

AGENDA
SARTELL CITY COUNCIL
Monday, September 26, 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. Northcountry Cooperative Foundation & Eagle’s View Board – Resident Purchase of Sartell MHP

5. APPROVAL OF CITY COUNCIL MINUTES

- a. September 12, 2016 - Regular Meeting

6. CONSENT AGENDA

- a. Approval of voucher payments
- b. Approval of Resolution Adopting Waiver of Assessments
- c. Approval of Proposal for Services (Pinecone Road Wetland Delineation)
- d. Approval of Public Works Equipment Purchase
- e. Approval of SeeClickFix Non-Renewal
- f. Calling Public Hearing on City Code updates
- g. Calling Public Hearing for a PUD Amendment
- h. Approval of Support Letter

7. PUBLIC HEARINGS

- a. Amendment to I-1 Zoning
- b. Vacation of Easements

8. OLD BUSINESS

9. NEW BUSINESS

- a. Revolving Loan Fund Policy

10. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

11. ADJOURN

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 26, 2016	Agenda Item No. 4a
Agenda Section: Special Presentations	Item: Northcountry Cooperative Foundation & Eagle's View Board	

RECOMMENDATION: Informational only – no action recommended.

BACKGROUND: The residents of Sartell MHP are pursuing a resident purchase of that manufactured home park. The purchase involves a number of financing components, including a potential request to the City for special assessments and/or bond financing or other support. While no action is requested at tonight's meeting, we did want to have the group present background information to help the Council consider such a request in the future.

ATTACHMENTS: Special Presentation Outline

COUNCIL ACTION REQUESTED: None – informational only. This is background information to help make a decision at a future date.

Presentation to City Council
City of Sartell
September 26, 2016

1. Overview of resident ownership
 - a. Beginnings
 - b. Going to scale

2. NCF track record
 - a. Production to date / households stabilized
 - b. Lot rent stabilization
 - c. Infrastructure investment
 - d. Fewer police calls, higher resale value, fewer days on market for homeowners

3. Sartell MHP
 - a. Community owner – offer for sale at fair market value to residents
 - b. Residents' efforts – Overview of these to date
 - i. Almost 90 member households
 - ii. Raised their lot rents prepared to authorize for moving forward – twice.
 - c. Board of Directors statements – why they're engaged
 - d. We think that with resident ownership, this community can become a long-term asset to the City of Sartell

4. Project Status
 - a. ROC Capital – primary lender
 - b. Gap lenders – prepared to fund any gap in value
 - c. Appraisal underway, due at end of month
 - d. Our request to City
 - i. Majority of members
 - ii. Bond financing:
 1. Pays an interest rate;
 2. Low risk to the City;
 3. Parallels infrastructure investments made routinely for other citizens
 4. One-time investment stabilizes project in perpetuity



**SARTELL CITY COUNCIL MEETING MINUTES
SEPTEMBER 12, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on September 12, 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

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

Direction/Action

A motion was made by Hennes and seconded by Lynch to approve the amended agenda as presented. The following voted:

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

Nay Votes: Peterson

Motion Carried.

OPEN FORUM/PUBLIC COMMENT:

Amanda Schreiner, Sonia Nordmann, and Mark Herron, on behalf of the LeSauk Lions, presented a \$5,000 donation check toward the community center and voiced their organization's commitment to host a book drive with main concentration on children's and teen books for the community center resource space.

Mark Osendorf noted that he and his wife are avid library users and in favor of the alternative service recommended for local return/delivery service.

Terri Laudenbach said she has worked in Sartell School libraries, loves libraries, and has reviewed the GRRL Assessment Plan and asks for Council to support the local return/delivery service outlined in the Plan.

SPECIAL PRESENTATIONS:

Todd Phillips from Ferguson Waterworks presented information on their company, as the City's current meter provider, having the ability to upgrade to wireless technology. Brett Foreman with WaterSmart overviewed the customer functions available with their system. The presentations were informational only, and no Council decision was requested. Council members had the opportunity to ask questions

about the system and how it would benefit City utility customers. Staff plans to bring back cost comparisons at a future meeting.

APPROVAL OF CITY COUNCIL MINUTES

Direction/Action

A motion was made by Lynch and seconded by Hennes to approve the minutes of August 8, 2016, and August 12, 2016, as presented. The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson

Nay Votes: Braig-Lindstrom

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 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*
- r. *Acceptance of Firefighter Resignation – Spencer Malley*

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

Direction/Action

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

Aye Votes: Hennes, Lynch, Nicoll, Peterson

Nay Votes: Braig-Lindstrom

Motion Carried.

Kothenbeutel responded to questions about the benefits of the public works equipment recommended for purchase.

Direction/Action

A motion was made by Peterson and seconded by Braig-Lindstrom to approve item 6J. The following voted:

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

Nay Votes: None

Motion Carried.

Hughes clarified the purpose of item 6M and confirmed the agenda packet information is correct stating that there is no cost.

Direction/Action

A motion was made by Peterson and seconded by Braig-Lindstrom to approve item 6M. The following voted:

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

Nay Votes: None

Motion Carried.

PUBLIC HEARINGS

FRANCHISE ORDINANCES

Degiovanni outlined the recommended ordinances and showed a comparison of the resulting franchise fees to those of other area cities. 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 Peterson and seconded by Hennes to adopt Ordinances and Summary Ordinance for publication. The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson

Nay Votes: Braig-Lindstrom

Motion Carried.

OLD BUSINESS

PRELIMINARY BUDGET & LEVY FOR 2017

Degiovanni noted the budget hearing for public input will be held on December 12, 2016, at 6:00 pm and highlighted the preliminary budget priorities. Peterson asked about community center revenues and expenses and hopes to split the City Administrator/Finance Director duties sooner rather than later. Hennes thinks the inspections position is needed and likes the way we are taking our time to restructure as positions open up. Lynch would like to see a flat tax rate but supports this preliminary budget and levy. Braig-Lindstrom wants more funding for RSVP, Whitney, and Sartell Senior Connection, funding for a library and 27th Street North, and also wants to see City Administrator/Finance Director positions split. Nicoll thanked staff for a preliminary budget and levy that adds priority staff while staying close to a flat tax rate and would like to continue to work toward a flat tax rate. She noted prior discussions have always acknowledged community center operations are going to increase the City operating budget.

Direction/Action

A motion was made by Nicoll and seconded by Hennes to approve the Resolution adopting a preliminary budget and levy for 2017. The following voted:

Aye Votes: Hennes, Lynch, Nicoll

Nay Votes: Peterson, Braig-Lindstrom

Motion Carried.

A motion was made by Hennes and seconded by Lynch to approve the job descriptions and authorize the hiring process for the administrative and inspections positions. The following voted:

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

Nay Votes: None

Motion Carried.

LIBRARY ASSESSMENT PLAN

Degiovanni outlined the plan option recommended for approval. Mayor Nicoll recognized GRRL staff's work on the assessment plan that brings options for service. She thanked Sartell resident Greg Rueter for trying to keep communication lines open and bringing residents together to discuss solutions and find a compromise, and County Commissioner Mark Bromenschenkel for all of his time and support on library services. Nicoll stated this service option will bring the depth and breadth of GRRL's resources to Sartell. Peterson felt there was not enough public input into this option and not enough time for Council to give input and the issue should have been scheduled as a public hearing. Lynch said his view is opposite of Peterson and that actually implementing this alternative would be a low-cost way of gauging satisfaction with this service by letting the public actually use it. Braig Lindstrom appreciates the efforts and the contributions but disagrees with location and thinks Pine Ridge golf course clubhouse building should be considered.

Direction/Action

A motion was made by Braig-Lindstrom to table the issue and seconded by Peterson. The following voted:

Aye Votes: Peterson, Braig-Lindstrom

Nay Votes: Hennes, Lynch, Nicoll

Motion Failed.

A motion was made by Hennes and seconded by Lynch to adopt Resolution Expressing Local Support. The following voted:

Aye Votes: Hennes, Lynch, Nicoll

Nay Votes: Peterson and Braig-Lindstrom

Motion Carried.

VAL SMITH PICKLEBALL COURTS

Nielson outlined the request and responded to questions. Braig-Lindstrom said this issue should have been anticipated and included in original bid, and she disagrees with using Beautification fund.

Direction/Action

A motion was made by Peterson and seconded by Hennes to approve the \$3,200 work order from Beautification fund. The following voted:

Aye Votes: Peterson, Hennes, Lynch, Nicoll

Nay Votes: Braig-Lindstrom

Motion Carried.

NEW BUSINESS

PINECONE ROAD TRAFFIC STUDY

Nielson explained the need for updating traffic study to incorporate new school projections. Braig-Lindstrom said the City School working group should be discussing, and staff suggested more information is needed before any policy level discussions and that those policy level discussions may be at the full Board/Council level rather than committee level. Lynch encouraged access off of 27th rather than 35th.

Direction/Action

A motion was made by Braig-Lindstrom and seconded by Hennes to authorize WSB to update traffic modeling report for \$10,960. The following voted:

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

Nay Votes: None

Motion Carried.

SWAT OFFICER

Chief Hughes outlined the benefits and responded to questions about the recommendation.

Direction/Action

A motion was made by Hennes and seconded by Lynch approve SWAT membership using the attached process outline. The following voted:

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

Nay Votes: None

Motion Carried.

DEPARTMENT REPORTS**POLICE DEPARTMENT**

The Police Department monthly report was presented to the Council, and Police Chief Hughes reported that Cookout with the Cops was a success again this year.

PUBLIC WORKS

The Public Works monthly report was presented to the Council.

CITY ENGINEER

The Engineering monthly report was presented to the Council.

PLANNING AND COMMUNITY DEVELOPMENT

The Planning and Community Development monthly report was presented to the Council.

CITY ADMINISTRATOR

The City Administrator's monthly report was presented to the Council, and Degiovanni addressed questions from Council members.

CITY COUNCIL UPDATES AND MISCELLANEOUS BUSINESS

Council members gave updates on various meetings and community events.

ADJOURNMENT: A motion was made by Lynch and seconded by Hennes to adjourn the meeting at 8:07 p.m. The motion carried unanimously.

Mary Degiovanni, Recording Secretary

Sarah Jane Nicoll, Mayor

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name ADVANCED INTEGRATED TECH					
		0916ADM02	162445725	\$105.94	PHONE SERVICE
		0916ADM02	162445725	\$21.79	PHONE SERVICE
		0916ADM02	162445725	\$21.79	PHONE SERVICE
		0916ADM02	162445725	\$21.79	PHONE SERVICE
		0916ADM02	162445725	\$60.83	PHONE SERVICE
		0916ADM02	162445725	\$214.83	PHONE SERVICE
		0916ADM02	162445725	\$143.22	PHONE SERVICE
		0916ADM02	162445725	\$359.89	PHONE SERVICE
		0916ADM02	162445725	\$100.52	PHONE SERVICE
		0916ADM02	162445725	\$1,515.22	PHONE SERVICE
Search Name ADVANCED INTEGRATED TECH				\$2,565.82	
Search Name AMERIPRIDE LINEN/APPAREL SERV					
		0916PW02	2200823816	\$44.90	TOWELS,MOPS,MATS-PLANTS
		0916PW02	2200823824	\$16.71	MATS,TOWELS,MOPS-MAINT
		0916PW02	2200823824	\$36.57	UNIFORMS
		0916PW02	2200823824	\$21.51	UNIFORMS
		0916PW02	2200823824	\$42.84	UNIFORMS
		0916PW02	2200823824	\$7.11	UNIFORMS
		0916PW02	2200823834	\$50.95	TOWELS,MOPS,MATS-PLANTS
		0916PW02	2200823861	\$45.76	TOWELS,MOPS,MATS-PLANTS
		0916PW02	2200826366	\$21.51	UNIFORMS
		0916PW02	2200826366	\$36.57	UNIFORMS
		0916PW02	2200826366	\$7.11	UNIFORMS
		0916PW02	2200826366	\$33.77	MATS,TOWELS,MOPS-MAINT
		0916PW02	2200826366	\$42.84	UNIFORMS
		0916PD02	2200826367	\$63.05	TOWELS,MATS-PD
		0916ADM02	2200826372	\$47.22	TOWELS,MATS-HALL
		0916PW02	2200828985	\$36.57	UNIFORMS
		0916PW02	2200828985	\$21.51	UNIFORMS
		0916PW02	2200828985	\$26.77	MATS,TOWELS,MOPS-MAINT
		0916PW02	2200828985	\$7.11	UNIFORMS
		0916PW02	2200828985	\$42.84	UNIFORMS
Search Name AMERIPRIDE LINEN/APPAREL SERV				\$653.22	
Search Name BABICH, CHRIS					
		0916ADM02	2148 4TH ST N	\$32.17	REIMB-UTIL OVERPAY
Search Name BABICH, CHRIS				\$32.17	
Search Name BENTON TROPHY & AWARDS INC					
		0916PD02	151794	\$9.20	NAME TAG-RESERVE
		0916ADM02	152473	\$10.45	NAME PLATE-ANITA
Search Name BENTON TROPHY & AWARDS INC				\$19.65	
Search Name BRIAN KLINEFELTER FOUNDATION					
		0916ADM02	09-2016	\$60.00	PAYROLL DEDUCTION-SEPT
Search Name BRIAN KLINEFELTER FOUNDATION				\$60.00	
Search Name BROCK WHITE CO, LLC					
		0916PW02	12708498-00	\$3,483.82	STREET REPAIRS
		0916PW02	12714833-00	\$1,306.35	STREET REPAIRS
Search Name BROCK WHITE CO, LLC				\$4,790.17	
Search Name BROTHERS FIRE PROTECTION CO					

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0916PW02	17760	\$125.00	ALARM INSPECTION
		0916ADM02	17761	\$125.00	ALARM INSPECTION
		0916PW02	17762	\$125.00	ALARM INSPECTION
		0916PW02	17763	\$125.00	ALARM INSPECTION
		0916PW02	17782	\$125.00	ANNUAL SPRINKLER INSPECTION
		0916ADM02	17783	\$125.00	ANNUAL SPRINKLER INSPECTION
		0916PW02	17784	\$125.00	ANNUAL SPRINKLER INSPECTION
		0916PW02	17785	\$125.00	ANNUAL SPRINKLER INSPECTION
Search Name BROTHERS FIRE PROTECTION CO				\$1,000.00	
Search Name CDW GOVERNMENT, INC.					
		0916ADM02	FHG0753	\$72.37	AC ADAPTER
Search Name CDW GOVERNMENT, INC.				\$72.37	
Search Name CHARTER COMMUNICATIONS					
070139	9/16/2016	0919PPD02	835230105019832	\$97.45	TV/INTERNET-MAINT
070139	9/16/2016	0919PPD02	835230105029623	\$95.00	INTERNET SERV-PD
Search Name CHARTER COMMUNICATIONS				\$192.45	
Search Name CITI LITES INC					
		0916PW02	052446	\$335.00	LOCATES-STREET LIGHTS
		0916PW02	052515	\$275.00	LOCATES-STREET LIGHTS
Search Name CITI LITES INC				\$610.00	
Search Name COLLINS BROS TOWING OF ST CLOU					
		0916PD02	39729	\$55.00	FORFEITURE TOWING-16907614
Search Name COLLINS BROS TOWING OF ST CLOU				\$55.00	
Search Name COMDATA(COBORNS-PD)					
		0916PD02	091516	\$2.91	SUPPLIES-PD
Search Name COMDATA(COBORNS-PD)				\$2.91	
Search Name CREATIVE PRODUCT SOURCING INC					
		0916PD02	96936	\$551.65	SUPPLIES-DARE
Search Name CREATIVE PRODUCT SOURCING INC				\$551.65	
Search Name CROTEAU PLUMBING LLC					
		0916FD02	9474	\$120.00	REPAIRS-FIRE HALL
		0916PW02	9477	\$484.95	REPAIRS-VAL SMITH SHELTER
Search Name CROTEAU PLUMBING LLC				\$604.95	
Search Name DESIGN ELECTRIC INC					
		0916PW02	3735	\$106.50	REPAIRS-MAINT BLDG
Search Name DESIGN ELECTRIC INC				\$106.50	
Search Name DIAMOND VOGEL					
		0916PW02	813129471	\$143.60	PAINT-STREETS
Search Name DIAMOND VOGEL				\$143.60	
Search Name EFTPS VOICE RESPONSE SYSTEM					
002936E	9/1/2016	0919PPD02	08-31-2016	\$211.46	08/31 FED TAX W/HELD
002936E	9/1/2016	0919PPD02	08-31-2016	\$478.44	08/31 EMPLOYER FICA
002936E	9/1/2016	0919PPD02	08-31-2016	\$139.79	08/31 EMPLOYER MEDICARE
002936E	9/1/2016	0919PPD02	08-31-2016	\$478.44	08/31 EMPLOYEE FICA
002936E	9/1/2016	0919PPD02	08-31-2016	\$139.79	08/31 EMPLOYEE MEDICARE
002941E	9/13/2016	0919PPD02	09-09-2016	\$3,665.06	09/09 EMPLOYER FICA

