

**AGENDA**  
**SARTELL CITY COUNCIL**  
**Monday, February 22, 2016**  
**Sartell City Hall**  
**6:00 P.M.**

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**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. SPECIAL PRESENTATIONS**

- a. LMC Ambassador
- b. 2016 Elections

**5. APPROVAL OF CITY COUNCIL MINUTES**

- a. February 8, 2016 – Regular Meeting
- b. February 9, 2016 – Special Meeting

**6. CONSENT AGENDA**

- a. Approval of voucher payments
- b. Approval of purchase of public works equipment
- c. Approval of Resolution Making Commission Appointment
- d. Approval of Resolution Calling Public Hearing on Tax Abatements
- e. Approval of MNDOT Agreement for Safe Routes To Schools Project
- f. Approval of Pinecone Road Change Orders

**7. PUBLIC HEARINGS**

**8. OLD BUSINESS**

- a. 2016 Compost Site Hours
- b. Landscaping Design Proposal

**9. NEW BUSINESS**

**10. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS**

**11. ADJOURN**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>February 22, 2016</b>	Agenda Item No. <b>4a &amp; b</b>
Agenda Section: <b>Special Presentations</b>	Item: <b>LMC Ambassador and 2016 Elections</b>	
<p><b>RECOMMENDATION:</b> None - Information only.</p> <p><b>4a:</b> The City's new LMC Ambassador, Joyce Nyhus, would like to introduce herself to the City Council.</p> <p><b>4b:</b> An outline of 2016 election information is attached, including details on how/when/where this information is readily available to the public.</p> <p>We have also invited Supt. Jeff Schwiebert to the meeting since 2016 will also include a special election by the Sartell-St. Stephen School District and Jeff will provide some details on that timeline.</p> <p><b>ATTACHMENTS:</b> City elections information for 2016, including what will be on the City's portion of the 2016 ballot, important dates and information on running for office. Anything underlined will link to further information located on various websites or to the specified form. This information will be on the City's website, and we will also have information packets at City Hall for candidates or potential candidates.</p> <p><b>COUNCIL ACTION REQUESTED:</b> None- informational only.</p>		



## **On This Year's Ballot**

The candidates appearing on the ballot in 2016 shall be as follows:

### **Regular election for two at-large Council Members**

Filings for offices open on Tuesday, May 17<sup>th</sup> at 7:00 a.m. and close on Tuesday, May 31<sup>st</sup> at 5:00 p.m.

Any candidates wishing to withdraw from the election must do so by Thursday, June 2<sup>nd</sup> at 5:00 p.m.



## Important Election Dates – 2016

Dates	Events
Tuesday, May 17	Filings Open, 7:00 a.m.
Tuesday, May 31	Filings Close, 5:00 p.m.
Thursday, June 2	Last Day to Withdraw, 5:00 p.m.
Friday, July 29	Financial Report Due for Primary
Tuesday, August 9	Primary Election
Friday, October 28	Financial Report Due for General
Tuesday, November 8	General Election



## Running For Office

### To Hold Office in Sartell

To hold an elected position in the city of Sartell, you must:

- Be an eligible voter in Minnesota;
- Have not filed for the same or any other office at the upcoming primary or general election;
- Be 21 years old or will be on assuming office; and
- Reside in the city for 30 days prior to the general election.

### Elections to be Held this Year

In 2016, elections will be conducted for the offices of two at-large Council seats. The Council Members will be elected to a 4-year term beginning in January 2017 and ending in January 2021.

### Primary Election

In cases where more than 4 individuals file for City Council, a primary election will be held. If required, a municipal primary would be held in conjunction with the state primary on Tuesday, August 9<sup>th</sup>. The 4 candidates for city council receiving the most votes will then have their names placed on the ballot for a general election on Tuesday, November 8, 2016.

### Filing for Office

Filings for all positions will open on Tuesday, May 17<sup>th</sup> and close at 5:00 p.m. Tuesday, May 31<sup>st</sup>. All required forms are available on line or you can stop in at city hall for a packet of the required forms. These forms must be received in the office of the city clerk at Sartell City Hall, 125 Pinecone Road North during this time. Any candidate wishing to remove their name from the ballot must file an Affidavit of Withdrawal by 5:00 p.m. on Thursday, June 2<sup>nd</sup>.

To file for office, you will need the following forms (please note that as of the posting of this information the Secretary of State's office has not yet updated all of its forms for 2016):

- [Affidavit of Candidacy](#): This form must be completed by the individual running for office, and is to be submitted along with a \$5 filing fee, unless a Petition in Place of Filing Fee is submitted. The Affidavit of Candidacy must be signed in front of a notary public or other officer empowered to take and certify acknowledgement.
- [Address of Residence Form](#): This form is used ONLY IF private data box checked on affidavit of candidacy.

- Minnesota Petition in Place of Filing Fee: At the time of filing an affidavit of candidacy, a candidate may present a petition in place of the filing fee. The petition may be signed by any individual eligible to vote for the candidate. The number of signatures on a petition in place of filing fee shall be the lesser of 500 signatures or five percent of the total number of votes cast in the municipality at the preceding general election at which that office was on the ballot.
- Affidavit of Withdrawal of Candidacy: If you wish to withdraw, you may do so until 5:00 p.m. on Thursday, June 2<sup>nd</sup>. This form must be completed and submitted by that time.
- Campaign Financial Reports: This form must be submitted at various times throughout the campaign. The initial report of the candidate must be filed within 14 days of the candidate receiving contributions OR making disbursements of more than \$750.

Additional reports are required as follows:

- Ten days before the primary election
- Ten days before the general election
- A final report may be filed any time after the candidate has settled all debts and disposed of all assets in excess of \$100

Candidates may not accept aggregate contributions in excess of \$600 made or delivered by an individual or committee in an election year.

- Campaign Financial Report – Certification of Filing: Each candidate or committee is required to submit this form within 7 days after the general election.
- Minnesota Campaign Manual: This pamphlet outlines fair reporting and campaign practices. Please note the sections relating to contributions, advertising and election day activities.
- Candidate Name Pronunciation: See this notice from the State of MN regarding digitized pronunciation of your name for use on the AutoMark machine read ballot.

## Minnesota Department of Transportation Notice on Campaign Signs

See this [notice](#) from the MN Department of Transportation regarding the placement of campaign signs. Please note, the city prohibits posting of any campaign signs in the right-of-way of any city streets, or on public utility poles (i.e. light poles, signal light poles, street signs, etc.) or on trees, shrubs, rocks or any other natural features. In addition, no signs may be posted on public property such as parks, medians, or other open spaces.

## Other Election Information

- Secretary of State's Office

**CITY COUNCIL MEETING MINUTES  
FEBRUARY 8, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on February 8, 2016 in the Council Chambers of Sartell City Hall. Mayor Sarah Jane Nicoll called the meeting to order at 6 p.m.

COUNCIL PRESENT: Mayor Nicoll, Council Members: Braig-Lindstrom, Hennes, Lynch, Peterson  
COUNCIL ABSENT: None  
STAFF PRESENT: Mary Degiovanni, City Administrator  
Anita Rasmussen, Community Development Director  
Brad Borders, Public Works Director  
Mike Nielson, City Engineer  
Judy Molitor, Recording Secretary

**PLEDGE OF ALLEGIANCE**

**AGENDA REVIEW AND ADOPTION**

Council member Braig-Lindstrom amended the agenda for a discussion item under Old Business to include Council terms, elections and appointments.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING THE AGENDA AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.**

**OPEN FORUM/ PUBLIC COMMENT**

None

**APPROVAL OF CITY COUNCIL MINUTES:**

- a. January 25, 2016 Regular Meeting Minutes

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER LYNCH APPROVING THE MINUTES OF JANUARY 25, 2016 AS CORRECTED. THE MOTION CARRIED UNANIMOUSLY.**

**CONSENT AGENDA**

- a. Acceptance of Building Permit Activity Report
- b. Acceptance of Inspections Activity Report
- c. Acceptance of Technology Report
- d. Acceptance of Fire Department Report
- e. Approval of voucher payments
- f. ~~Approval of School Resource Officer updated Memorandum of Understanding~~
- g. Approval of BCA Joint Powers & CJDN Subscriber Agreements
- h. Approval of Dept. of Public Safety Grant Agreement
- i. ~~Approval of Budgeted Phone System Replacement~~
- j. Approval of Resolution Appointing Fire Officers

- k. Approval of Engineering Proposal for 4<sup>th</sup> Ave. South Design Services
- l. Approval of East Side Utility Crossing Feasibility
- m. Approval of MSA Advance Resolution
- ~~n. Approval of Damon Farber Proposal~~

Council member Braig-Lindstrom requested consent agenda items f, i and n be removed for separate discussion.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS A THROUGH N, REMOVING ITEMS F, I AND N FOR SEPARATE DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.**

**Consent Agenda:**

**f. Approval of School Resource Officer updated Memorandum of Understanding.**

Council member Braig-Lindstrom questioned the 60/40 cost split in the contract and Administrator Degiovanni explained that Police Chief Hughes and School staff were recommending the Memorandum of Understanding as fair to both parties.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING CONSENT AGENDA ITEM f. THE MOTION CARRIED UNANIMOUSLY.**

**Consent Agenda:**

**i. Approval of Budgeted Phone System Replacement**

Council member Braig-Lindstrom asked for more information on the phone system. Consultant Brenda Eisenschenk explained the process followed to make the recommendation and some of the system details.

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

**Consent Agenda:**

**n. Approval of Damon Farber Proposal**

Council member Braig-Lindstrom questioned the threshold for bidding. The City Administrator explained that this is a professional service contract, so there is no bidding threshold. This recommended firm has worked on the Lake Francis concepts and provided other work experience is outlined in the agenda packet recommendation.

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER LYNCH APPROVING CONSENT AGENDA ITEM n. THE MOTION CARRIED UNANIMOUSLY.**

**OLD BUSINESS**

**a. Area Legislative Priorities**

The Council discussed the list of area legislative priorities. Council member Lynch stated that he has concerns over some of the items on the list, but felt it might make more sense to vote against the resolution rather than pull items if his Council colleagues were in favor of approval as presented.

Mayor Nicoll talked about the advantage of a slimmed down list which she feels would be more effective.

Council members Hennes, Peterson and Braig-Lindstrom favored leaving the list as is but all agreed upon having further discussion among the area cities before adopting priorities in the future.

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING THE AREA LEGISLATIVE PRIORITIES.**

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

**AYE: COUNCIL MEMBERS: BRAIG-LINDSTROM, HENNES, AND PETERSON**

**NAY: MAYOR NICOLL AND COUNCIL MEMBER LYNCH**

**MOTION CARRIED**

**b. Council member terms, elections and appointments**

Staff was asked to provide a future presentation on election rules and timelines. Staff will also talk to MTC about options to fill Member Braig Lindstrom's expiring term. Member Braig-Lindstrom stated her desire to be included in meetings related to her Council appointments.

**NEW BUSINESS**

**a. Park Lease Agreements**

The City Administrator overviewed the request to bring more consistency to Park lease terms.

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING THE RECOMMENDATION. THE MOTION CARRIED UNANIMOUSLY.**

**b. 2016 Public Works Equipment**

The City Administrator outlined the budgeted request.

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE PURCHASE OF PUBLIC WORKS EQUIPMENT. THE MOTION CARRIED UNANIMOUSLY.**

**DEPARTMENT REPORTS**

**a. Police Department**

The police department report was included in the packet.

**b. Public Works**

Director Borders presented his report.

**c. City Engineer**

Engineer Nielson presented his report.

**d. Planning & Community Development Director**

Director Rasmussen presented her report.

