STEPHEN EDUC FOUND					
		0215ADM01	01-2015	\$60.00	PAYROLL DEDUCTION-JAN
Search Name SARTELL ST STEPHEN EDUC FOUND					
				\$60.00	
Search Name SHERWIN WILLIAMS					
		0215PW01	7366-7	\$20.90	SKI GROOMER-PAINT
Search Name SHERWIN WILLIAMS					
				\$20.90	
Search Name SHIFT TECHNOLOGIES INC					
		0215ADM01	48021	\$72.50	REPAIRS-PRINTER
		0215FD01	48027	\$266.60	NETWORK SERV-FD
Search Name SHIFT TECHNOLOGIES INC					
				\$339.10	
Search Name SMITH, JACOB					
		0215ADM01	1	\$1,000.00	MILL ART PROJECT
Search Name SMITH, JACOB					
				\$1,000.00	
Search Name SPRINT					
066535	2/3/2015	0215PPD01	584068813-086	\$442.89	CONNECTION CARDS-PD
066535	2/3/2015	0215PPD01	852875115-089	\$34.99	IPAD SERV-BRAD
066535	2/3/2015	0215PPD01	852875115-089	\$34.99	IPAD SERV-KYLE
066535	2/3/2015	0215PPD01	852875115-089	\$34.99	IPAD SERV-JIM
Search Name SPRINT					
				\$547.86	
Search Name STANDARD INSURANCE COMPANY					
066532	1/30/2015	0115PPD03	155531-FEB15	\$28.97	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$18.60	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$21.68	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$98.24	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$83.40	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$77.81	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$22.87	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$291.33	VOLUNTARY INS-FEB DED
066532	1/30/2015	0115PPD03	155531-FEB15	\$5.75	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$122.54	EMPLOYEE CONTR TO INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$22.94	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$377.00	EMPLOYEE LIFE/LTD INS
066532	1/30/2015	0115PPD03	155531-FEB15	\$53.10	EMPLOYEE LIFE/LTD INS
Search Name STANDARD INSURANCE COMPANY					
				\$1,224.23	
Search Name STAPLES BUSINESS ADVANTAGE					
		0215ADM01	8032822339	\$421.51	OFFICE SUPPLIES
Search Name STAPLES BUSINESS ADVANTAGE					
				\$421.51	
Search Name STEARNS CNTY ATTYS OFFICE					
		0215PD01	14906173	\$140.80	FORFEITURE CASE
Search Name STEARNS CNTY ATTYS OFFICE					
				\$140.80	
Search Name THE NORTHWAY GROUP					
		0215ADM01	1	\$50.00	INFO GRAPHICS
Search Name THE NORTHWAY GROUP					
				\$50.00	
Search Name THEIS, CATHY					
		0215PD01	03-2015	\$77.50	PROF SERV-PD
Search Name THEIS, CATHY					
				\$77.50	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name THOMAS TOOL & SUPPLY, INC.					
		0215PW01	357812	\$24.99	REPAIRS-TOOLS
Search Name THOMAS TOOL & SUPPLY, INC.				\$24.99	
Search Name TIDD TECH LTD					
		0215PW01	11533	\$8,064.62	SKI GROOMER
Search Name TIDD TECH LTD				\$8,064.62	
Search Name TMV SAFETY TRAINING LLC					
		0215FD01	00019	\$350.00	EMR TRAINING-FD
Search Name TMV SAFETY TRAINING LLC				\$350.00	
Search Name TOLMAN, KIM					
		0215PD01	275328	\$460.00	PD CLEANING-JAN
Search Name TOLMAN, KIM				\$460.00	
Search Name TRANS UNION LLC					
		0215PD01	01527454	\$12.10	BACKGROUND CHECKS
Search Name TRANS UNION LLC				\$12.10	
Search Name TRAUT WELLS INC					
		0215PW01	274718	\$40.00	TESTING
		0215PW01	274807	\$40.00	TESTING
		0215PW01	274829	\$20.00	TESTING
Search Name TRAUT WELLS INC				\$100.00	
Search Name TRI COUNTY HUMANE SOCIETY					
		1214ADM04	4THQTR2014	\$275.00	IMPOUND SERVICES
Search Name TRI COUNTY HUMANE SOCIETY				\$275.00	
Search Name UNITED WAY OF CENTRAL MN					
		0215ADM01	01-2015	\$42.00	PAYROLL DEDUCTIONS-JAN
Search Name UNITED WAY OF CENTRAL MN				\$42.00	
Search Name VELA STRATEGY LLC					
		0215ADM01	1012	\$2,500.00	GRANTS & FUND DEVELOPMENT
Search Name VELA STRATEGY LLC				\$2,500.00	
Search Name VESSCO INC					
		0215PW01	62317	\$70.91	REPAIRS-WATER
Search Name VESSCO INC				\$70.91	
Search Name WSB & ASSOCIATES INC					
		1214ADM04	10-02174-190	\$401.00	EAST SIDE RECONSTRUCTION
		1214ADM04	1-02174-570	\$7,569.50	PCR RESURFACE-2ND ST TO 15TH ST N
		1214ADM04	15-02174-110	\$4,263.00	PAVEMENT MANAGEMENT SYS
		1214ADM04	24-02174-000	\$6,333.31	ENGINEERING RETAINER
		1214ADM04	24-02174-000	\$2,767.00	LESUK DR, LRIP GRANT,GARDENS
		1214ADM04	3-02174-510	\$3,196.50	2015 SAFE ROUTES TO SCHOOL
		1214ADM04	5-02174-500	\$73.50	CHAMPION FIELD-WTR/SWR
		1214ADM04	5-02174-500	\$73.50	CHAMPION FIELD-WTR/SWR
		1214ADM04	8-02174-330	\$15,624.25	PCR FROM 2ND ST TO 15TH ST N
		1214ADM04	8-02174-370	\$2,589.00	50TH AVE S-DESIGN
		1214ADM04	9-02174-360	\$438.00	SAUK RIVER PARK-PARKNG LOT/RESTRO
Search Name WSB & ASSOCIATES INC				\$43,328.56	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name XCEL ENERGY					
		1214ADM04	442315880	\$903.33	GAS-HALL
		1214ADM04	442315880	\$605.87	TRAFFIC SIGNS/FLASH LIGHTS
		1214ADM04	442315880	\$1,004.73	ELEC-HALL
		1214ADM04	442315880	\$81.16	PARKS
		1214ADM04	442315880	\$139.15	PCRS READER BOARD
		1214ADM04	442315880	\$761.88	GAS-PD
		1214ADM04	442315880	\$635.01	ELEC-PD
		1214ADM04	442315880	\$2,888.66	GAS-PLANTS
		1214ADM04	442315880	\$7,373.87	ELEC-PLANTS
		1214ADM04	442315880	\$3,256.90	LIFT STATIONS/FLOW METERS
		1214ADM04	442315880	\$2,597.95	GAS-MAINT
		1214ADM04	442315880	\$146.22	DISTRIBUTION
		1214ADM04	442315880	\$344.43	ELEC-FD
		1214ADM04	442315880	\$775.61	SKATING RINKS
		1214ADM04	442315880	\$26.54	WELCOME SIGNS
		1214ADM04	442315880	\$394.26	STREET LIGHTS
		1214ADM04	442315880	\$1,271.37	ELEC-MAINT
		1214ADM04	442315880	\$244.82	CIVIL DEFENSE
		1214ADM04	442315880	\$948.39	GAS-FD
		1214ADM04	442315880	\$924.67	WELLS/PUMPS
Search Name XCEL ENERGY				\$25,324.82	
				\$221,615.98	

Voucher Payments-Fund Summary

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

Mayor _____ Attest: Administrator _____

FUND Descr	Dr/Cr Amt
GENERAL	\$78,129.62
GANG STRIKE FORCE	\$492.46
YOUTH PROGRAMS	\$406.80
SPECIAL INITIATIVES	\$1,000.00
POLICE RESERVES	\$55.87
BEAUTIFICATION	\$7,408.44
FORFEITURE	\$211.20
SALES TAX EXTENSION	\$7,993.71
REGIONAL PARK FUND	\$8,064.62
PARK DISTRICT 1	\$438.00
PUBLIC IMPROVEMENT REVOLVING	\$20,249.00
MSA STREET MAINTENANCE	\$6,333.31
PD EQUIPMENT FUND	\$3,200.44
FD EQUIPMENT FUND	\$17,613.09
TECHNOLOGY FUND	\$6,204.63
STREET FUND	\$36,410.25
WATER FUND	\$21,311.02
SEWER FUND	\$6,093.52
	<hr/>
	\$221,615.98

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Fire Department	Meeting Date: February 9, 2015	Agenda Item No. 5e
Agenda Section: Consent	Item: Fire Equipment	
<p>RECOMMENDATION: Staff recommends approval of purchase of budgeted fire equipment.</p> <p>PREVIOUS COUNCIL ACTION: None</p> <p>BACKGROUND: The Fire Department received budget for the expenditure of up to \$4,700 toward the purchase of radio chargers and training dummy. The Department would now like to move ahead with these purchases.</p> <p>The funding source is the capital outlay line item from the Fire Department's operations budget.</p> <p>BUDGET/FISCAL IMPACT: None – uses budgeted funds.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of purchase. If item is removed from Consent, separate motion is requested approving purchase.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Public Works Department	Meeting Date: February 9, 2015	Agenda Item No. 5f
Agenda Section: Consent	Item: Budgeted Public Works Equipment	
<p>RECOMMENDATION: Approval of the purchase of equipment using Beautification Fund and Sewer Fund.</p> <p>PREVIOUS COUNCIL ACTION: Approval of budget and financial management plan that allocates funds for these equipment purchases.</p> <p>BACKGROUND: The Public Works Department annually rotates some of their mowers to maintain a cost effective fleet of equipment. They recommend the rotation for 2015 at a cost of \$28,900 after trade-ins. In addition, they also budgeted this year for a John Deere commercial wide mower at a cost of \$50,400 which is recommended for approval now so that all equipment is in place for the 2015 season. Lastly, they budgeted for replacement of the 2003 sewer jet vac from your sewer utility fund in 2015 for \$350,000, and that purchase is now recommended with final bid price at \$325,723 with trade in of the 2003 unit.</p> <p>BUDGET/FISCAL IMPACT: No budget impact – funds were a planned expenditure so no increased funding from the City is required.</p> <p>ATTACHMENTS: None – all of these purchases will be made using State bid pricing so additional competitive quotes are not needed.</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the expenditures. If item is removed from Consent, separate motion is requested approving expenditures.</p>		