CITY OF SARTELL

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
002941E	9/13/2016	0919PPD02	09-09-2016	\$1,489.01	09/09 EMPLOYER MEDICARE
002941E	9/13/2016	0919PPD02	09-09-2016	\$1,489.01	09/09 EMPLOYEE MEDICARE
002941E	9/13/2016	0919PPD02	09-09-2016	\$10,974.80	09/09 FED TAX W/HELD
002941E	9/13/2016	0919PPD02	09-09-2016	\$3,665.06	09/09 EMPLOYEE FICA
Search Name EFTPS VOICE RESPONSE SYSTEM				\$22,730.86	
Search Name EHLERS & ASSOCIATES INC					
		0916ADM02	71394	\$3,800.00	ANNUAL DISCLOSURE REPORTINS
		0916ADM02	71547	\$58.34	TIF REPORTING
		0916ADM02	71547	\$58.33	TIF REPORTING
		0916ADM02	71547	\$58.33	TIF REPORTING
Search Name EHLERS & ASSOCIATES INC				\$3,975.00	
Search Name EMPOWER RETIREMENT					
002938E	9/12/2016	0919PPD02	09-09-2016	\$184.62	09/09 ER CONTR TO PENSION-ADMIN
002938E	9/12/2016	0919PPD02	09-09-2016	\$1,866.28	09/09 PAYROLL DEDUCTION
002939E	9/12/2016	0919PPD02	09-09-2016	\$2,690.22	09/09 PAYROLL DEDUCTION
Search Name EMPOWER RETIREMENT				\$4,741.12	
Search Name FASTENAL COMPANY					
		0916PW02	MNSAU162847	\$35.07	REPAIRS-EQUIP
		0916PW02	MNSAU162894	\$11.17	REPAIRS-DISTRIBUTION
Search Name FASTENAL COMPANY				\$46.24	
Search Name FERGUSON WATERWORKS #2516					
		0916PW02	0215398	\$329.00	METERS
		0916PW02	0215405	\$29.99	METERS
Search Name FERGUSON WATERWORKS #2516				\$358.99	
Search Name FREIGHTLINER OF ST CLOUD					
		0916FD02	811158E	\$163.54	REPAIRS-FD#22
Search Name FREIGHTLINER OF ST CLOUD				\$163.54	
Search Name GATR OF SAUK RAPIDS					
		0916PW02	01P183225	\$54.59	REPAIRS-GATOR
		0916PD02	01P184579	\$36.76	REPAIRS-SQUAD
		0916PW02	01P185450	\$418.58	REPAIRS-DUMP TRUCK
		0916PW02	01P186034	\$155.89	REPAIRS-ST5 EQUIP
		0916FD02	01P186034	\$155.89	REPAIRS-FD
		0916PW02	01P186076	\$20.85	REPAIRS-ST5 EQUIP
		0916FD02	01P186076	\$20.85	REPAIRS-FD
Search Name GATR OF SAUK RAPIDS				\$863.41	
Search Name GILLELAND CHEVROLET					
		0916PW02	754524	\$70.55	REPAIRS-STREETS VEHICLE
Search Name GILLELAND CHEVROLET				\$70.55	
Search Name GRAINGER, W.W. INC.					
		0916PW02	9216678566	\$474.38	REPAIRS-TRUCK
		0916PD02	9224437914	\$71.56	CASTER WHEELS
Search Name GRAINGER, W.W. INC.				\$545.94	
Search Name GRANITE PEST CONTROL SERVICES					
		0916PW02	74482	\$256.00	E WATER PLANT
		0916ADM02	74781	\$345.00	CITY HALL
Search Name GRANITE PEST CONTROL SERVICES				\$601.00	

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name HANDYMAN S INC.					
		0916ADM02	426864	\$16.99	LIGHTS-VOTING BOOTHS
Search Name HANDYMAN S INC.				\$16.99	
Search Name HAWKINS WTR TREATMENT GRP INC					
		0916PW02	3494459	\$679.00	CHEMICALS
		0916PW02	3949960	\$679.00	CHEMICALS
Search Name HAWKINS WTR TREATMENT GRP INC				\$1,358.00	
Search Name HEALTHPARTNERS					
		0916ADM02	68009078	\$5,700.53	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$1,735.16	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$600.87	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$12,490.84	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$1,081.60	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$2,036.57	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$647.60	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$811.99	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$4,455.73	HEALTH/DENTAL INS-OCT
		0916ADM02	68009078	\$761.22	COBRA-BORDERS
Search Name HEALTHPARTNERS				\$30,322.11	
Search Name HOVLAND INC					
070137	9/14/2016	0919PPD02	3-02174-51	\$59,786.26	SAFE ROUTES TO SCHOOLS
Search Name HOVLAND INC				\$59,786.26	
Search Name HYDRO KLEAN LLC					
		0916PW02	55976	\$298.10	REPAIRS-SEWER VAC
Search Name HYDRO KLEAN LLC				\$298.10	
Search Name KELM, TODD & RACHELLE					
070136	9/14/2016	0919PPD02	1003 EVENING ST	\$196.00	PAID UTIL BILL TWICE
Search Name KELM, TODD & RACHELLE				\$196.00	
Search Name L & R DISTRIBUTING LLC					
		0916PW02	LR1492	\$136.25	MARKING FLAGS-WW
Search Name L & R DISTRIBUTING LLC				\$136.25	
Search Name LAW ENFORCEMENT LABOR SERV INC					
		0916PD02	09-2016	\$784.00	UNION DUES-SEPT
Search Name LAW ENFORCEMENT LABOR SERV INC				\$784.00	
Search Name LEAGUE OF MN CITIES					
		0916ADM02	2016-2017	\$30.00	DUES-MAYORS ASSN
		0916ADM02	239057	\$14,876.00	DUES 2016-2017
Search Name LEAGUE OF MN CITIES				\$14,906.00	
Search Name LINCOLN RADIATOR & AUTO REPAIR					
		0916PW02	13376	\$796.59	REPAIRS-COMPRESSOR
Search Name LINCOLN RADIATOR & AUTO REPAIR				\$796.59	
Search Name MARCO INC					
		0916PD02	313398661	\$392.07	COPY MACHINE/PRINTER-PD
		0916FD02	313459471	\$92.00	COPY MACHINE-FD
Search Name MARCO INC				\$484.07	

CITY OF SARTELL
Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name MIDWAY FORD					
		0916PW02	109381	\$27,028.37	2017 FORD PICKUP
Search Name MIDWAY FORD				<u>\$27,028.37</u>	
Search Name MIDWAY IRON & METAL					
		0916PW02	324537	\$19.91	WW TRASH PUMP
		0916PW02	326856	\$9.50	REPAIRS-STREET VEHICLE
Search Name MIDWAY IRON & METAL				<u>\$29.41</u>	
Search Name MIMBACH FLEET SUPPLY					
		0916PW02	122986	\$23.99	SUPPLIES-STREETS
Search Name MIMBACH FLEET SUPPLY				<u>\$23.99</u>	
Search Name MN BENEFIT ASSOCIATION					
		0916ADM02	0483-092016	\$1,644.70	PAYROLL DEDUCTION-SEPT
Search Name MN BENEFIT ASSOCIATION				<u>\$1,644.70</u>	
Search Name MN DEPT OF REVENUE					
002937E	9/9/2016	0919PPD02	09-09-2016	\$4,443.93	09/09 STATE TAX W/HELD
Search Name MN DEPT OF REVENUE				<u>\$4,443.93</u>	
Search Name MN DEPT OF REVENUE-SALES/USE					
002943E	9/12/2016	0919PPD02	08-2016	\$2,091.00	SALES TAX PAYABLE-AUG
002943E	9/12/2016	0919PPD02	08-2016	\$57.00	SALES TAX PAYABLE-AUG
Search Name MN DEPT OF REVENUE-SALES/USE				<u>\$2,148.00</u>	
Search Name MN STATE FIRE CHIEFS ASSN					
		0916FD02	2016-1	\$350.00	FIRE CHIEFS CONF-DINGMANN
Search Name MN STATE FIRE CHIEFS ASSN				<u>\$350.00</u>	
Search Name MN TEAMSTERS-PUBLIC & LAW ENF					
		0916ADM02	09-2016	\$1,153.00	UNION DUES-SEPT
Search Name MN TEAMSTERS-PUBLIC & LAW ENF				<u>\$1,153.00</u>	
Search Name MOLITOR EXCAVATING INC					
		0916PW02	116-16	\$2,820.00	REPAIRS-STORM SEWER
		0916PW02	153-16	\$1,868.00	REPAIRS-STORM SEWER
		0916PW02	182-16	\$645.00	REPAIRS-SANITARY SEWER
		0916PW02	193-16	\$10,886.23	REPLACE FIRE HYDRANT
Search Name MOLITOR EXCAVATING INC				<u>\$16,219.23</u>	
Search Name MUTT MITT					
		0916PW02	120271	\$830.25	MUTT MITTS
Search Name MUTT MITT				<u>\$830.25</u>	
Search Name MVTL LABORATORIES INC					
		0916PW02	827711	\$129.75	TESTING
Search Name MVTL LABORATORIES INC				<u>\$129.75</u>	
Search Name NAPA CENTRAL MN					
		0916PW02	149107	\$51.99	REPAIRS-BACKHOE
Search Name NAPA CENTRAL MN				<u>\$51.99</u>	
Search Name NIELSEN, DUANE W. COMPANY					
		0916PW02	11567	\$284.50	CALIBRATE LIFTSTATION MAGMETER
Search Name NIELSEN, DUANE W. COMPANY				<u>\$284.50</u>	

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name NOLTING, THOMAS					
		0916ADM02	707 3RD AVE N	\$37.67	REIMB-UTIL OVERPAY
Search Name NOLTING, THOMAS				\$37.67	
Search Name NORTH CENTRAL TRUCK EQUIPMENT					
		0916PW02	233063	\$251.35	NEW TRUCK SETUP
		0916PW02	233163	\$425.00	NEW TRUCK EQUIPMENT
Search Name NORTH CENTRAL TRUCK EQUIPMENT				\$676.35	
Search Name O REILLY AUTO PARTS					
		0916PD02	1572-103559	\$23.49	REPAIRS-SQUAD
		0916PW02	1572-103828	\$4.67	WW TRASH PUMP
		0916PW02	1572-103848	\$96.48	SHOP SUPPLIES
		0916PW02	1572-103850	\$20.12	SUPPLIES-SHOP
		0916PW02	1572-103883	\$84.98	SHOP SUPPLIES
		0916PW02	1572-104322	\$30.00	SUPPLIES-SHOP
		0916PW02	1572-104815	\$14.00	REPAIRS-STR VEHICLE
		0916PW02	1572-104816	\$6.99	SUPPLIES-SHOP
		0916PW02	1572-104821	\$30.38	SHOP TOOLS
		0916PW02	1572-104913	\$23.93	REPAIRS-DUMP TRUCK
		0916PW02	1572-105569	\$100.00	REPAIRS-WW VEHICLE
		0916PW02	1572-105569	\$99.99	REPAIRS-STR VEHICLE
		0916PW02	1572-106146	\$101.51	REPAIRS-STR VEHICLE
		0916PD02	1572-106238	\$52.67	REPAIRS-SQUADS
		0916PD02	1572-106252	\$58.32	REPAIRS-SQUADS
		0916PW02	1572-106270	\$149.84	REPAIRS-STR VEHICLE
		0916PW02	1572-106298	\$129.65	NEW TRUCK SETUP
		0916PW02	1572-106378	\$19.82	REPAIRS-STR VEHICLE
		0916PD02	1572-106461	\$25.98	REPAIRS-SQUADS
		0916PW02	1572-106474	\$97.35	SUPPLIES-STREETS
		0916PD02	1572-106594	\$332.34	REPAIRS-SQUADS
		0916PW02	1572-107070	\$48.69	REPAIRS-STREET VEHICLE
Search Name O REILLY AUTO PARTS				\$1,551.20	
Search Name OXYGEN SERVICE COMPANY					
		0916PW02	08005171	\$34.70	SHOP SUPPLIES
		0916PD02	08005171	\$22.69	MEDICAL OXYGEN
		0916PD02	08010204	\$22.69	MEDICAL OXYGEN-PD
Search Name OXYGEN SERVICE COMPANY				\$80.08	
Search Name PERFORMANCE POOL & SPA INC					
		0916PW02	277761-1	\$19.78	SUPPLIES-POOL
		0916PW02	280023-1	\$91.02	REPAIRS-POOL
Search Name PERFORMANCE POOL & SPA INC				\$110.80	
Search Name PITNEY BOWES GLOBAL FIN SERV L					
		0916PD02	3100436972	\$398.01	POSTAGE METER-PD
Search Name PITNEY BOWES GLOBAL FIN SERV L				\$398.01	
Search Name POWERHOUSE OUTDOOR EQUIP INC					
		0916PW02	384979	\$33.37	REPAIRS-CHAIN SAWS
		0916PW02	384980	\$2.59	REPAIRS-CHAIN SAWS
		0916PW02	386122	\$20.70	REPAIRS-BLOWER
		0916PW02	387175	\$89.28	REPAIRS-MOWER
		0916PW02	387668	\$477.00	RENTAL-SPREADER

