

**AGENDA**  
**SARTELL CITY COUNCIL**  
**Monday, November 14, 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. Resolution Filling Council Vacancy and Oath of Office – Ryan Fitzthum

**5. APPROVAL OF CITY COUNCIL MINUTES**

- a. October 24, 2016 Regular Minutes
- b. November 1, 2016 Special Minutes

**6. CONSENT AGENDA**

- a. Acceptance of Building Permit Activity Report
- b. Acceptance of Inspections Activity Report
- c. Acceptance of Fire Department Report
- d. Approval of voucher payments
- e. Approval of Resolution Canvassing 2016 General Election Returns and Declaring Results
- f. Approval of Resolution Making Commission Appointments
- g. Appointment of Police Officer
- h. Approval of Resolution Accepting Donation
- i. Appointment of Administrative Position and Authorization to Fill CSO Position
- j. Liquor Compliance Checks

**7. PUBLIC HEARINGS**

**8. OLD BUSINESS**

- a. Accept 4<sup>th</sup> Avenue Feasibility and Call Public Hearing
- b. Comprehensive Plan

**9. NEW BUSINESS**

- a. Ordinance Amendment Request
- b. Trunk Storm Pond Engineering Proposal

**10. DEPARTMENT REPORTS**

- a. Police Department**
  - Monthly Report

**b. Public Works**

- Monthly Report

**c. City Engineer**

- Monthly Report

**d. Planning & Community Development Director**

- Monthly Report

**e. City Administrator**

- Monthly Report

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

**12. ADJOURN**

Resolution No. \_\_\_\_\_

**RESOLUTION FILLING A VACANCY  
ON THE CITY COUNCIL FOR  
THE CITY OF SARTELL**

WHEREAS, the Council declared a vacancy on the City Council on September 26, 2016; and

WHEREAS, Ryan Fitzthum has been selected to fill the vacancy for the remaining term.

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

That Ryan Fitzthum is hereby appointed to fill the unexpired vacant Council term effective immediately.

Adopted this 14<sup>th</sup> day of November, 2016.

\_\_\_\_\_  
Mayor Sarah Jane Nicoll

ATTEST:

\_\_\_\_\_  
Mary Degiovanni, City Administrator



**SARTELL CITY COUNCIL MEETING MINUTES  
OCTOBER 24, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Sartell City Council was held on October 24, 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: Hennes, Lynch, and Peterson

**COUNCIL ABSENT:** None

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

**PLEDGE OF ALLEGIANCE**

**AGENDA REVIEW AND ADOPTION**

**Direction/Action**

A motion was made by Peterson and seconded by Hennes to approve the agenda as amended.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson

Nay Votes: None

Motion Carried.

**OPEN FORUM/PUBLIC COMMENT:** None

**SPECIAL PRESENTATIONS**

Mark Bragelman of Liberty Bank Minnesota presented the City of Sartell with a check for \$50,000.00 to be used at the new Sartell Community Center building and/or site. Mr. Bragelman commented on Liberty's philosophy of supporting the communities they are in, and on the many positive things happening in Sartell for which he encouraged business community support.

Dennis Molitor updated the Council on a paper mill memorial project to be located near Veterans Park which will symbolize the history of the Sartell Mill. Dennis sought approval from the Council to proceed with the project and noted it is close to fully funded by donations. Council member Peterson asked that WSB calculate wind loads higher than the 60 mph currently calculated just to be on the safe side.

**Direction/Action**

A motion was made by Hennes and seconded by Lynch to approve the proposed Mill Project.

The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson

Nay Votes: None

Motion Carried.

## APPROVAL OF CITY COUNCIL MINUTES

### Direction/Action

A motion was made by Lynch and seconded by Hennes to approve the minutes of October 10, 2016 as presented. The following voted:

Aye Votes: Hennes, Lynch, Nicoll, Peterson

Nay Votes: None

Motion Carried.

## CONSENT AGENDA

*a. Approval of voucher payments*

*b. Approval of City funds toward ULI on AIM site*

*c. Approval of City easement*

*d. Authorizing Acceptance of Donated Property*

*e. Authorizing Fire Relief Increase*

*f. Calling Public Hearing on Fee Schedule Ordinance & Financial Management Plan Update*

*g. Approval of Annexation Petition – Torborg*

*h. Acceptance of Fire Department Retirement Resignation of Claude Dingmann effective 4/1/17*

*i. Resolution Appointing Responsible Authority*

### Direction/Action

A motion was made by Peterson and seconded by Lynch to approve the consent agenda. The following voted:

Aye Votes: Peterson, Nicoll, Lynch, Hennes

Nay Votes: None

Motion Carried.

## PUBLIC HEARINGS

### PRELIMINARY PLAT, CONDITIONAL USE PERMIT – SAVANNA OAKS THIRD ADDITION

Archambeau presented the request for Preliminary Plat, Conditional Use Permit and Final Plat request for Savanna Oaks Third Addition. This plat is comprised of two large lots, one lot proposed to host future single family home lots and the other to accommodate a 3 MW Solar Garden. The conditional use permit is necessary to permit the solar garden in a R-1 zoning district. The Mayor opened the public hearing and Michelle Matthews of Minnesota Solar, LLC introduced herself and the project. Roys Traut asked about maintenance and Archambeau confirmed the property would be held to the same standard as other developed properties as far as noxious weeds, etc. Michelle confirmed their intent to plant a DNR pollinator seed mix specifically for solar gardens. There being no one else wishing to speak, the Mayor closed the public hearing.

### Direction/Action

A motion was made by Peterson and seconded by Lynch to adopt the Resolution Approving Preliminary Plat with conditions. The following voted:

Aye Votes: Peterson, Nicoll, Lynch, Hennes

Nay Votes: None

Motion Carried.

**Direction/Action**

A motion was made by Hennes and seconded by Peterson to adopt the Resolution Approving Final Plat and Development Agreement of Savanna Oaks Third Addition with conditions. The following voted:

Aye Votes: Peterson, Nicoll, Lynch, Hennes

Nay Votes: None

Motion Carried.

**Direction/Action**

A motion was made by Hennes and seconded by Peterson to adopt the Resolution Approving the Findings of Fact supporting Conditional Use Permit. The following voted:

Aye Votes: Nicoll, Lynch, Hennes, Peterson

Nay Votes: None

Motion Carried.

**Direction/Action**

A motion was made by Lynch and seconded by Hennes to adopt the Resolution Approving Conditional Use Permit. The following voted:

Aye Votes: Nicoll, Lynch, Hennes, Peterson

Nay Votes: None

Motion Carried.

**CITY CODE UPDATES**

Degiovanni presented request for updates to the current City Code Title 5, Title 3 and Title 7. The Mayor opened the public hearing. There being no one wishing to speak, the Mayor closed the public hearing.

Council had questions for Chief Hughes regarding how Title 3 reads in regards to fire and police false alarms and whether it was appropriate to discontinue response after a 3<sup>rd</sup> false alarm. Suggestions included continuing to respond as long as false alarm fees were paid and/or requiring property owners to pay fees but also evidence work toward correcting the problem. Consensus was to pull Title 3 for further revisions and future Council consideration. Degiovanni also noted the dates of license change in Title 5 will be changed so license renewal is before April 1<sup>st</sup>.

**Direction/Action**

A motion was made by Lynch and seconded by Hennes to adopt the Resolution Approving City Code Updates to Title 5 and Title 7 and the amended summary ordinance. The following voted:

Aye Votes: Nicoll, Lynch, Hennes, Peterson

Nay Votes: None

Motion Carried.

Degiovanni asked for direction from the council regarding cemetery improvements. Council discussed potential irrigation costs with Kothenbeutel saying he has quotes ranging from \$20,000 to \$50,000 depending on scope. At this time, the Council decided not to pursue improvements to the Cemetery.

**OLD BUSINESS****SARTELL MHP**

Degiovanni noted the most recent information from Northcountry was that their latest financials indicate that the project may be able to move forward with the community development lenders they have approached and not City bonding. She also clarified that they were never requesting a City subsidy but rather conduit bonding with no risk to the City and they may still come back with that request if their other funding options do not work out. Mayor Nicoll hopes Northcountry can inform the residents of the facts behind their request since residents seem to believe that the City has rejected support. The request for this evening is that the Council adoption of a Resolution for Support.

**Direction/Action**

A motion was made by Peterson and seconded by Hennes to adopt the Resolution for Sartell MHP. The following voted:

Aye Votes: Nicoll, Lynch, Hennes, Peterson

Nay Votes: None

Motion Carried.

**2017 ALL FUNDS BUDGET**

Degiovanni presented All Funds budget, consisting of all of the non-general fund budgets for the City. No decision was requested and the Council's future discussions on financial plan updates may change these first draft budget numbers with regard to capital funds.

**NEW BUSINESS:** None

**CITY COUNCIL UPDATES AND MISCELLANEOUS BUSINESS**

Council members had no updates.

**ADJOURNMENT:** A motion was made by Peterson and seconded by Lynch to adjourn the meeting at 7:12 p.m. The motion carried unanimously.

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Rebecca Wicklund, Recording Secretary

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Sarah Jane Nicoll, Mayor

**SARTELL CITY COUNCIL  
SPECIAL MEETING**

**MINUTES OF NOVEMBER 1, 2016**

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Pursuant to due call and notice thereof, a special meeting was held on November 1, 2016 at Sartell City Hall. Mayor Nicoll called the meeting to order at 5:30 p.m.

**COUNCIL PRESENT:** Mayor Sarah Jane Nicoll, Pat Lynch, Steve Hennes, David Peterson

**ALSO PRESENT:** Anita Rasmussen, Community Development Director/Assist City Administrator  
Mike Nielsen, City Engineer  
Mary Degiovanni, City Administrator

**AGENDA REVIEW AND ADOPTION**

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

**POLICY UPDATES**

Degiovanni and Nielsen overviewed the change to the assessment policy. Staff will bring back full policy for review/update in 2017, at which time application of policy toward corner lots can be reviewed. A motion was made by Peterson and seconded by Hennes to adopt the policy revision as presented. The motion carried unanimously.

Degiovanni presented the records/data policies as suggested by the State and reviewed by Flaherty & Hood as the City's legal counsel on these issues. Staff confirmed that Sartell has adopted the MN Records Retention Schedule. A motion was made by Lynch and seconded by Hennes to adopt the Data Practices Policy for Data Subjects, the Data Practices Policy for Members of the Public, and the City of Sartell Policy for Ensuring the Security of Not Public Data as recommended. The motion carried unanimously.

Rasmussen discussed the park policies by Resolution and Policy drafts submitted to Council with updates as recommended by Park Commission and staff. Peterson made a motion to approve the policies as presented but eliminating the "Crave the Change" logo on the recommended signage. The motion died for lack of second. A motion was made by Lynch and seconded by Hennes to approve the policies as presented with signage acknowledging Crave the Change since they are donating funds for the signs. Peterson said he would be voting against the motion because of his concern about a precedent being set with the signage acknowledging a donor. Lynch said he was comfortable considering on a case by case basis since the City has acknowledged donors in various ways in the past, including business names on t-shirts for sponsoring our police youth programs, etc. Upon vote being called, motion carried with Hennes, Nicoll and Lynch in favor and Peterson opposed.

