

AGENDA
SARTELL CITY COUNCIL
Monday, April 27, 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. SPECIAL PRESENTATIONS

- a. Ken Heim
- b. Mulligan’s Events Center – 2015 fireworks permit

5. APPROVAL OF CITY COUNCIL MINUTES

- a. April 13, 2015 – Special Meeting
- b. April 13, 2015 - Regular Meeting

6. CONSENT AGENDA

- a. Approval of voucher payments
- b. Approval of kennel permit
- c. Acceptance of resignation and appointment of Public Works employee
- d. Approval of Seasonal Work Changes
- e. Calling a Public Hearing for a Rezoning
- f. Approval of Special Event Permit
- g. Calling a Public Hearing Annual MS4 Report
- h. Award of sealcoat bid for 2015
- i. Approval of WSB Contract Amendment
- j. Acceptance of resignations and authorize hiring

7. PUBLIC HEARINGS

- a. Amending Animal Control Ordinance
- b. Amending Subdivision and Zoning Codes for NPDES Phase 2 Requirements

8. OLD BUSINESS

- a. Special Council Meetings
- b. Community Solar Garden
- c. Pinecone Regional Parking Lot

9. NEW BUSINESS

- a. PD badge design and mission statement

10. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

11. ADJOURN

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Inspections/Fire Marshal	Meeting Date: April 27, 2015	Agenda Item No. 4b
Agenda Section: Special Presentations	Item: Mulligan's – Fireworks Permit	
<p>RECOMMENDATION: Council consideration of seasonal permit for fireworks at Mulligan's.</p> <p>BACKGROUND: The popularity of fireworks at private events has led to fireworks permits being issued to Mulligan's for weddings or other celebrations in recent years. Based on a practice St. Cloud uses, staff would like Council consideration of a seasonal permit (May 1st to October 1st) with conditions listed below and one \$250 permit fee (rather than a \$150 permit fee per event), plus \$375 fire department standby fees per event.</p> <p>Because of complaints we have heard from neighbors in past years, staff wanted Council review on this overall topic and has invited a Mulligan's representative to attend your meeting. The Council minutes from November of 2000 are attached restricting noise from music, but staff has not interpreted the short duration of fireworks as equivalent to concerns about loud music lasting until 1:00 am on weekends. Fireworks are a 10 or 15 minute event a few times each year, and are generally completed closer to the 10:00 pm timeframe. Staff recommends Council impose these conditions on the fireworks permit:</p> <p>Permit holder responsible for notification to neighboring properties Fire Marshal can cancel per weather conditions Fireworks must be completed by 10:30 pm Shells no bigger than 3 inch will be allowed at shoot site</p> <p>BUDGET/FISCAL IMPACT: None – fees applied will cover costs.</p> <p>ATTACHMENTS: November 13, 2000 Council minutes that approved the Mulligan's Permit with conditions listed.</p> <p>COUNCIL ACTION REQUESTED: Motion to authorize staff to issue seasonal fireworks permit with conditions listed above.</p>		

November 13, 2000

A MOTION WAS MADE BY BARRETT APPOINTING THE CHAIR OF THE JOINT PLANNING COMMISSION, BRAD HAROLDSON, TO SERVE ON THE SIX AREA CITIES TASK FORCE AND WORK ON A COMMON AFFORDABLE HOUSING ORDINANCE. THE MOTION WAS SECONDED BY CARLSON.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: POGATSHNIK, BARRETT, BLEASE, CARLSON, LEWANDOWSKI

NAY: NONE

MOTION CARRIED

Dan Finn, representing GRIP thanked the council for their support.

CONDITIONAL USE AND SITE PLAN APPROVAL, FRONTIER PROPERTIES

Mayor explained the reason for this item on the agenda was to give the Council an opportunity to review the site plan regarding lighting and landscape concerns expressed at earlier meetings.

Oscar Castellanos outlined his plans for the site including a restaurant and eventual mini mall attachment. No mature trees will be removed from the property on the north side of the site and interior plantings will be provided as indicated on the plan. Soffit lighting to be provided around the perimeter of the retail center with coach style lights in the parking lot. The site plan shows a service road on the northerly portion of the site, set back as requested by the Joint Planning Commission. Discussed the removal of the drive thru on the east side of the restaurant and live outside music.

Council member Lewandowski asked if the access is in line with roads to the east.

Council member Carlson asked if there would be outside live music.

A MOTION WAS MADE BY CARLSON ADOPTING RESOLUTION #179-00 (PREVIOUSLY TABLED AS #135-00) APPROVING THE CONDITIONAL USE PERMIT TO DEVELOP A RETAIL CENTER AND RESTAURANT IN AN R-5 PLANNED UNIT DEVELOPMENT WITH THE FOLLOWING CONDITIONS:

1. NO REMOVAL OF TREES ON THE NORTH SIDE BEHIND THE RETAIL CENTER
2. NO DRIVE-THRU ALLOWED ON THE RETAIL CENTER
3. OFF BUILDING SIGNAGE LIMITED TO ONE MONUMENTAL SIGN
4. LANDSCAPING ACCORDING TO THE PLAN
5. NO AUDIBLE MUSIC AT PROPERTY LINE
6. NO OUTSIDE LIVE MUSIC

SARTELL CITY COUNCIL MEETING

MINUTES OF APRIL 13, 2015

SPECIAL MEETING

Pursuant to due call and notice thereof, a special meeting was held on April 13, 2015 at Sartell City Hall. The meeting commenced at 6:00 PM.

COUNCIL PRESENT: Mayor Nicoll, Council members Braig Lindstrom, Peterson, Hennes and Lynch

COUNCIL ABSENT: None

OTHERS PRESENT: Mary Degiovanni, City Administrator
Stan Weinberger, City Attorney

AGENDA

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

FACILITATOR QUOTES & SPECIAL MEETINGS

The Mayor referenced the facilitator quotes provided with agenda packets and outlined choices for Council consideration: hire a facilitator now; hire a facilitator as part of the budget/goals process; don't hire a facilitator at all.

Member Braig Lindstrom spoke in favor of using a facilitator. Member Peterson felt it could be worth trying. Members Lynch and Hennes felt it was an unnecessary expense. Mayor Nicoll would prefer to have the Council try their own budget/goals discussions since this new Council has not gone through a budget/goals cycle yet and Council members could find it works well without a facilitator.

Members also discussed pros, cons and logistics of special meetings. No formal Council action was taken on the special meetings agenda item and staff will bring it back for discussion and action at the April 27th regular meeting.

The Mayor questioned whether some of Council member Braig Lindstrom's concerns might be better resolved through Personnel Committee. Council consensus was to refer them to Personnel Committee for further discussion.

A motion was made by Braig Lindstrom and seconded by Lynch not to hire a facilitator. The motion passed with Hennes, Lynch and Nicoll voting in favor and Peterson and Braig Lindstrom voting against.

ADJOURNMENT

Upon motion made by Council member Peterson and seconded by Council member Hennes, the Mayor adjourned the meeting at 6:58 pm.

Minutes By:

Mary Degiovanni, City Administrator

Sarah Jane Nicoll, Mayor

April 13, 2015

CITY COUNCIL MEETING
MINUTES OF APRIL 13, 2015

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on April 13, 2015 in the Council Chambers of Sartell City Hall. Mayor Sarah Nicoll called the meeting to order at 7:00 p.m.

COUNCIL PRESENT: Mayor Nicoll, Council members: Braig-Lindstrom, Hennes, Lynch, and Peterson
ABSENT: None
ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Jim Hughes, Police Chief
Brad Borders, Public Works Director
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 BRAIG-LINDSTROM APPROVING THE AGENDA. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM/PUBLIC COMMENT

Danessa Sardmann, representing Centracare, 1406 6th Avenue North, St. Cloud, spoke against the tobacco ordinance as presented for approval by the Council tonight.

Robbie Schultz, representing the Bernick's Arena Board, suggested the Council consider bidding the surfacing of the parking lot at Pinecone Regional Park at the same time as the reconstruction of Pinecone Road for possible pricing advantages.

Heidi Benner, 254 Tradewind Avenue, is legally blind and spoke against the City installing the roundabout at the intersection of 2nd Street and Pinecone Road.

SPECIAL PRESENTATIONS

Steve Wischmann, representing Kern, Dewenter, Viere, LTD, the City of Sartell's Audit firm, presented a power point presentation on the City's audited financial statements for 2014. Mr. Wischmann complimented City Administrator Degiovanni for the great job she does as Finance Director and Administrator managing the City on a day-to-day basis.

As part of the Audit presentation, City Council was asked to approve fire relief actuarials to be funded from the Fire Department operating budget. Mayor Nicoll said she would abstain from voting due to family on the department.

April 13, 2015

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG LINDSTROM APPROVING THE FIRE RELIEF ACTUARIAL EXPENDITURE.

UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS BRAIG LINDSTROM, HENNES LYNCH

NAY: NONE

ABSTAIN: MAYOR NICOLL

MOTION CARRIED

APPROVAL OF CITY COUNCIL MINUTES

- a. March 23, 2015 Regular Meeting

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

CONSENT AGENDA

- a. March Building Permit Activity Report – Acceptance
- b. March Inspections Activity Report – Acceptance
- c. March Technology Report – Acceptance
- d. Approval of voucher payments
- e. ~~Approval of kennel permit~~
- f. Approval of SHPO required survey of Sauk River Regional Park
- g. Approval of Building Inspections Service Agreement
- h. Approval of Resolution Accepting Donations
- i. Approval of Landfill Reporting Proposals
- j. ~~Authorizing Sale of Property~~
- k. Calling a Public Hearing for NPDES Phase 2 Zoning and Subdivision Ordinance Amendments
- l. Calling a Public Hearing for a Rezoning and Preliminary plat

Items e and j were removed for separate discussion at the request of Council members Hennes and Peterson respectively.

A MOTION WAS MADE BY COUNCILMEMBER BRAIG LINDSTROM AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS A – L, REMOVING ITEM E AND J FOR SEPARATE DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.

Consent Agenda e

Approval of kennel permit

Council member Hennes talked about updating the animal ordinance and possibly requiring fenced in yards if more than two dogs are allowed. He also talked about the possibility of adding the requirement to the animal ordinance of notifying neighbors within a specific radius when a kennel permit is brought before the Council for approval. His concerns include dogs running loose and owners not picking up after their animals.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING THE REQUESTED KENNEL PERMIT. THE MOTION CARRIED UNANIMOUSLY.

April 13, 2015

Consent Agenda j

Authorizing Sale of Property

Council member Peterson spoke against the sale of the property and recovering only 50 cents on the dollar. He talked about the value of park land on the Mississippi and the possibility of future park development on this site.

Council member Hennes favors the sale of the property, especially with the City's investments in Rotary Riverside Park and Sauk River Regional Park. He favors putting the sale proceeds into Park District fund to help further develop Rotary Riverside Park and river pedestrian access.

Council member Braig Lindstrom talked about the return on the City's initial investment and that this river lot could be valuable to access the river for mutual aid water rescue as well a park area or other ideas we haven't explored yet and so we should have more discussion before selling.

Council member Lynch sees limited potential with this small lot and even though the City cannot recover the initial investment, he believes the sale of the property would allow the City to add amenities to Rotary Park.

Mayor Nicoll believes the City could wait a long time to recover the entire initial investment of this property and with a sale could put the money to better use, especially since there are no plans at this time to develop this lot.

**A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES
AUTHORIZING LISTING THE PROPERTY FOR SALE.
UPON VOTE BEING TAKEN THE FOLLOWING VOTED:
AYE: MAYOR NICOLL, COUNCIL MEMBERS HENNES AND LYNCH
NAY: COUNCIL MEMBERS BRAIG-LINDSTROM AND PETERSON**

PUBLIC HEARINGS

a. Vacation of Easements – Madison Crossing

Community Development Director Rasmussen presented the request for vacation of easements at Madison Crossing and reviewed the conditions of approval.

Mayor Nicoll opened the public hearing at 7:54 p.m. There were no comments from the public or written comments received and the hearing was closed.

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON
APPROVING THE VACATION OF EASEMENTS FOR MADISON CROSSING. THE MOTION CARRIED
UNANIMOUSLY.**

b. Final Plat – Grandview

Community Development Director Rasmussen presented the final plat of Grandview and reviewed the conditions of approval.

April 13, 2015

Council members discussed traffic and favored extending the walking path from Pinecone Road to Victory Avenue and well as the addition of turn lanes.

A MOTION WAS MADE BY COUNCIL MEMBER LYNCH AND SECONDED BY MEMBER HENNES APPROVING THE FINAL PLAT AND DEVELOPMENT AGREEMENT FOR GRANDVIEW. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

a. Dog Park Proposal

City Administrator Degiovanni reviewed the dog park funding plan and the request to authorize initial improvements and have the DogPAC and staff work together on rules for the park. A special “thanks” was extended to all the volunteers who helped with this project.

A MOTION WAS MADE BY COUNCIL MEMBER BRAIG LINDSTROM AND SECONDED BY MEMBER HENNES APPROVING THE DOG PARK PROPOSAL AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

b. Tobacco Use Ordinance

Police Chief Hughes presented the tobacco use ordinance. Some minor wording modifications were made by the Council.

**A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH APPROVING THE TOBACCO USE ORDINANCE WITH THE MODIFICATIONS AS SUGGESTED BY COUNCIL. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:
AYE: MAYOR NICOLL, COUNCIL MEMBERS HENNES, LYNCH, AND PETERSON
NAY: COUNCIL MEMBER BRAIG LINDSTROM
MOTION CARRIED**

c. Approving Plans and Specs and Authorizing Bids on Pinecone Road

City Engineer Nielson presented a power point presentation on the plans and specs for the upcoming Pinecone Road improvements from 2nd Street South to 500 feet south of 7th Street North, including turn lanes and roundabout. Nielson also explained right-of-way and easements needed. Nielson requested approval for options of colored concrete on some medians as well as street light designs. Nielson reviewed the timeline for bidding, proposed starting and ending construction dates and detour options.

Council member Braig-Lindstrom asked what could be done to help visually impaired residents cross the roundabouts. Nielson talked about the variation in coloring between roadway and crosswalks, the median refuge and the truncated domes which are designed to assist visually impaired pedestrians sense the difference between road and curbing. Nielson also talked about the option of installing electronic signaling devices. Member Braig-Lindstrom expressed her concern of the high cost for the roundabout.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING PLANS AND SPECS AND AUTHORIZING BIDS ON THIS PHASE OF PINECONE ROAD. UPON VOTE BEING TAKEN THE FOLLOWING VOTED

April 13, 2015

**AYE: MAYOR NICOLL, COUNCIL MEMBERS HENNES, LYNCH, AND PETERSON
NAY: COUNCIL MEMBER BRAIG LINDSTROM
MOTION CARRIED**

NEW BUSINESS

a. Community Solar Garden Proposal

Representatives of SolarStone provided a power point presentation outlining current solar energy legislation, visuals of how a solar garden would look, and proposed site within the City for possible solar garden. Future land use actions would require a conditional use permit and public hearing.

Consensus of the Council believes this program has merit and is worth pursuing. Council members Lynch and Braig Lindstrom volunteered to serve on a subcommittee to negotiate final terms to bring back for full Council consideration.

b. Pinecone Regional Park parking lot

City Administrator Degiovanni listed the various events hosted by Bernick's Arena and reminded the Council that their liaison to the arena Board, Council member Peterson, had requested this item be placed on tonight's agenda. Council member Peterson talked about the need for more parking at the Park for the events held at the arena. Arena visitors currently need to park on the grass for large events and Peterson asked if it would be possible to combine the Pinecone Road reconstruction with Pinecone Regional parking lot for better pricing.

Engineer Nielson explained the need for soil borings and storm water run off testing prior to construction and given the time constraints, he would need to do further work to see if it was even possible or cost saving to bid it with the Heritage and Scout Drive section of the Pinecone Road project. He could come back with a plan and cost estimate in about 6 weeks and Council by consensus was agreeable to that.

DEPARTMENTS REPORTS

Police Department

Police Chief Hughes presented his report.

Fire Department

The Fire Department report was included with the packet.

Public Works

Director Borders presented his report and updated the Council on the availability of compost stickers and Earth day clean up.

City Engineer

Engineer Nielson presented his report.

Planning & Community Development Director

Director Rasmussen presented her report.

April 13, 2015

City Administrator

Administrator Degiovanni presented her report.

CITY COUNCIL UPDATE – MISCELLANEOUS BUSINESS

Council members gave updates on various meetings and community events.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER LYNCH TO ADJOURN THE MEETING AT 9:58 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By

Judy Molitor
Recording Secretary

Sarah Jane Nicoll
Mayor

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name ADAMS, VALERIE					
		0415ADM02	504 3RD ST N	\$201.31	REIMB-OVERPAY UTIL BILL
Search Name ADAMS, VALERIE				\$201.31	
Search Name ADVANCED PUBLIC SAFETY INC					
		0415PD02	00003179	\$538.65	QUICK VOICE
Search Name ADVANCED PUBLIC SAFETY INC				\$538.65	
Search Name ALEXANDRIA TECH&COMM COLLEGE					
		0415FD02	00093897	\$200.00	FIRE SCHOOL-LYON,GRUNDHOEFER
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		0415PW02	2200636709	\$64.80	TOWELS,MATS,MOPS-MAINT
		0415PW02	2200636709	\$54.81	UNIFORMS
		0415PW02	2200636709	\$30.32	UNIFORMS
		0415PW02	2200636709	\$12.36	UNIFORMS
		0415PW02	2200636711	\$30.66	TOWELS,MOPS,MATS-MAINT
		0415ADM02	2200636726	\$39.21	TOWELS,MATS-HALL
		0415PW02	2210043599	-\$29.75	UNIFORMS
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Search Name ANDERSON METAL FABRICATING					
		0415FD02	1178	\$628.00	LOWER UNIT GUARD-FD BOAT
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Search Name BENTON TROPHY & AWARDS INC					
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Search Name BOUND TREE MEDICAL LLC					
		0415FD02	81752849	\$272.44	MEDICAL SUPPLIES-FD
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Search Name BRAUN INTERTEC					
		0415ADM02	B025198	\$2,850.00	PCR RESURFACING
Search Name BRAUN INTERTEC				\$2,850.00	
Search Name BRODA, TIM					
		0415PD02	041315	\$30.90	EXPENSES-PPCT INST TRNG
Search Name BRODA, TIM				\$30.90	
Search Name CENTRACARE HEALTH FOUNDATION					
		0415PD02	041515	\$200.00	BIKE HELMETS
Search Name CENTRACARE HEALTH FOUNDATION				\$200.00	
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	066978	4/14/2015	0415PPD02 835230105019832	\$62.39	INTERNET/TV-MAINT
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Vendor Transactions-Agenda Packet

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		0415PD02	1STQTR2015	\$120.00	ADMIN CITATIONS-1ST QTR
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		0415PW02	4	\$350.00	REPAIRS-SPRINKLER SYS CHAMPION
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Search Name EARTH SCIENCE ASSOCIATES INC					
		0415PW02	2115	\$3,950.00	GREDE LANDFILL MONITORING
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002514E	4/14/2015	0415PPD02	04-10-2015	\$9,406.81	04/10 FED TAX W/HELD
002514E	4/14/2015	0415PPD02	04-10-2015	\$1,341.29	04/10 EMPLOYER MEDICARE
002514E	4/14/2015	0415PPD02	04-10-2015	\$3,297.73	04/10 EMPLOYEE FICA
002514E	4/14/2015	0415PPD02	04-10-2015	\$1,341.29	04/10 EMPLOYEE MEDICARE
002514E	4/14/2015	0415PPD02	04-10-2015	\$3,297.73	04/10 EMPLOYER FICA
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		0415FD02	3802	\$660.88	SUPPLIES-FD
		0415FD02	3833	\$246.00	REPAIRS-FD EQUIP
		0415FD02	3864	\$116.25	TOOL MOUNT BKT-FD
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Search Name FASTENAL COMPANY					
		0415PW02	MNSAU142709	\$35.69	SUPPLIES-SHOP
		0415FD02	MNSAU142983	\$33.54	REPAIRS-FD EQUIP
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Search Name FERGUSON WATERWORKS #2516					
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Search Name FINANCE AND COMMERCE					
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Search Name FIREHOUSE SOFTWARE					
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				\$1,035.00	
Search Name GATR OF SAUK RAPIDS					
		0415PW02	01P117762	\$488.40	REPAIRS-PLANT
		0415FD02	01P119670	\$97.32	REPAIRS-FD EQUIP
		0415FD02	01P120072	\$19.76	REPAIRS-FD #22
		0415PW02	01P120347	\$123.00	REPAIRS-LOADER
		0415PW02	01P120811	\$29.13	REPAIRS-COMPRESSOR
		0415PW02	01P120814	\$28.16	REPAIRS-PATCHER

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
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		0415PW02	735605	\$15.86	VEHICLE REPAIRS-STREETS
Search Name GILLELAND CHEVROLET				\$15.86	
Search Name GRAINGER, W.W. INC.					
		0415FD02	9707726718	\$49.55	REPAIRS-FD #24
		0415FD02	9711318775	\$58.96	REPAIRS-FD EQUIP
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		0415PW02	3713200	\$6,759.70	CHEMICALS
		0415PW02	3713541	\$2,366.43	CHEMICALS
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		0415ADM02	55858555	\$1,259.71	EMPLOYEE HEALTH INS
		0415ADM02	55858555	\$2,524.68	EMPLOYEE HEALTH INS
		0415ADM02	55858555	\$718.96	EMPLOYEE HEALTH INS
		0415ADM02	55858555	\$285.58	EMPLOYEE HEALTH INS
		0415ADM02	55858555	\$3,551.22	EMPLOYEE HEALTH INS
		0415ADM02	55858555	\$872.90	EMPLOYEE HEALTH INS
		0415ADM02	55858555	\$10,391.29	EMPLOYEE HEALTH INS
		0415ADM02	55858555	\$515.02	EMPLOYEE HEALTH INS
		0415ADM02	55858555	\$3,786.00	EMPLOYEE CONTR TO INS-APR
Search Name HEALTHPARTNERS				\$24,382.29	
Search Name HENDRICKSON, JOHN					
		0415ADM02	83-15&58-15	\$27.00	OVERCHARGE-PLBG SURCHGS
Search Name HENDRICKSON, JOHN				\$27.00	
Search Name INDEPENDENT SCHOOL DISTRCT 748					
		0415FD02	03-2015	\$166.81	FUELS-FD
		0415PD02	03-2015	\$2,478.62	FUELS-PD
		0415PW02	03-2015	\$3,980.21	FUELS-MAINT
		0415ADM02	03-2015	\$183.03	FUELS-INSPECTIONS
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002511E	4/13/2015	0415PPD02	04-10-2015	\$2,545.94	04/10 PAYROLL DEDUCTION
002512E	4/13/2015	0415PPD02	04-10-2015	\$2,144.21	04/10 PAYROLL DEDUCTION
002512E	4/13/2015	0415PPD02	04-10-2015	\$184.62	04/10 EMPLOYER CONTR TO PENSION-A
Search Name ING INSTITUTIONAL PLAN SERV LL				\$4,874.77	
Search Name INNOVATIVE OFFICE SOLUTIONS LL					
		0415PD02	01QX3982	\$396.25	OFFICE SUPPLIES-PD
Search Name INNOVATIVE OFFICE SOLUTIONS LL				\$396.25	
Search Name INTERNATIONAL CODE COUNCIL					
		0415ADM02	3039121	\$125.00	DUES
Search Name INTERNATIONAL CODE COUNCIL				\$125.00	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name JOHN HENRY FOSTER MN INC					
		0415PW02	10174882-00	\$378.00	REPAIRS-PLANT
Search Name JOHN HENRY FOSTER MN INC				\$378.00	
Search Name KEEPRS INC					
		0415PD02	268281-02	\$817.21	NEW SQUAD EQUIP
		0415PD02	272583	\$47.99	UNIFORMS-CSO
		0415PD02	273897	-\$43.89	UNIFORMS
Search Name KEEPRS INC				\$821.31	
Search Name KELLER, NATE					
		0415ADM02	042215	\$38.64	MILEAGE-STORMWATER CONF
Search Name KELLER, NATE				\$38.64	
Search Name KEN HEIM REPAIR & CONST LLC					
		0415ADM02	996	\$480.24	CHAMPION FIELD SEWER
Search Name KEN HEIM REPAIR & CONST LLC				\$480.24	
Search Name LAW ENFORCEMENT LABOR SERV INC					
		0415PD02	04-2015	\$611.00	UNION DUES-APR
Search Name LAW ENFORCEMENT LABOR SERV INC				\$611.00	
Search Name LAWSON PRODUCTS INC					
		0415PW02	9303200109	\$240.67	SUPPLIES-SHOP
		0415PW02	9303200109	\$7.22	SIGNS
		0415PW02	9303209944	\$678.24	SUPPLIES-SHOP
Search Name LAWSON PRODUCTS INC				\$926.13	
Search Name MACQUEEN EQUIPMENT INC					
		0415PW02	2152364	\$573.64	REPAIRS-SWEEPER
Search Name MACQUEEN EQUIPMENT INC				\$573.64	
Search Name MARCO INC					
		0415PD02	276704335	\$362.88	COPY MACHINE-PD
Search Name MARCO INC				\$362.88	
Search Name MARTIN-MCALLISTER					
		0415PD02	9697	\$450.00	PUBLIC SAFETY ASMT-SEIFERMANN
Search Name MARTIN-MCALLISTER				\$450.00	
Search Name MIDWEST MACHINERY CO					
		0415PW02	1030228	\$441.43	REPAIRS-JD BROOM
Search Name MIDWEST MACHINERY CO				\$441.43	
Search Name MINNESOTA PUMP WORKS					
		0415PW02	7004	\$1,925.00	REPAIRS-WW PUMPS
Search Name MINNESOTA PUMP WORKS				\$1,925.00	
Search Name MN BENEFIT ASSOCIATION					
		0415ADM02	483-042015	\$1,609.08	PAYROLL DEDUCTIONS-APR
Search Name MN BENEFIT ASSOCIATION				\$1,609.08	
Search Name MN DEPT OF LABOR & INDUSTRY					
002516E	4/14/2015	0415PPD02	1STQTR2015	\$776.45	BLDG SURCHGS
002516E	4/14/2015	0415PPD02	1STQTR2015	\$400.70	PLBG SURCHGS
002516E	4/14/2015	0415PPD02	1STQTR2015	\$283.20	ELEC SURCHGS

