

AGENDA
SARTELL CITY COUNCIL
Monday, September 12, 2016
Sartell City Hall
6:00 P.M.

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1. PLEDGE OF ALLEGIANCE

2. AGENDA REVIEW AND ADOPTION

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

4. SPECIAL PRESENTATIONS

- a. Oath of Office – Police Officer Brennan Olson
- b. Ferguson Water Meter Presentation

5. APPROVAL OF CITY COUNCIL MINUTES

- a. August 8, 2016 Regular Meeting
- b. August 12, 2016 Special Meeting

6. CONSENT AGENDA

- a. Acceptance of Building Permit Activity Report
- b. Acceptance of Inspections Activity Report
- c. Acceptance of Technology Report
- d. Acceptance of Fire Department Report
- e. Approval of voucher payments
- f. Acceptance of Donations
- g. Approval of Safe Routes To School Work Orders
- h. Setting Truth in Taxation hearing for 6:00 pm on Monday, December 12, 2016
- i. Calling Public Hearing on City Code updates
- j. Approval of Public Works equipment purchase
- k. Approval of Professional Service Contracts
- l. Approval of Fee Waivers
- m. Authorizing Signing Authority
- n. Authorizing Feasibility Report
- o. Approval Annexation Petition – Clifton
- p. Approval of Annexation – 50th Avenue
- q. Approval of right of way acquisition

7. PUBLIC HEARINGS

- a. Franchise Ordinances

8. OLD BUSINESS

- a. Preliminary Budget & Levy for 2017
- b. Library Assessment Plan
- c. Val Smith Pickleball courts

9. NEW BUSINESS

- a. Pinecone Road Traffic Study
- b. SWAT Officer

10. DEPARTMENT REPORTS

a. Police Department

- Monthly Report

b. Public Works

- Monthly Report

c. City Engineer

- Monthly Report

d. Planning & Community Development Director

- Monthly Report

e. City Administrator

- Monthly Report

11. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

12. ADJOURN

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration & Public Works	Meeting Date: September 12, 2016	Agenda Item No. 4b
Agenda Section: Special Presentations	Item: Ferguson Water Meter Presentation	
<p>RECOMMENDATION: Informational only – no action recommended.</p> <p>BACKGROUND: The Council previously received a special presentation from Metron Farnier regarding their wireless technology meters for a possible City-wide conversion. Tonight’s presentation will be from our current meter provider to overview benefits of an upgraded meter from their company if the Council moves forward on City-wide meter conversions.</p> <p>Benefits of either system include reduced staff time spent on meter readings, allowing focus on other priority areas in administration and public works; enhanced public service by eliminating manual meter readings and the confusion of summer sewer bills being based on winter water use which can fluctuate based on when the winter readings are made. Either system also eliminates the issues we have with large numbers of residents who never turn in a reading leading to large bills or confusing credits when staff reads the meters and adjustments are made between estimates and actuals.</p> <p>The previous presentation highlighted Metron Farnier’s benefits to water/sewer customers, and Ferguson would like to show you their customer service features this evening.</p> <p>ATTACHMENTS: None.</p> <p>COUNCIL ACTION REQUESTED: None – informational only. This is background information to help you when considering final pros, cons and costs before making a decision at a future date.</p>		



**SARTELL CITY COUNCIL MEETING MINUTES
AUGUST 8, 2016**

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

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

COUNCIL ABSENT: None

STAFF PRESENT: Mary Degiovanni, City Administrator; Anita Rasmussen, Community Development Director; John Kothenbeutel, Public Works Director; Mike Nielson, City Engineer; Jim Hughes, Police Chief; Rebecca Wicklund, Recording Secretary

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

Direction/Action

A motion was made by Peterson and seconded by Lynch to approve the agenda as presented.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

OPEN FORUM/PUBLIC COMMENT: None Presented

SPECIAL PRESENTATIONS: None Presented

APPROVAL OF CITY COUNCIL MINUTES

Direction/Action

A motion was made by Hennes and seconded by Lynch to approve the minutes of July 11, 2016 as presented. The following voted:

Aye Votes: Hennes, Lynch, Nicoll

Nay Vote: Braig-Lindstrom

Abstain: Peterson

Motion Carried.

CONSENT AGENDA

- a. Acceptance of Building Permit Activity Report*
- b. Acceptance of Inspections Activity Report*
- c. Acceptance of Technology Report*
- d. Acceptance of Fire Department Report*
- e. Approval of voucher payments*

- f. Acceptance of Resignations*
- g. Calling Public Hearing on Franchise Ordinances*
- h. Approval of Purchase of Public Works Equipment*
- i. Approval of Community Center bids*
- j. Approval of Recreational Facilities Proposals*
- k. Approval of CSAH 1 Agreement*
- l. Approval of Joint Powers Agreement*
- m. Cancellation of August 22nd Council Meeting*
- n. Annexation of Property*

Peterson requested to pull Items I and J for further discussion.

Direction/Action

A motion was made by Peterson and seconded by Lynch to approve the Consent Agenda without I and J. The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson

Nay Vote: Braig-Lindstrom

Motion Carried.

Consent Agenda Items 6I and 6J were discussed. Bob Strack was present and overviewed the community center additional bids under 6I. Mary Degiovanni overviewed the request for item 6J. The contract would help inventory the City fields and work with the school to provide an analysis of recreational space needs in the city. Pro-Fields, LLC would start prep work this fall for fields if the contract is accepted.

Direction/Action

A motion was made by Peterson and seconded by Hennes to approve items 6I and 6J. The following voted:

Aye: Hennes, Lynch, Nicoll, Peterson

Nay: Braig-Lindstrom

Motion Carried.

PUBLIC HEARINGS

DELINQUENT ACCOUNTS

Degiovanni presented the request to vote to adopt the unpaid accounts tax roll and certify to the 2017 tax rolls. The Mayor opened the public hearing. There being no one wishing to speak, the Mayor closed the public hearing.

Direction/Action

A motion was made by Lynch and seconded by Hennes to adopt the Resolution Adopting Assessments.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

REZONING AND PRELIMINARY PLAT – SANDSTONE VILLAGE PLAT 3

Rasmussen presented the requests related to Sandstone Village Plat 3. The Mayor opened the public hearing. There being no one wishing to speak, the Mayor closed the public hearing. The Planning Commission recommended approval.

Direction/Action

A motion was made by Hennes and seconded by Peterson to adopt the Resolution on Findings of Fact for Sandstone Village Plat 3.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

A motion was made by Peterson and seconded by Lynch to adopt the Ordinance and Summary Ordinance Approving Rezoning of Sandstone Village Plat 3.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

A motion was made by Hennes and seconded by Lynch to adopt the Resolution Approving Preliminary Plat of Sandstone Village Plat 3 with conditions.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

A motion was made by Peterson and seconded by Hennes to adopt the Resolution Approving Final Plat of Sandstone Village Plat 3 with conditions.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

REZONING, PRELIMINARY PLAT AND VACATION OF CERTAIN EASEMENTS – BLACKBERRY RIDGE WEST

Rasmussen presented the requests related to Blackberry Ridge West. Hennes asked about difficulty of preserving mature trees. The Mayor opened the public hearing. There being no one wishing to speak, the Mayor closed the public hearing. The Planning Commission recommended approval.

Peterson questioned the drainage and utility easements and Braig Lindstrom expressed concern regarding yard waste impacting drainage ways. Lynch confirmed that the homes will have grinder systems and that the current utilities can handle additional homes.

Direction/Action

A motion was made by Lynch and seconded by Peterson to adopt the Resolution on Findings of Fact for Blackberry Ridge West.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

A motion was made by Peterson and seconded by Lynch to adopt the Ordinance and Summary Ordinance Rezoning of Blackberry Ridge West.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

A motion was made by Hennes and seconded by Lynch to adopt the Resolution Approving Preliminary Plat of Blackberry Ridge West with conditions.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

A motion was made by Peterson and seconded by Hennes to adopt the Resolution Approving Vacation of Certain Easements of Blackberry Ridge West.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

A motion was made by Lynch and seconded by Hennes to adopt the Resolution Approving Final Plat and Development Agreement for Blackberry Ridge West with conditions.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

REZONING AND PRELIMINARY PLAT – FERCHE SOUTHWEST 35

Rasmussen presented the requests related to Ferche Southwest 35. The Mayor opened the public hearing. There being no one wishing to speak, the Mayor closed the public hearing and staff noted email comments from Lonnie Kornovich provided as written public comment. The Planning Commission recommended approval.

Direction/Action

A motion was made by Lynch and seconded by Hennes to adopt the Resolution on Findings of Fact for Ferche Southwest 35.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Braig-Lindstrom

Nay Vote: Peterson

Motion Carried.

A motion was made by Hennes and seconded by Lynch to adopt the Ordinance and Summary Ordinance Approving Rezoning of Ferche Southwest 35.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

A motion was made by Lynch and seconded by Hennes to adopt the Resolution Approving Preliminary Plat and PUD Agreement on Ferche Southwest 35 with conditions.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Braig-Lindstrom

Nay Vote: Peterson

Motion Carried.

A motion was made by Hennes and seconded by Lynch to adopt the Resolution Approving Final Plat and Development Agreement of Ferche Southwest 35 with conditions

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Braig-Lindstrom

Nay Vote: Peterson

Motion Carried.

TEMPORARY FAMILY HEALTH CARE DWELLINGS

Rasmussen explained the new legislation regarding Temporary Family Health Care Dwellings. The Planning Commission and staff recommends that the City of Sartell opt out at this time so that City staff will have more time to review the new standards regarding this new legislation. The Mayor opened the public hearing. There being no one wishing to speak, the Mayor closed the public hearing.

Direction/Action

A motion was made by Hennes and seconded by Nicoll to adopt the Ordinance Opting Out of Requirements.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

OLD BUSINESS

SOLAR SUBSCRIPTION AGREEMENT

Rasmussen presented the request for approval to sign a Solar Subscription agreement. The agreement would include a 25 year term, a yearly 1% Escalator at \$.122 per kWh and subscribing to 260 kW of capacity.

Direction/Action

A motion was made by Braig-Lindstrom and seconded by Peterson to approve the agreement with the presented terms.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

PINECONE REGIONAL PARK

Chad Ritter presented a request by the Sartell Recreation Center Association to get approval for parking lot improvements at Pinecone Regional Park. The group is actively pursuing getting funding for a covered outdoor sheet of ice, but is asking the City to fund the parking lot improvements as designed by the City's Engineer. Council members confirmed with the City Engineer that water runoff would not be increased off the site because of the stormwater holding designed into the project. Mr. Ritter also

confirmed that the parking lot improvements would be beneficial even if a second sheet of ice is not added to the site. Staff confirmed the project construction manager, Winkelman, would have a contract with the Association and that the City funding request sought is \$562,545 from sales tax funds (with another \$31,550 discretionarily approved as a contingency amount), \$100,000 from Park District 3 and \$67,605 from Stormwater Fund.

Direction/Action

A motion was made by Peterson and seconded by Braig-Lindstrom to approve the Lease Amendment, Agreement, and Purchase Wetland Credits with any revisions that may be recommended by the City Attorney.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

NEW BUSINESS

FINAL PLAT – PINE LAKES 3

Rasmussen presented Final Plat request for Pine Lakes Plat 3. The developer would like to use their private engineer to design the improvements conditioned upon City Engineer's review and approval of plans, and the City Inspectors are inspecting the improvements. The Planning Commission recommended approval.

Direction/Action

A motion was made by Hennes and seconded by Peterson to approve the Final Plat and Development Agreement for Pine Lakes Plat 3 with conditions.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

LAND SALE

Rasmussen presented the request to sell .37 acres of land off of 2nd Street South to Qwik Trip for \$35,000. The Planning Commission confirmed the sale's compliance with the Comprehensive Plan.

Direction/Action

A motion was made by Lynch and seconded by Braig-Lindstrom to approve the Resolution Authorizing Sale.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

LIQUOR LICENSE VIOLATIONS

The Council reviewed the current Liquor License Violations.

Direction/Action

A motion was made by Braig-Lindstrom and seconded by Lynch to impose a \$500 penalty on the businesses with the liquor license violations.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

DEPARTMENT REPORTS

POLICE DEPARTMENT

The Police Department monthly report was presented to the Council and Police Chief Hughes added that they had their biggest National Night Out with 22 parties. Cookout with the Cops is set for August 25, 2016 from 11a.m. to 1 p.m. at St. Francis Xavier Church.

PUBLIC WORKS

The Public Works monthly report was presented to the Council and Kothenbeutel responded to various Council comments.

CITY ENGINEER

The Engineering monthly report was presented to the Council and Nielson noted that another Safe Routes to School project is scheduled for 2018, and there was not enough right of way to add a turn lane to 4th Avenue when doing that sidewalk project.

PLANNING AND COMMUNITY DEVELOPMENT

The Planning and Community Development monthly report was presented to the Council and Rasmussen responded to questions about the revolving loan fund and a Sartell sign by the Hwy 15 interchange.

CITY ADMINISTRATOR

The City Administrator's monthly report was presented to the Council and confirmed Hennes was the only Council member unable to attend the special meeting on August 12th.

CITY COUNCIL UPDATES AND MISCELLANEOUS BUSINESS

None Presented.

ADJOURNMENT

Direction/Action

A motion was made by Lynch and seconded by Braig-Lindstrom to adjourn the meeting at 7:24 p.m. The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson, Braig-Lindstrom

Nay Vote: None

Motion Carried.

Rebecca Wicklund, Recording Secretary

Sarah Jane Nicoll, Mayor

SARTELL CITY COUNCIL SPECIAL MEETING

MINUTES OF AUGUST 12, 2016

Pursuant to due call and notice thereof, a special meeting was held on August 12, 2016 at Sartell City Hall. Mayor Nicoll called the meeting to order at 7:25 a.m.

COUNCIL PRESENT: Sarah Jane Nicoll, Pat Lynch, and David Peterson
COUNCIL ABSENT: Steve Hennes and Amy Braig Lindstrom
ALSO PRESENT: Police Chief Jim Hughes and City Administrator Mary Degiovanni

CANVASSING ELECTION

A motion was made by Lynch and seconded by Peterson to adopt the Resolution Canvassing August 9, 2016 Primary Election Returns and Declaring Results. The motion carried unanimously.

POLICE OFFICER

A motion was made by Peterson and seconded by Lynch appointing Brady Goebel as a police officer, subject to all pre-employment testing and background checks, and with start date in Police Chief's discretion. The motion carried unanimously.

ADJOURN

A motion was made by Lynch and seconded by Peterson to adjourn at 7:28 a.m. The motion carried unanimously.

Mary Degiovanni, City Administrator

Sarah Jane Nicoll, Mayor

City of Sartell
 Building Department
 Inspection Activity
 August 2016

Building Inspections		# of Inspections	YTD Inspections	LYTD
	Residential	218	1084	1160
	Commercial	37	142	143
	Multifamily	19	158	51
	Total	274	1384	1354
Fire Inspections		# of Inspections	YTD Inspections	LYTD
	Business (65)	0	50	65
	Church (3)	0	0	1
	Education (7)	0	0	2
	Factory (1)	0	0	3
	Institution (1)	0	0	0
	Medical (22)	0	15	24
	Multifamily (21)	5	6	0
	Restaurant (8)	0	6	10
	Retail (19)	0	10	12
	Daycare/Foster	0	11	6
	Total (147)	5	98	123
Rental Inspections		# of Inspections	YTD	LYTD
	SFD	15	66	56
	Multifamily	0	14	14
	Total	15	80	70
Zoning Inspection		# of Inspections	YTD	LYTD
	Shed	2	10	12
	Fence	6	21	18
	Lawn Irrigation	3	6	0
	Curb Cut	0	0	1
	Pool	0	0	0
	Decks	0	2	0
	Parking Pad	0	1	4
	Land Disturbance	0	0	0
	Total	11	40	22
Fire Response		Responses	YTD	LYTD
	Fire	2	7	6
	Emer. Response	0	8	3
	CO	0	0	1
	Gas Leak	1	4	3
	Alarm	0	3	3
	Other	1	5	0
	Total	4	27	16
Fire Department		Responses	YTD	LYTD
	Truck Check	1	6	7
	Mtg.	0	3	6
	Fire Flows	0	1	1
	Other	15	61	46
	Total	16	71	60
Emer. Mgmt.				LYTD
		0	1	0
Complaints				LYTD
		0	0	0
Hazardous and/or sub standard buildings				LYTD
		0	1	1
Meetings				LYTD
				0

City of Sartell
Construction Activity Report August 2016

TOTALS:	Aug-12	Aug-13	Aug-14	Aug-15	Aug-16
Single Family Permits	8	7	14	5	13
Single Family Permits YTD	30	38	54	36	52
Single Family Valuation	\$2,277,000.00	\$1,857,970.00	\$3,134,400.00	\$1,337,600.00	\$4,550,520.00
Single Family Valuation YTD	\$6,763,400.00	\$8,636,170.00	\$13,457,500.00	\$8,182,450.00	\$13,652,920.00
Residential Remodel Permits	119	43	35	23	26
Residential Remodel Permits YTD	659	237	225	190	190
Residential Remodel Valuation	\$157,500.00	\$163,224.00	\$493,300.00	\$177,300.00	\$322,900.00
Residential Remodel Valuation YTD	\$1,339,685.00	\$1,911,761.00	\$1,447,100.00	\$1,532,500.00	\$1,596,199.00
Commercial Permits New Construction					1
Commercial Permits YTD New Construction					3
Commercial Valuation New Construction					\$900,000.00
Commercial Valuation YTD New Construction					\$1,823,000.00
Commercial Permits Remodel	8	6	2	2	2
Commercial Permits YTD Remodel	32	33	24	20	27
Commercial Valuation Remodel	\$2,870,000.00	\$8,024,900.00	\$30,500.00	\$100,000.00	\$75,300.00
Commercial Valuation YTD Remodel	\$9,166,270.00	\$11,380,569.00	\$1,526,861.00	\$4,929,475.00	\$2,234,035.00
Multi Family Permits New Construction					0
Multi Family Permits YTD New Construction					1
Number of Units New Construction		49			0
Number of Units YTD New Construction		49			126
Multi Family Valuation New Construction					\$0.00
Multi Family Valuation YTD New Construction					\$12,565,600.00
Multi Family Permits Remodel	0	2	3	0	2
Multi Family Permits YTD Remodel	5	13	3	4	6
Multi Family Valuation Remodel	\$0.00	\$4,301,000.00	\$70,200.00	\$0.00	\$39,900.00
Multi Family Valuation YTD Remodel	\$12,299,133.00	\$5,207,000.00	\$70,200.00	\$21,031,000.00	\$498,341.00
Plumbing Permits	25	34	33	13	39
Plumbing Permits YTD	199	270	256	211	211
Plumbing Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$850.00
Plumbing Valuation YTD	\$0.00	\$0.00	\$91,442.00	\$1,209,726.00	\$2,279,425.00
Mechanical Permits	18	29	25	17	26
Mechanical Permits YTD	133	204	187	132	170
Mechanical Valuation	\$0.00	\$0.00	\$25,864.50	\$1,172,990.00	\$13,260.00
Mechanical Valuation YTD	\$0.00	\$0.00	\$470,161.00	\$1,316,335.88	\$975,960.00
Fire Protection Permits	4	4	0	0	8
Fire Protection Permits YTD	21	11	6	18	20
Fire Protection Valuation	\$59,041.30	\$34,107.10	\$0.00	\$0.00	\$393,315.00
Fire Protection Valuation YTD	\$178,238.80	\$153,435.52	\$2,572.49	\$369,370.00	\$455,377.00
Zoning Permits	18	17	22	23	17
Zoning Permits YTD	101	79	117	116	108
Total Combined Permits	200	142	134	83	134
Total Combined Permits YTD	1180	885	872	727	788
Combined Permit Valuation	\$5,363,541.30	\$14,381,201.10	\$3,754,264.50	\$2,787,890.00	\$6,296,045.00
Combined Permit Valuation YTD	\$29,746,726.80	\$27,288,935.52	\$17,065,836.49	\$38,570,856.88	\$36,080,857.00

I.T. Department Monthly Update

Submitted by Rebecca Wicklund

August 2016

I.T. and Technology

General:

- Setup and installed laptop for P.D. Squad Room
- Ordered two new UPS's for P.D. upon failure of current UPS.
- Moved a few more computers around to better fit staff needs at City Hall.
- Updated Channel 181 with new background, pictures and slides.
- Cleaned and serviced Laserfiche Scanner
- Troubleshoot Jeff B. computer, issue with Word program.
- Fixed Laserfiche Computer – wouldn't log into the network.
- Programmed school flashers on Pinecone Road.
- Fixed issue with backups on external drive.
- Updated spare laptop to use for minutes during council meetings.
- Replaced batteries in UPS – they were over 4 years old and showing signs of failure.

SeeClickFix

The August SeeClickFix monthly report is attached.



Sartell, MN

Between Aug 01, 2016 and Aug 31, 2016

12 issues were opened

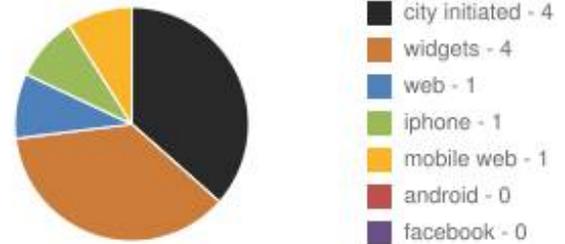
5 issues were acknowledged

15 issues were closed

The average time to acknowledge was 4.7 days.

The average time to close was 3.1 days.

Issues by Source



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Other	2	1	2	0.0	0.0
Illegal Signs	2	0	2	0.0	0.0
Garbage Issues- Private Property	1	1	1	6.8	6.8
Special Request	1	1	1	0.8	0.8
Street Light Out	1	1	1	9.0	9.0
Dead Animal Collection	1	0	1	0.0	0.0
Parking Issue	0	1	1	6.8	6.8
Park Issue/Maintenance	1	0	1	0.0	0.5
Request Street Signs	1	0	1	0.0	0.8
Street Cleaning Request	1	0	1	0.0	0.0
Street Repair	1	0	1	0.0	0.7
Sidewalk/Bike Path Issue	0	0	1	0.0	1.1
Traffic Signal Issue	0	0	1	0.0	20.5
Abandoned Items	0	0	0	0.0	0.0
Broken Glass	0	0	0	0.0	0.0
Building without a Permit	0	0	0	0.0	0.0
Burning/Fire Pit Issue	0	0	0	0.0	0.0
Construction Issues	0	0	0	0.0	0.0
Fallen Tree	0	0	0	0.0	0.0

Fire Hydrant Issue	0	0	0	0.0	0.0
Garbage Issues - Public Property	0	0	0	0.0	0.0
Graffiti	0	0	0	0.0	0.0
High Grass/Weeds	0	0	0	0.0	0.0
Icy Road Condition	0	0	0	0.0	0.0
Low Water Pressure	0	0	0	0.0	0.0
Missing Street Sign	0	0	0	0.0	0.0
Noise Issues	0	0	0	0.0	0.0
Pothole	0	0	0	0.0	0.0
Public Safety Concern	0	0	0	0.0	0.0
Rental Property Issues	0	0	0	0.0	0.0
Request Street Lights	0	0	0	0.0	0.0
Sediment and Erosion Control	0	0	0	0.0	0.0
Sewer/Water Backup	0	0	0	0.0	0.0
Snow Plow Issue	0	0	0	0.0	0.0
Street Light Stuck On	0	0	0	0.0	0.0
Unoperable Vehicles on Private Property	0	0	0	0.0	0.0
Zoning Issues	0	0	0	0.0	0.0

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City boundary	12	5	15	4.7	3.1
City boundary [OLD]	12	5	14	4.7	3.3



Sartell Fire Department

Proudly Serving the City of Sartell since 1920

Monthly Report for August, 2016

Meetings & Drills

08/02/2016 Firefighters attended 20 National Night Out parties - two trucks each attended 10 parties. Trucks were opened for young and old to tour and ask questions.

08/03/2016 Firefighters help the Sartell Police with Big Brothers/Big Sisters event. Firefighters gave tours of the station and trucks and answered question. Firefighters help secure a landing zone for Life Link for tours.

08/19/2016 Monthly Drill: Firefighters trained at three stations on the operations of Ladder #28, Engine #24 and on Tankers #23 & #25

Monthly Incidents:

Incident	Date	Time		Type of Incident
16-000087	08/01/2016	15:30:00	1	Citizen Complaint
16-000088	08/03/2016	03:08:00	1	Smoke detector activation, no fire - unintentional
16-000089	08/03/2016	04:10:00	1	Building fire (Mutual Aid)
16-000090	08/03/2016	14:58:00	1	Gas leak (natural gas or LPG)
16-000091	08/07/2016	18:47:00	1	Malicious, mischievous false call, Other
16-000092	08/11/2016	22:12:00	1	Passenger vehicle fire
16-000093	08/12/2016	14:55:45	1	Bomb scare - no bomb
16-000094	08/14/2016	00:52:00	1	Smoke detector activation due to malfunction
16-000095	08/19/2016	16:43:00	1	Smoke detector activation due to malfunction
16-000096	08/19/2016	18:30:00	1	Medical assist, assist EMS crew
16-000097	08/22/2016	11:23:00	1	Building fire
16-000098	08/23/2016	11:03:00	1	Unintentional transmission of alarm, Other
16-000099	08/27/2016	08:27:00	1	Assist Sartell PD

Year to Date comparison from 2015 (111) incidents 2016 (99) incidents

Respectfully Submitted By
Claude Dingmann 1st Asst, Chief

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name ABLE TREE SERVICE					
069882	8/23/2016	0816PW02	M201622	\$350.00	TREE REMOVAL
Search Name ABLE TREE SERVICE				\$350.00	
Search Name ADAIR, DEBRA					
070029	8/30/2016	0816PPD03	PRIMARY	\$8.10	PRIMARY ELECTION
070029	8/30/2016	0816PPD03	PRIMARY	\$165.00	PRIMARY ELECTION
Search Name ADAIR, DEBRA				\$173.10	
Search Name ADVANCED INTEGRATED TECH					
069883	8/23/2016	0816ADM02	162135725	\$105.65	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$21.79	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$60.83	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$358.01	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$214.83	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$21.79	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$100.51	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$1,515.24	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$21.79	PHONE SERVICE
069883	8/23/2016	0816ADM02	162135725	\$143.22	PHONE SERVICE
Search Name ADVANCED INTEGRATED TECH				\$2,563.66	
Search Name AFFELDT, BEATRICE					
069884	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
069884	8/23/2016	0816ADM02	PRIMARY	\$9.72	MILEAGE
Search Name AFFELDT, BEATRICE				\$174.72	
Search Name AMERICAN PAYMENT CENTERS					
069885	8/23/2016	0816ADM02	15-13977	\$75.00	PAYMENT BOX SERVICE
069885	8/23/2016	0816ADM02	15-13977	\$75.00	PAYMENT BOX SERVICE
Search Name AMERICAN PAYMENT CENTERS				\$150.00	
Search Name AMERICAN PLANNING ASSOCIATION					
069886	8/23/2016	0816ADM02	134675-1673	\$465.00	APA MEMBERSHIP
Search Name AMERICAN PLANNING ASSOCIATION				\$465.00	
Search Name AMERIPRIDE LINEN/APPAREL SERV					
069887	8/23/2016	0816PW02	2200811027	\$42.84	UNIFORMS
069887	8/23/2016	0816PW02	2200811027	\$7.11	UNIFORMS
069887	8/23/2016	0816PW02	2200811027	\$36.57	UNIFORMS
069887	8/23/2016	0816PW02	2200811027	\$106.85	MATS,TOWELS,MOPS-MAINT
069887	8/23/2016	0816PW02	2200811027	\$21.51	UNIFORMS
069887	8/23/2016	0816PW02	2200811028	\$35.00	TOWELS,MOPS,MATS-MAINT
069887	8/23/2016	0816ADM02	2200811036	\$44.69	TOWELS,MATS-HALL
069887	8/23/2016	0816PW02	2200813564	\$7.11	UNIFORMS
069887	8/23/2016	0816PW02	2200813564	\$42.84	UNIFORMS
069887	8/23/2016	0816PW02	2200813564	\$21.51	UNIFORMS
069887	8/23/2016	0816PW02	2200813564	\$36.57	UNIFORMS
069887	8/23/2016	0816PW02	2200813564	\$16.71	MATS,TOWELS,MOPS-MAINT
069887	8/23/2016	0816PW02	2200816109	\$21.51	UNIFORMS
069887	8/23/2016	0816PW02	2200816109	\$36.57	UNIFORMS
069887	8/23/2016	0816PW02	2200816109	\$7.11	UNIFORMS
069887	8/23/2016	0816PW02	2200816109	\$33.77	MATS,TOWELS,MOPS-MAINT
069887	8/23/2016	0816PW02	2200816109	\$42.84	UNIFORMS
069887	8/23/2016	0816PD02	2200816110	\$63.05	TOWELS,MATS-PD

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069887	8/23/2016	0816ADM02	2200816114	\$44.69	TOWELS,MATS-HALL
		0916PW01	2200818604	\$36.57	UNIFORMS
		0916PW01	2200818604	\$42.84	UNIFORMS
		0916PW01	2200818604	\$7.11	UNIFORMS
		0916PW01	2200818604	\$25.77	MATS,TOWELS,MOPS-MAINT
		0916PW01	2200818604	\$21.51	UNIFORMS
		0916PW01	2200821159	\$153.67	SOAP
		0916PW01	2200821159	\$106.85	MATS,TOWELS,MOPS-MAINT
		0916PW01	2200821159	\$21.51	UNIFORMS
		0916PW01	2200821159	\$42.84	UNIFORMS
		0916PW01	2200821159	\$36.57	UNIFORMS
		0916PW01	2200821159	\$7.11	UNIFORMS
		0916PW01	2200821160	\$35.00	TOWELS,MOPS,MAINTS-MAINT
		0916ADM01	2200821168	\$44.69	TOWELS,MATS-HALL
069887	8/23/2016	0816PW02	2210055022	\$101.38	BATH TISSUE
Search Name AMERIPRIDE LINEN/APPAREL SERV				<u>\$1,352.27</u>	
Search Name ANDERSON CRANE RUBBER CO INC					
		0916PW01	SC22757101	\$1,965.95	NEW TRASH PUMP
		0916PW01	SC22761601	\$536.76	NEW TRASH PUMP
Search Name ANDERSON CRANE RUBBER CO INC				<u>\$2,502.71</u>	
Search Name ASTECH CORP					
069888	8/23/2016	0816PW02	16-217	\$979.70	PATCH GRIT
Search Name ASTECH CORP				<u>\$979.70</u>	
Search Name AT&T MOBILITY					
070038	9/1/2016	0816PPD03	287256356792X08	\$11.59	PHONE SERV-ON CALL
070038	9/1/2016	0816PPD03	287256356792X08	\$30.00	IPAD-JOHN
070038	9/1/2016	0816PPD03	287256356792X08	\$98.86	PHONE SERV-WW
Search Name AT&T MOBILITY				<u>\$140.45</u>	
Search Name ATKINSON, KAREN					
069889	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name ATKINSON, KAREN				<u>\$165.00</u>	
Search Name BARRETT, TERRY					
069890	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
069890	8/23/2016	0816ADM02	PRIMARY	\$8.64	MILEAGE
Search Name BARRETT, TERRY				<u>\$173.64</u>	
Search Name BARSNESS, MARY ANN					
069891	8/23/2016	0816ADM02	PRIMARY	\$17.28	MILEAGE
069891	8/23/2016	0816ADM02	PRIMARY	\$215.00	ELECTION JUDGE
Search Name BARSNESS, MARY ANN				<u>\$232.28</u>	
Search Name BARSNESS, MAX					
069892	8/23/2016	0816ADM02	PRIMARY	\$190.00	ELECTION JUDGE
Search Name BARSNESS, MAX				<u>\$190.00</u>	
Search Name BELSON OUTDOORS LLC					
		0916PW01	142165	\$892.90	REPAIRS-PARKS
Search Name BELSON OUTDOORS LLC				<u>\$892.90</u>	
Search Name BETHELL, JOANNE					
069893	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE

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069893	8/23/2016	0816ADM02	PRIMARY	\$7.56	MILEAGE
Search Name BETHELL, JOANNE				\$172.56	
Search Name BONFIELD, KARI					
		0916PD01	081916	\$9.18	MILEAGE-TOBACCO CHECKS
Search Name BONFIELD, KARI				\$9.18	
Search Name BOUND TREE MEDICAL LLC					
		0916PD01	82250972	\$211.80	OSHA SUPPLIES-PD
Search Name BOUND TREE MEDICAL LLC				\$211.80	
Search Name BRENHAUG, JANNA					
069894	8/23/2016	0816ADM02	PRIMARY	\$5.40	MILEAGE
069894	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name BRENHAUG, JANNA				\$170.40	
Search Name BRIAN KLINEFELTER FOUNDATION					
069895	8/23/2016	0816ADM02	08-2016	\$60.00	PAYROLL DEDUCTION-AUG
Search Name BRIAN KLINEFELTER FOUNDATION				\$60.00	
Search Name BROCK WHITE CO, LLC					
		0916ADM01	12700384-00	\$21.54	REPAIRS-HALL
		0916PW01	12704863-00	\$410.75	CRAFCO
Search Name BROCK WHITE CO, LLC				\$432.29	
Search Name BUYSSE ROOFING OF ST CLOUD INC					
		0916ADM01	1	\$4,617.00	COMMUNITY CENTER
Search Name BUYSSE ROOFING OF ST CLOUD INC				\$4,617.00	
Search Name CARRIERE, YVONNE L					
069896	8/23/2016	0816ADM02	PRIMARY	\$172.50	ELECTION JUDGE
069896	8/23/2016	0816ADM02	PRIMARY	\$11.88	MILEAGE
Search Name CARRIERE, YVONNE L				\$184.38	
Search Name CDW GOVERNMENT, INC.					
069897	8/23/2016	0816PD02	DTC3055	\$175.28	COMPUTER SUPPLIES
069897	8/23/2016	0816PD02	DVL6147	\$393.01	LAPTOP-PD
		0916PD01	DWD9742	\$243.20	UPS BACKUPS-PD
Search Name CDW GOVERNMENT, INC.				\$811.49	
Search Name CEDERGREN, LUANNE					
069898	8/23/2016	0816ADM02	PRIMARY	\$6.48	MILEAGE
069898	8/23/2016	0816ADM02	PRIMARY	\$160.00	ELECTION JUDGE
Search Name CEDERGREN, LUANNE				\$166.48	
Search Name CENTRAL LOCKSMITHS					
069899	8/23/2016	0816PW02	128296	\$18.00	PARK KEYS
Search Name CENTRAL LOCKSMITHS				\$18.00	
Search Name CENTRAL MCGOWAN, INC.					
069900	8/23/2016	0816PW02	00957649	\$27.00	OXYGEN-MAINT
Search Name CENTRAL MCGOWAN, INC.				\$27.00	
Search Name CENTRAL MN CEMETERY MAINTNANCE					
069901	8/23/2016	0816PW02	070316	\$350.00	SITE PREP-DEZURIK
Search Name CENTRAL MN CEMETERY MAINTNANCE				\$350.00	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name CHAMBERLAIN OIL COMPANYINC					
069902	8/23/2016	0816PW02	162203	-\$60.00	DRUM CREDIT
069902	8/23/2016	0816FD02	163800	\$476.65	VEHICLE OIL-FD
069902	8/23/2016	0816PW02	163800	\$476.65	VEHICLE OIL-MAINT
Search Name CHAMBERLAIN OIL COMPANYINC				\$893.30	
Search Name CHARTER COMMUNICATIONS					
070023	8/24/2016	0816PPD03	835230105015776	\$118.51	INTERNET/TV-FIRE
070023	8/24/2016	0816PPD03	835230105018283	\$27.60	TV-HALL
070023	8/24/2016	0816PPD03	835230105018283	\$90.00	INTERNET-HALL
070023	8/24/2016	0816PPD03	835230105018589	\$84.99	INTERNET-PLANTS
070023	8/24/2016	0816PPD03	835230105019398	\$97.74	INTERNET/TV-MAINT
070023	8/24/2016	0816PPD03	835230105019617	\$89.98	INTERNET-PLANTS
069875	8/15/2016	0816PPD02	835230105019832	\$97.45	TV/INTERNET-MAINT
069875	8/15/2016	0816PPD02	835230105029623	\$109.51	INTERNET-PD
Search Name CHARTER COMMUNICATIONS				\$715.78	
Search Name CITI LITES INC					
069903	8/23/2016	0816PW02	052101	\$390.00	LOCATES-STREET LIGHTS
069903	8/23/2016	0816PW02	052170	\$405.00	LOCATES-STREET LIGHTS
		0916PW01	052239	\$445.00	LOCATES
		0916PW01	052308	\$400.00	LOCATES
		0916PW01	052377	\$335.00	LOCATES-STREET LIGHTS
Search Name CITI LITES INC				\$1,975.00	
Search Name CLIMATE AIR INC					
		0916ADM01	38246	\$131.50	HVAC REPAIRS-HALL
Search Name CLIMATE AIR INC				\$131.50	
Search Name COILS FLAGS & FLAGPOLES					
		0916PW01	2345	\$851.19	FLAGS
Search Name COILS FLAGS & FLAGPOLES				\$851.19	
Search Name COLLINS BROS TOWING OF ST CLOU					
		0916PD01	38830	\$60.00	TOWING-DRUG FORF
Search Name COLLINS BROS TOWING OF ST CLOU				\$60.00	
Search Name COLONIAL LIFE					
070041	9/2/2016	0916PPD01	3506136-0901538	\$53.00	PAYROLL DEDUCTION
070041	9/2/2016	0916PPD01	3506136-0901538	\$89.10	PAYROLL DEDUCTION
Search Name COLONIAL LIFE				\$142.10	
Search Name COMDATA(COBORNS-ADMIN)					
069879	8/17/2016	0816PPD02	HB189	\$12.50	MISC SUPPLIES
Search Name COMDATA(COBORNS-ADMIN)				\$12.50	
Search Name COMDATA(COBORNS-PD)					
069904	8/23/2016	0816PD02	021038	\$7.78	MISC SUPPLIES-PD TRNG
		0916PD01	065530	\$14.79	SUPPLIES-PD
Search Name COMDATA(COBORNS-PD)				\$22.57	
Search Name CRIPE, WILLIAM					
069905	8/23/2016	0816ADM02	PRIMARY	\$10.80	MILEAGE
069905	8/23/2016	0816ADM02	PRIMARY	\$162.50	ELECTION JUDGE
Search Name CRIPE, WILLIAM				\$173.30	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name CROTEAU PLUMBING LLC					
		0916PW01	9433	\$420.00	RPZ TESTING-PARKS
Search Name CROTEAU PLUMBING LLC					
				\$420.00	
Search Name DAKA CORP					
		0916ADM01	1	\$6,080.00	COMMUNITY CENTER
Search Name DAKA CORP					
				\$6,080.00	
Search Name DAKOTA MAILING&SHIPPING EQUIP					
		0916ADM01	50687	\$128.44	INK CARTRIDGES
Search Name DAKOTA MAILING&SHIPPING EQUIP					
				\$128.44	
Search Name DERR, KATHLEEN M					
069906	8/23/2016	0816ADM02	PRIMARY	\$15.12	MILEAGE
069906	8/23/2016	0816ADM02	PRIMARY	\$215.00	ELECTION JUDGE
Search Name DERR, KATHLEEN M					
				\$230.12	
Search Name DESIGN ELECTRIC INC					
069907	8/23/2016	0816PW02	2550	\$590.00	LIGHT POLE-VICTORY CIR
069907	8/23/2016	0816PW02	3524	\$641.52	REPAIRS-SHOP
069907	8/23/2016	0816PW02	3554	\$1,043.87	REPAIRS-PARK SHELTERS
069907	8/23/2016	0816PW02	3605	\$299.15	LITE REPAIR
		0916PW01	3631	\$170.01	REPAIRS-STREET LIGHTS
		0916PW01	3632	\$192.08	REPAIRS-STREET LIGHTS
		0916PW01	3651	\$2,675.13	REPAIRS-STREET LIGHTS
		0916PW01	3653	\$321.02	REPAIRS-PARKS
		0916PW01	3653	\$321.03	REPAIRS-LIFT STATION
		0916PW01	3700	\$207.08	LIGHT REPAIRS
		0916PW01	3701	\$67.99	LIGHT REPAIRS
		0916PW01	3702	\$67.99	LIGHT REPAIRS
Search Name DESIGN ELECTRIC INC					
				\$6,596.87	
Search Name DIAMOND VOGEL					
069908	8/23/2016	0816PW02	813128828	\$261.60	CROSSWALK PAINT
069908	8/23/2016	0816PW02	813129202	\$405.20	PAINT-STREETS
		0916PW01	813129327	\$287.20	STREET PAINT
Search Name DIAMOND VOGEL					
				\$954.00	
Search Name DOOLEYS PETROLEUM INC					
069877	8/17/2016	0816PPD02	136034	\$859.29	DIESEL FUEL-SW PLANT GENERATOR
		0916PW01	136238	\$191.70	FUEL-LS#1 GEN
Search Name DOOLEYS PETROLEUM INC					
				\$1,050.99	
Search Name DOYSCHER-DOMRES, ANN					
069909	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name DOYSCHER-DOMRES, ANN					
				\$165.00	
Search Name EDGERLY, CAROL					
070033	8/30/2016	0816PPD03	PRIMARY	\$16.74	MILEAGE
070033	8/30/2016	0816PPD03	PRIMARY	\$180.00	PRIMARY ELECTION
Search Name EDGERLY, CAROL					
				\$196.74	
Search Name EDWARDS, CAROL					
069910	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name EDWARDS, CAROL					
				\$165.00	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name EFTPS VOICE RESPONSE SYSTEM					
002909E	8/16/2016	0816PPD02	08-12-2016	\$4,141.05	08/12 EMPLOYER FICA
002909E	8/16/2016	0816PPD02	08-12-2016	\$11,428.44	08/12 FED TAX W/HELD
002909E	8/16/2016	0816PPD02	08-12-2016	\$4,141.05	08/12 EMPLOYEE FICA
002909E	8/16/2016	0816PPD02	08-12-2016	\$1,599.39	08/12 EMPLOYER MEDICARE
002909E	8/16/2016	0816PPD02	08-12-2016	\$1,599.39	08/12 EMPLOYEE MEDICARE
002932E	8/30/2016	0816PPD03	08-26-2016	\$1,494.47	08/26 EMPLOYER MEDICARE
002932E	8/30/2016	0816PPD03	08-26-2016	\$1,494.47	08/26 EMPLOYEE MEDICARE
002932E	8/30/2016	0816PPD03	08-26-2016	\$10,833.09	08/26 FED TAX W/HELD
002932E	8/30/2016	0816PPD03	08-26-2016	\$3,724.79	08/26 EMPLOYER FICA
002932E	8/30/2016	0816PPD03	08-26-2016	\$3,724.79	08/26 EMPLOYEE FICA
Search Name EFTPS VOICE RESPONSE SYSTEM				\$44,180.93	
Search Name EHLERS & ASSOCIATES INC					
069911	8/23/2016	0816ADM02	71223	\$166.25	TIF REPORTING
069911	8/23/2016	0816ADM02	71223	\$166.25	TIF REPORTING
069911	8/23/2016	0816ADM02	71223	\$166.25	TIF REPORTING
069911	8/23/2016	0816ADM02	71285	\$230.00	GENERAL TIF CONSULTING
Search Name EHLERS & ASSOCIATES INC				\$728.75	
Search Name EISENBACHER, GABRIEL T					
		0916PD01	2016-TOB	\$75.00	TOBACCO CHECKS
Search Name EISENBACHER, GABRIEL T				\$75.00	
Search Name ELLINGSON PLUMBING & HEATING					
		0916ADM01	1	\$31,772.75	COMMUNITY CENTER
Search Name ELLINGSON PLUMBING & HEATING				\$31,772.75	
Search Name EMERGENCY AUTOMOTIVE TECH INC					
		0916PD01	WC080316-29	\$190.24	REPAIRS-SQUAD
		0916PD01	WC082616-22	\$100.92	REPAIRS-SQUAD
Search Name EMERGENCY AUTOMOTIVE TECH INC				\$291.16	
Search Name EMERGENCY RESPONSE SOLUTIONS					
		0916FD01	6468	\$61.84	REPAIRS-FD EQUIP
		0916FD01	6494	\$170.65	REPAIRS-FD EQUIP
069912	8/23/2016	0816FD02	6777	\$101.59	MIC KEEPER-FD
		0916FD01	7016	\$293.54	FD HELMET
		0916FD01	7034	\$224.37	REPAIRS-FD EQUIP
Search Name EMERGENCY RESPONSE SOLUTIONS				\$851.99	
Search Name EMPOWER RETIREMENT					
002905E	8/15/2016	0816PPD02	08-12-2016	\$184.62	08/12 EMPLOYER CONTR TO PENSION-A
002906E	8/15/2016	0816PPD02	08-12-2016	\$2,736.76	08/12 PAYROLL DEDUCTION
002907E	8/15/2016	0816PPD02	08-12-2016	\$5,708.23	08/12 PAYROLL DED-UNUSED VACATION
002905E	8/15/2016	0816PPD02	08-12-2016	\$1,963.74	08/12 PAYROLL DEDUCTION
002930E	8/29/2016	0816PPD03	08-26-2016	\$1,866.28	08/26 PAYROLL DEDUCTION
002931E	8/29/2016	0816PPD03	08-26-2016	\$2,692.93	08/26 PAYROLL DEDUCTION
002930E	8/29/2016	0816PPD03	08-26-2016	\$184.62	08/26 ER CONTR TO PENSION-ADMIN
Search Name EMPOWER RETIREMENT				\$15,337.18	
Search Name FALKNOR, JOLETTA					
069913	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
069913	8/23/2016	0816ADM02	PRIMARY	\$7.56	MILEAGE
Search Name FALKNOR, JOLETTA				\$172.56	

