

AGENDA
SARTELL CITY COUNCIL
Monday, September 28, 2015
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. Ethan Berndt, Eagle Scout Project
- b. Elizabeth Wefel, Flaherty & Hood

5. APPROVAL OF CITY COUNCIL MINUTES

- a. September 14, 2015 – Regular Meeting

6. CONSENT AGENDA

- a. Approval of voucher payments
- b. Approval of Fund Transfers
- c. Mulligan’s Events Center – 2015 Fireworks Permit Extension

7. PUBLIC HEARINGS

- a. Vacation and Conditional Use Permit – Kwik Trip
-Development Agreement and Reciprocal Easement Agreement Amendments (Not Subject to a Public Hearing)
- b. Delinquent Accounts

8. OLD BUSINESS

- a. 6th Street South Trail Improvement Consideration

9. NEW BUSINESS

10. CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

11. ADJOURN

September 14, 2014

**CITY COUNCIL MEETING
MINUTES OF SEPTEMBER 14, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on September 14, 2015 in the Council Chambers of Sartell City Hall. Mayor Sarah Jane Nicoll called the meeting to order at 6:00 p.m.

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

ABSENT: None

ALSO PRESENT: Mary Degiovanni, City Administrator
Anita Rasmussen, Community Development Director
Mike Nielson, Engineer
Judy Molitor, Recording Secretary
Jim Hughes, Police Chief
Brad Borders, Public Works Director

PLEDGE OF ALLEGIANCE

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON TO AMEND THE AGENDA, ADDING ITEM 8C, DISCUSS EMAIL FROM JOE LAHR REGARDING VILLCHECK PROPERTY FOR LOCATION OF THE COMMUNITY CENTER.

Mayor Nicoll said she was not in favor of amending the agenda since everyone already got the email from Joe Lahr and the community center site has already been voted on.

THE MOTION WAS SECONDED BY MEMBER BRAIG-LINDSTROM APPROVING THE AGENDA AS AMENDED.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS BRAIG-LINDSTROM, HENNES & PETERSON

NAY: MAYOR NICOLL AND COUNCIL MEMBER LYNCH

MOTION CARRIED

OPEN FORUM/PUBLIC COMMENT

John Ellis, 824 Coborn Court, Sartell, talked about the importance of location when it comes to picking a site for any business, including the Community Center. He suggested the Council re-evaluate where the community center should be located and take more time to "sell" residents on the location.

Joe Perske, 509 10th Street North, spoke against the southern location for the community center and believes it should be closer to the schools and more centrally located in the community. He also spoke in favor of a library within the community center rather than a separate building. GRRL is not in favor of the site for library services.

September 14, 2014

Brandon Testa, 1513 20th Avenue South, talked about his two businesses located in the vicinity of the proposed community center and said that he believes it is important to have a community center for the residents and important to keep moving forward with the process. He said he has not heard any negative comments about this location and thanked the Council for all they do to keep moving forward.

Henry Smorynski, 802 3rd Street North talked about planning for a library over the past 10 years and location of the Community Center is critical. Henry believes the Council needs to have public meetings regarding a more central location for the center and discuss branch library options. Mr. Smorynski talked about poor planning of the Community Center location and said it is time to honor residents input and work with the GRRL Board for a separate location for a library, possibly in unused retail space.

Jason Mathiasen, representing Pinecone Central Park Association talked about the amenities of Pinecone Central Park and briefly explained some of the newly added features. Mathiasen thanked the past board members and said he is excited to be a part of the newly transitioned board association and will be updating the Council on this awesome complex. He also talked about the addition of the Villcheck property which will add either additional fields or parking. He said he received many positive comments over the summer from residents and visitors of sporting events.

SPECIAL PRESENTATION

a. Oath of Office – Police Officer Curtis Grosz

Chief Hughes administered the Oath of Office to the newly hired Officer Curtis Grosz.

b. Sartell Police Department Awards Presentation

Police Officers, Kari Bonfield and Rob Lyon were given life-saving awards for their assistance in saving the life of a resident. Chief Hughes explained the circumstances surrounding the 911 call.

Police Sergeant Mader and Officers Lester and Mathews were given awards for their assistance with delivering a baby. Chief Hughes gave a brief synopsis of the events that lead to the assistance by the officers.

c. Laura Hood – Whitney Senior Center

Laura Hood, representing Whitney Senior Center presented a brief overview of the events held at the Whitney Center and the estimated number of participants they have. She also talked about their partnership with Catholic Charities and serving noon meals. As the commercial kitchen has been heavily used for 35+ years and the equipment will need to be replaced, she suggested the City consider a donation to help with this replacement. Ms. Hood explained the fees paid by St. Cloud residents versus Sartell residents.

APPROVAL OF CITY COUNCIL MINUTES

a. August 24, 2015 - Special Meeting

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

September 14, 2014

CONSENT AGENDA

- a. Building Permit Activity Report – Acceptance
- b. Inspections Activity Report – Acceptance
- c. Technology Report – Acceptance
- d. Fire Department Report - Acceptance
- e. Approval of voucher payments
- f. Acceptance of Donations
- g. Calling Public Hearing on Delinquent Accounts
- h. Setting Truth in Taxation hearing for 6:00 pm on Monday, December 14, 2015
- i. Adoption of Resolution Approving an application to conduct off-site gambling
- j. Calling Public Hearing on Fee Schedule Ordinance to add dangerous animal
- k. Approval of Stearns County Agreement
- l. Approval of Qwest Lease
- m. Calling Public Hearing on Vacation and Conditional Use Permit
- n. Approval of Firefighter Appointment

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER PETERSON APPROVING CONSENT AGENDA ITEMS A - N. THE MOTION CARRIED UNANIMOUSLY.

PUBLIC HEARINGS

- a. **Update on Community Development Block Grant Funding and Projects**

Ed Zimny of the Central Minnesota Housing Partnership presented a brief overview and updated the Council on the success of the Community Development Block Grant Funding project.

Mayor Nicoll opened the public hearing at 6:49 p.m., there were no comments heard or written comments received, the hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER LYNCH ADOPTING THE SCDP PROGRAM INCOME PLAN. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS

- a. **Preliminary Budget and Levy for 2016**

City Administrator/Finance Director Degiovanni presented the preliminary budget and levy for 2016.

Hennes asked questions regarding Police and Public Works staffing needs.

September 14, 2014

**A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER HENNES APPROVING RESOLUTION 78-2015, THE PRELIMINARY BUDGET AND LEVY FOR 2016. UPON VOTE BEING TAKEN, THE FOLLOWING VOTED:
AYE: MAYOR NICOLL, COUNCIL MEMBERS HENNES AND LYNCH
NAY: COUNCIL MEMBERS BRAIG-LINDSTROM AND PETERSON
MOTION CARRIED**

b. Community Center Planning

City Administrator and Finance Director, Degiovanni discussed the community center and priority sales tax projects.

Council member Peterson talked about his concern for library space in Sartell, along with the operational costs and employee needs of the Community Center. Peterson also favors the 2nd sheet of ice and parking lot upgrades to Pinecone Regional Park and would like to see additional sales tax money be allocated for those improvements. Petersen would also like to see the interest costs included with future transportation projects. Degiovanni provided an update on the GRRL services.

Council member Hennes supports the plan and timeline as presented for a Community Center, however not necessarily in favor allocating money for a 2nd sheet of ice unless the other community facility needs are met first.

Council member Braig-Lindstrom talked about her concerns of Pinecone Road phase 2 and 3 being pushed out for a few years, prolonging the rebuilding of a public safety facility and the timing of the east side street repairs and where these projects fit into the use of sales tax funding. Degiovanni gave the timelines for the projects referenced by Braig-Lindstrom. Member Braig-Lindstrom feels she is being bullied and suggested an outside facilitator meet with the Council to address her frustration and issues.

Council member Lynch is okay with the plan as presented. However, he is in favor of reversing the timing of repairs to 27th Street North and 23rd Street connection. Lynch believes the City should work with the Library Board to be a part of the Community Center, however, does not believe a 12,500+ square foot stand-alone library is feasible.

Mayor Nicoll agrees with the financial plan and sales tax priorities and money being allocated for the Watab Creek shelter replacement. Nicoll talked about setting aside money for the parking lots at Pinecone Regional Park ice arena parking and Pinecone Central Park parking, however, does not envision the City building a 12,500 sq. ft. building for a separate library.

Council member Peterson suggested possibly a personnel committee meeting to address Braig-Lindstrom's concerns.

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City Administrator Degiovanni clarified the consensus of the Council favored the plan as presented and staff will move forward.

c. Joe Lahr email (amended agenda by member Peterson to include this item)

Council member Peterson read the email from Joe Lahr regarding his opinion on the Villcheck property and the cost associated with the amount of fill needed to make the site buildable for a Community Center. Peterson suggested hiring an independent council to review the selection process of the Community Center and be sure there wasn't any issues or errors in the site selection process.

Council member Lynch believes an outside council to review the process and sites are not necessary.

Council member Hennes stated that he did not support the Villcheck property for the Community Center site due to location, the expense of constructing a road through the property and the fact that the Villcheck property was purchased by the City because of its proximity to Pinecone Central Park for the additions of parking or ballfields.

City administrator Degiovanni explained that the consultant team selected to review sites for the Community Center were independent outside council who were asked to review appropriate sites for the center.

A MOTION WAS MADE BY COUNCIL MEMBER PETERSON AND SECONDED BY MEMBER BRAIG-LINDSTROM TO HIRE AN INDEPENDENT COUNCIL TO REVIEW THE SELECTION PROCESS OF THE COMMUNITY CENTER TO BE SURE THERE WASN'T ANYTHING INAPPROPRIATE OR ANY CONFLICT OF INTEREST IN THE PROCESS.

UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: COUNCIL MEMBERS BRAIG-LINDSTROM AND MEMBER PETERSON

NAY: MAYOR NICOLL, COUNCIL MEMBERS HENNES AND LYNCH

MOTION FAILED

DEPARTMENT REPORTS

POLICE DEPARTMENT

Chief Hughes presented his monthly memorandum. He updated the council on the success of the Cook Out With Cops and thanked especially the donation received from Country Manor and Pan-o-Gold.

PUBLIC WORKS

Director, Borders presented his monthly report.

CITY ENGINEER

September 14, 2014

Engineer Nielson presented his monthly memorandum and gave a brief update on navigating the roundabout at Pinecone Road and 2nd Street.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Director Rasmussen presented her monthly memorandum.

CITY ADMINISTRATOR

Administrator Degiovanni presented her report.

CITY COUNCIL UPDATES & MISCELLANEOUS BUSINESS

Council members gave updates on various meetings and community events.

ADJOURN

A MOTION WAS MADE BY COUNCIL MEMBER HENNES AND SECONDED BY MEMBER BRAIG-LINDSTROM TO ADJOURN THE MEETING AT 8:30 P.M. THE MOTION CARRIED UNANIMOUSLY.

Minutes By

Judy Molitor
Recording Secretary

SARAH JANE NICOLL
MAYOR

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name ADVANCE MARKING SYSTEMS					
		0915FD02	I-552975-1	\$239.00	PER BOARD SUPPLIES-FD
Search Name ADVANCE MARKING SYSTEMS				\$239.00	
Search Name AMERIPRIDE LINEN/APPAREL SERV					
		0915PW02	2200673008	\$27.67	UNIFORMS
		0915PW02	2200673008	\$6.60	UNIFORMS
		0915PW02	2200673008	\$21.18	MATS,TOWELS,MOPS-MAINT
		0915PW02	2200673008	\$13.46	UNIFORMS
		0915PW02	2200673008	\$203.74	UNIFORMS
		0915PW02	2200680734	\$76.61	UNIFORMS
		0915PW02	2200680734	\$21.80	MATS,TOWELS,MOPS-MAINT
		0915PW02	2200680734	\$6.60	UNIFORMS
		0915PW02	2200680734	\$27.67	UNIFORMS
		0915PW02	2200680734	\$13.46	UNIFORMS
		0915PW02	2200691155	\$41.75	MATS,TOWELS,MOPS-PLANTS
		0915PW02	2200691158	\$46.94	MATS,TOWELS,MOPS-PLANTS
		0915PW02	2200691159	\$42.27	MATS,TOWELS,MOPS-PLANTS
		0915PW02	2200691162	\$6.60	UNIFORMS
		0915PW02	2200691162	\$13.46	UNIFORMS
		0915PW02	2200691162	\$27.67	UNIFORMS
		0915PW02	2200691162	\$13.14	MATS,TOWELS,MOPS-MAINT
		0915PW02	2200691162	\$38.73	UNIFORMS
		0915PW02	2200693331	\$33.16	MATS,TOWELS,MOPS-MAINT
		0915PW02	2200693331	\$6.60	UNIFORMS
		0915PW02	2200693331	\$27.67	UNIFORMS
		0915PW02	2200693331	\$13.46	UNIFORMS
		0915PW02	2200693331	\$38.73	UNIFORMS
		0915PD02	2200693332	\$50.81	TOWELS,MATS-PD
		0915ADM02	2200693337	\$44.80	TOWELS,MATS-HALL
		0915PW02	2200695984	\$26.72	MATS,TOWELS,MOPS-MAINT
		0915PW02	2200695984	\$38.73	UNIFORMS
		0915PW02	2200695984	\$27.67	UNIFORMS
		0915PW02	2200695984	\$6.60	UNIFORMS
		0915PW02	2200695984	\$13.46	UNIFORMS
		0915PW02	2210046687	-\$37.88	UNIFORMS
		0915PW02	2210046687	-\$37.88	UNIFORMS
		0915PW02	2210047675	-\$165.01	UNIFORMS
Search Name AMERIPRIDE LINEN/APPAREL SERV				\$736.99	
Search Name BEHM, RODNEY					
		0915ADM02	379 15TH ST N	\$85.57	REIMB-OVERPAY UTILITIES
Search Name BEHM, RODNEY				\$85.57	
Search Name BENTON TROPHY & AWARDS INC					
		0915PD02	149642	\$23.80	UNIFORMS-PD
Search Name BENTON TROPHY & AWARDS INC				\$23.80	
Search Name BORDERS, BRADLEY J.					
		0915PW02	091815	\$193.25	AWWA CONF EXPENSES
Search Name BORDERS, BRADLEY J.				\$193.25	
Search Name BOYER TRUCK PARTS					
		0915PW02	FL16672	\$97,498.93	2016 FREIGHTLINER-JET VAC

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name BOYER TRUCK PARTS				\$97,498.93	
Search Name BROTHERS FIRE PROTECTION CO					
		0915ADM02	13137	\$115.00	ANNUAL ALARM INSP-HALL
		0915PW02	13138	\$115.00	ANNUAL ALARM INSP-PLANTS
		0915PW02	13138	\$125.00	ANNUAL ALARM INSP-MAINT
		0915PW02	13140	\$125.00	ANNUAL ALARM INSP-PLANTS
		0915ADM02	13178	\$125.00	ANNUAL SPRINKLER INSP-HALL
		0915PW02	13180	\$125.00	ANNUAL SPRINKLER INSP-PLANTS
		0915PW02	13181	\$125.00	ANNUAL SPRINKLER INSP-PLANTS
		0915PW02	13183	\$125.00	ANNUAL SPRINKLER INSP-MAINT
Search Name BROTHERS FIRE PROTECTION CO				\$980.00	
Search Name CHARTER COMMUNICATIONS					
		0915FD02	835230105015776	\$88.53	TV/INTERNET-FD
		0915ADM02	835230105018283	\$27.55	TV/INTERNET SERV-HALL
		0915ADM02	835230105018283	\$70.00	TV/INTERNET SERV-HALL
		0915PW02	835230105018589	\$64.99	INTERNET SERV-PLANTS
		0915PW02	835230105019398	\$72.67	TV/INTERNET SERV-MAINT
		0915PW02	835230105019617	\$74.99	INTERNET SERV-PLANTS
067881	9/14/2015	0915PPD02	835230105019832	\$92.06	TV/INTERNET-MAINT
067881	9/14/2015	0915PPD02	835230105029623	\$70.00	INTERNET-PD
Search Name CHARTER COMMUNICATIONS				\$560.79	
Search Name COMPLETE ELECTRONICS INC					
		0915PW02	1008	\$891.30	TIME CONTROL PANEL-PC CENTRAL PAR
Search Name COMPLETE ELECTRONICS INC				\$891.30	
Search Name CROTEAU PLUMBING LLC					
		0915PW02	8760	\$535.00	REPAIRS-CHAMPION FIELD
		0915PW02	8901	\$399.00	REPAIRS-POOL
Search Name CROTEAU PLUMBING LLC				\$934.00	
Search Name DAKOTA MAILING&SHIPPING EQUIP					
		0915ADM02	45286	\$128.23	METER SUPPLIES
Search Name DAKOTA MAILING&SHIPPING EQUIP				\$128.23	
Search Name DENNE, SANDRA					
		0915ADM02	509 13TH AVE N	\$107.48	REIMB-OVERPAY UTILITIES
Search Name DENNE, SANDRA				\$107.48	
Search Name DESIGN ELECTRIC INC					
		0915PW02	1372	\$264.28	REPAIRS-POOL
		0915PW02	1386	\$2,061.01	LIFT STATION 6
		0915ADM02	1402	\$68.00	REPAIRS-HALL LIGHTS
Search Name DESIGN ELECTRIC INC				\$2,393.29	
Search Name EFTPS VOICE RESPONSE SYSTEM					
002638E	9/15/2015	0915PPD02	09-11-2015	\$3,376.71	09/11 EMPLOYER FICA
002638E	9/15/2015	0915PPD02	09-11-2015	\$3,376.71	09/11 EMPLOYEE FICA
002638E	9/15/2015	0915PPD02	09-11-2015	\$1,361.55	09/11 EMPLOYER MEDICARE
002638E	9/15/2015	0915PPD02	09-11-2015	\$9,505.66	09/11 FED TAX W/HELD
002638E	9/15/2015	0915PPD02	09-11-2015	\$1,361.55	09/11 EMPLOYEE MEDICARE
Search Name EFTPS VOICE RESPONSE SYSTEM				\$18,982.18	
Search Name EISENBACHER, GABRIEL T					