**PINECONE REGIONAL PARK PARKING LOT**

Nielsen updated the Council on the site soils creating higher costs to the project and that it may result in a portion of the lot not being paved next Spring to keep the project on budget, but that all the soils work would be completed so that even a small amount of unpaved area could be used as overflow parking when needed. No action was requested of the Council as the work being done is still within the budget with contingency.

**APPROVAL OF RIGHT OF WAY ACQUISITION**

Igor Lenzner, legal counsel representing the City on this issue, presented the updated Stipulation of Settlement terms. Igor confirmed the monitoring wells would most likely not need to be moved, but the City's expense if they did was estimated at about \$6,000 per well and would be a normal project cost in most scenarios where we need to relocate something on private property due to our construction. A motion was made by Peterson and seconded by Lynch to adopt the Resolution Authorizing the Purchase of Property for the 4<sup>th</sup> Avenue/50<sup>th</sup> Avenue Project. The motion carried unanimously.

**ADJOURN**

Upon motion made by Hennes and seconded by Lynch, the Mayor adjourned the meeting at 6:00 p.m.

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Mary Degiovanni, City Administrator

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Sarah Jane Nicoll, Mayor

City of Sartell  
Construction Activity Report October 2016

<b>TOTALS:</b>	<b>Oct-12</b>	<b>Oct-13</b>	<b>Oct-14</b>	<b>Oct-15</b>	<b>Sep-16</b>
Single Family Permits	5	15	11	7	9
Single Family Permits YTD	43	64	69	46	71
Single Family Valuation	\$1,046,500.00	\$3,239,100.00	\$2,209,300.00	\$1,927,900.00	\$1,467,050.40
Single Family Valuation YTD	\$9,220,900.00	\$14,452,570.00	\$16,382,100.00	\$10,671,550.00	\$17,792,170.40
Residential Remodel Permits	92	30	28	26	18
Residential Remodel Permits YTD	848	301	288	238	239
Residential Remodel Valuation	\$73,200.00	\$86,000.00	\$203,800.00	\$160,100.00	\$266,500.00
Residential Remodel Valuation YTD	\$1,538,082.00	\$2,109,361.00	\$1,972,950.00	\$1,784,200.00	\$2,084,317.00
Commercial Permits New Construction					0
Commercial Permits YTD New Construction					3
Commercial Valuation New Construction					\$0.00
Commercial Valuation YTD New Construction					\$1,823,000.00
Commercial Permits Remodel	3	2	5	2	2
Commercial Permits YTD Remodel	40	38	35	24	31
Commercial Valuation Remodel	\$155,000.00	\$113,000.00	\$1,589,700.00	\$315,000.00	\$31,300.00
Commercial Valuation YTD Remodel	\$9,636,770.00	\$11,555,569.00	\$6,023,221.00	\$5,964,700.00	\$2,386,992.00
Multi Family Permits New Construction					0
Multi Family Permits YTD New Construction					2
Number of Units New Construction					0
Number of Units YTD New Construction					132
Multi Family Valuation New Construction					\$0.00
Multi Family Valuation YTD New Construction					\$13,325,917.78
Multi Family Permits Remodel	0	0	2	0	0
Multi Family Permits YTD Remodel	5	15	7	5	7
Multi Family Valuation Remodel	\$0.00	\$0.00	\$58,500.00	\$0.00	\$0.00
Multi Family Valuation YTD Remodel	\$12,299,133.00	\$12,010,100.00	\$141,050.00	\$24,172,400.00	\$500,841.00
Plumbing Permits	34	33	44	24	32
Plumbing Permits YTD	258	336	325	253	269
Plumbing Valuation	\$0.00	\$0.00	\$84,000.00	\$68,096.00	\$51,900.00
Plumbing Valuation YTD	\$0.00	\$0.00	\$175,442.00	\$1,312,822.00	\$2,347,225.00
Mechanical Permits	31	44	45	26	43
Mechanical Permits YTD	192	266	255	169	142
Mechanical Valuation	\$0.00	\$0.00	\$104,950.00	\$40,500.00	\$22,000.00
Mechanical Valuation YTD	\$0.00	\$0.00	\$9,013,956.00	\$1,356,835.88	\$1,007,960.00
Fire Protection Permits	5	1	0	4	10
Fire Protection Permits YTD	28	14	6	27	35
Fire Protection Valuation	\$28,600.00	\$2,700.00	\$0.00	\$2,366.00	\$108,968.68
Fire Protection Valuation YTD	\$434,838.80	\$158,335.52	\$15,586.00	\$423,286.00	\$5,186,325.68
Zoning Permits	8	7	0	11	10
Zoning Permits YTD	119	107	135	139	135
<b>Total Combined Permits</b>	<b>178</b>	<b>132</b>	<b>135</b>	<b>100</b>	<b>124</b>
<b>Total Combined Permits YTD</b>	<b>1533</b>	<b>1141</b>	<b>1120</b>	<b>901</b>	<b>934</b>
<b>Combined Permit Valuation</b>	<b>\$1,303,300.00</b>	<b>\$3,440,800.00</b>	<b>\$4,250,250.00</b>	<b>\$2,513,962.00</b>	<b>\$1,947,719.08</b>
<b>Combined Permit Valuation YTD</b>	<b>\$33,129,723.80</b>	<b>\$40,285,935.52</b>	<b>\$33,724,305.00</b>	<b>\$45,685,793.88</b>	<b>\$46,454,748.86</b>

City of Sartell  
Building Department  
Inspection Activity  
October 2016

Building Inspections		# of Inspections	YTD Inspections	LYTD	
	Residential	204	1477	1457	
	Commercial	8	169	163	
	Multifamily	11	188	103	
	Total	223	1834	1723	
Fire Inspections		Type & # of ins expectec	# of Inspections	YTD Inspections	LYTD
	Business (65)		4	55	67
	Church (3)		0	0	1
	Education (7)		0	0	2
	Factory (1)		0	0	3
	Institution (1)		0	0	0
	Medical (22)		0	15	24
	Multifamily (21)		0	6	0
	Restaurant (8)		5	11	14
	Retail (19)		1	12	13
	Daycare/Foster		2	11	6
	Total (147)		12	110	130
Rental Inspections		# of Inspections	YTD	LYTD	
	SFD	19	91	86	
	Multifamily	3	18	19	
	Total	22	109	105	
Zoning Inspection		# of Inspections	YTD	LYTD	
	Shed	8	23	18	
	Fence	2	28	22	
	Lawn Irrigation	0	7	1	
	Curb Cut	0	0	4	
	Pool	0	0	0	
	Decks	0	3	2	
	Parking Pad	1	3	5	
	Land Disturbance	0	0	0	
	Total	11	64	28	
Fire Response		Responses	YTD	LYTD	
	Fire	1	8	9	
	Emer. Response	0	10	4	
	CO	0	0	2	
	Gas Leak	0	4	3	
	Alarm	0	3	5	
	Other	0	5	2	
	Total	1	30	25	
Fire Department		Responses	YTD	LYTD	
	Truck Check	1	8	8	
	Mtg.	0	3	12	
	Fire Flows	0	3	5	
	Other	6	76	62	
	Total	7	90	87	
Emer. Mgmt.				LYTD	
		0	1	0	
Complaints				LYTD	
		0	0	0	
Hazardous and/or sub standard buildings				LYTD	
		0	1	1	
Meetings				LYTD	
				0	



# Sartell Fire Department

Proudly Serving the City of Sartell since 1920

## Monthly Report for October, 2016

### Meetings & Drills

10/12 & 13/2016 Sartell Fire Department held Open House for the Sartell/St Stephen and St Francis Kindergarten classes. About 320 Students toured the station and trucks, sprayed water and learned about firefighters and their equipment. The department served a treat to the students.

10/13/2016 Sartell Fire Department held an Open House Thursday Night for the General Public to tour the station and trucks, sprayed water. Gold Cross had an Ambulance on display. Life Link Helicopter landed and gave tours. Interstate Batteries was on hand giving away free smoke detectors batteries.

10/18/2016 Monthly Department Drill: Members of the department trained on Engine #22 General operations, Equipment, Relief valve, Drafting. Also trained on Computers, Creating reports and Chainsaw operations and Safety.

### Monthly Incidents:

Incident	Date	Time	Type of Incident
16-0000111	10/06/2016	08:12:00	Dispatched & cancelled en route
16-0000112	10/09/2016	08:12:00	Carbon monoxide incident
16-0000113	10/12/2016	21:57:00	Assist police or other governmental agency
16-0000114	10/13/2016	03:49:00	Fires in structure other than in a building
16-0000115	10/14/2016	11:02:00	Dispatched & cancelled en route
16-0000116	10/15/2016	08:31:00	Gasoline or other flammable liquid spill
16-0000117	10/16/2016	18:51:00	False alarm or false call, Other
16-0000118	10/22/2016	22:04:00	Carbon monoxide incident
16-0000119	10/25/2016	20:15:00	Search for lost person, other

16-0000121	10/26/2016	17:00:00	Mutual Aid to St Cloud
16-0000120	10/26/2016	10:53:00	Building fire
16-0000122	10/30/2016	17:52:00	Dispatched & cancelled en route
16-0000123	10/30/2016	18:59:00	Motor vehicle/pedestrian accident

Year to Date comparison from 2015 (135) incidents 2016 (123) incidents

Respectfully Submitted By

Claude Dingmann 1<sup>st</sup> Asst, Chief

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name ABRAHAMSON, PAUL</b>					
		1116ADM01	505 FIELDCREST	\$308.44	REIMB-OVERPAY UTIL BILL
<b>Search Name ABRAHAMSON, PAUL</b>				\$308.44	
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>					
		1116PW01	2200841982	\$156.16	MATS,TOWELS,MOPS-MAINT
		1116PW01	2200841982	\$7.11	UNIFORMS
		1116PW01	2200841982	\$42.84	UNIFORMS
		1116PW01	2200841982	\$36.57	UNIFORMS
		1116PW01	2200841982	\$21.51	UNIFORMS
		1116PW01	2200841983	\$35.30	TOWELS,MOPS-MAINT
		1116ADM01	2200841991	\$48.30	TOWELS,MATS-HALL
		1116PW01	2200844575	\$130.96	TOWELS,MOPS,MATS-PLANTS
		1116PW01	2200844577	\$42.84	UNIFORMS
		1116PW01	2200844577	\$25.22	MATS,TOWELS,MOPS-MAINT
		1116PW01	2200844577	\$7.11	UNIFORMS
		1116PW01	2200844577	\$36.57	UNIFORMS
		1116PW01	2200844577	\$21.51	UNIFORMS
		1116PW01	2200847174	\$36.57	UNIFORMS
		1116PW01	2200847174	\$7.11	UNIFORMS
		1116PW01	2200847174	\$21.51	UNIFORMS
		1116PW01	2200847174	\$43.45	MATS,TOWELS,MOPS-MAINT
		1116PW01	2200847174	\$42.84	UNIFORMS
		1116PD01	2200847175	\$67.13	TOWELS,MATS-PD
		1116ADM01	220847180	\$48.58	TOWELS,MATS-HALL
<b>Search Name AMERIPRIDE LINEN/APPAREL SERV</b>				\$879.19	
<b>Search Name ANDY S TOWING LLC</b>					
		1116PD01	184075	\$185.00	TOWING
<b>Search Name ANDY S TOWING LLC</b>				\$185.00	
<b>Search Name ARNOLD S</b>					
		1116PW01	FC34663	\$6.60	MOWER REPAIRS
<b>Search Name ARNOLD S</b>				\$6.60	
<b>Search Name AT&amp;T MOBILITY</b>					
070403	11/1/2016	1116PPD01	287256356792X10	\$11.58	PHONE SERV-ON CALL
070403	11/1/2016	1116PPD01	287256356792X10	\$98.76	PHONE SERV-WW
070403	11/1/2016	1116PPD01	287256356792X10	\$30.00	IPAD-JOHN
<b>Search Name AT&amp;T MOBILITY</b>				\$140.34	
<b>Search Name AVON ELECTRIC SERVICES INC</b>					
		1116ADM01	3	\$12,471.60	COMMUNITY CENTER
<b>Search Name AVON ELECTRIC SERVICES INC</b>				\$12,471.60	
<b>Search Name BEHRENBRINKER, STEPHEN C</b>					
		1116ADM01	11-2016	\$3,376.25	ASSESSING SERV-NOV
<b>Search Name BEHRENBRINKER, STEPHEN C</b>				\$3,376.25	
<b>Search Name BENTON TROPHY &amp; AWARDS INC</b>					
		1116PD01	150541	\$641.60	SUPPLIES-PD
<b>Search Name BENTON TROPHY &amp; AWARDS INC</b>				\$641.60	
<b>Search Name BOUND TREE MEDICAL LLC</b>					
		1116PD01	82301438	\$63.64	OSHA SUPPLIES-PD