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Search Name FASTENAL COMPANY					
069914	8/23/2016	0816PW02	MNSAU131235	\$247.16	VEHICLE REPAIRS
069914	8/23/2016	0816PW02	MNSAU161254	\$103.64	SUPPLIES-PARKS
069914	8/23/2016	0816PW02	MNSAU161444	\$56.40	LS1 GENERATOR
069914	8/23/2016	0816PW02	MNSAU161673	\$13.53	SUPPLIES-SHOP
069914	8/23/2016	0816PW02	MNSAU161674	\$117.48	SUPPLIES-SHOP
069914	8/23/2016	0816FD02	MNSAU161729	\$8.81	SUPPLIES-FD
		0916PW01	MNSAU161911	\$73.19	MAINT SUPPLIES
		0916PW01	MNSAU162118	\$19.08	WW-TRASH PUMP
		0916PW01	MNSAU162162	\$139.25	WW-TRASH PUMP
		0916PW01	MNSAU162220	\$133.88	PAINT-FIRE HYDRANTS
		0916PW01	MNSAU162222	\$9.54	BLEACHER HDWE
		0916PW01	MNSAU162262	\$124.35	REPAIRS-PLOWS
		0916PW01	MNSAU162326	\$21.73	REPAIRS-JET TRUCK
		0916PW01	MNSU162599	\$106.50	SUPPLIES-PARKS
Search Name FASTENAL COMPANY				\$1,174.54	
Search Name FERGUSON WATERWORKS #2516					
		0916PW01	SL001163	\$6,362.31	METERS
069915	8/23/2016	0816PW02	WL001156	\$666.11	METER-HILLSIDE
		0916PW01	WL001175	\$3,211.43	METER-GRANDVIEW
		0916PW01	WL001176	\$461.50	METERS
		0916PW01	WL001193	\$7,924.95	METERS
Search Name FERGUSON WATERWORKS #2516				\$18,626.30	
Search Name FIRECATT PRECISION SERV TESTIN					
069916	8/23/2016	0816FD02	MN-5325	\$3,501.75	FIRE HOSE TESTING
Search Name FIRECATT PRECISION SERV TESTIN				\$3,501.75	
Search Name FIRST LAB					
		0916PW01	FL00153391	\$47.95	DRUG SCREENING
Search Name FIRST LAB				\$47.95	
Search Name GAMBRINO, MICHAEL					
069917	8/23/2016	0816ADM02	PRIMARY	\$10.80	MILEAGE
069917	8/23/2016	0816ADM02	PRIMARY	\$172.50	ELECTION JUDGE
Search Name GAMBRINO, MICHAEL				\$183.30	
Search Name GATR OF SAUK RAPIDS					
		0916PW01	01P179536	\$14.30	REPAIRS-WW VEHICLE
069918	8/23/2016	0816PW02	01P180560	\$104.40	REPAIRS-STREETS
069918	8/23/2016	0816PW02	01P181431	-\$36.88	REPAIRS-MAINT
069918	8/23/2016	0816PW02	01P181431	\$36.88	REPAIRS-MAINT
069918	8/23/2016	0816PW02	01P181433	\$38.36	REPAIRS-DUMP TRUCKS
069918	8/23/2016	0816PW02	01P181508	\$409.69	REPAIRS-PLOWS
069918	8/23/2016	0816PW02	01P181535	\$62.64	REPAIRS-GATOR
069918	8/23/2016	0816PW02	01P181540	\$91.17	REPAIRS-PLOWS
069918	8/23/2016	0816PW02	01P181623	\$33.97	REPAIRS-DUMP TRUCKS
069918	8/23/2016	0816PW02	01P181633	\$80.39	REPAIRS-PLOWS
069918	8/23/2016	0816FD02	01P181779	\$31.72	REPAIRS-FD#20
069918	8/23/2016	0816FD02	01P181785	\$31.72	REPAIRS-FD#20
069918	8/23/2016	0816FD02	01P181821	\$81.00	REPAIRS-FD#28
069918	8/23/2016	0816PW02	01P182030	\$33.97	REPAIRS-PLOWS
		0916PW01	01P184014	\$34.56	SHOP SUPPLIES

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		0916PW01	01P184183	\$52.70	REPAIRS-PLOWS
		0916PW01	01P184394	\$61.44	TOOLS-SHOP
		0916PW01	01P185295	\$3,421.30	REPAIRS-DUMP TRUCK
Search Name GATR OF SAUK RAPIDS				<u>\$4,583.33</u>	
Search Name GENERAL RENTAL CENTER					
069919	8/23/2016	0816PW02	11050947	\$90.00	AUGER RENTAL-PCCP
Search Name GENERAL RENTAL CENTER				<u>\$90.00</u>	
Search Name GOHMANN, BONNIE I					
070032	8/30/2016	0816PPD03	PRIMARY	\$5.40	MILEAGE
070032	8/30/2016	0816PPD03	PRIMARY	\$170.00	PRIMARY ELECTION
Search Name GOHMANN, BONNIE I				<u>\$175.40</u>	
Search Name GOODEW, SUSAN					
069920	8/23/2016	0816ADM02	PRIMARY	\$220.00	ELECTION JUDGE
069920	8/23/2016	0816ADM02	PRIMARY	\$40.50	MILEAGE
Search Name GOODEW, SUSAN				<u>\$260.50</u>	
Search Name GOPHER STATE ONE-CALL INC					
		0916PW01	6080695	\$359.10	LOCATES-AUG
Search Name GOPHER STATE ONE-CALL INC				<u>\$359.10</u>	
Search Name GRAINGER, W.W. INC.					
069921	8/23/2016	0816PW02	9182652348	\$25.07	CLOCK
069921	8/23/2016	0816FD02	9184426923	\$25.56	REPAIRS-FD#24
		0916PW01	9202033891	\$544.42	WW-EQUIP REPAIRS
		0916PD01	9206971443	\$149.65	REPAIRS-SQUAD
		0916PD01	9206971450	\$81.90	REPAIRS-SQUAD
		0916PW01	9209337410	\$58.84	REPAIRS-JET TRUCK
Search Name GRAINGER, W.W. INC.				<u>\$885.44</u>	
Search Name GRANITE CITY DETAILING					
		0916PD01	1755	\$150.00	DETAILING-KIA
Search Name GRANITE CITY DETAILING				<u>\$150.00</u>	
Search Name GRANITE ELECTRONICS INC					
069922	8/23/2016	0816FD02	153002442-1	\$20.00	BATTERY PACK-FD
Search Name GRANITE ELECTRONICS INC				<u>\$20.00</u>	
Search Name GRANITE PEST CONTROL SERVICES					
		0916ADM01	74435	\$79.00	PEST CONTROL-HALL
Search Name GRANITE PEST CONTROL SERVICES				<u>\$79.00</u>	
Search Name HACH COMPANY					
		0916PW01	10081717	\$532.03	TESTING SUPPLIES
Search Name HACH COMPANY				<u>\$532.03</u>	
Search Name HANDYMAN S INC.					
069923	8/23/2016	0816PW02	425534	\$21.98	REPAIRS-W PLANT
069923	8/23/2016	0816PW02	425706	\$29.90	REPAIRS-W PLANT
Search Name HANDYMAN S INC.				<u>\$51.88</u>	
Search Name HARRIS, EDIE					
070027	8/30/2016	0816PPD03	PRIMARY	\$17.28	MILEAGE
070027	8/30/2016	0816PPD03	PRIMARY	\$210.00	PRIMARY ELECTION

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Search Name HARRIS, EDIE				\$227.28	
Search Name HAWKINS WTR TREATMENT GRP INC					
		0916PW01	3936275	\$1,675.60	CHEMICALS
		0916PW01	3936277	\$1,736.25	CHEMICALS
		0916PW01	3936300	\$7,802.99	CHEMICALS
Search Name HAWKINS WTR TREATMENT GRP INC				\$11,214.84	
Search Name HEALTHPARTNERS					
069924	8/23/2016	0816ADM02	67441107	\$811.99	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$12,696.01	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$600.87	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$1,081.60	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$634.62	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$1,735.16	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$2,036.57	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$647.60	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$6,103.12	EMPLOYEE HEALTH/DENTAL INS
069924	8/23/2016	0816ADM02	67441107	\$4,537.58	EMPLOYEE CONTR TO INS
Search Name HEALTHPARTNERS				\$30,885.12	
Search Name HELLAND, JODY					
069925	8/23/2016	0816ADM02	PRIMARY	\$8.64	MILEAGE
069925	8/23/2016	0816ADM02	PRIMARY	\$65.00	HEAD JUDGE
069925	8/23/2016	0816ADM02	PRIMARY	\$190.00	ELECTION JUDGE
Search Name HELLAND, JODY				\$263.64	
Search Name HERDA, KERSTINE					
070034	8/30/2016	0816PPD03	PRIMARY	\$46.44	MILEAGE
070034	8/30/2016	0816PPD03	PRIMARY	\$65.00	HEAD JUDGE
070034	8/30/2016	0816PPD03	PRIMARY	\$255.00	PRIMARY ELECTION
Search Name HERDA, KERSTINE				\$366.44	
Search Name HMA ARCHITECTS LTD					
		0916ADM01	1440-8	\$10,731.81	COMMUNITY CENTER
Search Name HMA ARCHITECTS LTD				\$10,731.81	
Search Name HOME DEPOT CRC					
069926	8/23/2016	0816ADM02	28110000118513	\$6.57	REPAIRS-HALL
Search Name HOME DEPOT CRC				\$6.57	
Search Name HURD, SANDRA					
069927	8/23/2016	0816ADM02	PRIMARY	\$8.64	MILEAGE
069927	8/23/2016	0816ADM02	PRIMARY	\$170.00	ELECTION JUDGE
Search Name HURD, SANDRA				\$178.64	
Search Name HUSEMAN, DARLENE A					
069928	8/23/2016	0816ADM02	PRIMARY	\$182.50	ELECTION JUDGE
Search Name HUSEMAN, DARLENE A				\$182.50	
Search Name IMHOLTE, ADAM					
		0916PW01	5045393	\$50.00	SAFETY SHOES
Search Name IMHOLTE, ADAM				\$50.00	
Search Name INNOVATIVE OFFICE SOLUTIONS LL					
069929	8/23/2016	0816PD02	IN1259471	\$114.09	OFFICE SUPPLIES-PD

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069929	8/23/2016	0816PD02	IN1274977	\$145.43	OFFICE SUPPLIES-PD
		0916PD01	IN1292710	\$94.70	OFFICE SUPPLIES-PD
Search Name INNOVATIVE OFFICE SOLUTIONS LL				\$354.22	
Search Name INTEGRA TELECOM					
		0916ADM01	14093577	\$40.85	PHONE SERVICE
		0916ADM01	14093577	\$169.90	PHONE SERVICE
		0916ADM01	14093577	\$81.72	PHONE SERVICE
		0916ADM01	14093577	\$81.72	PHONE SERVICE
		0916ADM01	14093577	\$40.85	PHONE SERVICE
		0916ADM01	14093577	\$204.49	PHONE SERVICE
Search Name INTEGRA TELECOM				\$619.53	
Search Name INTELLIGENT WIRELESS MANAGEMEN					
		0916PW01	10342	\$34.00	WIRELESS MANAGEMENT-AUG/SEPT
		0916PW01	10342	\$34.00	WIRELESS MANAGEMENT-AUG/SEPT
		0916PD01	10342	\$34.00	WIRELESS MANAGEMENT-AUG/SEPT
Search Name INTELLIGENT WIRELESS MANAGEMEN				\$102.00	
Search Name INTERSTATE ALL BATTERY CTR					
		0916PW01	1922301004691	\$241.40	REPAIRS-DUMP
		0916PD01	1922301004717	\$48.00	BATTERIES-PD
Search Name INTERSTATE ALL BATTERY CTR				\$289.40	
Search Name JANSKI, RALPH D & LINDA M					
		0916ADM01	1	\$22,922.00	4TH AVE S ROW
Search Name JANSKI, RALPH D & LINDA M				\$22,922.00	
Search Name JORUD, LYNN					
070028	8/30/2016	0816PPD03	PRIMARY	\$215.00	PRIMARY ELECTION
070028	8/30/2016	0816PPD03	PRIMARY	\$17.28	MILEAGE
Search Name JORUD, LYNN				\$232.28	
Search Name K JOHNSON CONSTRUCTION INC					
		0916ADM01	1	\$133,631.70	COMMUNITY CENTER
Search Name K JOHNSON CONSTRUCTION INC				\$133,631.70	
Search Name KAMPA, EILEEN					
069930	8/23/2016	0816ADM02	PRIMARY	\$172.50	ELECTION JUDGE
069930	8/23/2016	0816ADM02	PRIMARY	\$10.80	MILEAGE
Search Name KAMPA, EILEEN				\$183.30	
Search Name KEDROWSKI, JUDY					
069931	8/23/2016	0816ADM02	PRIMARY	\$6.48	MILEAGE
069931	8/23/2016	0816ADM02	PRIMARY	\$170.00	ELECTION JUDGE
Search Name KEDROWSKI, JUDY				\$176.48	
Search Name KELLER, NATE					
069932	8/23/2016	0816ADM02	081116	\$26.46	RALAG MTG
Search Name KELLER, NATE				\$26.46	
Search Name KNIFE RIVER MATERIALS					
069933	8/23/2016	0816PW02	37839	\$604.00	5000EXT-MAINT
Search Name KNIFE RIVER MATERIALS				\$604.00	
Search Name KOESTER, KATIE					

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069934	8/23/2016	0816ADM02	PRIMARY	\$190.00	ELECTION JUDGE
Search Name KOESTER, KATIE				\$190.00	
Search Name KRAEMER, GARY L					
069935	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name KRAEMER, GARY L				\$165.00	
Search Name KRAEMER, MARY M					
069936	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
069936	8/23/2016	0816ADM02	PRIMARY	\$8.64	MILEAGE
Search Name KRAEMER, MARY M				\$173.64	
Search Name KRAMER, LESA					
069937	8/23/2016	0816ADM02	PRIMARY	\$170.00	ELECTION JUDGE
Search Name KRAMER, LESA				\$170.00	
Search Name KRUSE, NANCY G					
069938	8/23/2016	0816ADM02	PRIMARY	\$8.64	MILEAGE
069938	8/23/2016	0816ADM02	PRIMARY	\$65.00	HEAD JUDGE
069938	8/23/2016	0816ADM02	PRIMARY	\$225.00	ELECTION JUDGE
Search Name KRUSE, NANCY G				\$298.64	
Search Name KUNKEL, SUSAN					
069939	8/23/2016	0816ADM02	537 FIELDCRST	\$429.00	REIMB-OVERPAY UTIL BILL
Search Name KUNKEL, SUSAN				\$429.00	
Search Name LAW ENFORCEMENT LABOR SERV INC					
069940	8/23/2016	0816PD02	08-2016	\$784.00	UNION DUES-AUG
Search Name LAW ENFORCEMENT LABOR SERV INC				\$784.00	
Search Name LAWSON PRODUCTS INC					
069941	8/23/2016	0816PW02	9304280395	\$206.79	SUPPLIES-SHOP
		0916PW01	9304305089	\$63.86	WW-TRASH PUMP
Search Name LAWSON PRODUCTS INC				\$270.65	
Search Name LEGGETTE BRASHERS & GRAHAM INC					
		0916PW01	201608132	\$2,101.25	LAGOON #3
		0916PW01	201608134	\$2,127.50	ANNUAL G-W MONITORING
Search Name LEGGETTE BRASHERS & GRAHAM INC				\$4,228.75	
Search Name LEVASSEUR, PAULETTE					
070031	8/30/2016	0816PPD03	PRIMARY	\$11.34	MILEAGE
070031	8/30/2016	0816PPD03	PRIMARY	\$210.00	PRIMARY ELECTION
Search Name LEVASSEUR, PAULETTE				\$221.34	
Search Name LICHTENBERG, MICHAEL					
069942	8/23/2016	0816ADM02	PRIMARY	\$135.00	ELECTION JUDGE
069942	8/23/2016	0816ADM02	PRIMARY	\$10.80	ELECTION JUDGE
Search Name LICHTENBERG, MICHAEL				\$145.80	
Search Name LMC INSURANCE TRUST					
069943	8/23/2016	0816ADM02	0200003936	\$333.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$178.50	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$178.50	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$46,753.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$4,975.00	WORKERS COMP INS

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069943	8/23/2016	0816ADM02	0200003936	\$4,622.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$65.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$548.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$1,924.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$11,093.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$7,543.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$1,784.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$357.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$619.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$446.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$2.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$29,714.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$1,070.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	0200003936	\$22,937.00	WORKERS COMP INS
069943	8/23/2016	0816ADM02	53763	\$13,436.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$1,164.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$25,699.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$22,978.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$16,545.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$3,111.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$2,593.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$39,794.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$21,185.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$1,800.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$821.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$400.00	LIABILITY INSURANCE
069943	8/23/2016	0816ADM02	53763	\$15,494.00	LIABILITY INSURANCE
Search Name LMC INSURANCE TRUST				\$300,162.00	
Search Name LUZIER, DEBRA					
069944	8/23/2016	0816ADM02	1063 LAW CT	\$193.33	REIMB-OVERPAY UTIL BILL
Search Name LUZIER, DEBRA				\$193.33	
Search Name LYON, ROBBY L.					
		0916PD01	081516	\$70.00	PER DIEM-DARE CONF
Search Name LYON, ROBBY L.				\$70.00	
Search Name MACQUEEN EQUIPMENT INC					
		0916PW01	P00944	\$170.46	REPAIRS-SWEEPER
Search Name MACQUEEN EQUIPMENT INC				\$170.46	
Search Name MAKOWSKI, ROGER					
069945	8/23/2016	0816ADM02	PRIMARY	\$182.50	ELECTION JUDGE
Search Name MAKOWSKI, ROGER				\$182.50	
Search Name MARCO - NW 7128					
069946	8/23/2016	0816PD02	INV3484011	\$119.00	SMARTNET-PD IS
Search Name MARCO - NW 7128				\$119.00	
Search Name MARCO INC					
069874	8/15/2016	0816PPD02	310420484	\$904.95	COPY MACHINE/PRINTERS-HALL
069947	8/23/2016	0816PD02	311238208	\$392.07	COPIER/PRINTER-PD
070036	8/31/2016	0816PPD03	311589766	\$660.64	COPY MACHINE/PRINTERS-HALL
Search Name MARCO INC				\$1,957.66	

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Search Name MARUDAS PRINT SERVICES					
		0916ADM01	4136	\$312.01	ENVELOPES
		0916ADM01	4244	\$285.76	INSPECTION NOTICES
Search Name MARUDAS PRINT SERVICES				\$597.77	
Search Name MATHEW HALL LUMBER COMPANY					
		0916PW01	319441I	\$44.00	REPAIRS-MAINT
069948	8/23/2016	0816PW02	347350	\$44.00	SHARPEN BLADES
Search Name MATHEW HALL LUMBER COMPANY				\$88.00	
Search Name MAY, NANCY					
069949	8/23/2016	0816ADM02	PRIMARY	\$8.64	MILEAGE
069949	8/23/2016	0816ADM02	PRIMARY	\$170.00	ELECTION JUDGE
Search Name MAY, NANCY				\$178.64	
Search Name MID MN CODE ENFORCEMENT INC					
		0916ADM01	AUG-16	\$4,900.00	BLDG INSPECTIONS-AUG
Search Name MID MN CODE ENFORCEMENT INC				\$4,900.00	
Search Name MIDWAY IRON & METAL					
069950	8/23/2016	0816PW02	323388	\$43.30	WW TRASH PUMP
Search Name MIDWAY IRON & METAL				\$43.30	
Search Name MILLER, BRUCE					
069951	8/23/2016	0816ADM02	PRIMARY	\$260.00	ELECTION JUDGE
069951	8/23/2016	0816ADM02	PRIMARY	\$65.00	HEAD JUDGE
069951	8/23/2016	0816ADM02	PRIMARY	\$13.50	MILEAGE
Search Name MILLER, BRUCE				\$338.50	
Search Name MILLER, JEFFREY					
069871	8/11/2016	0816PPD02	1702 GRZLY	\$1,358.77	REIMB-OVERPAY EST UTIL BILLS
Search Name MILLER, JEFFREY				\$1,358.77	
Search Name MILLS, JAMES/FELICIA					
		0916ADM01	101 8TH ST N	\$16.80	REIMB-OVERPAY UTIL BILL
Search Name MILLS, JAMES/FELICIA				\$16.80	
Search Name MIMBACH FLEET SUPPLY					
069952	8/23/2016	0816PW02	121513	\$26.30	REPAIRS-DOG PARK GATE
069952	8/23/2016	0816PW02	122162	\$224.95	SNOW FENCE-PCCP
Search Name MIMBACH FLEET SUPPLY				\$251.25	
Search Name MINNESOTA PIPE & EQUIPMENT					
069953	8/23/2016	0816PW02	0358396	\$271.08	HYDRANT PARTS
069953	8/23/2016	0816PW02	0361734	\$79.12	TOOLS-DISTRIBUTION
		0916PW01	0363951	\$430.85	REPAIRS-DISTRIBUTION
		0916PW01	0364325	\$4,020.00	VALVE BOX REPAIR TOOL
		0916PW01	0364379	\$74.56	REPAIRS-DISTRIBUTION
		0916PW01	0364437	\$185.00	REPAIRS-DISTRIBUTION
Search Name MINNESOTA PIPE & EQUIPMENT				\$5,060.61	
Search Name MINOR, BRENDA					
069954	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name MINOR, BRENDA				\$165.00	
Search Name MN BENEFIT ASSOCIATION					

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069955	8/23/2016	0816ADM02	483-082016	\$1,556.12	PAYROLL DEDUCTION-AUG
Search Name MN BENEFIT ASSOCIATION				\$1,556.12	
Search Name MN CHIEFS OF POLICE ASSN					
069869	8/9/2016	0816PPD02	8/9/16	\$180.00	SUPERVISORS TRNG-7912/7909
Search Name MN CHIEFS OF POLICE ASSN				\$180.00	
Search Name MN DEPT OF MOTOR VEHICLES					
070024	8/29/2016	0816PPD03	16900777	\$20.75	VEHICLE TITLE-DUI
069751	8/4/2016	0816PPD02	16904208	\$20.75	VEHICLE TITLE-DUI
Search Name MN DEPT OF MOTOR VEHICLES				\$41.50	
Search Name MN DEPT OF REVENUE					
002904E	8/12/2016	0816PPD02	08-12-2016	\$4,704.56	08/12 STATE TAX W/HELD
002929E	8/26/2016	0816PPD03	08-26-2016	\$4,429.67	08/26 STATE TAX W/HELD
002933E	8/31/2016	0816PPD03	08-31-2016	\$130.77	08/31 STATE TAX W/HELD
Search Name MN DEPT OF REVENUE				\$9,265.00	
Search Name MN DEPT OF REVENUE-SALES/USE					
002903E	8/11/2016	0816PPD02	07-2016	\$101.00	SALES TAX PAYABLE-JULY
002903E	8/11/2016	0816PPD02	07-2016	\$648.00	SALES TAX PAYABLE-JULY
Search Name MN DEPT OF REVENUE-SALES/USE				\$749.00	
Search Name MN DEPT OF TRANSPORTATION					
		0916ADM01	P00006146	\$228.66	TESTING/INSPECTIONS-SAFE ROUTES T
Search Name MN DEPT OF TRANSPORTATION				\$228.66	
Search Name MN NCPERS GRP LIFE INS-752400					
		0916ADM01	7524916	\$64.00	PAYROLL DEDUCTIONS-AUG
Search Name MN NCPERS GRP LIFE INS-752400				\$64.00	
Search Name MN RURAL WATER ASSOCIATION					
		0916PW01	2016-2017	\$250.00	2016/2017 MEMBERSHIP
070042	9/6/2016	0916PPD01	OP EQUIP EXPO	\$125.00	REGISTRATION-JENDRO
Search Name MN RURAL WATER ASSOCIATION				\$375.00	
Search Name MN TEAMSTERS-PUBLIC & LAW ENF					
069956	8/23/2016	0816ADM02	08-2016	\$1,153.00	UNION DUES-AUG
Search Name MN TEAMSTERS-PUBLIC & LAW ENF				\$1,153.00	
Search Name MOLIN CONCRETE PRODUCTS					
		0916ADM01	1	\$5,390.30	COMMUNITY CENTER
Search Name MOLIN CONCRETE PRODUCTS				\$5,390.30	
Search Name MOLITOR EXCAVATING INC					
069957	8/23/2016	0816PW02	115-16	\$2,695.00	REPAIRS-STORM SEWER
069957	8/23/2016	0816PW02	123-16	\$830.00	REPAIRS-STORM SEWER
069957	8/23/2016	0816PW02	164-16	\$3,130.00	REPAIRS-STORM SEWER
069957	8/23/2016	0816PW02	168-16	\$2,240.00	REPAIRS-STORM SEWER
Search Name MOLITOR EXCAVATING INC				\$8,895.00	
Search Name MOSS & BARNETT					
		0916ADM01	652126	\$153.00	LEGAL-CHARTER FRANCHISE
Search Name MOSS & BARNETT				\$153.00	
Search Name M-R SIGN CO INC					
069958	8/23/2016	0816PW02	191821	\$169.41	SIGNS

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		0916PW01	192191	\$74.96	STREET SIGNS
		0916PD01	192191	\$56.32	NEIGHBORHOOD CRIME WATCH SIGNS
		0916PW01	192303	\$328.95	STOP SIGNS
Search Name M-R SIGN CO INC				<u>\$629.64</u>	
Search Name MRZENA, KEVIN DBA					
069959	8/23/2016	0816FD02	6716	\$5,289.60	REPAIRS-FD PUMPER
Search Name MRZENA, KEVIN DBA				<u>\$5,289.60</u>	
Search Name MTI DISTRIBUTING INC					
069960	8/23/2016	0816PW02	1068048-00	\$489.69	MOWER REPAIRS
Search Name MTI DISTRIBUTING INC				<u>\$489.69</u>	
Search Name MUNTIFERING, PATRICK M					
		0916FD01	081916	\$31.32	TRAINING-MILEAGE
Search Name MUNTIFERING, PATRICK M				<u>\$31.32</u>	
Search Name MUSTANG SIGNS & GRAPHICS					
069961	8/23/2016	0816ADM02	18152	\$110.00	VEHICLE MAGNETS-INSP
Search Name MUSTANG SIGNS & GRAPHICS				<u>\$110.00</u>	
Search Name MVTL LABORATORIES INC					
069962	8/23/2016	0816PW02	822497	\$129.75	TESTING
		0916PW01	824019	\$129.75	TESTING
Search Name MVTL LABORATORIES INC				<u>\$259.50</u>	
Search Name NEMETH, DARREL INC					
		0916ADM01	08-2016	\$3,203.50	ELEC INSPECTIONS-AUG
Search Name NEMETH, DARREL INC				<u>\$3,203.50</u>	
Search Name NESTEL, GERALD					
069963	8/23/2016	0816ADM02	PRIMARY	\$190.00	ELECTION JUDGE
069963	8/23/2016	0816ADM02	PRIMARY	\$12.42	MILEAGE
Search Name NESTEL, GERALD				<u>\$202.42</u>	
Search Name O REILLY AUTO PARTS					
069964	8/23/2016	0816FD02	1572-100842	\$59.98	REPAIRS-FD
069964	8/23/2016	0816FD02	1572-101117	\$102.37	REPAIRS-FD#27
069964	8/23/2016	0816FD02	1572-101118	\$11.51	REPAIRS-FD#27
069964	8/23/2016	0816PW02	1572-101174	\$33.88	SHOP SUPPLIES
069964	8/23/2016	0816FD02	1572-101175	\$197.43	REPAIRS-FD#27
069964	8/23/2016	0816FD02	1572-101198	\$171.25	REPAIRS-FD#27
069964	8/23/2016	0816FD02	1572-101231	-\$162.32	REPAIRS-FD#27
		0916PD01	1572-102646	\$28.64	REPAIRS-DUI FORFEITURE
069964	8/23/2016	0816PW02	1572-102731	\$22.43	SUPPLIES-SHOP
069964	8/23/2016	0816PW02	1572-102978	\$9.98	SHOP TOOLS
069964	8/23/2016	0816PW02	1572-103067	\$53.52	REPAIRS-STREET VEHICLE
069964	8/23/2016	0816PD02	1572-103068	\$38.22	REPAIRS-SQUADS
		0916PW01	1572-103105	\$67.40	REPAIRS-DUMP TRUCK
		0916PW01	1572-103554	\$62.40	REPAIRS-DUMP TRUCK
		0916PD01	1572-103560	\$174.14	REPAIRS-SQUAD
		0916PW01	1572-103595	\$125.00	SHOP SUPPLIES
		0916ADM01	1572-105369	\$29.99	REPAIRS-FIRE MARSHAL
069964	8/23/2016	0816PW02	1572-499469	\$4.08	REPAIRS-SHOP
Search Name O REILLY AUTO PARTS				<u>\$1,029.90</u>	

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Search Name OFFICE DEPOT INC					
069965	8/23/2016	0816ADM02	855436770001	\$69.99	OFFICE SUPPLIES-FIRE MARSHAL
069965	8/23/2016	0816ADM02	855436770001	\$50.53	ELECTION SUPPLIES
069965	8/23/2016	0816ADM02	855439980001	\$62.21	ELECTION SUPPLIES
069965	8/23/2016	0816ADM02	855439981001	\$21.98	ELECTION SUPPLIES
Search Name OFFICE DEPOT INC				\$204.71	
Search Name OMANN INSURANCE AGENCY					
069878	8/17/2016	0816PPD02	988554	\$8,935.00	COMMUNITY CTR
Search Name OMANN INSURANCE AGENCY				\$8,935.00	
Search Name ORMAN, GARY					
069966	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name ORMAN, GARY				\$165.00	
Search Name OVERBY, NICHOLAS					
069967	8/23/2016	0816ADM02	PRIMARY	\$170.00	ELECTION JUDGE
069967	8/23/2016	0816ADM02	PRIMARY	\$5.40	MILEAGE
Search Name OVERBY, NICHOLAS				\$175.40	
Search Name OXYGEN SERVICE COMPANY					
		0916FD01	03352511	\$48.79	CYLINDER RENTAL
069968	8/23/2016	0816PD02	07997981	\$22.69	MEDICAL OXYGEN-PD
069968	8/23/2016	0816PD02	08000886	\$22.69	MEDICAL OXYGEN-PD
		0916PW01	08003047	\$7.06	REPAIRS-SHOP
		0916PD01	08003047	\$58.57	MEDICAL OXYGEN
		0916PW01	08006822	\$40.62	MEDICAL OXYGEN
Search Name OXYGEN SERVICE COMPANY				\$200.42	
Search Name PERFORMANCE POOL & SPA INC					
069969	8/23/2016	0816PW02	274549-1	\$346.99	REPAIRS-POOLS
069969	8/23/2016	0816PW02	276478-1	\$9.89	POOL SUPPLIES
Search Name PERFORMANCE POOL & SPA INC				\$356.88	
Search Name PINECONE CENTRAL PARK ASSN					
069970	8/23/2016	0816ADM02	6J	\$22,000.00	REC FACILITIES
Search Name PINECONE CENTRAL PARK ASSN				\$22,000.00	
Search Name PITNEY BOWES GLOBAL FIN SERV L					
069971	8/23/2016	0816ADM02	3100393349	\$351.87	POSTAGE METER LEASE
Search Name PITNEY BOWES GLOBAL FIN SERV L				\$351.87	
Search Name POSITIVE PROMOTIONS					
070025	8/30/2016	0816PPD03	5314380	\$1,151.46	SUPPLIES-FIRE PREVENTION
Search Name POSITIVE PROMOTIONS				\$1,151.46	
Search Name POWERHOUSE OUTDOOR EQUIP INC					
069972	8/23/2016	0816PW02	380738	\$89.83	TRIMMER REPAIRS
069972	8/23/2016	0816PW02	382580	\$65.90	REPAIRS-TRIMMERS
069972	8/23/2016	0816PW02	383239	\$37.85	REPAIRS-CHAIN SAWS
Search Name POWERHOUSE OUTDOOR EQUIP INC				\$193.58	
Search Name PRAIRIE RESTORATIONS INC					
		0916PW01	3526	\$850.00	SAUK RIVER PARK
		0916PW01	3552	\$250.00	CITY HALL
		0916PW01	3555	\$250.00	CELEBRATION PARK

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Search Name PRAIRIE RESTORATIONS INC				\$1,350.00	
Search Name PROFESSIONAL OFFICE SERV INC					
069973	8/23/2016	0816ADM02	002518701	\$8.75	POSIBILL VIEW ONLY
069973	8/23/2016	0816ADM02	002518701	\$8.75	POSIBILL VIEW ONLY
069973	8/23/2016	0816ADM02	002522419	\$1,771.97	UTILITY BILLS
069973	8/23/2016	0816ADM02	002522419	\$1,771.97	UTILITY BILLS
		0916ADM01	002532472	\$8.75	POSIBILL VIEW ONLY
		0916ADM01	002532472	\$8.75	POSIBILL VIEW ONLY
Search Name PROFESSIONAL OFFICE SERV INC				\$3,578.94	
Search Name PROFIELDS LLC					
069974	8/23/2016	0816PW02	16021	\$1,500.00	SPORT TURF CONSULTING
Search Name PROFIELDS LLC				\$1,500.00	
Search Name PROGRESSIVE MICROTECHNOLGY INC					
069975	8/23/2016	0816PD02	160809	\$185.28	OFFICE SUPPLIES-PD
Search Name PROGRESSIVE MICROTECHNOLGY INC				\$185.28	
Search Name PUBLIC EMPLOYEE RETIREMENT ASN					
002908E	8/15/2016	0816PPD02	08-12-2016	\$3,891.73	08/12 EMPLOYEE PERA
002908E	8/15/2016	0816PPD02	08-12-2016	\$7,489.81	08/12 EMPLOYER PERA
002908E	8/15/2016	0816PPD02	08-12-2016	\$4,993.22	08/12 EMPLOYEE PERA
002908E	8/15/2016	0816PPD02	08-12-2016	\$4,490.43	08/12 EMPLOYER PERA
002928E	8/26/2016	0816PPD03	08-26-2016	\$4,449.66	08/26 EMPLOYER PERA
002928E	8/26/2016	0816PPD03	08-26-2016	\$4,934.93	08/26 EMPLOYEE PERA
002928E	8/26/2016	0816PPD03	08-26-2016	\$3,856.38	08/26 EMPLOYEE PERA
002928E	8/26/2016	0816PPD03	08-26-2016	\$7,402.35	08/26 EMPLOYER PERA
002934E	8/31/2016	0816PPD03	08-31-2016	\$96.26	08/31 EMPLOYER PERA
002934E	8/31/2016	0816PPD03	08-31-2016	\$96.26	08/31 EMPLOYEE PERA
Search Name PUBLIC EMPLOYEE RETIREMENT ASN				\$41,701.03	
Search Name PURCHASE POWER-PITNEY BOWES					
070021	8/24/2016	0816PPD03	6512	\$500.00	POSTAGE-HALL
070021	8/24/2016	0816PPD03	8299	\$320.99	POSTAGE-PD
Search Name PURCHASE POWER-PITNEY BOWES				\$820.99	
Search Name RAPIDS ALTERATION & SEWING SHP					
		0916PD01	368	\$91.35	UNIFORMS-PD
Search Name RAPIDS ALTERATION & SEWING SHP				\$91.35	
Search Name REICHERT II, WILLIAM P					
070030	8/30/2016	0816PPD03	PRIMARY	\$210.00	PRIMARY ELECTION
Search Name REICHERT II, WILLIAM P				\$210.00	
Search Name REPULIC SERVICES #891					
070045	9/7/2016	0916PPD01	0891-000698594	\$222.63	REFUSE SERV-MAINT
070045	9/7/2016	0916PPD01	0891-000698594	\$246.97	REFUSE SERV-PD
070045	9/7/2016	0916PPD01	0891-000698594	\$180.63	REFUSE SERV-HALL
070045	9/7/2016	0916PPD01	0891-000698594	\$130.78	REFUSE SERV-PLANTS
070045	9/7/2016	0916PPD01	0891-000698594	\$33.33	REFUSE SERV-FD
070045	9/7/2016	0916PPD01	0891-000699118	\$254.21	REFUSE SERV-COMPOST
070045	9/7/2016	0916PPD01	0891-000699118	\$1,034.70	REFUSE SERV-PARKS
Search Name REPULIC SERVICES #891				\$2,103.25	
Search Name RICE BUILDING SYSTEMS INC					

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069976	8/23/2016	0816PD02	M16344	\$314.29	ROOF REPAIRS-PD
069976	8/23/2016	0816PW02	M16344	\$314.28	ROOF REPAIRS-MAINT
Search Name RICE BUILDING SYSTEMS INC				\$628.57	
Search Name RINKE-NOONAN					
069977	8/23/2016	0816ADM02	258321	\$679.00	AIM ROAD CONDEMNATION
069977	8/23/2016	0816ADM02	258322	\$87.50	JK SELF STORAGE CONDEMNATION
069977	8/23/2016	0816ADM02	258323	\$400.00	JANSKI CONDEMNATION
Search Name RINKE-NOONAN				\$1,166.50	
Search Name RISER, VIRGINIA					
069978	8/23/2016	0816ADM02	PRIMARY	\$18.90	MILEAGE
069978	8/23/2016	0816ADM02	PRIMARY	\$170.00	ELECTION JUDGE
Search Name RISER, VIRGINIA				\$188.90	
Search Name ROMSTAD, DONNA					
069979	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name ROMSTAD, DONNA				\$165.00	
Search Name SAFELITE FULFILLMENT INC					
		0916PD01	05158-184759	\$239.43	REPAIRS-KIA
Search Name SAFELITE FULFILLMENT INC				\$239.43	
Search Name SAM S CLUB					
070020	8/24/2016	0816PPD03	081830062837	\$639.30	SUPPLIES-COOK OUT W/COPS
069752	8/5/2016	0816PPD02	80385777	\$81.40	SUPPLIES-MAINT
069752	8/5/2016	0816PPD02	80385777	\$16.48	SUPPLIES-HALL
069752	8/5/2016	0816PPD02	80385777	\$199.92	SUPPLIES-ELECTIONS
Search Name SAM S CLUB				\$937.10	
Search Name SANITATION SERVICES LLC					
		0916PW01	6930	\$53.00	PORTABLE RESTROOMS
		0916PW01	6930	\$546.00	PORTABLE RESTROOMS
Search Name SANITATION SERVICES LLC				\$599.00	
Search Name SARTELL HARDWARE HANK					
069980	8/23/2016	0816PW02	110725	\$8.56	STREET SUPPLIES
069980	8/23/2016	0816PW02	110755	\$5.99	BLDG REPAIRS
069980	8/23/2016	0816PW02	110878	\$36.97	SUPPLIES-WTR
069980	8/23/2016	0816PW02	111053	\$27.96	POOL SUPPLIES
069980	8/23/2016	0816PW02	111137	\$18.99	BLDG REPAIRS
069980	8/23/2016	0816PW02	111256	\$6.49	PARK SHELTER REPAIRS
069980	8/23/2016	0816PW02	111353	\$4.49	SPRINKLER REPAIRS
069980	8/23/2016	0816PW02	111450	\$6.49	SUPPLIES-PAKRS
069980	8/23/2016	0816PD02	111475	\$8.45	UPS
069980	8/23/2016	0816PW02	111570	\$9.19	PARK REPAIRS
069980	8/23/2016	0816PW02	111921	\$24.28	DOG PARK GATE
069980	8/23/2016	0816PW02	111998	\$1.99	STREET REPAIRS
069980	8/23/2016	0816PW02	112102	\$37.98	MOVIES IN PARK SUPPLIES
069980	8/23/2016	0816PW02	112107	\$13.98	DOOR SILLS
069980	8/23/2016	0816PW02	112134	\$11.98	STREET REPAIRS
069980	8/23/2016	0816PW02	112151	\$18.99	TOOL REPLACEMENT
069980	8/23/2016	0816PW02	112198	\$3.99	PARK REPAIRS
069980	8/23/2016	0816PW02	112208	\$2.98	SPRINKLER REPAIRS
069980	8/23/2016	0816PW02	112308	\$4.56	SPRINKLER REPAIRS

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069980	8/23/2016	0816PW02	112332	\$83.88	POOL SUPPLIES
069980	8/23/2016	0816FD02	112808	\$7.40	REPAIRS-FD#24
069980	8/23/2016	0816PW02	112950	\$14.87	PCCP SUPPLIES
069980	8/23/2016	0816PW02	112952	\$8.82	CEMETERY SUPPLIES
		0916PW01	113492	\$3.18	REPAIRS-PCCP
		0916PW01	113572	\$2.99	SUPPLIES-STREET
		0916PW01	113589	\$0.99	REPAIRS-SPRINKLERS
069980	8/23/2016	0816PW02	77454	\$4.99	STREET SUPPLIES
069980	8/23/2016	0816PW02	77460	\$15.97	SHOP SUPPLIES
069980	8/23/2016	0816PW02	77473	\$6.49	PARK SHELTER REPAIRS
069980	8/23/2016	0816PW02	78208	\$24.99	ADOPT A STREET SUPPLIES
069980	8/23/2016	0816PW02	78309	\$11.98	PARK SUPPLIES
		0916PW01	78700	\$11.40	REPAIRS-PCCP
		0916PD01	78822	\$14.99	GUN CLEANING SUPPLIES-PD
Search Name SARTELL HARDWARE HANK				<u>\$467.25</u>	
Search Name SARTELL INDPENDENT POLICE ASN					
070022	8/24/2016	0816PPD03	08-2016	\$168.00	PAYROLL DEDUCTION
Search Name SARTELL INDPENDENT POLICE ASN				<u>\$168.00</u>	
Search Name SARTELL NEWSLEADER					
069753	8/5/2016	0816PPD02	38408	\$70.56	TIF REPORTING
069753	8/5/2016	0816PPD02	38408	\$70.56	TIF REPORTING
069753	8/5/2016	0816PPD02	38408	\$70.56	TIF REPORTING
069881	8/22/2016	0816PPD02	38479	\$670.32	ORD 03,03,05,06&GAS FRANCHISE
Search Name SARTELL NEWSLEADER				<u>\$882.00</u>	
Search Name SARTELL RECREATION CENTER ASSN					
070043	9/7/2016	0916PPD01	1-2016	\$562,545.00	PINECONE REGIONAL PARK UPGRADES
070043	9/7/2016	0916PPD01	1-2016	\$100,000.00	PINECONE REGIONAL PARK UPGRADES
Search Name SARTELL RECREATION CENTER ASSN				<u>\$662,545.00</u>	
Search Name SARTELL ST STEPHEN EDUC FOUND					
069981	8/23/2016	0816ADM02	08-2016	\$40.00	PAYROLL DEDUCTIONS-AUG
Search Name SARTELL ST STEPHEN EDUC FOUND				<u>\$40.00</u>	
Search Name SATTLER JR, JAMES R					
069982	8/23/2016	0816FD02	081716	\$80.00	EMPLOYEE APPRECIATION-4 FF
Search Name SATTLER JR, JAMES R				<u>\$80.00</u>	
Search Name SAUERER, MARK					
069983	8/23/2016	0816ADM02	PRIMARY	\$225.00	ELECTION JUDGE
069983	8/23/2016	0816ADM02	PRIMARY	\$17.28	MILEAGE
Search Name SAUERER, MARK				<u>\$242.28</u>	
Search Name SAUK RAPIDS, CITY OF					
070026	8/30/2016	0816PPD03	083016	\$10.00	AREA CITIES MEETING
Search Name SAUK RAPIDS, CITY OF				<u>\$10.00</u>	
Search Name SCENIC SIGN CORP					
		0916ADM01	SC4425	\$1,216.81	REPAIRS-PCRS ELEC SIGN
Search Name SCENIC SIGN CORP				<u>\$1,216.81</u>	
Search Name SCHRAUT, BONNIE					
069984	8/23/2016	0816ADM02	PRIMARY	\$8.64	MILEAGE
069984	8/23/2016	0816ADM02	PRIMARY	\$180.00	ELECTION JUDGE