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
002516E	4/14/2015	0415PPD02	1STQTR2015	\$198.19	MECH SURCHGS
002516E	4/14/2015	0415PPD02	1STQTR2015	\$6.37	SAC SURCHGS
Search Name MN DEPT OF LABOR & INDUSTRY				\$1,664.91	
Search Name MN DEPT OF REVENUE					
002509E	4/13/2015	0415PPD02	04-10-2015	\$3,915.32	04/10 STATE TAX W/HELD
002508E	4/13/2015	0415PPD02	04-10-2015	\$130.00	04/10 WAGE LEVY
Search Name MN DEPT OF REVENUE				\$4,045.32	
Search Name MN DEPT OF REVENUE-SALES/USE					
002515E	4/14/2015	0415PPD02	03-2015	\$930.00	SALES TAX PAYABLE-MAR
002515E	4/14/2015	0415PPD02	03-2015	\$279.00	SALES TAX PAYABLE-MAR
Search Name MN DEPT OF REVENUE-SALES/USE				\$1,209.00	
Search Name MN FIRE SERVICE CERT BOARD					
		0415FD02	1	\$20.00	RECERT-B HEIM
		0415FD02	3235	\$600.00	FIRE OFFICER I CERT EXAM-6 FF'S
Search Name MN FIRE SERVICE CERT BOARD				\$620.00	
Search Name MN HOMELAND SECURITY&EMERGENCY					
		0415FD02	DR-4009-MN	\$889.33	REIMB-FEMA STORM DAMAGE
Search Name MN HOMELAND SECURITY&EMERGENCY				\$889.33	
Search Name MN HWY SAFETY & RESEARCH CENTR					
		0415PD02	629430-4315	\$792.00	7906&7912 EVOC LAW ENF
Search Name MN HWY SAFETY & RESEARCH CENTR				\$792.00	
Search Name MN STATE FIRE CHIEFS ASSN					
		0415FD02	2015	\$57.00	MEMBERSHIP-DINGMANN
Search Name MN STATE FIRE CHIEFS ASSN				\$57.00	
Search Name MN TEAMSTERS-PUBLIC & LAW ENF					
		0415ADM02	04-2015	\$1,034.00	UNION DUES-APR
Search Name MN TEAMSTERS-PUBLIC & LAW ENF				\$1,034.00	
Search Name MVTL LABORATORIES INC					
		0415PW02	750004	\$129.68	TESTING
		0415PW02	750989	\$176.68	TESTING
Search Name MVTL LABORATORIES INC				\$306.36	
Search Name NELSON, SPENCER					
		0415PW02	1	\$50.00	REIMB-SAFETY SHOES
Search Name NELSON, SPENCER				\$50.00	
Search Name NORTH CENTRAL TRUCK EQUIPMENT					
		0415PD02	218490	\$440.94	EQUIP-NEW SQUADS
		0415PD02	218644	\$104.56	EQUIP-NEW SQUADS
Search Name NORTH CENTRAL TRUCK EQUIPMENT				\$545.50	
Search Name O REILLY AUTO PARTS					
		0415FD02	1572-435896	\$12.99	REPAIRS-FD COMPRESSOR
		0415FD02	1572-436575	\$49.98	REPAIRS-FD #20
		0415FD02	1572-436577	\$4.98	REPAIRS-FD #20
		0415PW02	1572-436878	\$61.28	VEHICLE REPAIRS-PARKS
		0415PW02	1572-436896	\$10.22	VEHICLE REPAIRS-PARKS
		0415PW02	1572-437000	\$117.99	TOOLS-PARKS

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0415PW02	1572-437001	-\$117.99	TOOLS-PARKS
		0415PD02	1572-437140	\$44.62	REPAIRS-DARE VAN
		0415PD02	1572-437592	\$10.44	REPAIRS-SQUAD
		0415PD02	EB32315577	-\$3.48	ORDER CREDIT
		0415PW02	EB32315577	-\$3.48	ORDER CREDIT
Search Name O REILLY AUTO PARTS				\$187.55	
Search Name OXYGEN SERVICE COMPANY					
		0415PD02	07870374	\$245.89	OXYGEN CYLINDERS/MED OXYGEN
		0415PD02	07871624	\$21.16	MEDICAL OXYGEN
		0415PD02	07873590	\$38.07	MEDICAL OXYGEN
Search Name OXYGEN SERVICE COMPANY				\$305.12	
Search Name POLLARDWATER					
		0415PW02	0002102	\$66.40	SONOSCOPE
Search Name POLLARDWATER				\$66.40	
Search Name PROFESSIONAL OFFICE SERV INC					
		0415ADM02	002311624	\$1,699.87	JAN/FEB UTILITY BILLS
		0415ADM02	002311624	\$1,699.86	JAN/FEB UTILITY BILLS
Search Name PROFESSIONAL OFFICE SERV INC				\$3,399.73	
Search Name PUBLIC EMPLOYEE RETIREMENT ASN					
002510E	4/13/2015	0415PPD02	04-10-2015	\$3,576.29	04/10 EMPLOYEE PERA
002510E	4/13/2015	0415PPD02	04-10-2015	\$6,766.63	04/10 EMPLOYER PERA
002510E	4/13/2015	0415PPD02	04-10-2015	\$4,126.49	04/10 EMPLOYER PERA
002510E	4/13/2015	0415PPD02	04-10-2015	\$4,511.10	04/10 EMPLOYEE PERA
Search Name PUBLIC EMPLOYEE RETIREMENT ASN				\$18,980.51	
Search Name PURCHASE POWER-PITNEY BOWES					
		0415ADM02	6512	\$500.00	POSTAGE-HALL
		0415PD02	8299	\$208.99	POSTAGE-PD
Search Name PURCHASE POWER-PITNEY BOWES				\$708.99	
Search Name RASMUSSEN, ANITA					
		0415ADM02	041314	\$146.63	MILEAGE-CAPITOL 2X
Search Name RASMUSSEN, ANITA				\$146.63	
Search Name RINKE-NOONAN					
		0415ADM02	239232	\$231.00	LEGAL FEES-AIM/VERSO SITE
Search Name RINKE-NOONAN				\$231.00	
Search Name ROYAL TIRE INC					
		0415PW02	305-90453	\$500.64	REPAIRS-MOWERS
Search Name ROYAL TIRE INC				\$500.64	
Search Name SARTELL CHAMBER OF COMMERCE					
066979	4/15/2015	0415PPD02	2015	\$225.00	TABLE SPONSORSHIP
Search Name SARTELL CHAMBER OF COMMERCE				\$225.00	
Search Name SARTELL HARDWARE HANK					
		0415PW02	46245	\$0.30	SUPPLIES-MAINT
		0415PD02	47197	\$3.98	BULBS-PD
		0415PW02	47587	\$2.59	SUPPLIES-FLAGS
		0415PW02	61036	\$6.49	SUPPLIES-PLANT
		0415PW02	62218	\$10.98	SIGNS

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0415PW02	63330	\$7.96	SUPPLIES-PARKS
		0415PW02	63684	\$1.69	REPAIRS-PARKS
		0415PW02	63866	\$59.99	HOSE-PARKS
		0415PW02	64511	\$7.79	SUPPLIES-SHOP
Search Name SARTELL HARDWARE HANK				\$101.77	
Search Name SARTELL NEWSLEADER					
066887	4/13/2015	0415PPD02	36352	\$51.45	BIDS-SEAL COAT
066980	4/15/2015	0415PPD02	36372	\$137.20	ORD 15-04
066980	4/15/2015	0415PPD02	36372	\$60.03	BIDS-PINECONE ROAD
Search Name SARTELL NEWSLEADER				\$248.68	
Search Name SARTELL ST STEPHEN EDUC FOUND					
		0415ADM02	04-2015	\$40.00	PAYROLL DEDUCTIONS-APR
Search Name SARTELL ST STEPHEN EDUC FOUND				\$40.00	
Search Name SHIFT TECHNOLOGIES INC					
		0415ADM02	48364	\$210.40	NETWORKING SERV
Search Name SHIFT TECHNOLOGIES INC				\$210.40	
Search Name SPRINT					
		0415ADM02	890875115-092	\$42.24	CONNECTION CARD-PCRS BOARD
		0415PD02	890875115-092	\$34.99	CONNECTION CARD-CSO
		0415FD02	890875115-092	\$39.99	CONNECTION CARD-FD
Search Name SPRINT				\$117.22	
Search Name ST CLOUD AREA CONVENTION/VISIT					
		0415ADM02	03-2015	\$1,903.80	LODGING TAX-MAR
Search Name ST CLOUD AREA CONVENTION/VISIT				\$1,903.80	
Search Name ST CLOUD, CITY OF					
		0415PW02	54635	\$50,285.73	TREATMENT-MARCH
		0415PW02	54635	\$61,524.00	CAT C1-RUE PROJECT
		0415PW02	54635	\$14,894.79	CAT C2-DEBT SERV CHGS
Search Name ST CLOUD, CITY OF				\$126,704.52	
Search Name ST PAUL, CITY OF					
		0415PD02	INV00005866	\$139.00	7911-SOVEREIGN CITIZENS
Search Name ST PAUL, CITY OF				\$139.00	
Search Name STAPLES BUSINESS ADVANTAGE					
		0415ADM02	8033732327	\$219.99	CHAIR
		0415ADM02	8033818131	-\$219.99	CHAIR
		0415ADM02	8033920707	\$54.69	OFFICE SUPPLIES
Search Name STAPLES BUSINESS ADVANTAGE				\$54.69	
Search Name STEARNS CNTY SHERIFFS DEPARTME					
		0415PD02	SD15-0095	\$739.44	MDT UNITS-1ST QTR
Search Name STEARNS CNTY SHERIFFS DEPARTME				\$739.44	
Search Name STEARNS ELECTRIC ASSOCIATION					
066983	4/17/2015	0415PPD02	10191700	\$329.00	STREET LIGHTS
066983	4/17/2015	0415PPD02	10191800	\$275.00	STREET LIGHTS
066983	4/17/2015	0415PPD02	10248200	\$20.00	CIVIL DEFENSE
066983	4/17/2015	0415PPD02	10441600	\$151.00	STREET LIGHTS
066983	4/17/2015	0415PPD02	10459401	\$34.42	POOL

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
066983	4/17/2015	0415PPD02	10461600	\$23.00	ELEC-COMPOST
066983	4/17/2015	0415PPD02	10491600	\$48.32	STREET LIGHTS
066983	4/17/2015	0415PPD02	10545000	\$24.90	STREET LIGHTS
066983	4/17/2015	0415PPD02	10545100	\$33.38	STREET LIGHTS
066983	4/17/2015	0415PPD02	10545200	\$18.44	STREET LIGHTS
066983	4/17/2015	0415PPD02	10545300	\$23.42	STREET LIGHTS
066983	4/17/2015	0415PPD02	10545400	\$13.46	STREET LIGHTS
066983	4/17/2015	0415PPD02	10628400	\$24.76	CIVIL DEFENSE
066983	4/17/2015	0415PPD02	10648700	\$42.81	STREET LIGHTS
066983	4/17/2015	0415PPD02	10690800	\$108.00	STREET LIGHTS
066983	4/17/2015	0415PPD02	10690900	\$79.31	STREET LIGHTS
066983	4/17/2015	0415PPD02	10691000	\$88.68	STREET LIGHTS
066983	4/17/2015	0415PPD02	10691100	\$47.59	STREET LIGHTS
066983	4/17/2015	0415PPD02	10710600	\$111.00	STREET LIGHTS
066983	4/17/2015	0415PPD02	10878900	\$2,360.00	ELEC-PLANT
066983	4/17/2015	0415PPD02	10900900	\$72.00	STREET LIGHTS
066983	4/17/2015	0415PPD02	11244800	\$1,408.62	WELLS 15&16
066983	4/17/2015	0415PPD02	5463910	\$74.54	LIFT STATION
066983	4/17/2015	0415PPD02	6401510	\$1,615.61	STREET LIGHTS
Search Name STEARNS ELECTRIC ASSOCIATION				\$7,027.26	

Search Name THE STANDARD

0415ADM02	160-155531-1MAY	\$69.60	EMPLOYEE DENTAL INS
0415ADM02	160-155531-1MAY	\$484.67	EMPLOYEE DENTAL INS
0415ADM02	160-155531-1MAY	\$1,650.67	EMPLOYEE DENTAL INS
0415ADM02	160-155531-1MAY	\$144.84	EMPLOYEE DENTAL INS
0415ADM02	160-155531-1MAY	\$108.97	EMPLOYEE DENTAL INS
0415ADM02	160-155531-1MAY	\$214.44	EMPLOYEE DENTAL INS
0415ADM02	160-155531-1MAY	\$365.09	EMPLOYEE DENTAL INS
0415ADM02	160-155531-1MAY	\$111.28	EMPLOYEE DENTAL INS
0415ADM02	160-155531-1MAY	\$586.29	PAYROLL DEDUCTIONS-APR
0415ADM02	160-155531-1MAY	\$172.75	EMPLOYEE DENTAL INS

Search Name THE STANDARD

\$3,908.60

Search Name THEIS, CATHY

0415PD02	09-2015	\$90.00	PROF SERV-PD
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Search Name THEIS, CATHY

\$90.00

Search Name TMV SAFETY TRAINING LLC

0415FD02	00027	\$350.00	EMR REFRESHER-FD
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Search Name TMV SAFETY TRAINING LLC

\$350.00

Search Name TOTAL ADMIN SERVICES CORP

002513E	4/14/2015	0415PPD02	04-10-2015	\$2,201.45	04/10 HSA FLEX CONTR
002513E	4/14/2015	0415PPD02	04-10-2015	\$144.41	04/10 MED FLEX CONTR
002513E	4/14/2015	0415PPD02	04-10-2015	\$185.18	04/10 DAYCARE FLEX CONTR

Search Name TOTAL ADMIN SERVICES CORP

\$2,531.04

Search Name TRAUT WELLS INC

0415PW02	275991	\$92.00	TESTING
0415PW02	276077	\$46.00	TESTING
0415PW02	276272	\$92.00	TESTING

Search Name TRAUT WELLS INC

\$230.00

Search Name UNITED WAY OF CENTRAL MN

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0415ADM02	04-2015	\$28.00	PAYROLL DEDUCTIONS-APR
Search Name UNITED WAY OF CENTRAL MN				\$28.00	
Search Name US BANK (CREDIT CARD)					
		0415ADM02	1627	\$7.99	PLANNING SUBSCR
		0415ADM02	2111	\$7.80	BEACON SITE
		0415ADM02	2111	\$5.00	TRANSFER BIG FILES
		0415ADM02	2111	\$8.28	MEETING SUPPLIES
		0415ADM02	2111	\$24.00	SURVEY MONKEY
		0415ADM02	2111	\$99.00	WEBSITE HOSTING
		0415ADM02	2111	\$1,065.40	HOTEL-DC TRIP
		0415PW02	7165	\$25.00	EE RECOGNITION
		0415PW02	7165	\$15.76	SUPPLIES-ADMIN
		0415PW02	7165	\$60.58	REPAIRS-EQUIP
		0415PW02	7165	\$43.98	SUPPLIES-FD
		0415PW02	7165	\$5.49	SAFETY MEETINGS
		0415PW02	7165	\$26.26	SAFETY MEETINGS
		0415PD02	7173	\$75.00	EE RECOGNITION GIFT
		0415PD02	7173	\$404.48	LODGING-DARE TRNG 7910
		0415PD02	7173	\$404.48	LODGING-DARE TRNG 7911
		0415PD02	7173	\$12.00	SC TIMES SUBSCR
		0415PD02	7173	\$8.31	CHIEFS MTG
		0415PD02	7173	\$404.48	LODGING-DARE TRNG 7911
		0415PD02	7173	\$110.00	RESERVES RECOGNITION
		0415PD02	7173	\$51.80	1ST SHRED
		0415PD02	7173	\$21.80	1ST SHRED
		0415PD02	7173	\$13.35	CHIEFS MTG
		0415PD02	7173	\$2.00	TRANSUNION
Search Name US BANK (CREDIT CARD)				\$2,902.24	
Search Name VERIZON WIRELESS					
066982	4/17/2015	0415PPD02	9743173107	\$35.01	PHONE SERV-WATER
066982	4/17/2015	0415PPD02	9743173107	\$544.20	PHONE SERV-PD
066982	4/17/2015	0415PPD02	9743173107	\$47.94	PHONE SERV-RINKS
066982	4/17/2015	0415PPD02	9743173107	\$35.01	PHONE SERV-SEWER
		0415ADM02	9743446722	\$25.02	PCRS READER BOARD
Search Name VERIZON WIRELESS				\$687.18	
Search Name WACOSA					
		0415ADM02	00026105	\$254.00	HALL CLEANING-MAR
Search Name WACOSA				\$254.00	
Search Name WEIDNER PLBG & HTG CO INC					
		0415PD02	242640	\$148.00	REPAIRS-PD STATION
Search Name WEIDNER PLBG & HTG CO INC				\$148.00	
Search Name WEINBERGER, STANLEY J JR					
		0415ADM02	2015-3	\$1,500.00	LEGAL SERVICES
Search Name WEINBERGER, STANLEY J JR				\$1,500.00	
Search Name WENSMANN, PEGGY					
		0415ADM02	1	\$1.84	REFUND-SALES TAX
		0415ADM02	1	\$25.00	REFUND-PARK RENTAL
Search Name WENSMANN, PEGGY				\$26.84	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name WEX BANK					
066977	4/14/2015	0415PPD02	40467841	\$12.00	FUEL CARDS
Search Name WEX BANK				\$12.00	
Search Name WICKLUND, REBECCA					
		0415ADM02	042215	\$106.38	MISC MILEAGE
Search Name WICKLUND, REBECCA				\$106.38	
Search Name WSB & ASSOCIATES INC					
		0415ADM02	10-02174-370	\$14,404.00	50TH AVE S-DESIGN
		0415ADM02	1-02174-610	\$5,449.25	2015 SEAL COAT
		0415ADM02	1-02174-620	\$982.75	ARBOR TRAILS PREPLAT
		0415ADM02	2-02174-580	\$438.75	2015 WCA SERVICES
		0415ADM02	2-02174-590	\$6,333.33	GEN ENGINEERING SERV
		0415ADM02	2-02174-590	\$2,097.00	ARENA PARKING LOT
		0415ADM02	3-02174-260	\$1,433.00	SAUK RIVER BOUNDARY SURVEY
		0415ADM02	3-02174-570	\$19,377.25	PCR RESURFACE-2ND TO 15TH ST
		0415ADM02	4-02174-400	\$1,338.50	50TH PLAT
		0415ADM02	5-02174-450	\$428.00	FERCHE-ST BENS PLAT REVIEW
		0415ADM02	5-02174-510	\$6,994.50	2015 SAFE ROUTES TO SCHOOL
Search Name WSB & ASSOCIATES INC				\$59,276.33	
Search Name XCEL ENERGY					
		0415PW02	451946396	\$1,039.31	STREET LIGHTS
Search Name XCEL ENERGY				\$1,039.31	
Search Name ZARNOTH BRUSH WORKS, INC.					
		0415PW02	0154431-IN	\$392.40	REPAIRS-SWEEPER
Search Name ZARNOTH BRUSH WORKS, INC.				\$392.40	
				\$341,170.26	

Voucher Payments-Fund Summary

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

Mayor _____ Attest: Administrator _____

FUND Descr	Dr/Cr Amt
GENERAL	\$119,052.01
BEAUTIFICATION	\$69.85
LODGING TAX	\$1,903.80
SEWER CAPACITY	\$6.37
REGIONAL PARK FUND	\$2,097.00
PARK DISTRICT 1	\$1,433.00
PUBLIC IMPROVEMENT REVOLVING	\$231.00
PD EQUIPMENT FUND	\$1,582.83
STREET FUND	\$50,539.40
WATER FUND	\$31,866.16
SEWER FUND	\$131,950.09
STORMWATER FUND	\$438.75
	<hr/>
	\$341,170.26

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: April 27, 2015	Agenda Item No. 6b
Agenda Section: Consent	Item: Kennel Permit	

RECOMMENDATION: Approval of 2015 Kennel Permit.

PREVIOUS COUNCIL ACTION: Council has approved a number of 2015 kennel permits prior to this evening. Regardless of whatever Council decides on a dog limit in your new ordinance, you will grandfather in existing permits so your 2015 kennel permit decisions will not impact your ability to impose different limits in any 2015 ordinance update – the grandfathering in clause would prevail in any event. **I know the timing may raise questions for you, but this application was not submitted to try to beat any potential changes in your ordinance. This resident applied on a timely basis specifically when they agreed to take in a foster dog who is deaf and needs hand signals used and they have experience with that special need. There have been zero dog complaints for this owner and this is to allow a foster situation only.**

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

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

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

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

BUDGET/FISCAL IMPACT: None.

ATTACHMENTS: Permit application.

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



Application for Excessive Kennel Permit

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

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

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

Owner Information

Owner Name: Lori Schlecht
 Sartell Property Address: 1249 Kings Ct.
 Home Phone: _____ Daytime Phone: [REDACTED]

pd - 60
 CR - 4-13-15

License Requested

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

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

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

Breed of Dog	Pet's Name	Gender	Circle if Applicable	Rabies Vaccination
black lab	Piper	Male Female	Neutered Spayed	Date: 7/5/2015 Expiration: Clinic: St. Joe Vet
Yorkie	Prince	Male Female	Neutered Spayed	Date: Expiration: 5/23/2016 Clinic: St. Joe Vet
boxer	Cyrus	Male Female	Neutered Spayed	Date: Expiration: 10/23/15 Clinic: [REDACTED]
		Male Female	Neutered Spayed	Date: Expiration: Clinic:
		Male Female	Neutered Spayed	Date: Expiration: Clinic:

Describe how the animals are confined: The dogs are all kept indoors. When they are let outside, we are always w/ them.
Purpose for more than two (2) dogs: We are fostering the third dog 😊

The undersigned hereby makes application to the City of Sartell for an Excessive Kennel Permit as specified on this form.

I UNDERSTAND THAT THE EXCESSIVE KENNEL LICENSE IS NOT ISSUED UNTIL SUCH TIME THAT IT IS GRANTED BY THE CITY COUNCIL. I ALSO UNDERSTAND THAT THIS IS AN ANNUAL PERMIT AND ANY RECORD OF COMPLAINTS TO THE CITY MAY BE CAUSE FOR DENYING OR REVOKING THE PERMIT.

The undersigned acknowledges that a Kennel Permit is permissive only and does not grant any authority to violate any provision of City Ordinance or other law or regulation; grants the City permission to inspect the premises prior to permit approval and at any other reasonable time during the permit duration; and agrees to abide by the requirements of the Sartell Code of Ordinances, Title 5, Chapters 2 and Chapter 3, Dogs and Animal Control; including any special conditions imposed by the City Council as part of any Kennel Permit approval.

[Signature]
APPLICANT

4/13/15
DATE

FOR OFFICE USE ONLY

Total Due \$ _____

Date Paid ___/___/___

Kennel Inspected By (If Required): _____

Date Inspected ___/___/___

City Council Approval Date: ___/___/___

Issued By: _____

Staff Signature

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Public Works	Meeting Date: April 27, 2015	Agenda Item No. 6c
Agenda Section: Consent	Item: Public Works Employee	
<p>STAFF RECOMMENDATION: Acceptance of Lee Popp resignation and appointment of Jason Zimmerman to fill budgeted position, subject to successful completion of pre-hiring steps.</p> <p>BACKGROUND: The public works department has a thorough approach to filling positions, with posted and advertised notice, initial application screenings using an objective pointing system specific to the job skills desired, an interview process with various members of the department, and a second interview of finalists. You are asked tonight to accept the resignation of recent hire, Lee Popp, and to appoint a highly qualified candidate from the same selection process – Jason Zimmerman – to fill the vacancy.</p> <p>BUDGET/FISCAL IMPACT: None – this hire fills a budgeted position.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as acceptance of the resignation and approval on this hire, subject to final pre-hiring tests. If item is removed from Consent, separate motion is requested accepting resignation and approving hire subject to final pre-hiring tests.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration & Public Works	Meeting Date: April 27, 2015	Agenda Item No. 6d
Agenda Section: Consent	Item: Seasonal Work Changes	
<p>RECOMMENDATION: Approval of the recommended seasonal work changes.</p> <p>BACKGROUND: Staff recommends that the City add the following seasonal expenses to your 2015 operations, funded by payment of \$8,000 from Pinecone Central Park Association:</p> <ul style="list-style-type: none"> • Cleaning and stocking the restrooms at Pinecone Central Park on weekdays at the same time we do our other park restroom cleaning – Sartell Baseball Association will clean them on tournament weekends. • Mowing and striping the multi-purpose fields. • Major irrigation system repairs (minor repairs will be done by SBA). • Paying the equipment insurance coverage for the field and concessions equipment. • Paying for field fertilizer. <p>PCPA would pay the City \$8,000 for these items, and our rationale is that the City can accomplish them more affordably so it is a win-win situation. Adding these items to our insurance comes at a lower cost than they can achieve on their own, since we already own and insure the buildings. We also have a large mower that can mow the multi-purpose fields, we have irrigation system experience from our other systems, and we also already clean other park restrooms in our daily rotations. We will track our expenses, but feel the proposed payment is a reasonable estimate and we can refine in future years if the City opts to continue this. The baseball fields will be mowed and striped by Sartell Baseball Association because that maintenance is highly specialized and involves quite a bit of weekend work due to the tournament play scheduled on those fields.</p> <p>BUDGET/FISCAL IMPACT: We will monitor costs in 2015 for future adjustment, but anticipate no budget impacts due to the reimbursement from PCPA.</p> <p>ATTACHMENTS: None.</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the recommendation. If item is removed from Consent, separate motion is requested approving recommendation.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: April 27, 2015	Agenda Item No. 6e
Agenda Section: Consent	Item: Calling Public Hearing for a Rezoning	

RECOMMENDATION:

Call a public hearing for May 11, 2015 to obtain input on rezoning 331 4th Avenue South from I-1 to B-2.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

The Perfect Fit, LLC, along with JK Self Storage LLC are requesting the approval of a rezoning of property from I-1 (Light Industrial) to B-2 (General Business) on the property generally identified as 331 4th Avenue South. The purpose is to allow the ability to run a fitness gym in the existing building. Fitness gyms are not currently allowed in light industrial zoning districts.

BUDGET/FISCAL IMPACT:

NA

ATTACHMENTS:

1. Site map prepared by the City
2. Resolution

ACTION REQUESTED:

Consent agenda approval calls the public hearings. If item is removed from Consent, separate motion is requested calling public hearings.

RESOLUTION NO.