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name POWERHOUSE OUTDOOR EQUIP INC				\$622.94	
Search Name PROFIELDS LLC					
		0916PW02	09-2016	\$1,500.00	SPORT TURF CONSULTING
Search Name PROFIELDS LLC				\$1,500.00	
Search Name PUBLIC EMPLOYEE RETIREMENT ASN					
002940E	9/12/2016	0919PPD02	09-09-2016	\$7,499.35	09/09 EMPLOYER PERA
002940E	9/12/2016	0919PPD02	09-09-2016	\$4,420.62	09/09 EMPLOYER PERA
002940E	9/12/2016	0919PPD02	09-09-2016	\$4,999.57	09/09 EMPLOYEE PERA
002940E	9/12/2016	0919PPD02	09-09-2016	\$3,831.22	09/09 EMPLOYEE PERA
Search Name PUBLIC EMPLOYEE RETIREMENT ASN				\$20,750.76	
Search Name PURCHASE POWER-PITNEY BOWES					
		0916ADM02	6512	\$500.00	POSTAGE-HALL
Search Name PURCHASE POWER-PITNEY BOWES				\$500.00	
Search Name RASMUSSEN, ANITA					
		0916ADM02	91516	\$178.20	MILEAGE-MISC MTGS
Search Name RASMUSSEN, ANITA				\$178.20	
Search Name REDS AUTO ELECTRIC					
		0916PW02	E11605	\$187.43	REPAIRS-LOADER
Search Name REDS AUTO ELECTRIC				\$187.43	
Search Name RENGEL PRINTING CO INC					
		0916ADM02	90794	\$143.80	ELEC INSPECTION STICKERS
Search Name RENGEL PRINTING CO INC				\$143.80	
Search Name RINKE-NOONAN					
		0916ADM02	259508	\$3,544.50	AIM CONDEMNATION
		0916ADM02	259509	\$450.00	JANSKI CONDEMNATION
Search Name RINKE-NOONAN				\$3,994.50	
Search Name ROYAL TIRE INC					
		0916PD02	111-159110	\$361.44	REPAIRS-SQUAD
		0916PW02	405-594925	\$336.82	REPAIRS-TRAILER
		0916PW02	405-595033	\$467.26	REPAIRS-PARKS VEHICLE
Search Name ROYAL TIRE INC				\$1,165.52	
Search Name SAM S CLUB					
070138	9/16/2016	0919PPD02	2772	\$299.96	SHELVING-MAINT
Search Name SAM S CLUB				\$299.96	
Search Name SANITATION SERVICES LLC					
		0916PW02	7032	\$53.00	PORTABLE RESTROOMS
		0916PW02	7032	\$496.00	PORTABLE RESTROOMS
Search Name SANITATION SERVICES LLC				\$549.00	
Search Name SARTELL HARDWARE HANK					
		0916PW02	109789	\$9.99	THERMOMETER
		0916PW02	110029	\$3.77	TEFLON TAPE
		0916PW02	112705	\$24.47	SHELTER REPAIRS
		0916PW02	113468	\$11.94	REPAIRS-PARKS
		0916ADM02	113471	\$4.48	REPAIRS-VOTING BOOTHS
		0916ADM02	114029	\$7.99	ANT KILLER

CITY OF SARTELL

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0916PW02	114030	\$11.98	CONCETE-SIGNS
		0916PW02	114126	\$32.42	STREET REPAIRS
		0916PW02	114132	\$9.99	STREET REPAIRS
		0916PW02	114182	\$21.97	STREET REPAIRS
		0916PW02	114241	\$42.94	STREET REPAIRS
		0916PW02	114242	\$2.99	STREET REPAIRS
		0916PW02	114244	\$6.45	STREET REPAIRS
		0916PW02	114297	\$15.99	SCREEN REPAIRS
		0916PW02	114748	\$5.49	TOOLS-STREETS
		0916PW02	114887	\$11.98	STREET REPAIRS
		0916PW02	115041	\$9.52	REPAIRS-STR VEHICLE
		0916PW02	115438	\$125.58	POOL SUPPLIES
		0916PW02	69246	\$25.00	SHOP SUPPLIES
		0916ADM02	78375	\$2.99	BLDG REPAIRS-HALL
		0916ADM02	78737	-\$1.49	REPAIRS-VOTING BOOTHS
		0916PW02	78738	\$7.48	DISTRIBUTION
		0916PW02	79436	\$16.99	TOOLS-PARKS
		0916PW02	79782	\$21.50	POOL SUPPLIES
		0916PW02	79785	\$53.82	POOL SUPPLIES
		0916PW02	80127	\$10.99	REPAIRS-COMPRESSOR
		0916PW02	95615	\$5.99	SUPPLIES-SOCCER
Search Name SARTELL HARDWARE HANK				<u>\$503.21</u>	
Search Name SARTELL NEWSLEADER					
	070140	9/16/2016	0919PPD02 38605	\$361.62	PHN I1,SUM ORDS,PHN VACATION
Search Name SARTELL NEWSLEADER				<u>\$361.62</u>	
Search Name SARTELL ST STEPHEN EDUC FOUND					
		0916ADM02	09-2016	\$40.00	PAYROLL DEDUCTION-SEPT
Search Name SARTELL ST STEPHEN EDUC FOUND				<u>\$40.00</u>	
Search Name SITE ONE LANDSCAPE SUPPLY LLC					
		0916PW02	77496105	\$32.57	SPRINKLER REPAIRS
		0916PW02	77499032	\$55.61	SPRINKLER REPAIRS
Search Name SITE ONE LANDSCAPE SUPPLY LLC				<u>\$88.18</u>	
Search Name ST CLOUD AREA FAMILY YMCA					
	070047	9/12/2016	0919PPD02 08-2016	\$6,381.18	LIFEGUARDING SERVICES-AUG
Search Name ST CLOUD AREA FAMILY YMCA				<u>\$6,381.18</u>	
Search Name ST CLOUD, CITY OF					
		0916PD02	AR003192	\$10,000.00	QTR 3 LEGAL SERVICES-PD
Search Name ST CLOUD, CITY OF				<u>\$10,000.00</u>	
Search Name STANTEC CONSULTING SERV INC					
		0916ADM02	1099664	\$1,500.00	GIS SERVICES
Search Name STANTEC CONSULTING SERV INC				<u>\$1,500.00</u>	
Search Name STAPLES BUSINESS ADVANTAGE					
		0916ADM02	8040870325	\$51.35	OFFICE SUPPLIES
		0916PW02	8040949646	\$22.99	OFFICE SUPPLIES-MAINT
		0916ADM02	8040949646	\$61.74	OFFICE SUPPLIES
Search Name STAPLES BUSINESS ADVANTAGE				<u>\$136.08</u>	
Search Name STEARNS ELECTRIC ASSOCIATION					
		0916PW02	10191700	\$310.00	STREET LIGHTS

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0916PW02	10191800	\$349.00	STREET LIGHTS
		0916PW02	10248200	\$20.00	CIVIL DEFENSE
		0916PW02	10441600	\$164.00	STREET LIGHTS
		0916PW02	10459401	\$335.86	POOL
		0916PW02	10461600	\$28.34	COMPOST SITE
		0916PW02	10491600	\$58.28	STREET LIGHTS
		0916PW02	10545000	\$24.90	STREET LIGHTS
		0916PW02	10545100	\$33.38	STREET LIGHTS
		0916PW02	10545200	\$18.44	STREET LIGHTS
		0916PW02	10545300	\$23.42	STREET LIGHTS
		0916PW02	10545400	\$13.46	STREET LIGHTS
		0916PW02	10628400	\$25.23	CIVIL DEFENSE
		0916PW02	10648700	\$42.81	STREET LIGHTS
		0916PW02	10690800	\$113.00	STREET LIGHTS
		0916PW02	10690900	\$81.00	STREET LIGHTS
		0916PW02	10691000	\$96.77	STREET LIGHTS
		0916PW02	10691100	\$47.47	STREET LIGHTS
		0916PW02	10710600	\$115.00	STREET LIGHTS
		0916PW02	10878900	\$3,093.00	ELEC-PLANT
		0916PW02	10900900	\$68.00	STREET LIGHTS
		0916PW02	11244800	\$2,157.95	WELLS15&16
		0916PW02	12324100	\$24.90	STREET LIGHTS
		0916PW02	12324100	\$92.30	LIFT STATION
		0916PW02	6401510	\$1,616.21	STREET LIGHTS
Search Name STEARNS ELECTRIC ASSOCIATION				\$8,952.72	
Search Name STRUFFERT, DALE E.					
		0916PD02	090716	\$42.43	TRNG MEALS-7909,7903,7912
		0916PD02	090716	\$5.00	ADMIN FEE-SQUAD TITLING
Search Name STRUFFERT, DALE E.				\$47.43	
Search Name THEIS, CATHY					
		0916PD02	18-2016	\$102.50	PROF SERV-PD
Search Name THEIS, CATHY				\$102.50	
Search Name TOTAL ADMIN SERVICES CORP					
002942E	9/13/2016	0919PPD02	09-09-2016	\$2,069.30	09/09 HSA FLEX CONTR
002942E	9/13/2016	0919PPD02	09-09-2016	\$444.60	09/09 DAYCARE FLEX CONTR
002942E	9/13/2016	0919PPD02	09-09-2016	\$98.07	09/09 MED FLEX CONTR
Search Name TOTAL ADMIN SERVICES CORP				\$2,611.97	
Search Name TRAUT WELLS INC					
		0916PW02	290209	\$92.00	TESTING
		0916PW02	290410	\$46.00	TESTING
Search Name TRAUT WELLS INC				\$138.00	
Search Name TRITECH SOFTWARE SYSTEMS					
		0916PD02	IVC4004587	\$7,395.79	SOFTWARE SUPPORT-PD
		0916PD02	PA0004763	\$2,321.54	SOFTWARE-PD
Search Name TRITECH SOFTWARE SYSTEMS				\$9,717.33	
Search Name UNITED WAY OF CENTRAL MN					
		0916ADM02	09-2016	\$30.00	PAYROLL DEDUCTION-SEPT
Search Name UNITED WAY OF CENTRAL MN				\$30.00	

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Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name US BANK (CREDIT CARD)					
		0916ADM02	1627	\$50.00	REGIS-SLUC
		0916ADM02	1627	\$16.10	ADOBE
		0916ADM02	1627	\$137.49	INSPECTION SEMINAR
		0916ADM02	1627	\$130.00	INSEPTION SEMINAR
		0916ADM02	1627	\$260.00	INSPECTION SEMINAR
		0916ADM02	1627	\$16.10	ADOBE
		0916PW02	2011	\$58.54	REPAIRS-SPRINKLERS
		0916PW02	2011	\$94.49	MEETING MEALS
		0916ADM02	2111	\$99.00	WEBSITE HOSTING
		0916ADM02	2111	\$99.00	WEBSITE HOSTING
		0916ADM02	2111	\$24.00	SURVEY MONKEY
		0916ADM02	2111	\$5.00	TRANSFERBIGFILES
		0916ADM02	2111	\$1.80	BEACON SITE
		0916ADM02	2111	\$5.00	TRANSFERBIGFILES
		0916ADM02	2111	\$24.00	SURVEY MONKEY
		0916ADM02	2111	\$409.64	EE APPRECIATION-BRAD,JUDY
		0916ADM02	2111	\$2.65	BEACON SITE
		0916PD02	7173	\$406.56	LODGING-DARE CONF
		0916PD02	7173	\$12.00	SC TIMES SUBSC
		0916PD02	7173	\$23.80	SHRED IT
		0916PD02	7173	\$56.80	SHRED IT
		0916PD02	7173	\$66.58	TRNG MEALS
		0916PD02	7173	\$19.26	CHIEFS MTG
		0916PD02	7173	\$200.00	MAWP REGIS-7902
		0916PD02	7173	\$350.00	IACP REGIS-7900
		0916PD02	7173	\$96.64	REPAIRS-PD
		0916PD02	7173	\$302.70	PHONE CARDS-FD
		0916PD02	7173	\$23.80	SHRED IT
		0916PD02	7173	\$56.80	SHRED IT
		0916PD02	7173	\$6.98	COOK OUT W/COPS
		0916PD02	7173	\$199.90	FINGERPRINT READER
		0916PD02	7173	\$25.00	TLO TRANSUNION
Search Name US BANK (CREDIT CARD)				\$3,279.63	
Search Name VANLONDEN, REGINALD					
070046	9/12/2016	0919PPD02	821 8TH ST N	\$1,000.00	ERROR IN ON LINE PAYMENT
Search Name VANLONDEN, REGINALD				\$1,000.00	
Search Name VERIZON WIRELESS					
		0916PD02	9771221477	\$691.07	PHONE SERV-PD
		0916PW02	9771221477	\$35.01	PHONE SERV-UTILITIES
		0916PW02	9771221477	\$35.01	PHONE SERV-UTILITIES
		0916PW02	9771221477	\$48.34	PHONE SERV-POOLS
		0916ADM02	9771494931	\$10.02	PINECONE RD S READER BOARD
Search Name VERIZON WIRELESS				\$819.45	
Search Name WACOSA					
		0916ADM02	00027268	\$311.52	HALL CLEANING-AUG
Search Name WACOSA				\$311.52	
Search Name WEIDNER PLBG & HTG CO INC					
		0916PW02	245899	\$432.40	REPAIRS-WATER PLANT
Search Name WEIDNER PLBG & HTG CO INC				\$432.40	

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name WHITNEY SENIOR CENTER					
		0916ADM02	AR003399	\$2,250.00	2016 CONTRIBUTION
Search Name WHITNEY SENIOR CENTER				\$2,250.00	
Search Name XCEL ENERGY					
		0916ADM02	514530600	\$231.17	PCRS READER BOARD
		0916ADM02	514530600	\$33.63	GAS-FD
		0916ADM02	514530600	\$507.88	ELEC-FD
		0916ADM02	514530600	\$25.00	GAS-HALL
		0916ADM02	514530600	\$1,002.83	ELEC-HALL
		0916ADM02	514530600	\$140.41	DISTRIBUTION
		0916ADM02	514530600	\$2,341.10	WELLS/PUMPS
		0916ADM02	514530600	\$5,800.68	LIFT STATIONS/FLOW METERS
		0916ADM02	514530600	\$9,585.34	ELEC-PLANTS
		0916ADM02	514530600	\$561.41	GAS-PLANT
		0916ADM02	514530600	\$172.17	GAS-PD
		0916ADM02	514530600	\$1,277.42	ELEC-MAINT
		0916ADM02	514530600	\$141.21	GAS-MAINT
		0916ADM02	514530600	\$238.61	STREET LIGHTS
		0916ADM02	514530600	\$459.89	TRAFFIC SIGNS/FLAHS LIGHTS
		0916ADM02	514530600	\$128.73	PARKS
		0916ADM02	514530600	\$28.49	WELCOME SIGN
		0916ADM02	514530600	\$240.89	RINKS
		0916ADM02	514530600	\$127.87	CIVIL DEFENSE
		0916ADM02	514530600	\$936.35	ELEC-PD
		0916PW02	515621080	\$9,657.62	STREET LIGHTS
Search Name XCEL ENERGY				\$33,638.70	
Search Name ZARNOTH BRUSH WORKS, INC.					
		0916PW02	0161521-IN	\$243.40	REPAIRS-SWEEPER
Search Name ZARNOTH BRUSH WORKS, INC.				\$243.40	
				\$324,310.14	

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	\$169,153.91
YOUTH PROGRAMS	\$958.21
POLICE RESERVES	\$9.20
BEAUTIFICATION	\$1,769.68
FORFEITURE	\$55.00
PUBLIC IMPROVEMENT REVOLVING	\$3,800.00
PD EQUIPMENT FUND	\$6.98
PW EQUIPMENT FUND	\$27,834.37
STREET FUND	\$59,786.26
4TH/50TH CAPITAL PROJECT	\$3,994.50
TIF DISTRICT 5-2 (PHEASANT)	\$58.33
TIF DISTRICT 5-4 (REKER)	\$58.33
TIF DISTRICT 5-5 (BURL OAKS)	\$58.34
WATER FUND	\$42,001.54
SEWER FUND	\$8,577.49
STORMWATER FUND	\$6,188.00
	<hr/>
	\$324,310.14

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning and Engineering Department	Meeting Date: September 26, 2016	Agenda Item No. 6b
Agenda Section: Consent	Item: Resolution Adopting Assessments and Waiver	

RECOMMENDATION:

Approve the resolution accepting the petition requesting a special assessment waiver and adopting assessments for recently annexed properties.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

NA

BACKGROUND:

William Hansen property owner of 125 Heritage Drive and Katrina Clifton property owner of 32862 River Oaks Lane recently annexed into the City of Sartell due in part to the need of city services. The property owners have submitted a petition requesting that fee's associated with connecting to city sewer and water by assessed to their property without a public hearing which is allowed under Minnesota Statutes, Section 429.031.