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Search Name SCHRAUT, BONNIE				\$188.64	
Search Name SCHUPP, PEGGY					
069985	8/23/2016	0816ADM02	081616	\$174.58	MISC MILEAGE
069985	8/23/2016	0816ADM02	081616	\$49.11	ELECTION SUPPLIES
Search Name SCHUPP, PEGGY				\$223.69	
Search Name SCHWALBOSKI, ANDY					
069986	8/23/2016	0816ADM02	PRIMARY	\$7.56	MILEAGE
069986	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name SCHWALBOSKI, ANDY				\$172.56	
Search Name SCHWALBOSKI, ROBERT					
069987	8/23/2016	0816ADM02	PRIMARY	\$195.00	ELECTION JUDGE
069987	8/23/2016	0816ADM02	PRIMARY	\$65.00	HEAD JUDGE
069987	8/23/2016	0816ADM02	PRIMARY	\$17.28	MILEAGE
Search Name SCHWALBOSKI, ROBERT				\$277.28	
Search Name SCULLY, CHELSIE					
		0916ADM01	217SCOTT DR	\$24.93	REIMB-OVERPAY UTIL BILL
Search Name SCULLY, CHELSIE				\$24.93	
Search Name SHERWIN WILLIAMS					
069988	8/23/2016	0816PW02	6366-8	\$318.39	STREET PAINT
069988	8/23/2016	0816PW02	9445-1	\$292.40	STREET PAINT
Search Name SHERWIN WILLIAMS				\$610.79	
Search Name SITE ONE LANDSCAPE SUPPLY LLC					
069989	8/23/2016	0816PW02	77032824	\$326.42	SPRINKLER REPAIRS
Search Name SITE ONE LANDSCAPE SUPPLY LLC				\$326.42	
Search Name SNAP-ON TOOLS CORPORATION					
		0916PW01	ARV/29856401	\$11.99	TOOLS-MAINT
		0916PW01	ARV/29866243	\$154.79	TOOLS-STREET SIGNS
Search Name SNAP-ON TOOLS CORPORATION				\$166.78	
Search Name SPECIALTY SYSTEMS INC					
		0916ADM01	1	\$10,108.00	COMMUNITY CENTER
Search Name SPECIALTY SYSTEMS INC				\$10,108.00	
Search Name SPECTRUM SUPPLY CO.					
070039	9/1/2016	0816PPD03	29943	\$164.32	SUPPLIES-PARKS
070039	9/1/2016	0816PPD03	29943	\$164.32	SUPPLIES-SHOP
Search Name SPECTRUM SUPPLY CO.				\$328.64	
Search Name SPODEN, CAROL					
069990	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
069990	8/23/2016	0816ADM02	PRIMARY	\$7.56	MILEAGE
Search Name SPODEN, CAROL				\$172.56	
Search Name SPRINT					
070040	9/1/2016	0816PPD03	584068813-105	\$454.87	CONNECTION CARDS-PD
070040	9/1/2016	0816PPD03	852875115-108	\$34.99	IPAD-BRAD
070040	9/1/2016	0816PPD03	852875115-108	\$34.99	IPAD-KYLE
070040	9/1/2016	0816PPD03	852875115-108	\$34.99	IPAD-JIM
070040	9/1/2016	0816PPD03	890875115-108	\$34.99	IPAD-CSO

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
070040	9/1/2016	0816PPD03	890875115-108	\$39.99	CONNECTION CARD-FD
Search Name SPRINT				\$634.82	
Search Name ST CLOUD AREA CONVENTION/VISIT					
		0916ADM01	07-2016	\$3,718.30	JULY LODGING TAX
Search Name ST CLOUD AREA CONVENTION/VISIT				\$3,718.30	
Search Name ST CLOUD, CITY OF					
		0916PD01	16904208	\$392.88	FORFEITURE-DUI CASE
069991	8/23/2016	0816PW02	AR002812	\$61,397.00	RUE PROJECT
069991	8/23/2016	0816PW02	AR002812	\$60,109.11	JULY TREATMENT
069991	8/23/2016	0816PW02	AR002812	\$15,791.00	DEBT SERV CHG
069991	8/23/2016	0816PW02	AR002815	\$10,142.03	MAIN LIFT STATION REHAB
Search Name ST CLOUD, CITY OF				\$147,832.02	
Search Name STANDARD INSURANCE COMPANY					
070037	8/31/2016	0816PPD03	155531-SEPT16	\$111.10	EMPLOYEE LTD/LIFE INS
070037	8/31/2016	0816PPD03	155531-SEPT16	\$15.90	EMPLOYEE LTD/LIFE INS
070037	8/31/2016	0816PPD03	155531-SEPT16	-\$27.51	EMPLOYEE LTD/LIFE INS
070037	8/31/2016	0816PPD03	155531-SEPT16	\$78.35	EMPLOYEE LTD/LIFE INS
070037	8/31/2016	0816PPD03	155531-SEPT16	\$54.03	EMPLOYEE LTD/LIFE INS
070037	8/31/2016	0816PPD03	155531-SEPT16	\$137.50	EMPLOYEE CONTR TO INS
070037	8/31/2016	0816PPD03	155531-SEPT16	\$45.36	EMPLOYEE LTD/LIFE INS
070037	8/31/2016	0816PPD03	155531-SEPT16	\$60.94	EMPLOYEE LTD/LIFE INS
070037	8/31/2016	0816PPD03	155531-SEPT16	\$381.09	PAYROLL DED-VOLUNTARY LIFE
070037	8/31/2016	0816PPD03	155531-SEPT16	\$36.83	EMPLOYEE LTD/LIFE INS
070037	8/31/2016	0816PPD03	155531-SEPT16	\$358.32	EMPLOYEE LTD/LIFE INS
Search Name STANDARD INSURANCE COMPANY				\$1,251.91	
Search Name STANTEC CONSULTING SERV INC					
069992	8/23/2016	0816PW02	1084155	\$1,500.00	GIS SERVICES
Search Name STANTEC CONSULTING SERV INC				\$1,500.00	
Search Name STAPLES BUSINESS ADVANTAGE					
069993	8/23/2016	0816ADM02	8040362623	\$30.04	OFFICE SUPPLIES
069993	8/23/2016	0816PD02	8040460450	\$31.19	OFFICE SUPPLIES-PD
		0916ADM01	8040651785	\$53.99	OFFICE SUPPLIES
Search Name STAPLES BUSINESS ADVANTAGE				\$115.22	
Search Name STEARNS CNTY AUDITOR-TREASURER					
070019	8/23/2016	0816PPD03	2013KIA	\$582.00	TITLE-2013 KIA
		0916PD01	2016-00000009	\$12,000.00	IS SERV-PD
Search Name STEARNS CNTY AUDITOR-TREASURER				\$12,582.00	
Search Name STEARNS CNTY CHIEFS POLICE ASN					
		0916PD01	2016-2017	\$50.00	2016-2017 DUES
Search Name STEARNS CNTY CHIEFS POLICE ASN				\$50.00	
Search Name STEARNS CNTY ENVIRONMENTAL SER					
069880	8/22/2016	0816PPD02	201	\$500.00	PERMIT-W WTR PLANT
Search Name STEARNS CNTY ENVIRONMENTAL SER				\$500.00	
Search Name STEARNS ELECTRIC ASSOCIATION					
069872	8/15/2016	0816PPD02	10191700	\$281.00	STREET LIGHTS
069872	8/15/2016	0816PPD02	10191800	\$320.00	STREET LIGHTS
069872	8/15/2016	0816PPD02	10248200	\$20.00	CIVIL DEFENSE

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
069872	8/15/2016	0816PPD02	10441600	\$152.00	STREET LIGHTS
069872	8/15/2016	0816PPD02	10459401	\$337.37	ELEC-POOL
069872	8/15/2016	0816PPD02	10461600	\$29.92	ELEC-COMPOST
069872	8/15/2016	0816PPD02	10491600	\$58.28	STREET LIGHTS
069872	8/15/2016	0816PPD02	10545000	\$24.90	STREET LIGHTS
069872	8/15/2016	0816PPD02	10545100	\$33.38	STREET LIGHTS
069872	8/15/2016	0816PPD02	10545200	\$18.44	STREET LIGHTS
069872	8/15/2016	0816PPD02	10545300	\$23.42	STREET LIGHTS
069872	8/15/2016	0816PPD02	10545400	\$13.46	STREET LIGHTS
069872	8/15/2016	0816PPD02	10628400	\$25.39	CIVIL DEFENSE
069872	8/15/2016	0816PPD02	10648700	\$42.81	STREET LIGHTS
069872	8/15/2016	0816PPD02	10690800	\$102.00	STREET LIGHTS
069872	8/15/2016	0816PPD02	10690900	\$73.95	STREET LIGHTS
069872	8/15/2016	0816PPD02	10691000	\$87.04	STREET LIGHTS
069872	8/15/2016	0816PPD02	10691100	\$45.14	STREET LIGHTS
069872	8/15/2016	0816PPD02	10710600	\$103.00	STREET LIGHTS
069872	8/15/2016	0816PPD02	10878900	\$3,270.00	ELEC-PLANT
069872	8/15/2016	0816PPD02	10900900	\$64.00	STREET LIGHTS
069872	8/15/2016	0816PPD02	11244800	\$2,223.87	WELLS 15&16
069872	8/15/2016	0816PPD02	12324100	\$26.61	STREET LIGHTS
069872	8/15/2016	0816PPD02	5463910	\$93.70	LIFT STATION
069872	8/15/2016	0816PPD02	6401510	\$1,616.21	STREET LIGHTS
Search Name STEARNS ELECTRIC ASSOCIATION				\$9,085.89	
Search Name STRACK CONSTRUCTION COMPANY					
		0916ADM01	15115-C1	\$36,144.95	COMMUNITY CENTER
069994	8/23/2016	0816ADM02	15115-PC7	\$1,642.09	COMMUNITY CTR-FINAL PRECON PHASE
Search Name STRACK CONSTRUCTION COMPANY				\$37,787.04	
Search Name STRATA PERFORMANCE SOLUTIONS					
069995	8/23/2016	0816PD02	10250-SPD	\$200.00	CONSULT-OFFICER SELECTION PROCESS
Search Name STRATA PERFORMANCE SOLUTIONS				\$200.00	
Search Name SYMBOLARTS					
069996	8/23/2016	0816PD02	0263585-IN	\$670.00	BADGES-PD
Search Name SYMBOLARTS				\$670.00	
Search Name TERMINAL SUPPLY CO					
069997	8/23/2016	0816PW02	40588-00	\$19.74	SUPPLIES-SHOP
069997	8/23/2016	0816PW02	42167-00	\$28.64	TOOLS-PW&PD
069997	8/23/2016	0816PW02	42167-00	\$28.65	TOOLS-PW&PD
		0916PW01	45480-00	\$27.82	SUPPLIES-SHOP
Search Name TERMINAL SUPPLY CO				\$104.85	
Search Name THEIS, CATHY					
069998	8/23/2016	0816PD02	16-2016	\$55.00	PROF SERV-PD
		0916PD01	17-2016	\$85.00	PROF SERV-PD
Search Name THEIS, CATHY				\$140.00	
Search Name TIREMAXX SERVICE CENTERS					
069999	8/23/2016	0816PW02	178737	\$40.02	MOWER REPAIRS
		0916PW01	180231	\$16.50	REPAIRS-PARKS
Search Name TIREMAXX SERVICE CENTERS				\$56.52	
Search Name TOLMAN, KIM					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0916FD01	243360	\$70.00	FD CLEANING-AUG
		0916PD01	243360	\$560.00	PD CLEANING-AUG
		0916PW01	243360	\$400.00	MAINT CLEANING-AUG
Search Name TOLMAN, KIM				\$1,030.00	
Search Name TOTAL ADMIN SERVICES CORP					
002910E	8/16/2016	0816PPD02	08-12-2016	\$124.99	08/12 MED FLEX CONTR
002910E	8/16/2016	0816PPD02	08-12-2016	\$444.60	08/12 DAYCARE FLEX CONTR
002910E	8/16/2016	0816PPD02	08-12-2016	\$2,069.30	08/12 HSA FLEX CONTR
002935E	8/31/2016	0816PPD03	08-26-2016	\$269.28	EE NEGATIVE BAL @ TERMINATION
002935E	8/31/2016	0816PPD03	08-26-2016	\$2,069.30	08/26 HSA FLEX CONTR
002935E	8/31/2016	0816PPD03	08-26-2016	\$444.60	08/26 DAYCARE FLEX CONTR
002935E	8/31/2016	0816PPD03	08-26-2016	\$98.07	08/26 MED FLEX CONTR
Search Name TOTAL ADMIN SERVICES CORP				\$5,520.14	
Search Name TRANS UNION LLC					
		0916PD01	08627179	\$7.84	BACKGROUND CHECKS-PD
Search Name TRANS UNION LLC				\$7.84	
Search Name TRAUT WELLS INC					
070000	8/23/2016	0816PW02	289392	\$92.00	TESTING
070000	8/23/2016	0816PW02	289576	\$92.00	TESTING
070000	8/23/2016	0816PW02	289725	\$46.00	TESTING
		0916PW01	289869	\$46.00	TESTING
		0916PW01	289986	\$69.00	TESTING
Search Name TRAUT WELLS INC				\$345.00	
Search Name UNITED WAY OF CENTRAL MN					
070001	8/23/2016	0816ADM02	08-2016	\$30.00	PAYROLL DEDUCTION-AUG
Search Name UNITED WAY OF CENTRAL MN				\$30.00	
Search Name URBASHICH, MARY ANN					
070002	8/23/2016	0816ADM02	PRIMARY	\$12.85	MILEAGE
070002	8/23/2016	0816ADM02	PRIMARY	\$170.00	ELECTION JUDGE
Search Name URBASHICH, MARY ANN				\$182.85	
Search Name US BANK (CREDIT CARD)					
070003	8/23/2016	0816PD02	7173	\$46.61	MEALS-PD TRNG
070003	8/23/2016	0816PD02	7173	\$25.00	TLO TRANSUNION
Search Name US BANK (CREDIT CARD)				\$71.61	
Search Name US BANK CM 9690					
070004	8/23/2016	0816ADM02	4363774	\$450.00	GO BONDS 2009E-FEES
070004	8/23/2016	0816ADM02	4363790	\$450.00	GO BONDS 2012A-FESS
		0916ADM01	4387320	\$450.00	2015A GO TAX ABATEMENT-FEES
		0916ADM01	4392396	\$450.00	2008B GO WATER REV-FEES
Search Name US BANK CM 9690				\$1,800.00	
Search Name VANDEVREDE, ADAM					
		0916PD01	081516	\$70.00	PER DIEM-DARE CONF
Search Name VANDEVREDE, ADAM				\$70.00	
Search Name VERIZON WIRELESS					
070005	8/23/2016	0816PW02	9769573060	\$35.01	PHONE SERV-UTILITIES
070005	8/23/2016	0816PW02	9769573060	\$35.01	PHONE SERV-UTILITIES
070005	8/23/2016	0816PD02	9769573060	\$691.07	PHONE SERV-PD

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
070005	8/23/2016	0816PW02	9769573060	\$48.34	PHONE SERV-POOLS
Search Name VERIZON WIRELESS				\$809.43	
Search Name WACOSA					
070006	8/23/2016	0816ADM02	00027198	\$246.62	HALL CLEANING-JULY
Search Name WACOSA				\$246.62	
Search Name WAL-MART					
069868	8/8/2016	0816PPD02	0163303066	\$81.79	ELECTION SUPPLIES-P5&P6
Search Name WAL-MART				\$81.79	
Search Name WEINBERGER, STANLEY J JR					
070007	8/23/2016	0816ADM02	2016-5	\$1,500.00	LEGAL SERVICES
Search Name WEINBERGER, STANLEY J JR				\$1,500.00	
Search Name WELLEN, CAROL					
070008	8/23/2016	0816ADM02	PRIMARY	\$10.80	MILEAGE
070008	8/23/2016	0816ADM02	PRIMARY	\$130.00	ELECTION JUDGE
Search Name WELLEN, CAROL				\$140.80	
Search Name WESTRA, MARY LOU					
070009	8/23/2016	0816ADM02	PRIMARY	\$210.00	ELECTION JUDGE
070009	8/23/2016	0816ADM02	PRIMARY	\$16.20	MILEAGE
Search Name WESTRA, MARY LOU				\$226.20	
Search Name WETLAND CREDIT AGENCY LLC					
070044	9/7/2016	0916PPD01	1-2016	\$70,053.00	PINECONE REGIONAL PARK UPGRADES
Search Name WETLAND CREDIT AGENCY LLC				\$70,053.00	
Search Name WEYER, DIANE M					
070010	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name WEYER, DIANE M				\$165.00	
Search Name WICKLUND, REBECCA					
070011	8/23/2016	0816ADM02	080916	\$53.46	REIMB-MISC MILEAGE
070011	8/23/2016	0816ADM02	080916	\$65.00	HEAD JUDGE
Search Name WICKLUND, REBECCA				\$118.46	
Search Name WIEBER, SANDRA					
070012	8/23/2016	0816ADM02	PRIMARY	\$65.00	HEAD JUDGE
070012	8/23/2016	0816ADM02	PRIMARY	\$197.50	ELECTION JUDGE
070012	8/23/2016	0816ADM02	PRIMARY	\$10.80	MILEAGE
Search Name WIEBER, SANDRA				\$273.30	
Search Name WSB & ASSOCIATES INC					
		0916ADM01	10-02174-130	\$656.00	GENERAL SURVEYING
		0916ADM01	10-02174-600	\$814.00	PARKING LOT DESIGN-CENTRAL PARK/P
		0916ADM01	10-02174-760	\$4,692.75	PROVIDENCE ESCROW
		0916ADM01	1-03399-040	\$1,542.00	FERCHE SW 35
		0916ADM01	1-03399-050	\$497.50	SANDSTONE VILLAGE PLAT 3
		0916ADM01	1-03399-060	\$1,507.50	PINE LAKES PLAT 3
		0916ADM01	1-03399-080	\$484.00	19TH ST S ST & UTIL-CONST
		0916ADM01	12-02174-380	\$118.50	FERCHE SPC TRAIL EASEMENTS
		0916ADM01	16-02174-040	\$187.50	GIS MAPPING
		0916ADM01	16-02174-040	\$187.50	GIS MAPPING
		0916ADM01	19-02174-570	\$39.50	PCR RESURFACING 2ND ST TO 15TH ST

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0916ADM01	2-03399-000	\$1,342.00	BLACKBERRY RIDGE PLAT REVIEW
		0916ADM01	2-03399-030	\$1,011.75	HERITAGE PLACE TOWNHOMES 4
		0916ADM01	3-02174-900	\$2,208.25	MAIN LIFT STATION FORCEMAIN
		0916ADM01	3-02174-970	\$3,096.25	SW WTP SEPTIC HOLDING TANK
		0916ADM01	3-03399-010	\$14,782.50	SAFE ROUTE TO SCHOOL CONST SERV
		0916ADM01	4-02174-910	\$181.50	AVALON VILLAGE POND SEDIMENT
		0916ADM01	5-02174-840	\$532.00	2016 WCA SERVICES
		0916ADM01	5-02174-890	\$413.00	VAL SMITH TENNIS COURT REPLACEME
		0916ADM01	5-02174-950	\$5,526.25	19TH AVE & 21ST ST PAVEMENT REHAD
		0916ADM01	6-02174-731	\$702.50	2016 GENERAL SERVICES
		0916ADM01	6-02174-731	\$159.00	2016 GENERAL SERVICES
		0916ADM01	6-02174-731	\$393.25	2016 GENERAL SERVICES
		0916ADM01	6-02174-860	\$2,090.50	AVALON 9 ESCROW
		0916ADM01	7-02174-850	\$4,359.75	SS RIVER CROSSING
		0916ADM01	7-02174-850	\$4,359.75	SS RIVER CROSSING
		0916ADM01	7-02174-870	\$5,738.00	4TH AVE S STREET & UTILITIES
		0916ADM01	8-02174-820	\$10,097.50	CR1-HERITAGE & LESAUK DR UTIL
		0916ADM01	9-02174-810	\$3,294.00	2016 SEAL COAT
Search Name WSB & ASSOCIATES INC				\$71,014.50	
Search Name XCEL ENERGY					
069876	8/15/2016	0816PPD02	511034723	\$15.03	STREET LIGHTS
069876	8/15/2016	0816PPD02	511281798	\$8,518.77	STREET LIGHTS
070013	8/23/2016	0816PW02	511851297	\$964.54	STREET LIGHTS
070035	8/31/2016	0816PPD03	513044359	\$7.06	TRAFFIC SIGNAL
		0916ADM01	515156411	\$44.41	STREET LIGHTS
Search Name XCEL ENERGY				\$9,549.81	
Search Name YOUNG, BONNIE					
070014	8/23/2016	0816ADM02	PRIMARY	\$165.00	ELECTION JUDGE
Search Name YOUNG, BONNIE				\$165.00	
Search Name ZAMLEN, DAVID					
070015	8/23/2016	0816ADM02	PRIMARY	\$8.10	ELECTION JUDGE
070015	8/23/2016	0816ADM02	PRIMARY	\$170.00	ELECTION JUDGE
Search Name ZAMLEN, DAVID				\$178.10	
Search Name ZAMLEN, ROBERTA					
070016	8/23/2016	0816ADM02	PRIMARY	\$172.50	ELECTION JUDGE
Search Name ZAMLEN, ROBERTA				\$172.50	
Search Name ZARNOTH BRUSH WORKS, INC.					
070017	8/23/2016	0816PW02	0161124-IN	\$1,211.00	REPAIRS-SWEEPER
Search Name ZARNOTH BRUSH WORKS, INC.				\$1,211.00	
Search Name ZEUG, MARY T					
070018	8/23/2016	0816ADM02	PRIMARY	\$10.80	MILEAGE
070018	8/23/2016	0816ADM02	PRIMARY	\$172.50	ELECTION JUDGE
Search Name ZEUG, MARY T				\$183.30	
Search Name ZIEGLER INC.					
		0916PW01	PC050165865	\$258.33	REPAIRS-LS#1 GENERATOR
		0916PW01	PC080465944	\$83.70	REPAIRS-SKID LOADER
		0916PW01	PC080472212	\$81.76	REPAIRS-SKID LOADER
		0916PW01	PR080047198	-\$86.40	REPAIRS-SKID LOADER

CITY OF SARTELL

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0916PW01	Z7015201	\$13,000.00	HYDRAULIC SUBMERSIBLE PUMP
		0916PW01	Z7020501	\$850.00	HANDLING ARM
Search Name ZIEGLER INC.				\$14,187.39	
				<u>\$1,901,319.52</u>	

CITY OF SARTELL

Voucher Payments-Fund Summary

Adopted by the Sartell City Council this _____ day of _____, 2016

Mayor _____ Attest: Administrator _____

FUND Descr	Dr/Cr Amt
GENERAL	\$499,777.48
YOUTH PROGRAMS	\$190.00
DUI FORFEITURE FUND	\$463.02
BEAUTIFICATION	\$3,701.19
FORFEITURE	\$1,312.00
LODGING TAX	\$3,718.30
ECONOMIC DEVELOPMENT FUND	\$230.00
PEG ACCESS FEES	\$1,216.81
SALES TAX EXTENSION	\$562,545.00
CEMETERY FUND	\$358.82
PARK DISTRICT 3	\$100,000.00
PARK DISTRICT 6	\$413.00
RECREATIONAL FIELD FUND	\$22,000.00
GO WATER REV BONDS OF 2008B	\$450.00
GO BONDS SERIES 2009E	\$450.00
2012A GO BONDS-ABATEMENT	\$450.00
2015A BONDS	\$450.00
PUBLIC IMPROVEMENT REVOLVING	\$17,813.25
PD EQUIPMENT FUND	\$639.30
TECHNOLOGY FUND	\$393.01
STREET FUND	\$24,315.41
PINECONE ROAD 2015 PROJECT	\$39.50
4TH/50TH CAPITAL PROJECT	\$29,826.50
COMMUNITY CENTER PROJECT	\$249,053.60
TIF DISTRICT 5-2 (PHEASANT)	\$236.81
TIF DISTRICT 5-4 (REKER)	\$236.81
TIF DISTRICT 5-5 (BURL OAKS)	\$236.81
WATER FUND	\$95,103.95
SEWER FUND	\$206,037.45
STORMWATER FUND	\$79,661.50
	<hr/>
	\$1,901,319.52

RESOLUTION NO. _____

RESOLUTION ACCEPTING DONATIONS

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

- \$1,000 Country Manor to Cookout with Cops
- Phineas Gore (3 years old) donated \$6.32 for DARE

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

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF SEPTEMBER, 2016.

MAYOR

ATTEST:

CITY ADMINISTRATOR

SEAL

STATE AID FOR LOCAL TRANSPORTATION
WORK ORDER FOR MINOR EXTRA WORK

City/County of Sartell

Work Order No. 1

FEDERAL PROJECT NO. TA 7315 (281)	STATE PROJECT NO. S.P. 220-591-004	LOCAL PROJECT NO. 02174-51	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS Hovland, Inc. 4177 Thunderchief Lane Hermantown, MN 55811		LOCATION OF WORK 2nd Street South - Pinecone Road to 4th Avenue South	
		TOTAL WORK ORDER AMOUNT \$3,888.50	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

Additional Excavation and Labor Hours for Drainage Improvement, Maintenance Improvement, and Utility Relocation

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 001					
2123.501	COMMON LABORERS	HOUR	\$65.00	8.8	\$572.00
2123.510	10 CU YD TRUCK	HOUR	\$90.00	6.4	\$576.00
2123.610	CRAWLER MOUNTED BACKHOE	HOUR	\$110.00	4	\$440.00
2123.610	SKID LOADER	HOUR	\$100.00	4	\$400.00
2123.514	3.0 CU YD FRONT END LOADER	HOUR	\$150.00	5.6	\$840.00
2123.609	PRIME CONTRACTOR MARKUP (10%)	L S	\$353.50	0.8	\$282.80
Funding Category No. 001 Total:					\$3,110.80
Funding Category No. 002					
2123.501	COMMON LABORERS	HOUR	\$65.00	2.2	\$143.00
2123.510	10 CU YD TRUCK	HOUR	\$90.00	1.6	\$144.00
2123.610	CRAWLER MOUNTED BACKHOE	HOUR	\$110.00	1	\$110.00
2123.610	SKID LOADER	HOUR	\$100.00	1	\$100.00
2123.514	3.0 CU YD FRONT END LOADER	HOUR	\$150.00	1.4	\$210.00
2123.609	PRIME CONTRACTOR MARKUP (10%)	L S	\$353.50	0.2	\$70.70
Funding Category No. 002 Total:					\$777.70
Work Order No. 1 Total:					\$3,888.50

* Funding category is required for federal projects.

Approved By Project Engineer: Mike J Nielson	Approved By Contractor: Hovland, Inc.
Signed <i>Michael J Nielson</i>	Signed <i>[Signature]</i>
Date: <u>August 15, 2016</u> Phone: <u>(320) 252-4900</u>	Date: _____ Phone: <u>(218) 722-1662</u>

Original to Project Engineer; Copy to Contractor

Once contract has been fully executed, forward a copy to DSAE for funding review:

The State of Minnesota is not a participant in this contract; signing by the District State Aid Engineer is for FUNDING PURPOSES ONLY. Reviewed for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This project is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds
District State Aid Engineer: _____ Date: _____

STATE AID FOR LOCAL TRANSPORTATION
WORK ORDER FOR MINOR EXTRA WORK

City/County of Sartell

Work Order No. 2

FEDERAL PROJECT NO. TA 7315 (281)	STATE PROJECT NO. S.P. 220-591-004	LOCAL PROJECT NO. 02174-51	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS Hovland, Inc. 4177 Thunderchief Lane Hermantown, MN 55811		LOCATION OF WORK 2nd Street South - Pinecone Road to 4th Avenue South	
		TOTAL WORK ORDER AMOUNT \$781.00	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

Additional Traffic Control Change. Change 40MPH speed limit to 30mph.

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 001					
2563.601	ADDITIONAL TRAFFIC CONTROL	LUMP SUM	\$710.00	0.8	\$568.00
2123.609	PRIME CONTRACTOR MARKUP (10%)	L S	\$71.00	0.8	\$56.80
Funding Category No. 001 Total:					\$624.80
Funding Category No. 002					
2563.601	ADDITIONAL TRAFFIC CONTROL	LUMP SUM	\$710.00	0.2	\$142.00
2123.609	PRIME CONTRACTOR MARKUP (10%)	L S	\$71.00	0.2	\$14.20
Funding Category No. 002 Total:					\$156.20
Work Order No. 2 Total:					\$781.00

* Funding category is required for federal projects.

Approved By Project Engineer: Mike J Nielson Signed: <i>Michael J Nielson</i> Date: <u>August 15, 2016</u> Phone: <u>(320) 252-4900</u>	Approved By Contractor: Hovland, Inc. Signed: <i>[Signature]</i> Date: _____ Phone: <u>(218) 722-1662</u>
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Original to Project Engineer; Copy to Contractor

Once contract has been fully executed, forward a copy to DSAE for funding review:

The State of Minnesota is not a participant in this contract; signing by the District State Aid Engineer is for FUNDING PURPOSES ONLY. Reviewed for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This project is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds

District State Aid Engineer: _____ Date: _____

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: September 12, 2016	Agenda Item No. 6i
Agenda Section: Consent	Item: Calling Public Hearing on City Code updates	

RECOMMENDATION:

Staff recommends calling a public hearing to obtain public input on a proposed amendment to the I1 (light industrial) zoning district to allow for gyms and fitness facilities as a conditional use.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

N/A

BACKGROUND:

Staff had initiated an amendment to the zoning ordinance allowing gyms and fitness facilities as a conditional use within our light industrial zone. The rationale for the amendment includes:

1. There has been an increase in the need for large fitness facilities over recent years.
2. That fitness facilities and indoor related activities are reasonable uses within the Light Industrial zone, but through the CUP process, the Planning Commission and Council can review each proposal and require reasonable conditions to the approval of the permit.
3. That while gyms and fitness facilities are also allowed in commercial zones, the type of space that is characteristic of industrial buildings, such as large open floor areas and high ceilings, are also favorable for contemporary expectations and practice within current gyms and fitness facilities.

BUDGET/FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution Calling Hearing.

ACTION REQUESTED:

Consent agenda approval serves as approval of the Resolution calling the hearing. If item is removed from Consent, separate motion is requested approving the attached Resolution.

RESOLUTION NO.

RESOLUTION CALLING FOR A PUBLIC HEARING AMENDING THE I1 – LIGHT INDUSTRIAL ZONING DISTRICT.

WHEREAS, a public hearing is required for the consideration of city code amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA: That the Sartell City Council will consider amending the zoning code, on the 26th day of September, 2016, before the city council in the city hall at 6:00 P.M., or as soon thereafter as the matter may be heard, and the clerk shall publish and provide mailed notice as required by law.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF SEPTEMBER, 2016.

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 12th day of September, 2016.

Mary Degiovanni
Administrator
City of Sartell, Minnesota

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Public Works	Meeting Date: September 12, 2016	Agenda Item No. 6j
Agenda Section: Consent	Item: Public Works Equipment	
<p>BACKGROUND: The Public Works Department is already planning for winter needs, and they recommend the City acquire a sprayer unit as detailed on the attachments. The dollar amount is under \$10,000 and is available within their existing equipment funds. The Department has researched this and recommends it for improved public safety during the winter season.</p> <p>BUDGET IMPACTS: None – equipment fund has sufficient funding with no increases required.</p> <p>ATTACHMENTS: De-icing equipment quote and information.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the recommended purchase. If item is removed from Consent, separate motion is requested approving purchase.</p>		



Towmaster, Inc.
 61381 US Hwy. 12, Litchfield, MN
 Phone: 800-462-4517 / 320-693-7900



Truck Equipment - Cutting Edges - Asphalt Repair Equipment

FX: 320-693-7921

Parts FX: 320-593-5703

Bill To: SARTELL, CITY OF P.O. BOX 140 SARTELL, MN 56377	Cust#: 3285	Phone: 320-258-7368 FAX: 320-253-3337	Ship To: SARTELL, CITY OF P.O. BOX 140 SARTELL, MN 56377	Phone: 320-258-7368 FAX: 320-253-3337
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Contact:	Contact:
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PO#	QUOTE No.	Terms	Created Date	Latest Rev Date	Appx. Ship Date
	13649-TGG	NET 30 DAYS	02/16/2016	2/16/2016	
Trk VIN		MO #	CO #	Salesman	Tom Gertgen
Freight Instructions:		Build Instructions:	Other Credit:	Other Charge:	

ATTENTION:

Qty	Part No.	Description	Discount Rate:	0.00%	Price Each	Net Amt
1	9901744	VariTech Ind. LDS AI500-DAS/SC Anti-Ice System			4,854.00	4,854.00
1	9901736	VariTech Ind. Price for installation of anti-icing LDS AI200,305,400,500-DAS system			950.00	950.00
1	9902489	VariTech Ind. Ground Speed Controller upgrade, MT403V II for AI200/AI305/AI400/AI500-DAS/SC Units			2,065.00	2,065.00
1	9901737	VariTech Ind. 2 Lane Plumbing/Spray bar Package (ADD) AI200-500			455.00	455.00
1	9901739	VariTech Ind. GPS Speed Sensor (ADD)			371.00	371.00
1	9902931	Tank Tamer® Ball Baffle System AI500			342.00	342.00

NOTE: If changes are made to an order after a P.O. has been issued, a FEE may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.

Visit us online at www.towmastertruck.com

Accepted By: _____ Date: _____

Price:	\$9,037.00
Discount:	\$0.00
Other Credit (see above):	\$0.00
Net Cost:	\$9,037.00
Sales Tax:	\$0.00
Other Charge (see	\$0.00
Freight	\$0.00
Total:	\$9,037.00



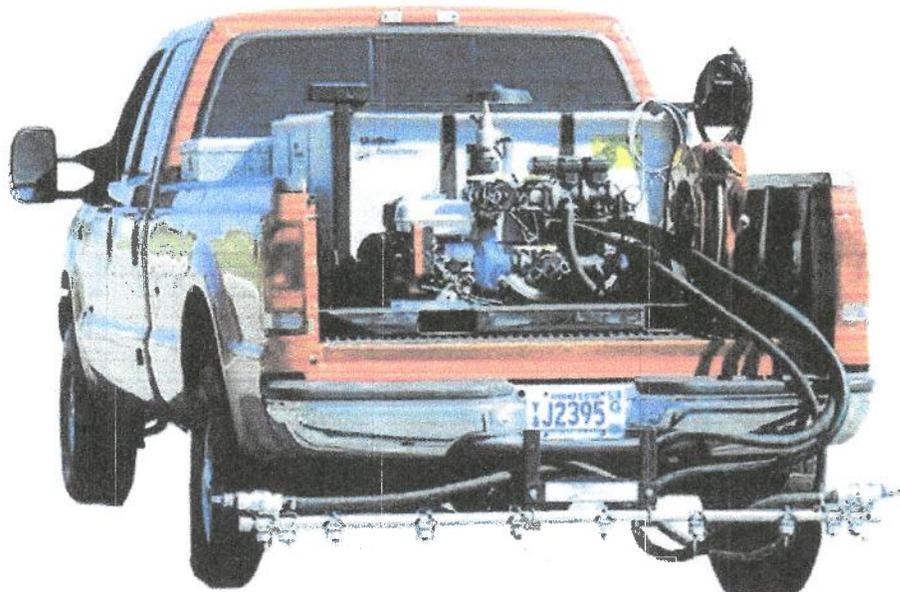
The Critical Spot Sprayer assembly is designed for light to medium duty trucks applications. Featuring stainless steel spray bars and extra high strength UV stabilized tanks.

The Critical Spot Sprayer is capable of accurately applying liquids of all specific gravities. The Critical Spot Sprayer is ideal for parking lot, sidewalk, bridge and intersection de-icing and anti-icing applications.

Critical Spot Sprayer

FEATURES

- **Turn-Key System**
Ready for use, no assembly needed, in 200, 300, 400 and 500 gallon systems
- **No Transfer or Pumping Stations Needed**
Standard system includes integrated liquid loading, unloading and transfer functions
- **Ultra-Compact Design**
Revolutionary design allows easy transfer between all standard pickup bodies and flatbeds
- **Unique Spray Bar Mounting and Storage**
Complete adaptability allows users to go from storage to use in seconds with this exclusive receiver hitch style mounting system
- **Heavy-Duty 5.5 hp Honda Engine**
Power needed for the most demanding applications
- **Optional Herbicide Sprayer Bar**
Offers additional flexibility for applying agriculture chemicals
- **Built-In Forklift Pocket**
Fast and simple loading and unloading with lift system
- **High Flow Pump with 1, 2, or 3 Lane Spray Boom Systems**
Pump produces 88 GPM at 40 psi, which is capable of up to 60 gallons per single lane.





The MT403V-II Electronic Control System is an electronic control system that can help you operate more cost-effectively by providing the information you need to maintain optimal application rates of liquid de-icer and anti-icing chemicals.



FEATURES

- **Four Operating Modes**
English or metric units provide ease of use for various applications including; highway maintenance, roadside spraying, dust control, airport maintenance and turf maintenance
- **Selectable Servo Drive Options**
Standard +/- DC servo or Pulse Width Modulation (PWM)
- **Extensive Downloadable Data List**
Three data sets include volume, area, distance, average/highest velocity, and start time/date stamps
- **Blast Switch**
Allows pre-settable, high-rate, timed application of product on bridge decks, intersections, etc. The blast can also be initiated by optional external switch or optional wireless remote
- **Keylock Switch**
Supervisor lockout switch prevents unauthorized changes to calibration settings or data counters
- **Built-In Alarm Messages**
Automatic notification if speed or flow signal is lost or the tank level is low
- **Built-In Audible Alarm**
Alerts operator to rate errors +/- 10%, low tank level or empty tank (if using optional tank switch)
- **Emergency Stop**
Automatically shuts down operation if flow signal is lost
- **Push Button Controls**
- **Out-of-Range Warning Light**
- **High Contrast Liquid Display**
- **Heavy-Duty Rotary Switch**
- **Closed and Open Loop Operation**
- **Precise Rate Control**
- **Ability To Compensate for Ground Speed Changes**
- **Vehicle ID Settings**

ANTI-ICING = TIMING – MATERIALS – PROPER APPLICATION FOR EVENT

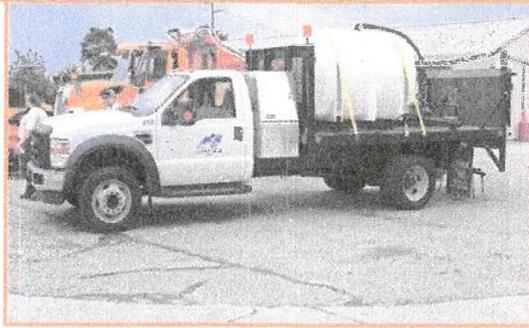
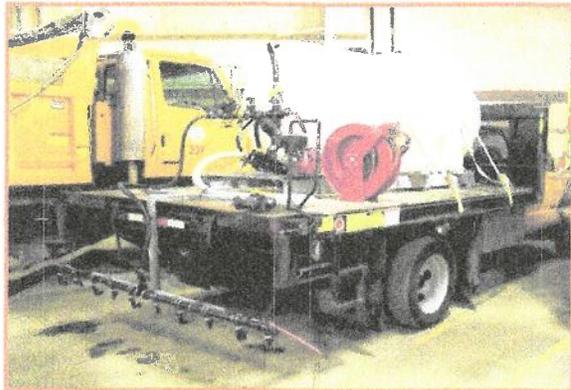


- A proactive measure of applying liquid chemicals to the road surfaces before a snow/ice event
- Prevents bonding of ice or hard pack to road
- Best results are achieved with 35 - 50 gallons per lane mile
- Ineffective if storm comes in as rain
- Choose the right liquid/blend for the forecasted conditions



TYPES OF TANKS – EQUIPMENT

– LIQUIDS



- Check within yours and other departments that have “seasonal” vehicles and or trailers for use
- Use a simple electric or self-powered gas motor
- Simple on/off controller
- Use lower application rates at the **beginning** of the season (for Anti-Icing) Oils, Chemicals in the road surface “Snotty” condition



TEST MATERIALS – RESEARCH & DEVELOPMENT – ANTI-ICING

- Spot treat problematic areas
- Hills, curves, BD's
- Intersections, etc.
- Consider low volume areas-Shallow ditches



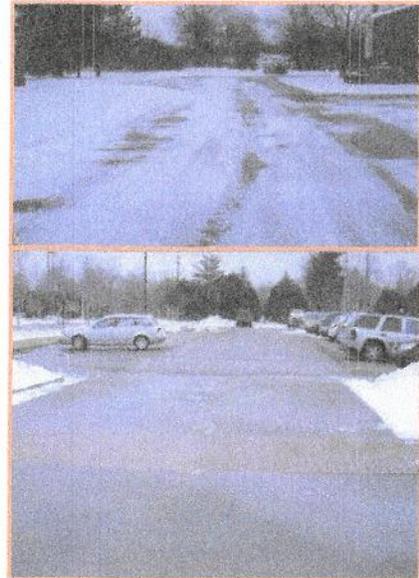
ANTI-ICING – TOOLS – TIME – MATERIALS

- ANTI-ICING: It takes FH's DPW approx. 8 hours and 8,500 gallons of liquid product using one truck with a specially-equipped tank unit and another tow-behind tank trailer to anti-ice all of FH's 58 major centerline road miles, when conditions permit.
- **Once snow pack/ice has developed, it takes 4x the amount of salt to break its bond to the pavement.**

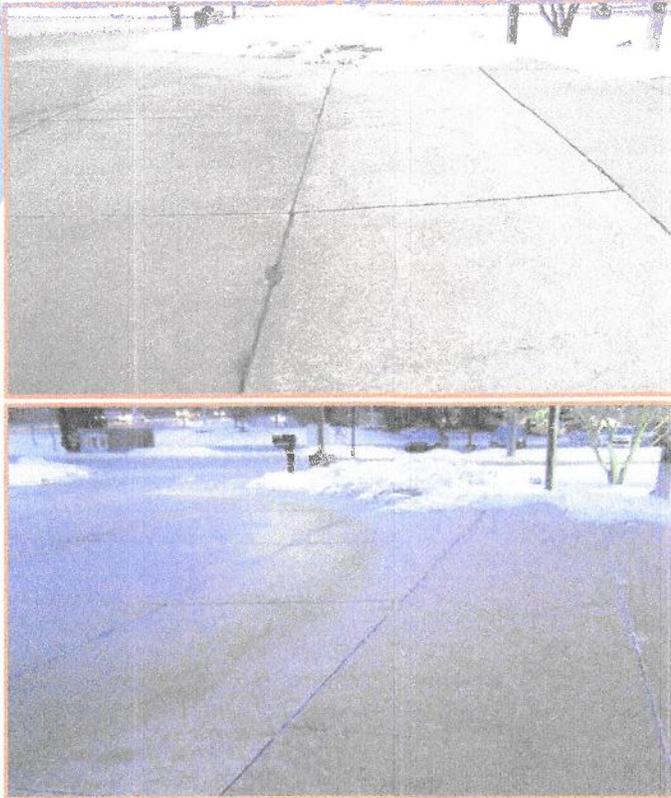


LIQUIDS – DE-ICING APPLICATIONS

- Examples of using liquids in a de-icing role (parking lots, roundabouts, etc.)



BENEFITS OF LIQUIDS – Considerations



- Residuals
- Less sod burn, parking lots and sidewalks
- Less salt powder, granular mess
- NO EVENT IS THE SAME (ground- air temps, dew points, wind, etc.)



SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 12, 2016	Agenda Item No. 6k
Agenda Section: Consent	Item: Professional Service Contracts	
<p>RECOMMENDATION: Approve attached assessing and auditing service contract proposals.</p> <p>BACKGROUND: Your City Assessing contract will expire on 6/30/17, and prior to finalizing 2017 budget numbers, we recommend a new Agreement to lock in contract terms. The recommended Agreement is attached, and reflects a small inflator after years of no increases (current is \$7.50 per parcel and 10¢ increases are provided annually. We have looked into options and this is the most cost effective option and we also believe the service has been good. Likewise, the City's current auditing contract expires after your 2016 audit is completed, and we recommend extending and locking in rates over a 5 year term. KDV's proposed extension terms are attached and offer a very cost contained proposal for continued City audit services - \$31,600 is the 2016 rate and increases proposed are \$50 to \$325 per year.</p> <p>BUDGET/FISCAL IMPACT: The proposed contracts are recommended and will be incorporated into your 2017 and future budgets.</p> <p>ATTACHMENTS: Proposed Agreements.</p> <p>COUNCIL ACTIONS REQUESTED: Consent agenda approval serves as approval of the contracts as presented. If item is removed from Consent, separate motion is requested approving contracts.</p>		

INDEPENDENT CONTRACTOR PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT is made and entered into effective July 1, 2017, by and between the City of Sartell, Minnesota, hereinafter "City" and Stephen Behrenbrinker, CAE, SAMA, "Contractor".

RECITALS

WHEREAS, Contractor represents to City that Contractor is experienced at performing assessing services for tax valuation purposes and is presently performing such services for one or more other employers or contracting agencies; and

WHEREAS, the Contractor wishes to enter into a contract with City to perform such services as an independent contractor; and

WHEREAS, the Contractor is authorized to and is capable of working elsewhere, and is free to carry on any other activity that contractor sees fit, within Contractor's own discretion, provided that Contractor performs the tasks undertaken for the City.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the City and the Contractor agree as follows:

AGREEMENT

1. Terms of Service

1.1 The Contractor agrees to furnish assessing for tax purposes services for the City, providing supplies and equipment as necessary to perform such services at Contractor's own expense.

2. Services to be Provided

2.1 The City will provide current maps, building permits, and parcel numbers and the Contractor will perform all required assessment services, including having representation at annual Board of Review hearings and other requirements to appropriately assess all parcels within the City. The Contractor is free to determine what equipment to use, in what order to perform the tasks given, and the exact times of doing the work, within the parameters provided by the City.

3. Payment for Services

3.1 The Contractor will be paid on a per parcel basis (total number of parcels to be determined by County Assessor) for services to be performed by Contractor. No additional payment will be made for supplies, equipment, mileage, or other costs of doing business incurred by Contractor. Parcel counts for each assessment year will be confirmed prior to June 1st of each assessment year. The contractor's per parcel payment will be calculated as an annual total and payments will be made in 12 monthly installments beginning July of each assessment year and ending in June of the following year. The per parcel rate will be as follows:

2017/2018 assessment year:	\$7.60 per parcel
2018/2019 assessment year:	\$7.70 per parcel
2019/2020 assessment year:	\$7.80 per parcel
2020/2021 assessment year:	\$7.90 per parcel
2021/2022 assessment year:	\$8.00 per parcel

3.2 Payment for services shall be made directly to the Contractor on a monthly basis upon the presentation of a claim in the manner provided by law for payment of claims against the City.

4. No Employment Relationship

4.1 The Contractor is an independent contractor and not an employee of the City. Services by Contractor are to be performed using Contractor's own equipment and supplies. No tenure or any rights or benefits, including medical or health coverage, sick leave, vacation leave, severance pay, mileage reimbursement, workers' compensation or other benefits available to City employees, shall accrue to Contractor under this Agreement. City will not withhold money for income taxes, FICA or employee related benefits since Contractor is not an employee of the City and is responsible for Contractor's own filing and quarterly estimates, if any.

5. Data Practices

5.1 All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

6. Merger and Modification

6.1 It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

6.2 Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

7. Term and Cancellation

7.1 The term of this Agreement commences on July 1, 2017, and expires on June 30, 2022 (5 assessment years) upon the prices, terms and conditions specified herein. However, the Agreement may be cancelled by either party upon 30 days written notice to the other party.

8. Subcontracting and Assignment

8.1 Contractor shall not enter into any subcontract for performance of any services contemplated under this Agreement without the prior written approval of the City and subject to such conditions and provisions as the City may deem necessary. The Contractor shall be responsible for the performance of all subcontractors and employees of Contractor.

9. Records-Availability and Retention

9.1 The Contractor agrees and understands that the books, records, documents and accounting procedures and practices relating to this Agreement are subject to examination by the City, and either the legislative auditor or the State Auditor, as appropriate for a period of six years from the date of termination of this Agreement. Contractor shall retain all records for the required period.

10. Nondiscrimination

10.1 During the performance of this Agreement, the Contractor agrees to the following:

A. No person shall, on the grounds of race, color, religion, age, sex, disability, sexual orientation, marital status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

11. Insurance and Indemnification

11.1 Contractor shall provide a certificate of insurance showing evidence of workers' compensation coverage or provide evidence of qualification as a self-insurer of workers' compensation coverage.

11.2 Contractor shall provide a certificate of insurance showing evidence of commercial general liability (CGL), and if necessary commercial umbrella insurance, with a

limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$1,000,000 and the aggregate limit shall apply on a per-project basis. The City shall be named as an additional insured under the CGL. If the Contractor also has professional Liability Insurance, the City **shall not** be named as an additional insured on such Professional Liability coverage. If required, Contractor shall provide a certificate of insurance showing evidence of automobile liability insurance with a limit of not less than \$1,000,000 each accident. Each insurance certificate shall contain a provision that the coverage afforded under the contract will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the City.

- 11.3 The Contractor agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Contractor's performance or failure to adequately perform its obligations pursuant to this Agreement.

IN WITNESS WHEREOF, we have set our hands effective the date of this Agreement.

CONTRACTOR

CITY OF SARTELL

By: _____

By: _____

Title: _____



June 24, 2016

Honorable Mayor and City Council
Ms. Mary Degiovanni, City Administrator
City of Sartell
125 Pine Cone Road North, P.O. Box 140
Sartell, MN 56377

Dear Honorable Mayor, City Council and Administrator Degiovanni:

This letter is to confirm and summarize our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

Summary of Engagement Terms:

Level of Attest Service: Audit (Governmental) / Audit in accordance with Government Auditing Standards (Governmental) and Federal Single Audit in Accordance with OMB Circular A-133, if applicable.

Financial Statements: Governmental activities, each major fund, aggregate remaining fund information.

Financial Reporting Framework: Accounting Principles Generally Accepted in the United States of America.

Period: As of and for the Year Ended December 31, 2017, 2018, 2019, 2020 and 2021.

Required Supplementary Information (RSI): Management’s Discussion and Analysis (MD&A), Schedule of Funding Progress – Other Post Employment Benefits, Schedule of Employer Contributions – Other Post Employment Benefits, Schedules of Net Pension Liabilities and City Contributions.

Supplementary information: Opinion in relation to the financial statements as a whole, including the schedule of expenditures of federal awards.

Engagement Partner: Steven Wischmann, CPA.

Non-attest Services: Preparation of the financial statements/schedule of federal awards, if applicable.

Fees: Our fees for these services will be as follows: December 31, 2017 - \$31,650, 2018 - \$31,950, 2019 - \$32,275, 2020 - \$32,575, and 2021 \$32,900 plus \$2,750 for each OMB Single audit if required (annually).

We appreciate the opportunity to be of service to you and believe this letter **and attached audit engagement agreement** accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter **and as further detailed in the attached audit engagement agreement**, please sign the enclosed copy of this summary of engagement terms and return it to us.

I have read and I agree to the summary of engagement terms listed above and the terms in the attached audit engagement agreement.

Sincerely,

BerganKDV, Ltd.


Steven Wischmann, CPA

Acknowledged by:

Signature

Title

Date

BerganKDV, Ltd.

Cedar Falls
602 Main Street
Suite 100
P.O. Box 489
Cedar Falls, IA
50613-0026
T 319.268.1715
F 319.268.1720

Cedar Rapids
2720 1st Avenue NE
Suite 300
P.O. Box 10200
Cedar Rapids, IA
52402-0200
T 319.294.8000
F 319.294.9003

Coralville
2530 Corridor Way
Suite 301
P.O. Box 5267
Coralville, IA
52241-0267
T 319.248.0367
F 319.248.0582

Des Moines
9207 Northpark Drive
Johnston, IA
50131-2933
T 515.727.5700
F 515.727.5800

Minneapolis
3800 American Blvd W
Suite 1000
Bloomington, MN
55431-4420
T 952.563.6800
F 952.563.6801

St. Cloud
220 Park Avenue S
P.O. Box 1304
St. Cloud, MN
56302-3713
T 320.251.7010
F 320.251.1784

Waterloo
100 East Park Avenue
Suite 300
P.O. Box 2100
Waterloo, IA
50704-2100
T 319.234.6885
F 319.234.6287

bergankdv.com

BerganKDV, Ltd.
ATTACHMENT – AUDIT ENGAGEMENT AGREEMENT
(GOVERNMENTAL – FEDERAL SINGLE AUDIT)

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the governmental entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the governmental entity's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The required RSI is identified in the summary of engagement terms and will be subjected to certain limited procedures, but will not be audited.

We may also be engaged to report on supplementary information other than RSI, including the schedule of expenditures of federal awards, that accompanies the governmental entity's financial statements. If we opine on the supplementary information, accompanying the financial statements as identified in the summary of engagement terms, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole.

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and to report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. The objective also includes reporting on —

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

BerganKDV, Ltd.
ATTACHMENT – AUDIT ENGAGEMENT AGREEMENT
(GOVERNMENTAL – FEDERAL SINGLE AUDIT)

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon the completion of our single audit. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than

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would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the governmental entity's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the governmental entity's major programs. The purpose of these procedures will be to express an opinion on the governmental entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms and the Uniform Guidance based on information provided by you. These non-attest services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards, take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings, promptly follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary information, including its form and content, is stated fairly in accordance with the financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the non-attest services identified in the summary of engagement terms and any other non-attest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

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Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the governmental entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of BerganKDV, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory, state agencies or their designees pursuant to authority given to them by law or regulation, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BerganKDV, Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The engagement partner, as identified in the summary of engagement terms, is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services are detailed in the summary of engagement terms. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

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You may request that we perform additional services not contemplated by this engagement agreement or summary letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement agreement and summary letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement agreement and summary letter.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

This engagement agreement and summary letter includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

During the course of our engagement, we will request information and explanations from management regarding the entity's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24 month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24 month period, then the period of limitation shall be extended by 60 days, to allow the parties to conduct nonbinding mediation.

Our role is strictly limited to the engagement described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your entity will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

You agree that it is appropriate to limit the liability of BerganKDV, Ltd., its shareholders, directors, officers, employees and agents and that this limitation of remedies provision is governed by the laws of Minnesota, without giving effect to choice of law principles.

BerganKDV, Ltd.
ATTACHMENT – AUDIT ENGAGEMENT AGREEMENT
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You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our 2014 peer review report is attached as follows.

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1175 North Heritage Road, Suite 1 • Hastings, MN 55033 • T (651) 437-3356 • F (651) 437-3808
James V. Lewis, CPA Carol J. Sailer, CPA Thomas A. Madson, CPA Jennifer A. Schurz, CPA

SYSTEM REVIEW REPORT

July 24, 2014

To the Shareholders
Kern, DeWenter, Viere, Ltd.
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Kern, DeWenter, Viere, Ltd. (the firm) in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Kern, DeWenter, Viere, Ltd. in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Kern, DeWenter, Viere, Ltd. has received a peer review rating of *pass*.

Respectfully submitted,

Lewis, Kisch & Associates, Ltd.



Member
Minnesota Society of Certified Public Accountants
American Institute of Certified Public Accountants
Minnesota Association of Public Accountants

www.lewis-kisch.com

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Police & Public Works Departments	Meeting Date: September 12, 2016	Agenda Item No. 61
Agenda Section: Consent	Item: Fee Waivers	
<p>BACKGROUND: The Departments recommend a fee waiver in 2016 and revision to the City’s fee schedule for future years to waive police service fees and other City fees for Sartell Fire Relief Association fundraisers. While the Relief Association is a separate entity from the Fire Department, Fire Relief provides for limited retirement benefits to the City’s volunteer, paid per call firefighters, helping us to recruit and retain such quality people to the Sartell Fire Department. The City’s annual budget process provides some funding each year to the Fire Relief Association and so we recommend waiving City fees related to fundraisers by the Association.</p> <p>BUDGET IMPACTS: The City will forego the revenues that would be raised if such fees were not charged, which will depend on the specific event and future fee rates, but are currently \$55/hour for a licensed officer; \$20/hour for reserve officers; and \$25 for squad cars. There are also other smaller fees for things like no parking signs or barricades, but we assume the revenues from these would be offset by the fact that the Fire Department would handle setting up/taking down these items as opposed to other City staff costs for handling that.</p> <p>ATTACHMENTS: None</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval to waive fees for Sartell Fire Relief Association fundraisers. If item is removed from Consent, separate motion is requested approving the fee waivers.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Police Department	Meeting Date: September 12, 2016	Agenda Item No. 6m
Agenda Section: Consent	Item: Authorizing Signing Authority	

RECOMMENDATION: Approval of attached Resolution.

PRIOR COUNCIL ACTION: In February of 2016, the council signed resolution 09-2016 which gave me authorization to sign future amendment or agreements that may be required by the State of MN to maintain the City's connection to the systems and tools authorized by the State.

BACKGROUND: The attached resolution gives me similar authority to do the same, but is for the Master Subscribers Agreement for the Court Date Services for Governmental Agencies. It will allow me to sign any subsequent amendment or agreement that may be required by the Minnesota Judicial Branch to maintain the City's connection to the systems and tools offered by the Minnesota Judicial Branch.

This new system will allow our department to access certain court records for investigation and follow up for law enforcement purposes only.

BUDGET/FISCAL IMPACT: None

ATTACHMENTS: Resolution

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

RESOLUTION NO. _____
RESOLUTION AUTHORIZING SIGNING AUTHORITY ALLOWING ACCESS TO
MINNESOTA GOVERNMENT ACCESS (MGA) ACCOUNTS
FOR ELECTRONIC COURT RECORDS AND DOCUMENTS

WHEREAS, the City of Sartell, Minnesota, desires to improve efficiencies through participating in a more efficient court process with the Minnesota Judicial Branch; and,

WHEREAS, as the Minnesota Judicial Branch moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring that non-court governmental agencies have appropriate access to court records and documents; and

NOW, THEREFORE, BE IT RESOLVED, that the Sartell City Council of Sartell, Minnesota, approves and authorizes Jim Hughes, Sartell Chief of Police; or his successor, as the designated and Authorized Representative for the Police Department, to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the Minnesota Judicial Branch to maintain the City's connection to the systems and tools offered by the Minnesota Judicial Branch.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12TH DAY OF SEPTEMBER, 2016.

MAYOR

ATTEST:

CITY ADMINISTRATOR

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration, Engineering	Meeting Date: September 12, 2016	Agenda Item No. 6n
Agenda Section: Consent	Item: Resolution Authorizing the Preparation of the Feasibility Report for 4 th Avenue S from 23 rd Street N to 4 th Street N.	

RECOMMENDATION: Motion to pass resolution authorizing the preparation of the Feasibility Report in accordance with the 429 Assessment Process.

BOARDS/COMMISSION/COMMITTEE RECOMMENDATION: None

PREVIOUS COUNCIL ACTION: Council previously approved the cost proposal for this work.

BACKGROUND: The city has federal funds available to construct 4th Avenue S. from Heritage Drive to approximately 0.5 miles north. The feasibility report will include the construction of 4th Street S from Heritage Drive to 4th Street N. The report will include costs for improvements including Sanitary Sewer, Watermain, Concrete Curb & Gutter, Bituminous Street, and Pedestrian Improvements. The improvements will be assessed in accordance with the adopted Assessment Policy.

Fiscal/Budget Impact: None. This work was included in the proposal provided by WSB & Associates for the final design.

ATTACHMENTS: Resolution No. ____-2016

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

Resolution No. _____-2016

Resolution Ordering Preparation of Report on Improvement¹

WHEREAS, it is proposed to improve 4th Avenue S between the north line Heritage Drive and the south line of 4th Street S by construction of Sanitary Sewer, Watermain, Concrete Curb & Gutter, Bituminous Street, Storm Sewer and Pedestrian Improvements² and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA:

That the proposed improvement, called Improvement No. SP 220-117-004 be referred to WSB & Associates, Inc.³ for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.⁴

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:

Adopted by the council this 12th day of September, 2016.

ATTEST:

City Clerk

Mayor

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: September 12, 2016	Agenda Item No. 60
Agenda Section: Consent	Item: Annexation of Property - Petition	

RECOMMENDATION:

Approve the resolution allowing for the annexation of certain property from LeSauk Township.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

Katrina Clifton is requesting the approval to annex the property located at 32862 River Oaks Lane from LeSauk Township to the City of Sartell. The purpose for annexation is to obtain city services on the existing single family home property.

BUDGET/FISCAL IMPACT:

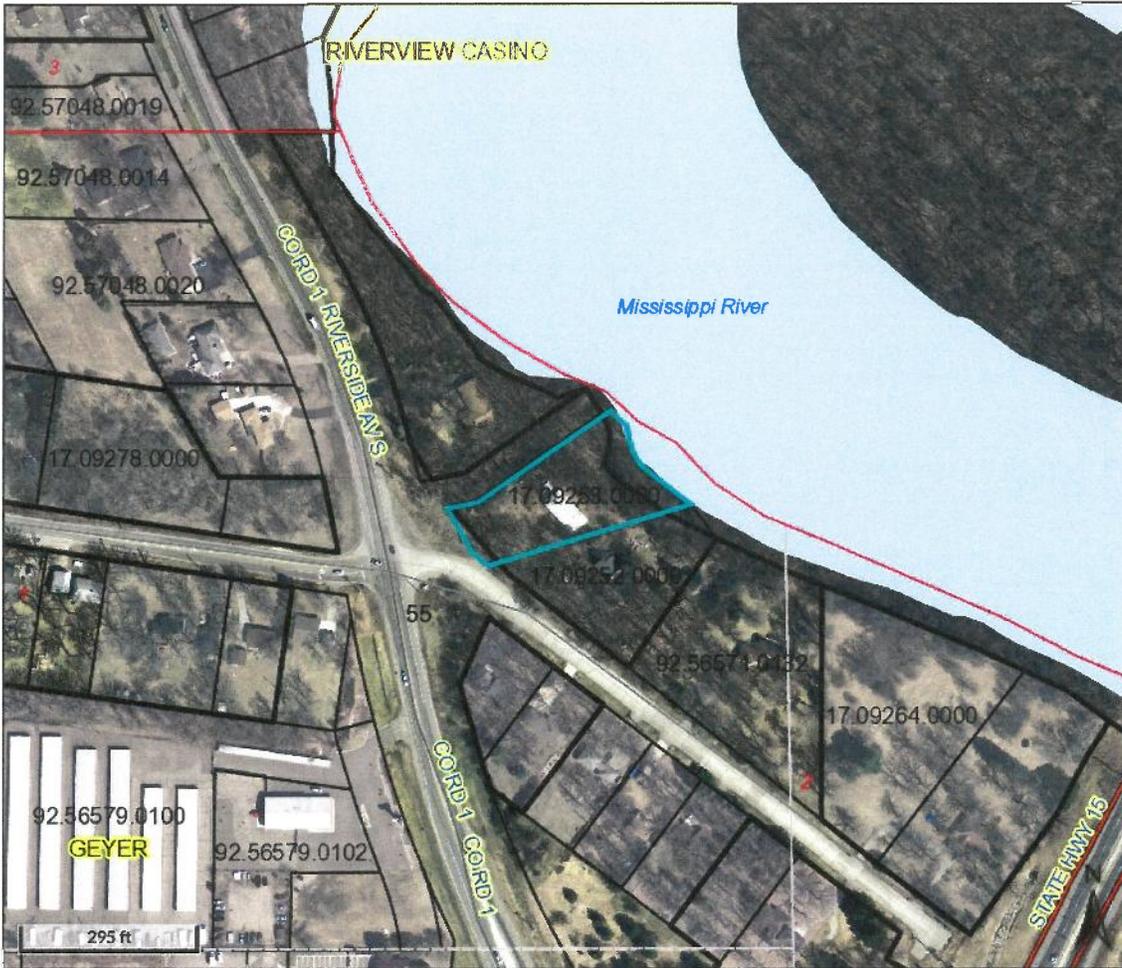
NA

ATTACHMENTS:

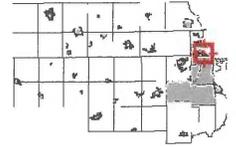
1. Resolution

ACTION REQUESTED:

Consent agenda approval serves as approval of the resolution. If the item is removed from Consent, a separate motion is requested approving the resolution.



Overview



Legend

- Parcels
- Additions**
- A
- M
- T
- Parcel ID Labels**
- Sections
- Quarter-Quarter
- Sections
- Active Rail Line
- Unincorporated Cities
- Minor Civil Division - Township
- Water Access
- Airport
- Cemetery
- Parks
- Lakes
- Streams and River
- Major Roads**
- Interstate Hwy
- US Hwy
- State Hwy
- County Hwy
- Roads

Parcel ID	17.09253.0000	Alternate ID	n/a	Owner Address	ROBERT WILSON
Sec/Twp/Rng	34/125/028	Class	1A-Residential Homestead		32862 RIVER OAKS LN
Property Address	32862 RIVER OAKS LN	Acreege	0.93		SAINT CLOUD MN 56303
	ST CLOUD				
District	1705 LESAU 748				
Brief Tax Description	34-125-28.93A P/O GOVT LOT 1 COM NW COR SEC 34-N89D E ALG N LN SEC 34 1667.48' TO CL CSAH# 1-S29D E ALG CL 274.88'-SELY ALG CL 353.18'-S11D E ALG CL 60.83' TO SWLY EXT OF SLY ROW CTY DITCH-N78D E ALG SWLY EXT 110.69' TO NELY ROW CTY RD #1-N78D E ALG SLY ROW CTY DITCH 50.59' TO POB-S78D W ALG SLY ROW CTY DITCH 50.59' TO NELY ROW CSAH#1-S29D E ALG NELY ROW 83.35'-S52D E ALG NELY ROW 33.04'-N73D E 341' TO SL MISSISSIPPI RIVER-NWLY ALG CL TO INT SLY ROW CTY DITCH-S55D W ALG SLY ROW 266' TO POB				
	(Note: Not to be used on legal documents)				

This map is made available on an "as is" basis, without express or implied warranty of any sort including, specifically, any implied warranties of fitness for a particular purpose, warranties of merchantability or warranties relating to the accuracy or completeness of the database(s).

Date created: 9/2/2016

RESOLUTION NO.

**RESOLUTION ACCEPTING PETITION AND APPROVING ANNEXATION
UNDER OA-276 SARTELL/LESAUK TOWNSHIP
32862 River Oaks Lane
PARCEL #17.09253.0000**

WHEREAS, the city of Sartell and the Town of LeSauk are parties to a orderly annexation agreement by the Municipal Boundary Adjustment Unit as OA-276 and as amended; and

WHEREAS, In OA-276 and as amended, the Town and the City mutually stated that the agreement set forth all the conditions for annexation of the area designated for orderly annexation and that no consideration by the Municipal Boundary Adjustments Unit is necessary. The Municipal Boundary Adjustments Unit may review and comment, but shall, within thirty (30) days order annexation in accordance with the terms and conditions of this agreement; and

WHEREAS, a petition for annexation was filed by the city of Sartell; with the city clerk on August 29, 2016; and

WHEREAS, the petition was signed by 100% of the affected property owners; and

WHEREAS, the petition was presented to the city council for their review at a regular meeting held on September 12, 2016; and

WHEREAS, the quantity of land embraced within the area described in the petition and bounded herein is not in excess of 200 acres of land, no part of which is included within the limits of any other incorporated city; and

WHEREAS, a public hearing is not required to be held by the city because 100% of the property owners of the land to be annexed signed the petition; and

WHEREAS, the land described in the petition does abut upon the present city limits thereof and is included in an existing orderly annexation agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA: That the city council hereby determines that the annexation will be in the best interest of the city and of the territory affected; that the territory described herein does abut upon the city limits and is now urban or suburban in character; and that none of said territory is now included within the limits of any incorporated city.

BE IT ALSO RESOLVED: That the Town and the City mutually state that the joint resolution and agreement sets forth all the conditions for annexation of the area designated herein for orderly annexation and that no consideration by the Municipal Boundary Adjustments is necessary. The Municipal Boundary Adjustments may review and comment, but shall, within thirty (30) days order annexation in accordance with the terms and conditions of this agreement.

BE IT FURTHER RESOLVED: That the city of Sartell will act as the Local Governmental Unit, for purposes of administering environmental reviews, in addition to local subdivision and zoning regulations, upon such time as the annexation is reviewed by the

Municipal Boundary Adjustments. No official applications will be reviewed by the City Council until the annexation correspondence from the Municipal Boundary Adjustments has been received by the Stearns County Auditor.

BE IT FURTHER RESOLVED: That the future land use plan designates the property as low density (single family homes). It will be zoned R-1 Single family Residential.

BE IT FURTHER RESOLVED: That the following described property is hereby annexed to the City of Sartell, Minnesota, the same as if it had originally been made a part thereof:

Said property is being annexed to the City of Sartell under zoning classification of R-1, Single Family Residential, is .93 acres and will have a population of 1.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF SEPTEMBER, 2016.

Mayor

ATTEST:

Administrator

SEAL

CERTIFICATION

I, Mary Degiovanni, City 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 12th day of September, 2016

Mary Degiovanni
City Administrator
City of Sartell, Minnesota

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning and Engineering Department	Meeting Date: September 12, 2016	Agenda Item No. 6p
Agenda Section: Consent	Item: Annexation of Property - Petition	

RECOMMENDATION:

Approve the resolution allowing for the annexation of Right of Way from LeSauk Township.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

The City is requesting the approval to annex 50th/Leander Avenue right of way per MS 414.0325, Subdivision 1. The annexation of this portion of the road had not occurred when easements were obtained, and the intersection had been realigned.

BUDGET/FISCAL IMPACT:

NA

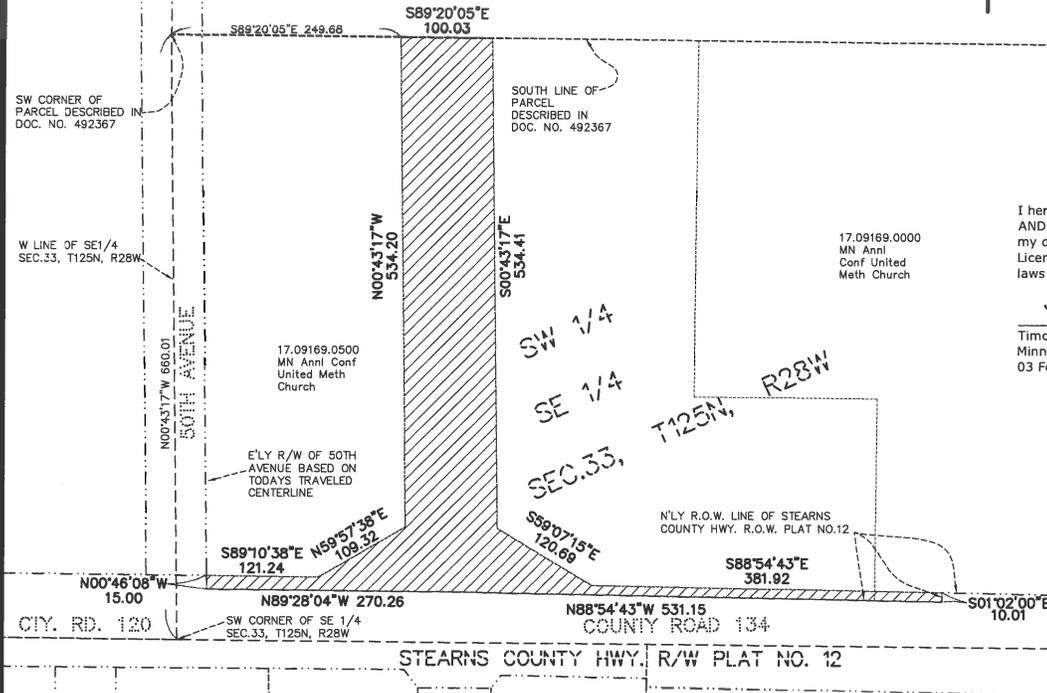
ATTACHMENTS:

1. Resolution

ACTION REQUESTED:

Consent agenda approval serves as approval of the resolution. If the item is removed from Consent, a separate motion is requested approving the resolution.

Easement Sketch & Description



Property Owner:
 -PID #'s: 17.09169.000 & 17.09169.0500
 MN Annl. Conf. United Meth Church
 122 W. Franklin Ave.
 Minneapolis, MN 55404

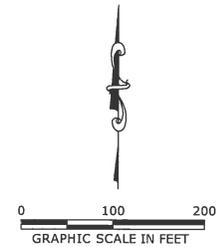
Easement Area:
 -74153+/- Sq. Ft.
 Or 1.70+/- Acres

I hereby certify that this EASEMENT SKETCH AND DESCRIPTION was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

Timothy D. Larson

Timothy D. Larson, Professional Land Surveyor
 Minnesota License Number 43809
 03 February, 2009

17.09169.0000
 MN Annl
 Conf United
 Meth Church



EASEMENT DESCRIPTION:

A perpetual easement for public roadway, trail, drainage and utility purposes over, under and across that part of the Southeast Quarter of Section 33, Township 125 North, Range 28 West, Stearns County, Minnesota, described as follows:
 Commencing at the southwest corner of said Southeast Quarter; thence North 00 degrees 43 minutes 17 seconds West, assumed bearing, along the west line of said Southeast Quarter, 660.01 feet to the southwest corner of a parcel of land described in Document Number 492367, a duly recorded document, Stearns County, Minnesota; thence South 89 degrees 20 minutes 05 seconds East, along the south line of said parcel described in Document Number 492367, a distance of 249.68 feet to the point of beginning of the easement to be described; thence continue South 89 degrees 20 minutes 05 seconds East, along the south line of said parcel described in Document Number 492367, a distance of 100.03 feet; thence South 00 degrees 43 minutes 17 seconds East, 534.41 feet; thence South 59 degrees 07 minutes 15 seconds East, 120.69 feet; thence South 88 degrees 54 minutes 43 seconds East, 381.92 feet to the northerly Right of Way Line of STEARNS COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 12, a duly recorded plat, Stearns County, Minnesota; thence South 01 degrees 02 minutes 00 seconds East, along said northerly Right of Way Line, 10.01 feet; thence North 88 degrees 54 minutes 43 seconds West, along said northerly Right of Way Line, 531.15 feet; thence North 89 degrees 28 minutes 04 seconds West, along said northerly Right of Way Line, 270.26 feet to the easterly Right of Way line of 50th Avenue; thence North 00 degrees 46 minutes 08 seconds West, along said easterly Right of Way Line, 15.00 feet; thence South 89 degrees 10 minutes 38 seconds East, 121.24 feet; thence North 59 degrees 57 minutes 38 seconds East, 109.32 feet; thence North 00 degrees 43 minutes 17 seconds West, 534.20 feet to the point of beginning.

Bonestroo

St. Cloud Office
 3717 23rd Street South
 Saint Cloud, MN 56301
 Phone: 320-325-4333
 Fax: 320-321-4232
 Website: www.bonestroo.com

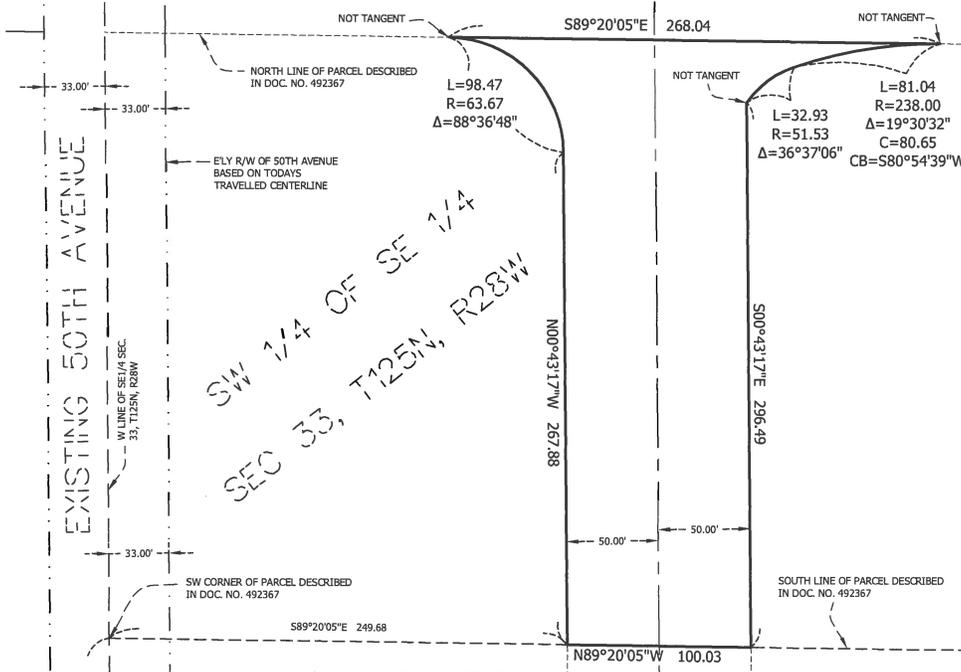
SURVEY BY:	AKC	TDL	2009
DRAWN BY:			
DESIGNED BY:			
APPROVED BY:			
DATE:	02/03/09		

CITY OF SARTELL
50th AVENUE RECONSTRUCTION

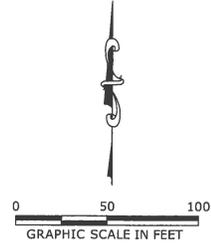
90107126V601
PROJECT NUMBER
901-07126
SHEET NUMBER
V601

T:\90107126\Cad\DWG\90107126V601.dwg 2/11/2009 2:47 PM

Easement Sketch & Description



Property Owner:
 PID#: 17.09169.001
 Jeffrey & Debra Wehrauch
 Easement Area: 34,742 SF+/-



EASEMENT DESCRIPTION

A perpetual easement for public roadway, trail, drainage and utility purposes over, under and across that part of the Southeast Quarter of Section 33, Township 125 North, Range 28 West, Stearns County, Minnesota, described as follows:
 Commencing at the southwest corner of said Southeast Quarter; thence North 00 degrees 43 minutes 17 seconds West, assumed bearing, along the west line of said Southeast Quarter, 660.01 feet to the southwest corner of a parcel of land described in Document Number 492367, a duly recorded document, Stearns County, Minnesota; thence South 89 degrees 20 minutes 05 seconds East, along the south line of said parcel described in Document Number 492367, a distance of 249.68 feet to the point of beginning of the easement to be described; thence North00 degrees 43 minutes 17 seconds West 267.88 feet; thence 98.47 feet northwesterly along a tangential curve concave to the southwest, having a radius of 63.67 feet and a central angle of 88 degrees 36 minutes 48 seconds, to the north line of said parcel described in Document Number 492367; thence South 89 degrees 20 minutes 05 seconds

East, not tangent to last described curve, along the north line of said parcel described in Document Number 492367, a distance of 268.04 feet; thence 81.04 feet southwesterly along a non-tangential curve concave to the southeast, having a radius of 238.00 feet and central angle of 19 degrees 30 minutes 32 seconds, last described curve has a chord bearing of South 80 degrees 54 minutes 39 seconds West and a chord length of 80.65 feet; thence 32.93 feet southwesterly along a compound curve concave to the southeast, having a radius of 51.53 feet and a central angle of 36 degrees 37 minutes 06 seconds; thence South 00 degrees 43 minutes 17 seconds East, not tangent to last described curve, 296.49 feet to the south line of said parcel described in Document Number 492367; thence North 89 degrees 20 minutes 05 seconds West, along the south line of said parcel described in Document Number 492367; a distance of 100.03 feet to the point of beginning and terminating thereof.

I hereby certify that this EASEMENT SKETCH AND DESCRIPTION was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

Daniel J. Bernboog
 Daniel J. Bernboog,
 Professional Land Surveyor
 Minnesota License Number 46562
 21, April 2010

St. Cloud Office
 3717 23rd Street South
 Saint Cloud, MN 56301
 Phone: 320-231-6233
 Fax: 320-231-6232
 Website: www.bonestroff.com

SURVEY BY:	DNB
DRAWN BY:	GAC
DESIGNED BY:	09/10/09
APPROVED BY:	2009
DATE:	
	© BONESTROFF

CITY OF SARTELL
50th AVENUE RECONSTRUCTION
 125 PINECONE ROAD NORTH
 SARTELL, MN. 56377

90107126V502
PROJECT NUMBER
901-07126
SHEET NUMBER
1 OF 1

Easement Sketch & Description

Property Owner:
PID #: 17.09168.005
Leander Kruchten
Easement Area: 103,788 SF +/-

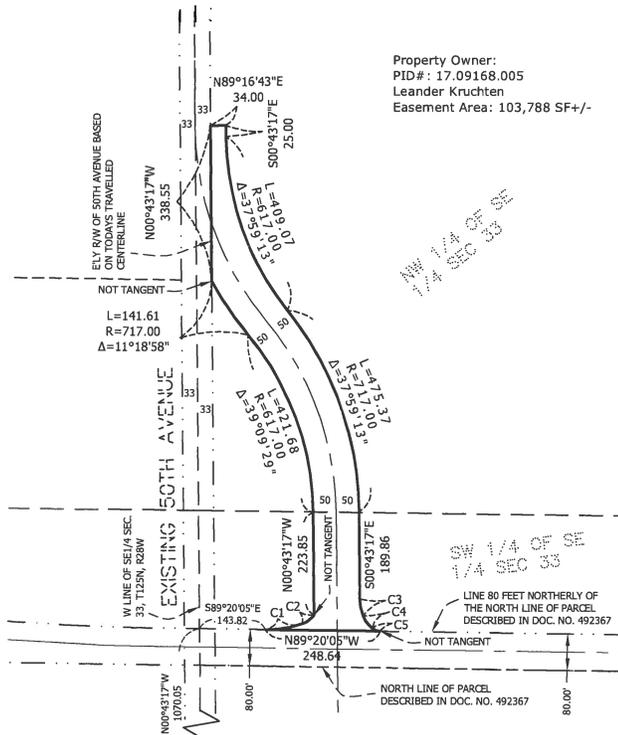
EASEMENT DESCRIPTION

A perpetual easement for public roadway, trail, drainage and utility purposes over, under and across that part of the Southeast Quarter of Section 33, Township 125 North, Range 28 West, Stearns County, Minnesota, described as follows:

Commencing at the southwest corner of said Southeast Quarter; thence North 00 degrees 43 minutes 17 seconds West, assumed bearing, along the west line of said Southeast Quarter, 1070.05 feet to the intersection of a line 80 feet northerly of the north line of a parcel of land described in Document Number 492367, a duly recorded document, Stearns County, Minnesota; said line measured parallel and perpendicular to the north line of said parcel; thence South 89 degrees 20 minutes 05 seconds East, parallel to the north line of said parcel described in Document Number 492367, a distance of 143.82 feet to the point of beginning of the parcel to be described; thence 81.49 feet northeasterly along a tangential curve concave to the northwest, having a radius of 238.00 feet and a central angle of 19 degrees 37 minutes 08 seconds; thence 32.36 feet northeasterly along a compound curve concave to the northwest, having a radius of 51.00 feet and a central angle of 36 degrees 21 minutes 37 seconds; thence North 00 degrees 43 minutes 17 seconds West, not tangent to last described curve, 223.85 feet; thence 421.68 feet northwesterly along a tangential curve concave to the southwest, having a radius of 617.00 feet and a central angle of 39 degrees 09 minutes 29 seconds; thence 141.61 feet northwesterly along a reverse curve concave to the northeast, having a radius of 717.00 feet and a central angle of 11 degrees 18 minutes 58 seconds, to the easterly right of way of 50th Avenue; thence North 00 degrees 43 minutes 17 seconds West, not tangent to last described curve, along the easterly right of way of said 50th Avenue, a distance of 338.55 feet; thence North 89 degrees 16 minutes 43 seconds East 34.00 feet; thence South 00 degrees 43 minutes 17 seconds East 25.00 feet; thence 409.07 feet southeasterly along a tangential curve concave to the northeast, having a radius of 617.00 feet and a central angle of 37 degrees 59 minutes 13 seconds; thence 475.37 feet southeasterly along a reverse curve concave to the southwest, having a radius of 717.00 feet and a central angle of 11 degrees 18 minutes 58 seconds; thence North 00 degrees 43 minutes 17 seconds East, tangent to last described curve, 189.86 feet; thence 38.21 feet southeasterly along a tangential curve concave to the northeast, having a radius of 110.02 feet and a central angle of 19 degrees 53 minutes 59 seconds; thence 33.44 feet southeasterly along a compound curve concave to the northeast, having a radius of 62.33 feet and a central angle of 30 degrees 44 minutes 19 seconds; thence 18.56 feet southeasterly along a compound curve concave to the northeast, having a radius of 28.00 feet and a central angle of 37 degrees 58 minutes 29 seconds, to the intersection of a line 80 feet northerly of the north line of a parcel of land described in said Document Number 492367; thence North 89 degrees 20 minutes 05 seconds West, parallel to the north line of said parcel described in Document Number 492367, a distance of 248.64 feet to the point of beginning and terminating thereat.

I hereby certify that this EASEMENT SKETCH AND DESCRIPTION was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

David J. Bemboog
Daniel J. Bemboog,
Professional Land Surveyor
Minnesota License Number 46562
21, April 2010



CURVE TABLE			
CURVE	DELTA ANGLE	RADIUS	ARC DISTANCE
C1	19°37'08"	238.00	81.49
C2	36°21'37"	51.00	32.36
C3	19°53'59"	110.02	38.21
C4	30°44'19"	62.33	33.44
C5	37°58'29"	28.00	18.56



St. Cloud Office
3717 23rd Street, South
Saint Cloud, MN 56301
Phone: 320-251-4533
Fax: 320-251-0632
Website: www.bonestroo.com

SURVEY BY: _____
DRAWN BY: DDB
DESIGNED BY: _____
APPROVED BY: GAC
DATE: 02-15-10
© BONESTROO 2010

CITY OF SARTELL
50th AVENUE RECONSTRUCTION
125 Pine Cone Road North
Sartell, MN. 56377

90107126V603
PROJECT NUMBER
901-07126
SHEET NUMBER

1 OF 1



LESAUK TOWNSHIP RESOLUTION NO.

CITY OF SARTELL RESOLUTION NO.

**JOINT RESOLUTION APPROVING RIGHT OF WAY ANNEXATION
UNDER OA-276 SARTELL/LESAUK TOWNSHIP
50th Avenue Right of Way**

WHEREAS, the city of Sartell and the Town of LeSauk are parties to a orderly annexation agreement by the Municipal Boundary Adjustment Unit as OA-276 and as amended; and

WHEREAS, In OA-276 and as amended, the Town and the City mutually stated that the agreement set forth all the conditions for annexation of the area designated for orderly annexation and that no consideration by the Municipal Boundary Adjustments Unit is necessary. The Municipal Boundary Adjustments Unit may review and comment, but shall, within thirty (30) days order annexation in accordance with the terms and conditions of this agreement; and

WHEREAS, annexation was requested by the city of Sartell; and

WHEREAS, the proposed annexation area includes right of way/constructed roadway commonly referred to as 50th/Leander Avenue; and

WHEREAS, the request for annexation was presented to the city council for their review at a regular meeting held on September 12, 2016; and

WHEREAS, the request for annexation was presented to the LeSauk Town Board at a regular meeting held on September , 2016; and

WHEREAS, said joint resolution requested that certain property be annexed to the City of Sartell pursuant to M.S. 414.0325, Subdivision 1; and

WHEREAS, a public hearing is not required to be held by the city because 100% of the property owners of the land to be annexed signed the petition; and

WHEREAS, the land described in exhibit a in the petition does abut upon the present city limits thereof and is included in an existing orderly annexation agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA: That the city council hereby determines that the annexation will be in the best interest of the city and of the territory affected; that the territory described herein does abut upon the city limits and is now urban or suburban in character; and that none of said territory is now included within the limits of any incorporated city.