**RESOLUTION SETTING PUBLIC HEARING ON
THE REZONING OF PROPERTY
I-1 TO B-2
331 4TH AVENUE NORTH**

WHEREAS, a rezoning request has been filed with the City for by The Perfect Fit, LLC and JK Self Storage LLC, owner and applicant; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA: That as required by the Sartell Zoning Ordinance, the council will consider approving the rezoning of 331 4th Avenue South, after a public hearing has been held. Such hearing will be held on Monday, May 11, 2015, at 7:00 P.M., or as soon thereafter as the matter may be heard.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 27th DAY OF APRIL 2015.

Mayor

ATTEST:

Administrator

SEAL

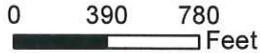
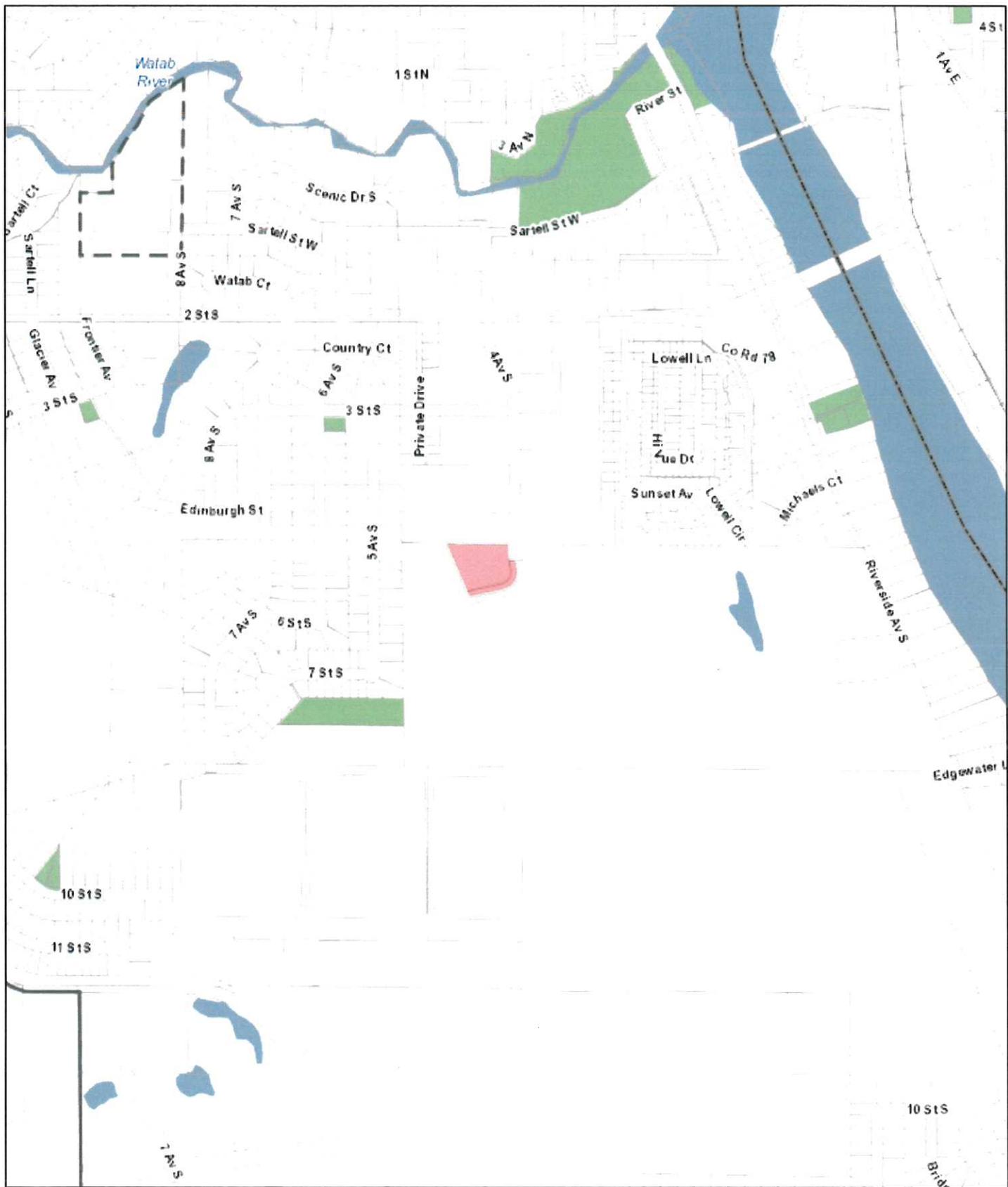
CERTIFICATION

I, Mary Degiovanni, Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the 27th day of April, 2015.

Mary Degiovanni
Administrator
City of Sartell, Minnesota

331 4th Avenue South - Rezoning Request

April 20, 2015



City of Sartell

Map Powered by DataLink from WSB & Associates

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Police Department Planning Department	Meeting Date: April 27, 2015	Agenda Item No. 6f
Agenda Section: Consent	Item: Approval of Special Event Permit – Noise Exemption	

RECOMMENDATION:

Approve the special event permit for the American Cancer Society Relay for Life.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

The American Cancer Society will be hosting their Relay for Life event at Sartell Middle School (previously this event was held at Pinecone Regional Park). This would be the fourth year in a row they have held this event in Sartell. They will be utilizing school grounds (through the night) for the 12-hour event. There will not be outdoor music or announcements past 11 pm. However, the walkers will still be outside throughout the night (on school grounds). As in past years, there may be luminaires and tents set up on the school grounds throughout the night. They are communicating with all the homeowners in the general vicinity regarding their plans in an effort to mitigate any concerns.

BUDGET/FISCAL IMPACT:

NA

ATTACHMENTS:

NA

ACTION REQUESTED:

Consent agenda approval serves as approval of the special event permit and noise exemption. If item is removed from Consent, separate motion is requested approving the permit and exemption.

**SPECIAL EVENT P ERMIT
NOISE EXEMPTION
PARADE/RUN/ BLOCK PARTY
APPLICATION**

Sartell

125 Pine Cove Road North
SARTELL, MN 56377
PHONE: 320-253-2171
www.sartellmn.com

DATE RECEIVED _____

PLEASE CHECK ALL THE APPROPRIATE BOXES AND FEES FOR YOUR EVENT:

- Block Party/Parking Lot Utilization - \$20
 Street Closure - \$40
 Parade/Race on Street - \$50
 Noise Exemption - \$50
 Liquor at Event - \$25

Council approval is required; therefore, you must apply for this Permit at least three (3) weeks prior to the date of your event. For a special event where liquor will be present you must also attach an amended liquor liability certificate indicating the outside area is also covered by liquor liability insurance.

City of Sartell Ordinance 4-6-4 prohibits any person in the City in a public or private place from making, causing to be made or allowing the making of any noise between the hours of 11:00 pm and 7:00 am which emanates of a sufficient volume so as to disturb the peace, quiet or repose of another person. The undersigned is/are desirous of obtaining the exemption under this ordinance(s) for the purposes of conducting the event described below. All noise exemption requests shall be reviewed by the City Council.

PLEASE PRINT ALL INFORMATION REQUESTED ON THIS APPLICATION

SPONSORING ORGANIZATION: American Cancer Society
APPLICANT (PERSON IN CHARGE): Sara Carothers
PHONE: 320.255.0757 Ex 304 FAX: 320.255.5517 EMAIL: Sara.Carothers@cancer.org
ADDRESS: 3721 23rd St. S. Ste 102
CITY: St Cloud STATE: MN ZIP: 56301
EVENT INFORMATION
ADDRESS WHERE EVENT WILL BE HELD: 627 3rd Ave. N. Sartell, MN
DATE OF EVENT: 6.5 to 6.6 2015 START TIME: 5pm END TIME: 6am
NATURE OF EVENT: Relay For Life
(graduation, wedding, block party, run, etc.)

PROVIDE DETAILS (SUCH AS LENGTH, TYPE OF UNITS, NUMBER OF RUNNERS All night walk.
Bulk of people from 6 to 11pm - Quieter after that - 150 people.
IF A PARADE OR RUN, PROVIDE THE ROUTE (ATTACH MAP) DJ will stop at 11.

NUMBER IN ATTENDANCE 400-500 - Smaller Crowder overnight

WILL AMPLIFIED MUSIC, EITHER LIVE OR RECORDED BE PLAYED? YES NO

WILL EITHER INTOXICATING OR 3.2% ALCOHOLIC BEVERAGES BE SERVED? YES NO

WILL BEER BE SERVED FROM A KEG? YES NO

WHAT TYPE OF CUP/CONTAINER WILL BE USED? NA

WHAT TYPE OF BARRIER WILL BE USED TO KEEP GUESTS OFF OF NEIGHBORING PROPERTIES? (PLEASE PROVIDE SITE PLAN)

The area is fenced + not adjacent to yards.

HAVE YOU CONTACTED ALL RESIDENTS OR BUSINESSES LIVING WITHIN 100 FEET OF THE EVENT SITE? YES NO We will in April + will invite them to attend!

WHAT ARE YOUR PLANS FOR INSURING ADEQUATE PARKING NEEDS?

School lots will be used

IF THE EVENT WARRANTS, WHAT IS YOUR SECURITY PLAN?

ACS has a severe weather plan. A volunteer security guard will be asked to assist.

NOTICE:

- No fee may be charged to attend any event where alcoholic beverages are served without a liquor license first having been obtained.
- You are required to provide all neighbors living within 100 feet of the event site written notice of the location, date and time that the event will be held.
- At least one applicant must be present at all times during this event.

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

Molly Peterson, American Cancer Society 3/31/15
Signature of Applicant Sr. Manager, Relay For Life Date

Signature of Owner (s) Date

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Planning Department	Meeting Date: April 27, 2015	Agenda Item No. 6g
Agenda Section: Consent	Item: Calling the annual Public Hearing for the NPDES Phase 2 Stormwater Permit	
RECOMMENDATION: Call a public hearing to receive input on the City's Stormwater Permit		
BOARD/COMMISSION/COMMITTEE RECOMMENDATION: NA		
PREVIOUS COUNCIL ACTION: NA		
BACKGROUND: The National Pollution Discharge Elimination System (NPDES) Phase II program is a federally mandated program established by the Environmental Protection Agency (EPA) to implement and maintain stormwater management activities through a permitting mechanism in the City of Sartell. The permit requires the City to incorporate six minimum control measures into a storm water pollution prevention plan (SWPPP), which also needs to be updated on a yearly basis. Those six control measures include: Public Education and Outreach, Public Participation/Involvement, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention/Good Housekeeping. These measures are expected to result in significant reductions of pollutants discharged into receiving water bodies. The City is required to hold a public hearing to gain input on the SWPPP as part of the public participation and involvement control measure.		
BUDGET/FISCAL IMPACT: NA		
ATTACHMENTS: 1. Resolution		
Council Action Requested: Consent agenda approval calls the public hearings. If item is removed from Consent, separate motion is requested calling the public hearing.		

RESOLUTION NO.

**RESOLUTION SETTING PUBLIC HEARING ON
NPDES PHASE II PERMIT AND STORM WATER POLLUTION PREVENTION PLAN
(SWPPP)**

WHEREAS, as part of the requirement for the NPDES Phase II requirements, all MS4's are required to have an annual meeting and allow public input on the City's proposed SWPPP.

WHEREAS, the posting of the public hearing shall be a minimum of 30 days prior to the public hearing date and time.

WHEREAS, after a brief background report by staff, the council will open the public hearing to the public for input.

WHEREAS, additional input may be collected from the public through the mail, email or phone calls to the Sartell Planning Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA: The council will consider approving the NPDES Phase II SWPPP, after a public hearing has been held. Such hearing will be held on June 8, 2015, at 7:00 P.M., or as soon thereafter as the matter may be heard.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 27th DAY OF April, 2015.

Mayor

ATTEST:

Administrator

SEAL

CERTIFICATION

I, Patti Gartland, Administrator of the City of Sartell, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Council of the City of Sartell at a regular meeting held on the__27th__day of____April_____, 2015.

Mary Degiovanni
Administrator
City of Sartell, Minnesota

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration, Engineering	Meeting Date: April 27, 2015	Agenda Item No. 6h										
Agenda Section: Consent	Item: 2015 Bituminous Chip Seal Project Bid Award											
<p>RECOMMENDATION: Approval the attached resolution awarding the 2015 Bituminous Chip Seal Project to Asphalt Surface Technology Corporation. in the amount of \$168,150.57.</p> <p>BOARDS/COMMISSION/COMMITTEE RECOMMENDATION: NA</p> <p>PREVIOUS COUNCIL ACTION: Authorized the placing the ad for bid.</p> <p>BACKGROUND: The project includes chip sealing the streets as shown on the attached map.</p> <p>The project includes providing a fog seal over the chip seal on Heritage Drive and Roberts Road and repainting all of the pavement markings. The city staff will be filling the cracks on these roadways prior to chip sealing.</p> <p>The council authorized staff to not participate in the Joint Powers project as in previous years and as a result bids were opened on April 20th this year compared to June 2nd last year.</p> <p>In addition the city will be purchasing the chip seal aggregate from Martin Marietta and contracting with a vendor to haul the material to the city shop.</p> <p>BUDGET/FISCAL IMPACT:</p> <table> <tr> <td>Bituminous Chip Seal -</td> <td>\$168,150.57</td> </tr> <tr> <td>Estimated Aggregate Cost – 645 Tons @ \$18.00/Ton =</td> <td>\$ 11,610.00</td> </tr> <tr> <td>Estimated Trucking</td> <td>\$ 2,000.00</td> </tr> <tr> <td>Estimated Construction Inspection and Admin.</td> <td>\$ 4,500.00</td> </tr> <tr> <td>Total Estimated Cost</td> <td>\$ 186,260.57</td> </tr> </table> <p>\$200,000 has been budgeted for this work with \$180,000 in the General Fund and \$20,000 in the roadway striping fund.</p> <p>ATTACHMENTS: Project Map, Resolution, Letter of Recommendation, Bid Tabulation</p>			Bituminous Chip Seal -	\$168,150.57	Estimated Aggregate Cost – 645 Tons @ \$18.00/Ton =	\$ 11,610.00	Estimated Trucking	\$ 2,000.00	Estimated Construction Inspection and Admin.	\$ 4,500.00	Total Estimated Cost	\$ 186,260.57
Bituminous Chip Seal -	\$168,150.57											
Estimated Aggregate Cost – 645 Tons @ \$18.00/Ton =	\$ 11,610.00											
Estimated Trucking	\$ 2,000.00											
Estimated Construction Inspection and Admin.	\$ 4,500.00											
Total Estimated Cost	\$ 186,260.57											

Council member _____ introduced the following resolution and moved its adoption:

RESOLUTION No: 34-15

A RESOLUTION TO ENTER INTO A CONTRACT FOR THE 2015 BITUMINOUS CHIP SEAL PROJECT

WHEREAS, the city council authorized WSB & Associates, Inc. to prepare plans and specifications for the 2015 Seal Coat Project; and

WHEREAS, an ad for bid was published in the Finance and Commerce and Sartell Newsleader; and

WHEREAS, bids were received on April 20, 2015 from three (3) contractors including, Allied Blacktop, Asphalt Surface Technology Corporation and Caldwell Asphalt Co, Inc.

WHEREAS, the bids were tabulated and checked for accuracy and Asphalt Surface Technology of St. Cloud, MN provided the low quote in the amount of \$168,150.57

NOW THEREFORE IT BE RESOLVED, The Mayor and City Administrator are authorized to enter into a contract with Asphalt Surface Technology of St. Cloud, MN in accordance with the plans and specifications for the 2015 Bituminous Chip Seal Project.

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 27th day of April, 2015.

Mayor

ATTEST:

Administrator

SEAL



April 20, 2015

Honorable Mayor and City Council
City of Sartell
125 Pinecone Road
Sartell, MN 56377

Re: 2015 Bituminous Chip Seal
WSB Project No. 2174-610

Dear Mayor and Council Members,

Bids were received for the above-referenced project on Monday, April 20, 2015, and were opened and read aloud. A total of three bids were received. The bids were checked for mathematical accuracy and tabulated.

Please find enclosed the bid tabulation indicating the low bidder for the Base Bid (\$159,890.37) and Alternate 1 (\$8,260.20) as Asphalt Surface Technology Corporation (ASTECH), St. Cloud, Minnesota, for a total of \$168,150.57.

We recommend that the City Council consider these quotes and award a contract to ASTECH, got the base bid and alternate bid in the amount of \$168,150.57 based on the results of the bids received.

If you have any questions in this regard, please call me at 320-293-2989 or send me an e-mail at mike@sartellmn.com.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink that reads "Michael J. Nielson".

Mike Nielson, PE
Sartell City Engineer

Attachments

cc: Mary Degiovanni, Administrator
Brad Borders, Public Works Director

ar



4/20/2015

WSB
Project Bid Abstract

Project Name: **SART - 2015 Bituminous Chip Seal Project** Contract No.:
 Client: **City of Sartell** Project No.: **02174-61**
 Bid Opening: **4/20/2015 11:00 AM** Owner: **St. Cloud**

Project: 02174-61 - SART - 2015 Bituminous Chip Seal Project				Engineers Estimate		Asphalt Surface Technology Corporation		Caldwell Asphalt Co., Inc.		Allied Blacktop		
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
BASE BID												
1	2356.505	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2P)	GALLON	31132	\$3.60	\$112,075.20	\$2.60	\$80,943.20	\$2.34	\$72,848.88	\$3.15	\$98,065.80
2	2356.505	BITUMINOUS MATERIAL FOR STRIPING PREP (CRS-2P)	GALLON	640	\$5.00	\$3,200.00	\$2.60	\$1,664.00	\$3.12	\$1,996.80	\$3.50	\$2,240.00
3	2356.507	SEAL COAT AGGREGATE (FA-2 MOD)	SQ YD	15582	\$0.20	\$3,116.40	\$0.33	\$5,142.06	\$0.50	\$7,791.00	\$0.25	\$3,895.50
4	2356.507	SEAL COAT AGGREGATE (FA-3 MOD)	SQ YD	76482	\$0.25	\$19,120.50	\$0.43	\$32,887.26	\$0.50	\$38,241.00	\$0.25	\$19,120.50
5	97890	SCREEN SEAL COAT AGGREGATE STOCKPILE (P)	CU YD	444	\$6.00	\$2,664.00	\$5.00	\$2,220.00	\$25.36	\$11,259.84	\$7.50	\$3,330.00
6	2563.603	TEMPORARY RAISED PAVEMENT MARKERS (TRPM)	LUMP SUM	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,700.00	\$2,700.00	\$3,000.00	\$3,000.00
7	2582.501	PAVEMENT MESSAGE (LT ARROW) EPOXY	EACH	55	\$125.00	\$6,875.00	\$100.00	\$5,500.00	\$136.00	\$7,480.00	\$125.00	\$6,875.00
8	2582.501	PAVEMENT MESSAGE (RT ARROW) EPOXY	EACH	22	\$125.00	\$2,750.00	\$100.00	\$2,200.00	\$136.00	\$2,992.00	\$125.00	\$2,750.00
9	2582.501	PAVEMENT MESSAGE (LEFT-THRU ARROW) EPOXY	EACH	1	\$200.00	\$200.00	\$160.00	\$160.00	\$195.00	\$195.00	\$175.00	\$175.00
10	2582.501	PAVEMENT MESSAGE (RIGHT-THRU ARROW) EPOXY	EACH	2	\$200.00	\$400.00	\$160.00	\$320.00	\$195.00	\$390.00	\$175.00	\$350.00
11	2582.501	PAVEMENT MESSAGE (THRU ARROW) EPOXY	EACH	1	\$125.00	\$125.00	\$100.00	\$100.00	\$136.00	\$136.00	\$125.00	\$125.00
12	2582.502	12" SOLID LINE WHITE-PAINT	LIN FT	86	\$4.00	\$344.00	\$4.00	\$344.00	\$6.50	\$559.00	\$7.00	\$602.00
13	2582.502	24" SOLID LINE WHITE-EPOXY	LIN FT	186	\$8.00	\$1,488.00	\$6.25	\$1,162.50	\$8.75	\$1,627.50	\$7.50	\$1,395.00
14	2582.502	24" SOLID LINE YELLOW-EPOXY	LIN FT	210	\$8.00	\$1,680.00	\$6.30	\$1,323.00	\$8.75	\$1,837.50	\$6.00	\$1,260.00
15	2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY	LIN FT	7350	\$0.52	\$3,822.00	\$0.50	\$3,675.00	\$0.50	\$3,675.00	\$0.52	\$3,822.00
16	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	30834	\$0.24	\$7,400.16	\$0.25	\$7,708.50	\$0.25	\$7,708.50	\$0.25	\$7,708.50
17	2582.502	4" SOLID LINE YELLOW-EPOXY	LIN FT	13803	\$0.24	\$3,312.72	\$0.25	\$3,450.75	\$0.25	\$3,450.75	\$0.26	\$3,588.78
18	2582.502	4" BROKEN LINE YELLOW-EPOXY	LIN FT	2116	\$0.24	\$507.84	\$0.25	\$529.00	\$0.25	\$529.00	\$0.26	\$550.16
19	2582.502	4" BROKEN LINE WHITE-EPOXY	LIN FT	352	\$0.24	\$84.48	\$0.25	\$88.00	\$0.25	\$88.00	\$0.25	\$88.00
20	2582.502	8" DOTTED LINE WHITE-EPOXY	LIN FT	34	\$4.00	\$136.00	\$3.15	\$107.10	\$1.90	\$64.60	\$10.00	\$340.00
21	2564.604	CROSSWALK MARKING-EPOXY	SQ FT	1872	\$4.40	\$8,236.80	\$4.00	\$7,488.00	\$4.50	\$8,424.00	\$5.60	\$10,483.20
22	2582.503	PAVEMENT MARKING SPECIAL (SHARK TOOTH YIELD)	SQ FT	45	\$4.40	\$198.00	\$8.40	\$378.00	\$9.80	\$441.00	\$25.00	\$1,125.00
Total BASE BID:						\$180,236.10		\$159,890.37		\$174,435.37		\$170,889.44

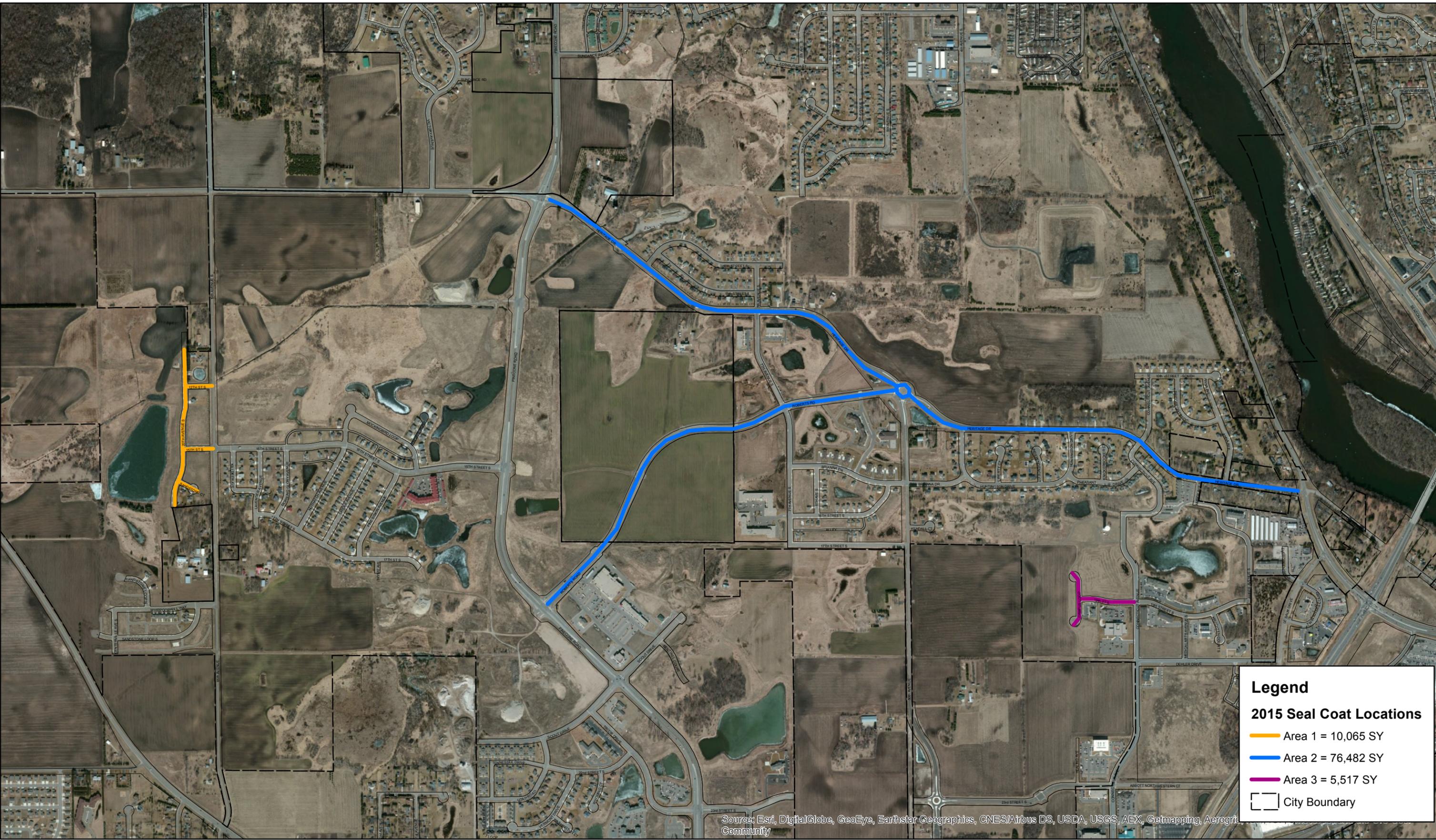
ALTERNATE 1

Project: 02174-61 - SART - 2015 Bituminous Chip Seal Project				Engineers Estimate		Asphalt Surface Technology Corporation		Caldwell Asphalt Co., Inc.		Allied Blacktop	
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
23	2355.502 BITUMINOUS MATERIAL (CSS-1H) FOR FOG SEAL DILUTED	GALLON	13767	\$2.20	\$30,287.40	\$0.60	\$8,260.20	\$1.53	\$21,063.51	\$2.20	\$30,287.40
Total ALTERNATE 1:						\$30,287.40		\$8,260.20		\$21,063.51	\$30,287.40
Total BASE BID:						\$180,236.10		\$159,890.37		\$174,435.37	\$170,889.44
Total ALTERNATE 1:						\$30,287.40		\$8,260.20		\$21,063.51	\$30,287.40
Totals for Project 02174-61						\$210,523.50		\$168,150.57		\$195,498.88	\$201,176.84
% of Estimate for Project 02174-61								-20.13%		-7.14%	-4.44%

I hereby certify that this is an exact reproduction of bids received.