The amount to be assessed against 125 Heritage Drive is \$6,670.10.

The amount to be assessed against 32861 River Oaks Lane is \$10,060.

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.

RESOLUTION NO. _____

**Resolution Adopting Assessments
125 Heritage Drive, Sartell
32862 River Oaks Lane, Sartell**

WHEREAS, pursuant to the annexation petition the requirement to hook up to city services, the City Council has set proposed assessments as it deems just;

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

1. Such proposed assessments, a copy of which is attached and made a part of this resolution is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefitted by the proposed improvement.
2. Such assessments shall be payable in equal annual installments including principal and interest extending over a period of ten years, with interest at a rate of 4% per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be payable with general taxes collectible during the year 2017. Interest shall accrue from and after January 1, 2017.
3. The owners of the properties so assessed may at any time prior to the certification of the assessment of the first installment of thereof to the County Auditor, pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Treasurer, and such property owner may at any time prior to November 15 of any year pay to the County Auditor the principal amount of the assessment remaining due with interest accrued to December of the year in which said payment is made.
4. The City Clerk shall forward a certified duplicate of this assessment to the County Auditor to be extended on the tax list of the County.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 26TH DAY OF SEPTEMBER, 2016

Mayor

ATTEST:

Administrator

PETITION REQUESTING SPECIAL ASSESSMENT WAIVER OF CERTAIN COSTS
FOR CONNECTION TO PUBLIC IMPROVEMENTS

TO: THE HONORABLE COUNCIL OF THE CITY OF SARTELL

The undersigned, being the owner(s) of 32862 River Oaks Lane, Sartell, Minnesota, (PID No. 17.09253.0000) hereby petition the City Council of Sartell, Minnesota, to assess without a public hearing under Minnesota Statutes, Section 429.031, the following improvements benefiting our property:

Municipal Sewer and Water extensions to the property boundary at a cost of \$9,460.00 and inspection fees of \$ 600.00 for a total cost of \$10,060.00 with interest accruing at the rate of 4% per annum from 1/1/2017

and hereby agree that I may pay for such charges directly to the City, without interest, prior to 12/31/16, or through their being assessed, with such assessment to be payable over ten (10) years at an interest rate of 4% per annum. The undersigned acknowledges that the City will certify any remaining balance of the above principal amount as an assessment if they are not paid in full by 12/31/16, and I hereby waive my right to a public hearing and to appeal such assessment.

The undersigned further acknowledges that they will petition for annexation to the City of Sartell and pay all required fees for such annexation, and that actual connection to the City's water and sewer utility system will require the payment of additional fees and costs, including but not limited to the City's SAC and WAC charges at the time of connection.

Dated: _____, 2016

PROPERTY OWNER SIGNATURE:
32862 River Oaks Lane
PID # 17.09253.0000

PETITION REQUESTING SPECIAL ASSESSMENT WAIVER OF CERTAIN COSTS
FOR CONNECTION TO PUBLIC IMPROVEMENTS

TO: THE HONORABLE COUNCIL OF THE CITY OF SARTELL

The undersigned, being the owner(s) of 125 Heritage Drive, Sartell, Minnesota, hereby petition the City Council of Sartell, Minnesota, to assess without a public hearing under Minnesota Statutes, Section 429.031, the following improvements benefiting our property:

Water and Sewer improvements previously constructed as City improvement projects in the principal amount of \$ 6,670.19, with interest accruing at the rate of 4% per annum from 12/31/16;

and hereby agree that I may pay for such charges directly to the City, without interest, prior to 12/31/16, or through their being assessed, with such assessment to be payable over 10 years at an interest rate of 4% per annum. The undersigned acknowledges that the City will certify any remaining balance of the above principal amount as an assessment if they are not paid in full by 12/31/16, and I hereby waive my right to a public hearing and to appeal such assessment.

Dated: Sept 15, 2016

PROPERTY OWNER SIGNATURES

William H. Hansen

Carol M. Hansen

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration, Engineering	Meeting Date: September 26, 2016	Agenda Item No. 6c
Agenda Section: Consent	Item: Wetland Delineation Pinecone Road from 15th Street N to 35th Street N.	

RECOMMENDATION: The staff recommendation is to approve the proposal for professional wetland delineation services including Task 1-3 in the amount of \$8,008.00.

BACKGROUND: The Wetland Conservation Act (WCA) requires that any roadway improvement try to avoid wetland impacts to the extent possible and minimize the impacts where they are not avoidable. The delineation process will aid in making a determination on the proposed Pinecone Road Alignment and needed right-of-way acquisitions. The season for completing wetland delineations is nearing the end and this information will be necessary to completing the preliminary and final design. Wetland Delineations are valid for a period of 3 years from the date of approval.

At this time only Tasks 1-3 are required. Tasks 4-5 will be required at the time the roadway is ready to construct.

Fiscal/Budget Impact: \$8,008.00 from Street Funds.

ATTACHMENTS: Letter Proposal



Mary Degiovanni, Administrator
City of Sartell
125 Pinecone Road
Sartell, MN 56377

RE: Proposal for Wetland Delineation Services Related to Pinecone Road from 15th Street N. to 35th Street N.

Dear Ms. Degiovanni,

The following wetland delineation services will be required to assist the City in determining the future alignment and roadway typical section for the future improvements to Pinecone Road N from 15th Street N to 35th Street N. At this time Tasks 1-3 will be required with Tasks 4-5 required upon completion of the final design. We are requesting authorization at this time to aid the preliminary design of the roadway. The delineations are valid for a period of 3-years following approval.

**Sartell Pinecone Road Wetland Delineation, Permitting, and NPDES Services
Pinecone Road from 15th St. N to 35th St. N**

Below is an outline of the proposed tasks and associated fees.

Task 1: Wetland Delineation

WSB will complete a Level 2 (onsite) wetland investigation within the designated project limits. According to cursory review of NWI mapping, several wetlands (approximately 9) exist in the project area. Wetlands and surface water features will be delineated and characterized. Prior to the site visit, WSB will review Stearns County Soil Survey information, MnDNR Public Waters information, USFWS National Wetlands Inventory information, FEMA flood zone map, contours, and historic aerial photos for the project area. The wetland delineation will be completed in conformance with the US Army Corps of Engineers (USACE) Wetlands Delineation Manual (US Army Corps of Engineers, 1987) and the Midwest Regional Supplement. The wetland boundaries will be surveyed using a sub-meter accuracy GPS unit. The top-of-bank of any watercourses encountered will also be identified, therefore differentiating waters and wetlands, which are permitted differently. Fluorescent pink pin flags will be used to temporarily mark the boundary of the wetlands.

14 hours at \$112/hour: \$1,568
14 hours at \$79/hour: \$1,106
Total: \$2,674

Task 2: Preparation of Wetland Delineation Report

The information obtained as part of Task 1 will be compiled into a wetland delineation report. This report will be submitted to the City of Sartell, the Local Government Unit (LGU), and USACE for their review and approval. Stearns County will also be provided a copy of the wetland delineation report, as some of the wetlands occur within unincorporated Stearns County. The wetland delineation report will include a figure depicting the locations of all delineated wetlands, as well as characterization & classification of wetland types.

18 hours at \$112/hour: \$2,016
32 hours at \$79/hour: \$2,528
Total: \$4,544

Task 3: Wetland Boundary/Type Concurrence from LGU and USACE

Wetland boundary and type concurrence will be requested from the City of Sartell and USACE. If necessary, Stearns County will also review the delineated wetland boundaries. WSB will coordinate with the City of Sartell to determine whether an approved or preliminary Jurisdictional Determination will be requested from the USACE, as some of the wetlands may be isolated. A final, approved wetland boundary CAD file will be delivered to the City following LGU and USACE approval.

10 hours at \$79/hour: \$790

Task 4: MN Wetland Conservation Act and US Army Corps of Engineers Section 404 Wetland Replacement Plan/Permits

The approved delineated wetland boundaries will be incorporated into project design for wetland impact avoidance and minimization considerations. If impacts are required, WSB will prepare the WCA and Section 404 permits application (Joint Application). WSB will incorporate the avoidance sequencing discussion and assumes wetland replacement will be via an approved wetland bank. WSB will identify an appropriate wetland bank and coordinate the replacement credits purchase process. The cost for the purchase of the wetland replacement credits is not included in this scope, and would be coordinated separately with the City of Sartell.

15 hours at \$112/hour: \$1,680
48 hours at \$79/hour: \$3,792
3 hours at \$159/hour: \$477
Total: \$5,949

Task 5: Stormwater Pollution Prevention Plan (SWPPP) and MCWD Stormwater Permit Application (if necessary: one acre or more disturbance)

A certified Environmental Compliance Specialist will provide a detailed SWPPP narrative, erosion control plan review, and complete the NPDES permit application on behalf of the City. An NPDES permit application fee of \$400 is included in this cost.

25 hours at \$79/hour: \$1,975 (Meghan L.)

\$400 fee

Total: \$2,375

Environmental Services Project Overview:

Total Cost (Tasks 1-3): \$8,008

Total Cost (Tasks 1-5): \$16,332

Sincerely,

WSB & Associates, Inc.



Michael J. Nielson, PE
Principal/Sr. Project Engineer

Pinecone Road Potential Wetland Areas 1-9

35th St. N to 15th St. N



Wetland 1

Wetland 2



Wetland 3



Wetland 4

Wetland 5

Wetland 6

Wetland 7

Wetland 8

Wetland 9

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Public Works	Meeting Date: September 26, 2016	Agenda Item No. 6d
Agenda Section: Consent	Item: Public Works Equipment	
<p>BACKGROUND: The Public Works Department has inventoried equipment for winter needs and recommends purchase of a new plow attachment using the attached quote. The dollar amount is available within their existing equipment funds and is recommended by staff.</p> <p>BUDGET IMPACTS: None – equipment fund has sufficient funding with no increases required.</p> <p>ATTACHMENTS: Plow quote.</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>		



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 FAX(320)252-3561

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QUOTATION

Name: RICK		Bid #
Company: CITY OF SARTELL		Make/Model: FORD F250
Address: _____		Year: 2017
Phone:		C/A:
Quote Description: BOSS PLOW		Fax:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRODUCT COST
1	9'2" DXT STEEL PLOW W/MOUNT & WIRING	\$5,999.75	\$5,999.75
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

LABOR

QTY	DESCRIPTION	RATE	LABOR COST
6	INSTALL PLOW	\$95.00	\$570.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

All prices, unless otherwise specified, are F.O.B. North Central Truck Equipment's St. Cloud location and are C.O.D. upon delivery unless prior credit arrangements have been made.

QUOTED BY: Todd Wurzer
 SIGNED: _____
 TITLE: Sales Representative
 DATE: _____
 This quote is valid for 30 calendar days

TTL LABOR:	\$570.00
TTL PRODUCT:	\$5,999.75
SALES TAX:	
GRAND TOTAL:	\$6,569.75

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 26, 2016	Agenda Item No. 6e
Agenda Section: Consent	Item: SeeClickFix	
<p>BACKGROUND: The City has been using SeeClickFix software for the past two years and we recommend non-renewal. The annual fee is \$5,000 and the number of issues logged were 32 in 2014 (partial year), 196 in 2015, and 85 as of August of 2016. Those numbers include staff taking calls and logging those in for tracking purposes – so direct customer use of this software is really not making the investment worthwhile. Residents seem more comfortable using the info@sartellmn.com or telephone reporting methods.</p>		
<p>BUDGET IMPACTS: \$5,000 annual software costs will be saved.</p>		
<p>ATTACHMENTS: None</p>		
<p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval for non-renewal. If item is removed from Consent, separate motion is requested approving the non-renewal.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 12, 2016	Agenda Item No. 6f
Agenda Section: Consent	Item: Calling Public Hearing	
<p>RECOMMENDATION: Staff recommends calling a public hearing to update various City Code provisions on October 24, 2016 at 6:00 pm as part of your regular meeting.</p> <p>BACKGROUND: Staff has been working on a number of updates and corrections to the City Code, specifically: Title 5, Police Regulations: Police Chief's recommendations on changes to delete provisions better covered by PD policy or State law, to revise dog licensing dates as previously discussed, and to add background checks here instead of Title 1. Title 3, Chapter 13 Alarms: Provides for alarm fees to be set within your fee schedule ordinance so they don't conflict. Title 7, Chapter 5 Cemetery: Entire restatement based upon League of MN Cities model, legal advice, and consistency.</p> <p>ATTACHMENTS: Redlined draft Ordinance updates. Complete City Code (for reference is on the City's website at http://www.sartellmn.com/city-code)</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval calls for the public hearing; if item is pulled from consent, a separate motion is requested calling the public hearing.</p>		

ORDINANCE NO.

ORDINANCE AMENDING TITLE 5 OF THE CODE OF ORDINANCES RELATING TO POLICE REGULATIONS

1. Section 5-1-3, Subd A.5. is hereby deleted.
2. Section 5-1-4 is hereby deleted in its entirety.
3. Section 5-1-6, Subd A.2. is hereby deleted.
4. Section 5-1-6, Subd A.4. is hereby deleted.
5. Section 5-1-6, Subd B and Subd D are hereby deleted.
6. Section 5-2-2, Subd A.3. is hereby amended to read as follows:
 3. *Date of Payment of License Fee.* It is the duty of the owner of a dog required to be licensed to pay the license fee on or before the 1st day of ~~June~~ **March** in each year, or upon acquiring ownership or possession of an unlicensed dog, or upon establishing residence in the City. All licenses will expire on the last day of ~~May~~ **February** of the calendar year following its issuance. If any owner does not obtain a license for his/her dog by this date, a late license fee will be added onto the regular dog license fee.
7. **Chapter 5-3 is hereby added to read as follows:**

5-3-1: CRIMINAL HISTORY BACKGROUND: The Police Department is authorized to do a criminal history background investigation on applications for City employment. Before the investigation is undertaken, the applicant must authorize the Police Department in writing to undertake the investigation and to release the information to the City Council, City Administrator, and other City staff as appropriate. Should the City reject the applicant's request for employment due, partially or solely, to the applicant's prior conviction of a crime, the City Administrator shall notify the applicant in writing of the following:

 - a. The grounds and reasons for the denial;
 - b. The applicable complaint and grievance procedure set forth in Minnesota Statutes Section 364.06;
 - c. The earliest date the applicant may reapply for employment; and
 - d. That all competent evidence of rehabilitation will be considered upon reapplication.
8. **Section 5-4-3 is hereby deleted in its entirety.**
9. **Section 5-7-1 is hereby amended to read as follows:**

5-7-1: **HOURS AND LOCATION RESTRICTED:** It shall be unlawful for any person to have on the ice, or use on the ice any dark house, fish house or shelter prior to seven o'clock (7:00) P.M. of any day on that part of the Mississippi River lying between the ~~St. Regis Paper Company~~ **Eagle Creek Renewable Energy** dam and the Sartell

Street bridge within the corporate limits of the City.

10. Section 5-7-3 is hereby amended to read as follows:

5-7-3: **FAILURE TO LEAVE AFTER WARNING:** It shall be unlawful for any person to remain on the ice at any time on that part of the Mississippi River lying between the ~~St. Regis Paper Company~~ **Eagle Creek Renewable Energy** dam and the Sartell Street bridge within the corporate limits of the City after being warned by the Police Department or by an authorized representative of the ~~St. Regis Paper Company~~ **Eagle Creek Renewable Energy** to depart therefrom.

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

Adopted by the City Council of Sartell on the _____ day of October, 2016.

Mayor

ATTEST:

City Administrator

SEAL

ORDINANCE NO.