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1116PD01	82315951	\$63.64	OSHA SUPPLIES-PD
<b>Search Name BOUND TREE MEDICAL LLC</b>				<u>\$127.28</u>	
<b>Search Name CCP INDUSTRIES INC</b>					
		1116PW01	IN01783373	\$135.05	NITRILE GLOVES
		1116PW01	IN01783373	\$135.06	NITRILE GLOVES
<b>Search Name CCP INDUSTRIES INC</b>				<u>\$270.11</u>	
<b>Search Name CENTRAL MCGOWAN, INC.</b>					
		1116PW01	00075580	\$18.60	CYLINDER RENTAL
<b>Search Name CENTRAL MCGOWAN, INC.</b>				<u>\$18.60</u>	
<b>Search Name CENTRAL MN CEMETERY MAINTNANCE</b>					
		1116PW01	101016	\$550.00	SITE PREP-CUNNINGHAM,NORDHEIM
<b>Search Name CENTRAL MN CEMETERY MAINTNANCE</b>				<u>\$550.00</u>	
<b>Search Name CHARTER COMMUNICATIONS</b>					
070394	10/27/2016	1016PPD03	835230105015776	\$237.02	INTERNET/TV-FD
070394	10/27/2016	1016PPD03	835230105018283	\$27.60	TV-HALL
070394	10/27/2016	1016PPD03	835230105018283	\$90.00	INTERNET-HALL
070394	10/27/2016	1016PPD03	835230105018589	\$84.99	INTERNET-PLANTS
070394	10/27/2016	1016PPD03	835230105019398	\$97.74	INTERNET/TV-MAINT
070394	10/27/2016	1016PPD03	835230105019617	\$89.98	INTERNET-PLANTS
		1116PD01	835230105029623	\$95.00	INTERNET-PD
<b>Search Name CHARTER COMMUNICATIONS</b>				<u>\$722.33</u>	
<b>Search Name CHRISTENSEN, KYLE</b>					
		1116ADM01	110716	\$221.40	MILEAGE-CODE SEMINARS
<b>Search Name CHRISTENSEN, KYLE</b>				<u>\$221.40</u>	
<b>Search Name CITI LITES INC</b>					
		1116PW01	052860	\$350.00	LOCATES-LIGHTS
		1116PW01	052929	\$255.00	LOCATES-LIGHTS
		1116PW01	052998	\$307.50	LOCATES-LIGHTS
<b>Search Name CITI LITES INC</b>				<u>\$912.50</u>	
<b>Search Name CLIMATE AIR INC</b>					
		1116ADM01	38612	\$181.25	HVAC REPAIRS-HALL
<b>Search Name CLIMATE AIR INC</b>				<u>\$181.25</u>	
<b>Search Name COLONIAL LIFE</b>					
070396	10/27/2016	1016PPD03	3506136-1101527	\$79.20	PAYROLL DEDUCTION-OCT
070396	10/27/2016	1016PPD03	3506136-1101527	\$26.50	PAYROLL DEDUCTION-OCT
<b>Search Name COLONIAL LIFE</b>				<u>\$105.70</u>	
<b>Search Name COMDATA(COBORNS-ADMIN)</b>					
		1116PW01	589914	\$25.74	SUPPLIES-PLANT
<b>Search Name COMDATA(COBORNS-ADMIN)</b>				<u>\$25.74</u>	
<b>Search Name CONTINENTAL RESEARCH CORP</b>					
		1116PW01	441507-CRC-1	\$138.00	SHOP SUPPLIES
<b>Search Name CONTINENTAL RESEARCH CORP</b>				<u>\$138.00</u>	
<b>Search Name CRIMINAL JUSTICE TRAINERS ASSN</b>					
		1116PD01	SPD-01-2016	\$539.10	USE OF FORCE TRNG
<b>Search Name CRIMINAL JUSTICE TRAINERS ASSN</b>				<u>\$539.10</u>	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name DAKA CORP</b>					
		1116ADM01	3	\$226,750.75	COMMUNITY CENTER
<b>Search Name DAKA CORP</b>				\$226,750.75	
<b>Search Name DEED</b>					
		1116ADM01	1	\$299,000.00	REIMB-ET MANUFACTURING
<b>Search Name DEED</b>				\$299,000.00	
<b>Search Name DESIGN ELECTRIC INC</b>					
		1116PW01	3960	\$248.50	REPAIRS-TOWER
		1116PD01	3961	\$75.24	REPAIRS-PD
		1116FD01	3971	\$406.02	REPAIRS-FIRE STATION
		1116PW01	4007	\$471.28	REPAIRS-WELL HEATER
		1116PW01	4020	\$125.28	REPAIRS-LIGHTS
		1116PW01	4021	\$197.56	REPAIRS-LIGHTS
		1116PW01	4022	\$125.10	REPAIRS-LIGHTS
		1116PW01	4030	\$1,246.50	REPAIRS-LIGHTS
		1116PW01	4034	\$393.66	REPAIRS-LIGHTS
<b>Search Name DESIGN ELECTRIC INC</b>				\$3,289.14	
<b>Search Name EARTH SCIENCE ASSOCIATES INC</b>					
		1116PW01	2299	\$3,140.00	GREDE LANDFILL
<b>Search Name EARTH SCIENCE ASSOCIATES INC</b>				\$3,140.00	
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>					
002974E	10/25/2016	1016PPD03	10-21-2016	\$10,474.17	10/21 FED TAX W/HELD
002974E	10/25/2016	1016PPD03	10-21-2016	\$1,427.31	10/21 EMPLOYER MEDICARE
002974E	10/25/2016	1016PPD03	10-21-2016	\$1,427.31	10/21 EMPLOYEE MEDICARE
002974E	10/25/2016	1016PPD03	10-21-2016	\$3,455.13	10/21 EMPLOYER FICA
002974E	10/25/2016	1016PPD03	10-21-2016	\$3,455.13	10/21 EMPLOYEE FICA
002986E	10/31/2016	1016PPD03	10-31-2016	\$412.89	10/31 EMPLOYER FICA
002986E	10/31/2016	1016PPD03	10-31-2016	\$186.15	10/31 FED TAX W/HELD
002986E	10/31/2016	1016PPD03	10-31-2016	\$412.89	10/31 EMPLOYEE FICA
002986E	10/31/2016	1016PPD03	10-31-2016	\$118.20	10/31 EMPLOYER MEDICARE
002986E	10/31/2016	1016PPD03	10-31-2016	\$118.20	10/31 EMPLOYEE MEDICARE
002992E	11/8/2016	1116PPD01	11-04-2016	\$3,439.13	11/04 EMPLOYEE FICA
002992E	11/8/2016	1116PPD01	11-04-2016	\$1,845.75	11/04 EMPLOYER MEDICARE
002992E	11/8/2016	1116PPD01	11-04-2016	\$1,845.75	11/04 EMPLOYEE MEDICARE
002992E	11/8/2016	1116PPD01	11-04-2016	\$3,439.13	11/04 EMPLOYER FICA
002992E	11/8/2016	1116PPD01	11-04-2016	\$15,471.97	11/04 FED TAX W/HELD
<b>Search Name EFTPS VOICE RESPONSE SYSTEM</b>				\$47,529.11	
<b>Search Name EGGERT, CORY</b>					
		1116FD01	102616	\$111.24	MILEAGE-FD TRNG
<b>Search Name EGGERT, CORY</b>				\$111.24	
<b>Search Name EMERGENCY AUTOMOTIVE TECH INC</b>					
		1116PD01	WC102416-20	\$227.36	REPAIRS-SQUADS
<b>Search Name EMERGENCY AUTOMOTIVE TECH INC</b>				\$227.36	
<b>Search Name EMERGENCY RESPONSE SOLUTIONS</b>					
		1116FD01	7377	\$46.28	UNIFORMS-FD
<b>Search Name EMERGENCY RESPONSE SOLUTIONS</b>				\$46.28	
<b>Search Name EMPOWER RETIREMENT</b>					