Certified By:  License No. 23623

Date: April 20, 2015



2015 Sartell Seal Coat Project Location Map

Legend

2015 Seal Coat Locations

- Area 1 = 10,065 SY
- Area 2 = 76,482 SY
- Area 3 = 5,517 SY
- City Boundary



N
1 inch = 1,000 feet



SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration & Personnel Committee	Meeting Date: April 27, 2015	Agenda Item No. 6i
Agenda Section: Consent Agenda		Item: WSB City Engineering Contract
<p>RECOMMENDATION: Personnel Committee recommends Council approval of attached redlined language in a Contract Amendment.</p> <p>BACKGROUND: The City first negotiated flat fees as part of your engineering contract in 2006, with the amendment language citing the reduction in administrative time spent on billings and the greater ease in budgeting and cost control for the City as rationale for the retainer. That first Contract provided for set fees for general engineering and mapping services at \$22,000. Through the years, we added services and increased the retainer until by Stantec’s final contract year of 2012, the total retainer was \$63,000 plus \$50 per map, and it included the original services plus wetland monitoring/compliance; meeting attendance at all Council and Commission, APO and other meetings; water and wastewater reviews; MSA assistance; pre-project inquiries; and regular office hours at City Hall. The WSB contract added annual grant and funding analysis, traffic analysis requests, some free mapping, conceptual review of the Verso repurposing plan, and legislative lobbying for an annual \$76,000 retainer. WSB has maintained this flat retainer amount through 2015 with the City dropping the Verso repurposing (being done now by private contract at AIM’s expense) and reducing the minimum number of office hours required. The Personnel Committee has met with WSB representatives and recommends Council approval of the attached Contract amendment for the remainder of 2015 as a test for the City and WSB to try a streamlined model. In an effort to be more efficient, we would like to try ala carte services we pay for on a case by case basis in 2015 to better help WSB and the City find the right balance for 2016.</p> <p>BUDGET/FISCAL IMPACT: Reduction in engineering expenses through 2015 with updated review/negotiations for 2016 to occur this Fall.</p> <p>ATTACHMENTS: Recommended Contract Amendment language.</p> <p>COUNCIL ACTION REQUESTED: Approval of Consent Agenda services as approval of attached Contract Amendment language. If item is pulled from consent, a separate motion is requested approving attached Contract Amendment language.</p>		

WSB & ASSOCIATES, INC.
EXHIBIT C
SCOPE OF WORK

GENERAL SCOPE OF SERVICES FOR IMPROVEMENT PROJECTS

C.1 GENERAL SCOPE OF SERVICES AS CITY ENGINEER

The City intends to retain the Engineer as the designated City Engineer and to provide general engineering and other related professional services. ~~The paragraphs below identify those tasks which are included in the General Engineering retainer. Typical general services (not all-inclusive) are listed below.~~

~~C.1.1 Retainer Services. WSB & Associates, for a monthly retainer fee, will provide the following as identified in C.1.3 to C.1.12 for non-project and non-development related services.~~

C.1.21 Wetland Administration, Compliance, and Monitoring. WSB will provide a qualified professional to complete the annual Local Government Unit reporting as required by the Board of Water and Soil Resources. This will include completing the annual reporting form with input from City staff. WSB will be available to answer City staff questions on the WCA and respond to general wetland questions from the public. Reviews of concept plans or site visits will not be completed until the applicant has applied at the City and submitted an escrow.

~~Attendance at wetland meetings is not included in this scope of work. If the City requests attendance at meetings that are not related to a specific permit application, the costs will be billed on a time and materials basis.~~

~~C.1.3 Annual Routine GIS Mapping Changes. WSB will provide the annual GIS mapping updates to City base maps including sanitary sewer, water distribution, and storm sewer and zoning maps. General City maps up to and including 6 copies of each basemap in large format will be reproduced at no cost to the City. WSB will provide the city with PDF copies of each map for use and reproduction as necessary. Additional hard copies as requested by private parties will be provided at the actual cost to reproduce each map or figure.~~

C.1.4 Water and Wastewater Review. WSB will conduct an annual assessment of the water supply and wastewater treatment capacity to evaluate future development capacity and will review existing utility rates for the purpose of recommending an increase in fees based on the ENR inflation index. This service does not include an in-depth rate study. Rate Studies will be provided upon request for an additional fee.

WSB & ASSOCIATES, INC.
EXHIBIT C
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C.1.52 Municipal State Aid System Updates. Perform all responsibilities related to maintaining the City's Municipal State Aid Street System. Duties include but are not limited to performing annual mileage certification, mapping updates, and completing all current MnDOT administrative requirements, and coordinating traffic counts.

C.1.63 Meeting Attendance. The City Engineer or other WSB staff members as approved will attend the following meetings:

1. Council Meetings.
2. Planning Commission Meetings as requested.
- ~~3. Public Works Commission Meetings.~~
- ~~4.3. APO Meetings as requested.~~
- ~~5. St. Cloud Area Wastewater Advisory Committee Meetings.~~
- ~~6. Park Commission Meetings as requested.~~
- ~~7. EDC Meetings as requested.~~
- ~~8.4. Department Staff Meetings.~~

C.1.74 Pre-project Inquiries. The City Engineer will be available as needed for meetings with potential developers to discuss platting and project requirements.

C.1.85 Office Hours. The Engineer will maintain office hours at City Hall 1 day per week, generally Tuesday's, an average of 28 hours. ~~In general the Engineer will maintain the following office hours at City Hall:~~

~~Monday 1:00 p.m. to 4:30 p.m.~~

~~Tuesday Thursday 8:00 a.m. to 4:30 p.m.~~

~~The Engineer and City staff will evaluate the number of office hours required to provide service on a semi-annual basis and adjustments agreeable to both parties will be considered.~~

~~C.1.9 Annual Grant and Funding Analysis. WSB staff will meet with City staff on an annual basis to review grant and other funding opportunities for the coming year.~~

C.1.106 Traffic Analysis Requests. The Engineer will respond to resident and staff generated requests for traffic related issues including local signage and speeding complaints in accordance with the City Speeding and Signage Protocols dated November 13, 2006. The completion of traffic counts, monitoring and reports will be completed on a case-by-case basis at an agreed upon fee.

WSB & ASSOCIATES, INC.
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~~C.1.117~~ WSB Commitment to the City of Sartell. Mike Nielson and WSB & Associates are fully committed to fulfilling the expectations of the City of Sartell, City Council, and staff. Mike Nielson or another designated representative will attend ~~the~~ Council Meetings and other meetings as requested, ~~and will not allow other client responsibilities to impact his duties as the City of Sartell City Engineer.~~

~~C.1.12~~ Legislative Lobbying. ~~WSB is willing to accompany Sartell representatives on State and Federal lobbying events. WSB frequently attends events and would be willing to carry Sartell's message to the appropriate legislative leaders. Materials developed for this effort would be billed at our standard rates.~~

~~C.1.13~~ 8 Claim Support. Claims related to projects and general City business occur from time to time. There are issues that directly involve WSB completed projects and those that do not directly involve WSB. In both cases, with the approval of insurance and legal counsel, WSB will take an active role in assisting with the resolution of the claim as directed by the City or LMC attorney. We will work to first resolve the issue with the least expense as possible without concern for who is at fault. If the claim is related to a WSB project, WSB will keep track of the hours expended until a resolution is determined and will discuss with the City the viability of billing any expenses. If the claim is a City related issue, WSB will bill our time at our stated hourly rates. WSB is making a commitment to be a part of the Sartell team, and as such, expects to be a partner to the City in all situations. We carry Professional Liability insurance should an issue arise with our performance. We would ask that the City agree, to the maximum extent permitted by law, to waive any claims against WSB arising out of the performance of services that support the City but do not directly involve WSB services.

~~C.2~~ EXTRA SERVICES AS CITY ENGINEER

~~If authorized by the City, the Engineer shall furnish additional services of the following type:~~

~~C.2.1~~ 9 Flood Plain Management. Responds to constituent's information requests related to flood plain location. Includes preparation of elevation certificates (if required), research and review of grading plans and site inspections.

~~C.2.2~~ 10 Building Permit Reviews. Performs foundation elevation survey to insure low floor elevations are consistent with approved plans.

~~C.2.3~~ 11 Pavement Management. Administers and implements City's pavement management system. Responsibilities include but are not limited to inspection

WSB & ASSOCIATES, INC.
EXHIBIT C
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and rating of municipal streets (25% of mileage annually), updating of management software data, and developing five year street improvement projections.

C.2.41.12 NPDES/Surface Water Management. Assists with the preparation, administration and implementation of the City's Storm Water Pollution Prevention Plan (SWPPP), including annual report preparation, public meetings, and ordinance/policy development and annual inspections.

C.2.51.13 Other services as requested.

C.32 PRELIMINARY REPORT/STUDY PHASE

Subject to further clarification and refinement on a project-by-project basis, the Engineer shall in proper time and sequence:

C.32.1 Consult with the City representative to determine the requirements of the project, review available data, attend necessary conferences, and be available for general consultation.

C.32.2 Advise the City as to the necessity of the City's providing or obtaining from others data or services and assist the City in obtaining such data and services.

C.32.3 Identify and analyze requirements of governmental authorities having jurisdiction to approve the design of the project and participate in consultations with such authorities.

C.32.4 Make such preliminary studies, layouts, or field surveys to verify and supplement existing elevation and topographic information and preliminary cost estimates to clearly identify potential construction or financing problems.

C.32.5 Assist the City in obtaining all required subsurface investigations as required for the preparation of the feasibility report.

C.32.6 Prepare a feasibility report on the preliminary engineering study of the project in sufficient detail to indicate the problems involved. The report shall include the desired phased program, if required, and the appropriate alternate solutions. The report will also include schematic layouts, sketches, conceptual design criteria with appropriate exhibits to indicate the considerations involved (including applicable requirements of governmental authorities having jurisdiction over the project), preliminary estimate of project cost, typical examples of proposed assessments preliminary identification of right-of-way and easement requirements,

**WSB & ASSOCIATES, INC.
EXHIBIT C
SCOPE OF WORK**

and the Engineer's conclusions and recommendations.

WSB & ASSOCIATES, INC.
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C.32.7 Providing services for preparation of preliminary and final assessment rolls.

C.32.8 Furnish copies of the feasibility report documents and review the feasibility report with City staff.

C.32.9 If required, the Engineer shall present the feasibility report to the proper reviewing agencies and to the City Council. The Engineer shall attend the public hearing for the project.

C.43 FINAL DESIGN PHASE

Subject to further clarification and refinement on a project-by-project basis, the Engineer shall, in proper time and sequence:

C.43.1 On the basis of the accepted preliminary design documents and the current opinion of probable cost, prepare contract documents consisting of final drawings and specifications to show and describe the scope, extent, and character of the work to be furnished and performed by Contractor(s) including Advertisement for Bids, Instructions to Bidders, Bid Form, Form of Agreement, Performance and Payment Bond Form, General Conditions, Special Conditions, and Technical Specifications.

C.43.2 Provide technical criteria, written descriptions and design data for use in filing applications for routine permits or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the project, and assist the City in consultations with appropriate authorities. The Engineer shall prepare and submit all permit applications to the appropriate agencies. The City shall be responsible for all permit fees.

C.43.3 Advise the City of any adjustments to the latest opinion of probable cost caused by changes in extent or design requirements of the project and furnish a current opinion of probable cost based on the drawings and specifications.

C.43.4 Prepare for review and approval by the City, its legal counsel and other advisors contract agreement forms, general conditions, supplementary conditions, bid forms, advertisement for bid and instructions to bidders, and assist in the preparation of other related documents.

C.43.5 Attend necessary conferences and be available for general consultation.

C.43.6 Furnish three (3) copies of the above documents and of the drawings and specifications and present and review them in person with the City, along with

WSB & ASSOCIATES, INC.
EXHIBIT C
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completing a plans-in-hand site inspection. Make minor revisions and adjustments as required following review by the City.

C.54 BIDDING PHASE

Subject to further clarification and refinement on a project-by-project basis, the Engineer shall in proper time and sequence:

- C.54.1 Furnish plans and specifications for agency review and furnish copies to the City for bidding and construction purposes as a part of this Contract.
- C.54.2 Issue addenda as appropriate to interpret, clarify, or expand the bidding documents.
- C.54.3 Assist the City in obtaining and evaluating bids and awarding contracts for the construction of the project.
- C.54.4 Consult with and advise the City as to the acceptability of subcontractors, suppliers, and other persons and organizations proposed by the prime contractor(s) (herein called "Contractor(s)") for the portions of the work as to which such acceptability is required by the bidding documents.
- C.54.5 Consult with and advise the City concerning and determining the acceptability of substitute materials and equipment proposed by Contractor(s) when substitution prior to the award of contracts is allowed by the bidding documents.
- C.54.6 Attend bid opening and prepare bid tabulation sheets.

C.65 CONSTRUCTION PHASE

Subject to further clarification and refinement on a project-by-project basis, the Engineer shall:

- C.65.1 Consult with and advise the City and act as the City's representative as provided in the contract documents, which may not be modified to affect Engineer's responsibilities except by written agreement signed by the City and the Engineer.
- C.65.2 Conduct pre-construction conference to be attended by the Contractor, City, and others as may be requested by the City.

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- C.65.3 Make visits to the site at intervals appropriate to the various stages of construction to observe as an experienced and qualified design professional the progress and quality of the executed work of the Contractor(s), and to determine if such work is proceeding in accordance with the contract documents. During such visits and on the basis of the on-site observations, the Engineer will keep the City informed of the progress of the work and will endeavor to identify for the City defects and deficiencies in the work of the Contractor(s). This agreement does not require the Engineer to evaluate contractor's safety methods. It is agreed that safety matters are Contractor's responsibility and that the Engineer shall be responsible only for the acts or omissions of its own employees. The Engineer may disapprove work as failing to conform to the contract documents. The Engineer shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work. The Engineer shall be obligated, however, to disclose known dangerous circumstances to the City.
- C.65.4 Review samples, schedules, shop drawings, the result of tests and inspections, and other data which the Contractor is required to submit, but only for the conformance with the design concept of the project and compliance with the information given in the contract documents, (but such review shall not extend to means, methods, sequences, techniques, or procedures of construction or to safety precautions and programs incidental thereto). The Engineer shall receive and review (for general content as required by the specification), maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection which are to be assembled by the Contractor in accordance with the contract documents.
- C.65.5 Issue all instructions of the City to Contractor; issue necessary interpretations and clarifications of the contract documents and in connection therewith prepare change orders as required for the City's approval and have authority, as the City's representative, to require special inspection or testing of the work.
- C.65.6 Review the Contractor's application for payment, determine the amount owing the Contractor and make recommendations to the City regarding the payment thereof.

The Engineer's recommendations are based on on-site observations as an experienced and qualified design professional. The recommendations by the Engineer constitute a representation to the City that to the best of their knowledge, information and belief, the work has progressed to the point indicated on said application and the quality of work is in accordance with the contract documents, subject to the results of any subsequent test called for by the contract documents and any qualifications stated in his recommendations.

WSB & ASSOCIATES, INC.
EXHIBIT C
SCOPE OF WORK

C.65.7 Conduct, in the presence of the designated representative, a site visit to determine if the project is substantially complete and conduct a final site visit to determine if the work has been completed in accordance with the contract documents. Such site visits may include representatives from the City and/or other involved governmental agencies. If the Contractor has fulfilled all of his obligations, the Engineer shall give written notice to the City and the Contractor that the work is acceptable for final payment.

C.65.8 The Engineer shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work. The Engineer shall be obligated, however, to disclose known dangerous circumstances to the City.

C.65.9 The Engineer shall furnish the City with a list detailing final quantities and costs in a letter stating to the best knowledge of the Engineer that the work is in compliance with the plans, specifications and change orders.

C.76 SCOPE OF SERVICES FOR DEDICATION PROJECTS

Subject to further clarification and refinement on a project-by-project basis, the Engineer shall:

C.76.1 Following written notice from the City Council, review the platting, concept, design, plans and specifications for each Dedication Project to determine that they comply with those written City Standards that have been approved by the City Council for such projects. Require the developer or his Engineer to submit the plans to appropriate utility companies and other concerned agencies for their review, concurrence and issuance of permits as required. Upon completion of the review, submit a written report to the City Council to assist the Engineer and the City Council in approving or disapproving the proposed Dedication Project.

C.76.2 Submit a written progress report to the City Council for each Dedication Project under construction. The report should include budget, schedule and progress information.

C.76.3 Submit a written report to assist the City Council in determining that the project has been satisfactorily completed. The Engineer shall acquire from the developer or the developer's engineer five (5) sets of plans of the work that have been revised to show "as constructed" conditions, said plans to be submitted to the City within 90 days following completion of the project.

WSB & ASSOCIATES, INC.
EXHIBIT C
SCOPE OF WORK

C.87 SCOPE OF ADDITIONAL SERVICES AS THE ENGINEER

If authorized in writing by the City, the Engineer shall furnish additional services of the following type:

C.87.1 Providing services of professional subconsultants as required for a particular project.

C.87.2 Providing the type of surveying or related engineering services necessary for preparation of permanent and/or temporary easements, boundary surveys, or plat documents.

C.87.3 Review of developer's plats and concept plans. Provide assistance to the developer in preparing a plat for improvement projects.

C.87.4 Additional services in connection with the project not otherwise provided for in this Agreement.

WSB & ASSOCIATES, INC.
EXHIBIT D
COMPENSATION

D.1 The following represents the compensation terms:

~~D.1.1 Retainer Fee—General City Engineering Duties~~

~~Engineer will be compensated for City Engineering services based on a fixed monthly retainer payable in the month following the month in which services are rendered. The Engineer will charge the City \$6,333.33 per month for January 1, 2015 to December 31, 2015.~~

~~These services are specifically described in Section C.1 and generally include administrative and staff duties as acting City Engineer for the City and will generally be performed by Mike Nielson or another mutually agreeable employee of Engineer (the “Acting City Engineer”) and Jeff Row or another mutually agreeable employee of Engineer (the “Acting Assistant City Engineer”). WSB and the City will complete a review of services on an annual basis.~~

~~Whenever the Acting City Engineer is performing services not included in the Acting City Engineer duties, his rate shall be at his WSB rate for 2015 of \$153.00 per hour. WSB will annually provide a proposed fee schedule for all of our standard rates for approval by the Council. Work requested by the City and performed by other employees of Engineer that does not fall within the scope of services described in Exhibit C.1 will be compensated on an hourly basis on the fee schedule attached hereto as Exhibit F, or will be made the subject of a separate contract for services.~~

D.1.2 ~~Non-retainer~~ Basic Services

The City shall pay the Engineer for ~~non-retainer~~ Basic Services rendered on the basis of a negotiated lump sum fee, on an hourly basis, or as a percentage of the construction cost, as mutually agreed to and deemed fair and reasonable for the particular work to be performed. The method of payment will be determined at the start of the project.

Engineer’s current fee schedule with hourly rates is attached to this contract as Exhibit F. The rate schedule is for 2015, and will remain in effect for services rendered through December 31, 2015.

The fee schedule will be evaluated on an annual basis by the Engineer and adjusted to account for inflation and other factors. The Engineer will submit a revised fee schedule prior to December 31 on an annual basis.

D.1.3 Projects

Compensation for specific studies or the design and construction of City improvements will be determined on a project-by-project basis. The proposed compensation will be detailed within a written letter proposal submitted by the Engineer to the City prior to beginning work. If the scope of the project changes after it is authorized, the Engineer will discuss it with the City and determine an appropriate fee modification. Typically, project fees are billed either as lump sum, hourly not-to-exceed, or a percentage of the construction cost.

D.1.3.1 Payment for Construction Project Basic Services

For Engineering Basic Services including final design, survey, and construction services, WSB and the City will discuss the actual costs for each project prior to authorization but can use the following for budgeting purposes for CIP development.

- | | |
|---|-----------|
| a. New residential development | 14% - 16% |
| b. Street and utility reconstruction | 16% - 18% |
| c. State Aid streets | 17% - 19% |
| d. Complex water treatment, lift stations, etc. | 18% - 20% |

D.1.4 Development/Application Review

Services related to development review applications will be completed by the Engineer in accordance with the table below. For other reviews outside of those listed below, the Engineer will establish a scope of services and estimated fee.

Table D.1.4.a Environmental Review Services

Wetland No-loss and Exemption Determination	\$200
Wetland Delineation Approval (Less Than 10 Acres)	\$200+\$0.10/LF
WCA – Replacement Plan Application Review	\$500
Wetland Banking Application	\$1,500
EAW Review	\$1,200

Table D.1.4.b Plat Application Review Services

Site Plan Review- Commercial & Industrial Less than 1 acre	\$1100 \$800 for second review
Site Plan Review – Commercial & Industrial 1-5 acres.	\$1,500 \$1,100 for second review
Site Plan Review – All residential development and Commercial & Industrial > 5 acres	\$2,000 \$1,400 for second review
Sketch Plan/Concept Plan Review	\$300
	\$400
New or Revised Grading or Drainage Plan Review	\$500 Base Fee + \$10 per Lot
Residential Preliminary Plat Review (1-80 Lots)	\$400 for 1-10 Lots + \$35 per lot (10-80)
Residential Preliminary Plat Review over 80 lots	\$20 Per Additional Lot
Commercial/Industrial Preliminary Plat Review (1-10 Lots	\$200 per Lot
Commercial/Industrial Preliminary Plat Review –each lot over 10	\$50 per lot
Final Plat Review	\$500

D.1.5 Independent Consultants

The cost of services performed by independent consultants or agencies for environmental evaluation, soil testing, laboratory services, or other services will be billed to the City at the Engineer's cost with no markup.

D.1.6 Payment for Revisions or Other Work

If the City directs that revisions be made to the plans and specifications following approval of the plans and specifications by the City or if the City Council directs Engineer to perform other work, the Engineer shall be compensated for the cost of such revisions at the hourly fee. The Engineer shall be given additional compensation when additions consist of enlargement or extension of the project. Additional compensation will be on the same basis as agreed to for the original plans and specifications.

D.1.7 Receipt of Payment

In order to receive payment for services, the Engineer shall submit monthly invoices describing in detail the services performed in accordance with this contract. Separate statements shall be submitted for each project or a detailed breakdown shall be furnished showing the distribution of charges to each project. The City shall pay Engineer upon receipt of each monthly invoice. For hourly and percentage of construction cost contracts, the personnel who worked on the project shall be included. Construction services shall include daily reports detailing the time for each day that the individual was working on the project. All invoices will include the City representative who authorized the work.

D.1.8 Expenses

Engineer shall be reimbursed for reasonable expenses related to the scope of services of this contract and/or individual projects. The Engineer shall be reimbursed for the actual cost of the expenses, without markup. Typical expenses include, but are not limited to, the following:

- Permit fees
- Plan and specification reproduction fees
- Costs related to the development of project photos

The following shall not be considered reimbursable expenses:

- Mileage
- Mobile phone usage
- Computer equipment time
- Preparation and reproduction of common correspondence
- Mailing

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: April 27, 2015	Agenda Item No. 6j
Agenda Section: Consent	Item: Resignations	
<p>STAFF RECOMMENDATION: In addition to the separate resignations announced this evening, staff requests Council acceptance of the resignations of Utility Worker Aaron Hauser effective 2 weeks from April 22, 2015, and Firefighter Marty Radi, who is retiring after 20 years of service to the Sartell Fire Department effective May 31, 2015. The Council Action below also includes authorization to fill the resulting utility department vacancy.</p>		
<p>BUDGET/FISCAL IMPACT: None – the new hire will fill a budgeted position.</p>		
<p>ATTACHMENTS: None</p>		
<p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as acceptance of the resignations and authorization to fill the Utility Department vacancy. If item is removed from Consent, separate motion is requested accepting resignations and authorizing filling Utility Department vacancy.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration	Meeting Date April 27, 2015	Agenda Item No. 7a
Agenda Section Public Hearings	Item Public Hearing on Animal Control Ordinance Update	

STAFF RECOMMENDATION: Take public comment and adopt Ordinance and Summary Ordinance or direct staff on final Ordinance provisions to come back for final adoption.

PREVIOUS COUNCIL ACTION: Council last discussed updating your animal control ordinance on July 14, 2014 with these minutes reflecting the discussion for staff to draft an Ordinance update and bring back to Council:

Administrator Degiovanni presented the current animal ordinance and requested Council’s input on starting point for ordinance update specifically with regard to limits on types/number of animals allowed in the City. A comparison on the number of domestic animals allowed in each household from area cities was provided. Degiovanni provided this information for discussion purposes only and to get input for drafting purposes and public input would be taken once a draft was in place.

Council members made the following comments:

- *Nicoll: Suggested a more relaxed ordinance to allow for more than 2 dogs, and the decision to allow a kennel license to be made by staff.*
- *Council member Hennes prefers to limit the number of dogs per household to 2 dogs.*
- *Council member Peterson agrees that allowing 3 dogs per household, especially if they are large dogs, is too many.*
- *Mayor Perske has no problem with our present policy.*
- *Council member Braig-Lindstrom is okay with the 2 dog limit. However, if more than 2 dogs are allowed, there should be an extra charge.*

BACKGROUND: Current City Code has a chapter titled “Dogs” and a chapter titled “Animal Control”. The City last updated your Animal Control Ordinance in 2002 and incorporated the provisions for dogs, but did not rescind the separate “Dogs” chapter. Your new Ordinance will rescind all prior provisions and adopt an entirely new Chapter for Animal Control covering all animals within the City. The March 23rd agenda packets included your current ordinances as well as proposed – this agenda packet has the draft proposed Ordinance attached, including changes recommended by the City Attorney. Reminder of notable provisions:

- Definitions were updated based on model code language.
- You will also notice that we now define kennel as 4 or more dogs. This will be changed back to 3 or more pending final Council decision after public hearing.
- Current language is confusing about cat licenses, but Council discussion previously leaned toward not requiring cat licensure because we do not want to try to enforce prohibition on cats running at large. We’ve issued 77 cat licenses compared to approximately 1,000 dog licenses each year. We have removed cat licensure from this draft Ordinance.