**ORDINANCE AMENDING TITLE 3 OF THE CODE OF ORDINANCES,
CHAPTER 13 RELATING TO ALARMS**

10. Section 3-13-3, is hereby amended and restated as follows:
3-13-3: **FEES, CORRECTIVE ACTION, NO RESPONSE LIST.**
For police or fire response to any false alarm, the City shall charge and collect from the alarm user such fees as established by the City Council herein.

Police: During a one-year period of time, commencing with the first response, the following police response ~~police~~ and penalty structure will apply:

- A. For response to premises, at which no other false alarm has occurred within the preceding one-year period, hereinafter referred to as a “first response,” no civil penalty shall be charged. Upon first response, notice of conditions and requirements of this chapter shall be given to the alarm user or occupant of the premises on which the false alarm occurred and upon which the alarm system is located.
- B. For a second response to premises a civil penalty **established by the City Council** ~~of \$75.00~~ shall be charged. The alarm user shall, within five working days after notice to do so, to make a written report to the Chief of Police, or his/her designee, setting forth:
 1. The cause for such false alarm;
 2. The corrective action taken;
 3. Whether and when such alarm has been inspected by authorized service personnel;
 4. Such other information as the Chief of Police, or his/her designee, may reasonably require to determine the cause of such false alarm, and any mitigating circumstances and corrective action necessary.
- C. For a third response to premises a civil penalty **established by the City Council** ~~of \$150.00~~ shall be charged.
- D. For a fourth response to premises a civil penalty **established by the City Council** ~~of \$150.00~~ shall be charged and the Police Department will inform the alarm user that **THE POLICE DEPARTMENT WILL NO LONGER RESPOND TO THEIR ALARM SYSTEM.** The “restricted response” status will last a period of 6 months from the date of the 4th response.

Fire: After the third false alarm response by the Sartell Fire Department to a premise within a one year period, any false alarm response to such premise during the same one year period shall be charged a civil penalty as established by the City Council.

2. This ordinance shall be effective immediately upon its passage and publication.
Adopted by the City Council of Sartell on the _____ day of October, 2016.

Mayor

ATTEST:

City Administrator

Ordinance No. ____
An Ordinance Amending Title 7 Chapter 5
CEMETERY

THE CITY COUNCIL OF THE CITY OF SARTELL ORDAINS:

Subdivision 1. That Chapter 5 of Title 7, of the Code of Ordinances is hereby amended and restated in its entirety to read as follows:

CHAPTER 5
CEMETERY

SECTION:

- 7-5-1: Definitions
- 7-5-2: Establishment/Continuance
- 7-5-3: Sale of Lots
- 7-5-4: Handling of Funds
- 7-5-5: Burial Permits
- 7-5-6: Interments
- 7-5-7: City Repurchase of Unused Cemetery Lot
- 7-5-8: Conduct of Persons in the Cemetery
- 7-5-9: Monuments and Markers
- 7-5-10: Foundations
- 7-5-11: Mausoleums
- 7-5-12: Decoration of Lots
- 7-5-13: Exceptions
- 7-5-14: Penalty

7-5-1: DEFINITIONS

- (a) City.** The City of Sartell, Minnesota.
- (b) Cemetery.** A tract of land used for burials or above-ground interment.
- (c) Interment.** Disposition of human remains or cremains by burial or entombment.
- (d) Mausoleum.** An external free-standing building enclosing the interment space or burial chamber of a deceased person or persons.
- (e) Memorial.** A monument or marker.
- (f) Monument.** A memorial of granite or other approved material that extends above the surface of the lawn.
- (g) Marker.** A memorial of granite or other approved material that does not extend above the surface of the lawn.

7-5-2: ESTABLISHMENT/CONTINUANCE

- (a)** A cemetery has been established and is continued upon land owned by the City of Sartell, Minnesota. The plat of the cemetery, as prepared by C.H. West, Civil Engineer, was placed on file in the office of the Clerk-Treasurer, and is adopted as the official plat of the cemetery, which shall be called Oak Hill Cemetery.

- (b) It is the aim of the City to make the Oak Hills Cemetery a quiet and beautiful cemetery. To preserve the appearance of the cemetery and for the mutual protection of every lot owner, the City of Sartell hereby adopts the rules and regulations within this Ordinance, and such other reasonable rules and regulations as the Council may adopt relative to the use of the cemetery. All lot owners and the use of all cemetery lots shall be subject to said rules and regulations, amendments, or alterations as may be adopted by the City from time to time.

7-5-3: SALE OF LOTS

- (a) The prices of cemetery services and lot fees shall be set at such rates as the Sartell City Council shall from time to time designate.
- (b) No lot shall be used for any purpose other than the burial of human remains.

7-5-4: HANDLING OF FUNDS

- (a) All money received from the sale of lots and other services shall be paid to the City. No receipt to any cemetery lot shall be issued, nor any cemetery service performed, until a receipt showing payment to the City of the cost thereof is exhibited to the person who issues the conveyance or performs the services.
- (b) All money received from the sale of lots and performance of services shall be placed in the cemetery fund. The fund may be used only for payment of the purchase price of grounds, or maintenance and improvements to the cemetery.
- (c) The City shall keep an account of all receipts and disbursements of money belonging to the cemetery fund.

7-5-5: BURIAL PERMITS

- (a) Before any interment, a burial permit shall be obtained from the funeral home or State Registrar of Vital Statistics.

7-5-6: INTERMENTS

- (a) Graves shall be dug by the City or its agent.
- (b) No interment may be made in the cemetery unless all laws, ordinances, rules, and regulations regarding interments have been complied with and until all lot and burial fees are paid.
- (c) Acceptable burials for one lot are:
 - One casket burial.
 - Parent and child in one casket, if lot dimensions allow.
 - Two infants in one casket, if lot dimensions allow.
 - One casket burial and one cremains burial, if depth allows.
 - Two cremains burials.
- (d) The City shall not be responsible for ground preparation, including but not limited to tree root removal, stone removal, etc. If any lot conditions make burial prohibitively expensive (granite outcroppings, etc.), the City may provide a replacement lot, in City's sole discretion.
- (e) All caskets must be encased in a permanent type burial case or vault; fiberglass vaults are prohibited.

7-5-7: CITY REPURCHASE OF UNUSED CEMETERY LOT

- (a) A lot owner may sell his or her unused lot back to the City pursuant to Minnesota Statutes.
- (b) The City may use any of its funds to repurchase lots and may hold or again sell and convey them.

7-5-8: CONDUCT OF PERSONS IN THE CEMETERY

- (a) No person may discharge any firearm within the cemetery grounds without written permission of the City. This prohibition shall not apply to authorized volleys at burial services conducted by recognized military organizations or associations of the United States of America.
- (b) No person may make any excavation without the written permission of the City.
- (c) No person may obstruct any driveway or path in the cemetery.
- (d) No person shall injure, deface, or destroy any monument, marker, stone, structure, grave, fence, flower, tree, or other thing within the cemetery.
- (e) No person may drive any vehicle at a speed exceeding ten (10) miles per hour.
- (f) No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.
- (g) No motorized vehicles may enter or leave the cemetery except at the entrances provided.
- (h) No person may use the cemetery grounds or any road therein as a public thoroughfare, nor drive any vehicle through the cemetery grounds except for purposes related to the cemetery.
- (i) No child under the age of twelve (12) years of age shall be permitted within the cemetery unless accompanied by an adult.
- (j) No person may allow any animal to run at large in the cemetery
- (k) No tobacco use or alcohol is allowed other than in connection with a religious service.
- (l) No advertising or solicitation of any kind is allowed on cemetery premises.
- (m) No spreading of ashes is allowed on cemetery premises.
- (n) The cemetery will be open to visitors from sunrise to sunset. Permission to enter at other times must first be secured from the City.

7-5-9: MONUMENTS and MARKERS

- (a) All monuments and markers shall be placed as directed by the City.
- (b) No monument or marker may be placed unless the location has been approved by the City and all fees have been paid.
- (c) Monuments and markers must be constructed of granite, marble, or bronze material.
- (d) One monument or marker may be placed on a lot at the West end (or head) of the lot.
- (e) One marker may be placed on a lot at the East end (or foot) of the lot.
- (f) Veterans may be recognized with a Veterans marker provided by the U.S. Department of Veterans Affairs. Such Veterans marker shall either be used in place of a marker described in this Section or shall be incorporated into an existing monument or marker placed pursuant to this Section. All markers and monuments incorporating a Veterans marker and all Veterans markers used in place of an allowed memorial shall comply with the maximum size restrictions for markers provided in this Section.
- (g) Single lot monuments shall not exceed thirty-six inches (36") in length nor sixteen inches (16") in width, and shall not exceed forty-five inches (45") in height above the ground surface.
- (h) Double lot (or companion) monuments shall not exceed fifty inches (50") in length. Other dimensions of double monuments shall be the same as for single monuments.
- (i) Single lot markers shall consist of one piece and shall not exceed thirty-six inches (36") in length by sixteen inches (16") in width, and the height must be flush with the ground surface.
- (j) Double lot (or companion) markers shall consist of one piece and shall not exceed fifty inches (50") in length. Other dimensions of double markers shall be the same as for single markers.
- (k) Vases are permitted to be incorporated into monuments so long as they are constructed of granite, marble or bronze material and the overall monument dimensions, including any such vases, comply with the requirements of this Section.
- (l) The City is not responsible for damage done to monuments and/or markers in the cemetery.

- (m) Monuments and markers are considered the private property of the relatives of the deceased and the relatives are, therefore, responsible for their care and maintenance. City may repair or re-set monuments or markers due to settling or soils issues as needed, in City's sole discretion.

7-5-10: FOUNDATIONS

- (a) All monuments and markers shall be placed on foundations of solid masonry at a depth to be determined by the City.
- (b) Foundations shall extend three inches (3") beyond the base of all monuments and markers on each side.
- (c) The top of all foundations shall not be higher than the established grade.
- (d) The location of all foundations for monuments and/or markers shall be marked by the Public Works department, and all foundations shall be installed by the company supplying the monument or marker.
- (e) All foundations for monuments and/or markers placed after the effective date of this ordinance at the West end (head) of a grave space shall contain a hole for a plant stand in the middle of the North side of the foundation of such marker or monument. In the event that no marker or monument will be placed at the head of the grave space, then the foundation for a marker placed after the effective date of this ordinance at the East end (foot) of a grave space shall contain a hole for a plant stand in the middle of the North side of the foundation of such marker.

7-5-11: MAUSOLEUMS

- (a) Mausoleums may be placed only on cemetery lots designated by the City for such structures.

7-5-12: DECORATION OF LOTS

- (a) All flowers and plants must be contained in plant holders and, unless contained in a vase that is incorporated into a monument or marker, must be elevated at least 18" but no more than 24" from the ground. Artificial flowers may be placed in approved plant stands and must be securely fastened so that they will not fall or be blown from the container.
- (b) One single-pole metal plant stand is permitted per monument or marker, with a maximum of one single-pole plant stand per lot. All plant stands must be placed in a monument or marker foundation hole/holder if available. Plant stands not incorporated into monument/marker foundations must be placed on the north side of monuments and/or markers. The City reserves the right to relocate plant stands to comply with this requirement. The City may add holes for plant holders in each marker/monument in existence at the time of this Ordinance adoption to bring grave sites in compliance with these requirements.
- (c) The City is not responsible for damaged, lost, stolen or misplaced decorations, plants or plant stands.
- (d) Wreaths are permitted but must be mounted on plant stands.
- (e) Memorial Day: Artificial flowers, potted plants and decorations not in plant stands or vases placed on graves for Memorial Day will be allowed to remain for 1 week, by which time they must be placed in permanent stands or vases or they may be removed and discarded by City.
- (f) No person shall do any grading causing the surface of the ground to be raised above the existing height of the surrounding area.
- (g) No curbs or fences or other similar barriers shall be permitted around any individual or group of lots without prior written authorization from the City.
- (h) All decorative items, including flowers, wreaths, flags, balloons, banners, toys, ornaments, knick knacks, solar lights and lanterns, stuffed animals, wind chimes, windmills, windsocks,

birdhouses, bird feeders, and statuary not incorporated into a monument or placed in a permanent vase or plant stand, are prohibited and may be subject to immediate removal and may be discarded.

- (i) All decorations not removed by November 1 may be removed and discarded by City.
- (j) The City reserves the right to remove all flowers, plants, plant stands, trees, decorations, or other similar things without liability to the owner whenever any of these objects become unsafe, unsightly, or are deemed to be unauthorized.

7-5-13: EXCEPTIONS

- (a) Special cases may arise in which the enforcement of a rule may impose unnecessary hardship. The City hereby reserves the right to make exceptions, suspensions, or modifications of any rule or regulation. No temporary exception, suspension, or modification shall in any way be construed as a permanent change to the established rules and regulations.

7-5-14: PENALTY

- (a) Any person violating any provision of this ordinance is guilty of a misdemeanor and subject to penalty as provided in Title 1 of this Code.

Subdivision 2. That this ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council of Sartell on the _____ day of _____, 2016.

Mayor

ATTEST:

City Administrator

SEAL

**CITY OF SARTELL
PUBLIC HEARING
CEMETERY, POLICE AND ALARM CITY CODE ORDINANCES**

NOTICE IS HEREBY GIVEN: That the City of Sartell will be holding a public hearing on Monday, October 24, 2016, at 6:00 P.M., or as soon thereafter as the matter may be heard, at the Sartell City Hall, for the purpose of updating the City Code of Ordinances regarding police regulations, alarms, and cemetery. Copies of the proposed ordinances are available for review at the city clerk's office or on the City website at www.sartellmn.com.

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

Mary Degiovanni
City Administrator

Publish: September 30, 2016

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: September 24, 2016	Agenda Item No. 6g
Agenda Section: Consent	Item: Calling Public Hearing for a Planned Unit Development Amendment	

RECOMMENDATION:

Call a public hearing on October 10, 2016, to obtain input on a PUD amendment for Sandstone Village 2 and Sandstone Village 3.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

Sandstone Village 2 and 3 were recently rezoned to a PUD to allow single family detached homes.

BACKGROUND:

PEI Properties LLC is requesting an amendment to the PUD agreements for Sandstone Village 2 and 3 to reduce the front setback for all single family homes from 30 feet to 20 feet.

BUDGET/FISCAL IMPACT:

NA

ATTACHMENTS:

1. Resolution

ACTION REQUESTED:

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

RESOLUTION NO.

**RESOLUTION SETTING PUBLIC HEARING ON
AN AMENDMENT TO A PLANNED UNIT DEVELOPMENT
SANDSTONE VILLAGE 2 AND SANDSTONE VILLAGE 3**

WHEREAS, a request to amend the planned unit development agreements for Sandstone Village 2 and 3 plat have been filed with the City by PEI Properties, LLC, applicant, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SARTELL, MINNESOTA: That as required by the Sartell Subdivision and Zoning Ordinance, the Council will consider approving an amendment to the Planned Unit Development Agreements for Sandstone Village 2 and 3 after a public hearing has been held. Such hearing will be held on Monday, October 10, 2016, 6:00 P.M., or as soon thereafter as the matter may be heard.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 24th DAY OF OCTOBER 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 24th day of October 2016.

Mary Degiovanni
Administrator
City of Sartell, Minnesota

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: September 26, 2016	Agenda Item No. 6h
Agenda Section: Consent	Item: Approval of Support Letter	

RECOMMENDATION:

Staff recommends submitting a letter on behalf of the Council supporting the MPCA's intent to deny the reissuance of Permit SW-281.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

NA

PREVIOUS COUNCIL ACTION:

N/A

BACKGROUND:

A 30-day public comment period began on September 2, 2016, soliciting feedback on the MPCA's intent to deny a solid waste application (SW-281) submitted by AIM Development in January 2014. Procedure for public participation includes submitting written comments which include the City's interest in the permit application, the action the City wishes the MPCA to take, including specific references to the section of the draft permit and reasons supporting the City's position. The letter must be received by the MPCA no later than 4:30 pm on October 3, 2016.