**e. City Administrator**

City Administrator Degiovanni presented her report as well as the Joint City/School press release.

The Mayor confirmed that City spokespeople were invited to a communications meeting with the School and that representatives to the separate City-School working group were not part of the meeting from either City or School. Mayor Nicoll confirmed that all Council members are invited to their Council appointed meetings. Member Hennes asked for a synopsis of the City-School working group members and roles, and suggested a full Council-Board meeting occasionally.

**CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS**

Council members gave updates on various meetings and community events.

**ADJOURN**

**A MOTION WAS MADE BY COUNCIL MEMBER BRAIG-LINDSTROM AND SECONDED BY MEMBER PETERSON TO ADJOURN THE MEETING AT 6:55 P.M. THE MOTION CARRIED UNANIMOUSLY.**

**Minutes By:**

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**Judy Molitor, Recording Secretary**

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**Sarah Jane Nicoll, Mayor**

**SARTELL CITY COUNCIL  
SPECIAL MEETING**

**MINUTES OF FEBRUARY 9, 2016**

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Pursuant to due call and notice thereof, a special meeting was held on February 9, 2016 in the conference room of the Sartell City Hall. Mayor Nicoll called the meeting to order at 5:35 p.m.

**COUNCIL PRESENT:** Mayor Sarah Jane Nicoll, Pat Lynch, Amy Braig Lindstrom, Steve Hennes

**COUNCIL ABSENT:** David Peterson,

**ALSO PRESENT:** Anita Rasmussen, Community Development Director/Assist City Administrator

**COMMISSION INTERVIEWS**

Interviews were held for one position on the Economic Development Commission.

A majority of the council supported the appointment of Ben Drewes to the Economic Development Commission to a 3 year term which would end on December 31, 2018. A resolution will be added to the February 22, 2016 consent agenda officially appointing Mr. Drewes to the Commission.

**OTHER BUSINESS**

None

**ADJOURN**

THE MAYOR ADJOURNED THE MEETING AT 6:45 P.M.

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Anita Rasmussen  
Community Development Director

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Mayor

**CITY OF SARTELL**  
**Vendor Transactions-Agenda Packet**

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name ALEX AIR APPARATUS INC</b>					
		0216FD02	28931	\$793.02	STRUT JACK-FD
		0216FD02	28955	\$110.16	SUPPLIES-FD
		0216FD02	28979	\$137.00	EQUIP REPAIRS-FD
<b>Search Name ALEX AIR APPARATUS INC</b>				<u>\$1,040.18</u>	
<b>Search Name ALL CARE TOWING INC</b>					
		0216PD02	171193	\$44.00	TOWING-PD
<b>Search Name ALL CARE TOWING INC</b>				<u>\$44.00</u>	
<b>Search Name AMERICAN DOOR WORKS</b>					
		0216PD02	0160571-IN	\$1,126.75	REPAIRS-PD GARAGE
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<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>					
		0216PW02	2200746961	\$7.24	UNIFORMS
		0216PW02	2200746961	\$12.26	MATS,TOWELS,MOPS-MAINT
		0216PW02	2200746961	\$29.07	UNIFORMS
		0216PW02	2200746961	\$14.66	UNIFORMS
		0216PW02	2200746961	\$43.62	UNIFORMS
		0216PW02	2200749665	\$29.07	UNIFORMS
		0216PW02	2200749665	\$43.62	UNIFORMS
		0216PW02	2200749665	\$14.66	UNIFORMS
		0216PW02	2200749665	\$7.24	UNIFORMS
		0216PW02	2200749665	\$117.83	MATS,TOWELS,MOPS-MAINT
		0216PW02	2200749666	\$35.00	TOWELS,MOPS,MATS-MAINT
		0216ADM02	2200749674	\$44.69	TOWELS,MATS-HALL
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>				<u>\$398.96</u>	
<b>Search Name BEHRENBRINKER, STEPHEN C</b>					
		0216ADM02	02-2016	\$3,381.25	ASSESSING SERV-FEB
<b>Search Name BEHRENBRINKER, STEPHEN C</b>				<u>\$3,381.25</u>	
<b>Search Name BINDER LIFT LLC</b>					
		1215FD06	15130	\$663.95	LIFTING DEVICE-FD
<b>Search Name BINDER LIFT LLC</b>				<u>\$663.95</u>	
<b>Search Name BOUND TREE MEDICAL LLC</b>					
		0216PD02	70220946	-\$133.99	EQUIP-NEW SQUAD
		0216PD02	82055444	\$175.00	EQUIP-NEW SQUAD
<b>Search Name BOUND TREE MEDICAL LLC</b>				<u>\$41.01</u>	
<b>Search Name BRAUN INTERTEC</b>					
		0216ADM02	B051170	\$9,850.00	GEOTECH EVAL-COMM CTR
<b>Search Name BRAUN INTERTEC</b>				<u>\$9,850.00</u>	
<b>Search Name BRIAN KLINEFELTER FOUNDATION</b>					
		0216ADM02	02-2016	\$60.00	PAYROLL DEDUCTION-FEB
<b>Search Name BRIAN KLINEFELTER FOUNDATION</b>				<u>\$60.00</u>	
<b>Search Name CENTRAL HYDRAULICS INC</b>					
		0216PW02	0073386	\$152.20	REPAIRS-DUMP TRUCK
		0216PW02	0073441	\$378.30	REPAIRS-DUMP TRUCK
		0216PW02	0073572	\$892.72	REPAIRS-PLOWS
<b>Search Name CENTRAL HYDRAULICS INC</b>				<u>\$1,423.22</u>	

**CITY OF SARTELL**  
**Vendor Transactions-Agenda Packet**

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<b>Search Name CENTRAL MCGOWAN, INC.</b>					
		0216PW02	00917866	\$96.80	SUPPLIES-SHOP
<b>Search Name CENTRAL MCGOWAN, INC.</b>					
				\$96.80	
<b>Search Name CHARTER COMMUNICATIONS</b>					
068763	2/16/2016	0216PPD02	835230105019832	\$82.46	INTERNET/TV-MAINT
068760	2/9/2016	0216PPD02	835230105029623	\$70.00	INTERNET SERV-PD
<b>Search Name CHARTER COMMUNICATIONS</b>					
				\$152.46	
<b>Search Name CLIMATE AIR INC</b>					
		0216ADM02	36782	\$231.00	HVAC REPAIRS-HALL
<b>Search Name CLIMATE AIR INC</b>					
				\$231.00	
<b>Search Name CLOUDNET INC</b>					
		0216ADM02	20160245069	\$20.00	DOMAIN RENEWAL
<b>Search Name CLOUDNET INC</b>					
				\$20.00	
<b>Search Name COLLINS BROS TOWING OF ST CLOU</b>					
		0216PD02	33593	\$60.00	TOWING-DRUG FORF 16-777
		0216PD02	33735	\$60.00	TOWING-DUI FORF 16-770
<b>Search Name COLLINS BROS TOWING OF ST CLOU</b>					
				\$120.00	
<b>Search Name CONNEXUS ENERGY</b>					
068758	2/9/2016	0216PPD02	712517-296959	\$3,586.25	STREET LIGHTS
<b>Search Name CONNEXUS ENERGY</b>					
				\$3,586.25	
<b>Search Name DESIGN ELECTRIC INC</b>					
		1215PW06	2216	\$1,758.48	REPAIRS-LIFT STATION
		0216PD02	2219	\$238.16	REPAIRS-PD STATION
		1215ADM06	2240	\$280.58	REPAIRS-HALL
		1215PW06	2241	\$1,118.40	REPAIRS-LIFT STATION
		1215PW06	2242	\$108.26	REPAIRS-MAINT GARAGE
		0216PD02	2243	\$114.06	REPAIRS-PD OLD MAINT
		1215ADM06	2244	\$89.51	REPAIRS-HALL
		0216PW02	2348	\$115.39	REPAIRS-WELL HOUSE
		0216PW02	2349	\$119.64	REPAIRS-WARMING HOUSE
		0216FD02	2350	\$91.14	REPAIRS-FIRE STATION
<b>Search Name DESIGN ELECTRIC INC</b>					
				\$4,033.62	
<b>Search Name EARTH SCIENCE ASSOCIATES INC</b>					
		0216PW02	2204	\$6,990.00	GREDE LANDFILL MONITORING
<b>Search Name EARTH SCIENCE ASSOCIATES INC</b>					
				\$6,990.00	
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
002769E	2/16/2016	0216PPD02	02-12-2016	\$1,407.87	02/12 EMPLOYEE MEDICARE
002769E	2/16/2016	0216PPD02	02-12-2016	\$1,407.87	02/12 EMPLOYER MEDICARE
002769E	2/16/2016	0216PPD02	02-12-2016	\$9,967.74	02/12 FED TAX W/HELD
002769E	2/16/2016	0216PPD02	02-12-2016	\$3,504.40	02/12 EMPLOYEE FICA
002769E	2/16/2016	0216PPD02	02-12-2016	\$3,504.40	02/12 EMPLOYER FICA
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
				\$19,792.28	
<b>Search Name EMERGENCY AUTOMOTIVE TECH INC</b>					
		0216PD02	DL010516-25C	\$104.40	EQUIP-NEW SQUAD
		0216PD02	DL010516-25D	\$667.32	EQUIP-NEW SQUAD
		0216FD02	WC012816-1	\$823.60	REPAIRS-FD #29

**CITY OF SARTELL**  
**Vendor Transactions-Agenda Packet**

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name EMERGENCY AUTOMOTIVE TECH INC</b>				\$1,595.32	
<b>Search Name EMERGENCY RESPONSE SOLUTIONS</b>					
		1215FD06	5500	\$1,469.92	CLOTHING-FD
		0216FD02	5585	\$315.33	CLOTHING ALLOWANCE-FD
		0216FD02	5611	\$85.74	CLOTHING ALLOWANCE-FD
		0216FD02	5703	\$387.39	TUBULAR WEBBING-FD
<b>Search Name EMERGENCY RESPONSE SOLUTIONS</b>				\$2,258.38	
<b>Search Name EMPOWER RETIREMENT</b>					
002766E	2/12/2016	0216PPD02	02-12-2016	\$1,833.91	02/12 PAYROLL DEDUCTION
002766E	2/12/2016	0216PPD02	02-12-2016	\$184.62	02/12 EMPLOYER CONTR TO PENSION-A
002767E	2/12/2016	0216PPD02	02-12-2016	\$2,726.96	02/12 PAYROLL DEDUCTION
<b>Search Name EMPOWER RETIREMENT</b>				\$4,745.49	
<b>Search Name FERCHE, J R INC</b>					
		0216ADM02	4-02174-33	\$42,163.24	PCR-SCOUT DR & HERITAGE DR
<b>Search Name FERCHE, J R INC</b>				\$42,163.24	
<b>Search Name FINANCE AND COMMERCE</b>					
		0216ADM02	742599736	\$30.82	2016 SEAL COAT
<b>Search Name FINANCE AND COMMERCE</b>				\$30.82	
<b>Search Name GATR OF SAUK RAPIDS</b>					
		0216FD02	01P153444	\$906.20	REPAIRS-FD VEHICLE
		1215PW06	01P154295	\$15.50	REPAIRS-DUMP TRUCK
		0216PW02	01P159358	\$24.88	REPAIRS-DUMP TRUCK
		0216PW02	01P159692	\$402.23	REPAIRS-DUMP TRUCK
		0216FD02	01P160111	\$17.04	REPAIRS-FD#29
<b>Search Name GATR OF SAUK RAPIDS</b>				\$1,365.85	
<b>Search Name GILLUND ENTERPRISES</b>					
		0216PD02	816240	\$62.90	VEHICLE SERV KITS/CLEANER
		0216PW02	816240	\$62.90	VEHICLE SERV KITS/CLEANER
		0216PW02	816240	\$62.90	VEHICLE SERV KITS/CLEANER
		0216FD02	816240	\$62.90	VEHICLE SERV KITS/CLEANER
		0216PW02	816240	\$62.92	VEHICLE SERV KITS/CLEANER
<b>Search Name GILLUND ENTERPRISES</b>				\$314.52	
<b>Search Name GOPHER STATE ONE-CALL INC</b>					
		0216PW02	6010695	\$34.80	LOCATES-JAN
<b>Search Name GOPHER STATE ONE-CALL INC</b>				\$34.80	
<b>Search Name GRAINGER, W.W. INC.</b>					
		0216FD02	9022631783	\$273.67	SUPPLIES-FD #20
		0216FD02	9023397988	\$23.96	SUPPLIES-FD#20
<b>Search Name GRAINGER, W.W. INC.</b>				\$297.63	
<b>Search Name HAWKINS WTR TREATMENT GRP INC</b>					
		0216PW02	3835849	\$435.26	REPAIRS-PLANT
		0216PW02	3838357	\$5,549.25	CHEMICALS
<b>Search Name HAWKINS WTR TREATMENT GRP INC</b>				\$5,984.51	
<b>Search Name HEALTHPARTNERS</b>					
		0216ADM02	63978304	\$2,365.74	EMPLOYEE HEALTH/DENTAL INS-MARCH
		0216ADM02	63978304	\$3,579.78	EMPLOYEE HEALTH/DENTAL INS-MARCH