- We left the current license fee due date of June 1st because of the timing of this Ordinance update, but that's a very busy time for various other permits. So during your 2016 budget and fee schedule discussions, we will propose revising the 2016 fee to phase our way into a different licensing schedule. For example, set the license due date of March 1st for 2016, but charge a lower fee that year. Then go back to the regular full year fee for 2017.
- New section 5-2-3 again specifies no more than 3 dogs, and this is still subject to further Council discussion if you want to limit to 2. However, the language allowing 3 meant we can eliminate all of the current "excessive kennel language (Section 5-3-6 of current code) which requires people wanting 3 dogs to come before the Council and explain a reason. The dog limit you choose is a policy level decision, but we tracked kennel permit requests for the past 5 years and there have never been more than a dozen, and some of those years they were administratively issued so no one was not requesting them because of the application process. None of our current kennel licenses are for more than 3 dogs. So one option is for the Council to allow 3 dogs with no special requirements or approvals and then there is no subjective decision to be made about what exceptions make it allowable - it doesn't matter if it is for fostering or for temporary situation or for whatever reason – it's just an objective, consistent limit in this draft. However, limiting the number of dogs has a rational basis in protecting public health and safety from nuisance and other standpoints, so the Council should also discuss whether you feel a strict 2 dog limit better serves the public interest. After hearing public input and discussing this, if the Council determines this language will become a nuisance problem for the City, then staff can revise language to bring back to you with a 2 dog limit but we would like direction about what circumstances you would allow for a higher number by exception (i.e. fostering, military deployment, etc.).
- The potentially dangerous and dangerous dog language complies with Minnesota Statutes and Lisa Schreifels will assist our new Community Service/Code Enforcement Officer and other PD staff in informational as well as enforcement tools to help us fairly and consistently enforce these statutory provisions.
- New section 5-2-5 provides for dog parks.
- *Comments received based on our website and Newsleader coverage prior to the public hearing were one strongly in favor of 3 dog limit and one strongly opposed.*

ATTACHMENTS: Draft proposed Ordinance

COUNCIL ACTION REQUESTED: Take public input. Motion to adopt Ordinance and Summary Ordinance as presented, or direct staff on final Ordinance provisions to bring back for future adoption.

ORDINANCE NO. _____

**AN ORDINANCE REPEALING AND AMENDING ANIMAL CONTROL ORDINANCES
OF THE CITY OF SARTELL**

THE COUNCIL OF THE CITY OF SARTELL HEREBY ORDAINS:

Subdivision 1. That Title 5, Chapter 2, titled "Dogs" is hereby repealed in its entirety.

Subdivision 2. That Title 5, Chapter 3, titled Animal Control is hereby renumbered as Chapter 2 and restated in its entirety as follows:

CHAPTER 2

ANIMAL CONTROL

SECTION:

- 5-2-1: Definitions
- 5-2-2: Dog License Required; Tags
- 5-2-3: Limitations
- 5-2-4: Keeping or Harboring Prohibited
- 5-2-5: Animals at Large
- 5-2-6: Barking, Nuisances, Property Damage and Fecal Clean-up
- 5-2-7: Rabies Control
- 5-2-8: Dangerous and Potentially Dangerous Animals
- 5-2-9: Dangerous Animals
- 5-2-10: Potentially Dangerous Animals
- 5-2-11: Animal Biting; Quarantine
- 5-2-12: Animals Subject to Impoundment
- 5-2-13: Redemption
- 5-2-14: Disposition of Unredeemed Animals
- 5-2-15: Interference with Officers
- 5-2-16: Service Animals
- 5-2-17: Kennels; License Required
- 5-2-18: Violations and Penalties

5-2-1: DEFINITIONS

As used in this Chapter, unless the context otherwise indicates, the following words shall be defined to mean:

ANIMAL CONTROL OFFICER. The city staff charged with the duty of picking up and impounding unlicensed dogs, strays, and abandoned animals as herein provided.

ANIMAL SHELTER. Any premises designated by the City for the purpose or impounding or caring for animals held under the authority of this Chapter.

AT LARGE. Off the premises of the owner and not under the control of the owner, or other competent person, by leash not exceeding eight (8) feet in length.

DANGEROUS ANIMAL. An animal that has:

1. without provocation, inflicted substantial bodily harm on a human being on public or private property; or
2. killed or caused substantial bodily harm to a domestic animal without provocation while off the owner's property; or
3. been found to be potentially dangerous, and after the owner has notice that the animal is potentially dangerous, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals; or
4. been declared a Dangerous Dog pursuant to Minnesota Statutes by the animal control authority of another jurisdiction.

DOMESTIC ANIMAL. Any of various non-venomous animals domesticated so as to live and breed in a tame condition. Domestic animals do not include any animal considered "non-domestic" as defined by this Section. Domestic animals are limited to:

- Dogs
- Cats
- Rabbits
- Ferrets
- Any of the class of Aves (birds) that are caged and otherwise kept inside the residence, specifically excluding poultry.
- Any of the order of Rodentia such as mice, rats, gerbils, hamsters, chinchillas & guinea pigs
- Any of the class of Reptilia such as snakes, lizards, and turtles excepting those meeting the non-domestic animal definition
- Any of the class of Amphibian such as salamanders, frogs, toads excepting those meeting the non-domestic animal definition.

KENNEL. Any place, building, tract of land, abode, or vehicle where **four** or more dogs are kept and maintained. Kennel does not include a veterinarian licensed to practice in the State of Minnesota who keeps, congregates or confines dogs in the normal pursuit of the practice of veterinary medicine. Kennel does not include an animal shelter owned and operated by any political subdivision of the State or providing animal sheltering services under contract with any political subdivision of the State.

NON-DOMESTIC ANIMAL. Those animals considered to be naturally wild and not naturally trained or domesticated; or which are considered to be farm animals or inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, non-domestic animals shall include:

1. Any member of the cat family (Felidae) including, but not limited to, lions, tigers, cougars, bobcats, leopards and jaguars, but excluding those recognized as domesticated house cats.
2. Any naturally wild member of the canine family (Canidae) including, but not limited to, wolves, foxes, coyotes, dingoes, and jackals, but excluding those recognized as domesticated dogs.
3. Any hybrid or crossbreeds between an animal defined in clauses (1) or (2) and a domestic animal and offspring from all subsequent generations of those hybrids or crosses, such as the crossbreed between a wolf and a dog.
4. Any member or relative of the mammal family including any skunk (whether or not descended), raccoon, or squirrel, but excluding those members otherwise defined or commonly accepted as domesticated pets.
5. Any poisonous, venomous, constricting (when snake is of size causing inherent risk to humans), or inherently dangerous member of the reptile or amphibian families including, but not limited to, rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.
6. Goats, pigs (including pot bellied pigs), poultry, horses, cattle, llama, bison.

7. Any other animal that is not explicitly listed above but which can be reasonably defined by the terms of this Section including, but not limited to exotic animals, human primates, bear, deer, elk, ducks, and game fish.

OWNER. Any person, keeper, custodian or legal entity owning, harboring or keeping an animal, whether temporary or permanent.

POTENTIALLY DANGEROUS ANIMAL. An animal which has:

1. When unprovoked, bitten a human or a domestic animal on public or private property; or
2. When unprovoked, chased or approached a person, including a person on a bicycle, upon the streets, sidewalks, or any public or private property, other than the animal owner's property, in an apparent attitude of attack; or
3. A known history or propensity, tendency or disposition to attack while unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals; or
4. Been declared a Potentially Dangerous dog pursuant to Minnesota Statutes by the animal control authority of another jurisdiction.

PREMISES. Any building, structure, shelter or land whereupon animals are kept or confined.

PROPER ENCLOSURE. Securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the animal. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the animal from exiting.

PROVOCATION. An act that an adult could reasonably expect may cause an animal to attack or bite.

SUBSTANTIAL BODILY HARM. Bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.

UNPROVOKED. The condition in which the animal is not purposely agitated or disturbed. It is a rebuttable presumption that any attack on a child fourteen years of age or younger for which a reasonable person connotes an intent to inflict bodily harm will be considered to be unprovoked unless the child is engaged in the commission of a crime or illegal activity, including activities classified under Minnesota Statutes as cruelty to animals.

5-2-2: **DOG LICENSE REQUIRED; TAGS**

- A. *License Required.* It will be unlawful for any person to own, keep or harbor any dog or dogs over six (6) months of age within the City, without having obtained a license.
 1. *Dog Licenses.* No license will be issued for any dog unless the applicant presents proof of vaccination from a licensed veterinarian as proof that the dog has been immunized as required by Section 5-2-7.
 2. *Information Required.* The owner is required to state the dog's name, sex, breed, color and any other information required by the Chief of Police on each license application.
 3. *Date of Payment of License Fee.* It is the duty of the owner of a dog required to be licensed to pay the license fee on or before the 1st day of June in each year, or upon acquiring ownership or possession of an unlicensed dog, or upon establishing residence in the City. All licenses will expire on the last day of May of the calendar year following its issuance. If any owner does not obtain a license for his/her dog by this date, a late license fee will be added onto the regular dog license fee.

4. *Non-refundable.* No refunds will be made on any dog license fee because of the removal of the dog from the City or because of the death of the dog before the expiration of the license period.

B. *Tags.*

1. *Generally.* Upon approval of a dog license application, the applicant will be provided with a tag which shall be permanently fastened to the collar of the dog in such manner that the tag may be seen easily, and the tag will be worn constantly by such dog.
2. *Duplicate Tags.* When any dog tag is lost, a duplicate may be issued upon presentation of a receipt showing the payment of the license fee for the then current year. Fees for duplicate tags will be established by City Council.
3. *Offenses Involving Tags.* It is unlawful to counterfeit, or attempt to counterfeit, the tags provided for in this Section or to remove from any dog a tag legally placed upon it with the intent of placing it upon another dog, or to place such tag upon another dog. It is unlawful for any person to transfer any tag issued, or to place a tag upon any dog other than the one for which it was issued, provided a tag may be transferred with the dog for which it was issued.

5-2-3: **LIMITATIONS**

- A. *Generally.* Except for kennels licensed under this Chapter, no more than **three** dogs over six (6) months of age shall be owned, kept or harbored on the premises of a single family home or per dwelling unit for multi-family properties.

1. *Grandfathering.* Owners who currently possess dogs in excess of the limitations set forth in this Ordinance, and who meet licensing requirements prior to the date of enactment, will be allowed to continue to license such dogs annually for as long as such dogs reside in the City. Once such currently licensed dogs become deceased or are unlicensed for or do not live within the City for a period of 6 months, the limitations set forth shall again apply.
2. *Fostering.* Owners who provide foster care for animals through the Tri-County Humane Society may be granted annual dog licenses without providing information regarding the identification of each animal fostered, but they are still subject to the number limitations and other provisions of this Ordinance.
3. *Service Animals.* Service animals used by a licensed peace officer may be granted annual dog licenses without payment of a license fee.
4. *Commercial dog kennels* as provided in Section 5-2-17.

5-2-4: **KEEPING OR HARBORING PROHIBITED**

- A. No person shall own, care for, have custody or control of, within the City limits, any non-domestic animal as defined in this Chapter.

1. *Exceptions.* An exception may be made to this prohibition for the following:
 - a. *Non-domestic animals within the City's Agricultural Zoning District as specifically provided within the City's Zoning Ordinance.*

- B. *Restrictions on Food and Drink Establishments.* It is unlawful for the owner or operator of any establishment wherein the selling, handling, processing or preparation of food is done to permit any animal in such establishment except as allowed by Minnesota Statutes.

5-2-5: **ANIMALS AT LARGE**

- A. It will be unlawful for any person having or maintaining any animal to permit the animal to be at large or to be upon any premises other than as provided in the permit whether or not a permit for

such animal has been issued as provided under the licensing and permit provisions of this Chapter or other ordinance of the City.

- B. It is unlawful for any owner to allow a domestic animal to be at large at any time.
- C. *Dog Parks.* Dogs are permitted to be unleashed in off leash dog park areas as designated by the City under the following conditions:
 - 1. The dog owner or owner's designee as allowed by Park rules must be present; and
 - 2. The dog must be under the voice control of the owner at all times; and
 - 3. Feces must be properly removed and disposed of; and
 - 4. A dog deemed a dangerous or potentially dangerous animal under this Chapter is not permitted to use off leash areas.

5-2-6: BARKING, NUISANCES, PROPERTY DAMAGE AND FECAL CLEAN-UP

- A. *Barking.* No person will keep or harbor a dog which habitually barks or cries, howls or whines for a period of six (6) or more minutes out of a ten (10) consecutive minute period.
- B. *Nuisance Noise.* It is unlawful for any owner to maintain at any place within the City any animals which, by their habitual whining, barking, howling or other disagreeable noises, disturbs the people in the locality where kept.
- C. *Damage to Property by Animals Prohibited.* No person having the custody or control of a dog, cat or other animal will permit the animal to damage any lawn, garden or other property, public or private, or to defecate on private property, without the consent of the property owner.
- D. *Fecal Clean-up.* It is the duty of each person having the custody or control of a dog, cat or other animal to voluntarily and promptly remove any feces left by such dog or animal on any sidewalk, gutter, street, park land or other public property, or any public area, and to dispose of the feces in a sanitary manner and to have in immediate possession a device or equipment for the picking up and removal of feces. For the purpose of this subdivision, "public area" will include any property open for public use or travel, even though it is privately owned.
 - 1. *Exception.* The provisions of this subdivision do not apply to a guide dog or service animal accompanying a blind person or to a dog when used in police or rescue activities by or with the permission of the City. This subdivision will not be construed by implication or otherwise to allow dogs to be where they are otherwise prohibited by the ordinances of the City.

5-2-7: RABIES CONTROL

- A. *Dogs and Cats Rabies Immunization Required.* All dogs and cats over the age of six (6) months harbored or maintained within the City shall be immunized against rabies by a licensed veterinarian. The vaccines used and their duration of immunity against rabies will be as recommended by the National Association of State Public Health Veterinarians (NASPHV) in their current Compendium of Animal Rabies Prevention and Control.
 - 1. *Exceptions.* No dog or cat need be vaccinated when a licensed veterinarian has examined the animal and certified that, at such time, vaccination would endanger its health because of its age, infirmity, debility, illness, or other medical consideration; and such exception certificate is presented to the City. The animal shall be vaccinated against rabies as soon as its health and age permit.
- B. *Exposure.* Dogs, cats or other animals known to have been bitten by or exposed to a rabid animal must be euthanized or the animal's owner must adhere to procedures as described in the

NAHSPV Compendium of Animal Rabies Prevention and Control. Notification of exposure shall be made immediately to the City. Costs associated with exposure are incurred at the animal owner's expense.

- C. *Disposition of Diseased Dogs, Cats or Other Animals.* If a dog, cat or other animal quarantined under Section 5-2-11 is found to be sick or diseased, the operator of the quarantine facility will immediately report in writing to the City on the condition of the dog or animal. The City may then take possession of the dog, cat or animal for the purpose of submitting it to determine if it is suffering from rabies. A diseased dog, cat or animal may be euthanized, if the City determines such action necessary for the protection of public health and safety, or as recommended by a licensed veterinarian.

5-2-8: **DANGEROUS AND POTENTIALLY DANGEROUS ANIMALS**

- A. *Designation as a Dangerous or Potentially Dangerous Animal.* The Animal Control Officer or their designee will designate any animal as a dangerous or potentially dangerous animal upon receiving evidence that such animal meets the definition set forth in this ordinance.
- B. *Exemption.* Animals may not be designated as dangerous or potentially dangerous if the threat, injury, or damage was sustained by a person who was:
1. Committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the animal;
 2. Provoking, tormenting, abusing, or assaulting the animal or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the animal; or
 3. Committing or attempting to commit a crime.
- C. *Notification and Procedure.* When an animal is declared dangerous or potentially dangerous, the owner(s) of the dangerous or potentially dangerous animal shall be notified in writing that such animal is dangerous or potentially dangerous.
1. *Notice of Right to Appeal.* This notice shall state the date, time, place, the animal bit, chased, attacked or threatened, and shall advise the owner that they have fourteen (14) days to appeal the determination by requesting a hearing before the independent hearing officer.
 2. The owner of the animal must immediately comply with the Proper Enclosure requirements as defined in this ordinance, even if appealing the designation.
 3. Written notice of the designation may either be mailed by first class US mail or by personally delivering the notice to the owner of the animal declared as dangerous or potentially dangerous.
- D. *Noncompliance of Order.* If an owner of a dangerous or potentially dangerous animal fails to comply with any conditions for dangerous or potentially dangerous animals specified in this ordinance and fails to request a hearing within fourteen (14) days of the designation, the animal shall be seized.
1. Notice shall be provided to the owner of the basis for the seizure and the right to request a hearing before an independent hearing officer to determine whether the conditions were violated.
 2. A request for hearing must be made within fourteen (14) days of the seizure. If the owner fails to request a hearing within fourteen (14) days, or after a hearing, is found to have violated the conditions, the Animal Control Officer may order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining the animal. If the owner is found not to have violated the conditions, the owner may reclaim the animal.

- E. An owner of a dangerous or potentially dangerous animal must notify the Police Chief in writing within fourteen (14) days of any transfer to a new owner or location, or death of the animal. This notification shall include proof of death or the complete name, address and telephone number of the person to whom the dog has been transferred or the address where the dog has been relocated.
- F. *Review of Designation.* Beginning six months after an animal's dangerous or potentially dangerous designation, an owner may request in writing that the designation be reviewed by the Animal Control Officer or their designee. The owner must also provide evidence that the dog's behavior has changed and that no violation of this ordinance has occurred during that time period. The city may use discretion in determining whether any conditions which have been ordered are still required.
- G. *Limitation on Additional Animals.* After an owner has had an animal designated as dangerous or potentially dangerous, the owner will not be eligible for additional animal permits or licenses until documentation is provided to the Police Chief that the dangerous/potentially dangerous animal has either died, has been relocated to another suitable owner, or had the designation removed.

5-2-9: **DANGEROUS ANIMALS**

- A. *Disposition of Dangerous Animals.* The Community Service Officer or Police Officer, after designation of an animal as dangerous has the authority to determine the disposition of the dangerous animal.
 - 1. The dangerous animal will be euthanized; or
 - 2. The dangerous animal will be subject to the following conditions:
 - a. *Housed in a Proper Enclosure.* Proper enclosure means securely confined indoors or in a securely locked pen or structure suitable to prevent the animal from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. Such enclosure will not allow the egress of the animal in any manner without human assistance. A pen or kennel for a dog designated as dangerous will meet the following minimum specifications:
 - i. Have a minimum overall floor size of thirty-two square feet.
 - ii. Sidewalls will have a minimum height of five feet and be constructed of 11-gauge or heavier wire. Openings in the wire will not exceed two inches, support posts will be one-and-one quarter-inch or larger steel pipe buried in the ground eighteen inches or more. When a concrete floor is not provided, the sidewalls will be buried a minimum of eighteen inches in the ground.
 - iii. A cover over the entire pen or kennel will be provided. The cover will be constructed of the same gauge wire or heavier as the sidewalls and will also have no openings greater than two inches.
 - iv. An entrance/exit gate will be provided and be constructed of the same material as the sidewalls and will also have no openings in the wire greater than two inches. The gate will be equipped with a device capable of being locked and will be locked at all times when the animal is in the pen or kennel; and
 - b. *Insurance.* The owner provides and shows proof annually of public liability insurance paid in full in the minimum amount of \$500,000. If the animal is impounded, proof of insurance must be demonstrated prior to the animal's release; and

- c. *Posting.* Post the front and rear of the premises with clearly visible warning signs including a warning symbol to inform children, that there is a dangerous animal on the property as specified in Minnesota Statute 347:51; and
 - d. *Muzzle.* If the animal is a dog and is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash not to exceed 6 feet in length and be under the physical restraint of a person eighteen years of age or older. The muzzle must be of such design as to prevent the dog from biting any person or animal, but will not cause injury to the dog or interfere with its vision or respiration; and
 - e. *Microchip Identification Required.* The owner of a dangerous animal is required to have a microchip installed or injected on the animal, to the extent that the species of the animal allows placement of the chip. The microchip will be installed in or injected under the skin of the animal by a licensed veterinarian and will be designed so that, when scanned by an electronic reader, it is capable of providing the identification of the animal's owner. The identification number and microchip manufacturer shall be provided to the Animal Control Officer. The owner shall maintain current address information with the manufacturer. All costs related to the installation and maintenance of the chip are the responsibility of the owner. If the animal is impounded, the microchip will be installed or injected prior to its release; and
 - f. *Annual Registration Fee.* The owner of a dangerous dog is required to complete an annual registration form and pay annual registration fee as set by the City Council, in addition to the annual dog license. If the dog is impounded the fee will be paid prior to the animal's release; and
 - g. *Spay/neuter.* If the animal is a dog or cat, the owner shall provide proof of spay or neuter; and
 - h. *Tag.* A dangerous dog registered under this Section must have a standardized, easily identifiable tag identifying the dog as dangerous and containing the uniform dangerous dog symbol, affixed to the dog's collar at all times; and
 - i. *Obedience Class.* The owner of a dog shall be required to complete an approved dog obedience class.
- B. *Appeal.* Appeal of the animal control officer's dangerous animal designation will be a hearing before an independent hearing examiner not more than fourteen (14) days after receipt of the appeal request. At the time of the hearing, the animal owner may appear and present any evidence which the animal owner may deem material to the investigation. The hearing officer will make findings of fact as to whether a violation of the provisions of this Section has been committed. The hearing officer will affirm or reject the dangerous animal designation or may impose other sanctions as warranted. The hearing officer's decision shall issue within 10 days of the hearing. If the declaration is upheld, the actual expenses of the hearing up to a maximum of \$1,000 will be the responsibility of the animal's owner.

5-2-10: **POTENTIALLY DANGEROUS ANIMALS**

- A. *Animal Subject to Conditions.* An animal that has been determined to be potentially dangerous shall do the following:
1. The animal shall be required to be restrained by leash not to exceed six (6) feet in length, and/or muzzled, and under the control of a person eighteen (18) years of age or older at all times it is outdoors and not inside a proper enclosure; and
 2. *Spay/neuter.* If the animal is a dog or cat, the owner shall provide proof of spay or neuter; and
 3. *Obedience Class.* The owner of a dog shall be required to complete an approved dog obedience class; and

4. *Microchip Identification Required.* The owner of a potentially dangerous animal shall have a microchip installed or injected on the animal, to the extent that the species of the animal allows placement of the chip. The microchip will be installed in or injected under the skin of the animal by a licensed veterinarian and will be designed so that, when scanned by an electronic reader, it is capable of providing the identification of the animal's owner. The identification number and microchip manufacturer shall be provided to the Animal Control Officer. The owner shall maintain current address information with the manufacturer. All costs related to the installation and maintenance of the chip are the responsibility of the owner. If the animal is impounded, the microchip will be installed or injected prior to its release; and
5. *Annual Registration Fee.* The owner of a potentially dangerous animal is required to complete an annual registration form and pay annual registration fee as set forth by the City Council, in addition to the annual dog license. If the animal is impounded the fee will be paid prior to the animal's release.

5-2-11: **ANIMAL BITING; QUARANTINE**

- A. *Animal Biting.* Whenever any animal capable of transmitting the rabies virus has bitten any person or domestic animal, the owner or custodian of the biting animal, upon being notified by the Animal Control Officer, will immediately cause the animal to be quarantined at the Animal Shelter, or by a veterinarian licensed to practice in the State of Minnesota and approved by the City, for a period of ten (10) days after the bite incident. The Animal Control Officer may allow the owner to quarantine the animal if proof of current rabies vaccination is provided. All expenses related to any quarantine will be the responsibility of the animal owner.
- B. *Release from Quarantine.* At the end of ten (10) days, a licensed veterinarian shall examine the animal to ascertain whether symptoms of rabies exist. If the veterinarian diagnoses the animal to be free of the signs of rabies, the animal shall be released from quarantine.
 1. If a quarantined animal sickens or dies, it shall be sent to the Minnesota Department of Health for rabies testing. The owner of the animal is responsible for the cost of quarantine, veterinary fees and testing.
- C. *Noncompliance of Order.* If an owner fails to comply with any portion of the quarantine the animal shall be seized and impounded for the remainder of the quarantine period. The animal may be reclaimed by the owner as set forth in this Chapter.

5-2-12: **ANIMALS SUBJECT TO IMPOUNDMENT**

- A. *Dogs.* The Animal Control Officer or any duly authorized assistant may impound any dog found in the City without the currently effective tag provided for in this ordinance; or any dog found at large at any time within the City.
- B. *Cats.* It will be lawful for the Animal Control Officer or any duly authorized assistant to take up and impound any cat found in the City without a currently effective rabies vaccination as provided for in this ordinance; or any cat found at large at any time within the City.
- C. *Other Animals.* Any animal considered at large is subject to impoundment.

5-2-13: **REDEMPTION**

Animals may be redeemed from the Animal Shelter by the owner any time, during office hours, within five (5) business days after seizure and impounding, upon a statement of ownership, proof that a license has been issued for a dog, and proof of payment to the City of the impounding fee, including the cost of caring for the animal during the impound period. The animal will be released to the owner, unless it is being held

for rabies observation or for potentially dangerous or dangerous dog designation. The amount of the fee will be the amount established by the City Council.

5-2-14: DISPOSITION OF UNREDEEMED ANIMALS

Any animal that is not redeemed by the owner becomes the property of the City. Suitable animals may be placed for adoption.

5-2-15: INTERFERENCE WITH OFFICERS

It unlawful for any unauthorized person to break open the Animal Shelter, or to attempt to do so, or to take or let out any animal, or to take, or attempt to take, from any Animal Control Officer any animal taken by them in compliance with this ordinance, or in any manner to interfere with or hinder such Animal Control Officer in the discharge of their duties under this ordinance.

5-2-16: SERVICE ANIMALS

Nothing in this ordinance shall be construed to limit:

- A. the right of a person with disabilities to access places of public accommodation while accompanied by a service animal as provided in Minnesota Statutes; or
- B. the lawful use of a service animal by a licensed peace officer.

5-2-17: KENNELS; LICENSE REQUIRED

No person will maintain a kennel within the City except in a location permitted by the zoning and subdivision code as a commercial kennel. The kennel license fee will be fixed from time to time by the Council and will be obtained in the same manner as the dog license. The license will expire annually on last day of December of each year.

5-2-18: VIOLATIONS AND PENALTIES

A person violating this Chapter will be subject to an administrative penalty in accordance with the administrative fine schedule and/or subject to criminal prosecution.

Subdivision 3. That this ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council of Sartell on the _____ day of _____, 2015.

Mayor

ATTEST:

City Administrator

SEAL

The following official summary of the ordinance referred to has been approved by the City Council of Sartell as clearly informing the public of the intent and effect of the ordinance:

SUMMARY ORDINANCE NO. _____

**AN ORDINANCE REPEALING AND AMENDING ANIMAL CONTROL
ORDINANCES OF THE CITY OF SARTELL**

The City Code of Ordinances sets forth provisions for animals in the City and such provisions have been amended and restated including licensing; limitations; animals at large; nuisances and rabies control; dangerous and potentially dangerous animals; biting and quarantine; animals subject to impoundment and redemption; disposition; interference; service animals; kennels; and violations and penalties.