Stearns County Board of Commissioner's will also be sending a letter supporting the MPCA's intention of denying Permit SW-281.

BUDGET/FISCAL IMPACT:

None

ATTACHMENTS:

1. Letter
2. Public Notice of Intent to Deny – General Information Sheets

ACTION REQUESTED:

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

September 21, 2016

Julie Henderson
Industrial Division
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, Minnesota 55155

Re: Comments on the Intent to Deny Reissuance and Expansion of Solid Waste Permit SW-281 AIM Development Solid Waste Disposal Landfill in Stearns County

Dear Ms. Henderson;

The City of Sartell is submitting this letter providing comments on the Intent to Deny the issuance and expansion of Solid Waste Permit SW-281 AIM Development Solid Waste Disposal Landfill issued by the Minnesota Pollution Control Agency (MPCA).

The City of Sartell is supportive of the Intent to Deny the reissuance and expansion of permit SW-281 by the MPCA based on the following findings:

1. The current zoning designation of the former landfill is I-1, Light Industrial. This zoning designation does not list landfills of any type as a permitted, conditional or interim use (Sartell Zoning Code Title 10, Chapter 7a). Therefore the former landfill is a non-conforming use. C&D Landfill operations and junkyards are not permitted in any zoning district in the City of Sartell.
2. The active use of the former landfill has been discontinued since May of 2012. According to Sartell Zoning Code Title 10, Chapter 13 – Nonconforming uses - Discontinued Use: When a nonconforming use is discontinued for twelve (12) consecutive months during any three (3) year period, such use shall not thereafter be resumed except in conformance with regulations of the district in which it is located. That the use even when it existed did so entirely as an “accessory use” to the paper mill. The paper mill use was not only discontinued for several years but has also been demolished and entirely eliminated. As an accessory use, the use of the former landfill site was limited to uses related to the paper mill and the wastes it created. The former landfill use did not exist as separate and independent use. As an accessory use to the mill the site was very limited in that all waste came from the mill site. Trucks and materials were not being transported in from other areas, types of waste were extremely limited, and that impacts were limited due to the single user of the site and the limited nature of the materials involved.

AIM Development has not applied for or received any approvals for a rezoning or a conditional use to allow for a limited landfill operation, they have not requested the extended use of the non-conforming use within the 12 month period, nor have they requested a change to another non-conforming use as dictated by the City's code. Furthermore, AIM Development has not submitted an application or license to operate a C&D landfill to Stearns County as required. In addition to the property not be appropriately zoned for use as a landfill, the City's 2003 comprehensive plan calls for this area to redevelop with appropriate reuse (2003 Sartell Comprehensive Plan 8-18) in anticipation of the paper mill closing in the future. The City has grown around this former landfill site with residential and other development. The negative impacts that would result from such a landfill in the middle of our small community would be significant. The adverse impacts include dust and noise impacting surrounding residential and commercial developments. The landfill is no longer compatible with the character of the surrounding residential and commercial properties, including potential hours of operation, lighting and traffic generation.

If you have any questions regarding our findings which support the intent to deny the reissuance and expansion of permit SW-281, please feel free to contact Anita Rasmussen, Community Development Director at anita@sartellmn.com or 320.258.7306.

Sincerely,

Mayor Sarah Jane Nicoll



General information

Public comment period begins: Friday, September 2, 2016

Public comment period ends: 4:30 p.m. on Monday, October 3, 2016

Current permit issued: March 12, 2009

Current permit expiration date: March 12, 2014

Name and address of Permittee:

AIM Development USA LLC
100 E Sartell Street
Sartell, Minnesota 56377

Facility name and location:

AIM Development Solid Waste Disposal Landfill
Sartell, Minnesota 56377
T125N, R28W, Section 28
Stearns County

MPCA contact person:

Julie Henderson
Industrial Division
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, Minnesota 55155
Phone: 651-757-2423
Email: julie.henderson@state.mn.us

File manager phone: 651-757-2728 or
1-844-828-0942

A permit application is available for review at the Minnesota Pollution Control Agency (MPCA) office address listed under the MPCA contact person. Comments, petitions, and other requests must be received at the MPCA in writing on or before the public comment period end date and time identified above.

Watershed: NA

Receiving water: NA

Description of permitted facility:

The MPCA originally issued Solid Waste Permit SW-281 in 1984 to Champion International Corporation for development and operation of a landfill to take industrial solid waste from the Paper Mill located in Sartell. The solid waste permit has been reissued several times to various paper mill companies since 1984. AIM Development USA LLC (AIM) purchased the Paper Mill and the Landfill in 2013 from Verso Paper following closure of the Paper Mill. The MPCA solid waste permit authorizes disposal of wood yard debris, boiler ash, scrubber cake and other approved waste generated by the Verso Paper Mill that no longer exists. The solid waste permit did not authorize disposal from any source other than the Verso Paper Mill. The Landfill has not been open nor accepted waste since 2012. The solid waste permit expired on March 12, 2014. The Landfill is located in the City of Sartell in Stearns County, in an area zoned for light industrial uses, which does not include landfills. AIM has a trust fund for closure, contingency action and post closure care at a reported value of approximately 2.1 million dollars at the end of 2015.

AIM submitted a permit application for reissuance and a facility expansion in January 2014, prior to expiration of the solid waste permit. The City of Sartell provided notification to AIM and the MPCA that AIM had not applied for or received local approvals and licenses for operation of the Landfill. The MPCA may not issue permits for facilities that are not approved by local units of government under local land use and zoning ordinances. Minn. Stat. § 116.07, subd. 4j(d). Given this, the MPCA made a determination in August 2014 to discontinue processing the permit application until the City of Sartell and AIM could resolve the zoning and non-conforming use issues associated with the operation of the Landfill.

The expired solid waste permit authorized permitted airspace capacity in the constructed Phases 1 and 2 of the Landfill. The 2015 Annual Report indicates there are 348,294 cubic yards of permitted airspace capacity remaining in Phases 1 and 2 of the Landfill. Approximately two acres of the final cover system is in place in Phase 2 and the remaining 11 acres of Phases 1 and 2 are open with a 1-foot soil intermediate cover. The disposal area contains a 4-foot clay liner with a leachate collection system. Although the Landfill has been inactive since 2012, it continues to generate leachate at a significant rate because final cover is not in place on most of the constructed Phases. The 2015 Annual Report for the Landfill indicates that roughly 6.2 million gallons of leachate were generated and direct discharged to the sanitary sewer system for treatment at the Saint Cloud Wastewater Treatment Facility in 2015.

The permit application submitted by AIM requested MPCA permit reissuance and authorization:

- for a horizontal expansion of the Landfill to include permitted capacity for two new phases, Phases 3 and 4.
- to accept a variety of non-hazardous industrial solid waste from any source, not just Verso Paper Mill.

The MPCA issued a Notice of Violation (NOV) to AIM on April 27, 2016, alleging non-compliance with Minn. Stat. § 116.07, subd. 4j(d), which states that the MPCA may not issue a permit to expand an existing disposal facility unless all local units of government have granted approval for and provided any required public notices of the expanded facility prior to issuance of the permit or have authorized the permit to be issued prior to or concurrent with the required approval by the local unit of government. The corrective action in the NOV for this violation required that AIM take action within 30 days of receipt of the NOV to obtain approval from the City of Sartell to satisfy the requirements of this Statute. To date, AIM has not applied to the City of Sartell for rezoning or for conditional use to allow for landfill operation. As a result, the MPCA has determined that AIM has not satisfied the local approval requirement of Minn. Stat. § 116.07, subd. 4j(d).

In addition, the MPCA's solid waste permit was not intended to maintain the facility in a quasi-open state for an indefinite period of time. The intermediate cover in place on most of Phases 1 and 2 is not adequate to prevent excessive leachate generation. The current situation is not protective of the environment.

For these reasons, the MPCA has made a preliminary determination that it must deny reissuance of the solid waste permit. In accordance with Minnesota Rules 7001.3125 and 7035.2625, if a permit expansion is denied, the owner of the Landfill must immediately close the Landfill in accordance with Minnesota Rules, which will begin to reduce leachate generation. The MPCA will also issue a closure document which will be used to regulate the Landfill during the post closure care period.

The preliminary determination to deny reissuance of this solid waste permit is tentative.

Procedure for public participation

As stated in Minn. R. chs. 7000 and 7001, there are three formal procedures for public participation in the MPCA's consideration of this matter. Interested persons may:

- (1) Submit written comments on the draft permit.
- (2) Petition the MPCA to hold a public informational meeting.
- (3) Petition the MPCA to hold a contested case hearing.

Submitting written comments

To submit comments or petitions to the MPCA through the mail or email, you must state:

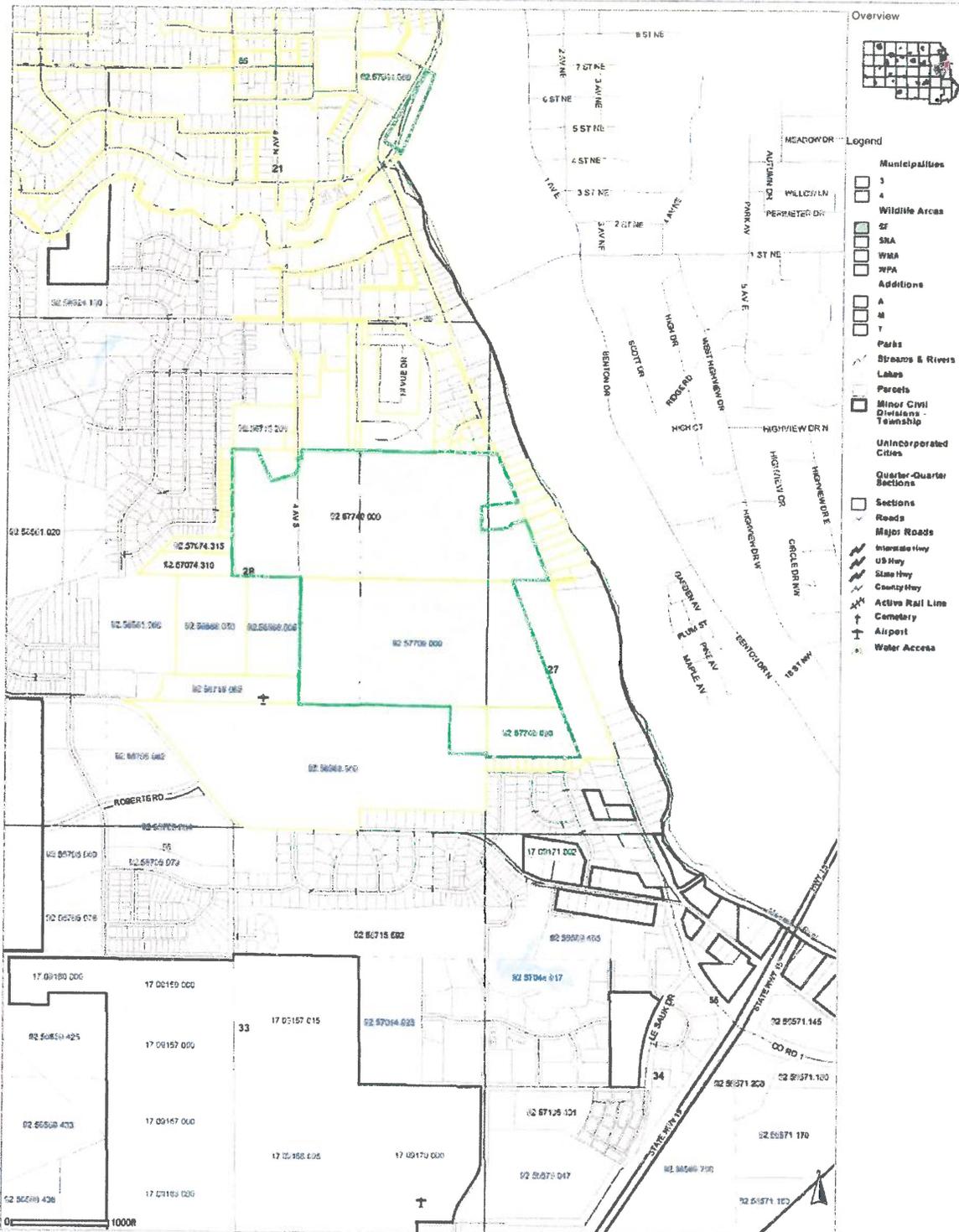
- (1) Your interest in the permit application or the draft permit.
- (2) The action you wish the MPCA to take, including specific references to the section of the draft permit you believe should be changed.
- (3) The reasons supporting your position, stated with sufficient specificity as to allow the MPCA to investigate the merits of the position.

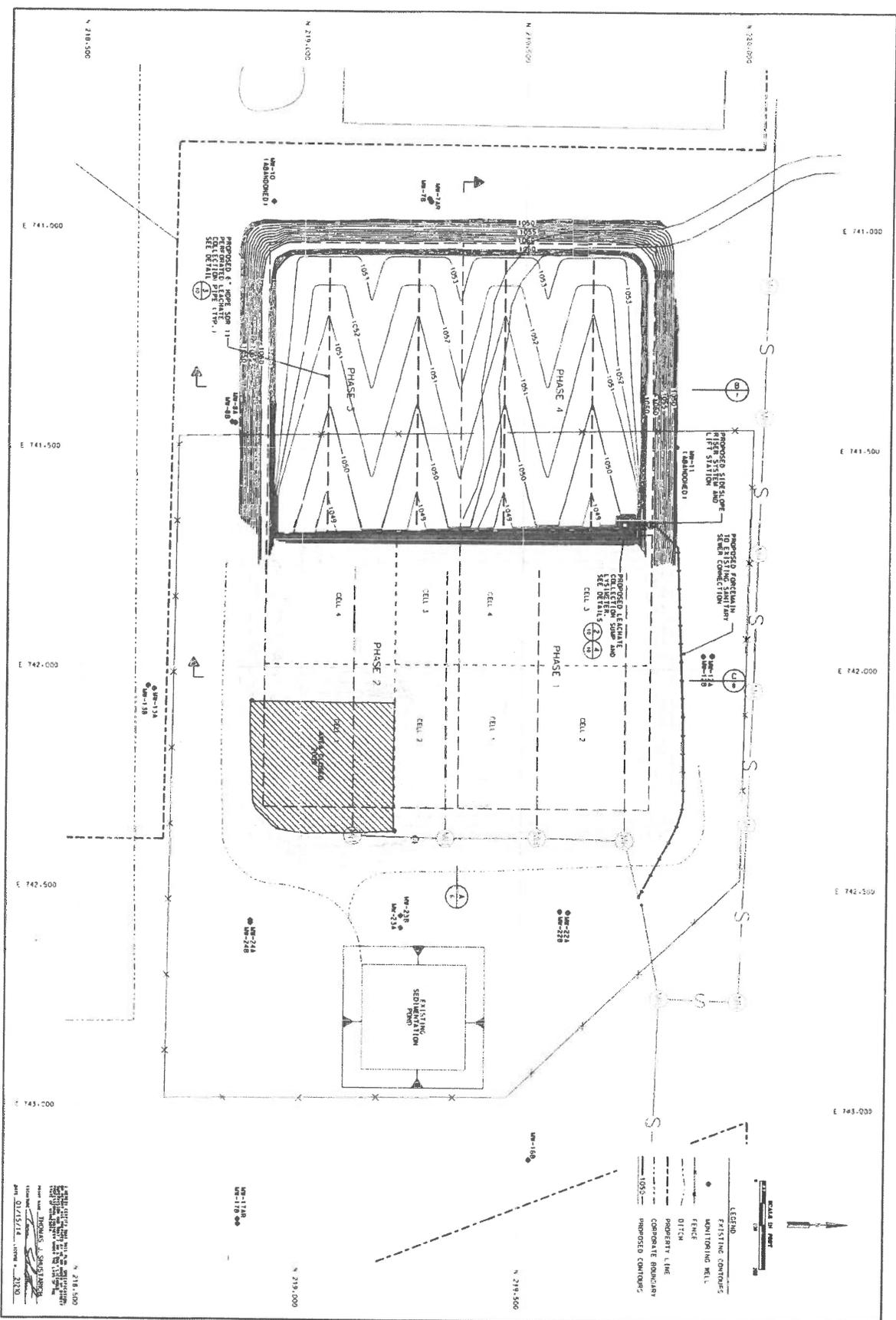
Public informational meeting

A public informational meeting is an informal meeting during which interested persons can ask questions concerning the proposed facility. The MPCA staff will be present to provide information. If an interested person would like the MPCA to hold a public informational meeting, the person should include all information identified above in a request for a meeting, and in addition, include a statement of the reasons the person wants the MPCA to hold a public informational meeting and the issues that the person would like the agency to address at the public informational meeting.