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:

\$1,500 for the police reserve program from the Cold Spring Fire & Rescue Relief Assn

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 9th DAY OF FEBRUARY, 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: February 9, 2015	Agenda Item No. 5h
Agenda Section: Consent	Item: Fund Transfer	
<p>RECOMMENDATION: Staff recommends approval of fund transfer from general fund police department operating line item to newly created Police Reserves Fund.</p> <p>PREVIOUS COUNCIL ACTION: Council approved 2015 budget allocated \$1,350 from the Police Department budget toward police reserves program.</p> <p>BACKGROUND: To more easily track police reserve program revenues and expenditures, we are using a separate fund in 2015 (Fund 217) and so staff recommends transfer of the 2015 budget allocation of \$1,350 from the General Fund to the Reserves Fund.</p> <p>BUDGET/FISCAL IMPACT: None- this is just a transfer of budgeted funds for ease of record keeping.</p> <p>ATTACHMENTS: None.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the Fund Transfer of \$1,350 from General Fund to Reserves Fund. If item is removed from Consent, separate motion is requested approving the transfer.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: February 9, 2015	Agenda Item No. 6a
Agenda Section: Public Hearing	Item: Conditional Use Permit – Fouquette Auto Inc.	

RECOMMENDATION:

Approve the findings of fact and conditions use permit with the following conditions:

1. No additional pavement can be installed on the site.
2. The property has an oil containment kit on site at all times.
3. At no time can any vehicles encroach onto the sidewalk along Riverside Ave.
4. Historically, the property has had nuisance washouts which results in the erosion of sediment entering into the city’s storm system. The dirt driveway located on the southerly end will need to have some type of ground cover installed (turf, etc) which will eliminate erosion by July 1, 2015.
5. That the property owner properly maintains the existing building, including the exterior building materials.
6. That all other ordinance provisions are followed including, but not limited to lighting and signage.
7. That the total number of vehicles, for purposes of automotive sales, may not exceed six.
8. That the parking of any vehicles may not encroach within 6 feet of any property lines.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

The Planning Commission recommended approval (4/0)

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

Fouquette Auto Inc, owner of the property located at 5 Riverside Avenue South has requested an approval for a conditional use permit to utilize a portion of the property as a used car dealership. The primary usage of the property is auto repair. The property is zoned B-2, General Business, which requires a conditional use permit to allow for automotive sales. The purpose of the conditional use is that the proposed use is permitted, with conditions. There has already been some auto sales on the property. The purpose of this CUP is to allow for the sale in conformance with the city’s code.

The existing building is 3,339 square feet and the indoor sales area would encompass 1,000 square feet. The remaining square footage is devoted to auto repair. The outdoor sales area cannot be more than twice the square footage of the indoor sales area, which would allow 2,000 square feet be used for outdoor sales. The proposal is for six parking spaces (1080 sf) to be used for outdoor automotive sales.

BUDGET/FISCAL IMPACT:

NA

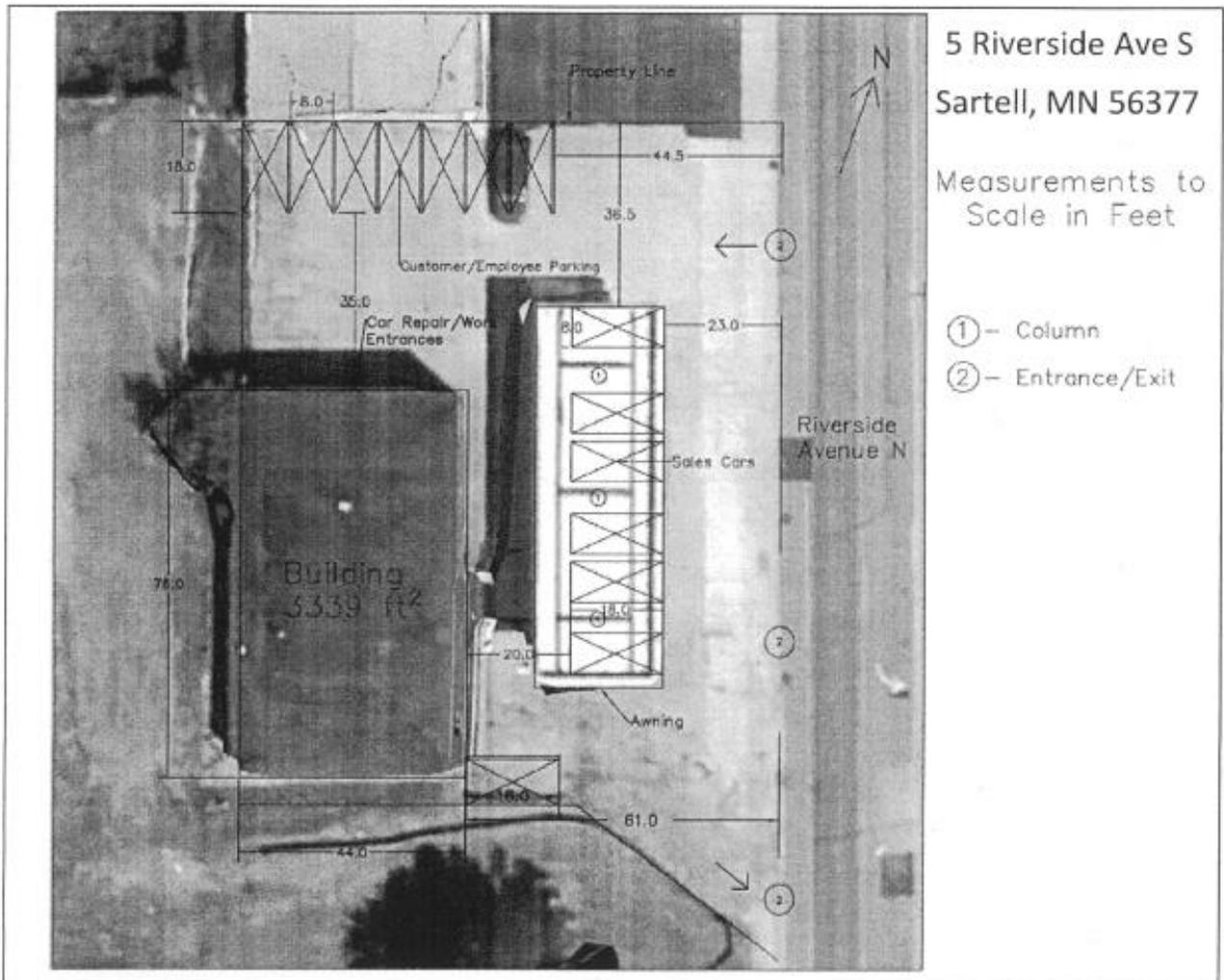
ATTACHMENTS:

1. Site plan provided by the applicant
2. Site map prepared by the City
3. Resolution(s)

ACTION REQUESTED:

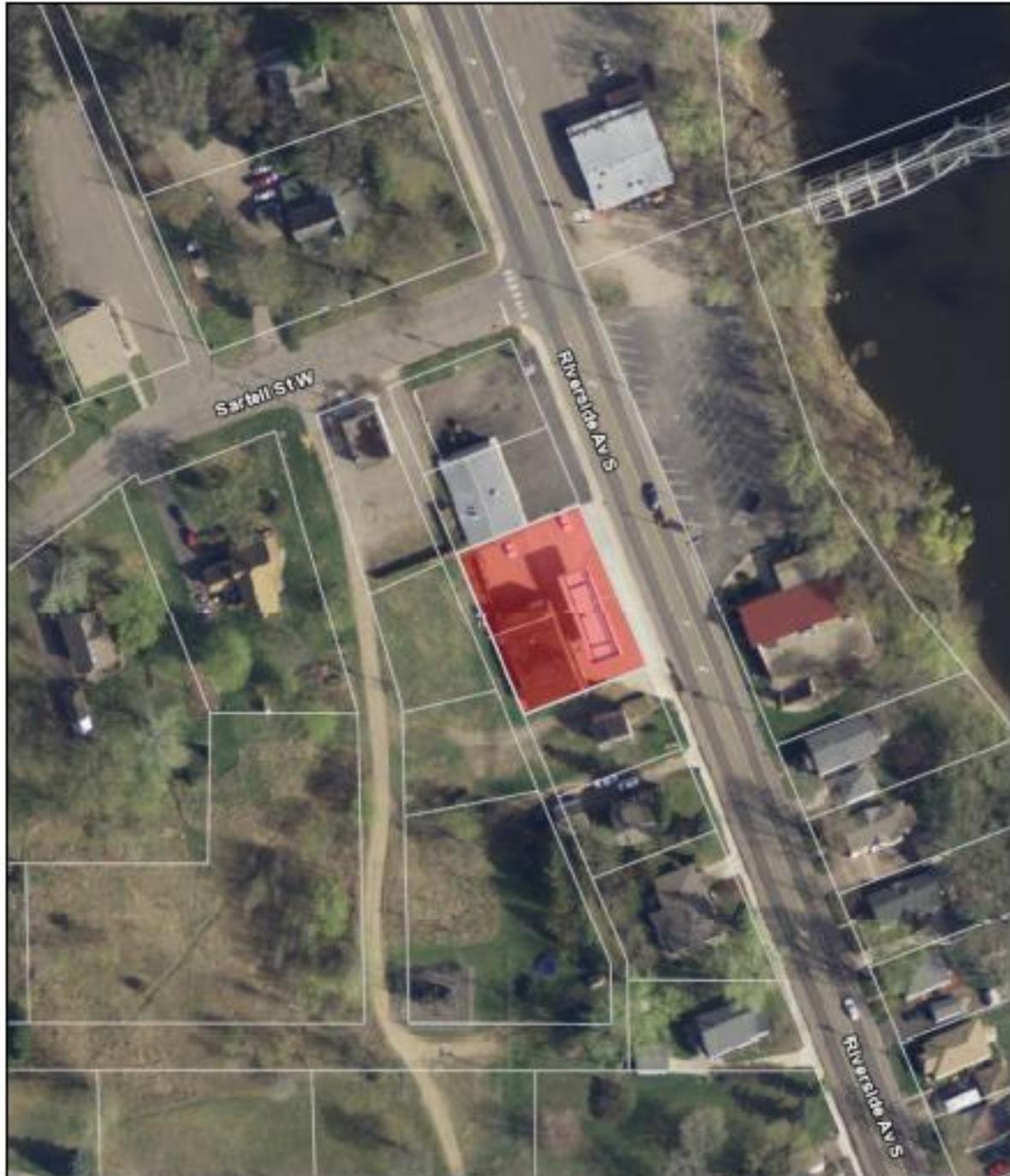
Motion to recommend the approval of the resolution approving the findings of fact, which support the approval of the conditional use permit.