BE IT ALSO RESOLVED: That the Town and the City mutually state that the joint resolution and agreement sets forth all the conditions for annexation of the area designated herein for orderly annexation and that no consideration by the Municipal Boundary Adjustments is necessary. The Municipal Boundary Adjustments may review and comment, but shall, within thirty (30) days order annexation in accordance with the terms and conditions of this agreement.

BE IT FURTHER RESOLVED: That the city of Sartell will act as the Local Governmental Unit, for purposes of administering environmental reviews, in addition to local subdivision and zoning regulations, upon such time as the annexation is reviewed by the

Municipal Boundary Adjustments. No official applications will be reviewed by the City Council until the annexation correspondence from the Municipal Boundary Adjustments has been received by the Stearns County Auditor.

BE IT FURTHER RESOLVED: That the future land use plan designates the property as low density (single family homes).

BE IT FURTHER RESOLVED: That the following described property is hereby annexed to the City of Sartell, Minnesota, the same as if it had originally been made a part thereof:

Said property is being annexed to the City of Sartell would be identified as existing right of way.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF SEPTEMBER, 2016.

Mayor

ATTEST:

Administrator

SEAL

ADOPTED BY THE LESAUKE TOWN BOARD THIS DAY of SEPTEMBER, 2016.

Chairman, Town Board

ATTEST:

Town Clerk

SEAL

CERTIFICATION

I, Mary Degiovanni, City 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 12th day of September, 2016

Mary Degiovanni
City Administrator
City of Sartell, Minnesota

Commencing at the southwest corner of said Southeast Quarter; thence North 00 degrees 43 minutes 17 seconds West, assumed bearing, along the west line of said Southeast Quarter, 660.01 feet to the southwest corner of a parcel of land described in Document Number 492367, a duly recorded document, Stearns County, Minnesota; thence South 89 degrees 20 minutes 05 seconds East, along the south line of said parcel described in Document Number 492367, a distance of 249.68 feet to the point of beginning of the easement to be described; thence continue South 89 degrees 20 minutes 05 seconds East, along the south line of said parcel described in Document Number 492367, a distance of 100.03 feet; thence South 00 degrees 43 minutes 17 seconds East, 534.41 feet; thence South 59 degrees 07 minutes 15 seconds East, 120.69 feet; thence South 88 degrees 54 minutes 43 seconds East, 381.92 feet to the northerly Right of Way Line of STEARNS COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 12, a duly recorded plat, Stearns County, Minnesota; thence South 01 degrees 02 minutes 00 seconds East, along said northerly Right of Way Line, 10.01 feet; thence North 88 degrees 54 minutes 43 seconds West, along said northerly Right of Way Line, 531.15 feet; thence North 89 degrees 28 minutes 04 seconds West, along said northerly Right of Way Line, 270.26 feet to the easterly Right of Way line of 50th Avenue; thence North 00 degrees 46 minutes 08 seconds West, along said easterly Right of Way Line, 15.00 feet; thence South 89 degrees 10 minutes 38 seconds East, 121.24 feet; thence North 59 degrees 57 minutes 38 seconds East, 109.32 feet; thence North 00 degrees 43 minutes 17 seconds West, 534.20 feet to the point of beginning.

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East, not tangent to last described curve, along the north line of said parcel described in Document Number 492367, a distance of 268.04 feet; thence 81.04 feet southwesterly along a non-tangential curve concave to the southeast, having a radius of 238.00 feet and a central angle of 19 degrees 30 minutes 32 seconds, last described curve has a chord bearing of South 80 degrees 54 minutes 39 seconds West and a chord length of 80.65 feet; thence 32.93 feet southwesterly along a compound curve concave to the southeast, having a radius of 51.53 feet and a central angle of 36 degrees 37 minutes 06 seconds; thence South 00 degrees 43 minutes 17 seconds East, not tangent to last described curve, 296.49 feet to the south line of said parcel described in Document Number 492367; thence North 89 degrees 20 minutes 05 seconds West, along the south line of said parcel described in Document Number 492367; a distance of 100.03 feet to the point of beginning and terminating thereat .

Commencing at the southwest corner of said Southeast Quarter; thence North 00 degrees 43 minutes 17 seconds West, assumed bearing, along the west line of said Southeast Quarter, 1070.05 feet to the intersection of a line 80 feet northerly of the north line of a parcel of land described in Document Number 492367, a duly recorded document, Stearns County, Minnesota; said line measured parallel and perpendicular to the north line of said parcel; thence South 89 degrees 20 minutes 05 seconds East, parallel to the north line of said parcel described in Document Number 492367, a distance of 143.82 feet to the point of beginning of the parcel to be described; thence 81.49 feet northeasterly along a tangential curve concave to the northwest, having a radius of

238.00 feet and a central angle of 19 degrees 37 minutes 08 seconds; thence 32.36 feet northeasterly along a compound curve concave to the northwest, having a radius of 51.00 feet and a central angle of 36 degrees 21 minutes 37 seconds; thence North 00 degrees 43 minutes 17 seconds West, not tangent to last described curve, 223.85 feet; thence 421.68 feet northwesterly along a tangential curve concave to the southwest, having a radius of 617.00 feet and a central angle of 39 degrees 09 minutes 29 seconds; thence 141.61 feet northwesterly along a reverse curve concave to the northeast, having a radius of 717.00 feet and a central angle of 11 degrees 18 minutes 58 seconds, to the easterly right of way of 50th avenue; thence North 00 degrees 43 minutes 17 seconds West, not tangent to last described curve, along the easterly right of way of said 50th Avenue, a distance of 338.55 feet; thence North 89 degrees 16 minutes 43 seconds East 34.00 feet; thence South 00 degrees 43 minutes 17 seconds East 25.00 feet; thence 409.07 feet southeasterly along a tangential curve concave to the northeast, having a radius of 617.00 feet and a central angle of 37 degrees 59 minutes 13 seconds; thence 475.37 feet southeasterly along a reverse curve concave to the southwest, having a radius of 717.00 feet and a central angle of 37 degrees 59 minutes 13 seconds; thence South 00 degrees 43 minutes 17 seconds East, tangent to last described curve, 189.86 feet; thence 38.21 feet southeasterly along a tangential curve concave to the northeast, having a radius of 110.02 feet and a central angle of 19 degrees 53 minutes 59 seconds; thence 33.44 feet southeasterly along a compound curve concave to the northeast, having a radius of 62.33 feet and a central angle of 30 degrees 44 minutes 19 seconds; thence 18.56 feet southeasterly along a compound curve concave to the northeast, having a radius of 28.00 feet and a central angle of 37 degrees 58 minutes 29 seconds, to the intersection of a line 80 feet northerly of the north line of a parcel of land described in said Document Number 492367; thence North 89 degrees 20 minutes 05 seconds West, parallel to the north line of said parcel described in Document Number 492367, a distance of 248.64 feet to the point of beginning and terminating thereat.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 12, 2016	Agenda Item No. 6q
Agenda Section: Consent Agenda	Item: Approval of right of way acquisition	
<p>RECOMMENDATION: Staff recommends approval of the attached Resolution regarding 4th Avenue right of way acquisition.</p> <p>BACKGROUND: In 2015, the Council authorized the acquisition of right of way for your 4th Avenue Project and you have approved/closed on one of the required acquisitions previously. We now have another Purchase Agreement negotiated for Council approval with purchase price of \$22,922 and limit on future assessments at \$9,500, which is within \$500 of Council's prior discussion on this right of way acquisition.</p> <p>BUDGET/FISCAL IMPACT: The City has federal funds toward right of way acquisition and the purchase price negotiated fits within the City's cost estimates for this project.</p> <p>ATTACHMENTS: Recommended Resolution.</p> <p>COUNCIL ACTION REQUESTED: Approval of your consent agenda approves the attached Resolution. If item is pulled from consent agenda, a separate motion is requested approving the Resolution attached.</p>		

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE PURCHASE
OF PROPERTY FOR
THE 4TH AVE/50TH AVE PROJECT**

WHEREAS, the City Council has determined that it is necessary and in the public interest and benefit that roadway improvements be constructed as part of the 4th Ave/50th Ave Project (the “Project”); and

WHEREAS, federal funds have been secured toward the purchase of right of way for the Project; and

WHEREAS, the City has negotiated a Purchase Agreement for the purchase of the necessary right of way from Ralph & Linda Janski for Parcel 28 of City Right of Way Plat Number 4, for the purchase price of \$22,922 and limiting City assessment to \$9,500 pursuant to a separate Assessment Agreement which will terminate after 10 years; and

WHEREAS, the City Council finds that it is in the best interests of the City and its residents that the City purchase the property on the terms proposed; and

WHEREAS, the parties now desire to execute a purchase agreement and close on said sale;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SARTELL AS FOLLOWS:

1. That the purchase of the real property described herein is authorized. That the Mayor and City Administrator are hereby authorized to execute a Purchase Agreement and Assessment Agreement and to close on the purchase of the property pursuant to the terms of said Agreements.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF SEPTEMBER, 2016.

MAYOR

CITY ADMINISTRATOR

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 12, 2016	Agenda Item No. 7a
Agenda Section: Public Hearings	Item: Franchise Ordinances	
<p>RECOMMENDATION: Hold public hearing and adopt Franchise Ordinances.</p> <p>PREVIOUS COUNCIL ACTION: The Council called this public hearing at your last meeting.</p> <p>BACKGROUND: Your gas franchise with Xcel expires in November and they asked that we also update the electric franchise at the same time so we maintain consist dates for ease of monitoring and renewal. We also want to maintain consistent terms with Stearns Electric so all 3 ordinances are proposed for update. Reviewed and recommended ordinances are attached.</p> <p>BUDGET/FISCAL IMPACT: The recommended franchise fees will hold down previously programmed increased rates for residential users, but will increase commercial/industrial franchise fees – still below those of neighboring cities. However, overall revenues are projected to increase over the new franchise terms and staff is recommending all franchise fees be dedicated to street funding and your 2017 budget reflects that recommendation.</p> <p>ATTACHMENTS: Recommended Ordinances and Summary Ordinances.</p> <p>COUNCIL ACTION REQUESTED: After taking testimony at the public hearing, the request is for a motion to adopt the attached Ordinances and Summary Ordinance for publication.</p>		

GAS FRANCHISE ORDINANCE

ORDINANCE NO. _____.

CITY OF SARTELL, BENTON, STEARNS COUNTY, MINNESOTA

1. AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, PERMISSION TO ERECT A GAS DISTRIBUTION SYSTEM FOR THE PURPOSES OF CONSTRUCTING, OPERATING, REPAIRING AND MAINTAINING IN THE CITY OF SARTELL, MINNESOTA, THE NECESSARY GAS PIPES, MAINS AND APPURTENANCES FOR THE TRANSMISSION OR DISTRIBUTION OF GAS TO THE CITY AND ITS INHABITANTS AND OTHERS AND TRANSMITTING GAS INTO AND THROUGH THE CITY AND TO USE THE PUBLIC GROUNDS AND PUBLIC WAYS OF THE CITY FOR SUCH PURPOSES.

THE CITY COUNCIL OF THE CITY OF SARTELL, BENTON, STEARNS COUNTY, MINNESOTA, ORDAINS:

SECTION 1. DEFINITIONS.

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

- 1.1 **City.** The City of Sartell, County of Benton, Stearns, State of Minnesota.
- 1.2 **City Utility System.** Facilities used for providing non-energy related public utility service owned or operated by City or agency thereof, including sewer and water service, but excluding facilities for providing heating, lighting or other forms of energy.
- 1.3 **Commission.** The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate Gas retail rates now vested in the Minnesota Public Utilities Commission.
- 1.4 **Company.** Northern States Power Company, a Minnesota corporation, its successors and assigns.
- 1.5 **Gas.** "Gas" as used herein shall be held to include natural gas, manufactured gas, or other form of gaseous energy.
- 1.6 **Gas Facilities.** Pipes, mains, regulators, and other facilities owner or operated by Company for the purpose of providing gas service for public use.
- 1.7 **Notice.** A written notice served by one party on the other party referencing one or more provisions of this Ordinance. Notice to Company shall be mailed to the General Counsel, 414 Nicollet Mall, 5th Floor, Minneapolis, MN 55401. Notice to the City shall be mailed to the City

Administrator, City Hall, 125 Pinecone Road North, Sartell, MN 56377. Either party may change its respective address for the purpose of this Ordinance by written notice to the other party.

1.8 **Public Ground.** Land owned by the City for park, open space or similar purpose, which is held for use in common by the public.

1.9 **Public Way.** Any street, alley, walkway or other public right-of-way within the City.

SECTION 2. ADOPTION OF FRANCHISE.

2.1 **Grant of Franchise.** City hereby grants Company, for a period of 20 years from the date passed and approved by the City, the right to transmit and furnish Gas energy for light, heat, power and other purposes for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future. For these purposes, Company may construct, operate, repair and maintain Gas Facilities in, on, over, under and across the Public Grounds and Public Ways of City, subject to the provisions of this Ordinance. Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to ordinance and to the further provisions of this franchise agreement.

2.2 **Effective Date; Written Acceptance.** This franchise agreement shall be in force and effect from and after passage of this Ordinance, its acceptance by Company, and its publication as required by law. The City by Council resolution may revoke this franchise agreement if Company does not file a written acceptance with the City within 90 days after publication.

2.3 **Service and Rates.** The service to be provided and the rates to be charged by Company for Gas service in City are subject to the jurisdiction of the Commission.

2.4 **Publication Expense.** The expense of publication of this Ordinance will be paid by City and reimbursed to City by Company.

2.5 **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within 30 days of the written notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this franchise or for such other relief as may be permitted by law or equity for breach of contract, or either party may take any other action permitted by law.

SECTION 3. LOCATION, OTHER REGULATIONS.

3.1 **Location of Facilities.** Gas Facilities shall be located, constructed and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System previously installed therein. Gas Facilities shall be located on Public Grounds as determined by the City. Company's construction, reconstruction, operation, repair, maintenance and location of Gas Facilities shall be subject to permits if required by

separate ordinance and to other reasonable regulations of the City to the extent not inconsistent with the terms of this franchise agreement. Company may abandon underground gas facilities in place, provided, at City's request, Company will remove abandoned metal pipe interfering with a City improvement project, but only to the extent such metal pipe is uncovered by excavation as part of the City's improvement project.

3.2 Field Locations. Company shall provide field locations for its underground Gas Facilities within City consistent with the requirements of Minnesota Statutes, Chapter 216D.

3.3 Street Openings. Company shall not open or disturb any Public Ground or Public Way for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. Permit conditions imposed on Company shall not be more burdensome than those imposed on other utilities for similar facilities or work. Company may, however, open and disturb any Public Ground or Public Way without permission from the City where an emergency exists requiring the immediate repair of Gas Facilities. In such event Company shall notify the City by telephone to the office designated by the City as soon as practicable. Not later than the second working day thereafter, Company shall obtain any required permits and pay any required fees.

3.4 Restoration. After undertaking any work requiring the opening of any Public Ground or Public Way, Company shall restore the same, including paving and its foundation, to as good a condition as formerly existed, and shall maintain any paved surface in good condition for one year thereafter. The work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground or Public Way in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five days, the right to make the restoration at the expense of Company. Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with this Section 3.4, but the City hereby waives any requirement for Company to post a construction performance bond, certificate of insurance, letter of credit or any other form of security or assurance that may be required, under a separate existing or future ordinance of the City, of a person or entity obtaining the City's permission to install, replace or maintain facilities in a Public Way.

3.5 Avoid Damage to Gas Facilities. Nothing in this Ordinance relieves any person from liability arising out of the failure to exercise reasonable care to avoid damaging Gas Facilities while performing any activity.

3.6 Notice of Improvements. The City must give Company reasonable notice of plans for improvements to Public Grounds or Public Ways where the City has reason to believe that Gas Facilities may affect or be affected by the improvement. The notice must contain: (i) the nature and character of the improvements, (ii) the Public Grounds and Public Ways upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Ground or Public Way is involved, the order in which the work is to proceed. The notice must be given to Company a sufficient length of time in advance of the actual commencement of the work to permit Company to make any necessary additions, alterations or repairs to its Gas Facilities.

SECTION 4. RELOCATIONS.

4.1 Relocation of Gas Facilities in Public Ways. If the City determines to vacate a Public Way for a City improvement project, or at City's cost to grade, regrade, or change the line of any Public Way, or construct or reconstruct any City Utility System in any Public Way, it may order Company to relocate its Gas Facilities located therein if relocation is reasonably necessary to accomplish the City's proposed public improvement. Except as provided in Section 4.3, Company shall relocate its Gas Facilities at its own expense. The City shall give Company reasonable notice of plans to vacate for a City improvement project, or to grade, regrade, or change the line of any Public Way or to construct or reconstruct any City Utility System. If a relocation is ordered within five years of a prior relocation of the same Gas Facilities, which was made at Company expense, the City shall reimburse Company for Non-Betterment Costs on a time and material basis, provided that if a subsequent relocation is required because of the extension of a City Utility System to a previously unserved area, Company may be required to make the subsequent relocation at its expense. Nothing in this Ordinance requires Company to relocate, remove, replace or reconstruct at its own expense its Gas Facilities where such relocation, removal, replacement or reconstruction is solely for the convenience of the City and is not reasonably necessary for the construction or reconstruction of a Public Way or City Utility System or other City improvement.

4.2 Relocation of Gas Facilities in Public Ground. City may require Company at Company's expense to relocate or remove its Gas Facilities from Public Ground upon a finding by City that the Gas Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Ground.

4.3 Projects with Federal Funding. City shall not order Company to remove or relocate its Gas Facilities when a Public Way is vacated, improved or realigned for a right-of-way project or any other project which is financially subsidized in whole or in part by the Federal Government or any agency thereof, unless the reasonable non-betterment costs of such relocation are first paid to Company. The City is obligated to pay Company only for those portions of its relocation costs for which City has received federal funding specifically allocated for relocation costs in the amount requested by the Company, which allocated funding the City shall specifically request. Relocation, removal or rearrangement of any Company Gas Facilities made necessary because of a federally-aided highway project shall be governed by the provisions of Minnesota Statutes, Section 161.46, as supplemented or amended. It is understood that the rights herein granted to Company are valuable rights.

4.4 No Waiver. The provisions of this franchise apply only to facilities constructed in reliance on a franchise from the City and shall not be construed to waive or modify any rights obtained by Company for installations within a Company right-of-way acquired by easement or prescriptive right before the applicable Public Ground or Public Way was established, or Company's rights under state or county permit.

SECTION 5. TREE TRIMMING.

Company is also granted the permission and authority to trim all shrubs and trees, including roots, in the Public Ways of City to the extent Company finds necessary to avoid interference with the proper construction, operation, repair and maintenance of Gas Facilities, provided that Company shall save City harmless from any liability in the premises.

SECTION 6. INDEMNIFICATION.

6.1 Indemnity of City. Company shall indemnify, keep and hold the City free and harmless from any and all liability on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Gas Facilities located in the Public Grounds and Public Ways. The City shall not be indemnified for losses or claims occasioned through its own negligence except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, Company's plans or work. The City shall not be indemnified if the injury or damage results from the performance in a proper manner of acts reasonably deemed hazardous by Company, and such performance is nevertheless ordered or directed by City after notice of Company's determination.

6.2 Defense of City. In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, Company at its sole cost and expense shall defend the City in such suit if written notice thereof is promptly given to Company within a period wherein Company is not prejudiced by lack of such notice. If Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City and Company, in defending any action on behalf of the City shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf.

SECTION 7. VACATION OF PUBLIC WAYS.

The City shall give Company at least two weeks prior written notice of a proposed vacation of a Public Way. Except where required for a City improvement project, the vacation of any Public Way, after the installation of Gas Facilities, shall not operate to deprive Company of its rights to operate and maintain such Gas Facilities, until the reasonable cost of relocating the same and the loss and expense resulting from such relocation is first paid to Company. In no case, however, shall City be liable to Company for failure to specifically preserve a right-of-way under Minnesota Statutes, Section 160.29.

SECTION 8. CHANGE IN FORM OF GOVERNMENT.

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

SECTION 9. FRANCHISE FEE.

The City at the time of adopting this franchise agreement does not desire to require the Company collect a franchise fee from its customers in the City. At a future date during the term of this franchise agreement, the City may determine that it desires Company to collect a franchise fee. If so, the City may give Company Notice to amend this franchise agreement to authorize collection of a franchise fee by separate ordinance in an amount and upon such terms and conditions as Company at that time is willing to incorporate in its gas franchise agreements with other cities. Upon receipt of such Notice Company shall negotiate in good faith with City to so amend this franchise agreement.

SECTION 10. PROVISIONS OF ORDINANCE.

10.1 Severability. Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where a provision of any other City ordinance conflicts with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

10.2 Limitation on Applicability. This Ordinance constitutes a franchise agreement between the City and Company as the only parties and no provision of this franchise shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

SECTION 11. AMENDMENT PROCEDURE.

Either party to this franchise agreement may at any time propose that the agreement be amended to address a subject of concern and the other party will consider whether it agrees that the amendment is mutually appropriate. If an amendment is agreed upon, this Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of Company's written consent thereto with the City Clerk within 90 days after the date of final passage by the City of the amendatory ordinance.

SECTION 12. PREVIOUS FRANCHISES SUPERSEDED.

This franchise supersedes any previous Gas franchise granted to Company or its predecessor.

Passed and approved: September 12, 2016.

Mayor

Attest:

City Administrator

Date Published: _____

ELECTRIC FRANCHISE ORDINANCE

ORDINANCE NO. _____.

CITY OF SARTELL, BENTON AND STEARNS COUNTIES, MINNESOTA

2. AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, PERMISSION TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN IN THE CITY OF SARTELL, MINNESOTA, AN ELECTRIC DISTRIBUTION SYSTEM AND TRANSMISSION LINES, INCLUDING NECESSARY POLES, LINES, FIXTURES AND APPURTENANCES, FOR THE FURNISHING OF ELECTRIC ENERGY TO THE CITY, ITS INHABITANTS, AND OTHERS, AND TO USE THE PUBLIC GROUNDS AND PUBLIC WAYS OF THE CITY FOR SUCH PURPOSES.

THE CITY COUNCIL OF THE CITY OF SARTELL, BENTON AND STEARNS COUNTIES, MINNESOTA, ORDAINS:

SECTION 1. DEFINITIONS.

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

- 1.1 **City.** The City of Sartell, Counties of Benton and Stearns, State of Minnesota.
- 1.2 **City Utility System.** Facilities used for providing non-energy related public utility service owned or operated by City or agency thereof, including sewer and water service, but excluding facilities for providing heating, lighting or other forms of energy.
- 1.3 **Commission.** The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all, or part of the authority to regulate electric retail rates now vested in the Minnesota Public Utilities Commission.
- 1.4 **Company.** Northern States Power Company, a Minnesota corporation, its successors and assigns.
- 1.5 **Electric Facilities.** Electric transmission and distribution towers, poles, lines, guys, anchors, conduits, fixtures, and necessary appurtenances owned or operated by Company for the purpose of providing electric energy for public use.
- 1.6 **Notice.** A written notice served by one party on the other party referencing one or more provisions of this Ordinance. Notice to Company shall be mailed to the General Counsel, 414 Nicollet Mall, 5th Floor, Minneapolis, MN 55401. Notice to the City shall be mailed to the City Administrator, City Hall, 125 Pinecone Road North, Sartell, MN 56377. Either party may change its respective address for the purpose of this Ordinance by written notice to the other party.

1.7 **Public Ground.** Land owned by the City for park, open space or similar purpose, which is held for use in common by the public.

1.8 **Public Way.** Any street, alley, walkway or other public right-of-way within the City.

SECTION 2. ADOPTION OF FRANCHISE.

2.1 **Grant of Franchise.** City hereby grants Company, for a period of 20 years from the date passed and approved by the City, the right to transmit and furnish electric energy for light, heat, power and other purposes for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future. For these purposes, Company may construct, operate, repair and maintain Electric Facilities in, on, over, under and across the Public Grounds and Public Ways of City, subject to the provisions of this Ordinance. Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to ordinance and to the further provisions of this franchise agreement.

2.2 **Effective Date; Written Acceptance.** This franchise agreement shall be in force and effect from and after passage of this Ordinance, its acceptance by Company, and its publication as required by law. The City, by Council resolution, may revoke this franchise agreement if Company does not file a written acceptance with the City within 90 days after publication.

2.3 **Service and Rates.** The service to be provided and the rates to be charged by Company for electric service in City are subject to the jurisdiction of the Commission. The area within the City in which Company may provide electric service is subject to the provisions of Minnesota Statutes, Section 216B.40.

2.4 **Publication Expense.** The expense of publication of this Ordinance will be paid by City and reimbursed to City by Company.

2.5 **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within 30 days of the written notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used, or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this franchise or for such other relief as may be permitted by law or equity for breach of contract, or either party may take any other action permitted by law.

SECTION 3. LOCATION, OTHER REGULATIONS.

3.1 **Location of Facilities.** Electric Facilities shall be located, constructed and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System previously installed therein. Electric Facilities shall be located on Public Grounds as determined by the City. Company's construction, reconstruction, operation, repair, maintenance and location of Electric Facilities shall be subject to permits if required by separate ordinance and to other reasonable regulations of the City to the extent not

inconsistent with the terms of this franchise agreement. Company may abandon underground Electric Facilities in place, provided at the City's request, Company will remove abandoned metal or concrete encased conduit interfering with a City improvement project, but only to the extent such conduit is uncovered by excavation as part of the City improvement project.

3.2 Field Locations. Company shall provide field locations for its underground Electric Facilities within City consistent with the requirements of Minnesota Statutes, Chapter 216D.

3.3 Street Openings. Company shall not open or disturb any Public Ground or Public Way for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. Permit conditions imposed on Company shall not be more burdensome than those imposed on other utilities for similar facilities or work. Company may, however, open and disturb any Public Ground or Public Way without permission from the City where an emergency exists requiring the immediate repair of Electric Facilities. In such event Company shall notify the City by telephone to the office designated by the City as soon as practicable. Not later than the second working day thereafter, Company shall obtain any required permits and pay any required fees.

3.4 Restoration. After undertaking any work requiring the opening of any Public Ground or Public Way, Company shall restore the same, including paving and its foundation, to as good a condition as formerly existed, and shall maintain any paved surface in good condition for one year thereafter. The work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground or Public Way in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five days, the right to make the restoration at the expense of Company. Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with this Section 3.4, but the City hereby waives any requirement for Company to post a construction performance bond, certificate of insurance, letter of credit or any other form of security or assurance that may be required, under a separate existing or future ordinance of the City, of a person or entity obtaining the City's permission to install, replace or maintain facilities in a Public Way.

3.5 Avoid Damage to Electric Facilities. Nothing in this Ordinance relieves any person from liability arising out of the failure to exercise reasonable care to avoid damaging Electric Facilities while performing any activity.

3.6 Notice of Improvements. The City must give Company reasonable notice of plans for improvements to Public Grounds or Public Ways where the City has reason to believe that Electric Facilities may affect or be affected by the improvement. The notice must contain: (i) the nature and character of the improvements, (ii) the Public Grounds and Public Ways upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Ground or Public Way is involved, the order in which the work is to proceed. The notice must be given to Company a sufficient length of time in advance of the actual commencement of the work to permit Company to make any necessary additions, alterations or repairs to its Electric Facilities.

3.7 Shared Use of Poles. Company shall make space available on its poles or towers for City fire, water utility, police or other City facilities upon terms and conditions acceptable to Company whenever such use will not interfere with the use of such poles or towers by Company, by another electric

utility, by a telephone utility, or by any cable television company or other form of communication company. In addition, the City shall pay for any added cost incurred by Company because of such use by City.

SECTION 4. RELOCATIONS.

4.1 Relocation of Electric Facilities in Public Ways. If the City determines to vacate a Public Way for a City improvement project, or at City's cost to grade, regrade, or change the line of any Public Way, or construct or reconstruct any City Utility System in any Public Way, it may order Company to relocate its Electric Facilities located therein if relocation is reasonably necessary to accomplish the City's proposed public improvement. Except as provided in Section 4.3, Company shall relocate its Electric Facilities at its own expense. The City shall give Company reasonable notice of plans to vacate for a City improvement project, or to grade, regrade, or change the line of any Public Way or to construct or reconstruct any City Utility System. If a relocation is ordered within five years of a prior relocation of the same Electric Facilities, which was made at Company expense, the City shall reimburse Company for non-betterment costs on a time and material basis, provided that if a subsequent relocation is required because of the extension of a City Utility System to a previously unserved area, Company may be required to make the subsequent relocation at its expense. Nothing in this Ordinance requires Company to relocate, remove, replace or reconstruct at its own expense its Electric Facilities where such relocation, removal, replacement or reconstruction is solely for the convenience of the City and is not reasonably necessary for the construction or reconstruction of a Public Way or City Utility System or other City improvement.

4.2 Relocation of Electric Facilities in Public Ground. City may require Company, at Company's expense, to relocate or remove its Electric Facilities from Public Ground upon a finding by City that the Electric Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Ground.

4.3 Projects with Federal Funding. City shall not order Company to remove or relocate its Electric Facilities when a Public Way is vacated, improved or realigned for a right-of-way project or any other project which is financially subsidized in whole or in part by the Federal Government or any agency thereof, unless the reasonable non-betterment costs of such relocation are first paid to Company. The City is obligated to pay Company only for those portions of its relocation costs for which City has received federal funding specifically allocated for relocation costs in the amount requested by the Company, which allocated funding the City shall specifically request. Relocation, removal or rearrangement of any Company Electric Facilities made necessary because of a federally-aided highway project shall be governed by the provisions of Minnesota Statutes, Section 161.46, as supplemented or amended. It is understood that the rights herein granted to Company are valuable rights.

4.4 No Waiver. The provisions of this franchise apply only to facilities constructed in reliance on a franchise from the City and shall not be construed to waive or modify any rights obtained by Company for installations within a Company right-of-way acquired by easement or prescriptive right before the applicable Public Ground or Public Way was established, or Company's rights under state or county permit.

SECTION 5. TREE TRIMMING.

Company may trim all trees and shrubs in the Public Grounds and Public Ways of City to the extent Company finds necessary to avoid interference with the proper construction, operation, repair and maintenance of any Electric Facilities installed hereunder, provided that Company shall save the City harmless from any liability arising therefrom, and subject to permit or other reasonable regulation by the City.

SECTION 6. INDEMNIFICATION.

6.1 Indemnity of City. Company shall indemnify, keep and hold the City free and harmless from any and all liability on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Electric Facilities located in the Public Grounds and Public Ways. The City shall not be indemnified for losses or claims occasioned through its own negligence except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, Company's plans or work. The City shall not be indemnified if the injury or damage results from the performance in a proper manner, of acts reasonably deemed hazardous by Company, and such performance is nevertheless ordered or directed by City after notice of Company's determination.

6.2 Defense of City. In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, Company at its sole cost and expense shall defend the City in such suit if written notice thereof is promptly given to Company within a period wherein Company is not prejudiced by lack of such notice. If Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City and Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf.

SECTION 7. VACATION OF PUBLIC WAYS.

The City shall give Company at least two weeks prior written notice of a proposed vacation of a Public Way. Except where required for a City improvement project, the vacation of any Public Way, after the installation of Electric Facilities, shall not operate to deprive Company of its rights to operate and maintain such Electric Facilities, until the reasonable cost of relocating the same and the loss and expense resulting from such relocation are first paid to Company. In no case, however, shall City be liable to Company for failure to specifically preserve a right-of-way under Minnesota Statutes, Section 160.29.

SECTION 8. CHANGE IN FORM OF GOVERNMENT.

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

SECTION 9. FRANCHISE FEE.

9.1 **Fee Schedule.** During the term of the franchise hereby granted, and in lieu of any permit or other fees being imposed on Company, the City may impose on Company a franchise fee by collecting the amounts indicated in a Fee Schedule set forth in a separate ordinance from each customer in the designated Company Customer Class. The parties have agreed that the franchise fee collected by the Company and paid to the City in accordance with this Section 9 shall not exceed the following amounts.

<u>Class</u>	<u>Fee Per Premise Per Month</u>
Residential	\$4.00
Sm C & I – Non-Dem	\$6.75
Sm C & I – Demand	\$15.00
Large C & I	\$109.00
Public Street Ltg	\$0
Muni Pumping –N/D	\$0
Muni Pumping – Dem	\$0

9.2 **Separate Ordinance.** The franchise fee shall be imposed by a separate ordinance duly adopted by the City Council, which ordinance shall not be adopted until at least 90 days after written notice enclosing such proposed ordinance has been served upon Company by certified mail. The fee shall not become effective until the beginning of a Company billing month at least 90 days after written notice enclosing such adopted ordinance has been served upon Company by certified mail. Section 2.5 shall constitute the sole remedy for solving disputes between Company and the City in regard to the interpretation of, or enforcement of, the separate ordinance. No action by the City to implement a separate ordinance will commence until this Ordinance is effective. A separate ordinance which imposes a lesser franchise fee on the residential class of customers than the maximum amount set forth in Section 9.1 above shall not be effective against Company unless the fee imposed on each other customer classification is reduced proportionately in the same or greater amount per class as the reduction represented by the lesser fee on the residential class.

3.

9.3 **Terms Defined.** For the purpose of this Section 9, the following definitions apply:

9.3.1 “Customer Class” shall refer to the classes listed on the Fee Schedule and as defined or determined in Company’s electric tariffs on file with the Commission.

9.3.2 “Fee Schedule” refers to the schedule in Section 9.1 setting forth the various customer classes from which a franchise fee would be collected if a separate ordinance were implemented immediately after the effective date of this franchise agreement. The Fee Schedule in the separate ordinance may include new Customer Class added by Company to its electric tariffs after the effective date of this franchise agreement.

9.4 **Collection of the Fee.** The franchise fee shall be payable quarterly and shall be based on the amount collected by Company during complete billing months during the period for which payment is to be made by imposing a surcharge equal to the designated franchise fee for the applicable customer classification in all customer billings for electric service in each class. The payment shall be due

the last business day of the month following the period for which the payment is made. The franchise fee may be changed by ordinance from time to time; however, each change shall meet the same notice requirements and not occur more often than annually and no change shall require a collection from any customer for electric service in excess of the amounts specifically permitted by this Section 9. The time and manner of collecting the franchise fee is subject to the approval of the Commission. No franchise fee shall be payable by Company if Company is legally unable to first collect an amount equal to the franchise fee from its customers in each applicable class of customers by imposing a surcharge in Company's applicable rates for electric service. Company may pay the City the fee based upon the surcharge billed subject to subsequent reductions to account for uncollectibles, refunds and correction of erroneous billings. Company agrees to make its records available for inspection by the City at reasonable times provided that the City and its designated representative agree in writing not to disclose any information which would indicate the amount paid by any identifiable customer or customers or any other information regarding identified customers.

9.5 **Equivalent Fee Requirement.** The separate ordinance imposing the fee shall not be effective against Company unless it lawfully imposes and the City monthly or more often collects a fee or tax of the same or greater equivalent amount on the receipts from sales of energy within the City by any other energy supplier, provided that, as to such a supplier, the City has the authority to require a franchise fee or to impose a tax. The "same or greater equivalent amount" shall be measured, if practicable, by comparing amounts collected as a franchise fee from each similar customer, or by comparing, as to similar customers the percentage of the annual bill represented by the amount collected for franchise fee purposes. The franchise fee or tax shall be applicable to energy sales for any energy use related to heating, cooling or lighting, or to run machinery and appliances, but shall not apply to energy sales for the purpose of providing fuel for vehicles. If the Company specifically consents in writing to a franchise or separate ordinance collecting or failing to collect a fee from another energy supplier in contravention of this Section 9.5, the foregoing conditions will be waived to the extent of such written consent.

SECTION 10. PROVISIONS OF ORDINANCE.

10.1 **Severability.** Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where a provision of any other City ordinance conflicts with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

10.2 **Limitation on Applicability.** This Ordinance constitutes a franchise agreement between the City and Company as the only parties, and no provision of this franchise shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

SECTION 11. AMENDMENT PROCEDURE.

Either party to this franchise agreement may at any time propose that the agreement be amended to address a subject of concern and the other party will consider whether it agrees that the amendment is mutually appropriate. If an amendment is agreed upon, this Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of Company's written consent thereto

with the City Clerk within 90 days after the date of final passage by the City of the amendatory ordinance.

SECTION 12. PREVIOUS FRANCHISES SUPERSEDED.

This franchise supersedes any previous electric franchise granted to Company or its predecessor.

Passed and approved: September 12, 2016.

Mayor

Attest:

City Administrator

Date Published:_____

ORDINANCE NO. _____

AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF SARTELL

THE CITY COUNCIL OF THE CITY OF SARTELL DOES ORDAIN:

SECTION 1. The City of Sartell Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subd. 1. Purpose. The Sartell City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric services within the City of Sartell.

- (a) Pursuant to City Ordinance _____, a Franchise Agreement between the City of Sartell and Northern States Power Company, a Minnesota corporation, its successors and assigns, the City has the right to impose a franchise fee on Northern States Power Company, a Minnesota corporation, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Northern States Power Company Franchise and in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee is hereby imposed on Northern States Power Company, a Minnesota Corporation, its successors and assigns, under its electric franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the NSPM January, 2017 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

Subd. 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 9 of the Franchise.

Subd. 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow Company to add a surcharge to customer rates of city residents to reimburse Company for the cost of the fee.

Subd. 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Subd. 6. Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Ordinance to NSPM by certified mail. Collection of the fee shall commence as provided above.

Passed and approved: September 12, 2016.

Mayor

Attest:

City Administrator

SEAL

SCHEDULE A

Franchise Fee Rates:

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Amount per month</u>
Residential	\$4.00
Sm C & I – Non-Dem	\$6.75
Sm C & I – Demand	\$15.00
Large C & I	\$109.00
Public Street Ltg	\$0
Muni Pumping –N/D	\$0
Muni Pumping – Dem	\$0

Franchise fees are submitted to the City on a quarterly basis as follows:

January – March collections due by April 30.

April – June collections due by July 31.

July – September collections due by October 31.

October – December collections due by January 31.

ELECTRIC FRANCHISE ORDINANCE

ORDINANCE NO. _____.

CITY OF SARTELL, BENTON AND STEARNS COUNTIES, MINNESOTA

4. AN ORDINANCE GRANTING TO STEARNS COOPERATIVE ELECTRIC ASSOCIATION, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, PERMISSION TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN IN THE CITY OF SARTELL, MINNESOTA, AN ELECTRIC DISTRIBUTION SYSTEM AND TRANSMISSION LINES, INCLUDING NECESSARY POLES, LINES, FIXTURES AND APPURTENANCES, FOR THE FURNISHING OF ELECTRIC ENERGY TO THE CITY, ITS INHABITANTS, AND OTHERS, AND TO USE THE PUBLIC GROUNDS AND PUBLIC WAYS OF THE CITY FOR SUCH PURPOSES.

THE CITY COUNCIL OF THE CITY OF SARTELL, BENTON AND STEARNS COUNTIES, MINNESOTA, ORDAINS:

SECTION 1. DEFINITIONS.

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

- 1.1 **City.** The City of Sartell, Counties of Benton and Stearns, State of Minnesota.
- 1.2 **City Utility System.** Facilities used for providing non-energy related public utility service owned or operated by City or agency thereof, including sewer and water service, but excluding facilities for providing heating, lighting or other forms of energy.
- 1.3 **Commission.** The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all, or part of the authority to regulate electric retail rates now vested in the Minnesota Public Utilities Commission.
- 1.4 **Company.** Stearns Cooperative Electric Association, a Minnesota corporation, its successors and assigns.
- 1.5 **Electric Facilities.** Electric transmission and distribution towers, poles, lines, guys, anchors, conduits, fixtures, and necessary appurtenances owned or operated by Company for the purpose of providing electric energy for public use.
- 1.6 **Notice.** A written notice served by one party on the other party referencing one or more provisions of this Ordinance. Notice to Company shall be mailed to 900 East Kraft Drive, Melrose, MN 56352. Notice to the City shall be mailed to the City Administrator, City Hall, 125 Pinecone Road North, Sartell, MN 56377. Either party may change its respective address for the purpose of this Ordinance by written notice to the other party.

1.7 **Public Ground.** Land owned by the City for park, open space or similar purpose, which is held for use in common by the public.

1.8 **Public Way.** Any street, alley, walkway or other public right-of-way within the City.

SECTION 2. ADOPTION OF FRANCHISE.

2.1 **Grant of Franchise.** City hereby grants Company, for a period of 20 years from the date passed and approved by the City, the right to transmit and furnish electric energy for light, heat, power and other purposes for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future. For these purposes, Company may construct, operate, repair and maintain Electric Facilities in, on, over, under and across the Public Grounds and Public Ways of City, subject to the provisions of this Ordinance. Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to ordinance and to the further provisions of this franchise agreement.

2.2 **Effective Date; Written Acceptance.** This franchise agreement shall be in force and effect from and after passage of this Ordinance, its acceptance by Company, and its publication as required by law. The City, by Council resolution, may revoke this franchise agreement if Company does not file a written acceptance with the City within 90 days after publication.

2.3 **Service and Rates.** The service to be provided and the rates to be charged by Company for electric service in City are subject to the jurisdiction of the Commission. The area within the City in which Company may provide electric service is subject to the provisions of Minnesota Statutes, Section 216B.40.

2.4 **Publication Expense.** The expense of publication of this Ordinance will be paid by City and reimbursed to City by Company.

2.5 **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within 30 days of the written notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used, or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this franchise or for such other relief as may be permitted by law or equity for breach of contract, or either party may take any other action permitted by law.

SECTION 3. LOCATION, OTHER REGULATIONS.

3.1 **Location of Facilities.** Electric Facilities shall be located, constructed and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System previously installed therein. Electric Facilities shall be located on Public Grounds as determined by the City. Company's construction, reconstruction, operation, repair, maintenance and location of Electric Facilities shall be subject to permits if required by separate ordinance and to other reasonable regulations of the City to the extent not

inconsistent with the terms of this franchise agreement. Company may abandon underground Electric Facilities in place, provided at the City's request, Company will remove abandoned metal or concrete encased conduit interfering with a City improvement project, but only to the extent such conduit is uncovered by excavation as part of the City improvement project.

3.2 Field Locations. Company shall provide field locations for its underground Electric Facilities within City consistent with the requirements of Minnesota Statutes, Chapter 216D.

3.3 Street Openings. Company shall not open or disturb any Public Ground or Public Way for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. Permit conditions imposed on Company shall not be more burdensome than those imposed on other utilities for similar facilities or work. Company may, however, open and disturb any Public Ground or Public Way without permission from the City where an emergency exists requiring the immediate repair of Electric Facilities. In such event Company shall notify the City by telephone to the office designated by the City as soon as practicable. Not later than the second working day thereafter, Company shall obtain any required permits and pay any required fees.

3.4 Restoration. After undertaking any work requiring the opening of any Public Ground or Public Way, Company shall restore the same, including paving and its foundation, to as good a condition as formerly existed, and shall maintain any paved surface in good condition for one year thereafter. The work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground or Public Way in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five days, the right to make the restoration at the expense of Company. Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with this Section 3.4, but the City hereby waives any requirement for Company to post a construction performance bond, certificate of insurance, letter of credit or any other form of security or assurance that may be required, under a separate existing or future ordinance of the City, of a person or entity obtaining the City's permission to install, replace or maintain facilities in a Public Way.

3.5 Avoid Damage to Electric Facilities. Nothing in this Ordinance relieves any person from liability arising out of the failure to exercise reasonable care to avoid damaging Electric Facilities while performing any activity.

3.6 Notice of Improvements. The City must give Company reasonable notice of plans for improvements to Public Grounds or Public Ways where the City has reason to believe that Electric Facilities may affect or be affected by the improvement. The notice must contain: (i) the nature and character of the improvements, (ii) the Public Grounds and Public Ways upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Ground or Public Way is involved, the order in which the work is to proceed. The notice must be given to Company a sufficient length of time in advance of the actual commencement of the work to permit Company to make any necessary additions, alterations or repairs to its Electric Facilities.

3.7 Shared Use of Poles. Company shall make space available on its poles or towers for City fire, water utility, police or other City facilities upon terms and conditions acceptable to Company whenever such use will not interfere with the use of such poles or towers by Company, by another electric

utility, by a telephone utility, or by any cable television company or other form of communication company. In addition, the City shall pay for any added cost incurred by Company because of such use by City.

SECTION 4. RELOCATIONS.