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002973E	10/24/2016	1016PPD03	10-21-2016	\$2,597.26	10/21 PAYROLL DEDUCTION
002972E	10/24/2016	1016PPD03	10-21-2016	\$184.62	10/21 EMPLOYER CONTR TO PENSION-A
002972E	10/24/2016	1016PPD03	10-21-2016	\$1,816.28	10/21 PAYROLL DEDUCTION
002991E	11/7/2016	1116PPD01	11-04-2016	\$1,816.28	11/04 PAYROLL DEDUCTION
002990E	11/7/2016	1116PPD01	11-04-2016	\$3,195.52	11/04 PAYROLL DEDUCTION
002991E	11/7/2016	1116PPD01	11-04-2016	\$184.62	11/04 EMPLOYER CONTR TO PENSION-A
<b>Search Name EMPOWER RETIREMENT</b>				\$9,794.58	
<b>Search Name ERKENS WATER SOFTENER SERV INC</b>					
		1116FD01	707518	\$9.40	SOFTENER SALT-FD
<b>Search Name ERKENS WATER SOFTENER SERV INC</b>				\$9.40	
<b>Search Name FASTENAL COMPANY</b>					
		1116PW01	MNSAU164398	\$91.03	STREET SIGNS
		1116PW01	MNSAU164477	\$17.12	TOOLS-SHOP
		1116PW01	MNSAU164657	\$150.00	TOOLS-SHOP
<b>Search Name FASTENAL COMPANY</b>				\$258.15	
<b>Search Name FELLING TRAILERS</b>					
		1116PW01	169143	\$1,275.65	REPAIRS-PARK TRAILER
<b>Search Name FELLING TRAILERS</b>				\$1,275.65	
<b>Search Name FERCHE, J R INC</b>					
		1116ADM01	3	\$72,403.71	COMMUNITY CENTER
<b>Search Name FERCHE, J R INC</b>				\$72,403.71	
<b>Search Name FLAHERTY &amp; HOOD PA</b>					
		1116ADM01	9493	\$217.50	LABOR & EMPLOYMENT-LEGAL FEES
<b>Search Name FLAHERTY &amp; HOOD PA</b>				\$217.50	
<b>Search Name GATR OF SAUK RAPIDS</b>					
		1116PD01	01P189781	\$25.50	REPAIRS-SQUADS
		1116PW01	01P189870	\$41.61	REPAIRS-DUMP TRUCKS
		1116PW01	01P189871	\$41.61	REPAIRS-DUMP TRUCKS
		1116PW01	01P190043	\$6.82	REPAIRS-SMALL ENGINE
		1116PW01	01P190045	\$49.12	SHOP SUPPLIES
		1116PD01	01P190305	\$8.28	REPAIRS-SQUADS
		1116PW01	01P191272	\$153.30	REPAIRS-PLOWS
		1116PW01	01P191731	\$5.50	SHOP SUPPLIES
		1116PW01	01P192511	\$70.90	REPAIRS-LEAF VAC
		1116PW01	01P192605	\$37.83	REPAIRS-STR VEHICLE
		1116PW01	01P192913	\$97.18	REPAIRS-EQUIP
		1116PW01	01P192953	\$164.85	REPAIRS-GEN SET
		1116PW01	01P192971	\$21.90	REPAIRS-PLOWS
		1116PW01	01P192979	\$21.16	REPAIRS-PLOWS
<b>Search Name GATR OF SAUK RAPIDS</b>				\$745.56	
<b>Search Name GILLUND ENTERPRISES</b>					
		1116FD01	825546	\$76.59	VEHICLE SUPPLIES-ALL DEPTS
		1116PW01	825546	\$76.59	VEHICLE SUPPLIES-ALL DEPTS
		1116PW01	825546	\$76.59	VEHICLE SUPPLIES-ALL DEPTS
		1116PW01	825546	\$76.59	VEHICLE SUPPLIES-ALL DEPTS
		1116PD01	825546	\$76.59	VEHICLE SUPPLIES-ALL DEPTS
		1116PW01	825546	\$76.59	VEHICLE SUPPLIES-ALL DEPTS
<b>Search Name GILLUND ENTERPRISES</b>				\$459.54	

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CHECK	Check Date	Batch Name Invoice	Amount	Comments
<b>Search Name GOPHER STATE ONE-CALL INC</b>				
	1116PW01	6100697	\$288.90	LOCATES-OCT
<b>Search Name GOPHER STATE ONE-CALL INC</b>				
			\$288.90	
<b>Search Name GRAINGER, W.W. INC.</b>				
	1116PW01	9256638447	\$440.00	BLDG REPAIRS
<b>Search Name GRAINGER, W.W. INC.</b>				
			\$440.00	
<b>Search Name HAWKINS WTR TREATMENT GRP INC</b>				
	1116PW01	3971767	\$2,799.49	CHEMICALS
	1116PW01	3971768	\$4,169.56	CHEMICALS
	1116PW01	3971770	\$1,112.00	CHEMICALS
<b>Search Name HAWKINS WTR TREATMENT GRP INC</b>				
			\$8,081.05	
<b>Search Name HECTOR, HARLAND</b>				
	1116ADM01	1503 4TH AVE N	\$52.14	REIMB-OVERPAY UTIL
<b>Search Name HECTOR, HARLAND</b>				
			\$52.14	
<b>Search Name HELMIN LANDSCAPING INC</b>				
	1116ADM01	3	\$8,336.25	COMMUNITY CENTER
<b>Search Name HELMIN LANDSCAPING INC</b>				
			\$8,336.25	
<b>Search Name HMA ARCHITECTS LTD</b>				
	1116ADM01	1440-10	\$31,577.55	COMMUNITY CENTER
<b>Search Name HMA ARCHITECTS LTD</b>				
			\$31,577.55	
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>				
	1116PD01	IN1355301	\$262.42	OFFICE SUPPLIES-PD
<b>Search Name INNOVATIVE OFFICE SOLUTIONS LL</b>				
			\$262.42	
<b>Search Name INTEGRA TELECOM</b>				
	1116ADM01	14226343	\$40.91	PHONE SERVICE
	1116ADM01	14226343	\$81.85	PHONE SERVICE
	1116ADM01	14226343	\$81.85	PHONE SERVICE
	1116ADM01	14226343	\$204.76	PHONE SERVICE
	1116ADM01	14226343	\$40.91	PHONE SERVICE
	1116ADM01	14226343	\$171.10	PHONE SERVICE
<b>Search Name INTEGRA TELECOM</b>				
			\$621.38	
<b>Search Name INTERSTATE ALL BATTERY CTR</b>				
	1116FD01	1922301004947	\$114.40	BATTERIES-FD
	1116FD01	1922301004993	\$1,538.10	BATTERIES-FIRE TRUCK
	1116FD01	1922301005043	\$42.90	BATTERIES-FD
	1116PD01	1922301005065	\$121.75	BATTERY-SQUADS
<b>Search Name INTERSTATE ALL BATTERY CTR</b>				
			\$1,817.15	
<b>Search Name JOHN DEERE FINANCIAL</b>				
	1116PW01	1360169	\$283.62	REPAIRS-JD 1600
	1116FD01	1362122	\$342.04	REPAIRS-FD#25
<b>Search Name JOHN DEERE FINANCIAL</b>				
			\$625.66	
<b>Search Name K JOHNSON CONSTRUCTION INC</b>				
	1116ADM01	3	\$2,280.00	COMMUNITY CENTER
<b>Search Name K JOHNSON CONSTRUCTION INC</b>				
			\$2,280.00	
<b>Search Name KEEPRS INC</b>				

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1116PD01	310116	\$1,254.50	UNIFORMS-PD
		1116PD01	324914	\$100.00	LE SIMULATOR TRNRS-RESERVES
<b>Search Name KEEPRS INC</b>				\$1,354.50	
<b>Search Name KENKO DRYWALL</b>					
		1116ADM01	3	\$14,829.50	COMMUNITY CENTER
<b>Search Name KENKO DRYWALL</b>				\$14,829.50	
<b>Search Name KRIS ENGINEERING INC</b>					
		1116PW01	27433	\$183.48	REPAIRS-PLOWS
<b>Search Name KRIS ENGINEERING INC</b>				\$183.48	
<b>Search Name LEGGETTE BRASHERS &amp; GRAHAM INC</b>					
		1116ADM01	201610221	\$1,340.12	LAGOON #3
		1116ADM01	201610222	\$3,389.59	LANDFILL ANNUAL G-W MONITORING
<b>Search Name LEGGETTE BRASHERS &amp; GRAHAM INC</b>				\$4,729.71	
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>					
		1116PW01	0250596-IN	\$47.75	EAR PLUGS/GLOVES
		1116PW01	0250596-IN	\$47.76	EAR PLUGS/GLOVES
<b>Search Name LOCATORS &amp; SUPPLIES INC</b>				\$95.51	
<b>Search Name LYON, RICKY</b>					
		1116FD01	101916	\$20.00	INCIDENT SAFETY OFFICER REGIS-FD
<b>Search Name LYON, RICKY</b>				\$20.00	
<b>Search Name MACQUEEN EQUIPMENT INC</b>					
		1116PW01	161850	\$20.60	REPAIRS-SWEEPER
		1116PW01	E00063	\$65,000.00	SWEEPER
<b>Search Name MACQUEEN EQUIPMENT INC</b>				\$65,020.60	
<b>Search Name MARCO INC</b>					
070395	10/27/2016	1016PPD03	315769083	\$92.00	COPY MACHINE-FD
070395	10/27/2016	1016PPD03	315988683	\$568.64	COPY MACHINE/PRINTERS-HALL
<b>Search Name MARCO INC</b>				\$660.64	
<b>Search Name MARNANTELI S</b>					
070406	11/10/2016	1116PPD01	110816	\$90.00	GENERAL ELECTION
<b>Search Name MARNANTELI S</b>				\$90.00	
<b>Search Name MARTIN MARIETTA MATERIALS</b>					
		1116ADM01	18732482	\$174.93	SUPPLIES-HALL
<b>Search Name MARTIN MARIETTA MATERIALS</b>				\$174.93	
<b>Search Name MARUDAS PRINT SERVICES</b>					
		1116ADM01	5445	\$35.50	BUSINESS CARDS-ANITA
<b>Search Name MARUDAS PRINT SERVICES</b>				\$35.50	
<b>Search Name MID MN CODE ENFORCEMENT INC</b>					
		1116ADM01	OCT-16	\$3,225.00	BLDG INSPECTIONS-OCT
<b>Search Name MID MN CODE ENFORCEMENT INC</b>				\$3,225.00	
<b>Search Name MIDSTATE INSPECTION SERV INC</b>					
		1116ADM01	10-2016	\$2,120.00	BLDG INSPECTIONS-OCT
<b>Search Name MIDSTATE INSPECTION SERV INC</b>				\$2,120.00	
<b>Search Name MIDWAY IRON &amp; METAL</b>					

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1116PW01	331277	\$143.48	REPAIRS-LEAF VAC
<b>Search Name MIDWAY IRON &amp; METAL</b>				\$143.48	
<b>Search Name MINNESOTA PIPE &amp; EQUIPMENT</b>					
		1116PW01	0368461	\$563.00	REPAIRS-DISTRIBUTION
<b>Search Name MINNESOTA PIPE &amp; EQUIPMENT</b>				\$563.00	
<b>Search Name MN DEPT OF REVENUE</b>					
002971E	10/21/2016	1016PPD03	10-21-2016	\$4,279.40	10/21 STATE TAX W/HELD
002985E	10/31/2016	1016PPD03	10-31-2016	\$117.23	10/31 STATE TAX W/HELD
002988E	11/4/2016	1116PPD01	11-04-2016	\$6,062.40	11/04 STATE TAX W/HELD
<b>Search Name MN DEPT OF REVENUE</b>				\$10,459.03	
<b>Search Name MN DRIVELINE INC</b>					
		1116PW01	057196	\$87.15	REPAIRS-BERTI MOWER
		1116PW01	057374	\$49.33	REPAIRS-BERTI MOWER
		1116PW01	057376	\$87.15	REPAIRS-BERTI MOWER
		1116PW01	057407	-\$134.42	REPAIRS-BERTI MOWER
		1116PW01	057408	\$673.67	REPAIRS-BERTI MOWER
<b>Search Name MN DRIVELINE INC</b>				\$762.88	
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>					
		1116ADM01	75241116	\$64.00	PAYROLL DEDUCTION-OCT
<b>Search Name MN NCPERS GRP LIFE INS-752400</b>				\$64.00	
<b>Search Name MN STATE FIRE DEPARTMENT ASSN</b>					
		1116FD01	2017	\$346.00	MEMBERSHIP
<b>Search Name MN STATE FIRE DEPARTMENT ASSN</b>				\$346.00	
<b>Search Name MOSS &amp; BARNETT</b>					
		1116ADM01	655357	\$256.00	CHARTER FRANCHISE
<b>Search Name MOSS &amp; BARNETT</b>				\$256.00	
<b>Search Name M-R SIGN CO INC</b>					
		1116PW01	193378	\$722.30	SIGNS
<b>Search Name M-R SIGN CO INC</b>				\$722.30	
<b>Search Name MUNTIFERING, PATRICK M</b>					
		1116FD01	102616	\$59.40	MILEAGE-FD TRNG
<b>Search Name MUNTIFERING, PATRICK M</b>				\$59.40	
<b>Search Name MVTL LABORATORIES INC</b>					
		1116PW01	834934	\$129.75	TESTING
<b>Search Name MVTL LABORATORIES INC</b>				\$129.75	
<b>Search Name NAPA CENTRAL MN</b>					
		1116PW01	164717	\$154.20	REPAIRS-PLOWS
<b>Search Name NAPA CENTRAL MN</b>				\$154.20	
<b>Search Name NORTH CENTRAL TRUCK EQUIPMENT</b>					
		1116PW01	73995	\$6,879.75	NEW PLOW
<b>Search Name NORTH CENTRAL TRUCK EQUIPMENT</b>				\$6,879.75	
<b>Search Name NORTHWEST EXCAVATORS INC</b>					
		1116ADM01	3	\$1,425.00	COMMUNITY CENTER
<b>Search Name NORTHWEST EXCAVATORS INC</b>				\$1,425.00	