**CITY OF SARTELL**  
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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0216ADM02	63978304	\$364.70	EMPLOYEE HEALTH/DENTAL INS-MARCH
		0216ADM02	63978304	\$811.99	EMPLOYEE HEALTH/DENTAL INS-MARCH
		0216ADM02	63978304	\$3,059.34	EMPLOYEE HEALTH/DENTAL INS-MARCH
		0216ADM02	63978304	\$1,035.04	EMPLOYEE HEALTH/DENTAL INS-MARCH
		0216ADM02	63978304	\$4,522.73	EMPLOYEE CONTR TO INS-FEB
		0216ADM02	63978304	\$13,024.99	EMPLOYEE HEALTH/DENTAL INS-MARCH
		0216ADM02	63978304	\$1,081.60	EMPLOYEE HEALTH/DENTAL INS-MARCH
		0216ADM02	63978304	\$305.70	EMPLOYEE HEALTH/DENTAL INS-MARCH
<b>Search Name HEALTHPARTNERS</b>				<u>\$30,151.61</u>	
<b>Search Name HERC U LIFT</b>					
		0216PW02	W269201	\$138.49	REPAIRS-FORKLIFT
<b>Search Name HERC U LIFT</b>				<u>\$138.49</u>	
<b>Search Name HOLLENKAMP, JILL</b>					
		0216ADM02	2/10-11/16	\$183.60	ICC TRAINING
<b>Search Name HOLLENKAMP, JILL</b>				<u>\$183.60</u>	
<b>Search Name HUGHES, JAMES J.</b>					
		0216PD02	02-17-16	\$75.06	EMEM-HOMELAND SEC CONF
<b>Search Name HUGHES, JAMES J.</b>				<u>\$75.06</u>	
<b>Search Name I T L PATCH COMPANY INC</b>					
		0216PD02	32120	\$91.50	NEW OFFICER HIRE
<b>Search Name I T L PATCH COMPANY INC</b>				<u>\$91.50</u>	
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>					
		1215PD06	IN0918927	\$125.96	OFFICE SUPPLIES-PD
		0216PD02	IN1075708	\$209.60	OFFICE SUPPLIES-PD
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>				<u>\$335.56</u>	
<b>Search Name INTERNATIONAL CODE COUNCIL</b>					
		0216ADM02	0493260	\$135.00	2016 MEMBERSHIP-CHRISTENSEN
<b>Search Name INTERNATIONAL CODE COUNCIL</b>				<u>\$135.00</u>	
<b>Search Name INTERSTATE ALL BATTERY CTR</b>					
		0216PW02	1922301003498	\$109.90	CHARGER
		0216PW02	1922301003513	\$49.99	REPAIRS-MAINT
		0216PW02	1922301003650	\$13.95	REPAIRS-TRAILER
		0216PW02	1922302000747	\$10.95	REPAIRS-TRAILER
		0216FD02	1922302000748	\$212.65	BATTERIES-FD
<b>Search Name INTERSTATE ALL BATTERY CTR</b>				<u>\$397.44</u>	
<b>Search Name KERIF NIGHT VISION</b>					
		0216PD02	01291601	\$4,300.00	THEMAL IMAGERS-PD
		0216PD02	01291601	\$6,500.00	THEMAL IMAGERS-PD
<b>Search Name KERIF NIGHT VISION</b>				<u>\$10,800.00</u>	
<b>Search Name KLM ENGINEERING INC</b>					
		0216PW02	5931	\$1,500.00	VERIZON-N TOWER REVIEW
<b>Search Name KLM ENGINEERING INC</b>				<u>\$1,500.00</u>	
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>					
		0216PD02	02-2016	\$735.00	DUES-FEB
<b>Search Name LAW ENFORCEMENT LABOR SERV INC</b>				<u>\$735.00</u>	

**CITY OF SARTELL**  
**Vendor Transactions-Agenda Packet**

CHECK	Check Date	Batch Name Invoice	Amount	Comments
<b>Search Name LAWSON PRODUCTS INC</b>				
		0216PW02 9303855696	\$704.59	SUPPLIES-SHOP
<b>Search Name LAWSON PRODUCTS INC</b>				
			\$704.59	
<b>Search Name MARCO INC</b>				
		0216PD02 298346479	\$376.46	COPIERS/PRINTER-PD
<b>Search Name MARCO INC</b>				
			\$376.46	
<b>Search Name MID MN CODE ENFORCEMENT INC</b>				
		0216ADM02 JAN-16	\$1,625.00	BLDG INSPECTIONS-JAN
<b>Search Name MID MN CODE ENFORCEMENT INC</b>				
			\$1,625.00	
<b>Search Name MIKE S REPAIR, INC.</b>				
		0216PW02 49549	\$3,474.27	VEHICLE REPAIRS-STREETS
<b>Search Name MIKE S REPAIR, INC.</b>				
			\$3,474.27	
<b>Search Name MN BENEFIT ASSOCIATION</b>				
		0216ADM02 483-022016	\$1,483.68	PAYROLL DEDUCTION-FEB
<b>Search Name MN BENEFIT ASSOCIATION</b>				
			\$1,483.68	
<b>Search Name MN CHAPTER IAAI</b>				
		0216PD02 2016	\$25.00	2016 DUES-BRODA
<b>Search Name MN CHAPTER IAAI</b>				
			\$25.00	
<b>Search Name MN DEPT OF HEALTH</b>				
		0216ADM02 2015/2016-3	\$7,166.00	SAFE WATER ACT
<b>Search Name MN DEPT OF HEALTH</b>				
			\$7,166.00	
<b>Search Name MN DEPT OF REVENUE</b>				
	002770E 2/16/2016	0216PPD02 02-12-2016	\$4,113.66	02/12 STATE TAX W/HELD
<b>Search Name MN DEPT OF REVENUE</b>				
			\$4,113.66	
<b>Search Name MN DEPT OF REVENUE-SALES/USE</b>				
	002764E 2/9/2016	0216PPD02 01-2016	\$90.00	SALES TAX PAYABLE-JAN
	002764E 2/9/2016	0216PPD02 01-2016	\$1,270.00	SALES TAX PAYABLE-JAN
<b>Search Name MN DEPT OF REVENUE-SALES/USE</b>				
			\$1,360.00	
<b>Search Name MN DEPT OF TRANSPORTATION</b>				
		0216ADM02 00000327267	\$12,177.03	TH15-DIVERGING DIAMOND
<b>Search Name MN DEPT OF TRANSPORTATION</b>				
			\$12,177.03	
<b>Search Name MN RURAL WATER ASSOCIATION</b>				
	068759 2/9/2016	0216PPD02 2016	\$225.00	CONF REGIS-KOLTES
	068759 2/9/2016	0216PPD02 2016	\$225.00	CONF REGIS-KOTHENBEUTEL
	068759 2/9/2016	0216PPD02 2016	\$225.00	CONF REGIS-ALM
	068759 2/9/2016	0216PPD02 2016	\$225.00	CONF REGIS-BEMBOOM
<b>Search Name MN RURAL WATER ASSOCIATION</b>				
			\$900.00	
<b>Search Name MN TEAMSTERS-PUBLIC &amp; LAW ENF</b>				
		0216ADM02 02-2016	\$1,156.00	UNION DUES-FEB
<b>Search Name MN TEAMSTERS-PUBLIC &amp; LAW ENF</b>				
			\$1,156.00	
<b>Search Name M-R SIGN CO INC</b>				
		0216PW02 189477	\$473.38	STREET SIGNS
<b>Search Name M-R SIGN CO INC</b>				
			\$473.38	

**CITY OF SARTELL**  
**Vendor Transactions-Agenda Packet**

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name MUSTANG SIGNS &amp; GRAPHICS</b>					
		0216PW02	17322	\$300.00	STREET SIGNS
		0216PW02	17376	\$94.00	VEHICLE SUPPLIES
<b>Search Name MUSTANG SIGNS &amp; GRAPHICS</b>				\$394.00	
<b>Search Name MVTL LABORATORIES INC</b>					
		0216PW02	795595	\$43.18	TESTING
<b>Search Name MVTL LABORATORIES INC</b>				\$43.18	
<b>Search Name NORTHLIGHTCOLOR</b>					
		0216PW02	299325	\$585.84	COMPOST STICKERS
<b>Search Name NORTHLIGHTCOLOR</b>				\$585.84	
<b>Search Name NORTHSIDE WELDING LLC</b>					
		0216ADM02	160129-16	\$1,000.00	MILL ART PROJECT
		0216ADM02	160129-17	\$1,005.00	MILL ART PROJECT
<b>Search Name NORTHSIDE WELDING LLC</b>				\$2,005.00	
<b>Search Name O REILLY AUTO PARTS</b>					
		0216PW02	1572-476655	\$76.49	VEHICLE REPAIRS-STREETS
		0216PW02	1572-476676	\$27.99	REPAIRS-DUMP TRUCK
		0216PW02	1572-476990	\$27.99	REPAIRS-DUMP TRUCK
		0216PW02	1572-476998	\$94.64	VEHICLE REPAIRS-STREETS
		0216PD02	1572-477025	\$44.79	REPAIRS-DARE VAN
		0216PW02	1572-477106	\$94.64	VEHICLE REPAIRS-PARKS
		0216PW02	1572-477128	\$83.96	VEHICLE REPAIRS-WW
		0216PD02	1572-477238	\$29.90	REPAIRS-PD EQUIP
		0216PW02	1572-477317	\$288.16	REPAIRS-STREET VEHICLE
		0216PW02	1572-477361	\$135.20	REPAIRS-STREET VEHICLE
<b>Search Name O REILLY AUTO PARTS</b>				\$903.76	
<b>Search Name OFFICE DEPOT INC</b>					
		0216ADM02	822300289001	\$28.83	OFFICE SUPPLIES-INSPECTIONS
		0216ADM02	822300289001	\$3.14	OFFICE SUPPLIES
		0216ADM02	822300531001	\$14.99	HDMI CABLES-CHAMBERS
<b>Search Name OFFICE DEPOT INC</b>				\$46.96	
<b>Search Name OXYGEN SERVICE COMPANY</b>					
		0216PD02	07952717	\$55.48	MEDICAL OXYGEN-PD
<b>Search Name OXYGEN SERVICE COMPANY</b>				\$55.48	
<b>Search Name PITNEY BOWES GLOBAL FIN SERV L</b>					
		0216ADM02	7248594-FB16	\$351.87	POSTAGE METER-HALL
<b>Search Name PITNEY BOWES GLOBAL FIN SERV L</b>				\$351.87	
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>					
		0216ADM02	002440226	\$8.75	POSIBILL VIEW
		0216ADM02	002440226	\$8.75	POSIBILL VIEW
		1215ADM06	002443879	\$1,737.61	NOV/DEC UTIL BILLS
		1215ADM06	002443879	\$1,737.61	NOV/DEC UTIL BILLS
<b>Search Name PROFESSIONAL OFFICE SERV INC</b>				\$3,492.72	
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>					
002765E	2/12/2016	0216PPD02	02-12-2016	\$6,999.37	02/12 EMPLOYER PERA
002765E	2/12/2016	0216PPD02	02-12-2016	\$3,748.97	02/12 EMPLOYEE PERA