Motion to recommend the approval of the conditional use permit.



CUP Request

January 21, 2015



0 45 90 Feet



City of Sartell

Map Powered by DataLink
from WRI & Associates

Council member

introduced the following resolution and moved for

its adoption:

RESOLUTION #_____

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE PURPOSES OF HAVING A VEHICLE SALES DEALERSHIP

WHEREAS, Fouquette Auto, Inc., owner, has applied for a conditional use permit to allow for a vehicle sales dealership on the property legally described as follows:

5 Riverside Ave S, Sartell MN 56377

“Subject Properties”

WHEREAS, the Planning Commission met on February 2, 2015 and reviewed the request for a conditional use permit to the City Council.

WHEREAS, The City Council conducted the public hearing February 9, 2015 for the request for a conditional use permit.

NOW THEREFORE, BE IT RESOLVED BY THIS CITY COUNCIL OF THE CITY OF SARTELL, STEARNS COUNTY, STATE OF MINNESOTA, as follows:

1. Based on Finding of Fact _____, a conditional use permit (“Permit”) to allow for a vehicle sales dealership on the Subject Property is hereby granted. (“Permitee”)
2. That the City planning staff presented the rationale for the conditional use permit before the Sartell City Council for a public hearing pursuant to City Code on February 9, 2015 and that said public hearing was properly advertised, and the minutes are hereby incorporated as part of these findings by reference.
3. No additional pavement can be installed on the site.
4. The property has a containment kit on site at all times.
5. At no time can any vehicles encroach onto the sidewalk along Riverside Ave.
6. Historically, the property has had nuisance washouts which results in the erosion of sediment entering into the city’s storm system. The dirt driveway located on the southerly end will

need to have some type of ground cover installed (turf, etc) which will eliminate erosion by July 1, 2015.

7. That the property owner properly maintains the existing building, including the exterior building materials.
8. That all other ordinance provisions are followed including, but not limited to lighting and signage.
9. That the total number of vehicles, for purposes of automotive sales, may not exceed six.
10. That the parking of any vehicles may not encroach within 6 feet of any property lines.
11. Revocation: The City Council shall revoke a Conditional use permit when it determines that the terms and conditions of the permit as issued are no longer being complied with. A certified copy of an order of the City revoking a Conditional use permit shall be filed with the County Recorder for recording.
12. The City Administrator and/or his/her designee shall have the right to inspect the premises for compliance and safety purposes annually or at any time upon reasonable request.
13. The Conditional Use Permit upon written notice being provided by the City to the Permittee but without further action by the Planning Commission or City Council, shall expire if the permit holder fails to initiate such conditional use permit and fulfill each and every condition attached thereto within 6 months from the date of its authorization, or if the use is discontinued for a continuous twelve (12) month period, unless a petition for an extension of time in which to complete or utilize the use that has been granted by the Council. Such an extension shall be requested in writing and filed with the City at least thirty (30) days before the expiration date of the original conditional use permit. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit.

The motion for the adoption of the foregoing resolution was duly seconded by Council member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 9th day of February, 2015.

CITY OF SARTELL:

By: _____
Mayor

By: _____
City Administrator

Councilmember _____ introduced the following resolution and moved for its adoption:

Resolution #_____

A RESOLUTION ADOPTING FINDINGS OF FACT #_____ RELATING TO A REQUEST FOR A CONDITIONAL USE PERMIT FOR THE PURPOSES OF HAVING A VEHICLE SALES DEALERSHIP

WHEREAS, Fouquette Auto Inc., has properly applied for a conditional use permit for a vehicle sales dealership on the properties described as follows:

5 Riverside Ave S, Sartell MN 56377

“Subject Properties”

WHEREAS, the Planning Commission met on February 2, 2015 and reviewed the request for a conditional use permit to the City Council.

WHEREAS, The City Council conducted the public hearing February 9, 2015 for the request for a conditional use permit.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SARTELL, STEARNS COUNTY, STATE OF MINNESOTA, as follows:

1. That Fouquette Auto Inc., hereinafter referred to as “Applicant,” properly applied for a conditional use permit to allow for the operation of a used vehicle sales dealership.
2. That the applicant appeared before the Sartell City Council for a public hearing pursuant to City Code on February 2, 2015 and that said public hearing was properly advertised, and the minutes are hereby incorporated as part of these findings by reference.
3. That the property is zoned B-2, General Business and guided for commercial according to the 2003 Comprehensive Plan.
4. That the applicant is also operating a vehicle repair business within the current structure on the subject property.
5. That per the minimum requirements of the zoning ordinance 10-6B-3(A), the outdoor sales area shall not exceed twice the aggregate indoor sales area.
6. That the conditional use *will not* be injurious to the use and enjoyment of other property owners in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the immediate vicinity and is compatible with the existing neighborhood.

7. That the establishment of the conditional use **will not** impede the normal and orderly development and improvement of surrounding vacant property for uses predominate in the area.
8. That adequate utilities, access roads, drainage and other necessary facilities **have** been provided. However, Historically, the property has had nuisance washouts which results in the erosion of sediment entering into the city's storm system.
9. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
10. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance and control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
11. That the proposed use **is** in compliance with the Land Use Plan adopted by the City.

The motion for the adoption of the foregoing resolution was duly seconded by Council member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 9th day of February, 2015.

CITY OF SARTELL:

By: _____
Mayor

By: _____
City Administrator

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Police Department	Meeting Date: February 9, 2015	Agenda Item No. 6b
Agenda Section: Public Hearings	Item: Tobacco Ordinance	
<p>PREVIOUS COUNCIL ACTION: The Council called a public hearing on this ordinance to consider changes recommended by the Police Department.</p> <p>BACKGROUND: The cigarette sales ordinance needed updating to include the new electronic delivery devices, also known as E-cigarettes. These devices were not currently covered under ordinance, nor were the liquids sold to be used with the E-cigarettes.</p> <p>These types of devices will no longer be of self service, meaning they will be kept behind the counter and an exchange of merchandise from employee to consumer will need to take place. There is also a requirement for the liquid for the E-cigarettes to be in child proof packaging to prevent accidental poisoning. The ordinance also limits areas in which E-cigarettes can be used such as hospitals, clinics, daycare facilities during regular business hours and several other locations.</p> <p>As with some of our other ordinances, we are changing the way hearings occur when a person is accused of violating this ordinance. Rather than having the council act as the hearing officer, ordinance allows the city to designate a hearing officer. As with other administrative offenses, we ask our city attorney's office to be responsible for handling these hearings.</p> <p>ATTACHMENTS: Proposed Ordinance and Summary Ordinance</p> <p>COUNCIL ACTION REQUESTED: Subject to public hearing input, motion to adopt Ordinance Amending Section 3, Chapter 6 of the Sartell City Code, along with Summary Ordinance for Publication.</p>		

ORDINANCE NO. _____

AN ORDINANCE AMENDING AND RESTATING TITLE 3, CHAPTER 6, OF THE SARTELL CITY CODE RELATING TO THE SALE, POSSESSION AND USE OF TOBACCO, TOBACCO PRODUCTS, AND TOBACCO RELATED DEVICES IN THE CITY OF SARTELL

The City Council for the City of Sartell, Minnesota ordains as follows:

Section 1: That Title 3, Chapter 6, of the Sartell City Code is hereby amended and restated to read as follows:

TOBACCO AND ELECTRONIC DELIVERY DEVICES

- 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 may 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.

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.
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.
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 attorney's 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.

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

Adopted by the City Council of Sartell on the 9th day of February, 2015.