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name O REILLY AUTO PARTS</b>					
		1116PW01	1572-109153	\$123.93	SUPPLIES-SHOP
		1116PW01	1572-109175	\$104.48	REPAIRS-PLOWS
		1116FD01	1572-109545	\$15.99	SUPPLIES-FD
		1116FD01	1572-109683	\$49.59	REPAIRS-FD TRAILER
		1116FD01	1572-109997	\$11.76	REPAIRS-FD#18
		1116PW01	1572-111412	\$23.66	REPAIRS-WW TRUCK
		1116PW01	1572-111462	\$6.17	REPAIRS-BOBCAT
		1116PW01	1572-111691	\$13.04	REPAIRS-TORO
		1116PW01	1572-111736	\$52.87	SHOP SUPPLIES
		1116PW01	1572-112276	\$126.99	REPAIRS-EQUIP
		1116PW01	1572-112571	\$77.97	REPAIRS-STR VEHICLE
		1116PW01	1572-112572	\$31.70	REPAIRS-WW EQUIP
		1116PW01	1572-112575	\$29.98	REPAIRS-PLOWS
		1116PD01	1572-112583	\$132.60	REPAIRS-SQUADS
				\$800.73	
<b>Search Name O REILLY AUTO PARTS</b>					
<b>Search Name OFFICE DEPOT INC</b>					
		1116ADM01	874192605001	\$45.58	SUPPLIES-ELECTION
				\$45.58	
<b>Search Name OFFICE DEPOT INC</b>					
<b>Search Name OPG3 INC</b>					
		1116ADM01	1478	\$2,624.00	LASERFICHE SUPPORT
				\$2,624.00	
<b>Search Name OPG3 INC</b>					
<b>Search Name OXYGEN SERVICE COMPANY</b>					
		1116FD01	03358316	\$48.79	CYLINDER RENTAL
		1116PW01	08021302	\$57.87	PROPANE-FORKLIFT
				\$106.66	
<b>Search Name OXYGEN SERVICE COMPANY</b>					
<b>Search Name PEI PROPERTIES LLC</b>					
	070399	10/28/2016	1016PPD03 28649	\$16,000.00	REIMB-ESCROW FEES SANDSTONE VILL
				\$16,000.00	
<b>Search Name PEI PROPERTIES LLC</b>					
<b>Search Name PITNEY BOWES GLOBAL FIN SERV L</b>					
		1116ADM01	3100741487	\$351.87	POSTAGE METER-HALL
				\$351.87	
<b>Search Name PITNEY BOWES GLOBAL FIN SERV L</b>					
<b>Search Name POWERHOUSE OUTDOOR EQUIP INC</b>					
		1116PW01	391905	\$146.99	REPAIRS-TRIMMERS
				\$146.99	
<b>Search Name POWERHOUSE OUTDOOR EQUIP INC</b>					
<b>Search Name PROFIELDS LLC</b>					
		1116PW01	16040	\$500.00	HERBICIDE-SOCCER FIELDS
				\$500.00	
<b>Search Name PROFIELDS LLC</b>					
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>					
002970E	10/21/2016	1016PPD03	10-21-2016	\$4,269.99	10/21 EMPLOYER PERA
002970E	10/21/2016	1016PPD03	10-21-2016	\$4,903.81	10/21 EMPLOYEE PERA
002970E	10/21/2016	1016PPD03	10-21-2016	\$3,700.68	10/21 EMPLOYEE PERA
002970E	10/21/2016	1016PPD03	10-21-2016	\$7,355.69	10/21 EMPLOYER PERA
002987E	10/31/2016	1016PPD03	10-31-2016	\$74.59	10/31 EMPLOYEE PERA
002987E	10/31/2016	1016PPD03	10-31-2016	\$74.59	10/31 EMPLOYER PERA
002993E	11/9/2016	1116PPD01	11-04-2016	\$4,942.06	11/04 EMPLOYEE PERA
002994E	11/9/2016	1116PPD01	11-04-2016	\$3,172.22	11/04 EMPLOYEE PERA

CITY OF SARTELL

Vendor Transactions-Agenda Packet

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
002994E	11/9/216	1116PPD01	11-04-2016	\$4,758.31	11/04 EMPLOYER PERA
002993E	11/9/2016	1116PPD01	11-04-2016	\$7,413.06	11/04 EMPLOYER PERA
002993E	11/9/2016	1116PPD01	11-04-2016	\$4,258.81	11/04 EMPLOYER PERA
002993E	11/9/2016	1116PPD01	11-04-2016	\$3,690.99	11/04 EMPLOYEE PERA
<b>Search Name PUBLIC EMPLOYEE RETIREMENT ASN</b>				\$48,614.80	
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>					
070397	10/27/2016	1016PPD03	6512	\$500.00	POSTAGE-HALL
070397	10/27/2016	1016PPD03	8299	\$320.99	POSTAGE-PD
<b>Search Name PURCHASE POWER-PITNEY BOWES</b>				\$820.99	
<b>Search Name REPULIC SERVICES #891</b>					
070404	11/1/2016	1116PPD01	0891-000713883	\$131.14	REFUSE SERV-PLANTS
070404	11/1/2016	1116PPD01	0891-000713883	\$181.16	REFUSE SERV-HALL
070404	11/1/2016	1116PPD01	0891-000713883	\$247.80	REFUSE SERV-PD
070404	11/1/2016	1116PPD01	0891-000713883	\$33.33	REFUSE SERV-FD
070404	11/1/2016	1116PPD01	0891-000713883	\$223.30	REFUSE SERV-MAINT
070404	11/1/2016	1116PPD01	0891-000714421	\$389.70	REFUSE SERV-PARKS
070404	11/1/2016	1116PPD01	0891-000714421	\$249.73	REFUSE SERV-COMPOST
<b>Search Name REPULIC SERVICES #891</b>				\$1,456.16	
<b>Search Name RINKE-NOONAN</b>					
		1116ADM01	262034	\$127.50	AIM/VERSO SITE
		1116ADM01	262035	\$3,879.00	AIM ROAD CONDEMNATION
<b>Search Name RINKE-NOONAN</b>				\$4,006.50	
<b>Search Name ROYAL TIRE INC</b>					
		1116PW01	405-595138	\$455.84	REPAIRS-WTR VEHICLE
		1116PW01	405-595141	\$553.06	REPAIRS-STREET VEHICLE
<b>Search Name ROYAL TIRE INC</b>				\$1,008.90	
<b>Search Name SARTELL CHAMBER OF COMMERCE</b>					
		1116ADM01	1366	\$225.00	TABLE SPONSORSHIP
		1116ADM01	1366	\$220.00	MEMBERSHIP
		1116ADM01	1366	\$175.00	BOOTH ONLY
<b>Search Name SARTELL CHAMBER OF COMMERCE</b>				\$620.00	
<b>Search Name SARTELL HARDWARE HANK</b>					
		1116PW01	117451	\$2.60	SHOP SUPPLIES
		1116PW01	118021	\$4.10	REPAIRS-EQUIP
		1116PW01	118079	\$5.98	REPAIRS-PARKS
		1116PW01	119056	\$10.98	SUPPLIES-PARKS
		1116PW01	119065	\$38.48	SUPPLIES-STREETS
		1116PW01	119077	\$11.98	SIGNS
		1116PW01	119180	\$10.98	SUPPLIES-PARKS
		1116PW01	119309	\$75.96	RAKES
		1116PW01	119349	\$23.96	SUPPLIES-SIGNS
		1116ADM01	119847	\$46.48	SUPPLIES-ELECTION
		1116FD01	81547	\$26.95	REPAIRS-FD#25
		1116PW01	82182	\$9.99	CRIMPER
		1116PD01	82182	\$8.84	UPS FEES
		1116PW01	82197	\$20.98	SUPPLIES-DISTR
		1116PW01	82544	\$14.83	REPAIRS-PLANT
<b>Search Name SARTELL HARDWARE HANK</b>				\$313.09	