4.1 Relocation of Electric Facilities in Public Ways. If the City determines to vacate a Public Way for a City improvement project, or at City's cost to grade, regrade, or change the line of any Public Way, or construct or reconstruct any City Utility System in any Public Way, it may order Company to relocate its Electric Facilities located therein if relocation is reasonably necessary to accomplish the City's proposed public improvement. Except as provided in Section 4.3, Company shall relocate its Electric Facilities at its own expense. The City shall give Company reasonable notice of plans to vacate for a City improvement project, or to grade, regrade, or change the line of any Public Way or to construct or reconstruct any City Utility System. If a relocation is ordered within five years of a prior relocation of the same Electric Facilities, which was made at Company expense, the City shall reimburse Company for non-betterment costs on a time and material basis, provided that if a subsequent relocation is required because of the extension of a City Utility System to a previously unserved area, Company may be required to make the subsequent relocation at its expense. Nothing in this Ordinance requires Company to relocate, remove, replace or reconstruct at its own expense its Electric Facilities where such relocation, removal, replacement or reconstruction is solely for the convenience of the City and is not reasonably necessary for the construction or reconstruction of a Public Way or City Utility System or other City improvement.

4.2 Relocation of Electric Facilities in Public Ground. City may require Company, at Company's expense, to relocate or remove its Electric Facilities from Public Ground upon a finding by City that the Electric Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Ground.

4.3 Projects with Federal Funding. City shall not order Company to remove or relocate its Electric Facilities when a Public Way is vacated, improved or realigned for a right-of-way project or any other project which is financially subsidized in whole or in part by the Federal Government or any agency thereof, unless the reasonable non-betterment costs of such relocation are first paid to Company. The City is obligated to pay Company only for those portions of its relocation costs for which City has received federal funding specifically allocated for relocation costs in the amount requested by the Company, which allocated funding the City shall specifically request. Relocation, removal or rearrangement of any Company Electric Facilities made necessary because of a federally-aided highway project shall be governed by the provisions of Minnesota Statutes, Section 161.46, as supplemented or amended. It is understood that the rights herein granted to Company are valuable rights.

4.4 No Waiver. The provisions of this franchise apply only to facilities constructed in reliance on a franchise from the City and shall not be construed to waive or modify any rights obtained by Company for installations within a Company right-of-way acquired by easement or prescriptive right before the applicable Public Ground or Public Way was established, or Company's rights under state or county permit.

SECTION 5. TREE TRIMMING.

Company may trim all trees and shrubs in the Public Grounds and Public Ways of City to the extent Company finds necessary to avoid interference with the proper construction, operation, repair and maintenance of any Electric Facilities installed hereunder, provided that Company shall save the City harmless from any liability arising therefrom, and subject to permit or other reasonable regulation by the City.

SECTION 6. INDEMNIFICATION.

6.1 Indemnity of City. Company shall indemnify, keep and hold the City free and harmless from any and all liability on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Electric Facilities located in the Public Grounds and Public Ways. The City shall not be indemnified for losses or claims occasioned through its own negligence except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, Company's plans or work. The City shall not be indemnified if the injury or damage results from the performance in a proper manner, of acts reasonably deemed hazardous by Company, and such performance is nevertheless ordered or directed by City after notice of Company's determination.

6.2 Defense of City. In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, Company at its sole cost and expense shall defend the City in such suit if written notice thereof is promptly given to Company within a period wherein Company is not prejudiced by lack of such notice. If Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City and Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf.

SECTION 7. VACATION OF PUBLIC WAYS.

The City shall give Company at least two weeks prior written notice of a proposed vacation of a Public Way. Except where required for a City improvement project, the vacation of any Public Way, after the installation of Electric Facilities, shall not operate to deprive Company of its rights to operate and maintain such Electric Facilities, until the reasonable cost of relocating the same and the loss and expense resulting from such relocation are first paid to Company. In no case, however, shall City be liable to Company for failure to specifically preserve a right-of-way under Minnesota Statutes, Section 160.29.

SECTION 8. CHANGE IN FORM OF GOVERNMENT.

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

SECTION 9. FRANCHISE FEE.

9.1 **Fee Schedule.** During the term of the franchise hereby granted, and in lieu of any permit or other fees being imposed on Company, the City may impose on Company a franchise fee by collecting the amounts indicated in a Fee Schedule set forth in a separate ordinance from each customer in the designated Company Customer Class. The parties have agreed that the franchise fee collected by the Company and paid to the City in accordance with this Section 9 shall not exceed the following amounts.

<u>Class</u>	<u>Fee Per Premise Per Month</u>
Residential	\$4.00
Sm C & I – No kW	\$6.75
C & I – kW	\$15.00
Large C & I	\$109.00
Public Street Ltg	\$0
Muni Pumping –N/D	\$0
Muni Pumping – Dem	\$0

9.2 **Separate Ordinance.** The franchise fee shall be imposed by a separate ordinance duly adopted by the City Council, which ordinance shall not be adopted until at least 90 days after written notice enclosing such proposed ordinance has been served upon Company by certified mail. The fee shall not become effective until the beginning of a Company billing month at least 90 days after written notice enclosing such adopted ordinance has been served upon Company by certified mail. Section 2.5 shall constitute the sole remedy for solving disputes between Company and the City in regard to the interpretation of, or enforcement of, the separate ordinance. No action by the City to implement a separate ordinance will commence until this Ordinance is effective. A separate ordinance which imposes a lesser franchise fee on the residential class of customers than the maximum amount set forth in Section 9.1 above shall not be effective against Company unless the fee imposed on each other customer classification is reduced proportionately in the same or greater amount per class as the reduction represented by the lesser fee on the residential class.

5.

9.3 **Terms Defined.** For the purpose of this Section 9, the following definitions apply:

9.3.1 “Customer Class” shall refer to the classes listed on the Fee Schedule and as defined or determined in Company’s electric tariffs on file with the Commission.

9.3.2 “Fee Schedule” refers to the schedule in Section 9.1 setting forth the various customer classes from which a franchise fee would be collected if a separate ordinance were implemented immediately after the effective date of this franchise agreement. The Fee Schedule in the separate ordinance may include new Customer Class added by Company to its electric tariffs after the effective date of this franchise agreement.

9.4 **Collection of the Fee.** The franchise fee shall be payable quarterly and shall be based on the amount collected by Company during complete billing months during the period for which payment is to be made by imposing a surcharge equal to the designated franchise fee for the applicable customer classification in all customer billings for electric service in each class. The payment shall be due

the last business day of the month following the period for which the payment is made. The franchise fee may be changed by ordinance from time to time; however, each change shall meet the same notice requirements and not occur more often than annually and no change shall require a collection from any customer for electric service in excess of the amounts specifically permitted by this Section 9. The time and manner of collecting the franchise fee is subject to the approval of the Commission. No franchise fee shall be payable by Company if Company is legally unable to first collect an amount equal to the franchise fee from its customers in each applicable class of customers by imposing a surcharge in Company's applicable rates for electric service. Company may pay the City the fee based upon the surcharge billed subject to subsequent reductions to account for uncollectibles, refunds and correction of erroneous billings. Company agrees to make its records available for inspection by the City at reasonable times provided that the City and its designated representative agree in writing not to disclose any information which would indicate the amount paid by any identifiable customer or customers or any other information regarding identified customers.

9.5 **Equivalent Fee Requirement.** The separate ordinance imposing the fee shall not be effective against Company unless it lawfully imposes and the City monthly or more often collects a fee or tax of the same or greater equivalent amount on the receipts from sales of energy within the City by any other energy supplier, provided that, as to such a supplier, the City has the authority to require a franchise fee or to impose a tax. The "same or greater equivalent amount" shall be measured, if practicable, by comparing amounts collected as a franchise fee from each similar customer, or by comparing, as to similar customers the percentage of the annual bill represented by the amount collected for franchise fee purposes. The franchise fee or tax shall be applicable to energy sales for any energy use related to heating, cooling or lighting, or to run machinery and appliances, but shall not apply to energy sales for the purpose of providing fuel for vehicles. If the Company specifically consents in writing to a franchise or separate ordinance collecting or failing to collect a fee from another energy supplier in contravention of this Section 9.5, the foregoing conditions will be waived to the extent of such written consent.

SECTION 10. PROVISIONS OF ORDINANCE.

10.1 **Severability.** Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where a provision of any other City ordinance conflicts with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

10.2 **Limitation on Applicability.** This Ordinance constitutes a franchise agreement between the City and Company as the only parties, and no provision of this franchise shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

SECTION 11. AMENDMENT PROCEDURE.

Either party to this franchise agreement may at any time propose that the agreement be amended to address a subject of concern and the other party will consider whether it agrees that the amendment is mutually appropriate. If an amendment is agreed upon, this Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of Company's written consent thereto.

with the City Clerk within 90 days after the date of final passage by the City of the amendatory ordinance.

SECTION 12. PREVIOUS FRANCHISES SUPERSEDED.

This franchise supersedes any previous electric franchise granted to Company or its predecessor.

Passed and approved: September 12, 2016

Mayor

Attest:

City Administrator

Date Published:_____

ORDINANCE NO. _____

AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON STEARNS COOPERATIVE ELECTRIC ASSOCIATION, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF SARTELL

THE CITY COUNCIL OF THE CITY OF SARTELL DOES ORDAIN:

SECTION 1. The City of Sartell Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subd. 1. Purpose. The Sartell City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric services within the City of Sartell.

- (b) Pursuant to City Ordinance _____, a Franchise Agreement between the City of Sartell and Stearns Cooperative Electric Association, a Minnesota corporation, its successors and assigns, the City has the right to impose a franchise fee on Stearns Cooperative Electric Association, a Minnesota corporation, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Stearns Cooperative Electric Association Franchise and in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee is hereby imposed on Stearns Cooperative Electric Association, a Minnesota Corporation, its successors and assigns, under its electric franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the January, 2017 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

Subd. 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 9 of the Franchise.

Subd. 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow Company to add a surcharge to customer rates of city residents to reimburse Company for the cost of the fee.

Subd. 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Subd. 6. Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Ordinance to Stearns Electric by certified mail. Collection of the fee shall commence as provided above.

Passed and approved: September 12, 2016.

Mayor

Attest:

City Administrator

SEAL

SCHEDULE A

Franchise Fee Rates:

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Amount per month</u>
Residential	\$4.00
Sm C & I – No kW	\$6.75
C & I – kW	\$15.00
Large C & I	\$109.00
Public Street Ltg	\$0
Muni Pumping –N/D	\$0
Muni Pumping – Dem	\$0

Franchise fees are submitted to the City on a quarterly basis as follows:

- January – March collections due by April 30.
- April – June collections due by July 31.
- July – September collections due by October 31.
- October – December collections due by January 31.

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

SUMMARY ORDINANCE NOS.

ORDINANCES GRANTING A GAS FRANCHISE TO NORTHERN STATES POWER COMPANY, AND ELECTRIC FRANCHISES TO BOTH NORTHERN STATES POWER COMPANY AND STEARNS COOPERATIVE ELECTRIC ASSOCIATION, AND IMPLEMENTING NEW FRANCHISE FEES

The City Code of Ordinances sets forth provisions for gas and electric franchises and fees therefore, and such provisions have been restated including definitions, adoption of franchises, location, other regulations, relocations, tree trimming, indemnification, vacation of public ways, change in form of government, franchise fees, and amendment procedures.

The entire ordinances are 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 12th day of September, 2016.

s/
MAYOR

ATTEST:

s/
City Administrator

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 12, 2016	Agenda Item No. 8a
Agenda Section: Old Business	Item: Preliminary 2017 Budget & Levy	

BACKGROUND: In the coming weeks, tax capacity estimates will continue to get refined, and you will have the ability to make additional cuts if desired prior to final budget adoption in December. Preliminary budget highlights include:

- Full time building inspector added to replace contracted work – approval is requested to authorize staff to adopt job description and proceed with filling that job in 2016.
- Full time GIS/engineering tech position to help reduce contracted engineering costs and affordably provide tech level work to inspections, planning and public works.
- Full time park employee in the 2nd quarter of 2017.
- Half year funding for community center operations within the Culture & Recreation budget that also includes parks, pools and rinks.
- Restructuring the former Administrative Secretary position to better align with current needs in Administration – approval is requested to proceed on filling that existing vacancy in 2016.
- Transfer of 2017 franchise fees to your street fund to provide on-going dedicated funding to streets.
- 4 squad rotations using your Police equipment fund in 2017 along with a one-time transfer from general fund reserves using budget savings this year.

We recommend Council adoption of this preliminary budget tonight, and we recommend proceeding on the hiring process to fill the administrative position and building inspection position in 2016. The administrative position will stay within 2016 budget due to the Administrative Secretary retirement, and the Inspections position will not impact 2016 budget since savings from using less contracted help will pay for the position hours in 2016. Our contracted inspections costs continue to increase and, you may recall we also added a part time temporary inspector just a few months ago but he has found other work and is no longer available. With required inspections activity continuing to increase and options becoming more limited and costly, we recommend proceeding with adding another staff inspector. The Chief Building Official has been very conservative in determining when to make this recommendation over the years, and we are at the point where we recommend proceeding now.

Attached is a job description for the restructured and re-titled administrative secretary position; job descriptions for both limited and full licensure building inspector positions will be finalized by the Chief Building Official. The Chief Building Official will also make the final

recommendation whether to hire a limited or full inspector based upon applications and interviews – your 2017 budget assumes full licensure position.

The preliminary 2017 budget results in a potential tax rate increase of 1.13%, but that will depend on actual tax capacity numbers which will be better known before final adoption in December, at which time we will project taxpayer impacts and options for Council consideration before final budget adoption. Current estimates are it would take another \$65,000 in cuts for a flat tax rate.

ATTACHMENTS: Preliminary 2017 Budget and Levy Resolution; 2017 preliminary budget; recommended job description.

COUNCIL ACTION REQUESTED:

1. Motion to adopt attached Resolution Adopting Preliminary Budget and Levy.
2. Motion to approve job description and authorize hiring process for the administrative and inspections positions.

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE PROPOSED 2017
GENERAL FUND BUDGET
AND PRELIMINARY TAX LEVY
COLLECTIBLE IN 2017**

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

That a preliminary 2017 general fund budget of \$6,297,178 is hereby adopted and that the following is the preliminary tax levy collectible in 2017, to be levied upon taxable property in the City of Sartell, for the following purposes:

General Fund	\$4,739,096
Arena Abatement	\$ 22,467
Street Abatement	\$ 445,000
2008 Debt Service	\$ 193,152
2007 Debt Service	\$ 315,434
2009 Debt Service	<u>\$ 235,000</u>
 Total Preliminary Levy	 \$5,950,149

The City Administrator/Clerk is hereby instructed to transmit a copy of this Resolution to the County Auditors of Stearns and Benton Counties, Minnesota.

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

And the following voted against the same:

And the following were absent:

Whereupon, the Resolution was declared passed and adopted this 12th day of September, 2016.

Mayor

ATTEST:

City Administrator/Clerk

CITY OF SARTELL
Revenue Budget Worksheet-2017

Account Descr	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
FUND 101 GENERAL						
DEPT 41 GENERAL GOVERNMENT						
R 101-41-350-31010 CURRENT AD VALOREM TA	\$3,910,517.21	\$4,327,257.75	\$2,243,030.26	\$4,377,861.00	\$4,739,096.00	
R 101-41-350-31020 DELINQUENT AD VALOREM	-\$32,548.06	\$24,545.67	\$12,256.25	\$0.00	\$0.00	
R 101-41-350-31030 MARKET VALUE CREDIT	\$139.92	\$390.35	\$0.00	\$0.00	\$0.00	
R 101-41-350-31070 TAX ABATEMENT REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-33401 LOCAL GOVERNMENT AID	\$112,938.00	\$132,904.00	\$69,513.00	\$139,027.00	\$144,495.00	
R 101-41-350-33404 PERA AID	\$2,402.00	\$2,402.00	\$1,201.00	\$2,400.00	\$2,400.00	
R 101-41-350-33422 STATE GRANTS - CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-36210 INTEREST INCOME	\$8,354.03	\$11,394.81	\$12,925.90	\$10,000.00	\$12,000.00	
R 101-41-350-36230 CONTRIBUTIONS & DONAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-36250 MISCELLANEOUS	\$0.00	\$282.83	\$0.00	\$0.00	\$0.00	
R 101-41-350-39101 SALE OR LOSS OF PROPER	\$0.00	\$81.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-39203 TRANSFER IN	\$180,984.00	\$96,335.00	\$0.00	\$98,743.00	\$101,212.00	Utility
R 101-41-350-39330 CAPITAL LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-350-39410 REFUNDS AND REIMBURSE	\$3,739.72	\$5,599.09	\$1,364.64	\$0.00	\$0.00	
R 101-41-414-34111 LICENSE VERIFICATION FE	\$440.00	\$520.00	\$420.00	\$450.00	\$450.00	
R 101-41-414-34112 BUILDING ADMIN FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-414-34113 ADMINISTRATIVE FEES	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	
R 101-41-414-35104 ADMINISTRATIVE FINES	\$1,600.00	\$600.00	\$1,150.00	\$1,500.00	\$1,500.00	
R 101-41-414-36221 ADVERTISING/SIGN RENTA	\$21,481.58	\$23,871.86	\$13,975.02	\$18,000.00	\$22,000.00	
R 101-41-414-36250 MISCELLANEOUS	\$2,168.50	\$2,366.61	\$1,794.05	\$1,500.00	\$1,500.00	
R 101-41-414-36251 SHIPPING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-465-32287 OTHER PERMITS	\$3,997.00	\$4,391.00	\$2,545.45	\$4,000.00	\$4,000.00	Sign Permit
R 101-41-465-33632 OTHER GRANTS - OPERATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-41-465-34107 ASSESSMENT SEARCHES	\$2,355.00	\$2,730.00	\$1,910.00	\$2,500.00	\$2,500.00	
R 101-41-465-34110 LAND USE APPLICATION FE	\$13,075.00	\$22,530.00	\$26,260.00	\$16,000.00	\$20,000.00	
DEPT 41 GENERAL GOVERNMENT	\$4,231,643.90	\$4,658,501.97	\$2,388,345.57	\$4,671,981.00	\$5,051,153.00	
DEPT 42 PUBLIC SAFETY						
R 101-42-421-32110 LIQUOR LICENSE	\$35,285.00	\$36,510.00	\$38,267.50	\$35,000.00	\$36,000.00	
R 101-42-421-32181 CIGARETTE LICENSE	\$3,600.00	\$3,862.50	\$2,700.00	\$3,500.00	\$3,700.00	
R 101-42-421-32187 OTHER LICENSE	\$44,974.00	\$46,093.10	\$44,817.00	\$44,000.00	\$48,000.00	Rental/Misc
R 101-42-421-33110 FEDERAL OPERATING GRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-33416 POLICE TRAINING REIMBU	\$5,608.47	\$5,321.70	\$0.00	\$6,000.00	\$6,000.00	
R 101-42-421-33421 STATE MUNICIPAL POLICE	\$129,471.74	\$116,310.93	\$0.00	\$120,000.00	\$120,000.00	
R 101-42-421-33425 SCHOOL LIAISON REIMBUR	\$102,697.15	\$111,929.34	\$29,183.50	\$112,631.00	\$116,000.00	
R 101-42-421-33426 GANG STRIKE FORCE REIM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	VOTF
R 101-42-421-33633 STATE GRANT - OPERATIN	\$10,313.15	\$18,695.63	\$5,388.83	\$0.00	\$0.00	VOTF
R 101-42-421-34204 PUBLIC SAFETY OTHER - R	\$2,738.32	\$4,423.95	\$2,310.02	\$3,000.00	\$3,000.00	Reports/Servic
R 101-42-421-34950 OTHER CHARGES FOR SER	\$3,370.00	\$9,316.48	\$2,787.25	\$4,000.00	\$4,000.00	
R 101-42-421-35101 COURT FINES	\$59,976.91	\$48,935.87	\$22,606.97	\$59,000.00	\$55,000.00	
R 101-42-421-35102 TRAFFIC FINES	\$5,903.60	\$2,690.00	\$2,755.00	\$6,000.00	\$4,500.00	
R 101-42-421-35103 OTHER FINES	\$6,035.00	\$6,930.00	\$3,010.00	\$5,000.00	\$6,000.00	Tob/Alc/FalseA
R 101-42-421-35104 ADMINISTRATIVE FINES	\$780.00	\$1,270.00	\$1,300.00	\$750.00	\$750.00	
R 101-42-421-36230 CONTRIBUTIONS & DONAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-36232 CONTRIB & DONATIONS-K	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-36233 CONTRIB & DONATIONS-C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-36235 CONTRIB & DONATIONS -	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-421-36250 MISCELLANEOUS	\$534.57	\$664.16	\$264.75	\$0.00	\$0.00	
R 101-42-421-39410 REFUNDS AND REIMBURSE	\$100.00	\$68.69	\$0.00	\$0.00	\$0.00	
R 101-42-422-33415 FIRE TRAINING REIMBURS	\$4,102.93	\$6,396.00	\$5,194.00	\$4,000.00	\$5,000.00	
R 101-42-422-33424 STATE MUNICIPAL FIRE AI	\$87,045.42	\$91,716.94	\$2,000.00	\$87,000.00	\$91,000.00	

CITY OF SARTELL
Revenue Budget Worksheet-2017

Account Descr	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
R 101-42-422-33631 TOWNSHIP FIRE AGREEME	\$13,254.00	\$41,084.00	\$20,000.00	\$40,000.00	\$40,000.00	
R 101-42-422-33633 STATE GRANT - OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-33635 TOWNSHIP BLDG REIMB	\$5,111.80	\$4,155.03	\$0.00	\$4,000.00	\$4,000.00	
R 101-42-422-34201 PUBLIC SAFETY FIRE LOCK	\$1,315.00	\$1,285.00	\$585.00	\$1,000.00	\$1,000.00	
R 101-42-422-34202 PUBLIC SAFETY FIRE CALL	\$0.00	\$1,757.22	\$375.00	\$0.00	\$0.00	
R 101-42-422-34204 PUBLIC SAFETY OTHER - R	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-36223 MISC. RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-39203 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-422-39410 REFUNDS AND REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-424-32183 GENERAL CONTRACTOR LI	\$1,210.00	\$2,095.00	\$1,620.00	\$1,500.00	\$1,500.00	
R 101-42-424-32184 HVAC LICENSE	\$3,190.00	\$3,600.00	\$3,180.00	\$3,000.00	\$3,000.00	
R 101-42-424-32210 BUILDING PERMIT	\$169,299.22	\$264,471.84	\$175,281.26	\$265,000.00	\$265,000.00	
R 101-42-424-32211 ADDL INSPECTION FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42-424-32212 BLDG PLAN REVIEW FEES	\$58,443.69	\$120,582.88	\$99,115.34	\$115,000.00	\$120,000.00	
R 101-42-424-32215 FIRE INSP/PERMITS/REVIE	\$5,901.72	\$14,427.20	\$3,685.17	\$9,000.00	\$9,000.00	
R 101-42-424-32220 MECHANICAL PERMIT	\$38,558.25	\$45,158.85	\$14,813.34	\$45,000.00	\$45,000.00	
R 101-42-424-32230 PLUMBING PERMIT	\$25,669.87	\$42,478.46	\$36,726.25	\$40,000.00	\$40,000.00	
R 101-42-424-32260 ELECTRICAL PERMIT	\$37,411.25	\$35,266.10	\$32,602.50	\$37,000.00	\$37,000.00	
R 101-42-424-32287 OTHER PERMITS	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	
R 101-42-427-32240 ANIMAL LICENSE	\$17,136.00	\$16,225.00	\$10,785.00	\$15,000.00	\$16,000.00	
R 101-42-427-34950 OTHER CHARGES FOR SER	\$825.00	\$1,146.00	\$375.00	\$1,000.00	\$1,000.00	
DEPT 42 PUBLIC SAFETY	\$880,122.06	\$1,104,867.87	\$561,783.68	\$1,066,381.00	\$1,081,450.00	
DEPT 43 PUBLIC WORKS						
R 101-43-434-32182 REFUSE LICENSE	\$4,500.00	\$4,600.00	\$4,600.00	\$4,500.00	\$4,500.00	
R 101-43-434-32185 CABLE FRANCHISE LICENS	\$216,210.19	\$215,052.66	\$54,229.23	\$215,000.00	\$0.00	
R 101-43-434-32186 UTILITY FRANCHISE LICEN	\$240,963.08	\$260,352.33	\$83,685.79	\$240,000.00	\$0.00	
R 101-43-434-32187 OTHER LICENSE	\$615.00	\$590.00	\$152.00	\$0.00	\$0.00	
R 101-43-434-32270 STREET EXCAVATION PER	\$6,010.00	\$7,775.00	\$6,578.25	\$5,000.00	\$6,000.00	
R 101-43-434-33422 STATE GRANTS - CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-434-33630 COUNTY MAINTENANCE AG	\$23,791.93	\$24,536.05	\$6,870.00	\$23,000.00	\$24,000.00	
R 101-43-434-33632 OTHER GRANTS - OPERATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-434-34104 LAND DISTURBANCE PERM	\$3,925.00	\$3,175.00	\$2,350.00	\$4,000.00	\$4,000.00	
R 101-43-434-34300 STREET SWEEPING/SANDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-434-34303 PUBLIC WORKS-MAINTANC	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	
R 101-43-434-36223 MISC. RENTAL	\$1,688.00	\$2,038.64	\$0.00	\$0.00	\$1,500.00	
R 101-43-434-36230 CONTRIBUTIONS & DONAT	\$0.00	\$2.96	\$0.00	\$0.00	\$0.00	
R 101-43-434-36250 MISCELLANEOUS	\$79.20	\$908.50	\$100.40	\$0.00	\$0.00	
R 101-43-434-39410 REFUNDS AND REIMBURSE	\$8,837.28	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-43-436-32280 COMPOST SITE PERMIT	\$65,654.00	\$69,336.30	\$64,761.00	\$66,000.00	\$70,000.00	
R 101-43-436-36250 MISCELLANEOUS	\$6.25	\$240.00	\$0.00	\$0.00	\$0.00	
DEPT 43 PUBLIC WORKS	\$572,279.93	\$588,607.44	\$223,376.67	\$557,500.00	\$110,000.00	
DEPT 45 CULTURE & RECREATION						
R 101-45-452-36220 PARK RENTAL	\$3,192.86	\$3,230.00	\$3,935.58	\$3,000.00	\$3,200.00	
R 101-45-453-36250 MISCELLANEOUS	\$30.00	\$0.00	\$0.00	\$0.00	\$51,375.00	Comm Center
DEPT 45 CULTURE & RECREATION	\$3,222.86	\$3,230.00	\$3,935.58	\$3,000.00	\$54,575.00	
FUND 101 GENERAL	\$5,687,268.75	\$6,355,207.28	\$3,177,441.50	\$6,298,862.00	\$6,297,178.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2017

Budget Line Items	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
FUND 101 GENERAL						
DEPT 41 GENERAL GOVERNMENT						
DIV 411 COUNCILMEMBERS						
E 101-41-411-106 REGULAR MEETING S	\$20,799.84	\$20,799.84	\$12,133.24	\$20,800.00	\$20,800.00	
E 101-41-411-107 SPECIAL MEETING SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-411-108 OTHER MEETING SAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-411-121 EMPLOYER CONTRIB	\$1,040.16	\$780.12	\$455.07	\$1,300.00	\$1,300.00	
E 101-41-411-122 EMPLOYER CONTRIB	\$301.44	\$623.88	\$363.93	\$800.00	\$800.00	
E 101-41-411-150 WORKERS COMPENS	\$914.55	\$814.80	\$0.00	\$1,200.00	\$1,200.00	Inc Voluntee
E 101-41-411-200 OFFICE SUPPLIES	\$10.73	\$107.06	\$0.00	\$100.00	\$100.00	
E 101-41-411-330 TRANSPORTATION/L	\$311.00	\$132.00	\$20.00	\$2,000.00	\$2,000.00	
E 101-41-411-350 PUBLICATIONS	\$3,353.56	\$3,776.72	\$1,732.25	\$3,700.00	\$3,800.00	
E 101-41-411-360 COMP LIAB INSURAN	\$2,127.52	\$1,432.21	\$0.00	\$2,500.00	\$2,000.00	
E 101-41-411-430 MISCELLANEOUS	\$75.00	\$0.00	\$0.00	\$500.00	\$500.00	
E 101-41-411-434 DUES & SUBSCRIPTI	\$53,641.00	\$56,671.00	\$19,955.00	\$41,500.00	\$44,960.00	Schedule A
E 101-41-411-439 CONTRIBUTIONS	\$9,818.00	\$9,818.00	\$8,154.16	\$9,818.00	\$9,933.00	Schedule B
DIV 411 COUNCILMEMBERS	\$92,392.80	\$94,955.63	\$42,813.65	\$84,218.00	\$87,393.00	
DIV 413 MAYOR						
E 101-41-413-106 REGULAR MEETING S	\$7,500.00	\$7,500.00	\$4,375.00	\$7,500.00	\$7,500.00	
E 101-41-413-107 SPECIAL MEETING SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-413-108 OTHER MEETING SAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-413-121 EMPLOYER CONTRIB	\$375.00	\$375.00	\$218.75	\$500.00	\$450.00	
E 101-41-413-122 EMPLOYER CONTRIB	\$108.72	\$108.72	\$63.42	\$200.00	\$150.00	
E 101-41-413-150 WORKERS COMPENS	\$38.55	\$41.80	\$0.00	\$50.00	\$50.00	
E 101-41-413-200 OFFICE SUPPLIES	\$0.00	\$7.08	\$0.00	\$100.00	\$100.00	
E 101-41-413-330 TRANSPORTATION/L	\$214.45	\$1,546.60	\$20.00	\$2,300.00	\$2,300.00	
E 101-41-413-360 COMP LIAB INSURAN	\$437.92	\$338.05	\$0.00	\$500.00	\$500.00	
E 101-41-413-430 MISCELLANEOUS	\$0.00	\$7.20	\$0.00	\$100.00	\$100.00	
E 101-41-413-434 DUES & SUBSCRIPTI	\$0.00	\$30.00	\$0.00	\$0.00	\$50.00	
DIV 413 MAYOR	\$8,674.64	\$9,954.45	\$4,677.17	\$11,250.00	\$11,200.00	
DIV 414 ADMINISTRATION						
E 101-41-414-101 REGULAR WAGES & S	\$208,537.40	\$214,867.80	\$125,772.00	\$218,629.00	\$215,000.00	
E 101-41-414-102 OVERTIME WAGES	\$1,798.60	\$0.00	\$0.00	\$0.00	\$3,000.00	
E 101-41-414-103 PART-TIME WAGES	\$0.00	\$0.00	\$4,792.44	\$14,815.00	\$0.00	
E 101-41-414-104 TEMPORARY WAGES	\$2,422.28	\$12,795.62	\$3,956.74	\$2,500.00	\$3,000.00	
E 101-41-414-121 EMPLOYER CONTRIB	\$15,169.57	\$28,164.38	\$12,482.73	\$23,125.00	\$22,000.00	
E 101-41-414-122 EMPLOYER CONTRIB	\$14,716.30	\$12,674.32	\$9,675.18	\$18,100.00	\$18,000.00	
E 101-41-414-130 EMPLOYEE BENEFIT-I	\$38,481.95	\$43,918.74	\$23,102.84	\$37,500.00	\$44,150.00	
E 101-41-414-131 BENEFIT PLAN ADMI	\$1,289.00	\$1,683.12	\$1,009.00	\$1,500.00	\$2,000.00	
E 101-41-414-150 WORKERS COMPENS	\$2,129.07	\$2,135.18	\$0.00	\$2,400.00	\$2,500.00	
E 101-41-414-170 CLOTHING ALLOWAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-414-200 OFFICE SUPPLIES	\$5,370.10	\$5,074.02	\$1,441.19	\$6,000.00	\$6,000.00	
E 101-41-414-202 BANK & WIRE FEES	\$637.80	\$7,183.12	\$3,657.09	\$6,000.00	\$6,000.00	
E 101-41-414-203 SOFTWARE/SUPPORT	\$5,838.25	\$9,086.39	\$7,258.05	\$10,000.00	\$10,500.00	
E 101-41-414-210 SUPPLIES/MATERIAL	\$2,701.30	\$1,954.16	\$1,024.17	\$1,700.00	\$2,200.00	
E 101-41-414-240 SMALL TOOLS	\$438.34	\$0.00	\$0.00	\$500.00	\$500.00	
E 101-41-414-303 ENGINEERING	\$73.50	\$0.00	\$678.50	\$0.00	\$0.00	
E 101-41-414-305 CONSULTANTS-OTHE	\$733.30	\$4,113.00	\$79.00	\$0.00	\$0.00	One time 20
E 101-41-414-308 LEGAL	\$29,879.23	\$10,739.00	\$6,000.00	\$15,000.00	\$15,000.00	
E 101-41-414-309 ASSESSING	\$41,140.50	\$40,830.00	\$20,287.50	\$41,000.00	\$42,000.00	
E 101-41-414-310 AUDITING	\$20,120.00	\$20,100.00	\$20,100.00	\$20,100.00	\$20,100.00	Schedule C

CITY OF SARTELL

Expenditure Budget Worksheet-2017

Budget Line Items	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
E 101-41-414-320 COMMUNICATIONS/T	\$2,639.38	\$2,834.20	\$3,141.48	\$3,500.00	\$5,000.00	
E 101-41-414-322 POSTAGE	\$6,131.16	\$5,120.56	\$3,493.55	\$6,500.00	\$6,500.00	
E 101-41-414-330 TRANSPORTATION/L	\$1,346.64	\$1,259.52	\$2,404.62	\$2,500.00	\$2,500.00	
E 101-41-414-340 TRAINING	\$1,260.00	\$1,066.10	\$685.00	\$2,000.00	\$2,000.00	
E 101-41-414-354 PRINTING AND BINDI	\$323.78	\$447.12	\$306.83	\$750.00	\$750.00	
E 101-41-414-360 COMP LIAB INSURAN	\$2,408.01	\$1,968.01	\$0.00	\$3,500.00	\$2,700.00	
E 101-41-414-381 UTILITY ELECTRICIT	\$11,642.10	\$9,142.98	\$4,826.24	\$13,500.00	\$12,000.00	
E 101-41-414-383 UTILITY GAS	\$8,665.24	\$3,012.97	\$1,612.34	\$9,000.00	\$7,500.00	
E 101-41-414-384 REFUSE	\$1,868.14	\$1,824.48	\$1,283.28	\$2,000.00	\$2,200.00	
E 101-41-414-401 R & M - OTHER	\$0.00	\$22.40	\$59.93	\$500.00	\$500.00	
E 101-41-414-404 R & M- EQUIPMENT	\$1,183.90	\$353.94	\$98.39	\$1,200.00	\$1,200.00	
E 101-41-414-406 R & M - BLDG	\$17,073.78	\$13,885.72	\$6,832.08	\$13,000.00	\$14,000.00	
E 101-41-414-409 CONTRACTED CLEANI	\$2,286.48	\$2,685.12	\$1,349.92	\$3,000.00	\$3,500.00	
E 101-41-414-414 LEASES-EQUIPMENT	\$6,755.28	\$7,594.07	\$3,906.94	\$7,900.00	\$8,000.00	
E 101-41-414-430 MISCELLANEOUS	\$1,640.93	\$1,284.58	\$1,237.00	\$1,700.00	\$1,800.00	
E 101-41-414-434 DUES & SUBSCRIPTI	\$461.50	\$770.70	\$1,127.40	\$1,000.00	\$1,000.00	
E 101-41-414-440 REQUIRED RESERVE/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-414-515 JUDGEMENTS & LOSS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-414-525 REFUND & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 414 ADMINISTRATION	\$458,162.81	\$468,591.32	\$273,681.43	\$490,419.00	\$483,100.00	
DIV 417 ELECTIONS						
E 101-41-417-104 TEMPORARY WAGES	\$16,085.50	\$0.00	\$0.00	\$17,000.00	\$0.00	
E 101-41-417-121 EMPLOYER CONTRIB	\$38.72	\$0.00	\$0.00	\$100.00	\$0.00	
E 101-41-417-122 EMPLOYER CONTRIB	\$37.98	\$0.00	\$0.00	\$100.00	\$0.00	
E 101-41-417-210 SUPPLIES/MATERIAL	\$1,304.44	\$0.00	\$0.00	\$1,500.00	\$0.00	
E 101-41-417-330 TRANSPORTATION/L	\$945.55	\$0.00	\$0.00	\$1,200.00	\$0.00	
E 101-41-417-350 PUBLICATIONS	\$1,757.63	\$0.00	\$740.88	\$2,000.00	\$0.00	
E 101-41-417-401 R & M - OTHER	\$2,767.31	\$2,721.88	\$2,548.52	\$3,000.00	\$3,000.00	Maint Cont
E 101-41-417-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-417-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 417 ELECTIONS	\$22,937.13	\$2,721.88	\$3,289.40	\$24,900.00	\$3,000.00	
DIV 465 COMMUNITY DEVELOPMENT						
E 101-41-465-101 REGULAR WAGES & S	\$115,152.52	\$121,999.16	\$74,196.00	\$128,600.00	\$155,000.00	
E 101-41-465-102 OVERTIME WAGES	\$246.25	\$87.57	\$76.33	\$250.00	\$250.00	
E 101-41-465-103 PART-TIME WAGES	\$4,431.00	\$1,738.64	\$0.00	\$0.00	\$0.00	
E 101-41-465-106 REGULAR MEETING S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-465-121 EMPLOYER CONTRIB	\$8,268.95	\$9,348.88	\$5,570.43	\$10,000.00	\$11,500.00	
E 101-41-465-122 EMPLOYER CONTRIB	\$8,893.92	\$9,432.34	\$5,610.01	\$9,900.00	\$12,000.00	
E 101-41-465-130 EMPLOYEE BENEFIT-I	\$15,805.75	\$19,013.65	\$6,510.66	\$13,000.00	\$18,000.00	
E 101-41-465-150 WORKERS COMPENS	\$426.21	\$426.64	\$0.00	\$600.00	\$600.00	
E 101-41-465-200 OFFICE SUPPLIES	\$322.86	\$450.28	\$9.00	\$1,000.00	\$5,000.00	in house ma
E 101-41-465-240 SMALL TOOLS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	
E 101-41-465-303 ENGINEERING	\$17,579.75	\$19,582.50	\$8,046.50	\$10,000.00	\$10,000.00	Land Use Ap
E 101-41-465-305 CONSULTANTS-OTHE	\$2,019.50	\$2,121.31	\$90.00	\$0.00	\$0.00	
E 101-41-465-307 SPECIAL STUDIES	\$12,213.91	\$0.00	\$0.00	\$0.00	\$15,000.00	Mill site?
E 101-41-465-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-465-320 COMMUNICATIONS/T	\$1,717.30	\$1,766.94	\$1,032.62	\$1,900.00	\$2,200.00	
E 101-41-465-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41-465-330 TRANSPORTATION/L	\$1,949.13	\$1,926.28	\$2,926.66	\$2,500.00	\$3,000.00	
E 101-41-465-340 TRAINING	\$985.00	\$1,684.00	\$1,872.00	\$3,000.00	\$3,000.00	
E 101-41-465-350 PUBLICATIONS	\$1,774.29	\$2,160.92	\$1,578.78	\$2,000.00	\$2,000.00	
E 101-41-465-351 RECORDING FEES	\$368.00	\$0.00	\$46.00	\$500.00	\$500.00	

CITY OF SARTELL Expenditure Budget Worksheet-2017

Budget Line Items	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
E 101-41-465-360 COMP LIAB INSURAN	\$17,307.62	\$17,626.32	\$0.00	\$17,500.00	\$22,000.00	
E 101-41-465-401 R & M - OTHER	\$721.90	\$0.00	\$0.00	\$750.00	\$750.00	
E 101-41-465-430 MISCELLANEOUS	\$117.96	\$30.89	\$0.00	\$500.00	\$500.00	
E 101-41-465-434 DUES & SUBSCRIPTI	\$681.22	\$742.04	\$0.00	\$1,400.00	\$1,400.00	
DIV 465 COMMUNITY DEVELOPM	\$210,983.04	\$210,138.36	\$107,564.99	\$203,500.00	\$262,800.00	
DEPT 41 GENERAL GOVERNMENT	\$793,150.42	\$786,361.64	\$432,026.64	\$814,287.00	\$847,493.00	
DEPT 42 PUBLIC SAFETY						
DIV 421 POLICE						
E 101-42-421-101 REGULAR WAGES & S	\$1,006,276.86	\$1,137,752.76	\$726,780.08	\$1,318,100.00	\$1,440,000.00	
E 101-42-421-102 OVERTIME WAGES	\$36,487.75	\$27,399.25	\$19,151.75	\$20,000.00	\$25,000.00	
E 101-42-421-103 PART-TIME WAGES	\$7,146.88	\$7,477.92	\$4,238.40	\$8,100.00	\$9,000.00	
E 101-42-421-104 TEMPORARY WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-109 POLICE-HOLIDAY WA	\$39,821.95	\$36,716.89	\$6,429.48	\$46,000.00	\$45,000.00	
E 101-42-421-111 SALARIES-GRANTS	\$10,566.10	\$9,634.01	\$5,158.45	\$0.00	\$0.00	
E 101-42-421-121 EMPLOYER CONTRIB	\$159,592.00	\$191,428.40	\$116,324.81	\$220,000.00	\$231,000.00	
E 101-42-421-122 EMPLOYER CONTRIB	\$20,004.59	\$24,645.04	\$15,263.01	\$28,900.00	\$35,500.00	
E 101-42-421-130 EMPLOYEE BENEFIT-I	\$183,130.27	\$218,923.70	\$142,772.97	\$238,000.00	\$252,000.00	
E 101-42-421-135 MEDICAL	\$0.00	\$690.45	\$802.00	\$0.00	\$500.00	
E 101-42-421-142 UNEMPLOYMENT	\$424.90	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-150 WORKERS COMPENS	\$42,872.32	\$44,786.66	\$0.00	\$48,000.00	\$48,000.00	
E 101-42-421-170 CLOTHING ALLOWAN	\$21,511.82	\$24,198.74	\$23,976.23	\$29,000.00	\$24,000.00	
E 101-42-421-200 OFFICE SUPPLIES	\$2,748.53	\$4,163.69	\$2,699.10	\$5,000.00	\$6,000.00	
E 101-42-421-203 SOFTWARE/SUPPORT	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	
E 101-42-421-204 STATE SHARE OF AD	\$240.00	\$640.00	\$20.00	\$500.00	\$500.00	
E 101-42-421-210 SUPPLIES/MATERIAL	\$8,847.28	\$12,881.66	\$7,873.02	\$9,000.00	\$9,000.00	
E 101-42-421-211 SAFETY SUPPLIES/OS	\$507.45	\$2,483.45	\$136.30	\$1,900.00	\$1,900.00	
E 101-42-421-212 FUELS	\$42,996.27	\$33,638.97	\$7,757.94	\$65,000.00	\$60,000.00	
E 101-42-421-240 SMALL TOOLS	\$1,977.24	\$2,281.96	\$207.84	\$2,500.00	\$2,500.00	
E 101-42-421-305 CONSULTANTS-OTHE	\$4,447.00	\$3,831.23	\$2,761.42	\$3,500.00	\$3,500.00	Transcriptio
E 101-42-421-306 INFORMATION SERVI	\$36,052.11	\$28,405.40	\$15,383.72	\$34,000.00	\$37,000.00	
E 101-42-421-308 LEGAL	\$40,943.94	\$40,000.00	\$20,000.00	\$45,000.00	\$45,000.00	
E 101-42-421-320 COMMUNICATIONS/T	\$16,156.62	\$16,526.16	\$12,057.52	\$17,000.00	\$22,000.00	
E 101-42-421-322 POSTAGE	\$3,023.48	\$2,484.22	\$1,434.31	\$3,000.00	\$3,000.00	
E 101-42-421-330 TRANSPORTATION/L	\$5,264.40	\$4,002.25	\$934.23	\$4,000.00	\$4,000.00	
E 101-42-421-340 TRAINING	\$5,703.15	\$13,601.85	\$3,843.00	\$17,000.00	\$16,000.00	
E 101-42-421-350 PUBLICATIONS	\$698.88	\$1,125.87	\$0.00	\$1,000.00	\$1,000.00	
E 101-42-421-360 COMP LIAB INSURAN	\$32,717.45	\$30,262.29	\$0.00	\$35,500.00	\$40,000.00	
E 101-42-421-381 UTILITY ELECTRICIT	\$8,592.58	\$7,964.24	\$4,176.84	\$9,000.00	\$9,000.00	
E 101-42-421-383 UTILITY GAS	\$6,615.29	\$4,028.67	\$1,926.69	\$6,000.00	\$6,000.00	
E 101-42-421-384 REFUSE	\$2,557.32	\$2,670.05	\$1,667.44	\$2,500.00	\$2,750.00	
E 101-42-421-401 R & M - OTHER	\$3,088.68	\$1,475.80	\$646.77	\$1,000.00	\$1,500.00	
E 101-42-421-404 R & M- EQUIPMENT	\$1,679.24	\$808.38	\$742.76	\$3,000.00	\$3,000.00	
E 101-42-421-405 R & M - VEHICLES	\$17,303.72	\$13,418.54	\$10,103.72	\$15,000.00	\$15,000.00	
E 101-42-421-406 R & M - BLDG	\$12,191.48	\$2,120.36	\$4,453.96	\$9,000.00	\$9,000.00	
E 101-42-421-409 CONTRACTED CLEANI	\$5,865.00	\$6,435.00	\$3,360.00	\$6,800.00	\$6,800.00	
E 101-42-421-413 RENTALS	\$615.58	\$268.00	\$158.15	\$750.00	\$750.00	
E 101-42-421-414 LEASES-EQUIPMENT	\$5,916.02	\$6,921.84	\$4,215.14	\$6,000.00	\$6,000.00	
E 101-42-421-430 MISCELLANEOUS	\$1,179.55	\$1,293.09	\$1,097.83	\$1,500.00	\$1,500.00	
E 101-42-421-431 POLICE RESERVES	\$452.89	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	
E 101-42-421-432 GROUP CONFERENCI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-433 FORFEITURE EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-434 DUES & SUBSCRIPTI	\$1,933.50	\$2,072.95	\$1,829.40	\$1,800.00	\$2,000.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2017