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
002765E	2/12/2016	0216PPD02	02-12-2016	\$4,325.71	02/12 EMPLOYER PERA
002765E	2/12/2016	0216PPD02	02-12-2016	\$4,666.26	02/12 EMPLOYEE PERA
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>				\$19,740.31	
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>					
		0216PD02	8299	\$208.99	POSTAGE-PD
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>				\$208.99	
<b>Search Name RAPIDS ALTERATION &amp; SEWING SHP</b>					
		0216FD02	338	\$111.15	CLOTHING ALLOW-FD
<b>Search Name RAPIDS ALTERATION &amp; SEWING SHP</b>				\$111.15	
<b>Search Name RASMUSSEN, ANITA</b>					
		0216ADM02	021716	\$332.64	MILEAGE-LMC,EHLERS CONF
<b>Search Name RASMUSSEN, ANITA</b>				\$332.64	
<b>Search Name RINKE-NOONAN</b>					
		0216ADM02	251098	\$357.00	AIM/VERSO SITE
		0216ADM02	251099	\$71.00	JK SELF STORAGE CONDEMNATION
		0216ADM02	251100	\$76.50	JANSKI CONDEMNATION
<b>Search Name RINKE-NOONAN</b>				\$504.50	
<b>Search Name ROSENBAUER MINNESOTA LLC</b>					
		0216FD02	0000019024	\$933.00	HOSE-FD
<b>Search Name ROSENBAUER MINNESOTA LLC</b>				\$933.00	
<b>Search Name SAM S CLUB</b>					
068766	2/17/2016	0216PPD02	346098	\$139.98	COMP FRIDG-FD #20 REDO
<b>Search Name SAM S CLUB</b>				\$139.98	
<b>Search Name SARTELL HARDWARE HANK</b>					
		0216FD02	64537	\$35.96	SUPPLIES-FD
		0216PD02	64615	\$11.24	SHIPPING FEES-PD
		0216FD02	65903	\$6.99	REPAIRS-FD#29
		0216FD02	65962	\$24.36	REPAIRS-FD EQUIP
		0216PW02	65983	\$19.99	POTHOLE PATCHING
		0216PW02	65998	\$5.36	JET VAC REPAIRS
		0216PW02	66187	\$10.99	SUPPLIES-STREETS
		0216PW02	66195	\$1.40	SUPPLIES-PARKS
		0216PW02	92236	\$2.49	SUPPLIES-STREETS
		0216PW02	92568	\$12.97	SUPPLIES-STREETS
		0216PW02	92583	\$1.85	REPAIRS-PARK EQUIP
		0216PW02	92859	\$65.98	SUPPLIES-STREETS
<b>Search Name SARTELL HARDWARE HANK</b>				\$199.58	
<b>Search Name SARTELL NEWSLEADER</b>					
068764	2/16/2016	0216PPD02	37720	\$70.56	2016 CHIP SEAL BIDS
<b>Search Name SARTELL NEWSLEADER</b>				\$70.56	
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>					
		0216ADM02	02-2016	\$40.00	PAYROLL DEDUCTION-FEB
<b>Search Name SARTELL ST STEPHEN EDUC FOUND</b>				\$40.00	
<b>Search Name SHIFT TECHNOLOGIES INC</b>					
068757	2/9/2016	0216PPD02	49233	\$130.00	NETWORKING SERV-FD
<b>Search Name SHIFT TECHNOLOGIES INC</b>				\$130.00	

## Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name ST CLOUD, CITY OF</b>					
		0216PW02	AR000412	\$53,577.73	TREATMENT-JAN
		0216PW02	AR000412	\$61,397.00	RUE PROJ
		0216PW02	AR000412	\$15,791.00	DEBT SERV CHG
<b>Search Name ST CLOUD, CITY OF</b>				\$130,765.73	
<b>Search Name STANTEC CONSULTING SERV INC</b>					
		0216ADM02	1009330	\$1,200.00	GIS SERVICES
		0216ADM02	1009338	\$1,250.00	SARTELL PED BRIDGE-STUDY
<b>Search Name STANTEC CONSULTING SERV INC</b>				\$2,450.00	
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>					
		0216ADM02	8037743838	\$3.76	OFFICE SUPPLIES
		0216PW02	8037743838	\$73.80	OFFICE SUPPLIES-MAINT
		0216PW02	8037743838	\$94.63	OFFICE SUPPLIES-PLANT
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>				\$172.19	
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>					
068762	2/12/2016	0216PPD02	2016TABS	\$64.00	LICENSE TABS
068762	2/12/2016	0216PPD02	2016TABS	\$144.00	LICENSE TABS
068762	2/12/2016	0216PPD02	2016TABS	\$48.00	LICENSE TABS
068762	2/12/2016	0216PPD02	2016TABS	\$6,742.43	PLOW TRUCK,CHEV DUMP TRK
068762	2/12/2016	0216PPD02	2016TABS	\$32.00	LICENSE TABS
068762	2/12/2016	0216PPD02	2016TABS	\$48.00	LICENSE TABS
068762	2/12/2016	0216PPD02	2016TABS	\$112.00	LICENSE TABS
068762	2/12/2016	0216PPD02	2016TABS	\$16.00	LICENSE TABS
<b>Search Name STEARNS CNTY AUDITOR-TREASURER</b>				\$7,206.43	
<b>Search Name STEARNS CNTY RECORDER</b>					
		0216ADM02	201600000137	\$46.00	EASEMENT RECORDING-SC HOSP
<b>Search Name STEARNS CNTY RECORDER</b>				\$46.00	
<b>Search Name STEARNS ELECTRIC ASSOCIATION</b>					
		0216PW02	10191700	\$374.00	STREET LIGHTS
		0216PW02	10191800	\$416.00	STREET LIGHTS
		0216PW02	10248200	\$20.00	CIVIL DEFENSE
		0216PW02	10441600	\$196.00	STREET LIGHTS
		0216PW02	10459401	\$33.60	ELEC-POOL
		0216PW02	10461600	\$31.25	COMPOST SITE
		0216PW02	10491600	\$48.32	STREET LIGHTS
		0216PW02	10545000	\$24.90	STREET LIGHTS
		0216PW02	10545100	\$33.38	STREET LIGHTS
		0216PW02	10545200	\$18.44	STREET LIGHTS
		0216PW02	10545300	\$23.42	STREET LIGHTS
		0216PW02	10545400	\$13.46	STREET LIGHTS
		0216PW02	10628400	\$24.83	CIVIL DEFENSE
		0216PW02	10648700	\$42.81	STREET LIGHTS
		0216PW02	10690800	\$129.00	STREET LIGHTS
		0216PW02	10690900	\$93.11	STREET LIGHTS
		0216PW02	10691000	\$115.22	STREET LIGHTS
		0216PW02	10691100	\$54.79	STREET LIGHTS
		0216PW02	10710600	\$135.00	STREET LIGHTS
		0216PW02	10878900	\$2,653.00	ELEC-PLANT
		0216PW02	10900900	\$78.00	STREET LIGHTS

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0216PW02	11244800	\$1,480.01	WELLS 15&16
		0216PW02	5463910	\$81.18	LIFT STATION
		0216PW02	6401510	\$1,616.21	STREET LIGHTS
<b>Search Name STEARNS ELECTRIC ASSOCIATION</b>				\$7,735.93	
<b>Search Name STREICHER S</b>					
		0216PD02	I1194322	\$35.98	EQUIP-NEW SQUAD
<b>Search Name STREICHER S</b>				\$35.98	
<b>Search Name TOTAL ADMIN SERVICES CORP</b>					
002768E	2/17/2016	0216PPD02	02-12-2016	\$124.99	02/12 MED FLEX CONTR
002768E	2/17/2016	0216PPD02	02-12-2016	\$2,440.96	02/12 HSA FLEX CONTR
002768E	2/17/2016	0216PPD02	02-12-2016	\$543.06	02/12 DAYCARE FLEX CONTR
<b>Search Name TOTAL ADMIN SERVICES CORP</b>				\$3,109.01	
<b>Search Name TOUCHPOINT LOGIC LLC</b>					
		0216ADM02	4126	\$19,648.25	CHAMBER AUDIO UPGRADES
<b>Search Name TOUCHPOINT LOGIC LLC</b>				\$19,648.25	
<b>Search Name TRANS UNION LLC</b>					
		0216PD02	01627109	\$15.68	BACKGROUND CHECKS-LIQ LIC
<b>Search Name TRANS UNION LLC</b>				\$15.68	
<b>Search Name TRAUT WELLS INC</b>					
		0216PW02	284699	\$92.00	TESTING
		0216PW02	284710	\$46.00	TESTING
<b>Search Name TRAUT WELLS INC</b>				\$138.00	
<b>Search Name UNITED WAY OF CENTRAL MN</b>					
		0216ADM02	02-2016	\$30.00	PAYROLL DEDUCTION-FEB
<b>Search Name UNITED WAY OF CENTRAL MN</b>				\$30.00	
<b>Search Name US BANK (CREDIT CARD)</b>					
		0216ADM02	1627	\$99.00	LBP REALESTATE TRNG
		0216ADM02	1627	\$380.00	EC DEV CONF
		0216ADM02	1627	\$49.00	ALLIANCE FOR INNOV TRNG
		0216ADM02	1627	\$9.54	FACEBOOK POSTS
		0216ADM02	1627	\$735.00	NATL APA REGISTRATION
		0216ADM02	2111	\$1.80	BEACON SITE
		0216ADM02	2111	\$75.00	EE ANNIV ACKNOWLEDGEMENT
		0216ADM02	2111	\$265.00	MCFOA CONF-SCHUPP
		0216ADM02	2111	\$5.00	TRANSERBIGFILES
		0216ADM02	2111	\$29.37	ADMIN MEETING
		0216ADM02	2111	\$24.00	SURVEY MONKEY
		1215FD06	7165	\$63.25	REPAIRS-FD
		0216PD02	7173	\$16.95	CHIEFS MTG
		0216PD02	7173	\$9.00	REAL TIME TRANSLATION
		0216PD02	7173	\$25.00	TRANSUNION
		0216PD02	7173	\$25.00	TRANSUNION
		0216PD02	7173	\$83.17	EQUIP-NEW SQUAD
		0216PD02	7173	\$56.80	1ST SHRED-PD
		0216PD02	7173	\$23.80	1ST SHRED-HALL
		0216PD02	7173	\$63.51	TRNG PASSPORT
		0216PD02	7173	\$120.00	NOTARY
		0216PD02	7173	\$130.00	DUES-AMEM