Mayor

ATTEST:

City Administrator

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: February 9, 2015	Agenda Item No. 6c
Agenda Section: Public Hearings	Item: Fee Schedule Ordinance	
<p>PREVIOUS COUNCIL ACTION: The Council called a public hearing on this ordinance to consider changes recommended by staff.</p> <p>BACKGROUND: 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 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 to allow maximum public use of these facilities, and allowing City staff and Bernick's Arena management to schedule the rare special events that would require closing the facilities to public use.</p> <p>BUDGET/FISCAL IMPACT: None</p> <p>ATTACHMENTS: Proposed Ordinance.</p> <p>COUNCIL ACTION REQUESTED: Subject to public hearing input, motion to adopt Ordinance Amending Fee Schedule.</p>		

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 Warming House & Rink—resident	\$35
Val Smith Park Warming House & Rink—non resident	\$70
Pine Cone Regional Park Shelter resident – summer May-Oct	\$40
Pine Cone Regional Park Shelter - non resident - summer May-Oct	\$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

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: February 9, 2015	Agenda Item No. 6d
Agenda Section: Public Hearings	Item: Sales Tax Ordinance	
<p>PREVIOUS COUNCIL ACTION: The Council called a public hearing on this ordinance to consider changes recommended by staff.</p> <p>BACKGROUND: 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. Staff recommends you now adopt the attached Ordinance as your final required action in this process.</p> <p>BUDGET/FISCAL IMPACT: None</p> <p>ATTACHMENTS: Proposed Ordinance and Summary Ordinance.</p> <p>COUNCIL ACTION REQUESTED: Subject to public hearing input, motion to adopt Ordinance, including Summary Ordinance for publication.</p>		

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 9th DAY OF FEBRUARY, 2015.

Mayor

ATTEST:

City Administrator

Sartell Police Department

TO: MARY DEGIOVANNI, MAYOR AND CITY COUNCIL
FROM: CHIEF HUGHES
SUBJECT: FEBRUARY MTG - GENERAL INFORMATION/STATISTICS
DATE: JANUARY 30, 2015
CC: MEMO FILE

- All officers including some reserve officers will be taking the First Responder refresher course in the month of February.
- I will be attending the 50th Annual Governors Conference on Homeland Security and Emergency Management on February 10-12. The registration/tuition was covered at no cost to the city because of my involvement in the Radiological Emergency Preparedness program through Stearns County Emergency Management.
- Officers Rob Lyon and Jill Lundquist successfully completed their two week DARE instructor training. DARE classes will resume in the next several months at the Middle School.
- Officer Jake Walters began with our department on February 2nd. His first week was mostly familiarizing himself with department policies, structure, use of force training and other administrative functions.
- The following is a synopsis for the reportable and non-reportable incidents for December 2014.

- **Reportable Incidents**

- ✓ Assaults were at 5
- ✓ Drug arrests were at 6
- ✓ Disturbing peace/privacy were at 6
- ✓ Trespass/property damage calls were at 11
- ✓ Theft type incidents were at 44
- ✓ Crimes against the administration of justice were at 6

- **Non Reportable Incidents**
 - ✓ Alarm calls were at 14
 - ✓ Motorist assists were at 13
 - ✓ Personal assists were at 21
 - ✓ Driving complaints were at 9
 - ✓ Child placements were at 4
 - ✓ Harassment complaints were at 9
 - ✓ Medical calls were at 59
 - ✓ Predatory offender checks were at 18
 - ✓ Property damage crashes were at 19
 - ✓ Suspicious type calls were at 32
 - ✓ Verbal disputes were at 8
 - ✓ Warrants served were at 14
 - ✓ Welfare checks were at 25

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

NON REPORTABLE INCIDENTS

		<u>2013</u>	<u>2014</u>
911 CALL	9847	1	0
911 HANG UP	9837	2	2
ADMINISTRATIVE CITATION	9099	0	3
ALARM - ACTUAL	9805	5	4
ALARM - FALSE	9807	25	10
ALCOHOL COMPLIANCE CHECKS	9906	8	11
ALL OTHER CITY ORDINANCES	9838	1	4
ALL OTHER MOVING VIOLATIONS	9000	0	6
ALL OTHER NON MOVING VIOLATIONS	9200	0	1
ALL OTHER PARKING VIOLATIONS	9100	2	2
ANIMAL COMPLAINTS (ALL OTHERS)	9564	1	0
ANIMALS FOUND	9312	1	3
ANIMALS LOST	9302	1	3
APPREHENSION AND DETENTION ORDER	9931	1	0
ASSAULT, NO ARREST	9994	0	1
ASSIST - MOTORIST ASSIST	9843	42	13
ASSIST - PERSONAL ASSIST	9732	19	21
ASSIST BENTON COUNTY	9882	4	0
ASSIST BUSINESS	9866	3	6
ASSIST HUMAN SERVICES	9889	1	3
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	1	2
ASSIST SAUK RAPIDS PD	9875	3	6
ASSIST ST CLOUD PD	9859	6	9
ASSIST ST JOSEPH PD	9876	2	1
ASSIST STATE PATROL	9860	4	1
ASSIST STEARNS COUNTY	9863	11	9
ASSIST TODD COUNTY	9864	1	0
ASSIST WAITE PARK PD	9877	0	3
ATTEMPT TO LOCATE	9867	4	0
BACKGROUND CHECKS	9858	34	24
BAR CROWD	9828	0	1
BURNING VIOLATION	9824	0	1
CANCELLED IPS (NON REPORTABLE)	9208	0	1
CAR/ANIMAL ACCIDENT	9411	1	1
CARELESS DRIVING / RECKLESS DRIVING	9002	0	2
CHILD CUSTODY	9992	6	2
CHILD PLACEMENT	9881	2	0

CITIZEN CONTACT	9897	3	5
CIVIL MATTER	9831	5	2
COURT - OFF DUTY	9914	0	1
DECEASED PERSON - BODY FOUND	9720	0	1
DOG - AT LARGE	9566	2	5
DOG - BARKING	9565	3	4
DOG COMPLAINTS	9562	0	4
DOG IMPOUNDS	9563	1	3
DOMESTIC, NO CRIME COMMITTED	9993	6	3
DRIVING AFTER REVOCATION	9201	4	13
DRIVING AFTER SUSPENSION	9207	2	2
DRIVING COMPLAINT	9839	12	9
DRUNKS - DETOX ADMITTANCE	9730	0	1
ESCORT	9854	2	1
EXHIBITION DRIVING	9041	1	0
EXPIRED REGISTRATION	9212	1	2
FAILURE TO TRANSFER TITLE	9216	1	0
FINGERPRINT	9849	12	16
FIRE - ALL OTHERS	9600	2	0
FIRE - COMMERCIAL	9603	1	0
FIRE LANE PARKING - SIGNS	9106	0	1
FIREWORKS	9814	1	3
FOLLOW UP	9327	2	1
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	10	17
GUN RELATED COMPLAINTS	9879	0	1
HANDICAPPED PARKING	9103	1	3
HARASSMENT	9801	4	9
HARASSMENT/RESTRAINING/OFP ORDERS	9929	4	0
HIT AND RUN / PROPERTY DAMAGE PRIVATE PROPERTY	9455	1	0
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	4	3
ILLEGAL DUMPING	9996	0	1
INTOXICATED PERSON	9844	5	1
ISSUE DEER PERMIT	9855	1	1
JUVENILE CURFEW VIOLATION	9833	4	0
JUVENILE PROBLEM	9834	8	3
LIQUOR LICENSE APPLICATION RENEWAL	9907	0	1
LITTERING	9813	1	0
MATTER OF INFORMATION	9970	18	23
MEDICAL CALL	9731	50	59
NO INSURANCE	9210	1	2
NO PROOF OF INSURANCE	9021	4	7
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	1	1
NO VALID DRIVER'S LICENSE	9113	0	1
NOISE (NO VIOLATION)	9803	1	0
NOISE VIOLATION	9817	2	0
OPEN DOOR AND/OR WINDOW	9900	2	1
PAPER SERVICE	9904	1	0

PARK VIOLATION	9823	1	0
PARKING - WINTER	9110	109	50
PERSONAL INJURY VEHICLE ACCIDENT	9420	2	1
PERSONS FOUND	9311	3	3
PERSONS MISSING	9304	3	3
PREDATORY OFFENDER /REG/COMPL CHK/CHANGE OF ADDRESS	9850	0	18
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	27	19
PROPERTY FOUND	9313	6	7
PROPERTY LOST	9303	4	4
PSYCHIATRIC CASE	9740	1	4
PUBLIC HEALTH & SAFETY	9869	7	12
REQUEST FOR EXTRA PATROL	9998	14	16
ROAD HAZARD	9836	0	1
SCHOOL BUS STOP ARM VIOLATION	9014	1	1
SEARCH WARRANT	9928	0	1
SEIZED PROPERTY	9872	18	23
SERVICE TO OTHER DEPARTMENTS	9902	1	0
SNOWBIRD	9105	4	1
SNOWMOBILE - ALL OTHER VIOLATIONS	9506	3	0
SNOWMOBILE - SPEEDING	9505	1	0
SNOWMOBILE COMPLAINT	9504	3	1
SPECIAL DETAIL	9829	17	7
SPEEDING	9004	6	14
STALLED VEHICLE	9840	8	6
STOP SIGNS	9017	1	3
SUICIDE	9700	0	1
SUICIDE THREAT	9705	2	5
SUSPICIOUS ACTIVITY	9826	10	12
SUSPICIOUS PERSON	9870	0	4
SUSPICIOUS PHONE CALL(S)	9795	0	3
SUSPICIOUS SMELL	9799	2	0
SUSPICIOUS VEHICLE	9868	6	13
THREATS COMPLAINT, NO ARREST	9995	1	3
TOWED VEHICLE	9841	22	11
TRANSPORT	9856	13	10
UNWANTED PERSON	9830	4	1
VEHICLE IN DITCH	9842	22	3
VERBAL DISPUTE	9845	3	8
VERBAL WARNING - ALL OTHERS	9045	26	62
VERBAL WARNING - HEADLAMP(S)	9047	9	40
VERBAL WARNING - SPEED	9043	14	43
VERBAL WARNING - STOP SIGN	9044	2	5
WARRANT SERVED	9901	5	14
WARRANT/PAPER ATTEMPT	9999	2	2
WELFARE CHECK	9811	20	25
TOTAL		779	827