Budget Line Items	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
E 101-42-421-435 CRIME PREVENTION-	\$1,366.28	\$919.13	\$726.54	\$1,200.00	\$1,200.00	
E 101-42-421-436 SPECIAL PROJECTS	\$0.00	\$5,382.50	\$4,238.74	\$22,000.00	\$26,000.00	VOTF
E 101-42-421-439 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-421-515 JUDGEMENTS & LOSS	\$0.00	\$2,000.00	\$1,000.00	\$0.00	\$0.00	Deductible
E 101-42-421-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$10,800.00	NOPTICS
E 101-42-421-720 TRANSFER OUT	\$25,468.82	\$4,350.00	\$3,000.00	\$3,000.00	\$6,000.00	Youth Fund
DIV 421 POLICE	\$1,824,985.19	\$1,984,111.37	\$1,180,849.56	\$2,290,050.00	\$2,472,200.00	
DIV 422 FIRE						
E 101-42-422-101 REGULAR WAGES & S	\$72,757.47	\$92,166.19	\$46,464.13	\$88,000.00	\$88,000.00	
E 101-42-422-102 OVERTIME WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-422-103 PART-TIME WAGES	\$1,302.17	\$481.06	\$0.00	\$0.00	\$0.00	Cleaning co
E 101-42-422-122 EMPLOYER CONTRIB	\$5,665.44	\$7,087.41	\$3,554.45	\$7,000.00	\$7,000.00	
E 101-42-422-127 FIRE RELIEF CONTRI	\$9,800.00	\$9,800.00	\$0.00	\$10,200.00	\$10,600.00	
E 101-42-422-128 FIRE STATE AID PASS	\$87,045.42	\$91,716.94	\$0.00	\$87,000.00	\$91,000.00	Revenue off
E 101-42-422-135 MEDICAL	\$1,609.50	\$1,122.50	\$1,632.45	\$2,000.00	\$2,000.00	Annual & Ne
E 101-42-422-150 WORKERS COMPENS	\$29,343.88	\$35,236.44	\$0.00	\$33,000.00	\$37,000.00	
E 101-42-422-170 CLOTHING ALLOWAN	\$7,499.69	\$12,104.79	\$11,230.40	\$13,000.00	\$16,000.00	Turnout&Cla
E 101-42-422-200 OFFICE SUPPLIES	\$507.87	\$221.01	\$259.31	\$500.00	\$500.00	
E 101-42-422-203 SOFTWARE/SUPPORT	\$1,505.00	\$2,174.60	\$2,160.00	\$1,600.00	\$2,200.00	
E 101-42-422-210 SUPPLIES/MATERIAL	\$3,802.82	\$8,501.37	\$1,085.21	\$7,000.00	\$7,000.00	
E 101-42-422-211 SAFETY SUPPLIES/OS	\$850.00	\$746.39	\$643.09	\$1,000.00	\$1,000.00	
E 101-42-422-212 FUELS	\$4,511.28	\$3,663.83	\$520.06	\$7,000.00	\$5,000.00	
E 101-42-422-240 SMALL TOOLS	\$4,784.81	\$2,043.67	\$1,340.30	\$5,000.00	\$5,000.00	
E 101-42-422-305 CONSULTANTS-OTHE	\$142.50	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-422-310 AUDITING	\$500.00	\$3,550.00	\$1,800.00	\$800.00	\$4,000.00	Actuarial ye
E 101-42-422-320 COMMUNICATIONS/T	\$5,256.77	\$4,999.04	\$2,607.08	\$6,000.00	\$6,000.00	
E 101-42-422-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-422-330 TRANSPORTATION/L	\$1,428.66	\$1,931.70	\$239.08	\$3,500.00	\$3,000.00	
E 101-42-422-340 TRAINING	\$4,930.00	\$7,750.00	\$4,430.00	\$6,000.00	\$6,000.00	
E 101-42-422-350 PUBLICATIONS	\$0.00	\$208.25	\$45.00	\$0.00	\$0.00	
E 101-42-422-360 COMP LIAB INSURAN	\$12,818.15	\$11,095.92	\$22.00	\$15,500.00	\$14,000.00	
E 101-42-422-381 UTILITY ELECTRICIT	\$4,754.85	\$4,345.96	\$2,291.03	\$5,000.00	\$5,000.00	
E 101-42-422-383 UTILITY GAS	\$6,573.46	\$3,494.13	\$1,731.70	\$6,000.00	\$6,000.00	
E 101-42-422-384 REFUSE	\$399.96	\$417.97	\$233.31	\$500.00	\$500.00	
E 101-42-422-401 R & M - OTHER	\$1,147.24	\$261.63	\$831.60	\$500.00	\$500.00	
E 101-42-422-404 R & M- EQUIPMENT	\$15,570.89	\$5,206.06	\$5,719.26	\$15,000.00	\$15,000.00	Hoses&Testi
E 101-42-422-405 R & M - VEHICLES	\$17,997.28	\$21,219.05	\$4,878.31	\$22,000.00	\$22,000.00	
E 101-42-422-406 R & M - BLDG	\$8,195.23	\$10,003.48	\$5,995.75	\$8,000.00	\$10,000.00	
E 101-42-422-409 CONTRACTED CLEANI	\$0.00	\$560.00	\$420.00	\$1,500.00	\$1,500.00	
E 101-42-422-413 RENTALS	\$321.60	\$268.00	\$371.18	\$500.00	\$350.00	Cylinders
E 101-42-422-414 LEASES-EQUIPMENT	\$1,104.00	\$1,065.60	\$644.00	\$1,400.00	\$1,400.00	
E 101-42-422-429 FIRE PREVENTION S	\$1,250.13	\$1,232.39	\$0.00	\$1,500.00	\$1,500.00	
E 101-42-422-430 MISCELLANEOUS	\$254.00	\$195.00	\$469.45	\$250.00	\$250.00	
E 101-42-422-434 DUES & SUBSCRIPTI	\$1,142.00	\$907.00	\$852.00	\$1,200.00	\$1,200.00	
E 101-42-422-500 CAPITAL OUTLAY	\$0.00	\$3,918.00	\$0.00	\$5,500.00	\$12,000.00	Laptops etc
E 101-42-422-515 JUDGEMENTS & LOSS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Deductible
E 101-42-422-550 CAP OUTLAY-EQUIP	\$2,368.00	\$4,787.32	\$0.00	\$8,000.00	\$0.00	
DIV 422 FIRE	\$317,140.07	\$354,482.70	\$102,470.15	\$370,950.00	\$382,500.00	
DIV 424 BUILDING & INSPECTIONS						
E 101-42-424-101 REGULAR WAGES & S	\$172,796.00	\$186,573.60	\$106,392.00	\$185,500.00	\$172,000.00	
E 101-42-424-102 OVERTIME WAGES	\$3,504.63	\$2,559.69	\$905.16	\$3,000.00	\$2,000.00	
E 101-42-424-103 PART-TIME WAGES	\$1,050.00	\$255.00	\$75.00	\$2,400.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2017

Budget Line Items	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
E 101-42-424-104 TEMPORARY WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-424-121 EMPLOYER CONTRIB	\$12,795.41	\$14,185.01	\$8,047.29	\$14,800.00	\$13,000.00	
E 101-42-424-122 EMPLOYER CONTRIB	\$13,138.64	\$14,641.08	\$8,329.19	\$15,000.00	\$13,500.00	
E 101-42-424-130 EMPLOYEE BENEFIT-I	\$26,326.43	\$22,998.44	\$15,633.15	\$24,500.00	\$28,500.00	
E 101-42-424-142 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-424-150 WORKERS COMPENS	\$1,067.12	\$699.92	\$0.00	\$1,200.00	\$1,200.00	
E 101-42-424-170 CLOTHING ALLOWAN	\$355.24	\$249.76	\$230.00	\$500.00	\$500.00	
E 101-42-424-200 OFFICE SUPPLIES	\$604.67	\$963.60	\$98.96	\$1,500.00	\$1,500.00	
E 101-42-424-203 SOFTWARE/SUPPORT	\$570.00	\$1,020.00	\$0.00	\$1,000.00	\$1,000.00	
E 101-42-424-210 SUPPLIES/MATERIAL	\$1,963.17	\$2,886.74	\$224.15	\$2,500.00	\$2,500.00	Lock boxes,
E 101-42-424-212 FUELS	\$2,914.69	\$1,903.30	\$344.78	\$3,500.00	\$3,500.00	
E 101-42-424-240 SMALL TOOLS	\$121.43	\$197.60	\$0.00	\$500.00	\$500.00	
E 101-42-424-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-424-313 FIRE PLAN REVIEW F	\$0.00	\$2,050.00	\$0.00	\$3,000.00	\$3,000.00	
E 101-42-424-320 COMMUNICATIONS/T	\$2,671.74	\$2,727.66	\$1,603.51	\$3,500.00	\$3,500.00	
E 101-42-424-330 TRANSPORTATION/L	\$871.36	\$167.14	\$23.86	\$1,500.00	\$1,500.00	
E 101-42-424-332 BUILDING INSPECTIO	\$22,700.00	\$35,925.00	\$20,640.00	\$25,000.00	\$10,000.00	Contract Ins
E 101-42-424-336 ELECTRICAL INSPECT	\$32,920.72	\$26,043.15	\$18,312.40	\$31,450.00	\$31,450.00	85%
E 101-42-424-340 TRAINING	\$3,674.00	\$1,332.00	\$2,120.00	\$3,600.00	\$3,600.00	
E 101-42-424-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	
E 101-42-424-360 COMP LIAB INSURAN	\$908.73	\$643.89	\$0.00	\$1,500.00	\$1,000.00	
E 101-42-424-404 R & M- EQUIPMENT	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
E 101-42-424-405 R & M - VEHICLES	\$1,867.73	\$437.27	\$16.00	\$1,500.00	\$1,500.00	
E 101-42-424-430 MISCELLANEOUS	\$0.00	\$0.00	\$80.00	\$500.00	\$500.00	
E 101-42-424-434 DUES & SUBSCRIPTI	\$1,565.50	\$1,640.50	\$310.00	\$1,600.00	\$1,600.00	ICC, AMBO
E 101-42-424-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 424 BUILDING & INSPECTIO	\$304,387.21	\$320,100.35	\$183,385.45	\$330,550.00	\$298,850.00	
DIV 425 EMERGENCY MANAGEMENT						
E 101-42-425-200 OFFICE SUPPLIES	\$134.07	\$0.00	\$0.00	\$150.00	\$0.00	
E 101-42-425-305 CONSULTANTS-OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-425-330 TRANSPORTATION/L	\$0.00	\$472.48	\$2,124.01	\$900.00	\$1,000.00	
E 101-42-425-340 TRAINING	\$0.00	\$0.00	\$150.00	\$500.00	\$600.00	
E 101-42-425-381 UTILITY ELECTRICIT	\$2,599.21	\$2,371.22	\$1,251.54	\$2,750.00	\$2,750.00	
E 101-42-425-401 R & M - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-425-404 R & M- EQUIPMENT	\$148.25	\$1,324.84	\$0.00	\$1,000.00	\$1,000.00	
E 101-42-425-430 MISCELLANEOUS	\$184.13	\$63.39	\$0.00	\$200.00	\$200.00	
E 101-42-425-434 DUES & SUBSCRIPTI	\$200.00	\$0.00	\$130.00	\$250.00	\$250.00	
DIV 425 EMERGENCY MANAGEME	\$3,265.66	\$4,231.93	\$3,655.55	\$5,750.00	\$5,800.00	
DIV 427 ANIMAL CONTROL						
E 101-42-427-102 OVERTIME WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42-427-210 SUPPLIES/MATERIAL	\$1,942.69	\$1,880.54	\$1,193.40	\$3,500.00	\$3,500.00	Mutt mitts
E 101-42-427-305 CONSULTANTS-OTHE	\$845.00	\$850.00	\$100.00	\$2,500.00	\$1,500.00	
E 101-42-427-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	
E 101-42-427-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	
DIV 427 ANIMAL CONTROL	\$2,787.69	\$2,730.54	\$1,293.40	\$6,500.00	\$5,250.00	
DEPT 42 PUBLIC SAFETY	\$2,452,565.82	\$2,665,656.89	\$1,471,654.11	\$3,003,800.00	\$3,164,600.00	
DEPT 43 PUBLIC WORKS						
DIV 434 MAINTENANCE						
E 101-43-434-101 REGULAR WAGES & S	\$281,493.87	\$283,833.64	\$181,853.80	\$303,500.00	\$278,000.00	
E 101-43-434-102 OVERTIME WAGES	\$8,718.35	\$2,537.34	\$1,767.43	\$5,000.00	\$10,000.00	
E 101-43-434-103 PART-TIME WAGES	\$2,643.83	\$976.69	\$0.00	\$0.00	\$0.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2017

Budget Line Items	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
E 101-43-434-104 TEMPORARY WAGES	\$12,340.13	\$11,400.00	\$11,156.13	\$22,440.00	\$25,160.00	
E 101-43-434-121 EMPLOYER CONTRIB	\$20,865.95	\$25,326.89	\$13,970.47	\$24,500.00	\$21,750.00	
E 101-43-434-122 EMPLOYER CONTRIB	\$21,856.18	\$22,806.02	\$14,533.39	\$26,000.00	\$23,950.00	
E 101-43-434-130 EMPLOYEE BENEFIT-I	\$62,982.24	\$42,455.50	\$33,738.63	\$62,000.00	\$44,500.00	
E 101-43-434-135 MEDICAL	\$0.00	\$424.75	\$0.00	\$0.00	\$500.00	
E 101-43-434-142 UNEMPLOYMENT	\$18.20	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-150 WORKERS COMPENS	\$27,867.90	\$28,966.06	\$0.00	\$28,000.00	\$30,000.00	
E 101-43-434-170 CLOTHING ALLOWAN	\$2,099.42	\$4,363.96	\$2,486.70	\$3,500.00	\$5,000.00	&uniforms
E 101-43-434-200 OFFICE SUPPLIES	\$754.16	\$1,043.41	\$258.45	\$700.00	\$1,000.00	
E 101-43-434-203 SOFTWARE/SUPPORT	\$449.00	\$579.00	\$449.00	\$500.00	\$1,000.00	
E 101-43-434-206 CONTRACTS PAYMEN	\$9,160.00	\$0.00	\$0.00	\$9,000.00	\$0.00	Snow remov
E 101-43-434-209 ROAD SALT/SAND	\$126,216.56	\$62,277.04	\$96,177.05	\$130,000.00	\$80,000.00	
E 101-43-434-210 SUPPLIES/MATERIAL	\$10,857.16	\$14,354.23	\$8,248.97	\$9,000.00	\$12,000.00	
E 101-43-434-211 SAFETY SUPPLIES/OS	\$126.04	\$404.82	\$128.10	\$1,000.00	\$1,000.00	
E 101-43-434-212 FUELS	\$80,720.69	\$43,560.98	\$11,331.14	\$83,000.00	\$70,000.00	
E 101-43-434-213 VENDING MACHINES	-\$12.20	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-240 SMALL TOOLS	\$3,857.79	\$4,490.84	\$2,934.03	\$3,200.00	\$6,000.00	
E 101-43-434-303 ENGINEERING	\$26,164.46	\$10,357.08	\$16,790.75	\$12,000.00	\$20,000.00	
E 101-43-434-304 LAND DISTURBANCE-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-305 CONSULTANTS-OTHE	\$11,505.35	\$16,425.00	\$16,693.40	\$12,000.00	\$35,000.00	Landfill&loca
E 101-43-434-308 LEGAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-320 COMMUNICATIONS/T	\$6,436.16	\$5,134.10	\$3,631.70	\$7,000.00	\$7,000.00	
E 101-43-434-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-330 TRANSPORTATION/L	\$137.88	\$201.02	\$24.56	\$500.00	\$500.00	
E 101-43-434-340 TRAINING	\$891.50	\$820.00	\$440.00	\$1,500.00	\$1,500.00	
E 101-43-434-350 PUBLICATIONS	\$893.46	\$757.05	\$0.00	\$1,000.00	\$1,000.00	
E 101-43-434-360 COMP LIAB INSURAN	\$23,013.56	\$20,908.39	\$0.00	\$25,000.00	\$26,000.00	
E 101-43-434-381 UTILITY ELECTRICIT	\$13,934.03	\$12,646.51	\$7,372.57	\$14,000.00	\$14,000.00	
E 101-43-434-383 UTILITY GAS	\$20,010.59	\$9,596.75	\$4,833.44	\$17,000.00	\$13,000.00	
E 101-43-434-384 REFUSE	\$2,428.48	\$2,417.67	\$1,711.08	\$2,600.00	\$3,000.00	
E 101-43-434-386 UTIL-PROTECTIVE LI	\$216,003.50	\$214,498.70	\$88,028.95	\$218,000.00	\$200,000.00	
E 101-43-434-400 STRIPING - STREETS	\$3,325.45	\$3,486.59	\$219.30	\$20,000.00	\$15,000.00	
E 101-43-434-401 R & M - OTHER	\$2,206.37	\$1,128.77	\$597.77	\$6,000.00	\$6,000.00	+curbs
E 101-43-434-403 TRAFFIC SIGNS	\$6,590.27	\$4,957.25	\$2,037.90	\$10,000.00	\$20,000.00	Reflectivity
E 101-43-434-404 R & M- EQUIPMENT	\$78,207.37	\$67,645.65	\$41,644.62	\$70,000.00	\$85,000.00	
E 101-43-434-405 R & M - VEHICLES	\$10,056.47	\$2,712.09	\$12,235.26	\$8,500.00	\$13,000.00	
E 101-43-434-406 R & M - BLDG	\$18,671.84	\$9,933.25	\$7,497.92	\$18,000.00	\$19,000.00	
E 101-43-434-407 REPAIR-SEALCOAT/R	\$184,808.40	\$234,076.19	\$15,538.18	\$250,000.00	\$0.00	Street Fund
E 101-43-434-409 CONTRACTED CLEANI	\$6.48	\$3,000.00	\$2,000.00	\$4,140.00	\$4,200.00	
E 101-43-434-413 RENTALS	\$204.96	\$221.13	\$109.20	\$500.00	\$500.00	
E 101-43-434-416 LEASES-OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-434-417 STREET LIGHT REPAI	\$0.00	\$0.00	-\$570.62	\$0.00	\$5,000.00	
E 101-43-434-430 MISCELLANEOUS	\$181.27	\$170.16	\$44.00	\$500.00	\$500.00	
E 101-43-434-434 DUES & SUBSCRIPTI	\$242.50	\$223.75	\$0.00	\$500.00	\$500.00	
E 101-43-434-515 JUDGEMENTS & LOSS	\$1,368.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
E 101-43-434-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$48,732.11	\$0.00	\$0.00	
DIV 434 MAINTENANCE	\$1,300,303.62	\$1,171,118.27	\$648,645.38	\$1,411,080.00	\$1,100,560.00	
DIV 436 COMPOST FACILITY						
E 101-43-436-104 TEMPORARY WAGES	\$6,397.98	\$7,100.32	\$3,595.40	\$10,000.00	\$11,000.00	
E 101-43-436-121 EMPLOYER CONTRIB	\$0.00	\$0.00	\$0.00	\$775.00	\$825.00	
E 101-43-436-122 EMPLOYER CONTRIB	\$489.48	\$543.18	\$275.02	\$770.00	\$900.00	
E 101-43-436-150 WORKERS COMPENS	\$389.08	\$188.91	\$0.00	\$450.00	\$400.00	
E 101-43-436-210 SUPPLIES/MATERIAL	\$629.51	\$585.02	\$759.62	\$1,000.00	\$1,000.00	

CITY OF SARTELL

Expenditure Budget Worksheet-2017

Budget Line Items	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
E 101-43-436-240 SMALL TOOLS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-436-303 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-436-305 CONSULTANTS-OTHE	\$99.00	\$99.00	\$0.00	\$100.00	\$100.00	
E 101-43-436-350 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43-436-381 UTILITY ELECTRICIT	\$363.78	\$343.51	\$166.00	\$400.00	\$400.00	
E 101-43-436-401 R & M - OTHER	\$561.01	\$1,826.67	\$2,570.88	\$2,000.00	\$3,000.00	Turner
E 101-43-436-413 RENTALS	\$3,548.31	\$4,621.29	\$767.44	\$3,800.00	\$4,500.00	refuse/satell
E 101-43-436-414 LEASES-EQUIPMENT	\$0.00	\$0.00	\$96.43	\$0.00	\$0.00	
DIV 436 COMPOST FACILITY	\$12,478.15	\$15,307.90	\$8,230.79	\$19,295.00	\$22,125.00	
DEPT 43 PUBLIC WORKS	\$1,312,781.77	\$1,186,426.17	\$656,876.17	\$1,430,375.00	\$1,122,685.00	
DEPT 45 CULTURE & RECREATION						
DIV 451 PLAYGROUNDS						
E 101-45-451-305 CONSULTANTS-OTHE	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$148,350.00	Comm Cent
E 101-45-451-437 AIDS TO OTHER GOV	\$12,000.00	\$22,000.00	\$0.00	\$22,000.00	\$24,000.00	School
DIV 451 PLAYGROUNDS	\$14,000.00	\$24,000.00	\$0.00	\$24,000.00	\$172,350.00	
DIV 452 PARKS						
E 101-45-452-101 REGULAR WAGES & S	\$84,216.45	\$91,301.20	\$63,813.76	\$133,000.00	\$152,000.00	
E 101-45-452-102 OVERTIME WAGES	\$360.20	\$22.69	\$0.00	\$500.00	\$1,000.00	
E 101-45-452-104 TEMPORARY WAGES	\$2,593.01	\$8,272.13	\$1,971.51	\$8,000.00	\$12,000.00	
E 101-45-452-106 REGULAR MEETING S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-452-121 EMPLOYER CONTRIB	\$6,098.56	\$7,013.64	\$4,786.03	\$10,500.00	\$12,500.00	
E 101-45-452-122 EMPLOYER CONTRIB	\$6,486.99	\$7,785.45	\$5,121.17	\$11,000.00	\$13,500.00	
E 101-45-452-130 EMPLOYEE BENEFIT-I	\$8,941.28	\$10,013.24	\$7,197.69	\$22,500.00	\$30,000.00	
E 101-45-452-135 MEDICAL	\$0.00	\$42.95	\$152.95	\$0.00	\$100.00	
E 101-45-452-150 WORKERS COMPENS	\$4,535.98	\$6,502.51	\$0.00	\$6,000.00	\$8,000.00	
E 101-45-452-170 CLOTHING ALLOWAN	\$635.73	\$1,799.14	\$1,011.88	\$1,000.00	\$2,500.00	
E 101-45-452-200 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-452-210 SUPPLIES/MATERIAL	\$6,701.53	\$11,623.25	\$9,512.75	\$5,000.00	\$15,000.00	
E 101-45-452-211 SAFETY SUPPLIES/OS	\$32.46	\$447.29	\$128.10	\$200.00	\$500.00	
E 101-45-452-212 FUELS	\$1,200.00	\$1,057.47	\$0.00	\$2,000.00	\$2,000.00	
E 101-45-452-229 LANDSCAPING MATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Beaut Fund
E 101-45-452-240 SMALL TOOLS	\$833.91	\$2,382.08	\$1,109.33	\$1,000.00	\$2,000.00	
E 101-45-452-305 CONSULTANTS-OTHE	\$3,300.00	\$3,021.00	\$735.00	\$0.00	\$3,000.00	
E 101-45-452-320 COMMUNICATIONS/T	\$204.00	\$299.76	\$119.00	\$250.00	\$400.00	
E 101-45-452-330 TRANSPORTATION/L	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	
E 101-45-452-340 TRAINING	\$707.87	\$1,568.29	\$195.00	\$700.00	\$1,500.00	
E 101-45-452-360 COMP LIAB INSURAN	\$13,867.77	\$13,302.67	\$627.00	\$14,500.00	\$15,500.00	
E 101-45-452-381 UTILITY ELECTRICIT	\$1,365.14	\$868.40	\$509.43	\$1,600.00	\$1,600.00	
E 101-45-452-383 UTILITY GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-452-401 R & M - OTHER	\$1,092.76	\$6,473.32	\$4,031.63	\$4,000.00	\$6,500.00	
E 101-45-452-404 R & M- EQUIPMENT	\$5,495.62	\$6,703.63	\$8,452.11	\$7,000.00	\$8,500.00	
E 101-45-452-405 R & M - VEHICLES	\$4,700.18	\$1,668.53	\$2,270.81	\$3,500.00	\$4,000.00	
E 101-45-452-406 R & M - BLDG	\$564.00	\$447.17	\$2,146.65	\$1,000.00	\$1,500.00	
E 101-45-452-413 RENTALS	\$7,486.79	\$12,078.01	\$6,113.09	\$7,500.00	\$12,000.00	
E 101-45-452-430 MISCELLANEOUS	\$0.00	\$35.25	\$136.00	\$750.00	\$750.00	
E 101-45-452-515 JUDGEMENTS & LOSS	\$385.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-452-550 CAP OUTLAY-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 452 PARKS	\$161,805.23	\$194,729.07	\$120,140.89	\$241,750.00	\$306,600.00	
DIV 453 POOLS						
E 101-45-453-104 TEMPORARY WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-453-122 EMPLOYER CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

CITY OF SARTELL
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Budget Line Items	2014 Amt	2015 Amt	2016 YTD Amt	2016 Budget	2017 Budget	Comment
E 101-45-453-150 WORKERS COMPENS	\$336.54	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-453-210 SUPPLIES/MATERIAL	\$3,314.30	\$2,115.31	\$2,391.36	\$3,000.00	\$3,000.00	
E 101-45-453-240 SMALL TOOLS	\$0.00	\$0.00	\$44.99	\$200.00	\$200.00	
E 101-45-453-305 CONSULTANTS-OTHE	\$16,684.80	\$18,539.25	\$12,762.36	\$19,150.00	\$22,000.00	
E 101-45-453-320 COMMUNICATIONS/T	\$398.50	\$293.76	\$145.06	\$500.00	\$500.00	
E 101-45-453-330 TRANSPORTATION/L	\$256.50	\$541.50	\$0.00	\$500.00	\$500.00	
E 101-45-453-340 TRAINING	\$0.00	\$0.00	\$550.00	\$0.00	\$500.00	
E 101-45-453-360 COMP LIAB INSURAN	\$3,205.67	\$2,767.78	\$0.00	\$3,500.00	\$3,500.00	
E 101-45-453-381 UTILITY ELECTRICIT	\$1,510.73	\$1,405.38	\$281.16	\$1,500.00	\$1,500.00	
E 101-45-453-401 R & M - OTHER	\$1,223.89	\$3,527.03	\$4,283.24	\$2,000.00	\$4,000.00	
E 101-45-453-430 MISCELLANEOUS	\$300.00	\$300.00	\$300.00	\$450.00	\$450.00	
E 101-45-453-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DIV 453 POOLS	\$27,230.93	\$29,490.01	\$20,758.17	\$30,800.00	\$36,150.00	
DIV 454 RINKS						
E 101-45-454-104 TEMPORARY WAGES	\$6,496.38	\$5,422.38	\$1,928.13	\$7,500.00	\$7,500.00	
E 101-45-454-121 EMPLOYER CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45-454-122 EMPLOYER CONTRIB	\$496.96	\$414.81	\$147.53	\$550.00	\$500.00	
E 101-45-454-150 WORKERS COMPENS	\$328.17	\$224.81	\$0.00	\$400.00	\$400.00	
E 101-45-454-210 SUPPLIES/MATERIAL	\$0.00	\$27.79	\$10.99	\$100.00	\$100.00	
E 101-45-454-320 COMMUNICATIONS/T	\$166.68	\$192.12	\$145.10	\$250.00	\$250.00	
E 101-45-454-360 COMP LIAB INSURAN	\$1,834.65	\$1,562.53	\$0.00	\$2,000.00	\$1,500.00	
E 101-45-454-381 UTILITY ELECTRICIT	\$5,533.37	\$2,937.81	\$1,565.22	\$3,500.00	\$3,500.00	
E 101-45-454-401 R & M - OTHER	\$2,053.09	\$130.30	\$312.68	\$2,000.00	\$2,000.00	
E 101-45-454-413 RENTALS	\$125.00	\$0.00	\$0.00	\$250.00	\$250.00	
E 101-45-454-430 MISCELLANEOUS	\$90.00	\$45.00	\$0.00	\$300.00	\$300.00	
DIV 454 RINKS	\$17,124.30	\$10,957.55	\$4,109.65	\$16,850.00	\$16,300.00	
DEPT 45 CULTURE & RECREATION	\$220,160.46	\$259,176.63	\$145,008.71	\$313,400.00	\$531,400.00	
DEPT 48 CAPITAL PROJECTS						
DIV 463 OTHER FINANCIAL USES						
E 101-48-463-440 REQUIRED RESERVE/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-48-463-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-48-463-720 TRANSFER OUT	\$0.00	\$15,975.14	\$35,000.00	\$35,000.00	\$0.00	SAC/WAC lo
E 101-48-463-721 TRANSFER OUT - FD	\$30,000.00	\$50,000.00	\$60,000.00	\$60,000.00	\$70,000.00	
E 101-48-463-722 TRANSFER OUT - PD	\$60,000.00	\$100,000.00	\$0.00	\$0.00	\$85,000.00	
E 101-48-463-723 TRANSFER OUT - TEC	\$35,000.00	\$55,000.00	\$60,000.00	\$60,000.00	\$50,000.00	
E 101-48-463-724 TRANSFER OUT - BLD	\$160,000.00	\$150,000.00	\$175,000.00	\$175,000.00	\$150,000.00	
E 101-48-463-725 TRANSFER OUT - STR	\$400,000.00	\$450,000.00	\$150,000.00	\$150,000.00	\$0.00	
E 101-48-463-726 TRANSFER OUT - PW	\$200,000.00	\$230,000.00	\$250,000.00	\$250,000.00	\$250,000.00	
E 101-48-463-727 TRANSFER OUT - CIV	\$5,000.00	\$6,000.00	\$7,000.00	\$7,000.00	\$8,000.00	
E 101-48-463-728 PAYMENT OF TAX AB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-48-463-731 TRANSFER OUT - PAR	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	
DIV 463 OTHER FINANCIAL USES	\$890,000.00	\$1,074,975.14	\$737,000.00	\$737,000.00	\$631,000.00	
DEPT 48 CAPITAL PROJECTS	\$890,000.00	\$1,074,975.14	\$737,000.00	\$737,000.00	\$631,000.00	
FUND 101 GENERAL	\$5,668,658.47	\$5,972,596.47	\$3,442,565.63	\$6,298,862.00	\$6,297,178.00	

**CITY OF SARTELL 2017 BUDGET
SUPPORTING SCHEDULE A**

101-41-411-434 Dues & Subscriptions

St. Cloud APO	\$18,000
Greater SC Dev Corp	\$11,000
St. Cloud Area Chamber	\$740
Sartell Chamber	\$220
League of MN Cities	\$15,000

TOTAL \$44,960

**CITY OF SARTELL 2017 BUDGET
SUPPORTING SCHEDULE B**

101-41-411-439 Contributions

RSVP	\$4,768
Whitney	\$2,250
Initiative Foundation	\$2,915
TOTAL	\$9,933

CITY OF SARTELL 2017 BUDGET SUPPORTING SCHEDULE C

Audit (based on KDV quote)

Administration	\$20,100	101-41-414-310
Fire/Govt. Center	\$1,000	101-42-422-310
Water	\$3,100	601-49-414-310
Sewer	\$3,100	602-49-414-310
Storm	\$3,100	603-49-850-310
TIF 5-2	\$400	441-46-465-310
TIF 5-4	\$400	444-46-465-310
TIF 5-5	\$400	445-46-465-310
	\$31,600	Total

City of Sartell-Job Description
Administrative Services Assistant
Approved: September 12, 2016

Position Title: Administrative Services Assistant
Work Points: 170
FLSA Status: Non-exempt
Department: Administration
Supervisor: Deputy Clerk
Grade: B

PURPOSE

Provides administrative, clerical and receptionist duties in support of daily city operations. Primary responsibility for financial data entry including A/P and payroll.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: All City departments, City contractors and vendors, and the public.
Reports to: Deputy Clerk

ESSENTIAL FUNCTIONS

- Coordinates public hearing notices, publications, public notices and affidavits of mailing, press releases, agenda packets and related documents and services.
- If requested, attends day or evening City meetings and takes minutes and/or provides for recording/televising of meetings.
- Coordinates follow through on Council actions to ensure City Codes are updated, documents are signed and recorded, ordinances are published, policies are implemented and appropriate public information venues are kept up to date with those changes (City website, etc.).
- Assists Deputy Clerk with elections by handling all election judge recruitment and retention, and such other election duties as assigned.
- Handles front line customer service needs including screening/routing calls or assisting walk-in customers; provides information, explanations, and assistance to the public and other employees or refers to appropriate person.
- Processes documents, such as memos, correspondence, reports, minutes, and statements from handwritten, typed or recorded material using word processing software.
- Primary staff for assessment searches, rental licensing, mobile food vendor licensing, and special event permit intakes; backup to Deputy Clerk for gambling and liquor licenses.
- Coordinates and implements document imaging for various departments.
- Performs other related duties as assigned.

REQUIRED SKILLS

- Ability to operate accounting/billing program as well as word processing and spreadsheet programs.
- Skill in handling customer complaints and general information requests through phone and/or personal contact.
- Ability to use a computer, phone, scanner, fax and copier, calculator/adding machine as well as other office equipment.
- Ability to handle confidential information with discretion.
- Ability to work with limited supervision and as part of a team.

- Ability to work under time constraints.
- Ability to work with basic mathematical calculations and keep track of money and receipts.
- Ability to be bonded.

ESSENTIAL KNOWLEDGE AND ABILITIES

Communications. Must be able to actively listen to others and be able to assess needs and situations of individuals. Must have the ability to speak and write English clearly. Must be able to read and interpret correspondence, memoranda and directives. Must be able to effectively represent the City and its operations to the public.

Decision-Making. Must act in a decisive manner, using good judgment. Must have a working knowledge of administrative processes as it directly relates to city operations. Must be able to use knowledge of operations and issues to assist with the assessment of needs.

Interpersonal Relationships. Must be able to work with all people in all situations excluding any personal biases, which may exist. Must have the ability to accept criticism and discipline and deal with improving performance. Must have tact and diplomacy and be able to promote a cooperative atmosphere within the city operations as well as with the public.

Professional Attitude. Must be able to present an attitude of professionalism while still maintaining the values and attitudes of the community. Must be able to work with various groups within the city and represent the city to outside organizations in a businesslike manner. Must be able to establish and maintain effective and respected working relationships with other co-workers.

Quality of Work. Must be able to utilize work time properly and productively. Must be able to provide quality, accurate work and be able to detect and make corrections as needed.

Physical Abilities. Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at a workstation for up to eight hours at a time with appropriate breaks within the time frame. Must have ability to operate a computer keyboard. Must have the ability to lift up to 25 pounds.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Three years of office experience
- Post high school education preferred
- Experience in customer service preferred
- Experience in finance or accounting preferred

WORKING CONDITIONS

Work is performed in typical office environment that consists of an open work area and front counter for providing customer service. Travel, consisting of short trips, may be required to make bank deposits and mail pick-ups, or to provide tech service to various City buildings.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 12, 2016	Agenda Item No. 8b
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Agenda Section: Old Business	Item: Library Assessment Plan
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BACKGROUND: GRRL has adopted their 2016 Library Assessment Plan which can be seen here: https://griver.org/sites/default/files/forms/Library-Assessment-Plan-07_19_2016.pdf

Upon review of the Plan options, the Local Material Delivery/Return service model outlined in the Assessment Plan is what fits for Sartell (see summary of that option attached). Not only does this system meet a huge service demand (more than 40% of circulation at Waite Park and other branches is a direct result of reserved materials), this is also far superior to the alternative system the Council supported in 2012. The other alternatives offered do not fit Sartell as outlined in the Plan:

Community mini-library: for communities with no GRRL libraries or outreach services within 15 minute drive time

Deposit Collection: The institution agrees to handle the loan of the materials on-site - senior living facilities are an example of an institution this model could serve.

Local Book Return: We see this as being combined with our recommended system.

E-Book Download Station: We plan to have technology at the community center that allows e-book downloads with personal devices and not a separate station.

Popular Materials/Technology Focused Library: Plan says they will test this model of library service in communities with existing libraries.

The information GRRL staff previously shared with City Council and staff indicated their cost to handle the approximately 900 items per week to St. Cloud from Waite Park was \$3,500 per year. Even at a multiple of that cost, this type of system is far most cost effective to both Sartell and GRRL than a multi-million dollar traditional branch capital cost to the City and the \$200,000 per year in annual operating costs such a facility would add to GRRL. The community center will also have children's space, recreational space, senior space, meeting room space, books and technology. This combination of resources, combined with this model of cost effective and convenient access to GRRL materials, is a model first step that the community can decide to expand upon in the future as needed.

An anonymous donor has agreed to fund the start-up costs for this alternative system and support from the City in the form of the attached Resolution is needed in order for GRRL's Board to consider this.

COUNCIL ACTION REQUESTED: Approval of attached Resolution.

ALTERNATIVE SERVICE MODEL RECOMMENDATIONS

LOCAL MATERIAL DELIVERY/RETURN

RECOMMENDATION

Offer this extension of library service to communities with local funds to support the additional costs of operation, including delivery and network connection. Develop a service agreement that outlines the responsibilities for GRRL and the community and criteria for adding or discontinuing the service.

DESCRIPTION

Other library systems have used this model to extend services to communities without libraries. A locker system is a secure depository for materials requested by library patrons. Hugo public library installed a locker system serving 205 borrowers in 2011. The Hugo Library Express operated with 2 day/week delivery using a 40-locker unit. The service includes lockers and a book return that are accessible 24 hours/7 days a week. Patrons are notified when their items are available. A library computer kiosk for ordering materials is located inside the city hall and is available during regular business hours.



Book returns ranged between 125 and 900 items per month. Usage between the lockers and book return seemed to correlate. The Hugo population is approximately 13,000. It is 10-15 minutes away from the nearest libraries in Forest Lake and Mahtomedi.

Current hold and request levels at existing GRRL locations greatly exceed the capacity provided by a locker system, even in the smallest libraries. A locker system and book return capacity would be limited by the frequency of the delivery. This alternative service option would need to be evaluated regularly to ensure demand would not outstrip the number of lockers for holds or book return space available.

LOCKER SYSTEM INFORMATION

Capacity	40 to 160 compartments per controller* (maximum of 8 units)
Pricing (estimated)	10 compartment unit with controller \$14,500 40 compartment unit with controller \$45,000 Could include more compartments if smaller sizes are selected. Includes complete turnkey installation.
Book return	\$3,500-5,000

**Controller – The system which connects the library and the locker system allowing the library to set and reset codes for access.*

Patron Benefit

- More convenient access to library materials for residents without a library in their community.

Additional costs for this service model

- Delivery time: Time will depend on location, whether it is close to a current delivery route, and number of delivery days. Each stop will need to include time for loading and unloading lockers and emptying book return. Washington County averages 15 minutes per stop.
- Controller connection
- Time to process incoming/outgoing delivery and returns – dependent on usage and number of delivery days.

Other considerations

- A notification system will need to be developed
- Expired holds period for items at this location
- Number of delivery days
- Checkout period
- Whether to offer other services – PAC or Internet station, wireless

OTHER PHOTOS

VICTORIA



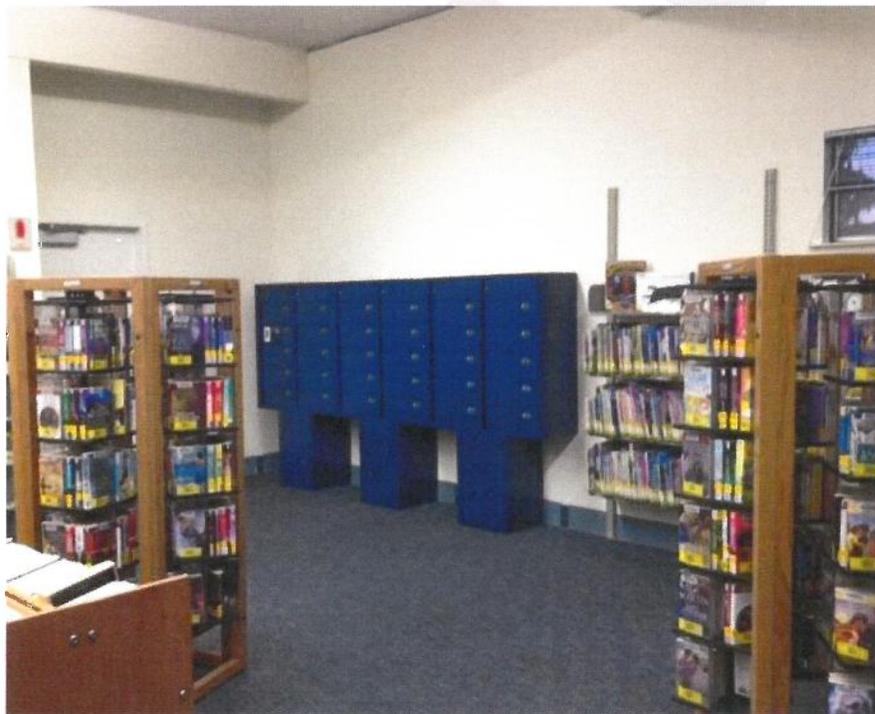
ANOKA



GRANVILLE, NORTH CAROLINA



LIVERMORE, CALIFORNIA



RESOLUTION _____

**RESOLUTION EXPRESSING LOCAL SUPPORT AND REQUEST FOR GRRL
LOCAL MATERIAL DELIVERY/RETURN SERVICE MODEL TO
THE CITY OF SARTELL'S COMMUNITY CENTER**

WHEREAS, GRRL's Board approved a motion in March of 2015 "for GRRL staff to work with the City of Sartell on their community center design and determine library services to be provided"; and

WHEREAS, the City and GRRL agreed to wait until completion of the Library Assessment Plan to discuss options for enhanced library services to the City of Sartell; and

WHEREAS, the GRRL Board approved its Library Assessment Plan on July 19, 2016; and

WHEREAS, said Plan outlines an option for alternative service called the Local Material Delivery/Return service model that the City of Sartell believes would be beneficial to Sartell residents as well as to the GRRL system and its regional users;

NOW THEREFORE BE IT RESOLVED that the City of Sartell hereby requests the Local Material Delivery/Return service model from GRRL at our new community center and that the City will provide all up-front costs for such system and the Mayor and/or City Administrator are authorized to negotiate a service agreement outlining responsibilities for GRRL and the City of Sartell to deliver back to Council for approval.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 12th DAY OF SEPTEMBER, 2016.

MAYOR

ATTEST:

Administrator-Clerk-Treasurer

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration, Engineering	Meeting Date: September 12, 2016	Agenda Item No. 8c
Agenda Section: Old Business	Item: Val Smith Pickle Ball Courts	

RECOMMENDATION: Motion to approve a work order to saw and seal the bituminous pickle ball courts.