**CITY OF SARTELL**  
**Vendor Transactions-Agenda Packet**

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0216PD02	7173	\$8.68	CHIEFS MTG
		0216PD02	7173	\$11.24	CHIEFS MTG
<b>Search Name US BANK (CREDIT CARD)</b>				\$2,309.11	
<b>Search Name VERIZON WIRELESS</b>					
068765	2/17/2016	0216PPD02	9759721229	\$615.85	PHONE SERV-PD
068765	2/17/2016	0216PPD02	9759721229	\$48.38	PHONE SERV-RINKS
068765	2/17/2016	0216PPD02	9759721229	\$35.01	PHONE SERV-UTILITIES
068765	2/17/2016	0216PPD02	9759721229	\$35.01	PHONE SERV-UTILITIES
		0216ADM02	9759987692	\$10.02	PCRS READER BOARD
<b>Search Name VERIZON WIRELESS</b>				\$744.27	
<b>Search Name WACOSA</b>					
		0216ADM02	00026768	\$233.64	HALL CLEANING-JAN
<b>Search Name WACOSA</b>				\$233.64	
<b>Search Name WAITE PARK, CITY OF</b>					
		1215PD06	6644	\$96.00	CONES-PD
<b>Search Name WAITE PARK, CITY OF</b>				\$96.00	
<b>Search Name WEINBERGER, STANLEY J JR</b>					
		0216ADM02	2016-2	\$1,500.00	LEGAL SERVICES
<b>Search Name WEINBERGER, STANLEY J JR</b>				\$1,500.00	
<b>Search Name XCEL ENERGY</b>					
		0216PW02	489670221	\$10,421.52	STREET LIGHTS
<b>Search Name XCEL ENERGY</b>				\$10,421.52	
				\$408,367.88	

CITY OF SARTELL

Voucher Payments-Fund Summary-backup

Adopted by the Sartell City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Mayor \_\_\_\_\_ Attest: Administrator \_\_\_\_\_

FUND Descr	Dr/Cr Amt
GENERAL	\$136,517.26
DUI FORFEITURE FUND	\$4,360.00
SPECIAL INITIATIVES	\$2,005.00
BEAUTIFICATION	\$1,510.02
FORFEITURE	\$60.00
PEG ACCESS FEES	\$19,648.25
PARK DISTRICT 1	\$1,250.00
PD EQUIPMENT FUND	\$931.88
FD EQUIPMENT FUND	\$437.61
PW EQUIPMENT FUND	\$6,742.43
TECHNOLOGY FUND	\$6,500.00
STREET FUND	\$12,278.41
PINECONE ROAD 2015 PROJECT	\$42,163.24
4TH/50TH CAPITAL PROJECT	\$504.50
COMMUNITY CENTER PROJECT	\$9,850.00
WATER FUND	\$26,858.10
SEWER FUND	\$136,708.00
STORMWATER FUND	\$43.18
	<hr/>
	\$408,367.88

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Public Works</b>	Meeting Date: <b>February 22, 2016</b>	Agenda Item No. <b>6b</b>
Agenda Section: <b>Consent</b>	Item: <b>Public Works Equipment</b>	
<p><b>RECOMMENDATION:</b> Approval of purchase of public works equipment using budgeted funds.</p> <p><b>BACKGROUND:</b> The City budgeted \$8,500 toward an equipment trailer in public works in 2016. The trailer recommended for purchase by the Department will be well below budget at about \$2,500.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None – the recommended purchases are below budget for 2016.</p> <p><b>ATTACHMENTS:</b> None</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the recommended purchase with 2016 budgeted funds. If item is removed from Consent, separate motion is requested approving recommended purchase.</p>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department <b>Planning Department</b>	Meeting Date: <b>February 22, 2016</b>	Agenda Item No. <b>6c</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Making a Commission Appointment</b>	

**RECOMMENDATION:**

Adopt resolution making an Economic Development Commission appointment.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:**

NA

**PREVIOUS COUNCIL ACTION:**

Interviews of 4 commission candidates were held on February 9, 2016 due to the vacancy of a 3 year term on the Economic Development Commission.

**BACKGROUND:**

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

Economic Development Commission

Ben Drewes

12-31-18

**BUDGET/FISCAL IMPACT:**

NA

**ATTACHMENTS:**

1. Resolution Making Certain Commission Appointments

**ACTION REQUESTED:**

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

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION MAKING CERTAIN COMMISSION APPOINTMENTS**

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

<u>Office</u>	<u>Name</u>	<u>Term Expires</u>
PC	Ryan Fitzthum	12-31-18
PC	Gary Ormann	12-31-18
PC	Glen Persen	12-31-16
PC	Dawn Moen	12-31-16
PC	Anna Gruber	12-31-17
<u>EDC</u>	<u>Ben Drewes</u>	<u>12-31-18</u>
EDC	Mike Schoenecker	12-31-18
EDC	Bruce Stainbrook	12-31-18
EDC	Julie Whitney	12-31-18
EDC	Chad Zimmerman	12-31-18
EDC	Heladio Zavala	12-31-16
EDC	Jim Illies Jr	12-31-17
EDC	Dawn Loberg	12-31-17
Park	Rachel Lollmasteymaugh	12/31/18
Park	Dennis Molitor	12/31/18
Park	Diane Schellinger	12/31/18
Park	David Lindbloom	12/31/16
Park	Mike Burzette	12/31/17

And;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL**, that the following appointment is hereby made to fill the Economic Development Commission vacated as of 12.31.15 to the identified term:

Economic Development Commission                      Ben Drewes                      12-31-18

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 22nd DAY OF FEBRUARY 2016.**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

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**CITY ADMINISTRATOR**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>February 22, 2016</b>	Agenda Item No. <b>6d</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Calling Public Hearing on Abatement Bonds</b>	
<p><b>RECOMMENDATION:</b> Approval of attached Resolution Calling Public Hearing</p> <p><b>BACKGROUND:</b> Tonight you are only asked to call a public hearing by Resolution. Our planned financing for the community center and a number of the other potential projects you have discussed involves abatement bonds and we would like the public hearing scheduled, at which time we will have more discussion on options before any final approvals are requested by Council. The amount in the Notice of \$13,500,000 is there for Council flexibility and is established as the maximum you may opt to finance but does not in any way bind the Council to borrowing that amount.</p> <p><b>BUDGET/FISCAL IMPACT:</b> We will go over sales tax projections at your public hearing, but our goal is for the bond issuance to have no budget impacts and the Council discussion will focus on your comfort level with sales tax revenue risks. As with any other general obligation bonding, you assume the risk of funding any sales tax shortfalls using other funds.</p> <p><b>ATTACHMENTS:</b> Recommended Resolution.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the Resolution. If item is removed from Consent, separate motion is requested approving attached Resolution.</p>		

CITY OF SARTELL  
COUNTIES OF BENTON AND STEARNS  
STATE OF MINNESOTA

RESOLUTION NO. \_\_\_\_\_  
RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED  
PROPERTY TAX ABATEMENTS

BE IT RESOLVED by the City Council (the "Council") of the City of Sartell, Minnesota (the "City"), as follows:

Recitals.

Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, both inclusive, authorize the City, upon satisfaction of certain conditions, to grant an abatement of all or a part of the taxes levied by the City on real property within its boundaries.

It is a legal requirement that the City hold a public hearing prior to adoption of a resolution granting any property tax abatements.

Hearing. A public hearing on the consideration of the property tax abatement will be held at the time and place set forth in the Notice of Hearing attached hereto as Exhibit A and hereby made a part hereof.

Notice. The City Administrator is hereby authorized and directed to cause notice of said hearing in substantially the form attached hereto as Exhibit A to be given one publication in a newspaper of general circulation in the City at least 10 days but not more than 30 days before the hearing. The newspaper must be one of general interest and readership in the City, and the notice must be published at least once.

Councilmember \_\_\_\_\_ moved for the adoption of the foregoing resolution, and said motion was duly seconded by Councilmember \_\_\_\_\_, and upon a vote being taken thereon after full discussion thereof, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Adopted on February 22, 2016, by the Sartell City Council.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Administrator

CITY ADMINISTRATOR'S CERTIFICATE

I, the undersigned, being the duly qualified and acting Administrator of the City of Sartell, Minnesota (the "City"), DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of the City, duly called and held on the date therein indicated, insofar as such minutes relate to the calling of a public hearing on a proposed property tax abatement.

WITNESS my hand this 22nd day of February, 2016.

---

City Administrator  
Sartell, Minnesota

EXHIBIT A

CITY OF SARTELL

NOTICE OF PUBLIC HEARING  
REGARDING PROPOSED PROPERTY TAX ABATEMENTS

NOTICE IS HEREBY GIVEN that the City Council of the City of Sartell, Minnesota, will hold a public hearing at a meeting of the Council beginning at 6:00 p.m., on Monday, March 14, 2016, to be held at the Sartell City Hall, 125 Pine Cone Road North, Sartell, Minnesota, on the proposal that the City abate all or a portion of property taxes levied by the City on the properties identified by the following parcel identification numbers (the "Properties"):

92.56570.0166	92.56571.0145
92.57044.0903	92.57044.0909
92.57105.0400	92.56579.0047
92.56579.0051	92.56579.0045
92.56570.0164	92.56570.0163
92.57044.0000	92.56570.0155
92.56569.0850	92.57044.0900
92.57169.0208	92.57044.0923
92.56823.0229	92.57105.0422
92.56823.0209	92.56570.0153
92.56581.0100	92.56570.0150
92.56716.0201	92.56579.0046
92.56705.0077	92.56569.0852
92.56705.0078	92.57049.9800
92.56705.0085	92.56716.0280
92.56705.0076	

The total amount of the taxes proposed to be abated by the City on the Properties for up to a 20 year period is estimated to be not more than \$13,500,000. The City Council will consider the property tax abatement to finance improvements to the City's regional community center and to certain regional parks, including improvements of and amenities related thereto (collectively, the "Project"), all located in the City.

The City proposes to issue General Obligation Tax Abatement Bonds in the amount not to exceed \$13,500,000 to finance the Project.

All interested persons may appear at the March 14, 2016 public hearing and present their views orally or in writing.

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Engineering/Administration</b>	Meeting Date: <b>February 22, 2016</b>	Agenda Item No. <b>6e</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Approving MnDOT Agency Agreement For Construction Services</b>	
<p><b>RECOMMENDATION:</b> Motion to Approve Resolution No. 11-2016 and enter into the MnDOT Agency Agreement No. 1000328</p> <p><b>BOARD/COMMISSION/COMMITTEE RECOMMENDATION:</b> None</p> <p><b>PREVIOUS COUNCIL ACTION:</b> None</p> <p><b>BACKGROUND:</b> The construction engineering for the SP 220-591-004 2<sup>nd</sup> Street S. Safe Routes to School project is an eligible expense for federal funding. The attached agreement authorizes 80% federal funding up to \$38,112.00. The city will be responsible for the remaining funds over \$38,112.00</p> <p>WSB's Estimate of cost to complete the construction administration, staking and observation in accordance with all federal requirements is \$52,078.00</p> <p><b>BUDGET/FISCAL IMPACT:</b> \$13,966 from Street Funds</p> <p><b>ATTACHMENTS:</b> Resolution No. 11-2016, MnDOT Agreement No. 1000328, WSB Estimate of Construction Engineering Services.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion to Approve Resolution No. 11-2016</p>		

Council member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. 11-2016

MnDOT Agency Agreement No. 1000328

WHEREAS, the City of Sartell has received federal funding for the Safe Routes to School Project No. SP 220-591-004, TA 7315(281) and;

WHEREAS, the City authorized representative is Mike Nielson, WSB & Associates, Inc. City Engineer with Mary Degiovanni, City Administrator- Clerk to be in responsible charge of the project.