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>					
070317	10/24/2016	1016PPD03	10-2016	\$168.00	PAYROLL DEDUCTION-OCT
<b>Search Name SARTELL INDPENDENT POLICE ASN</b>				\$168.00	
<b>Search Name SARTELL NEWSLEADER</b>					
		1116FD01	38648	\$598.50	WANTED:FIRE FIGHTERS
070318	10/24/2016	1016PPD03	38780	\$617.40	NOTICE OF ELECTION/SAMPLE BALLOT
070400	11/1/2016	1116PPD01	38800	\$79.38	PAT NOTICE
070400	11/1/2016	1116PPD01	38800	\$176.40	ORDS 14 & 15
070405	11/4/2016	1016PPD03	38829	\$105.84	2017 FEE SCHEDULE
<b>Search Name SARTELL NEWSLEADER</b>				\$1,577.52	
<b>Search Name SARTELL-LESAUK RELIEF ASSN</b>					
070392	10/25/2016	1016PPD03	2016	\$75,057.12	FIRE STATE AID
070392	10/25/2016	1016PPD03	2016	\$18,207.30	SUPP FIRE STATE AID
070392	10/25/2016	1016PPD03	2016	\$10,200.00	CITY CONTRIBUTION
<b>Search Name SARTELL-LESAUK RELIEF ASSN</b>				\$103,464.42	
<b>Search Name SATTLER JR, JAMES R</b>					
		1116FD01	110716	\$50.00	MN STATE FIRE CHIEFS CONF
		1116FD01	110716	\$180.00	MN STATE FIRE CHIEFS CONF
		1116FD01	110716	\$11.90	MN STATE FIRE CHIEFS CONF
<b>Search Name SATTLER JR, JAMES R</b>				\$241.90	
<b>Search Name SCENIC SPECIALTIES</b>					
070402	11/1/2016	1116PPD01	2100	\$2,000.00	DESIGN SERVICES-ANGEL OF HOPE
070402	11/1/2016	1116PPD01	E4385	\$7,795.10	ANGEL OF HOPE MEM GARDEN
070402	11/1/2016	1116PPD01	E4385	\$5,038.60	ANGEL OF HOPE MEM GARDEN
<b>Search Name SCENIC SPECIALTIES</b>				\$14,833.70	
<b>Search Name SPECTRUM SUPPLY CO.</b>					
		1116PW01	58869	\$75.79	SUPPLIES-ALL DEPTS
		1116PW01	58869	\$75.79	SUPPLIES-ALL DEPTS
		1116PW01	58869	\$75.77	SUPPLIES-ALL DEPTS
		1116PW01	58869	\$75.79	SUPPLIES-ALL DEPTS
<b>Search Name SPECTRUM SUPPLY CO.</b>				\$303.14	
<b>Search Name SPRINT</b>					
070393	10/27/2016	1016PPD03	584068813-107	\$454.87	CONNECTION CARDS-PD
070393	10/27/2016	1016PPD03	852875115-110	\$34.99	IPAD-KYLE
070393	10/27/2016	1016PPD03	852875115-110	\$34.99	IPAD-BRAD
070393	10/27/2016	1016PPD03	852875115-110	\$34.99	IPAD-JIM
070393	10/27/2016	1016PPD03	890875115-110	\$34.99	IPAD-CSO
070393	10/27/2016	1016PPD03	890875115-110	\$39.99	CONNECTION CARD-FD
<b>Search Name SPRINT</b>				\$634.82	
<b>Search Name ST CLOUD, CITY OF</b>					
		1116PW01	AR003767	\$15,791.00	DEBT SERV CHGS
		1116PW01	AR003767	\$61,397.00	RUE PROJECT
		1116PW01	AR003767	\$55,641.20	TREATMENT-SEPT
		1116PW01	AR003820	\$141,655.00	NUTRIENT RECOVERY/REUSE PROJ
<b>Search Name ST CLOUD, CITY OF</b>				\$274,484.20	
<b>Search Name STANDARD INSURANCE COMPANY</b>					
070398	10/27/2016	1016PPD03	155531-NOV	\$36.83	EMPLOYEE LIFE/LTD INS

CITY OF SARTELL

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
070398	10/27/2016	1016PPD03	155531-NOV	\$78.35	EMPLOYEE LIFE/LTD INS
070398	10/27/2016	1016PPD03	155531-NOV	\$45.36	EMPLOYEE LIFE/LTD INS
070398	10/27/2016	1016PPD03	155531-NOV	\$46.37	EMPLOYEE LIFE/LTD INS
070398	10/27/2016	1016PPD03	155531-NOV	\$376.64	EMPLOYEE LIFE/LTD INS
070398	10/27/2016	1016PPD03	155531-NOV	\$54.03	EMPLOYEE LIFE/LTD INS
070398	10/27/2016	1016PPD03	155531-NOV	\$15.90	EMPLOYEE LIFE/LTD INS
070398	10/27/2016	1016PPD03	155531-NOV	\$343.46	VOLUNTARY INS
070398	10/27/2016	1016PPD03	155531-NOV	\$90.10	EMPLOYEE LIFE/LTD INS
070398	10/27/2016	1016PPD03	155531-NOV	\$135.60	EMPLOYEE CONTR TO INS
<b>Search Name STANDARD INSURANCE COMPANY</b>				\$1,222.64	
<b>Search Name STANTEC CONSULTING SERV INC</b>					
070391	10/25/2016	1016PPD03	1059823	\$1,500.00	GIS SERVICES
070391	10/25/2016	1016PPD03	1059825	\$416.50	TRAIL STAKING
		1116PW01	1118383	\$1,500.00	GIS SERVICES
<b>Search Name STANTEC CONSULTING SERV INC</b>				\$3,416.50	
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>					
		1116ADM01	8041363232	\$18.37	OFFICE SUPPLIES
		1116PW01	8041363232	\$51.99	OFFICE SUPPLIES-WTR
		1116FD01	8041363232	\$67.15	OFFICE SUPPLIES-FD
		1116ADM01	8041458359	\$39.16	SUPPLIES-ELECTIONS
		1116ADM01	8041552483	\$198.04	SUPPLIES-HALL
		1116PW01	8041666111	\$299.85	OFFICE SUPPLIES-SHOP
<b>Search Name STAPLES BUSINESS ADVANTAGE</b>				\$674.56	
<b>Search Name STEARNS CNTY HWY DEPARTMENT</b>					
		1116PW01	228-16	\$153.80	REPAIRS-SIGNAL LITE
		1116ADM01	234-16	\$260,470.86	CONTRACT & ROW COSTS-CR1
<b>Search Name STEARNS CNTY HWY DEPARTMENT</b>				\$260,624.66	
<b>Search Name STEARNS CNTY RECORDER</b>					
		1116ADM01	201600001458	\$276.00	DOCUMENT RECORDING
<b>Search Name STEARNS CNTY RECORDER</b>				\$276.00	
<b>Search Name STEARNS ELECTRIC ASSOCIATION</b>					
		1116PW01	10191700	\$337.00	STREET LIGHTS
		1116PW01	10191800	\$381.00	STREET LIGHTS
		1116PW01	10248200	\$20.00	CIVIL DEFENSE
		1116PW01	10441600	\$179.00	STREET LIGHTS
		1116PW01	10459401	\$37.67	POOL
		1116PW01	10461600	\$40.05	STREET LIGHTS
		1116PW01	10491600	\$58.28	STREET LIGHTS
		1116PW01	10545100	\$33.38	STREET LIGHTS
		1116PW01	10545200	\$18.44	STREET LIGHTS
		1116PW01	10545300	\$23.42	STREET LIGHTS
		1116PW01	10545400	\$13.46	STREET LIGHTS
		1116PW01	10628400	\$24.86	CIVIL DEFENSE
		1116PW01	10648700	\$42.81	STREET LIGHTS
		1116PW01	10690800	\$121.00	STREET LIGHTS
		1116PW01	10690900	\$85.50	STREET LIGHTS
		1116PW01	10691000	\$104.30	STREET LIGHTS
		1116PW01	10691100	\$49.96	STREET LIGHTS
		1116PW01	10710600	\$123.00	STREET LIGHTS
		1116PW01	10878900	\$2,749.00	PLANT

CITY OF SARTELL

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CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1116PW01	10900900	\$72.00	STREET LIGHTS
		1116PW01	11244800	\$1,579.96	STREET LIGHTS
		1116PW01	12324100	\$24.90	STREET LIGHTS
		1116PW01	12324100	\$24.90	STREET LIGHTS
		1116PW01	5463910	\$75.07	LIFT STATION
		1116PW01	6401510	\$1,616.21	STREET LIGHTS
<b>Search Name STEARNS ELECTRIC ASSOCIATION</b>				<u>\$7,835.17</u>	
<b>Search Name STRACK CONSTRUCTION COMPANY</b>					
		1116ADM01	15115-C3	\$43,663.19	COMMUNITY CENTER
<b>Search Name STRACK CONSTRUCTION COMPANY</b>				<u>\$43,663.19</u>	
<b>Search Name STRATA PERFORMANCE SOLUTIONS</b>					
		1116PD01	10255-SPD	\$1,160.00	OFFICER CANDIDATE TESTING
<b>Search Name STRATA PERFORMANCE SOLUTIONS</b>				<u>\$1,160.00</u>	
<b>Search Name TERMINAL SUPPLY CO</b>					
		1116PW01	44411-00	\$75.88	REPAIRS-EQUIP
		1116PW01	59843-00	\$99.17	SUPPLIES-SHOP
<b>Search Name TERMINAL SUPPLY CO</b>				<u>\$175.05</u>	
<b>Search Name THOMAS TOOL &amp; SUPPLY, INC.</b>					
		1116PW01	421950	\$24.95	REPAIRS-STREET DEPT
<b>Search Name THOMAS TOOL &amp; SUPPLY, INC.</b>				<u>\$24.95</u>	
<b>Search Name TIREMAXX SERVICE CENTERS</b>					
		1116PW01	184464	\$96.00	REPAIRS-MOWER
<b>Search Name TIREMAXX SERVICE CENTERS</b>				<u>\$96.00</u>	
<b>Search Name TOLMAN, KIM</b>					
		1116FD01	243362	\$70.00	OCT CLEANING-FD
		1116PD01	243362	\$560.00	OCT CLEANING-PD
		1116PW01	243362	\$400.00	OCT CLEANING-SHOP
<b>Search Name TOLMAN, KIM</b>				<u>\$1,030.00</u>	
<b>Search Name TOTAL ADMIN SERVICES CORP</b>					
002975E	10/24/2016	1016PPD03	10-21-2016	\$98.07	10/21 MED FLEX CONTR
002975E	10/24/2016	1016PPD03	10-21-2016	\$2,069.30	10/21 HSA FLEX CONTR
002975E	10/24/2016	1016PPD03	10-21-2016	\$444.60	10/21 DAYCARE FLEX CONTR
002989E	11/7/2016	1116PPD01	11-04-2016	\$444.60	11/04 DAYCARE FLEX CONTR
002989E	11/7/2016	1116PPD01	11-04-2016	\$98.07	11/04 MED FLEX CONTR
002989E	11/7/2016	1116PPD01	11-04-2016	\$2,069.30	11/04 HSA FLEX CONTR
<b>Search Name TOTAL ADMIN SERVICES CORP</b>				<u>\$5,223.94</u>	
<b>Search Name TOTAL CONTROL SYSTEMS INC</b>					
		1116PW01	7647	\$150.77	REPAIRS-LIFT STATIONS
<b>Search Name TOTAL CONTROL SYSTEMS INC</b>				<u>\$150.77</u>	
<b>Search Name TRAUT WELLS INC</b>					
		1116PW01	291897	\$46.00	TESTING
		1116PW01	292126	\$24,820.50	WELL 13 REHAB
		1116PW01	292194	\$46.00	TESTING
		1116PW01	292212	\$23.00	TESTING
<b>Search Name TRAUT WELLS INC</b>				<u>\$24,935.50</u>	
<b>Search Name ULI MINNESOTA</b>					

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

CHECK	Check Date	Batch Name	Invoice	Amount	Comments
		1116ADM01	1ST INST	\$5,000.00	TAP AGREEMENT
<b>Search Name ULI MINNESOTA</b>				\$5,000.00	
<b>Search Name WEX BANK</b>					
		1116FD01	47562040	\$12.00	FUEL CARDS
<b>Search Name WEX BANK</b>				\$12.00	
<b>Search Name WICKLUND, REBECCA</b>					
		1116ADM01	110916	\$65.00	MISC MILEAGE
		1116ADM01	110916	\$23.76	MISC MILEAGE
<b>Search Name WICKLUND, REBECCA</b>				\$88.76	
<b>Search Name WINDAHL TECHNOLOGY LLC</b>					
		1116PD01	1186	\$72.00	REPAIRS-PD
<b>Search Name WINDAHL TECHNOLOGY LLC</b>				\$72.00	
<b>Search Name XCEL ENERGY</b>					
		1116PW01	522923344	\$8,899.47	STREET LIGHTS
<b>Search Name XCEL ENERGY</b>				\$8,899.47	
<b>Search Name YAMRY CONSTRUCTION</b>					
		1116ADM01	3	\$1,197.00	COMMUNITY CENTER
<b>Search Name YAMRY CONSTRUCTION</b>				\$1,197.00	
				\$1,694,867.79	