BACKGROUND: Bituminous and concrete surfacing's crack from severe changes in temperature. Concrete has traditionally been sawed to force the shrinkage cracking to occur along that sawn joint. We would like to saw the pickle ball courts into 1/3 sections to try and control some of the random shrinkage cracking that will occur over time. This work would not guarantee that random cracks would not still occur, but we feel it would reduce the number and severity of the random cracking. The work order will include sawing the bituminous to a depth of 1.5" and sealing the joint to prevent dirt and moisture from entering the joint.

Fiscal/Budget Impact: The estimate cost is \$3,200 and will be taken from the Beautification Fund.

ATTACHMENTS: None

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration, Engineering	Meeting Date: September 12, 2016	Agenda Item No. 9a
Agenda Section: New Business	Item: Pinecone Road Traffic Modeling Study and Modeling Update	

RECOMMENDATION: Motion to authorize WSB to update the traffic modeling report prepared for Pinecone Road based on the new high school location and preferred access locations at 35th Street N and on Pinecone Road.

BACKGROUND: A previous Pinecone Road traffic study looked at intersection improvements along the Pinecone Road Corridor from CR 120 to 35th Street N. At that time it was unknown that the high school would be relocating this area. With the knowledge that the high school main entrance will be on 35th Street N, this study will investigate the need for traffic control at both 27th Street N and 35th Street N.

The High School is projected to have 1350 students and 350 teachers/staff at this location. In addition to the normal daily traffic the school will generate a significant amount of traffic related to special events. Combining this traffic with bus and parent traffic from Oak Ridge Elementary School and normal base traffic will have significant impact on this ½ mile segment of Pinecone Road. This report will focus analysis on the intersections of 27th Street N and 35th Street N and will investigate the impacts of an additional school access intersection located approximately ½ way between 27th Street N and 35th Street N. In addition the study will review internal school traffic patterns to insure students and parents will utilize the desired exits and entrances.

This study will gather additional turning movement counts at key intersections not previously counted to assist with lane configurations and specific intersection control details.

Fiscal/Budget Impact: WSB will complete the traffic study including all data collection and analysis for a cost not to exceed \$10,960.

ATTACHMENTS: Letter Proposal



September 6, 2016

Ms. Mary Degiovanni
City Administrator / Finance Director
City of Sartell
125 Pinecone Road North
Sartell, MN 56377

Re: Traffic Study Proposal
Proposed High School
Sartell, MN

Dear Ms. Degiovanni:

WSB & Associates, Inc. (WSB) is pleased to submit this proposal to prepare a Traffic Study for a proposed new High School located west of Pinecone Road between 27th Street and 35th Street in the City of Sartell. The proposed plan is anticipated to include:

- A building to accommodate 1350 students and 150 staff.
- Parking to accommodate 800 vehicles (650 students and 150 staff).
- 12 to 18 busses per day.
- An 800 seat performing arts center, a 1500 to 2000 seat gym and a swimming pool.
- Classes will begin at 8:30 am and get out at 3:20 pm.

The purpose of the study will be to document the impact the proposed new High School traffic generation and parking has on; the area traffic operations; site traffic circulation; and, pedestrian safety and circulation. The results will include proposed access and roadway improvements to accommodate the anticipated site traffic. Based on our understanding of the project we have developed the attached Scope of Work, Estimated Cost and Schedule to complete this study.

If you have any questions or require any additional information regarding this proposal, please feel free to contact me at 763-287-7183.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink that reads "Charles T. Rickart". The signature is written in a cursive, flowing style.

Charles T. Rickart, PE, PTOE
Project Manager/Principal

cc: Mike Nielson, WSB & Associates

**Sartell High School
Traffic Study Proposal
City of Sartell**

Scope of Work

1. **Document Existing Traffic Conditions** – WSB will assemble/collect the following data:
 - a. From the City/County
 - As built plans for Pinecone Road, 35th Street and 27th Street.
 - Historic traffic counts on Pinecone Road, 35th Street and 27th Street.
 - b. From the School District
 - Proposed site plan showing the new buildings, activity centers, traffic circulation, parking and site access in electronic format.
 - Proposed student and staff count for the new High School and existing student and staff for Oak Ridge Elementary School.
 - Proposed arrival and departure times for the new High School and the Oak Ridge Elementary School.
 - Proposed bus access and circulation for both the new High School and Oak Ridge Elementary School.
 - Proposed activities for the new High School and existing activities at Oak Ridge Elementary School.
 - c. WSB Staff
 - Previous traffic data collected with previous studies.
 - Updated traffic data will be collected during the AM peak hour, PM peak hour of school traffic and, PM peak hour of non-school traffic, to develop baseline condition for the surrounding area at the following intersections:
 1. Pinecone Road at 27th Street
 2. Pinecone Road at 35th Street
 3. 27th Street at Oak Ridge Elementary School driveways (2 locations)
 4. 27th Street at Bus Garage driveway
 - Hourly directional counts at up to six (6) locations.
 - Crash History at impacted adjacent intersections.
2. **Site Traffic Generation** – WSB will estimate the number of daily and weekday peak hour trips that will be generated by the proposed new High School. The trip generation will be developed using trip generation rates from the ITE Trip Generation Manual, 9th Edition and data provided by the School District.
3. **Trip Distribution** - The approach directional distribution for the new High School site generated trips will be determined based on existing traffic patterns, input from the developer and the City's transportation model.

4. **Trip Assignment and Forecasts** - The estimated trips associated with the proposed new High School will be assigned to the appropriate intersections / driveways and added to the existing traffic counts and background traffic to determine the full build forecasted traffic volumes. Other non-development site background traffic will be determined based on historic traffic data from the area provided by the St Cloud Area Planning Organization and will be included with the future year traffic forecasts.
5. **Traffic Analysis** – A weekday AM peak hour, PM peak hour, and PM peak school hour traffic operations analysis will be conducted for the build and no-build conditions at the impacted key intersections and driveways for the existing (2016), future 10 year time frame (2026) and future 2040 conditions. The purpose of the analysis will be to determine:
 - a. The appropriate location and configuration of the new High School site access.
 - b. Whether traffic at the intersections and/or driveways will experience any additional delay or safety impacts as a result of the proposed new High School.

A mitigation plan will be prepared documenting the recommended improvements from the Traffic Study.

6. **Pedestrian and Bicycle Analysis** - An analysis of the existing and proposed pedestrian and bicycle connections to the new High School and the local/regional systems will be conducted. This will also include a review of needs and requirements based on the City's Comprehensive Plan.
7. **Report Preparation** - WSB will prepare a memorandum report documenting the Traffic Study methodologies and analysis from the above tasks including any recommendations for site circulation and roadway improvements. WSB will submit a draft report to the City and School District representatives for their review. WSB would then prepare a final report to incorporate any comments received from the City and / or School District.
8. **Meetings** - WSB & Associates, Inc. would be available to attend any meetings that are necessary to discuss or present the Traffic Study. Three (3) meetings are assumed at part of this proposal, one with the City staff and School District representatives, one with the Planning Commission and one with the City Council. If additional meetings are required, WSB would bill those costs at our standard hourly rates.

Estimated Cost

The estimated cost to prepare the Traffic and Parking Study is based on the above Scope of Work and is as follows:

<u>Task</u>	<u>Amount</u>
Task 1 – Document Existing Traffic and Parking Conditions (2hrs at \$130, 4hrs at \$92, 45 at \$50)	\$2,878
Task 2 – Site Traffic Generation (3hr at \$92)	\$276
Task 3 – Trip Distribution (3hr at \$92)	\$276
Task 4 – Trip Assignment and Forecasts (6hrs at \$92)	\$552
Task 5 – Traffic Analysis (30hrs at \$92, 4hrs at \$158)	\$3,392
Task 6 – Pedestrian and Bicycle Analysis (4hrs at \$92, 2hrs at \$158)	\$684
Task 7 – Report Preparation (6hrs at \$92, 4hr at \$158)	\$1,184
Task 8 – Meetings (9hrs at \$158, 3hrs at \$92)	\$1,718
Total Project Cost	\$10,960

WSB & Associates, Inc. will bill the City of Sartell for the actual hours worked at each employee classification times the current WSB hourly rates for that employee classification up to the maximum of **\$10,960**.

Schedule

Based on the above Scope of Work WSB will complete the draft Traffic and Parking Study based on the following schedule:

Notice to proceed	September 12, 2016
Receive existing data from the City and School District	by September 23, 2016
Data collection / traffic and parking counts	Week of September 26, 2016
Meeting with City Staff and School District	Week of October 10, 2016
Draft report to City and developer	November 4, 2016

Completion of the final Traffic Study and attendance at the Sartell Planning Commission and City Council meetings will be based on the School Districts submission to the City for plan approvals.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Police Department	Meeting Date: September 12, 2016	Agenda Item No. 9b
Agenda Section: New Business	Item: SWAT Officer	
<p>RECOMMENDATION: Approval of attached process for SWAT officer to be selected from Sartell police department.</p> <p>BACKGROUND: The Police Department initiated this process back in 2013, but it was put on hold due to some internal changes at St. Cloud PD. We would now like to proceed using the attached outline. There will be some expenses for equipment with this position, but PD will use their forfeiture funds. This will offer the assigned officer another avenue of expanding what they do within the department, and will also benefit the remainder of the department by bringing back training techniques, etc.</p> <p>BUDGET/FISCAL IMPACT: We may have some overtime expenses because of SWAT call outs, but feel the benefits will outweigh costs. The team uses I Am Responding software, so if our officer can't respond because of coverage issues here in Sartell, they have a way of letting the rest of the team know.</p> <p>COUNCIL ACTIONS REQUESTED: Motion to approve SWAT membership using the attached process outline.</p>		

ST. CLOUD POLICE DEPARTMENT

SUBJECT: REQUIREMENTS FOR APPLYING FOR SPECIAL WEAPONS AND TACTICS (SWAT)

DATES EFFECTIVE:
08/30/16

DATE OF ISSUANCE:
08/30/16

TO : SARTELL SWORN PERSONNEL
FROM : LIEUTENANT MARTIN SAYRE - SCPD

The department is establishing an eligibility list for a new entry team member on the Special Weapons and Tactics (SWAT) Team from the Sartell Police Department. The following is required for each applicant:

- 1) The candidate must have a minimum of three years of experience with the Sartell Police Department or 2 years of experience with the Sartell Police Department and 2 years as a licensed police officer with another agency.
- 2) Applicant submits a letter of interest stating why they are interested in being a member of SWAT.
- 3) The applicant will need a recommendation from the Sartell Police Chief with input from the officer's chain of command why they are recommending the candidate. The recommendation must describe the candidate's team working ability.

The selection process will include, but is not limited to the following:

- 1) Background investigation (limited to review of Sartell background information already obtained and performance reviews / interviews of department supervisors).
- 2) Oral interview.
- 3) M-4 and handgun exercise.
- 4) Physical fitness exercise.
- 5) Completion of medical screening.

Qualified candidates will be informed more in-depth on the selection process criteria when identified. Application requirements must be submitted through their chain of command to Lieutenant Sayre no later than 1600hrs Monday, September 8th, 2016. Please email the letter and recommendation to Lt. Sayre at martin.sayre@ci.stcloud.mn.us

Sartell Police Department

TO: MARY DEGIOVANNI, MAYOR AND CITY COUNCIL
FROM: CHIEF HUGHES
SUBJECT: SEPTEMBER 12 MTG - GENERAL INFORMATION
DATE: SEPTEMBER 7, 2016
CC: MEMO FILE

- The entire department will our annual rifle qualification in the month of September.
- I will be attending the Association of MN Emergency Managers annual training conference toward the end of the month.
- The Metro Citizens Police Academy will begin on September 8 with residents from St. Cloud, Sauk Rapids, Sartell and Waite Park participating. The 8 week course will give those participants a look into the law enforcement world and the types of training, knowledge and decision making that the officers make on a daily basis.
- The overall ICR count at the time of this report is 796 over this same time last year. In checking the areas of increase, there is not one or two specific things that stand out, but they spread across all calls for service.
- The following is a synopsis for the reportable and non-reportable incidents for July 2016.
 - **Reportable Incidents**
 - ✓ Assaults were at 8
 - ✓ Burglaries were at 8
 - ✓ Drug incidents were at 8
 - ✓ DUI were at 5
 - ✓ Trespass/damage to property were at 14
 - ✓ Theft type incidents were at 43

- **Non Reportable Incidents**
 - ✓ Alarm calls were at 24
 - ✓ Motorist/personal assists were at 38
 - ✓ Civil matters were at 5
 - ✓ Child custody/placements were at 6
 - ✓ Driving complaints were at 27
 - ✓ Intoxicated persons were at 7
 - ✓ Medicals were at 62
 - ✓ Property damage crashes were at 19
 - ✓ Psychiatric cases were at 5
 - ✓ Extra patrol requests were at 26
 - ✓ Suicide threats/attempts were at 11
 - ✓ Suspicious type activity calls were at 64
 - ✓ Warrants served/paper attempts were at 17
 - ✓ Welfare checks were at 38

**SARTELL POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT
JULY 2016**

REPORTABLE INCIDENTS

		<u>2014</u>	<u>2015</u>	<u>2016</u>
A	Assault	5	2	8
B	Burglary	0	10	8
C	Forgery/Counterfeiting	5	0	2
D	Drugs	4	3	8
E	Escape – Flight	1	1	4
F	Arson – Negligent Fires	0	0	1
I	Crime against Family	0	0	1
J	DWI	4	4	5
L	Criminal Sexual Conduct	0	1	1
M	Miscellaneous	6	2	15
	M3001 Juvenile Alcohol Offender	0	1	2
	M3005 Juvenile Use of Tobacco	1	0	0
	M5350 Juvenile Runaway	3	3	0
N	Disturbing Peace/Privacy	6	2	5
P	Trespass/Damage to Property	22	12	14
Q	Stolen Property (Receiving/Concealing)	0	1	0
T	Theft	22	27	33
U	Theft Related	20	12	5
V	Vehicle Theft Related	4	1	5
W	Weapons	0	0	2
X	Crime against Administration of Justice	0	1	3
	TOTAL	103	83	122

**SARTELL POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT
JULY 2016**

NON REPORTABLE INCIDENTS

		<u>2015</u>	<u>2016</u>
911 HANG UP	9837	2	1
ADMINISTRATIVE CITATION	9099	5	25
ALARM - ACTUAL	9805	3	5
ALARM - FALSE	9807	21	19
ALCOHOL COMPLIANCE CHECKS	9906	0	13
ALL OTHER CITY ORDINANCES	9838	11	8
ALL OTHER MOVING VIOLATIONS	9000	4	14
ALL OTHER NON MOVING VIOLATIONS	9200	0	3
ALL OTHER PARKING VIOLATIONS	9100	6	6
ANIMAL COMPLAINTS (ALL OTHERS)	9564	0	6
ANIMALS FOUND	9312	0	1
ANIMALS LOST	9302	0	1
APPREHENSION AND DETENTION ORDER	9931	1	1
ASSAULT, NO ARREST	9994	0	2
ASSIST - MOTORIST ASSIST	9843	22	17
ASSIST - PERSONAL ASSIST	9732	22	21
ASSIST BENTON COUNTY	9882	3	4
ASSIST BUSINESS	9866	2	2
ASSIST COLD SPRING PD	9873	2	0
ASSIST HUMAN SERVICES	9889	2	3
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	1	1
ASSIST SAUK RAPIDS PD	9875	5	7
ASSIST ST CLOUD PD	9859	4	11
ASSIST ST JOSEPH PD	9876	1	0
ASSIST STATE PATROL	9860	3	1
ASSIST STEARNS COUNTY	9863	11	12
ASSIST WAITE PARK PD	9877	3	4
ATV - OPERATE ON ROADWAY	9576	1	0
BACKGROUND CHECKS	9858	55	45
BURNING VIOLATION	9824	2	1
CAR/ANIMAL ACCIDENT	9411	1	0
CARELESS DRIVING/RECKLESS DRIVING	9002	1	2
CHILD CUSTODY	9992	2	1
CHILD PLACEMENT	9881	2	0
CITIZEN CONTACT	9897	10	14
CIVIL MATTER	9831	8	5
CONTROLLED ACCESS	9010	0	1

COURT - OFF DUTY	9914	1	0
DECEASED PERSON - BODY FOUND	9720	0	1
DOG - AT LARGE	9566	9	3
DOG - BARKING	9565	2	1
DOG BITES	9561	2	0
DOG COMPLAINTS	9562	13	9
DOG IMPOUNDS	9563	2	0
DOMESTIC, NO CRIME COMMITTED	9993	7	1
DRIVING AFTER CANCELLATION	9206	0	1
DRIVING AFTER REVOCATION	9201	10	9
DRIVING COMPLAINT	9839	22	27
DRUNKS - DETOX ADMITTANCE	9730	1	0
ESCORT	9854	2	2
EXPIRED DRIVER'S LICENSE OR INSTRUCTIONAL PERMIT	9220	0	1
EXPIRED REGISTRATION	9212	1	5
FIGHTS	9804	0	1
FINGERPRINT	9849	38	37
FIRE - ALL OTHERS	9600	0	1
FIRE - COMMERCIAL	9603	0	1
FIRE - MULTIPLE DWELLING	9602	1	1
FIRE - SINGLE FAMILY	9601	0	2
FIREWORKS	9814	10	7
FOLLOW UP	9327	1	1
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	11	12
GUN RELATED COMPLAINTS	9879	0	3
HANDICAPPED PARKING	9103	1	0
HARASSMENT	9801	2	3
HARASSMENT/RESTRAINING/OFP ORDERS	9929	2	3
HAZARDOUS CONDITIONS	9796	2	0
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	6	5
ILLEGAL DUMPING	9996	3	0
ILLEGAL USE OF PLATES	9214	1	0
INATTENTIVE DRIVING	9034	1	1
INTOXICATED PERSON	9844	5	7
JUVENILE CURFEW VIOLATION	9833	2	1
JUVENILE PROBLEM	9834	17	9
MATTER OF INFORMATION	9970	27	25
MEDICAL CALL	9731	45	62
NEIGHBORHOOD DISPUTE	9991	0	1
NO INSURANCE	9210	2	2
NO MOTORCYCLE ENDORSEMENT	9112	1	0
NO PROOF OF INSURANCE	9021	4	12
NO VALID DRIVER'S LICENSE	9113	2	1
NOISE (NO VIOLATION)	9803	3	1
NOISE VIOLATION	9817	7	4
OPEN BOTTLE - DRIVER	9001	0	2
OPEN BOTTLE - PASSENGER	9039	0	1

OPEN CONTAINER	9040	3	0
OPEN DOOR AND/OR WINDOW	9900	1	2
PAPER SERVICE	9904	0	1
PARK VIOLATION	9823	2	2
PERSON LOST - WELFARE CHECK	9301	0	1
PERSONAL INJURY ACCIDENT / PRIVATE PROPERTY	9422	1	0
PERSONAL INJURY VEHICLE ACCIDENT	9420	4	4
PERSONS FOUND	9311	6	1
PERSONS MISSING	9304	5	1
PREDATORY OFFENDER REG/COMPL CHECK/CHANGE OF ADDRESS	9850	0	2
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	11	19
PROPERTY FOUND	9313	14	23
PROPERTY LOST	9303	7	6
PSYCHIATRIC CASE	9740	5	5
PUBLIC HEALTH & SAFETY	9869	10	10
RECOVERED STOLEN VEHICLE	9927	0	1
REQUEST FOR EXTRA PATROL	9998	24	26
RIGHT OF WAY	9008	1	0
ROAD HAZARD	9836	6	12
SEARCH WARRANT	9928	2	0
SEIZED PROPERTY	9872	20	19
SEMAPHORE VIOLATION	9038	2	2
SERVICE TO OTHER DEPARTMENTS	9902	2	2
SOLICITOR REGISTRATION	9324	4	0
SPECIAL DETAIL	9829	10	8
SPEEDING	9004	26	64
STALLED VEHICLE	9840	2	6
STOP SIGNS	9017	2	4
SUICIDE ATTEMPT	9710	2	0
SUICIDE THREAT	9705	5	11
SUSPICIOUS ACTIVITY	9826	20	23
SUSPICIOUS ITEM	9798	1	3
SUSPICIOUS PERSON	9870	12	13
SUSPICIOUS PHONE CALL(S)	9795	1	0
SUSPICIOUS SMELL	9799	4	4
SUSPICIOUS VEHICLE	9868	24	21
THREATS COMPLAINT, NO ARREST	9995	9	6
TOWED VEHICLE	9841	12	10
TRAINING/MISCELLANEOUS	9857	1	0
TRANSPORT	9856	14	16
UNWANTED PERSON	9830	0	5
URINATING IN PUBLIC	9816	1	0
USE OF WIRELESS DEVICE	9012	1	1
VERBAL DISPUTE	9845	9	13
VERBAL WARNING - ALL OTHERS	9045	43	72
VERBAL WARNING - HEADLAMP(S)	9047	7	15
VERBAL WARNING - SEATBELT	9046	2	0

VERBAL WARNING - SPEED	9043	93	74
VERBAL WARNING - STOP SIGN	9044	3	5
WARNING TAG - EQUIPMENT VIOLATION	9031	3	8
WARNING TAG - SPEED	9023	6	2
WARRANT SERVED	9901	6	13
WARRANT/PAPER ATTEMPT	9999	1	4
WELFARE CHECK	9811	24	38
	TOTAL	956	1101
	<u>2014</u>	<u>2015</u>	<u>2016</u>
TOTAL REPORTABLE FOR JULY	103	83	122
TOTAL NON REPORTABLE FOR JULY	854	956	1101
TOTAL CODES FOR JULY	957	1039	1223

Prepared by Kelly Hanson

Approved by Jim Hughes

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 07/01/2016

Last Date: 07/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>	
1 SPD			
	1021	PHONE CALL	26
	1029R	STOLEN VEHICLE RECOVERED	1
	1029	STOLEN VEHICLE	1
	1050	ACCIDENT	17
	1052	ACCIDENT WITH MINOR INJURIES	2
	1053	ACCIDENT AMBULANCE ENROUTE	1
	1056	INTOXICATED DRIVER	2
	1057D	DISRUPTIVE INTOXICATION	1
	1057	INTOXICATED PERSON	4
	1072	DEAD BODY	1
	911H	911 HANGUP CALL	1
	ABAND	ABANDONED VEHICLE	1
	ABU	ABUSE AGAINST CHILD	3
	ADMIN	ADMINISTRATIVE ICR	37
	ADORD	APPREHENSION & DETENTION ORDER	2
	AL	ALARM	21
	ALCC	ALCOHOL COMPLIANCE CHECK	4
	ALFIRE	ALARM FIRE	1
	ALMED	ALARM MEDICAL	4
	ANI	ANIMAL COMPLAINT	7
	ARSON	ARSON	1
	ASEX	SEXUAL ASSAULT	1
	ASLT	ASSAULT	3
	ASSTA	AGENCY ASSIST	40
	ASSTB	BUSINESS ASSIST	3
	ASSTP	PERSONAL ASSIST	17
	BACK	BACKGROUND CHECK	34
	BHEALTH	BEHAVIORAL HEALTH	2
	BIKEA	BIKE/ABANDONED	5
	BIKES	BIKE/STOLEN	1
	BURG	BURGLARY	2
	BURGI	BURGLARY IN PROGRESS	1
	BURN	ILLEGAL BURNING	1
	CC	CITIZEN CONTACT	18
	CIVIL	CIVIL MATTER	5
	CS	CAR SERVICE	1
	CUSTODY	CHILD CUSTODY DISPUTE	1
	DISOR	DISORDERLY CONDUCT	3
	DOG	DOG COMPLAINT/BARKING	15
	DOM	DOMESTIC	1
	DOMI	DOMESTIC IN PROGRESS	3
	DOORCHK	DOOR CHECK(S)	8
	DRIVE	DRIVING COMPLAINT	25
	DWI	DRUNK DRIVER ARREST	4
	FIGHT	FIGHT PHYSICAL	1
	FIREAL	FIRE ALARM	5
	FIREB	FIRE BUILDING	1
	FIREED	FIRE DUMPSTER	1
	FIREW	FIRE GRASS OR WILDLAND	1
	FPATROL	FOOT PATROL	2

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 07/01/2016

Last Date: 07/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>	
51 SPD			
	FPROP	FOUND PROPERTY	13
	FRAUD	FRAUD	5
	FUP	FOLLOW UP	14
	FWORKS	FIREWORKS COMPLAINT	6
	GAS	GAS LEAK	5
	GUN	GUN/PERSON WITH	2
	GUNSH	GUNSHOTS FIRED/HEARD	1
	HAR	HARASSMENT COMPLAINT	3
	HARRORD	HARASSMENT RESTRAINING ORDER	3
	HARRORV	HARASSMENT RESTRAINING ORDER V	1
	HAZ	HAZARD	21
	HR	HIT AND RUN	8
	HSREFER	HUMAN SERVICES REFERRAL	8
	INFO	MATTER OF INFORMATION	14
	JUVL	JUVENILE/LOST OR FOUND	1
	JUVPAR	JUVENILE PARTY	1
	JUVP	JUVENILE/PROBLEM WITH	9
	JUVR	JUVENILE/RUNAWAY	1
	KNIFE	KNIFE/PERSON WITH	1
	LM	LOUD MUSIC	2
	LP	LOUD PARTY	1
	LPROP	LOST PROPERTY	4
	MA	MOTORIST ASSIST	14
	MED	MEDICAL EMERGENCY	55
	MEDNO	MEDICAL NO OFFICER SENT	1
	MEETING	ATTEND MEETING	6
	MISSPA	MISSING PERSON - ADULT	1
	NDISP	NEIGHBORHOOD DISPUTE	1
	NOISE	NOISE COMPLAINT	2
	NOPAY	NO PAY CUSTOMER	4
	OPEND	OPEN DOOR	2
	ORD	ORDINANCE VIOLATION	6
	OTL	OUT TO LUNCH	1
	PARKV	PARKING VIOLATION	5
	PARKW	PARKING WARRANT	1
	PERG	GUN PERMIT	12
	POC	PREDATORY OFFENDER CHANGE OF I	2
	POSSD	DRUGS-PARAPHERNALIA/POSSESION	1
	PRDAM	PROPERTY DAMAGE	5
	PURV	PURSUIT/OF VEHICLE	1
	REPO	REPOSSESSED VEHICLE	1
	ROADRAGE	ROAD RAGE	1
	SD	SPECIAL DETAIL	11
	SLUMP	SLUMPER	3
	SPEEDTRL	SPEED TRAILER	5
	STALL	STALLED VEHICLE	7
	STENF	SELECTIVE TRAFFIC ENFORCEMENT	1
	SUIC	SUICIDE THREAT	10
	SUSA	SUSPICIOUS ACTIVITY	12
	SUSI	SUSPICIOUS ITEM	3

LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 07/01/2016

Last Date: 07/31/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>	
101 SPD	SUSP	SUSPICIOUS PERSON	13
	SUSS	SUSPICIOUS SMELL	1
	SUSV	SUSPICIOUS VEHICLE	19
	TAMPV	TAMPER WITH MOTOR VEHICLE	1
	THEFT	THEFT	25
	THEFTV	THEFT FROM VEHICLE	7
	THREAT	THREATS COMPLAINT	7
	TOW	TOWED VEHICLE	2
	Traffic Stop	TRAFFIC STOP	257
	TRAIN	TRAINING	2
	UNWAN	UNWANTED PERSON	4
	VAND	VANDALISM	5
	VANDV	VANDALISM TO VEHICLE	3
	VDITCH	VEHICLE IN THE DITCH	1
	VERB	VERBAL DISPUTE	9
	WARRANT	WARRANT	11
	WELF	WELFARE CHECK	28
	XPAT	EXTRA PATROL	13
Group Total:			1049

Report Total: 1049

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

PUBLIC WORKS DEPARTMENT

MONTHLY REPORT

September 12th,2016

Streets

- **Pothole Patching**
- **Street Sweeping – Neighborhoods/Fridays Main Roads**
- **Ditch Mowing**
- **Set Up/Take Down For Rock-N-Block Event**
- **Deliver/Pick Up Barricades National Night Out**
- **Paint Cross Walks/ Yellow Curb**
- **Election Set Up**
- **Remove Dead Tree's From Delinquent Properties**
- **Crack Fill**
- **St.Francis 5k Supplies**

Parks

- **Fertilizing and Spraying City Properties**
- **Shelter Cleaning**
- **Mow/Trim Grass**
- **Garbage**
- **Moved 4 Maintenance Gate Pine Cone Central Park Baseball fields**
- **Mowed & Bagged Soccer Fields (2 Days)**
- **Movie In The Park/Sprayed For Mosquitoes**
- **Cook Out With Cops Set Up**

Utilities

- **Pools**
- **Locates and Operations**
- **Sanitary Sewer Cleaning**

Compost

- **Turn Rows / Screen**

Professional Development

- **WasteWater Pre-Treatment Meeting with City of St.Cloud (John & Jeff)**
- **Safety Training – Driving**
- **MS4 (Storm Water) Training (John & Jeff)**



Memorandum

To: *Mayor and City Council Members*

From: *Mike Nielson, City Engineer*

Date: *September 12, 2016*

Re: *Monthly Report*

WSB Project No. 02174-731

Safe Routes to School – All work has been completed to date. The warranty period on the sod expires on September 15th. There will be some sod replaced under warranty.

CSAH 1/Heritage Drive – I called the county for an update and they indicated that the project was on schedule for a substantial completion date of October 15th. The work next week will include the section between TH 15 and LeSauk Drive. Traffic will be required to travel on a gravel surface in this section for approximately a week. They current plan is to start paving bituminous on September 15th.

Main Lift Station Forcemain Connection- The cross connection of the unused forcemain was completed on Thursday September 7th. We will be testing the new forcemain connection for at least a week this fall to make sure there are no leaks in the section of pipe between the Heim Bridge and the main lift station.

Val Smith Pickle Ball Construction- The contractor has completed the paving and the installation of the net foundations. They need to complete the installation of the nets, and the color surfacing and striping. The completion date was August 30, 2016, but the rains have delayed them on other projects. At this time we have not been able to get a firm schedule on completion.

19th Avenue S - Work is proceeding on the completion of 19th Avenue N. The recent rains have delayed the work. At this time curb & gutter is scheduled for next week.

4th Ave Stormwater Pond Odor Issues – The residents adjacent to a stormwater pond constructed with the Avalon Village 2 development have been complaining of an odor. We are working with Dean Croat, the developer for Avalon 9 and a local contractor to excavate some muck out of the pond. We hope to get this work completed after the parade of homes.

If you have any questions in this regard, please call me at 320-293-2989.

Community Development Department Update
September 2016
Anita Rasmussen, AICP

Development

A conditional use permit has been submitted to install a 3 MW solar garden in the northern portion of Sartell. However, the application was not complete last month. However, I anticipate a complete submission in the next week. It is anticipated that this project will move forward for approvals in October.

I2 Task Force

The second meeting of the task force will involve tours of DeZurik, Hydrofacility, and former paper mill property. We are fortunate enough to be recipients of an Initiative Foundation grant which you had authorized our application in May. We received \$7000 which will be used towards the services of the ULI – Technical Advisory Panel.

Ordinance Updates

As you may know, we have been working on several ordinance amendments which will be forthcoming in the next month or two including:

The Planning Commission just recommended the approval of amending our light industrial district to allow gym facilities as a conditional use. This is in response to a growing trend of gym facilities locating in office/warehouse spaces due to the preference of building type (large open spaces). The public hearing will be set for the end of September.

Staff is currently reviewing the liquor license ordinance and exploring draft language which would allow for taprooms (without onsite food). We hope to have the public hearing scheduled in October.

If you recall back in June, the Planning Commission had recommended that a bee ordinance be considered for adoption by the City Council. The public hearing will be scheduled for October.

15th Street North Study

With the new APO executive director now on board, the 15th Street North Transportation study is moving forward. On the 6th, SRF was selected as the consulting firm to complete the study. If you recall, SRF worked with the City and Stearns County in completing the LeSauk Drive/County Road 1 study.

Mosquito Control

As you may have read in the Planning Commission minutes, Orman wanted to discuss the possibility of introducing some type of mosquito control in an effort to

increase the quality of life for residents and as a proactive protective measure. Fitzthum did bring up a concern regarding the potential cost but wondered if it was something that could be done in our City parks in an effort to increase usage. The Commission did ask staff to forward their comments to the Council for consideration. Staff is currently completing some research on costs and effectiveness for possible discussion at a future council meeting.



City Administrator's Report September 12, 2016

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

<u>Project</u>	<u>Budget/Source</u>	<u>Status</u>
Water Tower Mixers	\$60,000 Water Fund	Approved 4/11/16
PD Squad & Equip	\$55,500 PD Equip Fund	Approved 12/14/15
FD Pager/Radio Rotation	\$10,000 FD Equip Fund	
Add Plow Truck	\$180,000 PW Equip Fund	Approved 12/14/15
PW Park Trailer	\$8,500 PW Equip Fund	Approved 2/22/16
PW Mower Trades	\$30,000 Beautification	Approved 2/8/16
PW Leaf Vac	\$50,000 PW Equip Fund	Approved 8/8/16
PW Pick-up	\$30,000 Water/Sewer Funds	Approved 6/13/16
PD Thermal Imagers	\$7,200 Tech Fund & \$3,600 Forfeiture	Approved 1/25/16
Election Equipment	\$9,000 Tech Fund	Approved 4/11/16
SW Water Plant Siren	\$12,000 Emerg Mgmt Fund	Approved 3/14/16
Sauk River Park Pedestrian Bridge - Feasibility pending	– source is State funds	
Lift Station #8 Rehab	\$50,000 Sewer Fund	Approved 4/11/16

Updates:

- **Newsletter:** We are excited to be proceeding with Rengel Printing on a City newsletter at no cost to the City. One newsletter is scheduled for October of 2016 and the 2017 dates are anticipated to be in March, June, and October. The newsletter is a full color, 20+ page issue with a limited number of advertisers per newsletter. All ad sales, production, printing and mailing will be completed by Rengel and at their expense using revenues from the ads they sell.
- **Community Center:** See attached report from Construction Manager.
- **Budget:** 2017 Budget is on tonight's agenda for discussion.



SARTELL COMMUNITY CENTER STATUS REPORT
SARTELL CITY COUNCIL
SEPTEMBER 2016

Construction Report>

Officially, work on the project began on August 12, 2016 with the commencement of excavation for the concrete footings and foundations. On August 15th, work began on the footings. To date, progress on the project has been on schedule although we have had several challenges with the site and access to the site due to the large amounts of rain that we have had since the project began.

As of this report, the footings and foundations are **85%** complete with expectation of overall completion of this phase on September 16, 2016. Also, as of the date of this report, **75%** of the underground utility work is complete. Following completion of the underground work, we will commence work on the parking lot with installation of the light pole bases, curbing, and base material. We expect to have the first lift of blacktop scheduled in mid-October followed by the commencement of the project going vertical with the arrival of steel and precast concrete.

Budget Report>

The project remains on budget as approved with no anticipated issues.

Report Date>

September 8, 2016

Report Submitted By>

Robert Strack

CITY OF SARTELL							
INVESTMENTS							
7/31/2016							
CASH HOLDINGS		INVESTMENT	INT RATE	TERM	MATURITY DATE	COST VALUE	PAID EARNINGS
	4M Plus		variable			\$4,751,035.55	\$760.33
	Subtotal 4M Plus					\$4,751,035.55	\$760.33
	US Bank/4M Checking		variable			\$2,487,888.36	\$301.29
	Subtotal US Bank/4M Checking					\$2,487,888.36	\$301.29
	Bank Vista Money Market		0.45%			\$241,582.09	\$86.34
	Subtotal Bank Vista Accts.					\$241,582.09	\$86.34
	Great River Federal - Share Account					\$5.00	\$0.00
	Alerus (former Beacon) Bank		0.35%			\$0.00	\$48.18
	Subtotal Beacon Accts.					\$0.00	\$48.18
	Citizens Community Money Market					\$242,484.69	\$96.29
	Subtotal CCF Accts.					\$242,484.69	\$96.29
	ADM - 2015 Bond Proceeds PNC Bank					\$671,820.27	\$132.50
	Subtotal ADM Accts.					\$671,820.27	\$132.50
	TD Ameritrade					\$42,174.10	\$0.34
	Subtotal TD Ameritrade					\$42,174.10	\$0.34
	Totals & Average rate:					\$8,436,990.06	\$1,425.27
						59.61%	
INVESTMENTS							
PURCHASE DATE	INVESTMENT	INT RATE	TERM	MATURITY DATE	CURRENT VALUE	PAID EARNINGS	
01/12/16	CD - Great River Federal Credit Union	0.40%	1 year	01/11/17	\$249,118.29		
10/01/13	CD - Liberty Bank	0.70%	3 yrs	10/01/16	\$248,000.00		
	Subtotal Local Banks	0.55%			\$497,118.29	\$0.00	
08/13/15	CD - Whitney Bank, New Orleans	0.65%	1 YR	08/12/16	\$248,994.53		
08/12/15	CD - Santander Bank	0.65%	1 YR	08/12/16	\$8,000.00		
10/31/14	CD - Ally Bank Midvale UT	1.00%	2 YR	10/31/16	\$247,773.79		
02/04/16	CD - Beal Bank	0.80%	1 YR	01/04/17	\$247,995.64		
01/15/14	CD - Goldman Sachs NY	1.00%	3 YR	01/17/17	\$248,000.00	\$1,236.60	
01/17/14	CD - Bank of Baroda, NY	1.00%	3 YR	01/17/17	\$248,000.00	\$1,236.60	
01/27/16	CD - Comenity Bank	0.80%	1 YR	01/19/17	\$249,001.87	\$163.73	
01/23/14	CD - Mid MO Bank, Springfield	0.85%	3 YR	01/23/17	\$249,000.00	\$173.96	
01/17/16	CD - Safra Bank	0.80%	1 YR	01/27/17	\$247,995.64		
04/24/16	CD - DMB Comm Bank	0.70%	11 mos	03/24/17	\$248,000.00		
05/13/14	CD - Barclays Bank DEL	1.10%	3 YR	05/15/17	\$248,000.00		
06/15/16	CD - People's Bank, Ewing VA	0.70%	1 YR	06/15/17	\$248,015.00	\$142.68	
08/14/14	CD - American Express UT	1.25%	3 YR	08/14/17	\$248,000.00		
06/06/16	CD - Pacific Premier Bank	0.90%	1.5 YR	12/05/17	\$247,971.35	\$183.45	
07/01/16	CD - First Bank of Troy	0.90%	1.5 YR	12/29/17	\$248,958.89		
05/25/16	CD - BMO Harris Bank	1.05%	2 YR	05/25/18	\$247,898.13		
06/03/16	CD - Wells Fargo Bank	1.05%	2 YR	06/01/18	\$247,905.27	\$214.03	
06/13/16	CD - World's Foremost Bank	1.15%	2 YR	06/11/18	\$199,921.30	\$189.04	
10/19/15	CD - Capital One NA	1.65%	3 YR	10/29/18	\$246,902.67		
05/24/16	FHLB Note	1.35%	3 YR	05/24/19	\$300,093.75		
10/01/14	CD - Discover Bank	2.15%	5 YR	10/16/19	\$246,826.20		
10/15/14	CD - Sallie Mae Bank	2.15%	5 YR	10/15/19	\$246,717.25		
	Subtotal TD Ameritrade	1.08%			\$5,219,971.28	\$3,540.09	

	Total CDs & Average rate:	1.08%			\$5,717,089.57	\$3,540.09
					40.39%	
	TOTAL EARNINGS PAID:	\$4,965.36				
		\$14,154,079.63				
TOTAL CURRENT ACCOUNTS/INVESTMENTS:						
Bank Vista		\$241,582.09				
TD Ameritrade		\$5,262,145.38				
Beacon Bank		\$0.00				
CCF		\$242,484.69				
ADM		\$671,820.27				
Local Bank CDs & Share		\$497,123.29				
4M Check		\$2,487,888.36				
4M Plus		\$4,751,035.55				
TOTAL		\$14,154,079.63				

		7/31/2016
Fund #	Fund Name	Cash Balance
101	General Fund	\$2,407,764.23
211	Park Improvement Fund	\$14,549.96
212	Youth Programs Fund	\$5,967.99
214	DUI Forfeiture Fund	\$21,418.86
215	Special Initiatives Fund	\$5,913.62
217	Police Reserves Fund	\$4,187.24
221	Beautification Fund	\$98,314.25
222	Forfeiture Fund	\$4,148.02
223	Lodging Tax Fund	\$7,514.63
224	Economic Development Fund	\$429,198.51
225	Sewer Capacity Fund	\$140,291.62
226	Water Capacity Fund	(\$38,536.03)
227	PEG Access Fees Fund	\$58,783.34
229	Trunk Water Fund	\$179,847.90
230	Trunk Storm Fund	\$332,922.75
231	Trunk Sewer Fund	\$161,669.30
241	Local Sales Tax Fund (2007+)	(\$191,197.03)
250	Cemetery Fund	\$38,985.81
260	Regional Park Fund	\$7,677.53
261	Park District 1	\$158,906.96
262	Park District 2	\$113,408.46
263	Park District 3	\$53,713.29
264	Park District 4	\$14,733.08
265	Park District 5	\$44,499.05
266	Park District 6	\$55,889.45
267	Recreational Field Fund	\$24,405.71
319	GO Water Bonds 2008B	\$25,930.28
320	GO Utility Bonds 2009A	\$51,932.23
321	CIP Bonds 2009B	\$23,869.51
324	GO Bonds 2009E	\$1,912,266.31
325	GO Bonds 2010A	\$1,157,577.46
326	Sewer share of 2010B Refunding Bonds	\$122,370.37
327	MSA share of 2010B Refunding Bonds	\$146,939.52
328	Water share 2010B Refunding Bonds	\$60,781.20
329	2012A GO BONDS	\$137,697.26
330	2012A Bonds - refunds 312	\$100,685.84
331	2012A Bonds - refunds 315	\$58,903.55
332	2012 A Bonds - refund 316	\$1,038,416.86
333	2012A Bonds - refunds 318	\$511,486.76
334	2014A Bonds	\$1,423,387.53
335	2015A Bonds	\$227,980.42
336	2016A Bonds	(\$176.40)
402	Public Improvement Revolving Fund	\$1,916,640.00
405	MSA Street Maintenance Fund	\$121,062.23
410	Building Fund	\$10,291.36
412	PD Equipment Fund	(\$14,938.42)
413	FD Equipment Fund	\$116,570.19
414	PW Equipment Fund	\$107,188.72
415	Technology Fund	\$36,838.98
416	Emergency Management Fund	(\$8,277.70)

417	Street Improvement Fund	\$172,489.21
428	Pinecone Road Project	\$592,127.28
429	4th/50th Road Project	(\$213,099.05)
430	Community Center Project	(\$743,606.33)
431	Town Square/Angel of Hope	\$696.53
441	Pheasant Crest TIF District 5-2	\$10,846.91
444	Reker TIF District 5-4	\$4,959.72
445	Burl Oaks TIF District 5-5	\$2,816.81
601	Water Fund	\$569,133.85
602	Sewer Fund	\$308,165.85
603	Storm Fund	\$9,146.26
TOTALS		\$14,154,079.60

September 2016

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
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October 2016

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 28	29	30	31	Sep 1	2	3
4	5 8:00am Holiday - City Hall Closed	6 12:30pm SSC Board Meeting 6:30pm Planning Commission Meeting	7	8 5:00pm St. Cloud APO Exec Board (APO)	9	10
11	12 6:00pm Council Meeting (City Hall)	13 11:30am Sartell Chamber (Waters Church)	14	15	16	17
18	19 11:00am Lt. Governor Visit (?)	20 7:00am EDC Meeting (City Hall) 4:00pm MTC Board Meeting	21 9:00am S.A.L.T. (Police Station)	22	23	24
25	26 6:00pm Council Meeting (City Hall)	27	28	29	30	Oct 1

October 2016

October 2016

Su	Mo	Tu	We	Th	Fr	Sa
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November 2016

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 25	26	27	28	29	30	Oct 1
2	3 12:30pm SSC Board 6:30pm Planning Commission	4	5	6	7	8
9	10 6:00pm Council Meeting (City Hall)	11 11:30am Sartell Chamber (Waters Church)	12	13 5:00pm St. Cloud APO Exec Board (APO)	14	15
16	17	18 4:00pm MTC Board Meeting	19 9:00am S.A.L.T. (Police Station)	20	21	22
23	24 6:00pm Council Meeting (City Hall)	25	26	27 7:00pm APO Policy Board (Waite Park City Hall)	28	29
30	31	Nov 1	2	3	4	5