	<u>2012</u>	<u>2013</u>	<u>2014</u>
TOTAL REPORTABLE FOR DECEMBER	76	77	89
TOTAL NON REPORTABLE FOR DECEMBER	746	779	827
TOTAL CODES FOR DECEMBER	822	856	916

Prepared by Kelly Hanson

Approved by Jim Hughes

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

REPORTABLE INCIDENTS

		<u>2012</u>	<u>2013</u>	<u>2014</u>
A	Assault	6	10	5
B	Burglary	4	4	1
C	Forgery/Counterfeiting	2	2	0
D	Drugs	2	7	6
E	Escape – Flight	0	0	2
I	Crime against Family	1	2	1
J	DWI	2	4	3
L	Criminal Sexual Conduct	1	1	1
M	Miscellaneous	1	3	5
	M3005 Juvenile Use of Tobacco	0	1	0
	M5350 Juvenile Runaway	0	4	0
N	Disturbing Peace/Privacy	4	2	3
P	Trespass/Damage to Property	22	5	11
Q	Stolen Property (Receiving/Concealing)	0	1	0
T	Theft	6	13	18
U	Theft Related	23	16	26
V	Vehicle Theft Related	0	1	0
W	Weapons	2	0	1
X	Crime against Administration of Justice	0	1	6
	TOTAL	76	77	89

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

REPORTABLE INCIDENTS

		<u>2012</u>	<u>2013</u>	<u>2014</u>
A	Assault	6	10	5
B	Burglary	4	4	1
C	Forgery/Counterfeiting	2	2	0
D	Drugs	2	7	6
E	Escape – Flight	0	0	2
I	Crime against Family	1	2	1
J	DWI	2	4	3
L	Criminal Sexual Conduct	1	1	1
M	Miscellaneous	1	3	5
	M3005 Juvenile Use of Tobacco	0	1	0
	M5350 Juvenile Runaway	0	4	0
N	Disturbing Peace/Privacy	4	2	3
P	Trespass/Damage to Property	22	5	11
Q	Stolen Property (Receiving/Concealing)	0	1	0
T	Theft	6	13	18
U	Theft Related	23	16	26
V	Vehicle Theft Related	0	1	0
W	Weapons	2	0	1
X	Crime against Administration of Justice	0	1	6
	TOTAL	76	77	89



Sartell Fire Department

Proudly Serving The City of Sartell since 1920

Monthly Report for January, 2015

Meetings & Drills

01/05/2015 1st Responder Refresher

Blood and Air Borne Pathogen Training.

1 and 2 person CPR for Infants and Adults.

AED training including discussion.

01/20/2015 Department Monthly Drill: Gross Mass Decontamination Training

Objective: Provide rapid victim decontamination at or near the scene with immediately available fire department assets.

Mission Purpose: Reduce or avoid contaminated victims surging into a hospital for initial decontamination. Hospitals require time to implement staffing and equipment deployments can be quickly overwhelmed by a surge of victims. Standards: 29 CFR 1910.120 and NFPA 472 6.1.1.1-6.3.5.1

Monthly Incidents:

Incident #	Date	Alarm Time	Incident
15-000001	01/04/2015	12:08	Carbon Monoxide Alarm
15-000002	01/08/2015	11:46	Gas Smell
15-000003	01/11/2015	18:13	Brush Fire
15-000004	01/12/2015	16:40	Smoke Removal
15-000005	01/12/2015	18:50	Car Accident
15-000006	01/13/2015	19:11	False Alarm

15-000007	01/19/2015	11:59	Medical Assist
15-000008	01/24/2015	16:48	False Alarm

Year to Date comparison from 2014 (17) incidents 2015 (8) incidents

**PUBLIC WORKS DEPARTMENT
MONTHLY REPORT**

February 9, 2015

Streets

- Pothole patching – The warm stretch of weather in January saw melting along with rain that caused many potholes on city streets. Potholes were patched using a cold mix product.
- Snowplowing – Very little plowing needed during January.
- Road Salt – Received shipment of road salt that should get us through this winter season and have some left for the beginning of next season.
- No Parking signs – We have building permanent No Parking signs that are used for special events.
- Street sign repairs – There were a couple of street signs that were knocked down that needed repair.
- Art material – Picked up items at old mill site to be used in art work.

Parks:

- Tree trimming – Dead trees on city property were removed along with trees along 19th Ave.S. which helped with visibility.
- Skating rinks – Flooding of rinks continues daily as needed and weather permits.
- Trail Groomer – Took delivery on new cross country ski trail groomer. Lack of snow has not given us a chance to try it out yet.
- Ski trail packer – City crew built a packer to pack snow before grooming ski trails. This should help extend life of trails by giving a better base.
- Picnic table maintenance – Warm weather and little snow has allowed us to continue repairs on picnic tables.
- Picnic table construction – New picnic tables were constructed for Val Smith Park shelter.

Water

- Watermain break – A watermain break occurred on 5th Street NE just off Benton Dr.

Compost

- Compost site – During the Christmas tree drop off there was 615 pounds of food brought in along with \$85.00. These items were brought to the local food shelf.

Memorandum

To: *Mayor and Council Members*

From: *Mike Nielson, City Engineer*

Date: *February 9, 2015*

Re: *Monthly Update*

WSB Project No. 2174-00

Pinecone Road Improvements

Pinecone Road/7th Street Roundabout Improvement - Property Owner Meetings

Pinecone Apartments

I meet with the owner of the Pinecone apartments located on the west side of Pinecone Road and the intersection with 7th Street N. to discuss the proposed roundabout at this location. The proposed roundabout will require additional right-of-way from this parcel. The owner had questions regarding the driveway access, pedestrian accommodations and ROW compensation. I gave them my opinion that both the pedestrian crossing and vehicular access will be improved due to the lower speeds. Regarding the ROW acquisition I informed them that they do have the option of donating the needed ROW but that they are entitled to compensation for the need property and the city will be preparing an appraisal for their review.

Holiday Station - I have not received response from the property manager of the Holiday store, but will continue efforts to reach them.

School – Anita and I have previously met with the School District representatives and will be scheduling another meeting to review the proposed design and right-of-way impacts.

ATP Grant Application

The APO ranked the ATP Grant Applications received. The Sartell SRTS and Sidewalk Connection project was the highest APO staff scored project followed by the St. Cloud Beaver Island trail extension.

The APO TAC voted 6-1 to rank the St. Cloud ahead of ours. I was the lone no vote. The City of St. Cloud project will received 10 bonus points and the Sartell project will received 5 bonus points .

Both of these projects will compete against 11 other projects in the region.

Centra Care/St. Bens

Jason Ferche has indicated they will begin construction on the sewer and water extension within a few weeks.

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
February 2015
Anita Rasmussen, AICP**

Student Commission Liaison

A goal and strategy identified within the draft Comprehensive Plan indicated a desire to include more youth into City interactions. Fortunately, we received an email from a Sartell High School student who was eager to learn more about local government and was offering to volunteer in any capacity. This inquiry seemed to be a perfect time to match this student with a Commission to offer a perspective to the Commission we have not yet been able to obtain. At this time, she is a non-voting member of the Commission. However, she will be working with me in establishing a process (including ordinance amendments and effective student recruitment ideas) which would allow for continued student involvement in our commissions. Amelia Barkley had her first Planning Commission meeting on February 2nd and will be regularly attending all Commission meetings at least for the next 6 months.

SeeClickFix Marketing Partnership

In an attempt to gain additional users of the city's SeeClickFix app, we have collaborated with a Sartell High School media class to produce several short informational/marketing videos as part of a class assignment. Staff is currently in the process of assisting the students in the refinement of those videos before they are published on our website, cable channel and through email. We have also asked that they provide a special presentation to the Council on March 9th to unveil the videos before they go live.

We hope to work with future media/video classes to do additional educational videos to address those common phone calls/questions we receive daily at City Hall (how to find property lines, etc.).

Infographic Partnership

We recognize that printed regulations can often be stale. In an attempt to overcome that issue, along with making our rules and regulations more appealing to read, we have partnered with the St. Cloud Community and Technical College to create infographics (cartoons) of five piloted areas including:

1. What activities require a zoning permit?
2. Do I need a fence permit?
3. Grass/Boulevard Maintenance requirements (4-11-5)
4. SeeClickFix Application (an infographic on how to use/download our City App)
www.seeclickfix.com/Sartell

This a semester long process for the graphic arts students, but we anticipate receiving rough drafts in April.

Development Updates

A complete preliminary and final plat application have been submitted for the Arbor Trail development. This 63 single family lot development is located on the former Sandstone forfeiture property, adjacent to County Road 4, north of the future Robert's Road. They are seeking a rezoning from R-3 to R-1 to allow for typical single family lots. The previous plat contained a mix of multi-family (twinhomes to smaller apartments). The anticipated public hearing for these requests will be on March 9th.

Comprehensive Plan Update

As the work on the town square concept continues to evolve, the draft comprehensive plan was 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 virtual public open house, which will occur in late February.

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. We now anticipate having a public hearing on the ordinance amendments in March. 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.



City Administrator's Report February 9, 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	
FD Thermal Imagers	Fire Equip Fund	Approved 11/24/14
FD Light Tower	Fire Equip Fund	Approved 1/26/15
FD Equip Trailer	Fire Equip Fund	
FD Electric Fan & Tube	Fire Equip Fund	Approved 1/26/15
Cat loader	PW Equip Fund	
Brushcutter&Auger	PW Equip Fund	
Bobcat&attachments	Water/Sewer Funds	Approved 1/26/15
Fork Lift & Leaf Vac	PW Equip Fund	Approved 1/26/15
PD Tasers	Police Equip Fund	
Leak Survey	Water Fund	
Lift Station #6 & #3	SAC Fund	
PD Vehicle Rotation	PD Equip Fund	Approved 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	Approved 1/12/15

Goals Updates:

Community Center Update: Operations consultant has been selected. Architect and construction manager selections will be on your February 9th special agenda.