The entire ordinance is available for inspection by any person during regular office hours at the office of the City Clerk at the Sartell City Hall or on the City website at www.sartellmn.com.

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

s/

MAYOR

ATTEST:

s/

City Administrator

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Engineering Department Public Works Planning Department	Meeting Date: April 27, 2015	Agenda Item No. 7b
Agenda Section: Public Hearing	Item: NPDES Phase 2 Ordinance Amendments	

RECOMMENDATION:

Approve NPDES Phase 2 ordinance amendments and summary ordinance.

COMMISSION RECOMMENDATION:

The Planning Commission recommended approval of all four chapter amendments.

BACKGROUND:

The following post-construction stormwater, illicit discharge and erosion and sediment control amendments are required to be incorporated into the City's legal mechanism(s) (Zoning and Subdivision Code) for the City to be in compliance with its Municipal Separate Storm Sewer System (MS4) General Permit from the MN Pollution Control Agency (MPCA).

The following ordinances have required ordinance amendment language.

1. Title 10, Chapter 17 Site Design Standards
2. Title 10, Chapter 20 Erosion and Sediment Control
3. Title 10, Chapter 21 Illicit Discharge and Elimination
4. Title 11, Chapter 6 Requirement Improvements

WSB and Associates did a review of the proposed changes against the new requirements to ensure the City's compliance with the general permit. I've attached their cover memo indicating the sections which require amendments.

We have been working the members of the CMBA in the drafting of this ordinance since late last Fall. We were able to accommodate minor changes in the ordinance(s) based on their input. Unfortunately, we are unable to adjust more significant requirements such as storm water volume control requirements.

While the amendments may cause additional costs (not only to the developers, builders and the City), they are a mandated requirement.

ATTACHMENTS:

1. WSB Cover Memo
2. Copy of Ordinances
3. Ordinance Summary

4. Ordinance Amending Title 10 Chapters 7, 20 and 21; Title 11, Chapter 6

ACTION REQUESTED:

Final approval and adoption of the ordinance and summary ordinance for publication.

Memorandum

To: *City of Sartell*

From: *Greg Beckius, WSB & Associates*

Date: *February 27, 2015*

Re: *MS4 Ordinance Review
City of Sartell*

WSB & Associates' staff reviewed the City of Sartell's ordinances and have identified where the current ordinances have deficiencies according to the new requirements of the Municipal Separate Storm Sewer System (MS4) General Permit.

Our recommended ordinance revisions are designed to bring the City's ordinances into compliance with the new regulatory mechanism requirements of the MS4 General Permit.

Below is a brief summary of the ordinance analysis performed and recommendations for ordinance revisions required to satisfy the new requirements of the MS4 General Permit as outlined below.

Ordinance Analysis

WSB staff reviewed the City's MS4 Stormwater Pollution Prevention Plan Application for Reauthorization, which outlined the tasks the City agreed to undertake in order to come into compliance with the MS4 General Permit within 12 months of the reauthorization period. WSB staff compared the City of Sartell's ordinances to the Environmental Protection Agency's model ordinances and ordinances that have been adopted by other Cities that are representative of the type of language and content needed to satisfy the new permit requirements. WSB staff also utilized guidance documents from the Minnesota Pollution Control Agency which included recommendations for satisfying the regulatory mechanism requirements for Minimum Control Measure 3, 4, and 5.

Recommendations

The following City ordinances are recommended to be revised to be in compliance with the new requirements of the MS4 General Permit. Also identified, is a brief description of the revisions.

Title 10: Chapter 21 Illicit Discharge and Connection Ordinance **Section 10-21-1: Purpose and Intent**

- This ordinance is in line with all of the suggestions of the EPA model for MCM 3 and illicit discharge and detection.
- The section numbers may change when this chapter is transferred to the subdivision ordinance.
- Include language referencing the Minnesota Rules, Parts 6120.2500-6120.3900, Minnesota Rules Chapters 8410, 8420 and 70510.0210.

Title 10: Chapter 7 Site Design Standards

Section 10-17-6: Site Drainage, Street and Utility Requirements

- Remove existing language and reference Subdivision Ordinance Title 11, Chapter 6 on requirement improvements.

Title 10: Chapter 20 Erosion and Sediment Control Ordinance

Section 10-20-2: Statutory Authorization

Section 10-20-3: Definitions

Section 10-20-5: Land Disturbance Permit Process and Data Requirements

Section 10-20-8: Pollution Prevention Management Measures

Section 10-20-9: Special or Impaired Waters

Section 10-20-10: Inspection and Maintenance

Section 10-20-11: Final Stabilization

- Include a Statutory Authorization section to have the language referencing the Minnesota Rules, Parts 6120.2500-6120.3900, Minnesota Rules Chapters 8410, 8420 and 70510.0210.
- Add definitions for Best Management Practices, Impaired or Special Waters, New Development, and Redevelopment.
- Include language for the requirements of a Stormwater Management Plan and Maintenance agreement in addition to the process taken to comply with those requirements.
- Create a section for Pollution Prevention.
 - Include language from NPDES Construction General Permit.
- Create a section for Special or Impaired Waters.
 - Include language for when additional BMPs need to be implemented.
- Within the current Inspection section, include additional language for maintenance of construction sites.
- Create a section for Final Stabilization.
- The section numbers may change when this chapter is transferred to the subdivision ordinance.

Title 11: Chapter 6 Required Improvements

Section 11-6-7: Drainage Improvements

- Remove “Post- Construction Maintenance and Inspections of Structural Stormwater BMPs” language from Drainage Improvements and create a new Maintenance section.
- Remove “Violations and Enforcement” language from Drainage Improvements and create a new Enforcement section.
- Remove Section 11-6-15 Inspections and combine with other Inspection language within Title 10: Chapter 20 so there is one inspection section.

Ordinance No.

**AN ORDINANCE REPLACING SECTIONS OF THE ZONING AND
SUBDIVISION ORDINANCE FOR NPDES PHASE 2 COMPLIANCE**

The following official summary of the ordinance referred to has been approved by the City Council as clearly informing the public of the intent and effect of the amendments.

The following post-construction stormwater, illicit discharge and erosion and sediment control amendments are required to be incorporated into the City's legal mechanism(s) (Zoning and Subdivision Code) for the City to be in compliance with its Municipal Separate Storm Sewer System (MS4) General Permit from the MN Pollution Control Agency (MPCA).

The following ordinances have required ordinance amendment language.

1. Title 10, Chapter 17 Site Design Standards
2. Title 10, Chapter 20 Erosion and Sediment Control
3. Title 10, Chapter 21 Illicit Discharge and Elimination
4. Title 11, Chapter 6 Requirement Improvements

A printed copy of the entire ordinance is available for inspection by any person at the office of the City Clerk any Monday through Friday between the hours of 7:00 a.m. and 4:30 p.m.

This document hereby is made a part of this ordinance and is attached hereto.

Mayor

ATTEST:

City Administrator

SEAL

PUBLISHED IN THE SARTELL NEWSLEADER ON _____

Ordinance Number _____

ORDINANCE AMENDING TITLE 10 CHAPTERS 17, 20 AND 21, ALONG WITH TITLE 11 CHAPTER 6
OF THE CODE OF ORDINANCES
BY UPDATING EXISTING LANGUAGE TO CONFORM TO CURRENT NPDES PHASE 2
REQUIREMENTS

**CHAPTER 17 – Draft 1
SITE DESIGN STANDARDS**

SECTION:

- 10-17-1: Purpose and Intent
- 10-17-3: Screening Requirements
- 10-17-4: Site Lighting
- 10-17-5: Site Signage
- 10-17-6: Site Drainage, Street and Utility Requirements**
- 10-17-7: Site Parking Requirements
- 10-17-8: Site Landscaping Requirements

10-17-1: PURPOSE AND INTENT: It is the intent of this section to promote consistent and high standards of design and construction for the commercial, public, and industrial uses in the City. These standards are set forth in order to enhance the visual appearance of the commercial, public and industrial areas within the City. This section is to ensure the high quality of development, redevelopment, and compatibility with evolving architectural or planning themes that contribute to a community image of quality. Site plans will be required for any development other than a single family home in any zoning district. Each site plan where land use is business, residential (with the exception of single family units) or industrial in nature must conform to the following standards and demonstrated in each site plan application.

10-17-2: SCREENING REQUIREMENTS: The screening requirements contained in this section shall be satisfied in addition to other screening and landscaping requirements of the Sartell Zoning Code.

A. Rooftop and Perimeter Utilities Screening: All mechanical equipment located on the roof or around the perimeter of the building shall be screened as to not be seen by view on the property line by the following means and with materials that are comparable and compatible with that of the exterior building materials. If due to factors unique to the property or the project, it is physically impossible or impractical to screen these utilities, the City Council, may approve alternative solutions that render them aesthetically compatible with the principal structure.

1. A raised parapet or other architectural feature that is an integral part of the building as a method of screening for rooftop mechanical equipment or to soften the rooftop view.

2. Screening for rooftop mechanical equipment shall incorporate similar architectural features of the building and/or be constructed of a material and color compatible with other elements of the building.

B. Loading Dock and Garage Entrance Screening (Residential, Industrial and Commercial): Loading docks and garage entrances and exits shall be prohibited in the front yard. However, where allowed, they shall be screened to minimize visibility from any public street, from adjacent building structures front or side yard viewing point, and away from any residential uses through the following means.

1. Planting screens shall consist of healthy, hardy plant materials at least 4 to 6 feet in height and an 80% opacity at the time of maturity. Berms shall be a minimum of 3 feet in height and shall have a maximum slope ratio of 3:1. See also Section 10, Chapter 12-4.

2. Screen fences that are in disrepair shall be repaired. Planting screens shall be maintained in a neat and healthful condition. Plantings that have died shall be promptly replaced.

Waste Handling Screening: All waste, recycling and related handling equipment shall be stored and kept in a four sided enclosure constructed of a brick, stone, decorative concrete material or a material compatible with the material of the principle structure. Any changes to trash handling once the building is constructed shall comply with City Codes, ordinances, standards and policies. (i.e. new tenants).

D. Outdoor Storage: No storage trailers allowed. All storage shall be screened, except for the following:

1. Merchandise being displayed for sale in accordance with the zoning districts requirements.
2. Materials and equipment currently being used for construction on the premises.

F. Parking Area/Lot Screening: All areas of land other than that occupied by building and improved surfaces (parking areas and driveways) shall be landscaped by a licensed landscape architect and follow the provisions set forth in Section 10, chapter 12 and Section 10, Chapter 10 of the Sartell Zoning Ordinance, in addition to the following requirements:

1. In addition to Section 10, Chapter 12, Subsection 5-6, Parking lots shall be screened from the public right-of-way. Screening shall consist of the berming that is 3 feet in height and shall have a maximum slope ratio of 3:1.

2. Landscape plans and screening plantings shall be completed within one year from the date of the certificate of occupancy. All plantings shall be maintained in a neat and healthful condition. All plantings that have died shall be promptly replaced.

G. Buffer Zone:

1. Abuts R-1, R-2 or R-3, CDZ or PUD residential District or use: Where a business development abuts upon Residential District or use, or is separated from such residential district or use only by an alley, there shall be a protective strip of not less than twenty-five feet (25') in width established as a buffer zone. This buffer zone shall contain no structures, shall not be used for parking, off-street loading or storage and shall be landscaped. The landscape treatment shall contain a compact evergreen hedge or fence, but such hedge or fence shall not extend with fifteen feet (15') of a street right of way. The planting or fence design must be approved by the Zoning Administrator as being in harmony with a residential neighborhood and providing sufficient screening of the commercial area. The hedge or fence shall not be less than four feet (4') and not more than six feet (6') in height.

2. Abuts R-4 District: Where a business development (B-1 or B-2) abuts an R-4 District, there shall be a buffer strip at least fifteen feet (15') wide screened in accordance with subsection G1 of this Section.

10-17-4: SITE LIGHTING:

A. In All Districts: Any lighting used to illuminate an off-street parking area, sign, structure, or other area shall be arranged so as to deflect light away from any adjoining property or from the public streets. Direct or sky-reflected glare, from high temperature processes such as combustion, shall not be directed into any adjoining property. All luminaries shall be full cut off style lens and shall be parallel with the pavement and ground, except for decorative fixtures and ground mounted lighting, which shall be permitted. Any light or combination of light shall not exceed 0.5 foot candles (meter reading) as measured at any property line.

B. Exemptions: The provisions of this section shall not apply to the following:

1. Temporary outdoor lighting used during customary holiday seasons.
2. Temporary outdoor lighting used for civic celebrations and promotions.
3. Emergency lighting by police, fire, and rescue authorities.

4. Outdoor recreational uses, such as, but not limited to, baseball fields, football fields, hockey rinks, and tennis courts. No outdoor recreation facility shall be illuminated from 11 PM to 7AM, unless it meets 10-17-4:A.

C. Lighting Plan: Except for single family dwellings, plans for required parking lot and security lighting shall be approved by Zoning Administrator prior to approvals for or the issuance of permits for the activities requiring compliance under subdivision of this section. The plans, at appropriate scale, shall be based on accurate, approved final site plans and shall include the following information:

1. Layout of proposed luminaries locations.
2. Photometric Plan.
3. Location and uses of adjacent properties.
4. Cut sheets that provide a description of the luminaries, including glare reduction/control devices, lamps, on-off cycle control devices and mounting devices.
5. Statement of proposed hours.

D. Inspection of Lighting: As part of the subdivision process, the City will conduct a post-installation inspection of lighting installations to ensure compliance with the ordinance requirements, and may require, at the City's discretion, any corrective action for any lighting installation that fails to meet ordinance –cited safety, and or security luminance criteria, or that produces unacceptable levels of light trespass, light pollution and/or glare.

10-17-5: SITE SIGNAGE: A signage plan must be submitted as part of the site plan review process, which provides diagrams, and proposed materials of the signage to be installed within the site. The Sign must conform to the requirements set forth in Section 10. Chapter 11 of the Sartell Zoning Ordinance.

10-17-6: SITE DRAINAGE, STREET AND UTILITY REQUIREMENTS: At the time of a site plan application, the applicant must provide a detailed drainage and utility plan for the site. At a minimum the plan must identify the existing and proposed two foot topographic contours, streets and street rights of ways, easements, storm water management ponds, drainage ditches and drainage patterns. The application must also provide a detailed drainage analysis including a storm water run-off model and a grading plan showing the finished grade elevations for the site. A copy of the MPCA Stormwater Pollution Prevention Plan shall be submitted to the City at the time of a site plan application. A land disturbance permit shall be submitted at the time of a building permit.

[See Subdivision Ordinance Title 11, Chapter 6 on Requirement Improvements.](#)

10-17-7: ADDITIONS AND ALTERATIONS: All subsequent additions and exterior alterations constructed after the erection of an original building or buildings shall be of the same materials as those used in the original building and shall be designed in a manner conforming to the original architectural concept and general appearance.

10-17-8: SITE PARKING REQUIREMENTS: The parking requirements contained in Section 10, Chapter 10 of the Sartell Zoning Ordinance shall be satisfied in each site plan.

10-17-9: LANDSCAPING REQUIREMENTS: The landscaping Requirements contained in Section 10, Chapter 12, of the Sartell Zoning Ordinance shall be satisfied in each site.

**CHAPTER 20
ENVIRONMENTAL ORDINANCE
EROSION AND SEDIMENT CONTROL ORDINANCE**

SECTION:

- 10-20-1: Intent, Purpose
- 10-20-2: Statutory Authorization
- 10-20-~~23~~: Definitions
- 10-20-~~34~~: Required Land Disturbance Permit
- 10-20-~~45~~: Land Disturbance Permit Process and Data Requirements
- 10-20-~~66~~: Storm Water Pollution Prevention Plan
- 10-20-~~67~~: Stabilization Design
- 10-20-8: Pollution Prevention Management Measures
- 10-20-9: Special or Impaired Waters
- 10-20-~~710~~: Inspection and Maintenance
- 10-20-11: Final Stabilization
- 10-20-~~812~~: Enforcement

10-20-1: INTENT, PURPOSE: During the construction (roadway, utility and building) process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also necessitates repair of sewers and ditches and the dredging of lakes.

As a result, the purpose of this local regulation is to safeguard persons, protect property, and prevent damage to the environment in the City of Sartell. This ordinance will also promote the public welfare by guiding, regulating, and controlling the design, construction, use and maintenance of any development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land in the City of Sartell.

10-20-2: STATUTORY AUTHORIZATION: This Section is adopted pursuant to the authorization and policies contained in Minnesota Statutes Chapters 103B and 462; Minnesota Rules, Parts 6120.2500-6120.3900, Minnesota Rules Chapters 8410, 8420 and 70510.0210.

10-20-3: DEFINITIONS:

BEST MANAGEMENT PRACTICES (BMPS): Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.

CERTIFIED CONTRACTOR: A person who has received training to inspect and maintain erosion and sediment control practices.

CLEARING: Any activity that removes ground cover and exposes topsoil material. Drainage way: Any channel that conveys surface runoff throughout the site.

Erosion Control: A measure that prevents soil particle exposure and detachment.

EROSION AND SEDIMENT CONTROL PLAN: Otherwise known as a storm water pollution prevention plan (SWPPP) which is a set of plans prepared by or under the direction of a licensed professional engineer or certified contractor indicating the specific measures and sequencing to be used to control the sediment and erosion on a development site during and after construction.

GRADING: Excavation or fill of material.

IMPAIRED OR SPECIAL WATERS: Waters identified as impaired under section 303 (d) of the federal Clean Water Act for phosphorus (nutrient eutrophication biological indicators), turbidity, dissolved oxygen or aquatic biota (fish bioassessment, aquatic plant bioassessment and aquatic macroinvertebrate bioassessment).

PERIMETER CONTROL: A barrier that prevents sediment from leaving a site by filtering sediment-laden runoff or diverting it to a sediment trap or basin.

SEDIMENT CONTROL: Measures that prevent eroded sediment from leaving the site.

~~SITE: A parcel of land or a contiguous combination thereof, where grading work is preformed as a single unified operation.~~

LAND DISTURBING: Any project or activity, including excavations, clearing and grading that directly or indirectly affects slopes, water bodies or the moving of ground cover.

LAND DISTURBANCE PERMIT: A permit issued by the City for the construction or alteration of ground cover improvement and structures for the control of erosion, runoff and grading.

NEW DEVELOPMENT: All construction activity that is not defined as redevelopment.

PRIMARY STRUCTURE: A structure in which a principal use of the lot on which the structure is located is conducted.

REDEVELOPMENT: Projects with more than 15 percent impervious surface prior to construction.

~~SITE: A parcel of land or a contiguous combination thereof, where grading work is preformed as a single unified operation.~~

STABILIZATION: The use of practices that prevent exposed soil from eroding. Otherwise known as Best Management Practices (BMP's)

START OF CONSTRUCTION: The first land disturbing activity associated with a development, including land preparation such as ground clearing (grubbing), grading, and filling. Installation of streets and walkways, excavation for basements, footings, piers or foundations; erection of temporary forms; and installation of accessory buildings such as garages.

10-20-4: REQUIRED LAND DISTURBANCE PERMITS:

- A. Residential, Commercial and Industrial Site Construction Plans. All persons wishing to start a land disturbance project on an existing lot of record (see Section 11, Chapter 3 of the Subdivision Code), for the purposes of the construction of a residential, commercial or industrial primary structure, shall submit a Land Disturbance Permit at the time of obtaining a building permit. See also Chapter 9, General Regulations on grading/drainage protection.
- B. Roadway and Utility Installation Construction Plans. All persons wishing to start a land disturbance project on an existing lot of record (see Section 11, Chapter 3 of the Subdivision Code), for the purposes of the construction of any roadway or utilities, shall submit a Land Disturbance Permit to the City Engineer at the time of roadway and utility plan.
- C. Any Persons wishing to disturb any land greater than one acre prior to the City approving a final plat and final grading plan for the property may submit an application for a conditional use

permit.

D. The following activities are not required to obtain a Land Disturbance Permit:

1. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
2. Existing nursery, as long as the activity does not exceed 43,560 square feet (one acre) and agricultural operations conducted as a permitted main or accessory use.

10-20-5: LAND DISTURBANCE PERMIT PROCESS AND DATA REQUIREMENTS:

- A. Residential, Commercial and Industrial Site Construction Plans. An application and applicable application fee for a land disturbance permit for each property, which has been platted, shall be filed with the Building Inspector on an approved form and accompanied documents.
- B. Roadway and Utility Installation Construction Plans. An application for a land disturbance permit for property has been platted shall be filed with the City Engineer on an approved form and accompanied documents.
- C. Each application shall bear the name(s) and address (es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by an application fee as set by the Ordinance, Storm Water Pollution Prevention Plan and outlined in section 10-20-5.
- D. The City of Sartell's building department will review each residential, commercial and industrial land disturbance permit application for site construction (which shall include a site drawing of all structures and stabilization methods) to determine its conformance with the provisions of this regulation. The City of Sartell's engineering department will review each roadway and utility land disturbance permit application for site construction to determine its conformance with the provisions of this regulation. Most land disturbance permits for building site plans will be issued within the same time period as the building permit. Within 60 days of the receipt of a roadway and utility land disturbance permit application, unless extended to 120 days or waived by the applicant, the City of Sartell shall in writing:
 1. Approve the permit applications;
 2. Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
 3. Disapprove the permit applications, indicating the reason(s) and procedure for submitting a revised application and/or submission.
- E. Failure of the City of Sartell to act on an original or revised Land Disturbance Permit application within 60 days of receipt shall authorize the applicant to proceed in accordance with the plans as filed unless such time is extended by agreement between the applicant and the City of Sartell. Pending preparation and approval of a revised plan, development activities shall be allowed to proceed in accordance with the conditions established by the City of Sartell.
- F. Unless otherwise exempted by this ordinance, projects that create 1/2 acre or more of new impervious surfaces and/or redeveloped OR 1 acre of land is disturbed shall include the following information upon permit submittal:
 1. A Stormwater Pollution Prevention Plan that incorporates the drainage requirements of

Section 11-6-7.

2. A Maintenance Agreement

The SWPPP shall be prepared to meet the requirements of both Section 10-20-6 and Section 11-6-7 of this ordinance; the Maintenance Agreement shall be prepared to meet the requirements of Section 11-6-15 of this ordinance. In lieu of preparation of providing permanent stormwater drainage improvements, minor land disturbing projects may install a raingarden or similar stormwater treatment practice, with approval from the City.

Comment [GB1]: May change when this chapter is moved to the subdivision ordinance.

10-20-6: STORM WATER POLLUTION PREVENTION PLAN:

- A. The Storm Water Pollution Prevention Plan (Erosion and Sediment Control Plan) shall be consistent with the requirements as established and utilized by the Minnesota Pollution Control Agency and include the following:
 - 1. A sequencing of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 - 2. All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Grading, erosion control practices, sediment control practices, and waterway crossing shall be designed to adequately prevent the transportation of sediment from the site to the satisfaction of the intent and purpose of this ordinance. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each session. At a minimum, the following shall be automatically implemented:
 - a. Silt fencing or other sediment control practices shall be installed on all down gradient perimeters prior to the release of a building permit.
 - b. Rock mixture (as specified by the City Engineer and as recommended by the Minnesota Pollution Control Agency (MPCA) in its publication Protecting Water Quality in Urban Areas) shall be placed at the entrance to prevent sediment tracking.
- B. Modifications to the plan shall be processed and approved or disapproved in the same manner as Section 10-20-4 of this regulation, may be authorized by the City of Sartell by written authorization to the permittee, and shall include:
 - 1. Major amendments of the land disturbance permit or storm water pollution prevention plan submitted to the City of Sartell. Major amendments include a change in structure location and drainage patterns.

10-20-7: STABILIZATION DESIGN:

- A. Stabilization and use of Best Management Practices shall be in accordance with approved BMP's as recommended by the Minnesota Pollution Control Agency (MPCA) in its publication Protecting Water Quality in Urban Areas, or as amended and approved by the City by policy.
- B. Erosion control requirements shall include the following:
 - 1. Soil stabilization shall be completed within 7 days of clearing or inactivity in construction.

2. If seeding or another erosion control measure is used, it shall become established within three weeks or the City of Sartell may require the site to be reseeded or a no vegetative option employed.
3. Soil stockpiles must be stabilized or covered at the frequency as all other stabilization activities.
4. The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion.
5. Techniques shall be employed to prevent the blowing of dust or sediment from the site to the maximum extent possible.
6. Technique that diverts upland runoff past disturbed slopes shall be employed to the maximum extent possible.
7. Other best management principals in order to ensure that sediment is not tracked onto public streets by construction vehicles or washed into storm drains such as rock construction entrances.
8. Removal of all debris, dirt and soil from impervious ground surfaces, including abutting public or private roadways and sidewalks, sediment basins, catch basins and in connection with the subject property,

10-20-8: POLLUTION PREVENTION MANAGEMENT MEASURES: The Permittee(s) shall implement the following pollution prevention management measures for on the site:

- A. Solid Waste: Collected sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other wastes must be disposed of properly and must comply with MPCA disposal requirements.
- B. Hazardous Materials: Oil, gasoline, paint and any hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks or other discharge. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA regulations.
- C. External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of. No engine degreasing is allowed on site.
- D. Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. ch. 7041.
- E. Concrete and other washouts waste must have effective containment for all liquid and solid wastes generated by these operations related to the construction activity. The liquid and solid washout wastes must not contact the ground outside a proper containment area. Waste must be disposed of properly and in compliance with MPCA rules, and a sign must be installed adjacent to each washout facility.

10-20-9: SPECIAL OR IMPAIRED WATERS: Additional BMPs together with enhanced runoff controls are required for discharge from a site to special and impaired water as defined by Appendix A of the Minnesota Pollution Control Agency General Stormwater Permit for Construction Activity.

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10-20-8-10-20-10: _____ INSPECTION AND MAINTENANCE:

A. The Developer shall pay for all costs incurred by the City for subdivision review and inspection. This would include preparation and review of plans and specifications by technical assistants and costs incurred by the Attorney, as well as other costs of similar nature.

A.B. _____ The City Engineer and/or Building Inspector or designated agent shall make inspections as hereinafter required and either shall approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Storm Water Pollution Prevention Plan as approved. Plans for grading, stripping, excavating and filling work bearing shall be maintained at the site during the progress of the work.

C. The permittee or his/her agent shall make regular inspections of all control measures once every seven (7) days during active construction and within 24 hours after a rainfall event greater than .5 inches in 24 hours. The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures. All inspections shall be documented in written form and available upon request to the City Engineer and/or Building Inspector.