BE IT RESOLVED, that pursuant to Minnesota Stat. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Sartell to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and Administrator are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1000328”, a copy of which said agreement was before the City Council and which is made a part thereof by reference.

The motion for the adoption of the forgoing resolution was duly seconded by member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 22<sup>nd</sup> day of February, 2016

Mayor \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Administrator – Clerk

CERTIFICATION

STATE OF MINNESOTA  
COUNTY OF STEARNS

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City of Sartell at a duly authorized meeting thereof held on the 22nd day of February, 2016, as shown by the minutes of said meeting in my possession.

Mayor \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Administrator – Clerk

Notary Public  
My Commission expires \_\_\_\_\_

STATE OF MINNESOTA AGENCY AGREEMENT  
BETWEEN  
DEPARTMENT OF TRANSPORTATION  
AND  
CITY OF SARTELL

FOR FEDERAL PARTICIPATION IN CONSTRUCTION ENGINEERING  
FOR  
S.P. 220-591-004; M.P. TA 7315(281)

---

This agreement is entered into by and between CITY OF SARTELL ("City") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT"),

Pursuant to Minnesota Statutes Section 161.36, the City desires MnDOT to act as the City's agent to accept and disburse federal funds for the construction, improvement, or enhancement of transportation financed in whole or in part by federal funds, hereinafter referred to as the "Project"; and

The City is proposing a federal aid project to construct sidewalk and crossing improvements in Sartell in the vicinity of Pine Meadow Elementary School and Sartell Middle and High Schools as well as perform construction engineering services, hereinafter referred to as the "Construction Engineering"; and

The Construction Engineering is eligible for the expenditure of federal aid funds, and is identified in MnDOT records as State Project 220-591-004, and in Federal Highway Administration ("FHWA") records as Minnesota Project TA 7315(281); and

The CFDA number for this project is 20.205; and

MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

THE PARTIES AGREE AS FOLLOWS:

I. DUTIES OF THE CITY.

A. DESIGNATION. The City designates MnDOT to act as its agent to accept and disburse federal funds made available for the Project.

B. ELIGIBILITY / COSTS. The estimated cost of the Construction Engineering is \$47,640.00.

1. It is anticipated that 80% (up to \$38,112.00) of the cost of the Construction Engineering will be paid from federal funds made available by the FHWA, and that the remaining 20% shall be paid by the City. The City will pay any part of the cost or expense of the work that the FHWA does not pay.

2. Any costs incurred by the City prior to authorization of the Federal Funds, will not be eligible for federal participation.
3. Eligible cost and expense, if approved, may consist of the following:
  - a) The cost of performing construction inspection and oversight, construction surveying and other professional services related to construction of the proposed Safe Routes to School improvements.
  - b) The cost incurred by the City to employ outside forces to perform any or all of the work pursuant to this agreement, subject to the provisions of section I.D. SUBLETTING.
4. Expenditures for general administration, supervision, maintenance and other overhead or incidental expenses of the City are not eligible for federal participation.
5. Acceptability of costs under this agreement will be determined in accordance with the cost principles and procedures set forth in the applicable Federal Acquisition Regulations, Contract Cost Principles and Procedures, 48 Code of Federal Regulations (CFR) 31 which is incorporated by reference and made a part of this agreement.
6. For costs expected to exceed \$ 47,640, the City must request the preparation and execution of a supplement to this agreement, prior to incurring such costs.

#### C. STAFFING.

1. The City will designate a publicly employed registered engineer, ("Project Engineer"), to be in responsible charge of the Project and to supervise and direct the work to be performed under any construction contract let for the Project. If City elects to use a private consultant for engineering services, the City will provide a qualified, full-time public employee of the City, to be in responsible charge of the Project. The services of the City to be performed pursuant to this agreement may not be assigned, sublet, or transferred unless the City is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City from its primary responsibility for performance of the work.
2. During the progress of the work on the Project, the City authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the City will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project.

3. The City will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project.
- D. SUBLETTING. The City will prepare request for proposals in accordance with Minnesota law and applicable Federal laws and regulations.
1. Due to the amount of the contract the City may solicit qualifications from three firms and select the most qualified firm to perform the necessary work.
  2. The City may not include other work in the contract for the authorized Project without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project.
  3. The City will prepare proposal packages and prepare and distribute any addendums, if needed
  4. The City will receive open, and evaluate proposals.
  5. This written consent will in no way relieve the City from its primary responsibility for performance of the work. Subcontractor agreements must contain all appropriate terms and conditions of this agreement.
- E. CONTRACT ADMINISTRATION.
1. The City will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
  2. The City will prepare reports, keep records, and perform work so as to enable MnDOT to collect the federal aid sought by the City. The City will retain all records and reports in accordance with MnDOT's record retention schedule for federal aid projects.
  3. Upon completion of the Project, the Project Engineer will determine whether the work will be accepted.
- F. PAYMENTS.
1. The entire cost of the Project is to be paid from federal funds made available by the FHWA, including eligible costs incurred as of the federal authorization date of May 28, 2015 and prior to the effective date of this Agreement, and by other funds provided by the City. The City will pay any part of the cost or expense of the Project that is not paid by federal funds.
  2. The City may request partial payments not more than once each thirty (30) days. The Project Engineer will certify the amount of each partial estimate.
  3. The invoice and supplements thereto, will contain all details that may be necessary for a proper audit. Such details will consist of at least the following:

- (a) A breakdown of labor by individual, classification, dates and hours worked times the applicable rate to arrive at a total dollar amount for each individual.
  - (b) The labor additive may be applied to total labor dollars, not including overtime labor dollars.
  - (c) The equipment charges must be broken down by type of equipment times the applicable rate and dates used to arrive at total equipment charges.
  - (d) A detailed breakdown of outside services used and supporting invoices and documentation that costs of outside services have been paid.
  - (e) Detail for materials, supplies, and other items with the description, units, and unit prices included in the invoice. If materials or supplies are purchased from an outside source, a copy of that invoice should be included.
  - (f) The invoices will include 100% of eligible charges applicable to the Construction Engineering so that the prorata share of federal and City participation can be applied to the total costs.
4. Following certification, by the Project Engineer, of the final estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
  5. Reimbursement of costs under this agreement will be based on actual costs, but limited to eligible items.

G. LIMITATIONS.

1. The City must comply with all applicable Federal, State, and local laws, ordinances, and regulations.
2. Nondiscrimination. It is the policy of the FHWA and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies, is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the City to carry out the above requirements.

3. **Workers' Compensation.** Any and all employees of the City or other persons while engaged in the performance of any work or services required or permitted by the City under this agreement will not be considered employees of MnDOT, and any and all claims that may arise under the Workers' Compensation Act of Minnesota on behalf of said employees, or other persons while so engaged, will in no way be the obligation or responsibility of MnDOT. The City will require proof of Workers' Compensation Insurance from any contractor and sub-contractor.
- H. **AUDIT.**
1. The City will comply with the Single Audit Act of 1984 and Office of Management and Budget (OMB) circular A-133 including amendments and successors thereto, which are incorporated herein by reference.
  2. As provided under Minnesota Statutes Section 16C.05, subdivision 5, all books, records, documents, and accounting procedures and practices of the City are subject to examination by the United States Government, MnDOT, and either the Legislative Auditor or the State Auditor as appropriate, for a minimum of six years. The City will be responsible for any costs associated with the performance of the audit.
- I. **MAINTENANCE.** The City assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.
- J. **CLAIMS.** The City acknowledges that MnDOT is acting only as the City's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The City will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. The City will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project, including reasonable attorney fees incurred by MnDOT. The City's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.
- K. **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA).** This Agreement requires the City to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The City is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the City provides information to the MnDOT as required.

The City shall comply with the following:

1. **Reporting of Total Compensation of the City's Executives.**
  - (a) The City shall report the names and total compensation of each of its five most highly compensated executives for the City's preceding completed fiscal year, if in the City's preceding fiscal year it received:

- i. 80 percent or more of the City's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
- ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

(b) Total compensation means the cash and noncash dollar value earned by the executive during the City's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

2. The City must report executive total compensation described above to the MnDOT by the end of the month during which this agreement is awarded.
3. The City will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>
4. The City's failure to comply with the above requirements is a material breach of this agreement for which the MnDOT may terminate this agreement for cause.

The MnDOT will not be obligated to pay any outstanding invoice received from the City unless and until the City is in full compliance with the above requirements.

II. DUTIES OF MnDOT.

A. ACCEPTANCE. MnDOT accepts designation as Agent of the City for the receipt and disbursement of federal funds and will act in accordance herewith.

B. PROJECT ACTIVITIES. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project, and for reimbursement of eligible costs pursuant to the terms of this agreement.

C. PAYMENTS.

1. MnDOT will receive the federal funds to be paid by the FHWA for the Project, pursuant to Minnesota Statutes § 161.36, Subdivision 2.

2. MnDOT will review and certify each partial pay request. Following certification of the partial estimate, MnDOT will reimburse the City, from said federal funds made available to the Project, for each partial payment request, subject to the availability and limits of those funds.

3. Upon completion of the Project, the City will prepare a final payment request in accordance with the terms of this agreement. MnDOT will review and certify the final payment request with a final audit.

4. No more than 90% of the reimbursement due under this agreement will be paid until completion of the final audit and approval by MnDOT's authorized representative.

5. In the event MnDOT does not obtain funding from the FHWA or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the City may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.

D. AUTHORITY. MnDOT may withhold federal funds, if MnDOT or the FHWA determines that the Project was not completed in compliance with federal requirements.

E. INSPECTION. MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this agreement. The City will make available all books, records, and documents pertaining to the work hereunder, for a minimum of seven years following the closing of the construction contract.

III. AUTHORIZED REPRESENTATIVES. Each authorized representative will have responsibility to administer this agreement and to ensure that all payments due to the other party are paid pursuant to the terms of this agreement.

- A. The City authorized representative is Mike Nielson, Sartell City Engineer, 125 Pinecone Road North, Sartell, MN 56377 or his successor.
  - B. MnDOT's authorized representative is Lynnette Roshell, Minnesota Department of Transportation, State Aid for Local Transportation, 395 John Ireland Boulevard, Mail Stop 500, St Paul, MN 55155, phone 651.366.3822, or her successor.
- IV. TORT LIABILITY. Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- V. ASSIGNMENT. Neither party will assign or transfer any rights or obligations under this agreement without prior written approval of the other party.
- VI. AMENDMENTS. Any amendments/supplements to this Agreement must be in writing and be executed by the same parties who executed the original agreement, or their successors in office.
- VII. TERM OF AGREEMENT. This agreement will be effective upon execution by the City and by appropriate State officials, pursuant to Minnesota Statutes Section 16C.05, and will remain in effect for five (5) years from the effective date or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first.
- VIII. TERMINATION. This agreement may be terminated by the City or MnDOT at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the City as set forth in this Agreement. In the event of such a termination the City will be entitled to reimbursement for MnDOT-approved federally eligible expenses incurred for work satisfactorily performed on the Project to the date of termination subject to the terms of this agreement.