Purchase land for Town Square and work with developers on town square development: Land owner is working on further concept plans for Council consideration

Sauk River Park and Pinecone Regional Park: No update

Dog Park: Staff still working toward Council proposal for consideration in early Spring

Park Commission future role: Staff continues to work with Commission members on new structure.

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)

Sam's & Walmart for dog park

Applications submitted but not approved:

Morgan Family Foundation for Neighborhood Matching Fund

Fund #	Fund Name	12/31/2014 Cash Balance
101	General Fund	\$2,088,028.55
102	Gang Strike Force Fund	(\$34,192.01)
211	Park Improvement Fund	\$10,056.03
212	Youth Programs Fund	\$4,075.59
214	DUI Forfeiture Fund	\$26,922.08
215	Special Initiatives Fund	\$13,904.00
217	Police Reserves Fund	\$4,728.48
221	Beautification Fund	\$83,219.70
222	Forfeiture Fund	\$12,089.31
223	Lodging Tax Fund	\$5,703.93
224	Economic Development Fund	\$33,738.19
225	Sewer Capacity Fund	\$15,639.88
226	Water Capacity Fund	\$18,369.51
227	PEG Access Fees Fund	\$50,503.62
229	Trunk Water Fund	\$54,859.52
230	Trunk Storm Fund	\$159,740.77
231	Trunk Sewer Fund	\$36,795.19
241	Local Sales Tax Fund (2007+)	(\$336,314.80)
250	Cemetery Fund	\$31,252.43
260	Regional Park Fund	\$37,803.83
261	Park District 1	\$178,720.49
262	Park District 2	\$70,280.68
263	Park District 3	\$35,858.89
264	Park District 4	\$990.47
265	Park District 5	\$44,219.29
266	Park District 6	\$68,316.04
267	Golf Course Park Fund	\$1,844.55
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	\$20,057.65
320	GO Utility Bonds 2009A	\$40,747.24
321	CIP Bonds 2009B	\$92,847.31
322	Refunding Bonds 2009C	\$0.00
324	GO Bonds 2009E	\$1,955,629.74
325	GO Bonds 2010A	\$1,588,348.83
326	Sewer share of 2010B Refunding Bonds	\$96,329.71
327	MSA share of 2010B Refunding Bonds	\$227,855.83
328	Water share 2010B Refunding Bonds	\$50,727.66
329	2012A GO BONDS	\$124,518.29
330	2012A Bonds - refunds 312	\$89,352.22
331	2012A Bonds - refunds 315	\$40,783.13
332	2012 A Bonds - refund 316	\$816,382.80
333	2012A Bonds - refunds 318	\$298,404.89
334	2014A Bonds	\$2,259,277.07
402	Public Improvement Revolving Fund	\$1,120,469.00
405	MSA Street Maintenance Fund	\$77,236.23
410	Building Fund	(\$13,984.65)
412	PD Equipment Fund	\$1,377.31

413	FD Equipment Fund	\$110,182.40
414	PW Equipment Fund	\$128,084.60
415	Technology Fund	(\$16,671.55)
416	Emergency Management Fund	(\$2,189.82)
417	Street Improvement Fund	\$179,040.37
427	TH 15 and CR 120 Project Fund	\$0.00
441	Pheasant Crest TIF District 5-2	\$8,400.27
444	Reker TIF District 5-4	\$1.59
445	Burl Oaks TIF District 5-5	(\$358.92)
601	Water Fund	\$993,761.12
602	Sewer Fund	\$384,355.11
603	Storm Fund	(\$5,768.00)
TOTALS		\$13,382,351.64

CITY OF SARTELL						
INVESTMENTS						
12/31/2014						
<u>CASH HOLDINGS</u>	<u>INVESTMENT</u>	<u>INT RATE</u>	<u>TERM</u>	<u>MATURITY DATE</u>	<u>COST VALUE</u>	<u>PAID EARNINGS</u>
	4M Plus	variable			\$2,950,310.36	\$107.76
	Subtotal 4M Plus				\$2,950,310.36	\$107.76
	US Bank/4M Checking	variable			\$3,238,990.42	\$43.14
	Subtotal US Bank/4M Checking				\$3,238,990.42	\$43.14
	Bank Vista Money Market	0.50%			\$239,872.91	\$97.55
	Subtotal Bank Vista Accts.				\$239,872.91	\$97.55
	Great River Federal - Share Account				\$5.00	\$0.00
	Citizens Community Money Market				\$240,310.66	\$162.84
	TD Ameritrade				\$502,039.74	\$1.74
	Subtotal TD Ameritrade				\$742,350.40	\$164.58
	Totals & Average rate:				\$7,171,529.09	\$413.03
					53.59%	
INVESTMENTS						
<u>PURCHASE DATE</u>	<u>INVESTMENT</u>	<u>INT RATE</u>	<u>TERM</u>	<u>MATURITY DATE</u>	<u>CURRENT VALUE</u>	<u>PAID 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	\$278.24
10/01/13	CD - Liberty Bank	0.70%	3 yrs	10/01/16	\$248,000.00	
12/26/14	CD - Plaza Park Bank, Sartell	0.40%	1 YR	12/26/15	\$248,200.74	990.32
	Subtotal Local Banks	0.49%			\$1,241,401.22	\$1,268.56
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	MATURED		\$158.61
12/28/12	CD - State Bank of India, NY	0.75%	2 YR	12/22/14	MATURED		\$941.42
	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	
	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	
	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	\$173.96
05/13/14	CD - Barclays Bank DEL	1.10%	3 YR	05/15/17		\$248,000.00	
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%				\$4,472,321.33	1,273.99
	Total CDs & Average rate:	0.81%				\$6,210,822.55	\$2,542.55
						46.41%	
	TOTAL EARNINGS PAID:	\$2,955.58					
		\$13,382,351.64					
	TOTAL CURRENT ACCOUNTS/INVESTMENTS:						
	Bank Vista					\$239,872.91	
	TD Ameritrade					\$5,214,671.73	
	Local Bank CDs & Share					\$1,241,406.22	
	PMA Investments					\$497,100.00	
	4M Check					\$3,238,990.42	
	4M Plus					\$2,950,310.36	
	TOTAL					\$13,382,351.64	



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 
15	16 PRESIDENTS' DAY CITY HALL CLOSED	17 4 P.M MTC BD 7 PM CITY/TOWN MTG AT CITY HALL	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

Sartell

March 2015

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 12:30 p.m. SSC Bd Mtg. @ SSC Ctr. 6:30 PC MTG	3	4	5	6	7
8	9 6:30 EDA MTG 7 PM CITY COUNCIL	10 11:30 -CHAMBER @ THE WATERS CHURCH	11	12 5 pm APO Exec Bd	13	14
15	16	17	18 9 AM SALT @ PD	19	20	21
22	23 7 PM CITY COUNCIL	24 7AM EDC	25	26	27	28
29	30	31 5:30 pm Area Cities Meeting @ Waite Park				

AGENDA

**Sartell City Council Special Meeting
Monday, February 9, 2015
Sartell City Hall
5:00 P.M.**

1. *Agenda Review and Adoption*
2. *5:00 to 5:20 PM: Dan Tideman Interview*
3. *5:20 to 5:40 PM: Murray Mack Interview*
4. *Architect Selection and Decision on Construction Manager Interviews*
5. *Refuse Hauling Process Discussion*
6. *Adjourn*

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration	Meeting Date February 9, 2015	Agenda Item No. 2, 3 & 4
Agenda Section Special Meeting	Item Architect & Construction Manager	
<p>PREVIOUS COUNCIL ACTION & BACKGROUND: We have invited two architects with broad experience in public building design, and specific experience with Sartell City buildings, to interview with the Council for possible selection to assist you in the community center planning & design process. I am also attaching the School District's plan/timeline for their facilities assessment since the City-School committee agreed that the School's architect and the City's architect should stay in close communication as our two projects move through the planning process.</p> <p>Staff also invited proposals from five high quality construction management firms in the area for Council review and decision on how many/which of these you would like to interview for possible selection as the construction manager since we would like them involved in the planning and design process.</p> <p>ATTACHMENTS: School District facilities plan/timeline; Construction Manager written proposals will be provided to Council as they are received.</p> <p>COUNCIL ACTION REQUESTED:</p> <ol style="list-style-type: none"> 1. Architect interviews and possible Council decision on selection. 2. Construction Management Proposal review and discussion and possible Council decision on firms to be interviewed. 		

Project Plan & Timeline

Participants: Principals and Buildings & Grounds Directors for each site, Cuningham Group Team

Deliverables:

- Updated School Fact Sheets
- Needs Assessment Reports

Time Frame: completed by May 2015

III. Defining Facility Aspirations and Priorities

What you Want: Charrette Workshop One

Day 1: Creating a Shared Vision for Facilities

This is the pivotal first step in the Community Engagement Process that invites participation from all the key Stakeholder Groups to co-create a clear and compelling Shared Vision that is used to guide the entire facility planning effort. The value of creating a facility related vision is to help set priorities, align resources with those priorities, and facilitate an efficient decision making process. Activities include (2) Four-hour Visioning sessions to share the latest research surrounding “Beyond 21st Century learning” and to engage the community in conversation around the implications for Sartell-St. Stephen Schools.

Day 2: Generation of Issues and Facility Principles

Charrette Workshop One concludes with participants identifying the main/primary concerns that are currently limiting the District from achieving its Vision and are used to generate a set of Facility Principles. Very simply, Facility Principles are belief statements that describe how Sartell-St. Stephen Schools match the educational program, community expectations and future needs. They are broad statements grounded in the District’s Strategic Plan, and provide a background for facility decisions and improvements.