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
067880	9/14/2015	0915PPD02	2015	\$75.00	TOBACCO COMPLIANCE CHKS
Search Name EISENBACHER, GABRIEL T				\$75.00	
Search Name ELECTRIC MOTOR SERVICE, INC					
		0915PW02	IN0208243	\$8.34	REPAIRS-SW PLANT
Search Name ELECTRIC MOTOR SERVICE, INC				\$8.34	
Search Name EMPOWER RETIREMENT					
002636E	9/14/2015	0915PPD02	09-11-2015	\$2,139.13	09/11 PAYROLL DEDUCTIONS
002636E	9/14/2015	0915PPD02	09-11-2015	\$184.62	09/11 EMPLOYER CONTR TO PENSION-A
002637E	9/14/2015	0915PPD02	09-11-2015	\$2,538.89	09/11 PAYROLL DEDUCTION
Search Name EMPOWER RETIREMENT				\$4,862.64	
Search Name FERCHE, J R INC					
		0915PCR	3	\$1,704,028.49	PCR RESURFACING 2ND ST TO 15TH ST
Search Name FERCHE, J R INC				\$1,704,028.49	
Search Name FERGUSON WATERWORKS #2516					
		0915PW02	WL000687	\$394.00	1" METER
Search Name FERGUSON WATERWORKS #2516				\$394.00	
Search Name GATR OF SAUK RAPIDS					
		0915FD02	01P140094	\$258.72	REPAIRS-FD #20
		0915PD02	01P141130	\$21.71	FILTERS
		0915PW02	01P141130	\$21.71	FILTERS
		0915PW02	01P141136	\$10.51	FILTERS
		0915PD02	01P141136	\$10.52	FILTERS
		0915PW02	01P141468	\$15.38	FILTERS
Search Name GATR OF SAUK RAPIDS				\$338.55	
Search Name GERADS, KEN					
		0915PW02	1	\$210.00	PLUGGED SEWER LINE
Search Name GERADS, KEN				\$210.00	
Search Name HAWKINS WTR TREATMENT GRP INC					
		0915PW02	3778062	\$10,732.06	CHEMICALS
		0915PW02	3778063	\$4,740.36	CHEMICALS
		0915PW02	3778064	\$920.00	CHEMICALS
Search Name HAWKINS WTR TREATMENT GRP INC				\$16,392.42	
Search Name HEALTHPARTNERS					
067888	9/17/2015	0915PPD02	61351527	\$515.02	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$2,701.72	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$285.58	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$4,061.79	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$1,388.67	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$718.96	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$2,117.44	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$11,251.69	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$872.90	EMPLOYEE HEALTH INS
067888	9/17/2015	0915PPD02	61351527	\$3,164.85	EMPLOYEE HEALTH INS
Search Name HEALTHPARTNERS				\$27,078.62	
Search Name IMMEDIATE RESPONSE TECHNOLOGIE					
		0915PD02	57446	\$590.97	SUPPLIES-PD
Search Name IMMEDIATE RESPONSE TECHNOLOGIE				\$590.97	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name INNOVATIVE OFFICE SOLUTIONS LL					
	0915PD02	IN0894529		\$263.58	OFFICE SUPPLIES-PD
	0915PD02	IN0897755		\$76.83	OFFICE SUPPLIES-PD
Search Name INNOVATIVE OFFICE SOLUTIONS LL				\$340.41	
Search Name JOHN DEERE FINANCIAL					
	0915PW02	1134726		\$29.80	REPAIRS-MOWERS
	0915FD02	1142256		\$342.04	FD #20 REDO
Search Name JOHN DEERE FINANCIAL				\$371.84	
Search Name JOHN DEERE LANDSCAPES INC					
	0915PW02	73254790		\$137.52	SUPPLIES-CENTRAL PARK
	0915PW02	73354666		\$145.27	GRASS SEED
Search Name JOHN DEERE LANDSCAPES INC				\$282.79	
Search Name KEEPRS INC					
	0915PD02	286254		\$49.99	RESERVES
	0915PD02	286365		\$1,359.58	UNIFORMS-GROSZ
Search Name KEEPRS INC				\$1,409.57	
Search Name KIRBY BUILT SALES					
	0915PW02	KB00002544		\$295.40	PARK TRAIL LIGHTS
Search Name KIRBY BUILT SALES				\$295.40	
Search Name LAW ENFORCEMENT LABOR SERV INC					
	0915PD02	09-2015		\$658.00	UNION DUES-SEPT
Search Name LAW ENFORCEMENT LABOR SERV INC				\$658.00	
Search Name LMC INSURANCE TRUST					
	0915ADM02	30706		-\$387.00	BAL-WORKERS COMP
	0915ADM02	30706		\$360.00	BAL-WORKERS COMP
	0915ADM02	30706		\$3.00	BAL-WORKERS COMP
	0915ADM02	30706		\$3.00	BAL-WORKERS COMP
	0915ADM02	30706		\$7.00	BAL-WORKERS COMP
	0915ADM02	30706		\$2,924.00	BAL-WORKERS COMP
	0915ADM02	30706		\$35.00	BAL-WORKERS COMP
	0915ADM02	30706		\$726.00	BAL-WORKERS COMP
	0915ADM02	30706		\$3,163.00	BAL-WORKERS COMP
	0915ADM02	30706		\$1,175.00	BAL-WORKERS COMP
	0915ADM02	30706		-\$245.00	BAL-WORKERS COMP
	0915ADM02	30706		\$943.00	BAL-WORKERS COMP
	0915ADM02	30706		\$21.00	BAL-WORKERS COMP
	0915ADM02	30706		-\$283.00	BAL-WORKERS COMP
	0915ADM02	30706		-\$204.00	BAL-WORKERS COMP
	0915ADM02	30706		-\$406.00	BAL-WORKERS COMP
	0915ADM02	30706		-\$164.00	BAL-WORKERS COMP
Search Name LMC INSURANCE TRUST				\$7,671.00	
Search Name LYNN PEAVEY COMPANY					
	0915PD02	307692		\$35.10	SUPPLIES-PD
Search Name LYNN PEAVEY COMPANY				\$35.10	
Search Name MARCO INC					
	0915PD02	287665434		\$376.46	COPY MACHINE-PD
Search Name MARCO INC				\$376.46	

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name MARTIN-MCALLISTER					
		0915PD02	9980	\$450.00	PUBLIC SAFETY ASMT-GROSZ
Search Name MARTIN-MCALLISTER				\$450.00	
Search Name MCDOWALL COMPANY					
		0915FD02	5946	\$970.00	ROOF REPAIRS-FIRE HALL
Search Name MCDOWALL COMPANY				\$970.00	
Search Name MELROSE ELECTRIC INC					
067887	9/15/2015	0915PPD02	6	\$1,986.25	BERNICKS ARENA
Search Name MELROSE ELECTRIC INC				\$1,986.25	
Search Name MILLS PARTS CENTER-WILLMAR					
		0915PW02	3393052	\$281.00	REPAIRS-WW #90
		0915PW02	3394158	\$44.22	REPAIRS-WW #90
Search Name MILLS PARTS CENTER-WILLMAR				\$325.22	
Search Name MN DEPT OF REVENUE					
002635E	9/14/2015	0915PPD02	09-11-2015	\$3,981.07	09/11 STATE TAX W/HELD
Search Name MN DEPT OF REVENUE				\$3,981.07	
Search Name MN DEPT OF REVENUE-SALES/USE					
002633E	9/11/2015	0915PPD02	08-2015	\$1,628.00	SALES TAX PAYABLE-AUG
002633E	9/11/2015	0915PPD02	08-2015	\$19.00	SALES TAX PAYABLE-AUG
Search Name MN DEPT OF REVENUE-SALES/USE				\$1,647.00	
Search Name MN DRIVELINE INC					
		0915PW02	054143	\$85.51	REPAIRS-JD 97
		0915PW02	054143	\$85.50	REPAIRS-JD 97
		0915PW02	054187	\$53.57	REPAIRS-JD TRACTOR
		0915PW02	054187	\$53.58	REPAIRS-JD TRACTOR
Search Name MN DRIVELINE INC				\$278.16	
Search Name MN STATE FIRE CHIEFS ASSN					
		0915FD02	200000264	\$275.00	ANNUAL CONF-HEIM
Search Name MN STATE FIRE CHIEFS ASSN				\$275.00	
Search Name MN TEAMSTERS-PUBLIC & LAW ENF					
		0915ADM02	09-2015	\$1,127.00	UNION DUES-SEPT
Search Name MN TEAMSTERS-PUBLIC & LAW ENF				\$1,127.00	
Search Name MOLITOR EXCAVATING INC					
		0915PW02	113-15	\$835.00	STORM SEWER REPAIRS
		0915PW02	114-15	\$530.00	STORM SEWER REPAIRS
		0915PW02	121-15	\$100.00	STORM SEWER REPAIRS
		0915PW02	142-15	\$380.00	STORM SEWER REPAIRS
Search Name MOLITOR EXCAVATING INC				\$1,845.00	
Search Name M-R SIGN CO INC					
		0915PW02	186250	\$199.12	SIGNS
		0915PW02	187884	\$486.11	SIGNS
Search Name M-R SIGN CO INC				\$685.23	
Search Name MULTIPLE CONCEPT INTERIORS					
067886	9/15/2015	0915PPD02	6	\$340.00	BERNICKS ARENA
Search Name MULTIPLE CONCEPT INTERIORS				\$340.00	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name MVTL LABORATORIES INC					
		0915PW02	773850	\$124.68	TESTING
		0915PW02	774516	\$124.68	TESTING
Search Name MVTL LABORATORIES INC				\$249.36	
Search Name NIELSEN, DUANE W. COMPANY					
		0915PW02	11436	\$349.30	METER CALIBRATION
Search Name NIELSEN, DUANE W. COMPANY				\$349.30	
Search Name O REILLY AUTO PARTS					
		0915FD02	1572-456569	\$375.99	REPAIRS-FD #20
		0915FD02	1572-457853	\$29.39	REPAIRS-FD #20
		0915PW02	1572-457987	\$9.22	REPAIRS-DITCH MOWERS
		0915PD02	1572-458043	\$221.32	REPAIRS-PD #15
		0915PD02	1572-458579	\$9.99	REPAIRS-PD #8
		0915FD02	1572-458783	\$22.39	REPAIRS-FD #20
		0915PW02	1572-458923	\$23.08	REPAIRS-WW #90
		0915PW02	1572-458933	\$49.98	REPAIRS-WW #90
		0915PW02	1572-458986	\$29.98	SHOP SUPPLIES
		0915PW02	1572-459048	\$10.76	SHOP SUPPLIES
		0915PW02	1572-459053	\$5.34	SHOP SUPPLIES
		0915FD02	1572-459067	\$4.98	REPAIRS-FD #29
		0915PW02	1572-459098	\$33.98	REPAIRS-PRESSURE WASHER
Search Name O REILLY AUTO PARTS				\$826.40	
Search Name OFFICE DEPOT INC					
067889	9/17/2015	0915PPD02	601156561005169	\$30.20	OFFICE SUPPLIES
067889	9/17/2015	0915PPD02	785969724001	\$113.95	OFFICE SUPPLIES
067889	9/17/2015	0915PPD02	785969933001	\$55.19	OFFICE SUPPLIES-MAINT
Search Name OFFICE DEPOT INC				\$199.34	
Search Name OXYGEN SERVICE COMPANY					
		0915PD02	07913538	\$21.66	MEDICAL OXYGEN-PD
		0915PD02	07914782	\$55.48	MEDICAL OXYGEN-PD
		0915PW02	07915115	\$12.33	BLADES
		0915PD02	07915115	\$38.57	MEDICAL OXYGEN
Search Name OXYGEN SERVICE COMPANY				\$128.04	
Search Name PERFORMANCE POOL & SPA INC					
		0915PW02	235403	\$53.91	POOL COVER ANCHORS
Search Name PERFORMANCE POOL & SPA INC				\$53.91	
Search Name PLEASURELAND RV CENTER INC					
		0915FD02	725677	\$6,820.99	FD UNIT 20 REDO
Search Name PLEASURELAND RV CENTER INC				\$6,820.99	
Search Name PUBLIC EMPLOYEE RETIREMENT ASN					
002634E	9/11/2015	0915PPD02	09-11-2015	\$3,610.26	09/11 EMPLOYEE PERA
002634E	9/11/2015	0915PPD02	09-11-2015	\$4,541.54	09/11 EMPLOYEE PERA
002634E	9/11/2015	0915PPD02	09-11-2015	\$4,165.69	09/11 EMPLOYER PERA
002634E	9/11/2015	0915PPD02	09-11-2015	\$6,812.27	09/11 EMPLOYER PERA
Search Name PUBLIC EMPLOYEE RETIREMENT ASN				\$19,129.76	
Search Name PURCHASE POWER-PITNEY BOWES					
		0915PD02	8299	\$208.99	POSTAGE-PD