Contested Case Hearing

A contested case hearing is a formal proceeding before an administrative law judge empowered to advise the MPCA regarding issues of fact. As described in Minn. R. 7000.1800, persons who submit petitions for a contested case hearing must also state the issues they propose to address in a contested case hearing, the specific relief requested or resolution of the matter, and the reasons (which may be in the form of proposed findings) supporting an MPCA decision to hold a contested case hearing. Failure to comply with these rules exactly may result in a denial of the request. To the extent known, the petitioner may also submit a list of prospective witnesses to be called at a hearing, a proposed list of publications, references, or studies to be introduced at a hearing and the approximate time required for the petitioner to present the matter at a hearing. The decision whether to hold a contested case hearing will be made under Minn. R. 7000.1900.





FILE NAME: W\2078\03 PERMIT\2014 AM PERMIT.DWG PROJECT: APPLICATION FOR PERMIT RENEWAL

AM DEVELOPMENT
SARTELL, MINNESOTA

SHEET TITLE: PROPOSED BASE GRADES AND PIPING PLAN FOR PHASES 3 & 4
DATE: JANUARY, 2014

REVISIONS: _____ DATE: _____
 DRN: _____ SET: _____ CHK'D: _____ APP'D: _____

Wenck Associates, Inc.
1800 Pioneer Creek Center
Maple Plain, MN 55359
763-478-4200
Fax: 763-478-4242

DATE: 01/15/14
SHEET NO. 2132

2.0

SPECIFIC ACCEPTABLE/UNACCEPTABLE WASTES

2.1 ACCEPTABLE WASTES

The AIM facility is a currently permitted industrial waste disposal facility with leachate collection and groundwater monitoring. The facility is proposing to continue accepting industrial waste as well as accepting construction and demolition debris. The facility is proposing to accept all non-hazardous industrial wastes in accordance with this ISWMP. Some of these wastes include, but are not limited to, the following in Table 2-1:

Table 2-1

Description	No Further Evaluation Needed	Evaluate per Table 1
Wood Wastes:		
• Tree stumps, grubbing, and root balls	X	
• Pallets	X	
• Cabinetry, doors, prefabricated walls, countertops, etc.	X	
• Wood and sawdust		X (only if contains varnish or glue)
• Sawdust from an industrial/manufacturing source	X	
• Untreated Lumber	X	
• Particle Board	X	
• Plywood	X	
• Fencing Materials	X	
• Treated wood including but not limited to: brown-treated using pentachlorophenol, cresol-treated using creosote, green-treated using copper chromium arsenic (CCA) scraps and end cuts from constructing a new deck, landscaping material, etc., copper-containing treatment, such as ammoniacal copper quat (ACQ), copper azole or ammoniacal copper citrate.	X	
• Railroad ties	X	
Metal Wastes (Recycled to the extent possible as markets allow):		
• Metal Scrap	X	
• Wiring	X	
• Copper Tubing	X	

Description	No Further Evaluation Needed	Evaluate per Table 1
• Counter tops, sinks, tubs, toilets	X	
• Fixtures (plumbing and lighting)	X	
• PVC Conduit	X	
• PVC Pipe	X	
• Garage Doors	X	
• Building parts (wood, glass, vinyl, plastic, metal, ceramic, fabric/leather, rubber, foam rubber)	X	
• Floor coverings (ceramic tile, linoleum, laminate, stone)		X (Only if suspected to contain Asbestos)
• Contaminated Soils		X
• Foundry Sands		X
• Sand Blasting Sand		X
• Grinding Sludges		X
• Car Wash Sand and Sediment	X	
• Non-PCB Ballasts	X	
• Shredder Fluff		X
• Incidental non-recyclable packaging (paper, plastic cardboard)	X	
• "Demo-like" industrial waste composed of wood, concrete, porcelain fixtures, shingles or window glass	X	
• Street Sweepings	X	
• Empty pesticide and chemical containers (containers must be certified as triple rinsed)		X
• Empty container from C&D activities	X	
• Residuals from recycling programs such as residual rubber and metal scrap from tire recycling	X	
• Autoclave Waste (i.e. medical waste that has been sterilized through autoclave process)	X	
Miscellaneous Demolition and Construction Wastes:		
• Packaging from construction materials and activities	X	
• Category I & II, non-friable asbestos containing materials, including: non-friable roofing materials, non-friable floor tile, and non-friable concrete	X	
• Dried or empty caulking (including applicators, containers, and tubes)	X	
• Dried joint compound (including empty containers and applicators)	X	

<u>Waste Type</u>	<u>Accepted?</u>
Empty Pesticide & Chemical Containers	Yes
Asbestos	Yes
Wastes containing PCBs at a concentration less than 50 ppm	Yes
Spilled non-hazardous materials	Yes
Rendering and slaughterhouse wastes	No
Wastes that could spontaneously combust or could ignite other waste because of high temperatures	No
Foundry wastes	Yes
Ash from incinerators, resource recovery facilities, and power plants	Yes
Paint residues, paint filters, and paint dust	Yes
Sludges, including ink sludges, lime sludge, wood sludge, and paper sludge	Yes
Fiberglass, urethane, polyurethane, and epoxy resin waste	Yes
Spent activated carbon filters	Yes

See Table 1 for testing and management procedures for the above listed wastes.

2.3 UNACCEPTABLE WASTES

Pursuant to Minnesota Rules, part 7035.2535, subp. 1, the following waste types will be unacceptable for disposal at the AIM facility.

- Hazardous waste, categorized according to the Minnesota Statutes, Chapters 115B and 116, and Minnesota Rules, Chapter 7045, or wastes that have not been evaluated pursuant to Parts 7045.0214 to 7045.0217.
- Sewage sludge, sewage sludge compost, sewage, or septic tank waste/pumpings, unless it has been treated or will be treated by a process to significantly reduce pathogens pursuant to part 7035.2835 and chapter 7041.
- Free liquids
- Infectious waste
- Radioactive waste, except NORM materials

In addition AIM will not accept the following waste materials for disposal:

- Appliances (including white goods and brown goods)
- Batteries
- Cardboard (recyclable)
- Furniture and mattresses
- High-intensity discharge lamps
- Live coal tar (including applicators, containers, and tubes)
- Machinery or engine parts
- Mercury or mercury containing waste/equipment, except for mercury contaminated soils and debris as defined in this plan

DATE XXXXXX

Julie Henderson
Industrial Division
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, Minnesota 55155

Re: Comments on the Intent to Deny Reissuance and Expansion of Solid Waste Permit SW-281 AIM Development Solid Waste Disposal Landfill in Stearns County

Dear Ms. Henderson:

The Stearns County is submitting this letter to provide comments on the Intent to Deny the reissuance and expansion of Solid Waste Permit SW-281 AIM Development Solid Waste Disposal Landfill (Landfill) issued by the Minnesota Pollution Control Agency (MPCA). This Landfill is located in Sartell, Minnesota (in Stearns County). AIM Development USA, LLC, the owner of the landfill, has made application for the permit reissuance without first receiving approval of the local zoning authority (the City of Sartell) and proposes an expansion of the facility to wastes generated other than by the former Verso/Champion paper mill (dismantled by AIM Development).

Stearns County is supportive of the Intent to Deny the reissuance and expansion of permit SW-281 by the MPCA.

The following are key facts and findings of the permit expansion:

- The City of Sartell has not approved the use as part of the City's zoning authority.
- Stearns County has not received an application to establish, operate, or maintain a landfill within the county. Stearns County has traditionally not required licenses for industrial landfills. However, the list of waste accepted in AIM Development's ISWMP would certainly make this landfill more accurately described as a Construction & Demolition (C&D) landfill. Stearns County does require licenses from the two current C&D landfills within its jurisdiction and would require AIM Development to do so for this site.
- Stearns County has concerns with the application being made as a "permit renewal of an existing industrial waste disposal facility." The application is made with a significant expansion in capacity and types of waste accepted.

Stearns County is a proponent of the waste management hierarchy and understands that some amount and types of solid waste will need to be landfilled. Stearns County also strives ensure that its residents and other stakeholders are made aware of the potential risks associated with solid waste management activities in the county. It is Stearns County's expectation that this be accomplished in a clear, concise, and timely manner in accordance with the county solid waste ordinance. **Therefore, Stearns County supports the proposed Intent to Deny the reissuance and expansion of solid waste permit SW-281 AIM Development Solid Waste Disposal Landfill.**

We appreciate your attention to this matter. If we can be of further assistance, please contact me by phone at xxxxxxxx or by email at

Sincerely,

SARTELL

CITY COUNCIL

AGENDA

COVER SHEET

Originating Department Planning Department	Meeting Date: September 26, 2016	Agenda Item No. 7a
Agenda Section: Public Hearing	Item: I1 Zoning District Amendment	

RECOMMENDATION:

Staff recommends approving the amendment to the I1 (light industrial) zoning district to allow for gyms and fitness facilities as a conditional use.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

The Planning Commission recommended approving the amendment. (5/0).

Fitzthum asked about the two previously rezoned properties used to accommodate gym facilities. Rasmussen pointed out that those properties were adjacent to commercial zones or the highway. Rasmussen further stated that reducing the number of acres zoned industrially is not ideal and that providing flexibility in the ordinance would then maintain the properties for future industrial/office/warehouse opportunities. Moen asked about outdoor storage.

PREVIOUS COUNCIL ACTION:

N/A

BACKGROUND:

Staff is requesting an amendment to the Light Industrial Zoning District, allowing gyms and fitness facilities as a conditional use within our light industrial zone. The purpose 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. Ordinance and Summary Ordinance

ACTION REQUESTED:

Make a motion on the ordinance and summary ordinance amending the light industrial zoning district to allow gyms and fitness facilities as conditional uses.

Ordinance Number _____

ORDINANCE AMENDING CHAPTER 7 OF THE ZONING CODE TO ALLOW INDOOR FITNESS FACILITIES, INCLUDING GYMS AND HEALTH CLUBS AS CONDITIONAL USES (10-7A-3) WITHIN THE LIGHT INDUSTRIAL (I1) DISTRICT

IT IS HEREBY ORDAINED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA:

That Chapter 7, SECTION 7A-3 of the Code of Ordinances is hereby amended to read as follows:

10-7A-3: CONDITIONAL USES: As represented in Table Four: Commercial/Industrial Use Matrix, the following uses require a conditional use permit as provided in Chapter 14 of this Title:

- A. Pulp or paper manufacturing facility.
- B. Service structures, public or private, designed and used to serve the uses in the surrounding area, such as electric power substation, telephone buildings, deep wells, elevated tanks and similar structures and uses.
- C. Wholesale greenhouses.
- D. Indoor Fitness Facilities, including gyms and health clubs.

Ordinance No.

**AN ORDINANCE AMENDING CHAPTER 7 SECTION 7A-3 OF THE ZONING
ORDINANCE
II LIGHT INDUSTRIAL CONDITIONAL USES**

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

Title 10 Chapter 7 Section 7A-3
Conditional Use Permits

The ordinance is amended to allow indoor fitness facilities, including gyms and health clubs within a Light Industrial District as a conditional use. A printed copy of the entire ordinance is available for inspection by any person at the office of the City Clerk any Monday through Friday between the hours of 7:00 a.m. and 4:30 p.m.

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

Mayor

ATTEST:

City Administrator

SEAL

PUBLISHED IN THE SARTELL NEWSLEADER ON _____

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Planning Department	Meeting Date: September 24, 2016	Agenda Item No. 7b
Agenda Section: Public Hearing	Item: Vacation of Drainage and Utility Easements	
<p>RECOMMENDATION: Staff recommends approving the vacation of certain drainage and utility easements within the Sandstone Village Plat (as identified within the resolution).</p> <p>BOARD/COMMISSION/COMMITTEE RECOMMENDATION: NA</p> <p>PREVIOUS COUNCIL ACTION: NA</p> <p>BACKGROUND: Brandon Testa is requesting the vacation of certain internal drainage and utility easements within Lots 16 and 17, Block 2 in the Sandstone Village plat (Daybreak).</p> <p>The applicant is requesting the vacation of the easements to allow for the consolidation of the two lots. There are currently no utilities (municipal or small) within the 12' internal easement. The purpose of the vacation is to allow structures to be constructed over or under the 12' foot area without restrictions.</p> <p>BUDGET/FISCAL IMPACT: NA</p> <p>ATTACHMENTS: A resolution approving the vacation.</p> <p>Council Action Requested: Motion adopting the resolution approving the vacation of certain drainage and utility easements</p>		

Councilmember
for its adoption:

introduced the following resolution and moved

**RESOLUTION NO.
RESOLUTION VACATING CERTAIN DRAINAGE AND UTILITY
EASEMENTS**

Lots 16 and 17, Block 2 Sandstone Village

WHEREAS, the city council of the City of Sartell upon its own motion, set a public hearing for the purpose of hearing those present regarding the vacation of certain internal drainage and utility easements within the City of Sartell; and

WHEREAS, in conformity with said notices a hearing thereon was duly held at which time all those present were given an opportunity to be heard and it appeared in the best interests of the public and the city of Sartell that such portion of a public easement and internal access be vacated and discontinued.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SARTELL, MINNESOTA, duly assembled that the following described drainage and utility easement, along with the internal access easement is hereby vacated to wit per the conditions of approval:

Vacating the drainage and utility easement as dedicated in SANDSTONE VILLAGE, Stearns County, Minnesota, according to the recorded plat thereof, bounded as follows:

-On the North by a line measured 6.00 feet North of, as measured at a right angle to, parallel with and contiguous to the South line of Lot 16, Block 2, said SANDSTONE VILLAGE.

-On the West by a line measured 6.00 feet East of, as measured at a right angle to, parallel with and contiguous to the West line of said Lot 16 and Lot 17, said Block 2.

-On the South by a line measured 6.00 feet South of, as measured at a right angle to, parallel with and contiguous to the North line of said Lot 17.

-On the East by a line measured 12.00 feet West of, as measured at a right angle to, parallel with and contiguous to the East line of said Lot 16 and said Lot 17.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION shall not affect the authority of any person, corporation or municipality owning or controlling any utilities, and expressly reserving to the city of Sartell and public utility companies authorized to do business in the City of Sartell, to continue maintaining or to enter upon such vacated premises to maintain, repair, replace, remove or otherwise attend to all water pipes, mains and hydrants, sanitary sewer lines, electric, natural gas, telephone

transmission lines or cable television lines. All utilities must be moved at the applicant's expense with no exceptions.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly adopted by the Sartell City Council this the 24th day of September, 2016.