Activities:

- Two four-hour Charrette Workshops

Participants: District Administration, Steering Committee, Facilities Plan Committee that includes Representatives from all the Key Stakeholder Groups: STUDENTS, Principals, Teachers, Representatives from the parallel District Planning initiatives, Community Members, City Leaders, District Partners, Cuningham Group Team, etc.

Deliverables:

- Shared Facility Vision Statement
- Issues
- Facility Principles

Time Frame: Week of February 2, 2015

What you Have/Facility Implications: Charrette Workshop Two

The purpose of Charrette Workshop Two will be four-fold:

1. Review the Facility Principles generated from Workshop One
2. Share and Integrate all information from past and parallel studies
3. Customize a set of Facility Standards
4. Begin to identify the gaps between what exists in the District and what is desired

Project Plan & Timeline

Day 1: Information Forum

In order to share the tremendous amount of work that's been conducted either in the past or with parallel efforts, we recommend that the chairs of these various District planning initiatives present summaries/updates of their work as it will help inform the Facilities Plan.

Day 2: Creation of Facility Standards and Initiation of Gap Analysis

Facility Standards define the facility implications of the desired Facility Vision and Principles. The standards apply to all existing facilities in the District and to future construction projects. As the term "standard" implies, they are meant to establish guidance for value and quality for Sartell-St. Stephen School facilities. They are useful to promote consistency, value and quality across all District facilities as they are built or improved.

Once the Principles and Standards are in place, a Gap Analysis is performed on a site-by-site basis identifying each facility's preset ability to support the Principles and Standards. Input for the Gap Analysis is received first from the Campus Leadership Teams after Charrette Workshop Two for review by the Facilities Advisory Task Force in Charrette Workshop Three.

Activities:

Day 1:

- Presentations by the following school teams:
 - Strategic Planning Team
 - Technology Planning Team
 - Demographics and Capacity
 - Ten Year Alt. Facilities Plan
 - Curriculum Review Plan
 - Non-Academic Program areas
 - Community Education Services Plan
- Presentation on Best Practices and Beyond 21st Century Learning by Cuningham Group

Day 2:

- Customize a set of Facility Standards
- Begin to identify the gaps between what exists in the District and what is desired

Participants: District Administration, Steering Committee, Facilities Plan Committee

Deliverables:

- Facilities Standards

Time Frame: Week of February 16, 2015

IV. Conceptualization: District-wide / Site-Specific

What might it look like? Charrette Workshop Three:

The purpose of Charrette Workshop Three will be three-fold:

1. Review the Gap Analyses performed by the Campus Leadership Teams
2. Generate District-wide Scenarios
3. Co-create Site-Specific Concept Scenarios

Day 1: Gap Analysis and District-wide Scenarios

This Charrette Workshop begins with a review of the Gap Analysis completed by the Campus Leadership Teams for input by the Facilities Plan Committee. A color code is associated with a scale to assist in quickly identifying areas that need attention. The purpose of the Gap Analysis is to help the Facilities Plan Committee determine the "big priorities" and major needs at each campus.

Project Plan & Timeline

This day culminates in a big-building co-creative work session that results in a set of planning scenarios that holistically address the District's needs at the elementary, middle and high school levels. These preliminary Concept Plans provide the fundamental diagrammatic organization for future development and implementation strategies for all District Sites.

Day 2: Site Specific Design Workshop

The primary purpose of this Workshop is to co-create conceptual design strategies for each school site in support of the Shared Vision and all of the groundwork laid to date. Secondly, the purpose is to review all outcomes and ideas with the School Board in order to obtain their input in support of a set of Planning Parameters which guide the recommendations of the Facilities Plan.

Activities:

- Identify the big facility challenges that need to be addressed
- Two half-day Charrette Workshops
- Meeting with the Board to develop District-wide Design Parameters

Participants: School Board, Steering Committee, Facilities Plan Committee, Community

Deliverables:

- Gap Analysis per Site
- District-wide Scenarios at the elementary, middle and high school levels
- Design Parameters
- Site Specific Concepts

Time Frame: Day 1: Week of March 2; Day 2: Week of March 16, 2015

V. Synthesis and Recommendations

What might it look like cont'd/When will it unfold/What might it cost?

Charrette Workshop Four:

The primary purpose of Workshop Four is two-fold:

1. Share the Draft of Recommendations for each site which is a synthesis of all the information received to date and that forms the foundation of the Facilities Plan
2. Share the Preliminary Phasing and Rough Order of Magnitude Costs

Day 1: Synthesis, Phasing and Costing

This Workshop begins with a Steering Committee Work Session followed by a Workshop with the Facilities Plan Committee. Within the Facilities Plan Committee Workshop, there are two rounds of activities. In Round 1, participants are organized by school and invited to summarize their feedback. In Round 2, all but the presenter and principal are invited to shift to another school for which they are also interested in providing input. This is followed by presentations of each team to the group at large. It concludes with a review of preliminary costing and phasing information.

Day 2: Board Study Session and Community Presentation

For the Board meeting, the trustees are invited to partake in a "Speed Sharing" event where each school gives a summary of the presentation from the previous day's Workshop. As with Day 1, it concludes with a review of preliminary costing and phasing information.

Project Plan & Timeline

Activities:

- Two half-day Charrette Workshops
- Workshop with the Steering Committee to get their input on phasing and costing
- Board Speed Sharing

Participants: School Board, Steering Committee, Facilities Plan Committee, Community

Deliverables:

- Site Specific Concepts with Preliminary Phasing and Estimates of Costs

Time Frame: Week of April 13, 2015

VI. Cost Estimates and Phasing Recommendations

What are the recommendations? Charrette Workshop Five

The primary purpose of Charrette Workshop Five is to:

1. Share the Phasing and Costs of the Facilities Plan Recommendations and to gather any preliminary feedback from the Board, Steering Committee and the Facilities Plan Committee
2. Summarize the process and share the Recommendations
3. Summary of the Projected Costs and Phasing Scenarios for each site

The Workshop allows time for questions and clarification of any remaining issues. All of the information generated is reflected in the Final Facilities Plan.

Activities:

- Sessions with School Board, Steering Committee the Facilities Plan Committee
- Meeting with Board

Participants: School Board, Steering Committee, Facilities Plan Committee, Community

Deliverables:

- Draft of Facilities Plan with Recommendations

Time Frame: Week of December 15th

VII. Final Presentation of the Sartell-St. Stephen Schools Facilities Plan

This facilities planning process culminates in a final presentation to the School Board and Community for their formal approval of the Facilities Plan.

Activities:

- Meeting with Board

Participants: School Board, Steering Committee, Facilities Plan Committee, Community

Deliverables:

- Final Facilities Plan Report

Time Frame: September, 2015

Timeline

Workshop 1 – March 11, 2015 @ 4:00 – 8:00 p.m.
(PME) March 18, 2015 @ 4:00 – 8:00 p.m.

Workshop 2 – April 8, 2015 @ 4:00 – 8:00 p.m.
(SHS) April 15, 2015 @ 4:00 – 8:00 p.m.

Workshop 3 - May 6, 2015 @ 4:00 – 8:00 p.m.
(ORE) May 13, 2015 @ 4:00 – 8:00 p.m.

Workshop 4 - September 16, 2015 @ 4:00 – 8:00 p.m.
(SMS) September 23, 2015 @ 4:00 – 8:00 p.m.

Workshop 5 - October 28, 2015 @ 4:00 – 8:00 p.m.

Final Presentation/Board Work Session - December 2, 2015 @ 4:00 p.m.
(DSC)

Levy Vote – Spring 2016

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration	Meeting Date February 9, 2015	Agenda Item No. 5
Agenda Section Special Meeting	Item Refuse Hauling	
<p>PREVIOUS COUNCIL ACTION & BACKGROUND: Prior Council last discussed and revised your refuse hauling policies in 2008. The Council at that time opted to allow no more than 4 refuse haulers, and revised City Code sections to read as follows:</p> <p>L. Recycling: Removal and hauling of recyclables must occur at least monthly, but not more frequently than every other week.</p> <p>M. Axle: An empty weight of 5 tons per axle will be the maximum refuse/recycling truck weight allowed during Spring weight restrictions.”</p> <p>At your November 24th meeting, the Council heard from Sauk Rapids Administrator Ross Olson about their process and decisions.</p> <p>Since the statutory process has changed since Sauk Rapids made their decisions, City Attorney Stan Weinberger has drafted an informational outline of the current statutory process and will address Council questions at your special meeting. We have also asked West Central Sanitation representatives to join your meeting to help address Council questions from the perspective of a currently licensed refuse hauler in Sartell.</p> <p>ATTACHMENTS: City Attorney process memo, and West Central Sanitation information submittals.</p> <p>COUNCIL ACTION REQUESTED: Discussion and direction to staff on next steps.</p>		

MEMORANDUM

TO: City of Sartell

FROM: Stan Weinberger

RE: Implementing an Organized Collection System for Solid Waste

DATE: December 21, 2014

The City of Sartell is considering adopting an Organized Collection System for the collection of solid waste within the City. This would replace the current open system in which the City licenses collectors that, in turn, contract directly with residents for the collection of each resident's solid waste. The procedure for adopting an Organized Collection system is governed by Minn. Stat. Section 115A.94.