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	\$287,082.80
DUI FORFEITURE FUND	\$185.00
POLICE RESERVES	\$100.00
BEAUTIFICATION	\$500.00
FORFEITURE	\$641.60
ECONOMIC DEVELOPMENT FUND	\$299,000.00
PEG ACCESS FEES	\$175.00
CEMETERY FUND	\$550.00
PUBLIC IMPROVEMENT REVOLVING	\$16,000.00
PW EQUIPMENT FUND	\$71,879.75
4TH/50TH CAPITAL PROJECT	\$4,006.50
COMMUNITY CENTER PROJECT	\$414,934.55
TOWN SQUARE/ANGEL OF HOPE	\$14,833.70
CR 1/LESAUK/HERITAGE	\$260,470.86
WATER FUND	\$47,489.63
SEWER FUND	\$277,018.40
	<hr/>
	\$1,694,867.79

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>6e</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Canvass General Election</b>	
<p><b>RECOMMENDATION:</b> Approve attached Resolution Canvassing General Election Returns.</p> <p><b>BACKGROUND:</b> The Council is required to canvass election results and Deputy Clerk Schupp provides the canvass for adoption after the election results are confirmed.</p> <p><b>ATTACHMENTS:</b> Canvassing Resolution.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Approval of your consent agenda approves the attached Resolution. If item is pulled from consent agenda, a separate motion is requested adopting Resolution.</p>		

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

**A RESOLUTION CANVASSING THE NOVEMBER 8, 2016 MUNICIPAL  
GENERAL ELECTION RETURNS AND DECLARING RESULTS**

**WHEREAS, the City of Sartell held a municipal general election on November 8, 2016; and**

**WHEREAS, the City Clerk has prepared a summary of the returns of the forenamed election; and**

**WHEREAS, the City Council must canvass the municipal general election returns and declare the results after the election.**

**NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Sartell that the attached returns are hereby canvassed and declared the official results of the November 8, 2016 general election.**

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>TH</sup> DAY OF NOVEMBER, 2016.**

\_\_\_\_\_  
**Mayor**

**ATTEST:**

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

**SEAL**



# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>6f</b>
Agenda Section: <b>Consent</b>	Item: <b>Resolution Making Commission Appointments</b>	
<p><b>RECOMMENDATION:</b> Staff recommends adoption of the attached resolution and authorizing staff to take applications to fill remaining Commission vacancies.</p> <p><b>BACKGROUND:</b> The attached Resolution shows a number of terms expiring on 12/31/16, and eligible incumbents willing to serve another term are recommended for re-appointment. In addition, the appointment of Ryan Fitzthum to the Council creates a Planning Commission vacancy and the Council had previously selected a candidate to appoint to the next available vacancy during your last interview process. Two positions do not have incumbents interested in serving – one on Planning Commission and one on EDC – and we recommend a new application and interview process to fill those vacancies.</p> <p><b>BUDGET IMPACTS:</b> None.</p> <p><b>ATTACHMENTS:</b> Recommended Resolution.</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the recommendation. If item is removed from Consent, separate motion is requested approving recommendation.</p>		

**RESOLUTION NO. \_\_\_\_\_**  
**RESOLUTION MAKING CERTAIN COMMISSION APPOINTMENTS**

**WHEREAS**, the following are the current Board/Commission members and terms:

Commission	Orig Appt Date	Current Appt Date	Name	Term Expires
Planning	1/1/13	1/1/16	Ryan Fitzthum	12/31/18
Planning	1/1/13	1/1/16	Gary Ormann	12/31/18
Planning	6/13/16	6/13/16	Abby Legatt	12/31/19
Planning	1/12/15	1/12/15	Dawn Moen	12/31/16
Planning	1/12/15	1/12/15	Anna Gruber	12/31/17
Econ Dev	1/1/13	1/1/16	Mike Schoenecker	12/31/18
Econ Dev	1/1/13	1/1/16	Bruce Stainbrook	12/31/18
Econ Dev	1/1/13	1/1/16	Julie Whitney	12/31/18
Econ Dev	2/23/15	1/1/16	Chad Zimmerman	12/31/18
Econ Dev	1/1/14	1/1/14	Heladio Zavala	12/31/16
Econ Dev	1/1/12	1/1/15	Jim Illies Jr	12/31/17
Econ Dev	1/1/15	1/1/15	Dawn Loberg	12/31/17
Econ Dev	2/22/16	2/22/16	Ben Drewes	12/31/18
Park	3/25/13	1/1/16	Rachel Lolmasteymaugh	12/31/18
Park	1/1/14	1/1/16	Dennis Molitor	12/31/18
Park	1/1/10	1/1/16	Diane Schellinger	12/31/18
Park	1/1/11	1/1/14	David Lindbloom	12/31/16
Park	7/13/15	7/13/15	Mike Burzette	12/31/17
CVB	1/1/16	1/1/16	Sonja Babich	12/31/16
CVB	1/1/16	1/1/16	Bill Worzala	12/31/16
CVB	1/1/16	1/1/16	Jason Mathiasen	12/31/17
CVB	1/1/16	1/1/16	Scott Widor	12/31/17
CVB	1/1/16	1/1/16	Brandon Testa	12/31/17
CVB	1/1/16	1/1/16	Jon Erickson	12/31/18
CVB	1/1/16	1/1/16	Jason Peterson	12/31/18

**WHEREAS**, the appointment of Ryan Fitzthum to the City Council creates a Planning Commission vacancy, and the Council's last round of applications and interviews resulted in Council selection of an applicant to fill the next vacancy occurring on the Planning Commission; and

**WHEREAS**, a number of other terms are set to expire on 12/31/16 and current incumbents eligible and willing to serve additional terms are recommended for re-appointment and vacancies for those not eligible or interested in serving additional terms should be filled through an open application and interview process;

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

1. That the following appointments are hereby made:

Planning Commission	Tim Elness	12-1-16 to 12-31-18
Park Commission	David Lindbloom	1-1-17 to 12-31-19
CVB	Sonja Babich	1-1-17 to 12-31-19
CVB	Bill Worzala	1-1-17 to 12-31-19

2. That staff will take applications and schedule Council interviews to fill the remaining vacancies for the Planning Commission term of Dawn Moen and the Economic Development Commission term of Heladio Zavala.

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14th DAY OF NOVEMBER, 2016.**

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**MAYOR**

**ATTEST:**

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**CITY ADMINISTRATOR**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Police Department</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>6g</b>
Agenda Section: <b>Consent Agenda</b>	Item: <b>Police Officer</b>	
<p><b>RECOMMENDATION:</b> Appointment to fill vacant police officer position.</p> <p><b>BACKGROUND:</b> The Chief recommends Johnathan Batterberry to fill the vacant police officer position upon successful completion of the pre-employment exams. Start date will be in Chief's discretion but is expected to be around December 5th.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None – this is a budgeted position.</p> <p><b>COUNCIL ACTIONS REQUESTED:</b> Consent agenda approval serves as approval of the appointment. If item is removed from Consent, separate motion is requested approving appointment.</p>		

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

**RESOLUTION ACCEPTING DONATIONS**

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

- \$100 from the Optimists Club toward the DARE Program on behalf of Ryan and Cindy Fitzthum

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

**ADOPTED BY THE SARTELL CITY COUNCIL THIS 14<sup>th</sup> DAY OF NOVEMBER, 2016.**

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

**ATTEST:**

\_\_\_\_\_  
**CITY ADMINISTRATOR**

**SEAL**

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration and Police Department</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>6i</b>
Agenda Section: <b>Consent</b>	Item: <b>Administrative Appointment &amp; Police Dept Vacancy</b>	
<p><b>RECOMMENDATION:</b> Approval of appointment of current Community Service Officer Amber Molitor to fill vacant Administrative Services Assistant position with an effective date chosen by the City Administrator, and authorizing Police Department to initiate hiring process to fill resulting CSO vacancy.</p> <p><b>BACKGROUND:</b> The Council previously authorized filling the administrative vacancy and we posted internally as required and Amber Molitor meets the job requirements to be a successful internal applicant. Amber’s filling of the administrative vacancy will result in her current position as Community Service Officer becoming vacant and so PD is requesting authorization to initiate the process to fill that vacancy. They will then bring back a recommended candidate for Council consideration upon completion of their hiring process.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None – these are all budgeted positions within your existing 2016 budget.</p> <p><b>ATTACHMENTS:</b> None</p> <p><b>COUNCIL ACTION REQUESTED:</b> Consent agenda approval serves as approval of the appointment and authorizing process to fill vacancy. If item is removed from Consent, separate motion is requested approving appointment and authorizing process to fill vacancy.</p>		

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Police Department</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>6j</b>
Agenda Section: <b>Consent</b>	Item: <b>Liquor Compliance Checks</b>	
<p><b>BACKGROUND:</b> As noted on the attachment, PD had one failure during the latest compliance checks. A minimum civil penalty of \$500 and one day license suspension is allowed, but in the past, the one day suspension historically has not been ordered.</p>		
<p><b>BUDGET IMPACT:</b> None on the part of the city.</p>		
<p><b>ATTACHMENTS:</b> None</p>		
<p><b>COUNCIL ACTION REQUESTED:</b> Approval of your consent agenda approves the \$500 penalty. If item is pulled from consent agenda or if business requests to be heard, staff will request a separate motion imposing penalty.</p>		

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## **SARTELL POLICE DEPARTMENT**

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**TO:** SARTELL MAYOR AND CITY COUNCIL  
**FROM:** DEPUTY CHIEF STRUFFERT *AS*  
**SUBJECT:** ALCOHOL COMPLIANCE VIOLATION  
**DATE:** NOVEMBER 8, 2016  
**CC:** MEMO FILE

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Mayor and Council

The police department conducted its second Alcohol Compliancance Check for the year and only one business failed. Qwik Trip failed by selling alcohol to our underage person. This is their second violation within two years and according to ordinance a civil penalty of \$500.00 is required.

The Owner(s) of the business have the opportunity to have a hearing with council, they have been advised that if they wish to do so, that they need to contact City Hall to be heard at the November 14<sup>th</sup> City Council meeting.