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name PURCHASE POWER-PITNEY BOWES				\$208.99	
Search Name QUALITY APPLIANCE & TV CENTER					
		0915FD02	1	\$2,354.95	APPLIANCES-FIRE HALL
Search Name QUALITY APPLIANCE & TV CENTER				\$2,354.95	
Search Name RDO EQUIPMENT CO					
		0915PW02	P90374	\$987.11	REPAIRS-LOADER
Search Name RDO EQUIPMENT CO				\$987.11	
Search Name RINKE-NOONAN					
067883	9/15/2015	0915PPD02	244048	\$84.00	AIM ROAD CONDEMNATION
067883	9/15/2015	0915PPD02	245197	\$63.00	AIM/VERSO SITE
067883	9/15/2015	0915PPD02	245198	\$534.00	AIM ROAD CONDEMNATION
Search Name RINKE-NOONAN				\$681.00	
Search Name ROYAL TIRE INC					
		0915PW02	111-150377	\$492.24	REPAIRS-WW #90
		0915PW02	305-93937	\$115.59	REPAIRS-JD 97
Search Name ROYAL TIRE INC				\$607.83	
Search Name SANITATION SERVICES LLC					
		0915PW02	6108	\$494.00	PORTABLE RESTROOMS
		0915PW02	6108	\$45.00	PORTABLE RESTROOMS
Search Name SANITATION SERVICES LLC				\$539.00	
Search Name SARTELL HARDWARE HANK					
		0915PW02	58452	\$7.98	POOL SUPPLIES
		0915PW02	81031	\$0.69	IRRIGATION REPAIRS-STORM SEWERS
		0915ADM02	81038	\$0.59	IRRIGATION REPAIRS-HALL
		0915PW02	81152	\$71.76	POOL SUPPLIES
		0915PW02	81220	\$1.69	PARK SUPPLIES
		0915PW02	81235	\$7.40	SWTP SUPPLIES
		0915PW02	81279	\$73.54	POOL SUPPLIES
		0915PW02	81306	\$17.94	POOL SUPPLIES
		0915PW02	81738	\$86.95	SUPPLIES-HYD PAINTING
		0915PW02	81843	\$4.99	POOL SUPPLIES
Search Name SARTELL HARDWARE HANK				\$273.53	
Search Name SARTELL NEWSLEADER					
067890	9/17/2015	0915PPD02	37157	\$102.90	PHN-VACATION
067890	9/17/2015	0915PPD02	37157	\$85.75	PHN-KWIK TRIP
067890	9/17/2015	0915PPD02	37157	\$102.90	PHN-DANGEROUS DOGS
Search Name SARTELL NEWSLEADER				\$291.55	
Search Name SARTELL ST STEPHEN EDUC FOUND					
		0915ADM02	09-2015	\$40.00	PAYROLL DEDUCTION-SEPT
067892	9/17/2015	0915PPD02	11-2014	\$40.00	CK66121 LOST-NOV 2014 PAYROLL DED
Search Name SARTELL ST STEPHEN EDUC FOUND				\$80.00	
Search Name SHIFT TECHNOLOGIES INC					
		0915ADM02	48895	\$120.00	EMAIL CERTS
Search Name SHIFT TECHNOLOGIES INC				\$120.00	
Search Name SIRCHIE FINGER PRINT LABORATOR					
		0915PD02	0221656-IN	\$77.85	SUPPLIES-PD

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name SIRCHIE FINGER PRINT LABORATOR				\$77.85	
Search Name SPRINT					
	0915PD02	890875115-097		\$34.99	DATA PLAN-CSO
	0915FD02	890875115-097		\$39.99	CONNECTION CARDS-FD
Search Name SPRINT				\$74.98	
Search Name ST CLOUD AREA FAMILY YMCA					
	0915ADM02	08-2015		\$6,029.75	LIFEGUARD SERV-AUG
Search Name ST CLOUD AREA FAMILY YMCA				\$6,029.75	
Search Name ST CLOUD MEDICAL GROUP PA					
	0915PD02	502792		\$257.00	PHYSICAL-GROSZ
Search Name ST CLOUD MEDICAL GROUP PA				\$257.00	
Search Name ST CLOUD, CITY OF					
	0915PW02	55795		\$61,524.00	CAT C1-RUE PROJ
	0915PW02	55795		\$56,600.40	TREATMENT-AUG
	0915PW02	55795		\$14,894.79	CAT C2-DEBT SERV CHGS
Search Name ST CLOUD, CITY OF				\$133,019.19	
Search Name STANDARD INSURANCE COMPANY					
	0915ADM02	155531-OCT		\$461.69	PAYROLL DEDUCTION-VOLUNTARY INS
	0915ADM02	155531-OCT		\$35.93	EMPLOYEE LIFE/LTD INS
	0915ADM02	155531-OCT		\$91.45	EMPLOYEE LIFE/LTD INS
	0915ADM02	155531-OCT		\$130.97	EMPLOYEE CONTR TO INS
	0915ADM02	155531-OCT		\$22.87	EMPLOYEE LIFE/LTD INS
	0915ADM02	155531-OCT		\$15.43	EMPLOYEE LIFE/LTD INS
	0915ADM02	155531-OCT		\$352.67	EMPLOYEE LIFE/LTD INS
	0915ADM02	155531-OCT		\$5.75	COBRA INS
	0915ADM02	155531-OCT		\$59.84	EMPLOYEE LIFE/LTD INS
	0915ADM02	155531-OCT		\$53.10	EMPLOYEE LIFE/LTD INS
	0915ADM02	155531-OCT		\$28.97	EMPLOYEE LIFE/LTD INS
	0915ADM02	155531-OCT		\$81.92	EMPLOYEE LIFE/LTD INS
Search Name STANDARD INSURANCE COMPANY				\$1,340.59	
Search Name STEARNS CNTY AUDITOR-TREASURER					
	0915PD02	2015-00000008		\$12,000.00	APS SERVICE AGREEMENT
Search Name STEARNS CNTY AUDITOR-TREASURER				\$12,000.00	
Search Name STEARNS ELECTRIC ASSOCIATION					
067882	9/14/2015	0915PPD02	10878900	\$3,073.00	ELEC-PLANT
Search Name STEARNS ELECTRIC ASSOCIATION				\$3,073.00	
Search Name STREICHER S					
	0915PD02	I1170352		\$173.74	SUPPLIES-PD
Search Name STREICHER S				\$173.74	
Search Name SUMMIT COMPANIES					
	0915PW02	1083957		\$129.00	EXTINGUISHERS-PARKS
	0915PD02	1083961		\$33.75	EXTINGUISHER REPAIRS-PD
Search Name SUMMIT COMPANIES				\$162.75	
Search Name SYMBOLARTS					
	0915PD02	0241173-IN		\$180.00	UNIFORMS-GROSZ
Search Name SYMBOLARTS				\$180.00	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
Search Name THEIS, CATHY					
		0915PD02	20-2015	\$180.00	PROF SERV-PD
Search Name THEIS, CATHY				\$180.00	
Search Name TOTAL ADMIN SERVICES CORP					
002639E	9/14/2015	0915PPD02	09-11-2015	\$185.18	09/11 DAYCARE FLEX CONTR
002639E	9/14/2015	0915PPD02	09-11-2015	\$144.41	09/11 MED FLEX CONTR
002639E	9/14/2015	0915PPD02	09-11-2015	\$2,201.45	09/11 HSA FLEX CONTR
Search Name TOTAL ADMIN SERVICES CORP				\$2,531.04	
Search Name TOTAL CONTROL SYSTEMS INC					
		0915PW02	7346	\$1,440.49	REPAIRS-PLANT
Search Name TOTAL CONTROL SYSTEMS INC				\$1,440.49	
Search Name TRAUT WELLS INC					
		0915PW02	280700	\$46.00	TESTING
		0915PW02	280811	\$92.00	TESTING
Search Name TRAUT WELLS INC				\$138.00	
Search Name TRITECH SOFTWARE SYSTEMS					
		0915PD02	IVC4004168	\$6,692.35	MOBILE SOFTWARE SUPPORT
Search Name TRITECH SOFTWARE SYSTEMS				\$6,692.35	
Search Name UNITED WAY OF CENTRAL MN					
		0915ADM02	09-2015	\$28.00	PAYROLL DEDUCTION-SEPT
Search Name UNITED WAY OF CENTRAL MN				\$28.00	
Search Name UNIVERSITY OF MINNESOTA					
		0915PW02	1	\$80.00	TREE INSP WORKSHOP-BORDERS
067894	9/24/2015	0915PPD02	11-4-15	\$130.00	PESTICIDE RECERT-VOGT
		0915PW02	2	\$80.00	TREE INSP WORKSHOP-ZIMMERMAN
		0915PW02	3	\$80.00	TREE INSP WORKSHOP-VOGT
Search Name UNIVERSITY OF MINNESOTA				\$370.00	
Search Name US BANK (CREDIT CARD)					
		0915ADM02	1627	\$23.16	MUSIC IN THE PARK
		0915ADM02	1627	\$260.00	TRAINING-KYLE
		0915ADM02	1627	\$26.95	WIFI SERVICES
		0915ADM02	1627	\$16.10	SOFTWARE
		0915ADM02	2111	\$5.00	TRANSFERBIGFILES
		0915ADM02	2111	\$1.60	BEACON SITE
		0915ADM02	2111	\$24.00	SURVEY MONKEY
		0915ADM02	2111	\$134.05	CARDS
		0915PW02	7165	\$255.03	REPAIRS-FD
		0915PW02	7165	\$25.00	EMPLOYEE RECOGNITION
		0915PW02	7165	\$279.92	REPAIRS-FD
		0915PW02	7165	\$31.10	REPAIRS-FD
		0915PD02	7173	\$13.90	EASY KEYS
		0915PD02	7173	\$15.46	SALT MTG SUPPLIES
		0915PD02	7173	\$64.50	TRANSLATION SERV
		0915PD02	7173	\$0.75	TRANSUNION
		0915PD02	7173	\$585.00	AMEM TRNG-7901
		0915PD02	7173	\$23.80	FIRST SHRED-HALL
		0915PD02	7173	\$402.96	PHONE CARDS-FD
		0915PD02	7173	\$12.00	SC TIMES SUBSC