Remainder of this page left intentionally blank

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CITY

City certifies that the appropriate person(s) have executed the contract on its behalf as required by applicable resolutions, ordinances, or charter provisions

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Title: Director, State Aid for Local Transportation

Date: \_\_\_\_\_

COMMISSIONER OF ADMINISTRATION

By: \_\_\_\_\_

Date: \_\_\_\_\_



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Engineering/Administration</b>	Meeting Date: <b>February 22, 2016</b>	Agenda Item No. <b>6f</b>
Agenda Section: <b>Consent</b>	Item: <b>Pinecone Road Phase 2 - Change Order No.2 &amp; 3</b>	
<p><b>RECOMMENDATION:</b> Recommendation to approve Change Order No. 2 &amp; 3</p> <p><b>BOARD/COMMISSION/COMMITTEE RECOMMENDATION:</b> None</p> <p><b>PREVIOUS COUNCIL ACTION:</b> None</p> <p><b>BACKGROUND:</b>  <b>Change Order No. 2</b> – This change order added a concrete curb around a Stearns Electric for protection of the electric cabinet. The location of the bike path was within 2’ of the cabinet and Stearns Electric was concerned that snow plows would damage the cabinet. A 12” tall curb was placed for protection for a Lump Sum cost of \$1,950.00</p> <p><b>Change Order No. 3 -</b>          The plan originally called for seeding all disturbed area. The majority of the disturbed areas are not irrigated and therefore we recommended that all areas be hydroseeded. We feel this will give us as good of an end product at a reduced cost. Any area that needs re-seeding in the spring will be completed as part of the contract. This change order eliminates the sod and adds the hydroseeding. Change Order No. 2 is a <u>deduct</u> in the amount of (\$26,459)</p> <p><b>BUDGET/FISCAL IMPACT:</b> Decrease in the Contract Amount of <b>(\$24,509.00)</b></p> <p><b>ATTACHMENTS:</b> Change Order No. 2 &amp; 3 Pinecone Road Phase 2 (Scout and Heritage Drive)</p> <p><b>COUNCIL ACTION REQUESTED:</b> Motion to approve Change Order No. 2 &amp; 3.</p>		

## CHANGE ORDER NO. 2

**WSB Project:** Pinecone Road Phase 2 Improvements -Heritage and Scout Drive  
**Project Location:** Sartell  
**WSB Project No:** 02174-57

**Design By:** SG  
**Checked By:** MJN  
**Date:** 11/12/2015

The following change order includes concrete curbing that was not included in the original bid and are necessary to complete the project. 30' of concrete curbing was needed to protect the Stearns Electrical box located in the Northwest corner of Scout Dr. and Pinecone Rd. from traffic or snow removal impact

The following items are added to the contract:

Line No.	Item Number	Description	Unit	Unit Price	Estimated Quantity	Estimated Cost
1	2531.601	CONCRETE CURBING	LS	\$1,950.00	1	\$1,950.00

Net Increase contract Cost = \$1,950.00

Signed: *Michael J. Nelson* Date: 11/12/2015  
City Engineer

Signed: *[Signature]* Date: 11/12/2015  
JR Ferche Companies

## CHANGE ORDER NO. 3

**WSB Project:** Pinecone Road Phase 2 Improvements -Heritage and Scout Drive  
**Project Location:** Sartell  
**WSB Project No:** 02174-57

**Design By:** SG  
**Checked By:** MJN  
**Date:** 11/12/2015

The following change order includes Hydroseeding that was not included in the original bid and are necessary to complete the project. Due to the timeline of the project Hydroseeding was done in place of sodding

The following items are added to the contract:

Line No.	Item Number	Description	Unit	Unit Price	Estimated Quantity	Estimated Cost
1	2575.805	SEED AND HYDROMULCH	ACRE	\$10,500.00	2.77	\$28,085.00
2	2575.804	EROSION CONTROL BLANKET	SQ YD	\$6.00	100.00	\$600.00
3	2573.803	BIOROLL	LIN FT	\$6.00	200.00	\$1,200.00
4	2575.505	SODDING TYPE SALT TOLERANT	S Y	\$8.50	-6,908.0	-\$44,902.00
5	2575.501	SEEDING	ACRE	\$12,000.00	-0.37	-\$4,440.00
6	2575.502	SEED MIXTURE 25-161	LB	\$7.00	-111.0	-\$777.00
7	2574.508	FERTILIZER TYPE 3	LB	\$5.00	-167.0	-\$835.00
8	2575.571	RAPID STABILIZATION METHOD 3	MGAL	\$750.00	-8.52	-\$6,390.00

Net Increase contract Cost = **-\$28,459.00**

Signed: Michael J. Nelson  
 City Engineer

Date: 11/12/2015

Signed: [Signature]  
 JR Ferche Companies

Date: 11/12/2015

Pay Voucher



Owner: City of Sartell  
 310 2nd St S  
 Sartell, MN 56377-0140  
 For Period: 12/15/2015 to 2/16/2016  
 Contractor: J.R. Ferche, Inc.  
 13265 25th Avenue NW  
 Rice, MN 56367

Date: 2/16/2016

Request No.: 4

Pay Voucher  
 SART - Pinecone Road from Scout Drive & Heritage Drive  
 Client Contract No.:  
 Project No.: 02174-33  
 Client Project No.:

Project Summary			
1	Original Contract Amount		\$1,874,816.00
2	Contract Changes - Addition	\$17,647.60	
3	Contract Changes - Deduction	(\$28,459.00)	
4	Revised Contract Amount		\$1,866,003.60
5	Value Completed to Date		\$1,688,866.73
6	Material on Hand		\$0.00
7	Amount Earned		\$1,688,866.73
8	Less Retainage		\$84,443.34
9	Subtotal		\$1,604,423.39
10	Less Amount Paid Previously		\$1,562,260.15
11	Liquidated Damages		\$0.00
12	Amount Due Pay Voucher No. 4		\$42,163.24
13	AMOUNT PAID PAY VOUCHER NO. 4		\$42,163.24

THIS IS TO CERTIFY THAT THE ITEMS OF WORK SHOWN IN THIS CERTIFICATE OF PARTIAL PAYMENT HAVE BEEN ACTUALLY FINISHED FOR THE WORK COMPRISING THE ABOVE MENTIONED PROJECTS IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS HERETOFORE APPROVED.

Recommended for Approval by:  
 WSB & Associates, Inc.

*Melba J. Nelson*

Construction Observer:

*[Signature]*

Approved by Contractor:  
 J.R. Ferche, Inc.

*[Signature]*

Approved by Owner:  
 City of Sartell

Specified Contract Completion Date:  
 9/30/2015

Date:

Comment:

Pay Voucher

Project Material Status

Item No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity to Date	Current Quantity	Amount to Date
<b>Base Bid</b>								
1	2021.501	MOBILIZATION	LS	\$23,000.00	1	1	0	\$23,000.00
2	2101.502	CLEARING	TREE	\$50.00	7	5	0	\$250.00
3	2101.507	GRUBBING	TREE	\$50.00	7	5	0	\$250.00
4	2104.501	REMOVE SEWER PIPE (STORM)	LF	\$14.00	951	998	0	\$13,972.00
5	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	\$1.80	11593	12021	0	\$21,637.80
6	2104.503	REMOVE BITUMINOUS WALK	SF	\$0.50	6360	6325	0	\$3,162.50
7	2104.503	REMOVE CONCRETE WALK	SF	\$0.50	31122	30025	0	\$15,012.50
8	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	\$2.65	25521	25421	0	\$67,365.85
9	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	\$300.00	25	22	0	\$6,600.00
10	2104.509	REMOVE MARKER	EACH	\$30.00	5	5	0	\$150.00
11	2104.509	REMOVE SIGN TYPE C	EACH	\$30.00	35	33	0	\$980.00
12	2104.509	REMOVE SIGN TYPE SPECIAL	EACH	\$75.00	2	2	0	\$150.00
13	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LF	\$3.50	2687	1011	0	\$3,538.50
14	2104.523	SALVAGE LIGHTING UNIT	EACH	\$550.00	2	2	0	\$1,100.00
15	2104.523	SALVAGE SIGN TYPE C	EACH	\$40.00	1	2	0	\$80.00
16	2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	\$60.00	3	3	0	\$180.00
17	2105.501	COMMON EXCAVATION	CY	\$14.00	3128	3128	0	\$43,792.00
18	2112.604	SUBGRADE PREPARATION	SY	\$8.10	14376	14376	0	\$87,693.60
19	2123.501	COMMON LABORERS	HOUR	\$50.00	40	0	0	\$0.00
20	2123.509	DOZER	HOUR	\$100.00	40	0	0	\$0.00
21	2123.510	10 CU YD TRUCK	HOUR	\$100.00	40	0	0	\$0.00
22	2123.514	3.0 CU YD FRONT END LOADER	HOUR	\$100.00	40	0	0	\$0.00
23	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$140.00	60	40	0	\$5,600.00
24	2130.501	WATER	MGAL	\$35.00	50	25	0	\$875.00
25	2211.503	AGGREGATE BASE (CV) CLASS 5	CY	\$22.00	3772	4352	0	\$95,744.00
26	2301.504	CONCRETE PAVEMENT 7.0"	SY	\$58.00	810	717	0	\$41,586.00
27	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$65.00	3249	3714.58	0	\$241,447.70
28	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$67.00	2818	2549.81	0	\$145,327.77
29	2502.521	4" PE PIPE DRAIN	LF	\$8.00	3400	553	0	\$4,424.00
30	2503.541	12" RC PIPE SEWER DES 3006 CL V	LF	\$40.00	25	44	0	\$1,760.00
31	2503.541	15" RC PIPE SEWER DES 3006 CL V	LF	\$40.00	940	952	0	\$38,080.00
32	2503.541	18" RC PIPE SEWER DES 3006 CL III	LF	\$50.00	268	348	0	\$17,400.00
33	2503.541	24" RC PIPE SEWER DES 3006 CL III	LF	\$55.00	99	92	0	\$5,060.00
34	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,200.00	9	6	0	\$7,200.00
35	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,500.00	8	10	0	\$15,000.00
36	2504.601	IRRIGATION SERVICE	LS	\$3,000.00	2	2	0	\$6,000.00
37	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$1,500.00	2	2	0	\$3,000.00
38	2504.602	ADJUST GATE VALVE & BOX	EACH	\$300.00	6	7	0	\$2,100.00
39	2504.803	4" PVC SCH. 40	LF	\$10.00	2600	2500	0	\$25,000.00
40	2504.808	DUCTILE IRON FITTINGS	LB	\$0.01	100	0	0	\$0.00
41	2508.501	CONST DRAINAGE STRUCTURE DES 48-4020	LF	\$350.00	172.81	172.98	0	\$60,543.00
42	2508.501	CONST DRAINAGE STRUCTURE DES 60-4020	LF	\$600.00	5.98	5.98	0	\$3,588.00
43	2508.501	CONST DRAINAGE STRUCTURE DES 72-4020	LF	\$700.00	8.34	8.34	0	\$5,838.00
44	2508.501	CONST DRAINAGE STRUCTURE DES 84-4020	LF	\$800.00	9.12	0	0	\$0.00
45	2508.518	CASTING ASSEMBLY	EACH	\$800.00	50	47	0	\$37,600.00
46	2508.522	ADJUST FRAME & RING CASTING (STORM)	EACH	\$350.00	12	20	0	\$7,000.00
47	2508.522	ADJUST FRAME & RING CASTING (SANITARY)	EACH	\$350.00	4	10	0	\$3,500.00
48	2521.501	4" CONCRETE WALK	SF	\$3.50	52225	50798	0	\$177,793.00
49	2521.501	6" CONCRETE WALK	SF	\$6.75	3980	3769	0	\$25,440.75
50	2521.511	3" BITUMINOUS WALK	SF	\$2.75	19210	21870	0	\$60,142.50