CITY OF SARTELL:

By: _____

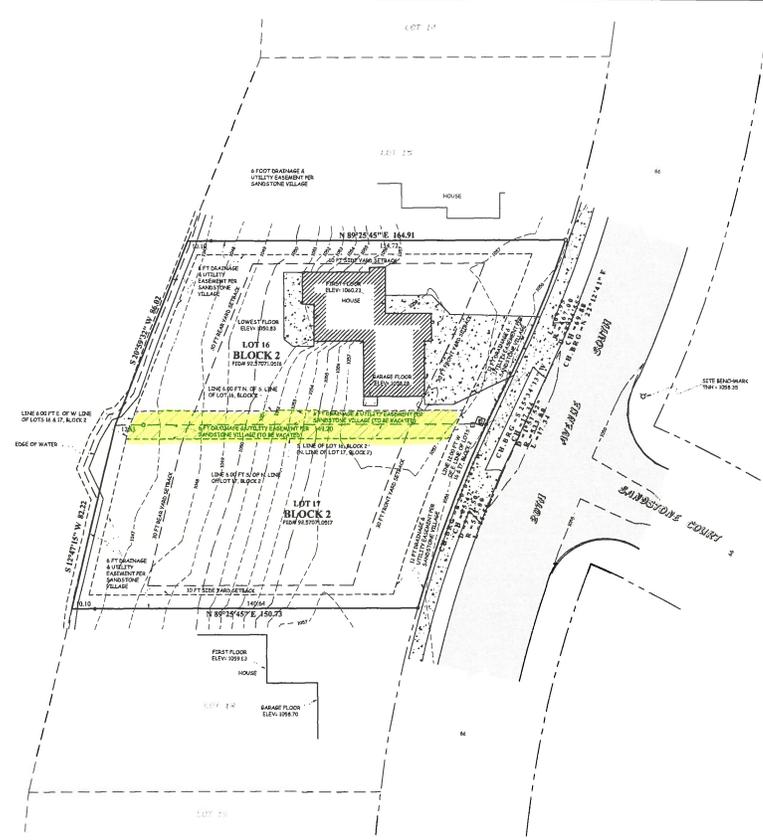
Mayor

_____ City Administrator

Seal

Entered in the transfer record this ____ day of _____, 2016.

By _____
County Auditor



LEGAL DESCRIPTION

Lots 16 and 17, Block 2, SANDSTONE VILLAGE, according to the recorded plat thereof, Stearns County, Minnesota.

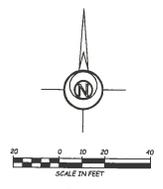
BUILDING SETBACKS:
 (General 3-1)

Front - 30 feet
 Side - 10 feet
 Rear - 30 feet

LEGAL DESCRIPTION FOR VACATING DRAINAGE & UTILITY EASEMENT:
 Vacating the drainage and utility easement as delineated in SANDSTONE VILLAGE, Stearns County, Minnesota, according to the recorded plat thereof, is to follow:

- On the North by a line measured 6.00 feet North of, as measured at a right angle to, parallel with and contiguous to the South line of Lot 16, Block 2, and SANDSTONE VILLAGE.
- On the West by a line measured 6.00 feet East of, as measured at a right angle to, parallel with and contiguous to the West line of Lot 16 and Lot 17, and Block 2.
- On the South by a line measured 6.00 feet South of, as measured at a right angle to, parallel with and contiguous to the North line of said Lot 17.
- On the East by a line measured 17.00 feet West of, as measured at a right angle to, parallel with and contiguous to the East line of said Lot 16 and said Lot 17.

DENOTED BY:



- Legend**
- INDICATES IRON MONUMENT FOUND
 - INDICATES IRON MONUMENT SET
 - INDICATES WATER VALVE
 - INDICATES HIGHWAY
 - INDICATES TELEPHONE PEDESTAL
 - INDICATES ELECTRIC PEDESTAL
 - INDICATES CONCRETE SURFACE
 - INDICATES PAVEMENT SURFACE

NOTE: THIS SURVEY IS ENTERED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS SURVEY. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

CERTIFICATE OF SURVEY PREPARED BY:
O'MALLEY & KRON
 LAND SURVEYORS, INC.

370 CHAPEL HILL RD., SUITE 105
 COLO. SPRING, MN 56320
 PH. 320-685-5905
 FAX 320-685-3056

1004 2nd ST. SE
 WELLSBURGH, MN 56201
 PH. 320-235-4012
 FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DANIEL M. KEENE
 MINNESOTA REGISTRATION NO. 42621

10/17/16 19:12:16

CERTIFICATE OF SURVEY PREPARED FOR:
BRANDON TESTA
 JOB NO: 2016-389
 FILE NAME: 2016-389A.DWG
 LOCATION: 31-125-28

UTILITY AGENCIES

IN PLACE UTILITIES

Qwest: _____
(Signature of Company Representative)

yes ___ no ___

Xcel: (gas) _____
(Signature of Company Representative)

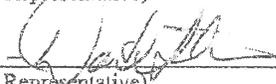
yes ___ no ___

(Electric) _____
(Signature of Company Representative)

yes ___ no ___

Stearns Electric:
(Electric) _____
(Signature of Company Representative)

yes ___ no ___

Charter: DAVID STRACK 
(Signature of Company Representative)

yes ___ no X 9-12-16

City of Sartell: _____
(Signature of Company Representative)

yes ___ no ___

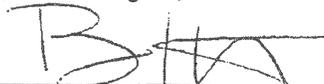
Justification for Requested Vacation:

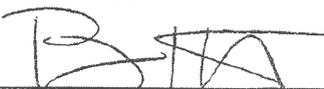
Lots being combined so owner can treat this as one large lot and build his
accessory garage over easements to be vacated

* NOTE: HOUSE SERVICE LINE WILL HAVE TO BE REMOVED
AT OWNER EXPENSE IF IN CONFLICT WITH FUTURE CONSTRUCTION.

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

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

 _____
Signature of Applicant Date 9/12/16

 _____
Signature of Owner(s) Date 9/12/16

UTILITY AGENCIES

IN PLACE UTILITIES

Qwest: _____
(Signature of Company Representative)

yes _____ no _____

Xcel: (gas) _____
(Signature of Company Representative)

yes _____ no _____

(Electric) _____
(Signature of Company Representative)

yes _____ no _____

Stearns Electric:
(Electric) _____
(Signature of Company Representative)

yes _____ no _____

Charter: _____
(Signature of Company Representative)

yes _____ no _____

City of Sartell: _____
(Signature of Company Representative)

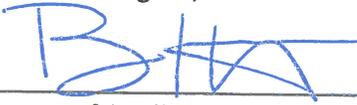
yes _____ no _____

Justification for Requested Vacation:

Lots being combined so owner can treat this as one large lot and build his
accessory garage over easements to be vacated

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

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



Signature of Applicant 9.12.16
Date



Signature of Owner(s) 9.12.16
Date

UTILITY AGENCIES

IN PLACE UTILITIES

Qwest: [Signature]
(Signature of Company Representative)

yes ___ no X

Xcel: (gas) ___
(Signature of Company Representative)

yes ___ no ___

(Electric) ___
(Signature of Company Representative)

yes ___ no ___

Stearns Electric:
(Electric) ___
(Signature of Company Representative)

yes ___ no ___

Charter: ___
(Signature of Company Representative)

yes ___ no ___

City of Sartell: ___
(Signature of Company Representative)

yes ___ no ___

Justification for Requested Vacation:

Lots being combined so owner can treat this as one large lot and build his
accessory garage over easements to be vacated

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

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

[Signature]
Signature of Applicant

9.12.16
Date

[Signature]
Signature of Owner(s)

9.12.16
Date

UTILITY AGENCIES

IN PLACE UTILITIES

Qwest: _____
(Signature of Company Representative)

yes ___ no ___

Xcel: (gas) Joe Riles
(Signature of Company Representative)

yes ___ no

(Electric) N/A
(Signature of Company Representative)

yes ___ no ___

Stearns Electric:
(Electric) _____
(Signature of Company Representative)

yes ___ no ___

Charter: _____
(Signature of Company Representative)

yes ___ no ___

City of Sartell: _____
(Signature of Company Representative)

yes ___ no ___

Justification for Requested Vacation:

Lots being combined so owner can treat this as one large lot and build his
accessory garage over easements to be vacated

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

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

B. H. A. _____
Signature of Applicant Date 9/12/16

B. H. A. _____
Signature of Owner(s) Date 9/12/16

UTILITY AGENCIES

IN PLACE UTILITIES

Qwest: _____
(Signature of Company Representative)

yes ___ no ___

Xcel: (gas) _____
(Signature of Company Representative)

yes ___ no ___

(Electric) _____
(Signature of Company Representative)

yes ___ no ___

Stearns Electric:  _____
(Electric) _____
(Signature of Company Representative)

yes ___ no

Charter: _____
(Signature of Company Representative)

yes ___ no ___

City of Sartell: _____
(Signature of Company Representative)

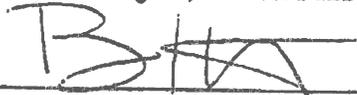
yes ___ no ___

Justification for Requested Vacation:

Lots being combined so owner can treat this as one large lot and build his
accessory garage over easements to be vacated

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

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

 _____
Signature of Applicant 9.12.16
Date

 _____
Signature of Owner (s) 9.12.16
Date

SARTELL CITY COUNCIL

AGENDA COVER MEMO

Originating Department Planning Department	Meeting Date: September 26, 2016	Agenda Item No. 9a
Agenda Section: New Business	Item: REVOLVING LOAN FUND	

STAFF RECOMMENDATION:

Staff recommends approving the Revolving Loan Fund Guidelines and Program Overview.

COMMISSION RECOMMENDATION:

The Economic Development Commission unanimously voted in favor in the development of a revolving loan fund with the amount of loan to be up to \$100,000.

BACKGROUND:

Revolving Loan Funds (RLF) typically provide gap financing to businesses for the purpose of job creation and retention and to expand the city's tax base with a diversity of businesses. The City had an RLF in the early 2000's, but the funds were converted into an Economic Development Fund due to the small amount left in the budget. Due to the City's successful application to the Minnesota Investment Fund (ET Manufacturing), but the unfortunate payback the company was required to do because they made the decision move their operations back to Canada, the City was afforded the ability to create a new RLF with a starting balance of \$100,000.

Typically RLF's are used for land acquisition, existing site improvements, new construction, and equipment purchases for manufacturing, assembly, call centers and research and development facilities. RLF's are not able to fund the refinancing of debt, retail/restaurants, residential projects, and taxes.

RLF's provide gap financing with very competitive interest rates (usually 1% lower than the prime rate). Typically a set amount is loaned out to the eligible applicant based on criteria agreed upon before the loan approval.

The procedure for a private company to obtain an RLF includes staff completing a review of the company's financials, lien search, etc and providing a recommendation to the Economic Development Commission (EDC). The EDC will also review the company's financials and make a recommendation to City Council (EDA). The City Council (EDA) reviews the recommendation and provides final approval. The City Attorney, in conjunction with staff, prepares loan documents. Once a company has closed on their primary source of financing (if there is one) the EDA can close on its loan.

ATTACHMENTS:

1. Revolving Loan Fund Guidelines and Program Overview.

ACTION REQUESTED:

Motion to adopt the City of Sartell Revolving Land Fund Guidelines and Program Overview.

CITY OF SARTELL REVOLVING LOAN FUND

GUIDELINES AND PROGRAM OVERVIEW

Purpose and Goals

The Sartell Revolving Loan Fund (RLF) was set-up to help expand, diversify, and increase the city's tax base by creating new employment with living wages and full benefits. The program also helps retain jobs in the community and improve the economic opportunities while raising the standard of living. These goals are accomplished through:

- Creation/retention of permanent private-sector jobs.
- Leverage of private investment for economic renewal and competitiveness
- Increasing tax base to help guarantee a diversified industry mix
- Improving the quality of existing jobs, based on wage increases or improvements to job duties, training, or education
- Improvement of employment/economic opportunity for citizens to create reasonable standard of living, consistent with federal/state guidelines on low-to-moderate-income persons
- Stimulate productivity through improved or new technologies

Program Objective

Through the RLF the city aims to help business fill the gap between project costs and private debt financing. The city accomplishes this by making direct loans for approved business activities within Sartell city limits.

Eligibility

Businesses must be located, or willing to locate, within the boundaries of the City of Sartell. Typically, manufacturing, assembly, warehousing, research and development facilities, call centers and administrative process centers are eligible. Eligible activities include:

- Land acquisition
- New building or rehabilitation construction
- Building renovation/expansion
- Utilities or public infrastructure
- Machinery and equipment
- Inventory
- Training
- Working capital

Ineligible Activities

- Refinancing of existing debt

- Taxes
- Retail/restaurant enterprises
- Residential projects
- Projects outside Sartell city limits

Loan Amounts

- The maximum loan amount is \$100,000.

Loan terms

- Each loan term is determined on a case-by-case basis but cannot exceed 20 years
- Loans can be restructured but only if the restructuring improves the borrower's ability to repay the loan.
- Loans for equipment will generally not exceed 7 years (or beyond the depreciation life). All other loans shall not exceed 10 years.
- An amortization schedule must be prepared
- All balances will be due if the loan recipient sells or transfers any part of his/her interest in the property or fails to meet the guidelines established. If the loan recipient relocates any or all of his/her business outside the City of Sartell city limits, then the remaining balance on the loan must be paid off.
- A bank or other financial institution must be involved in the project as a primary lender.
- All loans are required to be set up for automatic electronic payments.
- The EDA may include late penalties for loan payments made after their due date.
- All applicants must demonstrate adequate historical and or Pro-forma cash flow for the proposed new debt.

Fees

- Approved borrowers are responsible for all legal fees, document preparation costs, recording and filing fees.
- Loan origination fee: 1% of loan amount, capped at \$2,500.

Interest rate

- The interest rate is determined on a case-by-case basis. The city considers the length of loan, collateral, job creation, wages, and other factors when determining the final interest rate. Interest rates can be as low as 1% below the prime interest rate.
- Interest rate is fixed, and final rate is determined at the time of closing

Collateral and personal guarantees

- Personal guarantees are required for all persons having 20% or more ownership in the business.

- The borrow must provide a minimum of 10% of the total project costs as equity.
- The Economic Development Commission and the EDA will review and take into consideration loan collateral coverage.

Job reports

- The applicant should provide to the city a job creation estimate which projects the expected employment levels for the business throughout the duration of the loan term. The city may require annual job reports stating the projected employment levels and actual employment levels for the business throughout the duration of the loan term.

Job creation

- At least 1 full-time job (2.080 hours worked/year) must be created for each \$10,000 lent.
- All jobs created must pay as determined by the city of Sartell's **Business Subsidy Policy**.
- Job retention may only be used when job loss is specific and demonstrable

Business Subsidy law

- Minn. Stat. 116J.8731, 116J.993 and 116J.994 must be followed in the administration of RLF-State MIF. These statutes contain the definition of a business subsidy, public purpose of the subsidy, criteria, subsidy agreements, wage and job goals, public notice and hearing requirements, failure to meet goals, and required reporting information on the outcomes of the subsidy.

Procedures for application review

The procedure for a private company to obtain an RLF includes staff completing a review of the company's financials, lien search, etc and providing a recommendation to the Economic Development Commission. The EDC will also review the company's financials & makes a recommendation to City Council (EDA). The City Council (EDA) reviews the recommendation and provides final approval. The City Attorney, in conjunction with staff, prepares loan documents. Once a company has closed on their primary source of financing (if there is one) the EDA can close on its loan.