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		0915PD02	7173	\$81.32	TRNG-MULTIPLE OFFICERS
		0915PD02	7173	\$262.10	7911-DARE TRNG
		0915PD02	7173	\$56.80	FIRST SHRED-PD
Search Name US BANK (CREDIT CARD)				\$2,600.50	
Search Name VAN HOVE, THOMAS					
		0915FD02	00029	\$350.00	1ST RESPONDER TRAINING-FD
Search Name VAN HOVE, THOMAS				\$350.00	
Search Name VERIZON WIRELESS					
067891	9/17/2015	0915PPD02	9751527382	\$622.84	PHONE SERV-PD
067891	9/17/2015	0915PPD02	9751527382	\$35.01	PHONE SERV-UTILITIES
067891	9/17/2015	0915PPD02	9751527382	\$35.01	PHONE SERV-UTILITIES
067891	9/17/2015	0915PPD02	9751527382	\$51.10	PHONE SERV-POOLS
Search Name VERIZON WIRELESS				\$743.96	
Search Name VERIZON WIRELESS-LERT B					
		0915PD02	150209903	\$100.00	SMS PRESERVATION
Search Name VERIZON WIRELESS-LERT B				\$100.00	
Search Name VIKING INDUSTRIAL CENTER					
		0915PW02	3060102	\$33.35	SAFETY GLASSES
		0915PW02	3060102	\$33.36	SAFETY GLASSES
Search Name VIKING INDUSTRIAL CENTER				\$66.71	
Search Name WACOSA					
		0915ADM02	00026416	\$193.52	HALL CLEANING-AUG
Search Name WACOSA				\$193.52	
Search Name WEX BANK					
067884	9/15/2015	0915PPD02	42222206	\$12.00	FUEL CARDS
Search Name WEX BANK				\$12.00	
Search Name WINKELMAN BUILDING CORPORATION					
067885	9/15/2015	0915PPD02	6	\$1,687.40	BERNICKS ARENA
Search Name WINKELMAN BUILDING CORPORATION				\$1,687.40	
Search Name WSB & ASSOCIATES INC					
174730	9/22/2015	0915ADM02	1-02174-730	\$612.00	MSA ADVANCE FUNDING
174730	9/22/2015	0915ADM02	1-02174-730	\$114.75	OAK POND DRIVE
174730	9/22/2015	0915ADM02	1-02174-730	\$459.00	FERCHE 600 FEE CALCS
174730	9/22/2015	0915ADM02	1-02174-730	\$459.00	FERCHE 600 FEE CALCS
174730	9/22/2015	0915ADM02	1-02174-730	\$554.50	STORMWATER MS4 REVIEW
Search Name WSB & ASSOCIATES INC				\$2,199.25	
Search Name XCEL ENERGY					
		0915PW02	471081312	\$811.24	STREET LIGHTS
Search Name XCEL ENERGY				\$811.24	
Search Name ZARNOTH BRUSH WORKS, INC.					
		0915PW02	0156717-IN	\$440.00	REPAIRS-SWEEPER
Search Name ZARNOTH BRUSH WORKS, INC.				\$440.00	
				\$2,113,958.71	

Voucher Payments-Fund Summary

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

Mayor _____ Attest: Administrator _____

FUND Descr	Dr/Cr Amt
GENERAL	\$126,751.34
SPECIAL INITIATIVES	\$23.16
POLICE RESERVES	\$49.99
BEAUTIFICATION	\$1,186.70
SEWER CAPACITY	\$2,061.01
REGIONAL PARK FUND	\$4,013.65
PUBLIC IMPROVEMENT REVOLVING	\$63.00
FD EQUIPMENT FUND	\$9,517.98
STREET FUND	\$1,230.00
PINECONE ROAD 2015 PROJECT	\$1,704,028.49
WATER FUND	\$28,126.96
SEWER FUND	\$234,506.24
STORMWATER FUND	\$2,400.19
	<hr/>
	\$2,113,958.71

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration	Meeting Date September 28, 2015	Agenda Item No. 6b
Agenda Section Consent Agenda	Item Fund Transfers	
<p>RECOMMENDATION: Staff recommends approval of the following fund transfers/closures effective September 1, 2015:</p> <p>\$100,000 from sales tax fund to regional park fund per previously approved City project (Bernick's Arena/Mighty Ducks).</p> <p>\$300,000 from PIR fund to Pinecone Road project fund per previously approved City project.</p> <p>COUNCIL ACTION REQUESTED: Consent agenda approval serves as approval of the recommendation. If item is removed from Consent, separate motion is requested approving fund transfers.</p>		

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Inspections/Fire Marshal	Meeting Date: September 28, 2015	Agenda Item No. 6c
Agenda Section: Consent	Item: Mulligan's – Fire Permit Extension	

RECOMMENDATION: Council consideration of the extended seasonal permit for fireworks at Mulligan's to October 31, 2015.

PREVIOUS COUNCIL ACTION:

Council approved the seasonal permit for fireworks (May 1st to October 1st) on April 28, 2015.

BACKGROUND:

Mulligan's obtained the approval of a seasonal fireworks permit through October 1st. They would like to extend the permit through October 31, 2015, due to a requested fireworks display during an October 30th event. The conditions listed in the original permit would also be extended through October 31st including:

1. Permit holder responsible for notification to neighboring properties
2. Fire Marshal can cancel per weather conditions
3. Fireworks must be completed by 10:30 pm
4. Shells no bigger than 3 inches will be allowed at shoot site.
5. Standby fees are paid per event

BUDGET/FISCAL IMPACT:

None – fees applied will cover costs.

ATTACHMENTS:

None

COUNCIL ACTION REQUESTED:

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

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Planning Department	Meeting Date: September 28, 2015	Agenda Item No. 7a
Agenda Section: Public Hearing and Related Business	Item: Vacation - Kwik Trip Inc. Conditional Use Permit – Kwik Trip Inc. Development Agreement and Easement Agreement Amendment	

RECOMMENDATION:

Vacation Request

Staff recommends approval of the vacation(s) requests conditioned on the successful approval of the conditional use permit and development agreement amendment.