Pay Voucher

Item No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity to Date	Current Quantity	Amount to Date
51	2531.501	CONCRETE CURB & GUTTER DESIGN B612	LF	\$18.50	555	553	0	\$9,124.50
52	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LF	\$12.00	13392	12853	0	\$155,436.00
53	2531.501	CONCRETE CURB & GUTTER DESIGN S524	LF	\$19.00	710	702	0	\$13,398.00
54	2531.618	TRUNCATED DOMES	SF	\$45.00	576	500	0	\$22,500.00
55	2545.511	LIGHTING UNIT TYPE A	EACH	\$11,000.00	8	0	0	\$0.00
56	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	\$725.00	8	0	0	\$0.00
57	2545.523	3" NON-METALLIC CONDUIT	LF	\$7.00	1730	0	0	\$0.00
58	2545.531	UNDERGROUND WIRE 1 COND NO 4	LF	\$1.00	4400	0	0	\$0.00
59	2545.531	UNDERGROUND WIRE 1 COND NO 8	LF	\$1.00	6500	0	0	\$0.00
60	2545.541	SERVICE CABINET -TYPE L1	EACH	\$4,800.00	2	0	0	\$0.00
61	2545.545	EQUIPMENT PAD B	EACH	\$1,500.00	2	0	0	\$0.00
62	2545.553	HANDHOLE	EACH	\$1,000.00	5	0	0	\$0.00
63	2545.544	SERVICE EQUIPMENT	EACH	\$4,000.00	2	0	0	\$0.00
64	2563.601	TRAFFIC CONTROL	LS	\$26,000.00	1	1	0	\$26,000.00
65	2584.531	SIGN PANELS TYPE C	SF	\$50.00	388	373	0	\$18,650.00
66	2584.531	SIGN PANELS TYPE D	SF	\$60.00	21.76	21.76	0	\$1,305.60
67	2584.537	INSTALL SIGN TYPE C	EACH	\$175.00	1	1	0	\$175.00
68	2584.537	INSTALL SIGN TYPE SPECIAL	EACH	\$200.00	3	3	0	\$600.00
69	2573.502	SILT FENCE, TYPE MS	LF	\$2.00	5774	0	0	\$0.00
70	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$200.00	69	36	0	\$7,200.00
71	2573.680	CULVERT END CONTROLS	EACH	\$150.00	3	0	0	\$0.00
72	2573.602	STABILIZED CONSTRUCTION EXIT	EACH	\$750.00	8	0	0	\$0.00
73	2574.525	BOULEVARD TOPSOIL BORROW	CY	\$20.00	768	1363	0	\$27,260.00
74	2575.505	SODDING TYPE SALT TOLERANT	SY	\$6.50	6908	0	0	\$0.00
75	2575.501	SEEDING	ACRE	\$12,000.00	0.37	0	0	\$0.00
76	2575.502	SEED MIXTURE 25-151	LB	\$7.00	111	0	0	\$0.00
77	2574.508	FERTILIZER TYPE 3	LB	\$5.00	167	0	0	\$0.00
78	2575.571	RAPID STABILIZATION METHOD 3	MGAL	\$750.00	8.52	0	0	\$0.00
79	2582.501	PAVT MSSG (RT ARROW) POLY PREF-GR IN	EACH	\$500.00	2	7	0	\$3,500.00
80	2582.501	PAVT MSSG (THRU ARROW)POLY PREF-GR IN	EACH	\$500.00	4	4	0	\$2,000.00
81	2582.501	PAVT MSSG (LT-THRU ARROW)POLY PREF-GR IN	EACH	\$800.00	6	12	0	\$6,600.00
82	2582.501	PAVT MSSG (RT-THRU ARROW)POLY PREF-GR IN	EACH	\$800.00	4	4	0	\$3,200.00
83	2582.502	4" SOLID LINE WHITE-PAINT	LF	\$0.25	5283	1569	0	\$392.25
84	2582.502	4" SOLID LINE YELLOW-PAINT	LF	\$0.25	3822	4043	0	\$1,010.75
85	2582.502	4" DOUBLE SOLID LINE YELLOW-PAINT	LF	\$0.50	3681	648	0	\$323.00
86	2582.502	4" SOLID LINE WHITE-EPOXY-GR IN	LF	\$1.00	8017	8060	0	\$8,060.00
87	2582.502	4" DOTTED LINE WHITE-EPOXY (GROUND IN)	LF	\$3.75	358	676	0	\$2,535.00
88	2582.502	6" DOTTED LINE WHITE-EPOXY-GR IN	LF	\$6.00	162	169	0	\$1,014.00
89	2582.502	4" SOLID LINE YELLOW-EPOXY-GR IN	LF	\$1.00	5483	5286	0	\$5,286.00
Totals For Section Base Bid:								\$1,644,484.37
Change Order 1								
90	2582.501	PAVT MSSG (RT-THRU-LT ARROW) POLY PREF	EACH	\$1,300.00	4	0	0	\$0.00
114	2582.603	CROSSWALK MARKING-POLY PREFORM-GR IN	SF	\$18.20	648	712.8	712.8	\$11,547.36
Totals For Change Order 1:								\$11,547.36
Change Order 2								
100	2531.601	CONCRETE CURBING	LS	\$1,950.00	1	1	1	\$1,950.00
Totals For Change Order 2:								\$1,950.00
Change Order 3								
101	2575.605	SEED AND HYDROMULCH	ACRE	\$10,500.00	2.77	2.77	2.77	\$29,085.00
102	2575.604	EROSION CONTROL BLANKET	SQ YD	\$6.00	100	100	100	\$600.00

Pay Voucher

Item No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity to Date	Current Quantity	Amount to Date
103	2573.603	BIOROLL	LIN FT	\$8.00	200	200	200	\$1,200.00
109	2575.605	SODDING TYPE SALT TOLERANT	S Y	\$8.50	-6908	0	0	\$0.00
110	2575.501	SEEDING	ACRE	\$12,000.00	-0.37	0	0	\$0.00
111	2575.502	SEED MIXTURE 25-151	LB	\$7.00	-111	0	0	\$0.00
112	2574.508	FERTILIZER TYPE 3	LB	\$5.00	-167	0	0	\$0.00
113	2575.571	RAPID STABILIZATION METHOD 3	MGAL	\$750.00	-8.52	0	0	\$0.00
Totals For Change Order 3:								\$30,685.00
Project Totals:								\$1,688,868.73

**Pay Voucher**

**Project Payment Status**  
 Owner: City of Sartell  
 Client Project No.:  
 Client Contract No.:  
 Project No.: 02174-33  
 Contractor: J.R. Ferche, Inc.

**Contract Changes**

No.	Type	Date	Description	Amount
CO1	Change Order	10/29/2015	Pavement Marking (Ped. Xing)	\$15,697.60
CO2	Change Order	11/5/2015	24" CURB PROTECTION FOR STEARNS ELEC BOX	\$1,950.00
CO3	Change Order	11/12/2015	Hydroseeding	(\$26,459.00)
<b>Change Order Totals:</b>				<b>(\$8,811.40)</b>

**Payment Summary**

No.	From Date	To Date	Payment	Total Payment	Retainage Per Payment	Total Retainage	Total Payment + Retainage	Work Certified Per Payment	Total Work Certified
1	8/1/2015	9/30/2015	\$530,080.37	\$530,080.37	\$27,898.97	\$27,898.97	\$557,979.34	\$557,979.34	\$557,979.34
2	10/1/2015	10/23/2015	\$467,327.73	\$997,408.10	\$24,596.19	\$52,495.16	\$1,049,903.26	\$491,923.92	\$1,049,903.26
3	10/24/2015	12/14/2015	\$564,852.05	\$1,562,260.15	\$29,729.06	\$82,224.22	\$1,644,484.37	\$594,581.11	\$1,644,484.37
4	12/15/2015	2/16/2016	\$42,163.24	\$1,604,423.39	\$2,219.12	\$84,443.34	\$1,688,866.73	\$44,382.36	\$1,688,866.73
<b>Payment Totals:</b>				<b>\$1,604,423.39</b>		<b>\$84,443.34</b>	<b>\$1,688,866.73</b>		<b>\$1,688,866.73</b>

**Project Summary**

<b>Material On Hand:</b>	<b>\$0.00</b>	<b>Original Contract:</b>	<b>\$1,874,815.00</b>
<b>Total Payment to Date:</b>	<b>\$1,604,423.39</b>	<b>Contract Changes:</b>	<b>(\$8,811.40)</b>
<b>Total Retainage:</b>	<b>\$84,443.34</b>	<b>Revised Contract:</b>	<b>\$1,866,003.60</b>
<b>Total Amount Earned:</b>	<b>\$1,688,866.73</b>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Public Works</b>	Meeting Date: <b>February 22, 2016</b>	Agenda Item No. <b>8a</b>
Agenda Section: <b>Old Business</b>	Item: <b>2016 Compost Site Hours</b>	
<p><b>RECOMMENDATION:</b> Public Works would like discussion with Council at your meeting before making recommendation.</p> <p><b>BACKGROUND:</b> At the Council's November 9, 2015 meeting, staff was asked to look into adding Sunday hours and possibly reducing other hours at the compost site that are not highly used. Council priorities and preferences should be discussed at your Council meeting to determine costs and benefits of changing hours.</p> <p><b>ATTACHMENTS:</b> None</p> <p><b>COUNCIL ACTION REQUESTED:</b> Council discussion and direction to staff on 2016 compost site hours.</p>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>February 22, 2016</b>	Agenda Item No. <b>8b</b>
Agenda Section: <b>Old Business</b>	Item: <b>Landscaping Design Proposal</b>	
<p><b>RECOMMENDATION:</b> Staff recommends no change.</p> <p><b>PREVIOUS COUNCIL ACTION:</b> Council approved Damon Farber proposal for landscape architect services. Council Member Braig Lindstrom has asked for the item to be back on your agenda this evening.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None.</p> <p><b>ATTACHMENTS:</b> None.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Council discussion.</p>		



# February 2016

SUN	MON	TUE	WED	THU	FRI	SAT
	1 12:30 SSC BD MTG	2	3	4	5	6
7	8 6 PM CITY COUNCIL MTG	9 NOON CHAMBER AT WATERS CHURCH 5:30 EDC INTERVIEWS	10	11 5 PM APO EXEC BD.	12	13
14	15 PRESIDENT'S DAY CITY HALL CLOSED	16 4 PM MTC BD MTG.	17 9AM S.A.L.T. @ PD	18	19 Comp Plan Virtual Open House Ends.	20
21	22 6 PM CITY COUNCIL MTG.	23 7:30 LESAUK/SARTELL JOINT PLANNING BOARD @ Town Hall	24	25 7 PM APO POLICY BD. AT W.P. CITY HALL	26 Greater St. Cloud Com- munity Pillars Forum Rivers Edge 7:30—10 am	27
28	29 6 PM SPECIAL JOINT MTG, EDC, PLANNING, PARK & COUNCIL					

Sartell

# March 2016

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 12:30 pm SSC Bd Mtg. 6 pm—50th Ave EA Open House@Chambers 6:30 pm Planning Comm	8 11:30 am Chamber @ the Waters Church	9	10 5 PM. APO EXEC. BD @ JIMMY'S	11	12
13 DAYLIGHT SAVINGS BEGINS	14 5:30 EDA MTG. 6 pm City Council	15 7 am EDC 4 pm MTC Bd Mtg. @ MTC offices	16 9 am SALT @ PD	17	18	19
20	21	22	23	24	25 GOOD FRIDAY CITY HALL CLOSED	26
27 EASTER SUNDAY	28 6 pm City Council	29	30	31		