D. All inspections and maintenance conducted during construction must be recorded in writing and must be retained with the SWPPP. Records of each inspection and maintenance activity shall include:

1. Date and time of inspection.
2. Name of person(s) conducting the inspections.
3. Findings of inspections, including recommendations for corrective actions.
4. Corrective actions taken (including dates, times, and the party completing the maintenance activities).
5. Date and amount of all rainfall events 0.5 inches or greater in 24-hours.
6. Documentation of changes made to SWPPP.

E. The City Engineer and/or the Building Inspector or designated agent shall enter the property of the applicant as deemed necessary to make regular inspections to ensure the validity and compliance of the permit filed.

F. The Applicant shall notify the City a minimum of ~~forty eight hour (48) notice, seventy two (72) hours~~ prior to the following required City inspections:

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1. Initial Inspection - when all Erosion and Sediment Control BMPs are installed. This inspection must be completed before a building Permit can be issued.
2. Project Complete Inspection – when the project is complete including, but not limited to, final Grading, installation of all Stormwater Management Facilities, and Final Stabilization measures are complete.

G. Parts of the construction site that have achieved final stabilization, but work continues on other parts of the site, inspections of the stabilized areas can be reduced to once a month. If work has been suspended due to frozen ground conditions, the required inspections and maintenance must take place as soon as runoff occurs or prior to resuming construction, which ever happens first.

H. All erosion and sediment BMPs shall be inspected to ensure integrity and effectiveness. All nonfunctional BMPs shall be repaired, replaced or supplemented with a functional BMP. The Permittee shall investigate and comply with the following inspection and maintenance requirements.

I. All silt fences must be repaired, replaced, or supplemented when they become nonfunctional or

the sediment reaches 1/2 of the height of the fence. These repairs shall be made within 24-hours of discovery, or as soon as field conditions allow access.

- J. Temporary and permanent sedimentation basins must be drained and the sediment removed when the depth of sediment collected in the basin reaches 1/2 the storage volume. Drainage and removal must be completed within 72-hours of discovery, or as soon as field conditions allow access.
- K. Surface waters, including drainage ditches and conveyance systems, must be inspected for evidence of sediment being deposited by erosion. The Permittee shall remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems, and restabilize the areas where sediment removal results in exposed soil. The removal and stabilization shall take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints. The Permittee shall use all reasonable efforts to obtain access. If precluded, removal and stabilization shall take place within seven (7) calendar days of obtaining access. The Permittee is responsible for contacting all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work.
- L. Construction site vehicle exit locations shall be inspected for evidence of off-site sediment tracking onto paved surfaces. Tracked sediment shall be removed from all off-site paved surfaces, within 24-hours of discovery, or if applicable, within a shorter time.
- M. The Permittee is responsible for the operation and maintenance of temporary and permanent water quality management BMPs, as well as all erosion prevention and sediment control BMPs, for the duration of the construction work at the site. The Permittee is responsible until another Permittee has assumed control over all areas of the site that have not been finally stabilized or the site has undergone final stabilization, and a NOT has been submitted to the MPCA.
- N. If sediment escapes the construction site, off-site accumulations of sediment shall be removed in a manner and at a frequency sufficient to minimize off-site impacts (e.g., fugitive sediment in streets could be washed into storm sewers by the next rain and/or pose a safety hazard to users of public streets).
- O. All infiltration areas shall be inspected to ensure that no sediment from ongoing construction activities is reaching the infiltration area and these areas are protected from compaction due to construction equipment driving across the infiltration area

10-20-11: FINAL STABILIZATION: The Permittee must ensure final stabilization of the project. Final stabilization can be achieved in one of the following ways.

- A. All soil disturbing activities at the site have been completed and all soils will be stabilized by a uniform perennial vegetative cover with a density of at least 70 percent over the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions and;

 1. All drainage ditches, constructed to drain water from the site after construction is complete, must be stabilized to preclude erosion; and
 2. All temporary synthetic, and structural erosion prevention and sediment control BMPs (such as silt fence) must be removed as part of the site final stabilization; and
 3. The Permittee must clean out all sediment from conveyances and from temporary sedimentation basins that are to be used as permanent water quality management basins. Sediment must be stabilized to prevent it from washing back into the basin, conveyances or

drainage ways discharging off-site or to surface waters. The cleanout of permanent basins must be sufficient to return the basin to design capacity.

B. For residential construction only, final stabilization has been achieved when:

1. Temporary erosion protection and down gradient perimeter control for individual lots has been completed and the residence has been transferred to the homeowner.
2. The Permittee must distribute the MPCA "homeowner factsheet" to the homeowner so the homeowner is informed for the need, and benefits, of final stabilization.

10-20-9:10-20-12: _____ ENFORCEMENT:

- A. Compliance required. The applicant shall implement and comply with the land disturbance permit prior to and during any construction of land disturbing activity under the land-disturbing permit. All stabilization measures shall be implemented and maintained until all grading, excavation and construction work has ended.
- B. Stop-Work Order: Revocation of Permit and Suspension of Construction In the event that any person holding a land disturbance permit pursuant to this ordinance violates the terms of the permit and is found non-compliant with the permit or implements site development construction practices in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the City of Sartell may suspend construction and revoke the site development permit . The City shall serve upon the property manager, or other responsible persons written notice of the violation of the approved Land Disturbance Permit.
- C. Violation and Penalties. No person shall construct, enlarge, alter, repair or maintain any grading, excavation, or fill or cause the same to be done, contrary to or in violation of any terms of this ordinance. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and each day during which any violation of any of the provisions of his ordinance is committed, continued, or permitted, shall constitute a separate offence. Upon conviction of any such violation, a fine to be determined by the City of Sartell for each offense shall punish such person, partnership or corporation. In addition to any other penalty authorized by this section, any person, partnership, or corporation convicted of violating any of the provisions of this ordinance shall be required to bear the expense of such restoration.

**CHAPTER 6
REQUIRED IMPROVEMENTS**

SECTION:

- 11-6-1: REQUIRED IMPROVEMENTS
- 11-6-2: MONUMENT
- 11-6-3: STREET
- 11-6-4: SANITARY SEWER
- 11-6-5: WATER
- 11-6-6: FIRE HYDRANTS
- ~~11-6-7: DRAINAGE IMPROVEMENTS~~
- ~~11-6-7: DRAINAGE/EROSION CONTROL~~
- ~~11-6-8: OTHER UTILITY SERVICE PROVIDERS~~
- ~~ELECTRIC/TELEPHONY PLANT~~
- 11-6-9: SIDEWALKS
- 11-6-10: DRIVEWAYS
- 11-6-11: STREETLIGHTS
- 11-6-12: IDENTIFICATION
- 11-6-13: PLANTINGS
- 11-6-14: SPECIFICATIONS
- ~~11-6-15: INSPECTIONS~~
- ~~11-6-15: MAINTENANCE AGREEMENT~~
- 11-6-~~16~~16: PAYMENT – CITY/DEVELOPER AGREEMENT; FINANCING
- ~~11-6-17: ENFORCEMENT~~

11-6-1: REQUIRED IMPROVEMENTS: The Developer shall be required to provide the following improvements for subdivisions unless the City elects to do so under terms of the Developer's Agreement. Unless otherwise stated, all of the required improvements shall be installed in accordance with the engineering policy, standards and specifications that have been or may in the future be adopted by the City Council. Where standards and specifications have not been adopted, the improvements shall be made in accordance with good engineering practices.

11-6-2: MONUMENTS: Monuments shall be placed at all block and lot corners, angle points, points of curves in streets and at intermediate points as shall be required by the City. The monuments shall be of a material, size and length as may be approved by the City. It shall be the developer's responsibility to ensure that monuments are maintained in good order during construction and development.

11-6-3: STREETS:

- A. Streets shall be graded to the full width of the right-of-way in accordance with street grades submitted to and approved by the City Engineer. Grading shall be complete prior to installation of applicable underground utilities, either private or public in nature. Gravel base construction shall be undertaken after installation of underground utilities in those instances where utilities shall be required as part of the project.
- B. Following the City Engineer's recommendation and City Council's approval of street grading and after utility installation, in those projects then requiring such, street surfaces shall be brought up to standards and provided with curbs and gutters in accordance with the latest standards and specifications as approved by the City Council. Type B curbing will be used.
- C. Sodding/seeding shall be required in all street boulevard areas and on lot areas.

- D. All developments increase the need for additional collector streets to provide access to their development, and therefore are responsible for construction of, or contribution toward construction of collector streets in the City of Sartell.

11-6-4: SANITARY SEWER SYSTEMS:

- A. When connection to the municipal sanitary sewer system is available, such connection shall be made and sanitary sewer facilities adequate to serve the subdivision and as approved by the City Engineer shall be installed. Minimum size sanitary sewer main in any street or easement shall be eight (8) inches in diameter and of a material approved for use in the City by the City Engineer. The developer shall pay the total cost of sanitary sewer through ten (10) inches diameter size if required by the City Engineer.
- B. Trunk sanitary sewer facilities larger than ten (10) inches in diameter, when required, may be at the discretion of the City Council assessed over the area benefited that may include land outside of the subdivision under consideration or construction.
- C. Sanitary sewer grades and installation shall conform to the Recommended Standards for Sewage Works latest edition by the Great Lakes-Upper Mississippi River Board of State Sanitary Engineers (i.e. the "Ten State Standards") and the City Engineers Association of Minnesota standard utilities specification for sanitary sewer.
- D. Each lot shall be served by an individual service or as directed by the City Engineer. Each service, as approved by the City Engineer, shall be run from the main to the property line, where a curb stop and box shall be placed until the service is extended to the structure. Sanitary sewer service lines to end-users shall be a minimum of four (4) inches and shall be installed in accordance with the City's standard detail templates. Service lines longer than seventy-five (75) feet shall be furnished with a clean out extending to the surface of the ground.

11-6-5: WATER SYSTEMS:

- A. When connection to the municipal water supply system is available, such connection shall be made and water distribution facilities adequate to serve the subdivision (including pipe, fittings, hydrants and valves) and as approved by the City Engineer shall be installed. Minimum size water main in any street or easement shall be eight (8) inches in diameter. The developer shall pay the total cost of water main through ten (10) inches diameter size if required by the City Engineer.
- B. Trunk water supply facilities larger than ten (10) inches in diameter, when required, may at the discretion of the City Council be assessed over the area benefited that may include land outside of the subdivision under construction or consideration.
- C. The minimum depth of cover over water mains shall be eight feet as measured from the top of the main to the lowest elevation of the ground surface covering said main.
- D. Each lot shall be provided with an individual service and shut-off and/or as directed by the City Engineer. Each house service, as approved by the City Engineer, shall be run from the main to the property line, where a curb stop and box shall be placed until the service is extended to the structure. The minimum size of house services in residential areas shall be one (1) inch.
- E. Mains shall be valved at intervals determined by the City Engineer. Valves shall also be installed at street intersection and branches in the distribution system or in locations as determined by the City Engineer.

F. "Dead end" mains shall be looped unless otherwise approved by the City Engineer.

11-6-6: FIRE HYDRANTS: Installation shall be pursuant to plans approved by the City Engineer and the Sartell fire inspector and shall be located in accordance with Insurance Service Office (ISO) standards and the Minnesota State Fire Code (MSFC). Hydrants shall be placed in residential neighborhoods so that all buildings are within 250 feet of a hydrant measured by an approved route. Spacing for buildings requiring additional hydrants will be based on table C105.1 of the Minnesota State Fire Code. All hydrants shall be easily accessible to fire fighting personnel and equipment and bagged until charged and ready for use. Fire hydrants shall be charged prior to framing of structures within the subdivision.

11-6-7: DRAINAGE IMPROVEMENTS:

- A. Storm drains shall be constructed to serve all properties in the subdivision where a connection to the public storm sewer system is available at the boundary of the subdivision.
- B. Where public storm sewer system is not available at the boundary of the subdivision, or where the introduction of said public system is deemed inappropriate by the City Council, provisions for stormwater drainage shall be accomplished in accordance with the requirements of the City Engineer and the Sartell Drainage Plan.
- C. Post Construction Stormwater Standards:
 - 1. The following volume control standards shall be met as described below for all construction activities: Construction activities are land disturbing activities one (1) acre of land disturbance occurs. Construction activity includes land disturbing activities that are part of a larger common plan of development.
 - a. All new development projects shall retain, on-site (i.e. infiltration or other volume reduction practices) and not discharge off-site, a runoff volume equal to 1/2 inch from the proposed increase of impervious surfaces.
 - b. All redevelopment projects shall retain, on-site (i.e. infiltration or other volume reduction practices) and not discharge off-site, a runoff volume equal to ¼ inch from all redeveloped impervious surfaces. Newly added impervious surfaces must meet the new development standard of 1/2 inch.

<u>VOLUME CONTROL REQUIREMENTS</u>	
<u>*Volume reduction required when a combination of ½ acre or more new impervious surfaces is created and/or redeveloped OR 1 acre of land is disturbed</u>	
<u>Type</u>	<u>Impervious Surfaces</u>
<u>New Development</u>	<u>1/2" from the proposed increase</u>
<u>Redevelopment</u>	<u>1/2" for all redeveloped 1" for all new</u>

- c. To the maximum extent practicable, volume control measures should be distributed evenly throughout the development areas.

- d. Green Infrastructure techniques and practices (including, but not limited to, infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs), shall be given preference as design options consistent with zoning, subdivision and PUD requirements.
 - e. Best management practices must meet design specifications as outlined and incorporated in Appendix A of this Code – *Permanent Stormwater Design Checklist*.
 - f. For linear projects, a reasonable attempt must be made to obtain right-of-way during the project planning process for volume control practices. For linear projects where the lack of right-of-way precludes the installation of volume control practices, exceptions, as described in this 11-6-7(c) *Post Construction Stormwater Standards, Exceptions and Mitigation*, can be applied.
 - g. Wetlands/ponds are considered to be an pervious surface. While subject to rate control requirements, rainfall on wetlands/ponds is not subject to volume control standards.
 - h. Project areas within the City right-of-way are exempt from the volume control standards of this code.
 - i. As sites redevelop, the proposed site modifications must meet or exceed the stormwater volume standards that were previously achieved.
2. The following rate control standards shall be met as described below:
 - a. Discharge rates shall be derived using the standards methods of the *Natural Resources Conservation Service TR-55 or TR-20* as defined in the current *Hydrology Guide for Minnesota*.
 - b. In cases where the downstream conveyance system is a clearly defined man-made system of limited capacity, the allowable discharge will be limited to the prorated share of the property to the overall service area. Typically, this type of system will require the 100-year post-development rate of discharge to be equal or less than the 5-year post-development rate of discharge, but it may be considerably less with no correlation to a given rainfall event frequency.
 - c. In cases where the downstream conveyance system is a natural system, features shall be incorporated into the stormwater management plan to meet the following requirements: 100-year post-development rate of discharge to be equal or less than the 10-year pre-development rate of discharge.
 - d. For receiving systems where rates are of limited concern, the rate of discharge after development/redevelopment must be equal or less than the existing rate of discharge for the following rainfall events: 2-yr., 10-yr., 100-yr.
 3. All stormwater design calculations, specifications, site plans and supporting hydraulic modeling are subject to the review and approval of the City Engineer or its designee.
 4. Property owner shall maintain all stormwater facilities in proper condition consistent with the performance standards for which they were originally designed.
 5. All land disturbing activities are subject to the City's erosion and sediment control requirements located in the Zoning Code, Title 10, Chapter 20. Land Disturbance Permit must be obtained as necessary.

6. Erosion and sediment control plans shall be developed for all land disturbing activities as needed and submitted for approval as part of the land disturbance permit review process. The Community Development Technician reviews all land disturbance permit applications.
7. Erosion and siltation control measures shall be coordinated with the different stages of construction. Appropriate control measures shall be installed prior to, and maintained during, development. Dirt and soil must be retained on a construction site. Land shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. When soil is exposed, the exposure shall be for the shortest feasible time.

D. Post Construction Stormwater Standards, Exceptions and Mitigation

1. Projects shall fully attempt to comply with the volume control requirements in 11-6-7.C Post Construction Stormwater Standards. A reduced volume control on the site of the original construction activity may be applied, at the discretion of the City, under the following circumstances:
 - a. The owner and/or operator of a construction activity is precluded from infiltrating stormwater through a designed system due to limitations as specified and incorporated in Appendix A of this Code – Permanent Stormwater Design Checklist, and
 - b. The owner and/or operator of the construction activity implements to the maximum extent practicable volume reduction techniques, other than infiltration, on the site of the original construction activity that reduces stormwater discharge volume.
2. If the owner and/or operator of a construction activity is granted a volume control exception, alternatives 1, 2, 3 and 4 are required to be followed as specified and incorporated in Appendix B of this Code – Alternative Stormwater Treatment Options. This process includes mitigation provisions for requirements that cannot be met on the site of the original construction activity.
3. The owner and/or operator of a construction activity must provide appropriate documentation to the City as support for volume control exceptions and/or mitigation provisions as specified and incorporated in Appendix B of this code – Alternative Stormwater Treatment Options.

E. Public Structural Stormwater BMPs and Drainage Easements:

Alterations affecting the function of a public structural stormwater BMP, and/or drainage easement, must be approved by the City Engineer.

11-6-7: DRAINAGE, GRADING AND EROSION CONTROL. Storm sewer and/or other surface drainage facilities shall be installed as determined to be necessary by the City Engineer for the proper drainage of surface waters. All properties shall be liable for storm sewer assessment in accordance with the criteria, policies and square footage rate established by the City Council. The Developer shall be solely responsible for the implementation, maintenance and removal of development-wide erosion and sediment control measures for the purpose of retaining sediment on construction sites and out of water bodies, water courses, wetlands, storm drains and streets. Minimum pipe size shall be twelve (12) inches. Minimum culvert size shall be fifteen (15) inches. Catch basins shall be installed in accordance with MnDOT State Aid Design criteria for arterial and collector streets and all other streets shall meet the 10-year design storm with a maximum width spread of two-thirds (2/3) the lane width. A SWPPP consistent with the standards contained in the Sartell Zoning Ordinance and regulations promulgated by the Minnesota Pollution Control Agency (MPCA) shall be developed for the subdivision. No building permits will be issued within a plat until the preliminary grading of the drainage ways and building pads within the plat have been completed as approved within the Preliminary and/or Final Plat review and an as-built grading plan is provided to the City. Prior to the issuance of a Certificate of Occupancy for each lot, an as-

built grading certificate shall be prepared and signed by a registered land surveyor or engineer and provided to the City.

11-6-8: OTHER UTILITY SERVICE PROVIDERS: Electric, gas, telephone and cable distribution facilities and service lines shall be installed underground so as to enhance the visual appearance of the area. Service lines shall be installed at the property owner's or developer's expense.

11-6-9: SIDEWALKS: Sidewalks, where provided or required, shall be at least six (6) feet in width, with greater widths as may be required by the City Council. Driveways shall be constructed from the curb and gutter or pavement edge to the property line or property side of the sidewalk. In cases where driveways are constructed after curbing and sidewalk are in place, the sidewalk shall be reconstructed in accordance with driveway specifications for the width of the driveway. Concrete driveway entrances, as approved by the City, shall be constructed.

11-6-10: DRIVEWAYS: All properties shall be entitled to at least one (1) curb cut. All driveways are required to have a concrete apron. A permit and inspection is required for the installation of all driveway aprons. All platted lots on paved streets shall provide driveways (either asphalt or concrete) within one (1) year from the date the building permit is issued. No curb cut access shall be located less than twenty (20) feet from the intersection of two (2) or more street right-of-ways for residential uses, and thirty (30) feet for commercial and industrial areas. This distance shall be measured from the intersection of lot lines. Curb cut openings shall be a minimum of five (5) feet from the side property line. Single-family uses shall be limited to one (1) curb cut access per property measuring no more than 24 feet in width, except that single-family lots measuring 125 feet or more at the building line may be allowed two curb cuts.

11-6-11: STREETLIGHTS: Any person, firm, corporation, subdivider, developer or owner who is responsible for any new public street construction within the City shall also be responsible for the procurement and installation of street lighting. Street lighting shall be installed as approved by the City Engineer and Sartell street lighting standards.

11-6-12: IDENTIFICATION: Every buildable lot shall be identified by a sign that indicates the lot and block number and address, if available, which is approved by City staff prior to issuing any building permits. These signs can be removed as lots are developed. Page 51 Adopted June 9, 2014

11-6-13: PLANTINGS: Trees, vegetation and non-vegetative treatments and/or techniques shall be installed in conformance with the approved landscape plan submitted with the preliminary plat. One (1) deciduous tree, must be planted or exist within the front yard of the property outside of the public right-of-way for each newly created single-family, two-family and townhome lot and must be at least one and one-half (1 ½) inch in diameter. The following trees are unacceptable for the front yard minimum requirement because of structural instability, susceptibility to disease, or because they are invasive species: Norway maple, Siberian elm, silver maple, cottonwood, amur maple, green ash and poplar. No permanent Certificate of Occupancy will be given, unless this condition has been met. Trees may be planted within the boulevard but shall not be planted within thirty (30) feet of street intersections, in utility easements, within three (3) feet of private utility hook-ups, utility mains and concrete drives or walks. Property owners will be responsible for the care of vegetative and non-vegetative treatments/techniques following installation.

11-6-14: SPECIFICATIONS: Unless otherwise stated, all the required improvements shall conform to engineering standards and specifications as required by the City Council and City Engineer. Such improvements shall be subject to inspection and approval of the City Engineer.

11-6-15: MAINTENANCE AGREEMENT: Any structural stormwater BMP that the City determines to be private shall meet the following requirements:

- A. A permanent public easement shall be provided to the City for access for inspection and/or maintenance purposes. Costs incurred by the City for any maintenance of private systems will be billed and/or assessed to the owner per 11-6-7.G Violations and Enforcement.
- B. The owner shall enter into a recorded Maintenance Agreement with the City. The agreement shall include as an attachment an inspection and maintenance plan. The terms and conditions of the Maintenance Agreement with attachments shall be binding upon, and shall insure to the benefit of the parties and their respective successors and assigns.
- C. The permanent public easement and Maintenance Agreement shall be recorded with the County Recorder or Registrar of Titles in the respective County where the Structural Stormwater BMP is located. A copy of the recorded permanent public easement and Maintenance Agreement shall be provided to the City prior to the certificate of occupancy or one (1) year after the site's land disturbance permit is approved, whichever comes later.
- D. The inspection and maintenance plan shall be developed, approved, and included as an attachment with the Maintenance Agreement. At a minimum, maintenance plans must include the following information:
 - 1. Responsible party person(s) for completing inspections and conducting maintenance;
 - 2. Frequency of inspections and maintenance; and
 - 3. Inspection checklist and type of maintenance anticipated
- E. If site configurations or structural stormwater BMPs change, decreasing BMP effectiveness, new or improved structural stormwater BMPs must be designed and implemented to meet the requirements of this section. New and/or improved BMP plans must be submitted to the City Engineer for review and approval.
- F. The property owner shall maintain all structural stormwater BMPs in proper condition consistent with the performance standards for which they were originally designed.
- G. The property owner shall keep on file all structural stormwater BMP annual inspection and maintenance records for 5 years and submit to the City as requested.

~~11-6-15: INSPECTIONS: The Developer shall pay for all costs incurred by the City for subdivision review and inspection. This would include preparation and review of plans and specifications by technical assistants and costs incurred by the Attorney, as well as other costs of similar nature.~~

Comment [GB1]: Added to Chapter 20.

11-6-16: PAYMENT CITY/DEVELOPER AGREEMENT, FINANCIAL GUARANTEE:

- A. Payment - The required improvements to be furnished and installed by the Developer are to be furnished and installed at the sole expense of the Developer and at no expense to the public. If any improvement installed within the subdivision will be of substantial benefit to lands beyond the boundaries of the subdivision, the City Council may make a provision for causing a portion of the cost of the improvement, representing the benefit to such lands, to be assessed against the same, or the City Council may choose to pay the increased cost and assess for improvements when future development takes place. In such case the Developer will be required only to pay for

such portions of the whole cost of said improvements as it will represent the benefit to the property within the subdivision, however when such improvements are made at the request of a developer and are not determined to be a benefit to the City due to the timing and/or location of the improvements, the City may opt not to provide for any 'City cost' and the development will be 100% responsible for such costs without reimbursement, regardless of potential future benefit to the City or other property owners.

- B. As an alternative to paragraph (1) above, the owner of the property included in a preliminary plat may petition the City to install certain improvements required within and/or to the Plat. Said petition shall be in accordance with Minnesota Statutes Chapter 429. The City Council reserves the right to reject any/all petition(s) and refuse to order the project improvements through the City. Any petitioner for improvements to the City is required to petition the City Council for said improvements by January 1st each year for improvements requested during the year. Otherwise, the City may refuse to construct said improvements until the following year.
- C. City/Developer Agreement - Prior to the installation of required improvements and prior to approval of the Final Plat, the Developer shall enter into a contract with the City requiring that the Developer furnish and construct said improvements at his or her expense and in accordance with plans and specifications to be completed by the City Engineer. The City/Developer contract shall stipulate at a minimum the type and extent of the improvements to be constructed, the cost of construction, the construction time schedule, the City's authority to inspect the construction and the amount of the escrow deposit performance bond, warranty bond and labor and material bond to be furnished.

11-6-17: ENFORCEMENT:

This section only applies to violations related to 11-6-7, Drainage Improvements, of the Land Development Code, incorporated Appendices and the recorded Easements, Maintenance Agreements and plans for private structural stormwater BMPs.

- A. Violation Enforcement. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of 11-6-7, incorporated Appendices and recorded Maintenance Agreement. Any person who has violated or continues to violate the provisions of 11-6-7, may be subject to the enforcement actions outlined in this section and Sartell Ordinance Section. It is the duty of the City Engineer or designee to enforce the provisions 11-6-7, including the power to inspect private premises and issue orders for abatement.
 - 1. Immediate Danger. Whenever in the judgment of the City Engineer or designee charged with enforcement, it is determined upon investigation the violation constitutes an immediate danger to public health or public safety, an administrative citation may immediately be issued to the property owner. In other instances where an immediate public health or safety threat does not exist, the enforcement official may issue a notice and order to correct pursuant to Sartell City Ordinance/
 - 2. Notification. Upon the issuance of an immediate administrative citation, City Engineer or designee will also send written notification of the violation to the person committing or maintaining the violation, and require the person to terminate and abate the violation within 24 hours or such other period specified by the enforcement official. The written notice will be served upon the person committing or maintaining the violation in person or by first class mail, or if unknown, then by posting a copy of the notice on the site.
- B. Abatement of Violation. If the violation is not corrected as described in the notice and order to correct, the abatement of the violation will be under the direction of the City Engineer, or designee. The expenses for the abatement will include administrative fee(s) in addition to the actual costs of the abatement. Abatement actions that require the presence of City staff for more

than one hour during the abatement or other extraordinary coordination efforts will be billed to the property owner at the rate established in the fee ordinance. If abatement expenses are not paid, they will be levied against the property as a special assessment and collected as in the case of other special assessments

- C. Penalties. Any person who is found to have violated any provision of this Code article section, or permits, agreements, and orders issued hereunder, shall be fined in an amount not to exceed the fees as identified on the fee schedule, per violation. Each calendar day on which noncompliance shall occur or continue shall be deemed a separate and distinct violation. Unpaid charges, fines and penalties shall constitute a lien against the subject property. Users desiring to dispute such fines must file a request pursuant to the administrative hearing procedure established in <Admin Citation Section> which is incorporated herein by reference.
- D. Costs. In addition to the penalties provided herein, the City may recover court costs, court reporter's fees and other expenses of litigation by an appropriate action against the person found to have violated this Code or the orders, rules, regulations and permits issued hereunder.
- E. Costs of Damage. Any person violating any of the provisions of this Code shall become liable to the City for any expense, loss or damage. The City Engineer may add to the violator's charges and fees, the costs assessed for any cleaning, repair or replacement work caused by the violation or discharge. Additional inspections caused by noncompliance will be billed to the affected property owner per the fee ordinance.