Conditional Use Permit Request

Staff recommends approving the conditional use permit to allow for a car wash in a B-2 Zoning District on the following conditions:

1. Appropriate intersection control at Cty Road 78 and 2nd Street South is provided prior to the opening of the gas station and car wash (Stearns County has concluded that it would require a lighted intersection).
2. Appropriate approvals from Xcel are granted to move power lines currently proposed at the entrance of the gas station and car wash, at the applicant's expense.
3. Approval of the site plan and administrative lot consolidation is granted.
4. Operation shall observe the noise ordinance for audible noise past 11 pm and before 7 am due to the single-family homes located to the east and north of the site.
5. Developer must follow applicable code/ specifications for wastewater discharging about this type of project for the necessary equipment and pretreatment measures. All wastewater must be run through an interceptor prior to discharge to the City sewer collection system as well.
6. All lighting shall be full-cut off and not exceed .5 lumens at the property lines. Pole lighting shall be flat lens and parallel to the pavement. All lighting under the canopies shall be recessed as to not see the light source. All lighting shall be equipped with the feature to adjust lighting after installation.
7. Contingent on the successful approval of the site plan and vacation(s) requests).

Development Agreement Amendment and Easement Agreement Amendment (Not Subject to a Public Hearing)

Staff recommends approval of the Development Agreement Amendment and Easement Agreement Amendment based on the successful approval of the vacation(s) and conditional use permit.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

The Planning Commission does not review vacation requests.

The Planning Commission recommends approval (5/0) with the conditions as described. The Planning Commission did not review the development agreement or easement agreement amendment request.

PREVIOUS COUNCIL ACTION:

When the subject property was platted in 2001, the Council, through the Development Agreement, required that construction of a controlled intersection and that an internal cross-ingress/egress easement. The purpose for the controlled intersection requirement was due in part because of increased traffic pressure that would be experienced on 2nd Street South if the lots were to be developed. The purpose for the internal cross easement was to ensure access (if the lots were developed separately) to the controlled intersection.

BACKGROUND:

Vacation Request –

Kwik Trip Inc., is requesting the vacation of two easements. The first easement is the typical internal drainage and utility easement located between the two lots. The request is to vacate that internal easement so that they are able to consolidate the two lots into one lot in order to construct the size of building they wish to develop. Because the lots are proposed to consolidate, the need to ensure access to a public roadway/intersection no longer exists.

Conditional Use Permit – Car Wash

Kwik Trip Inc is proposing to construct a full gasoline service station, which is a permitted use within a B-2 zone located near the intersection of County Road 78 and 2nd Street South. As part of that project, they would like to construct a car wash, which is a permitted conditional use. All conditional use requests are required to be reviewed by the Planning Commission and have a public hearing prior to action taken by the City Council.

Conditional uses are land uses, which are permitted and desirable, but may require special site and design considerations to ensure compatibility with adjacent uses and community standards. Additional conditions already included in the site plan includes additional landscaping around the perimeter of the site, hours of operation and on-site lighting limitations. (The site plan and permitted gas station is not subject to a public hearing or approval by the Council and Commission.)

Development Agreement and Easement Agreement Amendment(s)

Kwik Trip is requesting an amendment to the Miller's Sartell Addition Development Agreement (dated September 24, 2001) to eliminate Section 2g and 6b (easements) and an amendment to the Reciprocal Easement Agreement (dated October 17, 2001) eliminating 1.1 (pedestrian/vehicular easements). The amendment also mmodifies 6a to allow for two accesses to the subject property from County Road 133 with approval from Stearns County. These sections describe the requirement for a non-exclusive internal easement between the two lots for cross access. These

requirements would not longer be needed subject to the conditions of approval for both the vacation and the conditional use permit.

BUDGET/FISCAL IMPACT:

There is a budget impact with shared construction costs of one leg of the intersection located at Cty Road 78 and 2nd Street South. Kwik Trip is proposing to cover half the cost of the entire intersection if the improvement can be completed in 2016. According to the County, the City would then handle about 1/8 of the cost or approximately \$36,000. We have entered that approximate amount into the 2016 street fund. Upon the successful approval of the vacation, conditional use permit and site plan approval, along with the needed approvals from Xcel and Stearns County, an agreement will be presented to the Council confirming the City's intent to fund our share of the costs associated with the intersection.

ATTACHMENTS:

- Map of the property and proposed location for the car wash.
- Map of the proposed easement vacations
- Resolution Approving the Vacation(s)
- Resolution Approving the Findings of Fact Supporting the Conditional Use Permit
- Resolution Approving the Conditional Use Permit
- First Amendment – Miller's Sartell Addition
- Easement Agreement Amendment

COUNCIL ACTION REQUESTED:

1. Move approve the Resolution approving the Vacation Requests
2. Move to approve Resolution relating to the request for a Conditional Use Permit.
3. Move to approve adopting the Findings of Fact relating to a request for a Conditional Use Permit to City of Sartell
4. Move to approve amendments to the Miller's Sartell Addition Development Agreement and to the Easement Amendment Agreement.

CUP Request - Car Wash

September 2, 2015



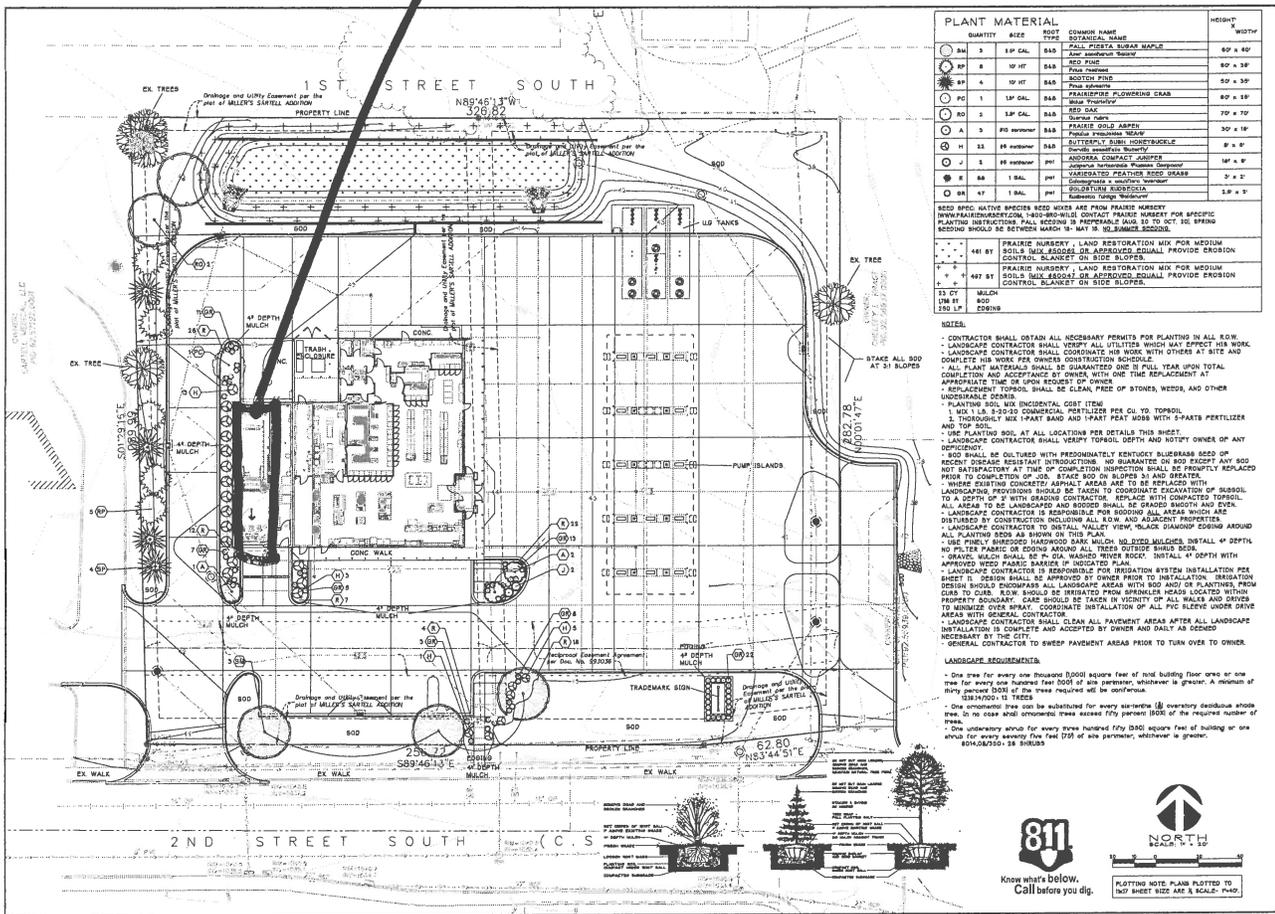
0 195 390 Feet



City of Sartell

Map Powered by DataLink
from WSB & Associates

Car Wash



Kwik Trip
TRIP
STORES

Kwik Star
STAR
STORES

Kwik Trip, Inc.
 P.O. BOX 2107
 1008 GAK STREET
 LACROSSE, WI 54602-2107
 PH: (608) 781-8818
 FAX: (608) 781-8880

INSITES
 THE INSITES GROUP, INC.
 1715 WISCONSIN STREET, SUITE 100
 WISCONSIN, WI 53593
 PH: (608) 785-1111
 FAX: (608) 785-1111

LANDSCAPE PLAN
 CONVENIENCE STORE 153
 SARTELL, MINNESOTA

DATE: 08/15/08
 SCALE: AS SHOWN
 SHEET: 15.153
 OWNER: Kwik Trip, Inc.
 L1

Councilmember
for its adoption:

introduced the following resolution and moved

**RESOLUTION NO.
RESOLUTION VACATING CERTAIN DRAINAGE AND UTILITY
EASEMENTS AND AN INTERNAL ACCESS EASEMENT
MILLER'S SARTELL ADDITION/KWIK TRIP INC.**

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 along with an internal access easementt 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:

“Exhibit B”

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.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION is conditioned on the successful approval of the requested conditional use permit, development agreement amendment and easement agreement amendment.