Organized collection is defined as a system for collection of solid waste in which a specific collector, or members of an organization of collectors, is authorized to collect from a defined geographic service area or areas, some or all of the solid waste that is released by generators for collection. Whether the City chooses to adopt an organized collection system is optional. Solid waste does not include recyclable materials or a material that is processed at a resource recovery facility. The procedure for adopting an organized collection system is as follows:

1. The City must first give notice to all current collectors licensed by the City notifying them of the City's intent to undertake adoption of an organized collection system. The current collectors must be given a 60-day period from the date of the notice to develop, propose and negotiate an agreement with the City establishing the organized collection system. The proposal to be presented to the City should address City priorities. **If an agreement is reached within the 60 day period**, notice to the public and at least one public hearing is required prior to the agreement being signed and the system cannot be implemented sooner than 6 months after the agreement goes into effect. The City is not required to reach an agreement with the collectors during this 60 day negotiation period or enter into the agreement following public input at the hearing.
2. **In the event no agreement is reached**, the City can proceed on its own to adopt an organized collection system. The first step is to appoint an Organized Collection Options Committee to study the various methods of organized collection and issue a report to the City. No requirements for membership on the Committee are given. The Committee must examine a system using a single collector or, in the alternative, a multiple collectors system within the City. The Committee must establish a list of criteria on which organized collection systems will be evaluated and must collect information on the systems being considered from the City Council, City officials responsible for solid waste issues in the City, licensed collectors currently licensed by the City, City residents who currently pay for collection services and such other sources as the Committee deems appropriate.
3. After the Report prepared by the Committee is received by the City Council, the City must give public notice and hold at least one public hearing on the Report. Following the public hearing, the Council may adopt a system of organized collection within the City. As in the

case of an agreement with the current collectors, no implementation of the system adopted can occur sooner than 6 months following its adoption.

4. If a multi-collector system is chosen, either by agreement with the collectors or by recommendation of the Report, each of the collectors currently licensed to operate in the City must be given an opportunity to participate in the system. Each collector will be given a zone with a market share equal to its current market share measured by the average monthly collection of each collector's solid waste during the 6 month period immediately preceding the City's decision to begin considering an organized collection system option for the City. In the event a collector chooses not to participate with the group, its market share will be divided proportionately among the collectors that choose to participate. This does not bar the City from choosing to adopt a single collector system.

I hope this helps in considering the options available the City and the process involved. If you have any questions, I will be attending the City Council meeting on February 9, 2015 to discuss.

Stan

SARTELL CONSIDERATIONS FOR ONE REFUSE HAULER DISCUSSIONS

- Licenses are already limited. Many issues already dealt with by Ordinance. Time of service, insurance coverage's, etc. Also, issues of speed, solicitation of services, etc., are covered by Ordinances and can be dealt with by Council.
- Street maintenance plans are the same in Cities such as St. Cloud, Waite Park, and St. Joseph whom have one hauler as they are for Cities with several haulers, such as Sartell. Common Engineering Firm plans say, "A new street is designed to have a 20-year design life and the life of the road can be extended with proper maintenance and management. The initial design of a road is based on the volume of traffic (including heavy commercial vehicles) that will utilize the road, soil conditions and the desired design standard for the roadway. Once the road is constructed, the proper maintenance includes crack sealing, seal coating and an overlay to maintain and extend the life of the road. Typically, a street should be seal coated within approximately 4-7 years of being constructed and every 4-7 years thereafter. Once the roadway is nearing 20-years, it should be overlaid to provide additional structural support and extend the life of the roadway. Road repair has more to do with our climate than any other reason.
- Over 35 Cities have considered going to one hauler and only two moved forward. St. Augusta, Rockville, Cold Spring, Richmond, Rice and even Sartell a few years ago decided not to move forward with more government involvement in Refuse and Recycling services.
- West Central Sanitation has met with City Staff on a regular basis and listened to their concerns and as a result we provided four days of service throughout the City to lighten the loads on each day. That's less efficient but met a concern! We converted to Compressed Natural Gas Trucks and every other week recycling collection as additional measures meeting concerns. We hope we aren't penalized for those efforts of listening to your City and taking action to meet mutual needs.
- Our refuse trucks are empty when we come to Sartell and are not full when we leave. We are only there once a week/every other week. Therefore the weight is not excessive and not the same throughout the City. Our recycling trucks carry half the weight as refuse trucks so that is less of an issue. Refuse/recycling trucks have more axles and more wheels which distributes weight more evenly and sometime less than school buses, UPS/Fed Ex, Speedee and other delivery trucks and a host of other delivery trucks that drive through your City EVERY DAY!
- If the City becomes more involved in the regulation of these services, the City will have to deal with more calls and resident concerns because the public will see them as the responsible party. Now the Companies themselves deal with those issues.
- Associations throughout the City are already making exclusive decisions on who they have as their provider and are limiting their traffic. Now, if that doesn't work out, they have other companies they can call.
- Forcing us to compete singly with the national companies is like forcing Liquids Assets to compete with Caribou Coffee or Westside Liquor to compete with Wal Mart?
- Charter Communications has the exclusive service for cable and look at the issues that were created after they bought out Astound and eliminated any competition.



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City Street Budgets Cost Comparison Analysis

Prepared for:

Ace Solid Waste, Inc.

March 2011



Consulting Engineering
Land Surveying

March 16, 2011

Mike Berkopec, General Manager
Ace Solid Waste, Inc.
6601 McKinley Street NW
Ramsey, MN 55303

Re: City Street Budgets
Cost Comparison Analysis

Dear Mr. Berkopec:

Enclosed is the cost comparison analysis of city street budgets for eight communities within the Minneapolis-St Paul Metro area. Four of the communities, Blaine, Columbia Heights, Robbinsdale, and Stillwater have a government managed waste collection system. Four of the communities, Coon Rapids, Eagan, Fridley, and Maplewood have a free enterprise, market driven system of waste collection.

The information used to complete the cost comparison for each community is included as an Appendix to this document.

If you have any questions on the information presented, please do not hesitate to contact me.

Thank you!

Sincerely,

MOORE ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Mike Foertsch', written over a horizontal line.

Mike Foertsch, PE/PLS

925 10th Avenue East
West Fargo, ND 58078

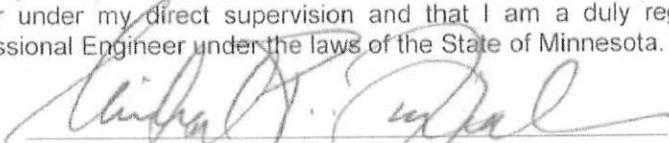
T: 701.282.4692

F: 701.282.4530

www.mooreengineeringinc.com

City Street Budgets Cost Comparison Analysis

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the State of Minnesota.



Michael P. Foertsch

Date 3/25/11 Reg. No. 18139

Introduction:

Is there a difference in a local residential street's life cycle costs if a community has a government managed trash hauling system or a market driven system?

This report reviews the details of the general fund street budgets of eight (8) Minneapolis/St. Paul (MSP) metro-area communities. Four (4) of the communities listed below have a government managed system and four (4) communities currently have a market driven system of trash hauling. Although, communities vary greatly in their approach to managing budgets and the items included in street department budgets, this analysis should give stakeholders a starting point to determine if reducing the number of garbage truck trips will have a favorable impact on City budgets. The common denominator in all cases is that street maintenance and repair is a part of the general fund operating budget of the city. The information presented below has been reviewed for consistency between each of the communities' respective budgets and is based on the "available" public information on their respective websites.

Analysis:

	City Budget	Street Budget	Street Miles	Cost per Mile
<u>Gov't Managed</u>				
Blaine	\$23.695M	\$1.340M	244	\$5,500
Columbia Heights	\$8.752M	\$0.802M	60	\$13,300
Robbinsdale	\$7.956M	\$0.893M	49	\$18,000
Stillwater	\$10.466M	\$1.391M	90	\$15,500
<u>Market Driven</u>				
Coon Rapids	\$24.598M	\$1.784M	225	\$7,900
Eagan	\$27.537M	\$2.144M	237	\$9,000
Fridley	\$14.127M	\$1.190M	115	\$10,300
Maplewood	\$18.046M	\$0.787M	125	\$6,300

Conclusion:

Generally, it appears there is not a definitive correlation between the type of garbage collection system and the cost per mile to maintain streets.

The above table represents a point in time in the community's life cycle. City budgets change as priorities within the city change. It is not uncommon for a community to temporarily suspend a street maintenance activity or a sealcoat program, for example, to fund a higher priority budget item.

Based on my experience the following factors have the most impact on City road budgets:

- 1) Environmental impacts.
Freeze-thaw cycles and the presence of water below the bituminous surfacing of the roadway have a significant impact on a roadway's load bearing capacity and life expectancy. A community's policies and maintenance practices for preventing the introduction of water into the pavement section directly impact a pavement's life expectancy.

2) Historical design standards.

The communities with the higher cost per mile are mature, first ring suburbs and a mature community, just on the outside of the immediate MSP metro-area. More mature communities are generally older first ring suburbs versus less mature outer ring suburbs. The higher cost per mile may be in part due to the existing design standards when the streets were originally designed and built. An increased awareness of the benefit of residential street design and construction standards has naturally evolved over the past 20-30 years. An increased focus on pavement research into pavement life expectancies and the development of "new technologies" in pavement maintenance and design have resulted in longer lasting pavements.

3) Maintenance Practices.

Blaine's cost per mile is lower than the others in part because there was no evidence in the information that Blaine currently has a seal coat program? The remaining communities have identified a program and a cost for seal coating their streets on a regular cycle. Some included the seal coat cost in their general operating budget, some did not. Where seal coat information was identified as a capital improvement cost versus an operating cost, it was added to the operating budget for comparison purposes.

4) Sub-grade Material.

A drained, granular sub-grade provides a more stable foundation on which to build a roadway, whereas, a more non-granular sub-grade is less stable, requiring a thicker pavement cross-section. A brief review of the "standard" detail design standards for the residential streets within the communities in this study shows they generally identify the same cross-section thickness of the pavement section. This means, they are mostly "assuming" a similar sub-grade material below their street pavement section. The instability of the subgrade is a major factor in pavement failure.

A focus on the factors above will provide a lower maintenance cost per mile for most cities. Although a reduction in vehicle traffic will always have an incremental benefit on any street, converting this to hard dollar savings will be difficult for any City given factors outlined above. The inconsistent application of roadway design standards and maintenance operations which vary from community to community make cost comparisons extremely complicated.