**CHAPTER 6
REQUIRED IMPROVEMENTS**

SECTION:

- 11-6-1: REQUIRED IMPROVEMENTS
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- ~~11-6-17: ENFORCEMENT~~

11-6-1: REQUIRED IMPROVEMENTS: The Developer shall be required to provide the following improvements for subdivisions unless the City elects to do so under terms of the Developer's Agreement. Unless otherwise stated, all of the required improvements shall be installed in accordance with the engineering policy, standards and specifications that have been or may in the future be adopted by the City Council. Where standards and specifications have not been adopted, the improvements shall be made in accordance with good engineering practices.

11-6-2: MONUMENTS: Monuments shall be placed at all block and lot corners, angle points, points of curves in streets and at intermediate points as shall be required by the City. The monuments shall be of a material, size and length as may be approved by the City. It shall be the developer's responsibility to ensure that monuments are maintained in good order during construction and development.

11-6-3: STREETS:

- A. Streets shall be graded to the full width of the right-of-way in accordance with street grades submitted to and approved by the City Engineer. Grading shall be complete prior to installation of applicable underground utilities, either private or public in nature. Gravel base construction shall be undertaken after installation of underground utilities in those instances where utilities shall be required as part of the project.
- B. Following the City Engineer's recommendation and City Council's approval of street grading and after utility installation, in those projects then requiring such, street surfaces shall be brought up to standards and provided with curbs and gutters in accordance with the latest standards and specifications as approved by the City Council. Type B curbing will be used.
- C. Sodding/seeding shall be required in all street boulevard areas and on lot areas.

- D. All developments increase the need for additional collector streets to provide access to their development, and therefore are responsible for construction of, or contribution toward construction of collector streets in the City of Sartell.

11-6-4: SANITARY SEWER SYSTEMS:

- A. When connection to the municipal sanitary sewer system is available, such connection shall be made and sanitary sewer facilities adequate to serve the subdivision and as approved by the City Engineer shall be installed. Minimum size sanitary sewer main in any street or easement shall be eight (8) inches in diameter and of a material approved for use in the City by the City Engineer. The developer shall pay the total cost of sanitary sewer through ten (10) inches diameter size if required by the City Engineer.
- B. Trunk sanitary sewer facilities larger than ten (10) inches in diameter, when required, may be at the discretion of the City Council assessed over the area benefited that may include land outside of the subdivision under consideration or construction.
- C. Sanitary sewer grades and installation shall conform to the Recommended Standards for Sewage Works latest edition by the Great Lakes-Upper Mississippi River Board of State Sanitary Engineers (i.e. the "Ten State Standards") and the City Engineers Association of Minnesota standard utilities specification for sanitary sewer.
- D. Each lot shall be served by an individual service or as directed by the City Engineer. Each service, as approved by the City Engineer, shall be run from the main to the property line, where a curb stop and box shall be placed until the service is extended to the structure. Sanitary sewer service lines to end-users shall be a minimum of four (4) inches and shall be installed in accordance with the City's standard detail templates. Service lines longer than seventy-five (75) feet shall be furnished with a clean out extending to the surface of the ground.

11-6-5: WATER SYSTEMS:

- A. When connection to the municipal water supply system is available, such connection shall be made and water distribution facilities adequate to serve the subdivision (including pipe, fittings, hydrants and valves) and as approved by the City Engineer shall be installed. Minimum size water main in any street or easement shall be eight (8) inches in diameter. The developer shall pay the total cost of water main through ten (10) inches diameter size if required by the City Engineer.
- B. Trunk water supply facilities larger than ten (10) inches in diameter, when required, may at the discretion of the City Council be assessed over the area benefited that may include land outside of the subdivision under construction or consideration.
- C. The minimum depth of cover over water mains shall be eight feet as measured from the top of the main to the lowest elevation of the ground surface covering said main.
- D. Each lot shall be provided with an individual service and shut-off and/or as directed by the City Engineer. Each house service, as approved by the City Engineer, shall be run from the main to the property line, where a curb stop and box shall be placed until the service is extended to the structure. The minimum size of house services in residential areas shall be one (1) inch.
- E. Mains shall be valved at intervals determined by the City Engineer. Valves shall also be installed at street intersection and branches in the distribution system or in locations as determined by the City Engineer.

F. "Dead end" mains shall be looped unless otherwise approved by the City Engineer.

11-6-6: FIRE HYDRANTS: Installation shall be pursuant to plans approved by the City Engineer and the Sartell fire inspector and shall be located in accordance with Insurance Service Office (ISO) standards and the Minnesota State Fire Code (MSFC). Hydrants shall be placed in residential neighborhoods so that all buildings are within 250 feet of a hydrant measured by an approved route. Spacing for buildings requiring additional hydrants will be based on table C105.1 of the Minnesota State Fire Code. All hydrants shall be easily accessible to fire fighting personnel and equipment and bagged until charged and ready for use. Fire hydrants shall be charged prior to framing of structures within the subdivision.

11-6-7: DRAINAGE IMPROVEMENTS:

- A. Storm drains shall be constructed to serve all properties in the subdivision where a connection to the public storm sewer system is available at the boundary of the subdivision.
- B. Where public storm sewer system is not available at the boundary of the subdivision, or where the introduction of said public system is deemed inappropriate by the City Council, provisions for stormwater drainage shall be accomplished in accordance with the requirements of the City Engineer and the Sartell Drainage Plan.
- C. Post Construction Stormwater Standards:
 - 1. The following volume control standards shall be met as described below for all construction activities: Construction activities are land disturbing activities one (1) acre of land disturbance occurs. Construction activity includes land disturbing activities that are part of a larger common plan of development.
 - a. All new development projects shall retain, on-site (i.e. infiltration or other volume reduction practices) and not discharge off-site, a runoff volume equal to 1/2 inch from the proposed increase of impervious surfaces.
 - b. All redevelopment projects shall retain, on-site (i.e. infiltration or other volume reduction practices) and not discharge off-site, a runoff volume equal to 1/4 inch from all redeveloped impervious surfaces. Newly added impervious surfaces must meet the new development standard of 1/2 inch.

<u>VOLUME CONTROL REQUIREMENTS</u>	
<u>*Volume reduction required when a combination of 1/2 acre or more new impervious surfaces is created and/or redeveloped OR 1 acre of land is disturbed</u>	
<u>Type</u>	<u>Impervious Surfaces</u>
<u>New Development</u>	<u>1/2" from the proposed increase</u>
<u>Redevelopment</u>	<u>1/2" for all redeveloped 1" for all new</u>

- c. To the maximum extent practicable, volume control measures should be distributed evenly throughout the development areas.

- d. Green Infrastructure techniques and practices (including, but not limited to, infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs), shall be given preference as design options consistent with zoning, subdivision and PUD requirements.
 - e. Best management practices must meet design specifications as outlined and incorporated in Appendix A of this Code – *Permanent Stormwater Design Checklist*.
 - f. For linear projects, a reasonable attempt must be made to obtain right-of-way during the project planning process for volume control practices. For linear projects where the lack of right-of-way precludes the installation of volume control practices, exceptions, as described in this 11-6-7(c) *Post Construction Stormwater Standards, Exceptions and Mitigation*, can be applied.
 - g. Wetlands/ponds are considered to be an pervious surface. While subject to rate control requirements, rainfall on wetlands/ponds is not subject to volume control standards.
 - h. Project areas within the City right-of-way are exempt from the volume control standards of this code.
 - i. As sites redevelop, the proposed site modifications must meet or exceed the stormwater volume standards that were previously achieved.
2. The following rate control standards shall be met as described below:
 - a. Discharge rates shall be derived using the standards methods of the *Natural Resources Conservation Service TR-55 or TR-20* as defined in the current *Hydrology Guide for Minnesota*.
 - b. In cases where the downstream conveyance system is a clearly defined man-made system of limited capacity, the allowable discharge will be limited to the prorated share of the property to the overall service area. Typically, this type of system will require the 100-year post-development rate of discharge to be equal or less than the 5-year post-development rate of discharge, but it may be considerably less with no correlation to a given rainfall event frequency.
 - c. In cases where the downstream conveyance system is a natural system, features shall be incorporated into the stormwater management plan to meet the following requirements: 100-year post-development rate of discharge to be equal or less than the 10-year pre-development rate of discharge.
 - d. For receiving systems where rates are of limited concern, the rate of discharge after development/redevelopment must be equal or less than the existing rate of discharge for the following rainfall events: 2-yr., 10-yr., 100-yr.
 3. All stormwater design calculations, specifications, site plans and supporting hydraulic modeling are subject to the review and approval of the City Engineer or its designee.
 4. Property owner shall maintain all stormwater facilities in proper condition consistent with the performance standards for which they were originally designed.
 5. All land disturbing activities are subject to the City's erosion and sediment control requirements located in the Zoning Code, Title 10, Chapter 20. Land Disturbance Permit must be obtained as necessary.

6. Erosion and sediment control plans shall be developed for all land disturbing activities as needed and submitted for approval as part of the land disturbance permit review process. The Community Development Technician reviews all land disturbance permit applications.
7. Erosion and siltation control measures shall be coordinated with the different stages of construction. Appropriate control measures shall be installed prior to, and maintained during, development. Dirt and soil must be retained on a construction site. Land shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. When soil is exposed, the exposure shall be for the shortest feasible time.

D. Post Construction Stormwater Standards, Exceptions and Mitigation

1. Projects shall fully attempt to comply with the volume control requirements in 11-6-7.C Post Construction Stormwater Standards. A reduced volume control on the site of the original construction activity may be applied, at the discretion of the City, under the following circumstances:
 - a. The owner and/or operator of a construction activity is precluded from infiltrating stormwater through a designed system due to limitations as specified and incorporated in Appendix A of this Code – Permanent Stormwater Design Checklist, and
 - b. The owner and/or operator of the construction activity implements to the maximum extent practicable volume reduction techniques, other than infiltration, on the site of the original construction activity that reduces stormwater discharge volume.
2. If the owner and/or operator of a construction activity is granted a volume control exception, alternatives 1, 2, 3 and 4 are required to be followed as specified and incorporated in Appendix B of this Code – Alternative Stormwater Treatment Options. This process includes mitigation provisions for requirements that cannot be met on the site of the original construction activity.
3. The owner and/or operator of a construction activity must provide appropriate documentation to the City as support for volume control exceptions and/or mitigation provisions as specified and incorporated in Appendix B of this code – Alternative Stormwater Treatment Options.

E. Public Structural Stormwater BMPs and Drainage Easements:

Alterations affecting the function of a public structural stormwater BMP, and/or drainage easement, must be approved by the City Engineer.

11-6-7: DRAINAGE, GRADING AND EROSION CONTROL. Storm sewer and/or other surface drainage facilities shall be installed as determined to be necessary by the City Engineer for the proper drainage of surface waters. All properties shall be liable for storm sewer assessment in accordance with the criteria, policies and square footage rate established by the City Council. The Developer shall be solely responsible for the implementation, maintenance and removal of development-wide erosion and sediment control measures for the purpose of retaining sediment on construction sites and out of water bodies, water courses, wetlands, storm drains and streets. Minimum pipe size shall be twelve (12) inches. Minimum culvert size shall be fifteen (15) inches. Catch basins shall be installed in accordance with MnDOT State Aid Design criteria for arterial and collector streets and all other streets shall meet the 10-year design storm with a maximum width spread of two thirds (2/3) the lane width. A SWPPP consistent with the standards contained in the Sartell Zoning Ordinance and regulations promulgated by the Minnesota Pollution Control Agency (MPCA) shall be developed for the subdivision. No building permits will be issued within a plat until the preliminary grading of the drainage ways and building pads within the plat have been completed as approved within the Preliminary and/or Final Plat review and an as-built grading plan is provided to the City. Prior to the issuance of a Certificate of Occupancy for each lot, an as-

built grading certificate shall be prepared and signed by a registered land surveyor or engineer and provided to the City.

11-6-8: OTHER UTILITY SERVICE PROVIDERS: Electric, gas, telephone and cable distribution facilities and service lines shall be installed underground so as to enhance the visual appearance of the area. Service lines shall be installed at the property owner's or developer's expense.

11-6-9: SIDEWALKS: Sidewalks, where provided or required, shall be at least six (6) feet in width, with greater widths as may be required by the City Council. Driveways shall be constructed from the curb and gutter or pavement edge to the property line or property side of the sidewalk. In cases where driveways are constructed after curbing and sidewalk are in place, the sidewalk shall be reconstructed in accordance with driveway specifications for the width of the driveway. Concrete driveway entrances, as approved by the City, shall be constructed.

11-6-10: DRIVEWAYS: All properties shall be entitled to at least one (1) curb cut. All driveways are required to have a concrete apron. A permit and inspection is required for the installation of all driveway aprons. All platted lots on paved streets shall provide driveways (either asphalt or concrete) within one (1) year from the date the building permit is issued. No curb cut access shall be located less than twenty (20) feet from the intersection of two (2) or more street right-of-ways for residential uses, and thirty (30) feet for commercial and industrial areas. This distance shall be measured from the intersection of lot lines. Curb cut openings shall be a minimum of five (5) feet from the side property line. Single-family uses shall be limited to one (1) curb cut access per property measuring no more than 24 feet in width, except that single-family lots measuring 125 feet or more at the building line may be allowed two curb cuts.

11-6-11: STREETLIGHTS: Any person, firm, corporation, subdivider, developer or owner who is responsible for any new public street construction within the City shall also be responsible for the procurement and installation of street lighting. Street lighting shall be installed as approved by the City Engineer and Sartell street lighting standards.

11-6-12: IDENTIFICATION: Every buildable lot shall be identified by a sign that indicates the lot and block number and address, if available, which is approved by City staff prior to issuing any building permits. These signs can be removed as lots are developed. Page 51 Adopted June 9, 2014

11-6-13: PLANTINGS: Trees, vegetation and non-vegetative treatments and/or techniques shall be installed in conformance with the approved landscape plan submitted with the preliminary plat. One (1) deciduous tree, must be planted or exist within the front yard of the property outside of the public right-of-way for each newly created single-family, two-family and townhome lot and must be at least one and one-half (1 ½) inch in diameter. The following trees are unacceptable for the front yard minimum requirement because of structural instability, susceptibility to disease, or because they are invasive species: Norway maple, Siberian elm, silver maple, cottonwood, amur maple, green ash and poplar. No permanent Certificate of Occupancy will be given, unless this condition has been met. Trees may be planted within the boulevard but shall not be planted within thirty (30) feet of street intersections, in utility easements, within three (3) feet of private utility hook-ups, utility mains and concrete drives or walks. Property owners will be responsible for the care of vegetative and non-vegetative treatments/techniques following installation.

11-6-14: SPECIFICATIONS: Unless otherwise stated, all the required improvements shall conform to engineering standards and specifications as required by the City Council and City Engineer. Such improvements shall be subject to inspection and approval of the City Engineer.

11-6-15: MAINTENANCE AGREEMENT: Any structural stormwater BMP that the City determines to be private shall meet the following requirements:

- A. A permanent public easement shall be provided to the City for access for inspection and/or maintenance purposes. Costs incurred by the City for any maintenance of private systems will be billed and/or assessed to the owner per 11-6-7.G Violations and Enforcement.
- B. The owner shall enter into a recorded Maintenance Agreement with the City. The agreement shall include as an attachment an inspection and maintenance plan. The terms and conditions of the Maintenance Agreement with attachments shall be binding upon, and shall insure to the benefit of the parties and their respective successors and assigns.
- C. The permanent public easement and Maintenance Agreement shall be recorded with the County Recorder or Registrar of Titles in the respective County where the Structural Stormwater BMP is located. A copy of the recorded permanent public easement and Maintenance Agreement shall be provided to the City prior to the certificate of occupancy or one (1) year after the site's land disturbance permit is approved, whichever comes later.
- D. The inspection and maintenance plan shall be developed, approved, and included as an attachment with the Maintenance Agreement. At a minimum, maintenance plans must include the following information:
 - 1. Responsible party-person(s) for completing inspections and conducting maintenance;
 - 2. Frequency of inspections and maintenance; and
 - 3. Inspection checklist and type of maintenance anticipated
- E. If site configurations or structural stormwater BMPs change, decreasing BMP effectiveness, new or improved structural stormwater BMPs must be designed and implemented to meet the requirements of this section. New and/or improved BMP plans must be submitted to the City Engineer for review and approval.
- F. The property owner shall maintain all structural stormwater BMPs in proper condition consistent with the performance standards for which they were originally designed.
- G. The property owner shall keep on file all structural stormwater BMP annual inspection and maintenance records for 5 years and submit to the City as requested.

~~11-6-15: INSPECTIONS: The Developer shall pay for all costs incurred by the City for subdivision review and inspection. This would include preparation and review of plans and specifications by technical assistants and costs incurred by the Attorney, as well as other costs of similar nature.~~

Comment [GB1]: Added to Chapter 20.

11-6-16: PAYMENT CITY/DEVELOPER AGREEMENT, FINANCIAL GUARANTEE:

- A. Payment - The required improvements to be furnished and installed by the Developer are to be furnished and installed at the sole expense of the Developer and at no expense to the public. If any improvement installed within the subdivision will be of substantial benefit to lands beyond the boundaries of the subdivision, the City Council may make a provision for causing a portion of the cost of the improvement, representing the benefit to such lands, to be assessed against the same, or the City Council may choose to pay the increased cost and assess for improvements when future development takes place. In such case the Developer will be required only to pay for

such portions of the whole cost of said improvements as it will represent the benefit to the property within the subdivision, however when such improvements are made at the request of a developer and are not determined to be a benefit to the City due to the timing and/or location of the improvements, the City may opt not to provide for any 'City cost' and the development will be 100% responsible for such costs without reimbursement, regardless of potential future benefit to the City or other property owners.

- B. As an alternative to paragraph (1) above, the owner of the property included in a preliminary plat may petition the City to install certain improvements required within and/or to the Plat. Said petition shall be in accordance with Minnesota Statutes Chapter 429. The City Council reserves the right to reject any/all petition(s) and refuse to order the project improvements through the City. Any petitioner for improvements to the City is required to petition the City Council for said improvements by January 1st each year for improvements requested during the year. Otherwise, the City may refuse to construct said improvements until the following year.
- C. City/Developer Agreement - Prior to the installation of required improvements and prior to approval of the Final Plat, the Developer shall enter into a contract with the City requiring that the Developer furnish and construct said improvements at his or her expense and in accordance with plans and specifications to be completed by the City Engineer. The City/Developer contract shall stipulate at a minimum the type and extent of the improvements to be constructed, the cost of construction, the construction time schedule, the City's authority to inspect the construction and the amount of the escrow deposit performance bond, warranty bond and labor and material bond to be furnished.

11-6-17: ENFORCEMENT:

This section only applies to violations related to 11-6-7, Drainage Improvements, of the Land Development Code, incorporated Appendices and the recorded Easements, Maintenance Agreements and plans for private structural stormwater BMPs.

- A. Violation Enforcement. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of 11-6-7, incorporated Appendices and recorded Maintenance Agreement. Any person who has violated or continues to violate the provisions of 11-6-7, may be subject to the enforcement actions outlined in this section and Sartell Ordinance Section. It is the duty of the City Engineer or designee to enforce the provisions 11-6-7, including the power to inspect private premises and issue orders for abatement.
 - 1. Immediate Danger. Whenever in the judgment of the City Engineer or designee charged with enforcement, it is determined upon investigation the violation constitutes an immediate danger to public health or public safety, an administrative citation may immediately be issued to the property owner. In other instances where an immediate public health or safety threat does not exist, the enforcement official may issue a notice and order to correct pursuant to Sartell City Ordinance/
 - 2. Notification. Upon the issuance of an immediate administrative citation, City Engineer or designee will also send written notification of the violation to the person committing or maintaining the violation, and require the person to terminate and abate the violation within 24 hours or such other period specified by the enforcement official. The written notice will be served upon the person committing or maintaining the violation in person or by first class mail, or if unknown, then by posting a copy of the notice on the site.
- B. Abatement of Violation. If the violation is not corrected as described in the notice and order to correct, the abatement of the violation will be under the direction of the City Engineer, or designee. The expenses for the abatement will include administrative fee(s) in addition to the actual costs of the abatement. Abatement actions that require the presence of City staff for more

than one hour during the abatement or other extraordinary coordination efforts will be billed to the property owner at the rate established in the fee ordinance. If abatement expenses are not paid, they will be levied against the property as a special assessment and collected as in the case of other special assessments

- C. Penalties. Any person who is found to have violated any provision of this Code article section, or permits, agreements, and orders issued hereunder, shall be fined in an amount not to exceed the fees as identified on the fee schedule, per violation. Each calendar day on which noncompliance shall occur or continue shall be deemed a separate and distinct violation. Unpaid charges, fines and penalties shall constitute a lien against the subject property. Users desiring to dispute such fines must file a request pursuant to the administrative hearing procedure established in <Admin Citation Section> which is incorporated herein by reference.
- D. Costs. In addition to the penalties provided herein, the City may recover court costs, court reporter's fees and other expenses of litigation by an appropriate action against the person found to have violated this Code or the orders, rules, regulations and permits issued hereunder.
- E. Costs of Damage. Any person violating any of the provisions of this Code shall become liable to the City for any expense, loss or damage. The City Engineer may add to the violator's charges and fees, the costs assessed for any cleaning, repair or replacement work caused by the violation or discharge. Additional inspections caused by noncompliance will be billed to the affected property owner per the fee ordinance.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: April 27, 2015	Agenda Item No. 8a
Agenda Section: Old Business	Item: Special Meetings	
<p>BACKGROUND: At your April 13th special meeting, the Council shared thoughts about pros, cons, and logistics of special meetings, but no formal action was taken. Moving forward, I would ask that you consider the options outlined under the “Council Action Requested” below. Changing your regular meeting start time may be all it takes to accommodate discussion and decision making without special meetings. Sauk Rapids, St. Joseph and St. Cloud start their meetings at 6:00 pm; Waite Park at 6:30 pm.</p> <p>BUDGET/FISCAL IMPACT: I anticipate no or minimal budget impacts from an earlier start time or from Council specifying televising at the time a special meeting is called.</p> <p>ATTACHMENTS: None.</p> <p>COUNCIL ACTION REQUESTED: Motions for consideration tonight are these:</p> <ol style="list-style-type: none">1. Motion that Council calls for special meetings will specify televising or not so Council members can vote upon it on a case by case basis.2. Motion to change regular meeting start time. This would come back to you in Ordinance form.		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration & Engineering	Meeting Date: April 27, 2015	Agenda Item No. 8c
Agenda Section: Old Business	Item: Pinecone Regional Park Lot	
<p>RECOMMENDATION: Informational update only – Council direction is needed if staff is not moving this in the right direction.</p> <p>BACKGROUND: At your April 13th meeting, the Council consensus was to have the Engineer do preliminary work on the Pinecone Regional Park parking lot concepts. Because of the need for soil borings and storm water run off testing, etc., this will take some detailed engineering work to arrive at a reliable cost estimate and options for Council consideration. Engineering and testing costs likely exceed \$25,000. Staff supports incurring these costs in the near future since the lack of engineered site design work for this Park has been a major obstacle to meeting the City’s goal of renaming and adding amenities to Pinecone Regional Park. But since we do not believe any cost savings will be realized by trying to combine this parking lot work with any part of the Pinecone Road work in 2015, we would ask that we delay moving ahead with engineering work until more overall site concepts are discussed with Bernick’s and the City, which we think could come back before the Council as early as June.</p> <p>BUDGET/FISCAL IMPACT: None at this time – further Council decisions will determine costs and impacts.</p> <p>ATTACHMENTS: None.</p> <p>COUNCIL ACTION REQUESTED: Discussion only – direction to staff if a different direction or timeline is favored.</p>		



April 2015

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 GOOD FRIDAY CITY HALL CLOSED	4
5 EASTER	6 12:30 pm SSC Bd Mtg @ SSC Ctr. 6:30 PLANNING MTG.	7	8 4-8 SCHOOL PLANNING COMMITTEE	9 5 pm APO Exec Bd	10	11
12	13 6 PM WORKSHOP 7 PM CITY COUNCIL	14 11:30 CHAMBER @ THE WATERS CHURCH	15 9 AM—SALT @ PD 4-8 SCHOOL PLAN- NING COMMITTEE	16	17	18
19	20 6:30 PM COMM CENTER FOCUS GROUP	21 4 PM METRO BUS BD MTG 7 AM EDC MTG.	22	23 CHAMBER RECOGNI- TION BANQUET BLACKBERRY RIDGE	24	25
26	27 7 PM CITY COUNCIL	28	29	30		



May 2015

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 12:30 SSC Bd. MTG @ SSC ctr. 6:30 PC MTG	5	6 4-8 PM SCHOOL PLANNING COMMITTEE	7	8	9
10	11 7 PM CITY COUNCIL	12 11:30 -CHAMBER @ THE WATERS CHURCH	13 4-8 PM SCHOOL PLANNING COMMITTEE	14 5 pm APO Executive Bd	15	16
17	18	19 4PM METRO BUS BD MTG. 7 AM EDC	20 9 AM SALT @ PD 6:30 PARK COMM	21	22	23
24	25 MEMORIAL DAY CITY HALL CLOSED Ceremony at Veterans Park at 9 am	26 7 PM CITY COUN- CIL MEETING	27 6:30 PM TENTATIVE NEW RESIDENT SESSION	28 7 pm APO Policy Board Annual Meeting	29	30
31						