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 28th day of September 2015.

CITY OF SARTELL:

By: _____
Mayor
_____ City Administrator

Seal

Entered in the transfer record this _____ day of _____, 2015.

By _____
County Auditor

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

Resolution # _____

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO A REQUEST FOR A CONDITIONAL USE PERMIT FOR THE PURPOSES OF HAVING A CAR WASH IN A B-2 ZONE.

WHEREAS, Kwik Trip Inc., has properly applied for a conditional use permit for a car wash station on the property legally described as follows:

LOTS 1 AND 2, BLOCK 1, MILLER'S SARTELL ADDITION, STEARNS COUNTY, MINNESOTA

“Subject Property”

WHEREAS, the Planning Commission met on September 8, 2015, and reviewed the request for a conditional use permit for the purposes of having a car wash.

WHEREAS, The City Council conducted the public hearing on September 28, 2015.

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

1. That Kwik Trip Inc, hereinafter referred to as “Applicant,” properly applied for a conditional use permit to allow for the development of a car wash.
2. That the applicant appeared before the Sartell City Council for a public hearing pursuant to City Code on September 28, 2015 and that said public hearing was properly advertised, and the minutes are hereby incorporated as part of these findings by reference.
3. That the land use for the property is general business.
4. That the property is zoned B-2, General Business.
5. This district is suitable for areas guided to commercial development and mixed use in the Comprehensive Plan and certain growth areas adjacent to a collector or arterial roadways and residential subdivisions.
6. That Kwik Trip has also requested administrative site plan approval for a convenience store which are permitted uses within a B-2 zone.
7. That the site plan submitted details a car wash and structures which require a conditional use permit.

8. That the conditional use *will not* be injurious to the use and enjoyment of other property owners in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the immediate vicinity and is compatible with the existing neighborhood.
9. That the establishment of the conditional use *will not* impede the normal and orderly development and improvement of surrounding property for uses predominate in the area, including heavy and light industrial.
10. Those adequate utilities, drainage and other necessary facilities *have* been provided.
11. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance and control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
12. That the proposed use *is* in compliance with the Land Use Plan adopted by the City.

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

and the following voted against the same:

, and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 28th day of September 2015.

CITY OF SARTELL:

By: _____
Mayor

By: _____
City Administrator

Councilmember
for its adoption:

introduced the following resolution and moved

**RESOLUTION NO.
RESOLUTION VACATING CERTAIN DRAINAGE AND UTILITY
EASEMENTS AND AN INTERNAL ACCESS EASEMENT
MILLER'S SARTELL ADDITION/KWIK TRIP INC.**

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 along with an internal access easement 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:

“Exhibit B”

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.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION is conditioned on the successful approval of the requested conditional use permit, development agreement amendment and easement agreement amendment.

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 28th day of September 2015.

CITY OF SARTELL:

By: _____

Mayor

City Administrator

Seal

Entered in the transfer record this ____ day of _____, 2015.

By _____

County Auditor

Council member
its adoption:

introduced the following resolution and moved for

RESOLUTION #_____

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE PURPOSES OF HAVING CAR WASH.

WHEREAS, Kwik Trip Inc., has properly applied for a conditional use permit for a car wash on the property described as follows:

LOTS 1 AND 2, BLOCK 1, MILLER'S SARTELL ADDITION, STEARNS COUNTY, MINNESOTA

“Subject Property”

WHEREAS, the Planning Commission met on September 8, 2015 and reviewed the request for a conditional use permit for the purposes of having a gasoline service station.

WHEREAS, The City Council conducted the public hearing on September 28, 2015.

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

1. Based on Finding of Fact , a conditional use permit (“Permit”) to allow for a car wash on B-2 zoned property within the Subject Property is hereby granted.
2. Appropriate intersection control at Cty Road 78 and 2nd Street South is provided prior to the opening of the gas station and car wash.
3. Appropriate approvals from Xcel are granted to move power lines currently proposed at entrance of the gas station and car wash, at the applicant's expense.
4. Approval of the site plan and administrative lot consolidation is granted.
5. Operation shall observe the noise ordinance for audible noise past 11 pm and before 7 am due to the single family homes located to the east and north of the site.
6. Developer must follow applicable code/ specifications for wastewater discharging with regards to this type of project for the necessary equipment and pretreatment measures. All waste water must be run through an interceptor prior to discharge to the City sewer collection system as well.

7. All lighting shall deflect away from adjacent properties. No flood lights are allowed. All lighting shall be full-cut off and not exceed .5 lumens at the property lines. Pole lighting shall be flat lens and parallel to the pavement. All lighting under the canopies shall be recessed as to not see the light source. All lighting shall be equipped with the feature to adjust lighting after installation.

8. Contingent on the successful approval of the site plan and vacation(s) requests).

9. The Conditional Use Permit upon written notice being provided by the City to the Permittee but without further action by the Planning Commission or City Council, shall expire if the permit holder fails to initiate such conditional use permit and fulfill each and every condition attached thereto within (2) years from the date of its authorization, or if the use is discontinued for a continuous twelve (12) month period, unless a petition for an extension of time in which to complete or utilize the use that has been granted by the Council. Such an extension shall be requested in writing and filed with the City at least thirty (30) days before the expiration date of the original conditional use permit. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit. Such petition shall be presented to the Planning Commission for a recommendation to the Council and acted upon by the Council.

10. Revocation: The City Council shall revoke a Conditional use permit when it determines that the terms and conditions of the permit as issued are no longer being complied with. A certified copy of an order of the City revoking a Conditional use permit shall be filed with the County Recorder for recording.

11. The City Administrator and/or his/her designee shall have the right to inspect the premises for compliance and safety purposes annually or at any time upon reasonable request.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Sartell City Council this the 28th day of September 28, 2015.

CITY OF SARTELL:

By: _____
Mayor

By: _____
City Administrator

EASEMENT AMENDMENT AGREEMENT

This AMENDMENT EASEMENT AGREEMENT (this "Amendment") is made by Kwik-Trip a Minnesota corporation ("Kwik-Trip") and the City of Sartell, a Minnesota municipal corporation ("the City") to amend and restate the Reciprocal Easement Agreement by and between the City and James W. and Marion A. Miller, dated as of the 17th day of October, 2001 and filed for record in the office of the Stearns County Recorder on December 27, 2001 as Document No. 993036, a copy of which is attached hereto and made a part hereof (the "Agreement").

Recitals

- A. Kwik-Trip is the current fee owner of the property located in Stearns County, Minnesota and legally described as the Developer Property in the attached Agreement; and
- B. The City and Kwik-Trip desire to add the legal descriptions to the Agreement specifically describing the easements shown on Exhibit B of the Agreement, which legal descriptions were excluded in the Agreement initially recorded.

NOW THEREFORE, in consideration of the covenants and agreements contained herein and other good and valuable consideration, the City and Kwik-Trip agree as follows:

- 1. Paragraph 1 of the Agreement is hereby amended to provide that the non-exclusive easements granted therein are as shown on Exhibit B and legally described in Exhibit C attached thereto.
- 2. Exhibit C of the Agreement is hereby replaced with the Exhibit C attached hereto.
- 3. Except as specifically amended herein, the terms and conditions set forth in the Agreement shall remain in full force and effect as first written.
- 4. The terms and conditions of this Amendment shall run with the land and be binding on the grantor, its successors and assigns.
- 5. This Amendment shall be governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, The parties have hereunto set their hands on the date first above written.

KWIK-TRIP

By: _____
Its: _____

CITY OF SARTELL, MINNESOTA

By: _____
Its: Mayor

By: _____
Its: City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF STEARNS)

The foregoing was acknowledged before me the _____ day of _____, 2015, by Sarah Jane Nicoll and Mary Degiovanni, the Mayor and City Administrator, respectively, of the City of Sartell.

Notary Public

STATE OF MINNESOTA)
)ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____, 2015, by _____, the _____ of KWIK-TRIP, a Minnesota corporation on behalf of the Corporation.

Notary Public

This instrument drafted by:

City of Sartell
125 Pine Cone Road North
Sartell, MN 56377

~~Exhibits D, E, F, H~~

PROPOSED EASEMENT DESCRIPTION 1:

A 25 foot easement for ingress and egress purposes over and across that part of Lot 2, Block 1, MILLERS SARTELL ADDITION, according to the recorded plat thereof, lying 12.50 feet on both sides of the following described centerline:
Commencing at the southeast corner of said Lot 2; thence on an assumed bearing of North 00 degrees 01 minutes 47 seconds East, along the east line of said Lot 2, a distance of 44.77 feet to the point of beginning of the line to be described; thence South 83 degrees 44 minutes 51 seconds West a distance of 65.17 feet; thence North 89 degrees 46 minutes 13 seconds West a distance of 95.47 feet to the west line of said Lot 2 and there terminating. The sidelines of said easement to be prolonged or shortened to terminate at the east and west lines of said Lot 2

PROPOSED EASEMENT DESCRIPTION 2:

A 25 foot easement for ingress and egress purposes over and across that part of Lot 1, Block 1, MILLERS SARTELL ADDITION, according to the recorded plat thereof, lying 12.50 feet on both sides of the following described centerline:
Commencing at the southeast corner of said Lot 1; thence on an assumed bearing of North 01 degrees 29 minutes 16 seconds East, along the east line of said Lot 1, a distance of 44.52 feet to the point of beginning of the line to be described; thence North 89 degrees 46 minutes 13 seconds West a distance of 160.07 feet to the west line of said Lot 1 and there terminating. The sidelines of said easement to be prolonged or shortened to terminate at the east and west lines of said Lot 1.

PROPOSED EASEMENT DESCRIPTION 3:

A 36.00 foot wide easement for ingress and egress purposes over and across those parts of Lot 2, Block 1, MILLERS SARTELL ADDITION and the following described parcel "A":

PARCEL "A", That part of Lots Lettered "U" and "S" in the Original Townsite, now Village of Sartell, Minnesota, according to the plat and survey thereof on file and of record in the of the County Recorder in and for Stearns County, Minnesota, described as follows:

Beginning at a point on the Easterly line of said Lot Lettered "U", 15 feet Southeastly of the northeasterly corner of said Lot "U"; thence at right angles with said Easterly line of said Lot "U" and in a Southwesterly direction for a distance of 120 feet to an intersection with the North and South line common to said Lots "S" and "U" and at a point 15 feet Southerly at the Northwest corner of Lot "U"; thence due West and parallel with the South line of said Lot "S" for a distance of 146.67 feet; thence at right angles due South and parallel with the Easterly line of said Lot "S" for a distance of 115.5 feet; thence in a Northwesterly direction and in a straight line over and across said Lots "S" and "U" to a point on the said Easterly line of said Lot "U" a distance of 76 feet Southeastly of the point of beginning; thence Northwesterly along the said Easterly line of said Lot "U" for a distance of 76 feet to the point of beginning and there terminating, said tract containing .52 acres, more or less,

lying 9.00 feet west and adjacent to and 27.00 feet east and adjacent to the east line of said Lot 2, said east line also being the west line of the above described Parcel "A". The sidelines of said easement to be prolonged or shortened to terminate at the north line, and its westerly extension, of said parcel "A" and the north line of STEARNS COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 3. Said right of way line also being the south line of said Lot 2.

PROPOSED EASEMENT DESCRIPTION 4:

An easement for ingress and egress purposes over and across the south 70.00 feet of the west 26.00 feet of Lot 1, Block 1, MILLERS SARTELL ADDITION, according to the recorded plat thereof, as measured at right angles to the south and west lines thereof.

SURVEYORS NOTE

Proposed easement description No. 3 shown above is based on an historic Warranty Deed without the benefit of an accurate boundary survey. The north line of said warranty deed description parcel has been determined from record information, actual location may vary pending an accurate field survey of the property.



NT NO. 3

CEL "A"

1/2

COUNTY 3.

TY
17
OF
3

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft

**FIRST AMENDMENT TO
MILLER'S SARTELL ADDITION
CITY OF SARTELL, STEARNS COUNTY, MINNESOTA
DEVELOPMENT AGREEMENT**

The **City of Sartell, Minnesota**, a municipal corporation of the State of Minnesota (the "City"), and Miller Companies, Inc., a Minnesota corporation (the "Developer") enter into this First Amendment to Miller's Sartell Addition (this "Amendment") effective as of _____, 2015 (the "Effective Date").

RECITALS

A. City and Developer entered into that certain Miller's Sartell Addition Development Agreement dated September 24, 2001 (the "Agreement"), pertaining to certain real property identified in the Agreement (the "Property").

B. The parties desire to amend the Agreement as more particularly set forth below.

In consideration of the mutual promises, covenants, and conditions set forth below, and other valuable consideration, the receipt and sufficiency of which are hereby expressly acknowledged, the parties acknowledge and agree that the Agreement is hereby amended as set forth below.

1. Section 2g and 6c of the Agreement regarding the requirement to record and maintain a cross internal access easement across lot 1 and lot 2, block 1 Miller's Sartell Addition are hereby deleted.

2. Section 6a of the Agreement is hereby modified to allow for two accesses to the subject property from County Road 133 with approval from Stearns County.

3. Except as specifically modified in this Amendment, the parties confirm that all other terms and conditions of the Agreement will remain in full force and effect.

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Administration	Meeting Date: September 28, 2015	Agenda Item No. 7b
Agenda Section: Public Hearings	Item: Delinquent Accounts	
<p>RECOMMENDATION: Hold public hearing and adopt Resolution Adopting Assessments.</p> <p>PREVIOUS COUNCIL ACTION: The Council called this public hearing at your last meeting. The City historically assesses delinquent accounts once or twice per year and they are then on next year's tax rolls in accordance with MN Statutes.</p> <p>BACKGROUND: The City is sometimes unable to collect on delinquent accounts for things like administrative fines, utility services, or other City services billed to the customer and remaining unpaid. We have very few of these items and so we move to the assessment process once per year for those that remain unpaid. There are 2 delinquent accountants subject to the public hearing this evening, and that number may be further reduced before actual certification of assessment rolls.</p> <p>BUDGET/FISCAL IMPACT: This is another tool that allows us to recover all City costs, so while it is very few accounts, it maintains our budget to the extent all fees are paid as billed.</p> <p>ATTACHMENTS: Resolution Adopting Assessments.</p> <p>COUNCIL ACTION REQUESTED: After taking testimony at the public hearing, the request is for a motion to adopt the attached Resolution Adopting Assessment.</p>		

RESOLUTION NO. _____

**RESOLUTION ADOPTING ASSESSMENT
OF DELINQUENT ACCOUNTS**

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment of delinquent accounts;

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof is hereby accepted and shall constitute the special assessment against the lands named therein.

2. Such assessments shall be payable and collected along with taxes collected in the year 2016, together with interest at the rate of 7% from October 12, 2015.

3. The owner of any property so assessed may at any time prior to the certification of the assessment 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,

4. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

ADOPTED BY THE SARTELL CITY COUNCIL THIS 28th DAY OF SEPTEMBER, 2015.

Mayor

ATTEST:

Administrator

SEAL

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department: Engineering & Administration	Meeting Date: September 28, 2015	Agenda Item No. 8a
--	--	------------------------------

Agenda Section: New Business	Item: Trail Improvements -6 th Street S/19 th Ave. S.
-------------------------------------	---

RECOMMENDATION: If the council is in favor of completing the trail extensions from 19th Avenue to approximately 370 feet to the east a motion to complete design in cooperation with Stearns County with the understanding that quotes would be obtained for spring construction in 2016

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None

PREVIOUS COUNCIL ACTION: None

BACKGROUND:

Council member Hennes raised the concern for the bicycle and pedestrian safety on 6th Street S east of 19th Avenue N and CSAH 133 west of 19th Avenue S. The existing roundabout has pedestrian crossings in all 4 directions but there is no accommodation for peds or bikers in the east west direction. To the east and west of the roundabout the roadway has wide shoulders where bikers and peds can get away from traffic. As you approach the roundabout from either direction the shoulder is eliminated and bikers/peds are forced into the lanes of traffic or behind the curb.

The suggestion was to continue the trail behind the curb until the start of the shoulders. Attached is a figure and preliminary estimate for the cost to provide the trail extension on both the north and south side of 6th Street S and CSAH 133.

Stearns County has been contacted regarding their desire to extend the trail to the west along CSAH 133 on both the north and south sides and the Engineer has indicated that it would be a good idea and would participate depending on the cost and availability of funds. The county will also be reviewing completing a portion or the entire project with county forces.

If the council is in favor of moving forward, WSB will coordinate design efforts with Stearns County and determine the city share of the design cost. The estimated cost to complete the construction of this improvement is \$75,000 to \$100,000. A more accurate estimate will be provided if design work is approved.

BUDGET/FISCAL IMPACT: None at this time.

ATTACHMENTS: Trail location figure

COUNCIL ACTION REQUESTED:

1. Motion to work with Stearns County on completing this project for construction in 2016.





- EXISTING PATH
- WIDE SHOULDER
- PROPOSED CONNECTION

370' +/- 2160' +/-

1991

Imagery Date: 5/29/2015 45°36'49.72" N 94°14'02.08" W elev 1026 ft eye alt 9167 ft

September 2015



SUN	MON	TUE	WED	THU	FRI	SAT
		1 12:30pm SSC Bd. Mtg	2	3	4	5
6	7 Labor Day City Hall Closed	8 11:30am CHAMBER @ THE WATERS CHURCH 6:30pm Planning Comm.	9	10 5 pm APO Exec. Bd.	11	12
13	14 6 pm Council mtg	15 7 am EDC 4 pm MTC Bd Mtg	16 9 am SALT At PD School Planning 4-8 @ SMS	17	18	19
20	21	22	23 6:30pm Park Comm 4-8pm School Planning Mtg at SMS	24	25	26
27	28 6pm CITY COUNCIL	29 5:30pm AREA CITIES MTG.—ST. JOE	30			

October 2015



SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 <i>12:30 pm SSC Bd. Mtg @ SSC Ctr. 6:30 pm Planning Comm. 11:30am-1:00 pm Centracare Report to the Community Rivers Edge</i>	6	7	8 <i>5 pm APO Exec Bd Mtg 7:30 am-1pm GSDC Innovation Summit Rivers Edge 6-9 pm Toast to Autumn Blackberry Ridge</i>	9	10
11	12 <i>6pm City Council Mtg</i>	13 <i>11:30 am CHAMBER @ THE WATERS CHURCH</i>	14	15	16	17
18	19	20 <i>7am EDC Mtg. 4 pm MTC Bd. Mtg</i>	21 <i>9 am SALT @ PD</i>	22 <i>7 pm APO POLICY BD- SAUK RAPIDS GOVERNMENT CTR.</i>	23	24
25	26 <i>6 pm CITY COUNCIL</i>	27	28 <i>4-8pm School Planning SMS</i>	29	30	31