## Computer Assisted Dispatch

## Call Detail Information

Call Number	OCA Number	Class	Taker	Pos	Call Owner	Status	Date-Time-Received	Inj	
16088415	16908691	G	MOB	no data	no data	C	2016-10-21 18:44:36	0	
Complaint	Ten Code	Priority	ESN	Disp Zone	IRA	How Received			
ALCC	no data	5	no data	no data	no data	RADIO			
Incident Location	Apartment/Suite	Floor/Bldg	Incident City						
208 1 ST NE	no data	no data	SARTELL						
Caller Name	Fire Run Zone	Fire Grade	EMS Run Zone	Telephone	Jurisdiction				
no data	no data	no data	no data	no data	LEC				
Tract	Weapons								
no data	no data								
<input type="checkbox"/> Images	<input type="checkbox"/> BOLO	<input type="checkbox"/> Warrant	<input type="checkbox"/> Medical	<input type="checkbox"/> Hazard	<input type="checkbox"/> Fire Plan	<input type="checkbox"/> Previous			
CallRec'd	Xmit	Dispatch	Enroute	OnScene	Departed	Arrived	Comp	AlarmCode	Unit
18:44:36	no data	18:44:36	18:44:36	18:44:36	no data	no data	19:00:22	no data	7906

## Narrative...

[10/21/2016 19:00:12 : MOB : 7906]  
NARRATIVE ATTACHED

ALCC- C

[10/21/2016 18:59:52 : MOB : 7906]  
ALCOHOL COMPLIANCE FAILURE AT APPROXIMATELY 1840 HOURS AT CENEX QWIK STOP.  
CASHIER LOOKED AT ID AND SOLD 6 PACK OF MIKES HARD. SUPP REPORT TO FOLLOW.

[10/21/2016 18:54:49 : MOB : 7906]  
SQUAD VIDEO AVAILABLE

EVIDENCE RECOVERED

DIGITAL PHOTOS TAKEN

[10/21/2016 18:54:12 : MOB : 7906]  
\*\*\*CURRENT FOR YOUNG\*\*\*

205 11TH AVE E #208  
SARTELL, MN 56377  
320-491-4704

[10/21/2016 18:53:26 : MOB : 7906]  
(S) NAME/YOUNG CARL FRANCIS  
ADDR/15401 OLIVE ST. BALDWIN PARK, CA.  
SEX/M. DOB/120189. HGT/511. WGT/225. HAI/BRO. EYE/HAZ.  
OLN/D9965030. EXP 12/01/19  
RSTR:NONE  
STATUS:VALID

## Press Release Notes

no data

## Location Comment

no data

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration, Engineering</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>8a</b>
Agenda Section: <b>Old Business</b>	Item: <b>4<sup>th</sup> Avenue S. Feasibility Report SP 220-117-004</b>	
<p><b>RECOMMENDATION:</b> Approval of attached resolution accepting the feasibility report and setting the public hearing for December 12, 2016</p> <p><b>PREVIOUS COUNCIL ACTION:</b> Ordered the feasibility report on September 12, 2016 by Resolution #83-2016</p> <p><b>BACKGROUND:</b> Accepting the feasibility report and ordering a public hearing to consider ordering the improvements with the intent of assessing a portion of the project cost to the benefitting property owners is the next step to complete to comply with the requirements of State Statute Chapter 429 Special Assessments.</p> <p><b>BUDGET/FISCAL IMPACT:</b> None at this time.</p> <p><b>ATTACHMENTS:</b> Feasibility Report Resolution</p>		

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

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION RECEIVING THE FEASIBILITY REPORT  
AND ORDER A PUBLIC HEARING ON IMPROVEMENTS  
FOR THE 4<sup>TH</sup> AVENUE SOUTH IMPROVEMENT PROJECT  
SP 220-117-004**

**WHEREAS**, pursuant to resolution #83-2016 of the council adopted September 12, 2016, a report has been prepared by WSB & Associates, Inc. with reference to proposed Improvement No.02174-870, the improvement of 4<sup>th</sup> Avenue South between Heritage Drive and 4<sup>th</sup> Street South by Bituminous Surfacing, Curb & Gutter, Storm Sewer, Sanitary Sewer, Watermain, Pedestrian and Lighting Improvements, and this report was received by the council on November 14, 2016, and

**WHEREAS**, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property<sup>1</sup> for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$4,123,000.
2. A public hearing shall be held on such proposed improvement on the 12<sup>th</sup> day of December, 2016, in the council chambers of the city hall at 6:00p.m. or soon thereafter and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

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

**And the following voted against the same:**

**ADOPTED** by the City Council this 14<sup>th</sup> day of November, 2016.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# FEASIBILITY REPORT

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## 4<sup>TH</sup> AVENUE SOUTH STREET AND UTILITY IMPROVEMENT PROJECT

S.P. 220-117-004

FOR THE  
CITY OF SARTELL, MINNESOTA

November 14, 2016

Prepared By:





November 14, 2016

Honorable Mayor and City Council  
City of Sartell  
125 Pinecone Road North  
St. Cloud, MN 56377

Re: Feasibility Report  
4<sup>th</sup> Avenue South Street and Utility Improvement Project  
S.P. 220-117-004  
WSB Project No. 2174-870

Dear Honorable Mayor and City Council Members:

The following is a feasibility report addressing roadway and utility improvements for the 4<sup>th</sup> Avenue South Street and Utility Improvement Project in the City of Sartell. This project includes the extension of 4<sup>th</sup> Avenue South between Heritage Drive and 4<sup>th</sup> Street South with the utility extensions of sanitary sewer, watermain, and storm sewer systems. The proposed improvements consist of roadway reconstruction, new roadway construction, curb and gutter, sanitary sewer, watermain, and storm sewer utility installation.

We would be happy to discuss this report with you at your convenience. Please give us a call at (320) 534-5940 if you have any questions.

Sincerely,

***WSB & Associates, Inc.***

A handwritten signature in black ink that reads "Mike Nielson". The signature is written in a cursive, flowing style with a large initial "M".

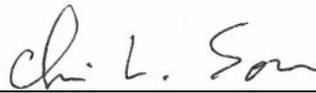
Mike Nielson, PE  
City Engineer

Enclosure

## CERTIFICATION

---

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.



---

Chris L. Sonmor, PE

Date: November 9, 2016

Lic. No. 44599

Quality Control Review Completed By:



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Michael J. Nielson, PE

Date: November 9, 2016

Lic. No. 23623

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## LETTER OF TRANSMITTAL

## CERTIFICATION SHEET

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### APPENDIX A

Figure 1: Project Location Regional Map

Figure 2: Project Location Local Map

Figure 3: Existing Utilities

Figure 4: Proposed Sanitary Sewer

Figure 5: Proposed Watermain

Figure 6: Proposed Storm Sewer

### APPENDIX B

Figure 7: Opinion of Probable Cost

### APPENDIX C

Figure 8: Preliminary Assessment Map

Figure 9: Preliminary Assessment Roll

## 1. EXECUTIVE SUMMARY

The 4<sup>th</sup> Avenue South Street and Utility Improvement Project includes the extension of 4<sup>th</sup> Avenue South from Heritage Drive to 4<sup>th</sup> Street South. This roadway extension of 3,810 feet or 0.72 miles includes the removal and replacement of approximately 1,200 linear feet of private driveway. The 4<sup>th</sup> Avenue South Street and Utility Improvement Project will be substantially completed in the summer of 2017 with the final lift of bituminous paving placed in 2018. A regional and local project location map can be found in **Appendix A, Figures 1 and 2**, of this report.

The 4<sup>th</sup> Avenue South Street and Utility Improvement Project will consist of a two-lane urban collector roadway with a center left-turn lane, a 10-foot wide bituminous trail and a plan for a future concrete walk providing a connection between the existing roundabout at Heritage Drive and the existing 4<sup>th</sup> Avenue South at 4<sup>th</sup> Street South. These roadway and utility improvements will provide access and sanitary sewer and domestic water for development of adjacent properties. In addition to providing direct access and utility services to the abutting properties, this roadway extension will provide the City with improved response time for emergency vehicles to the southern portion of the City. This project also provides additional roadway connectivity and capacity in a growing community, safe intersections, and multimodal travel.

Utility improvements will be consistent with the City of Sartell Comprehensive Plan. Watermain improvements will include the construction of a 12-inch watermain along the full length of the street. Sanitary sewer will be constructed along the alignment to accommodate for future development. The storm sewer system will include storm sewer pipe to convey project runoff to a regional stormwater basin located on the Four Points Development, Inc. property to the east of 4<sup>th</sup> Avenue South.

Wetland impacts have been identified as a result of this project and mitigation will be required. At this time it is anticipated that approximately two acres of wetland will need to be filled and mitigated as part of this project.

The total estimated project cost for the 4<sup>th</sup> Avenue South Street and Utility Improvement Project is **\$4,123,000** which includes a 10 percent contingency and 20 percent indirect costs for legal, engineering, administrative, and financing. The project is proposed to be funded through a combination of municipal funds, federal funds, state funds, and special assessments to benefitting property owners.

The proposed project is feasible, necessary, and cost-effective from an engineering standpoint. It is our recommendation that the improvements be implemented as outlined in this report.

## **2. INTRODUCTION**

### **2.1 Authorization**

On September 12, 2016 the Sartell City Council authorized the preparation of a feasibility report for the 4<sup>th</sup> Avenue South Street and Utility Improvement Project.

### **2.2 Scope**

The 4<sup>th</sup> Avenue South Street and Utility Improvement Project will consist of 0.72 miles of two-lane urban collector roadway with a center left turn lane, a bituminous trail and provisions for a future concrete walk providing a connection between the existing roundabout at Heritage Drive and 4<sup>th</sup> Street South. This roadway and utility improvement will provide the abutting property a 10-ton roadway and direct access to the road allowing subdivision and development of the property. In addition the roadway will provide improved response time for emergency vehicles and capacity in a growing community.

### **2.3 Data Available**

Information and materials used in the preparation of this report include the following:

- City of Sartell Record Drawings
- City of Sartell Assessment Policy
- Field Observations of the Area and Discussions with City Staff
- Geotechnical Investigation
- Private Utility Maps
- Topographic Survey
- Utility Maintenance Records
- Stearns County Property Data
- Sartell Comprehensive Plan

### **3. EXISTING CONDITIONS**

#### **3.1 Surface**

There currently are no public improvements to this proposed roadway corridor. There is a private road/driveway currently owned by AIM Development, Inc. The current private road/driveway ends in a dead end about 1,260 feet south of 4<sup>th</sup> Street South. The width of the existing street is 24 feet and does not have curb and gutter. The street is also currently without a sidewalk or trail along the roadway. The existing roadway does not meet City requirements for public access.

South of this existing private road/driveway there are no roadway improvements. This area includes approximately 0.5 miles of farm field. The proposed southerly termination of this project is at Heritage Drive where 4<sup>th</sup> Avenue South will connect to the fifth leg of the existing roundabout at Heritage Drive.

#### **3.2 Sanitary Sewer**

An existing 10-inch PVC lagoon effluent line, most recently reconstructed in 2007, runs from west to east, crossing the proposed 4<sup>th</sup> Avenue South alignment approximately 0.5 miles north of the Heritage Drive roundabout. Wastewater is currently conveyed via an existing 8-inch force main from Lift Station Nine to the lagoon effluent line, which is part of the City's trunk sanitary sewer system.

Existing development along 4<sup>th</sup> Avenue South between 4<sup>th</sup> Street South and 2<sup>nd</sup> Street South is served by an existing 8-inch PVC sanitary sewer constructed in 1990. Based on topographic field survey, the 8-inch PVC sanitary sewer terminates approximately 100 feet north of the proposed 4<sup>th</sup> Avenue South project. A 6-inch PVC sanitary service was extended to the south to serve the property at 331 4<sup>th</sup> Avenue South in the year 2000.

Approximately 0.4 miles east of the proposed 4<sup>th</sup> Avenue South alignment, 10<sup>th</sup> Street South has a stub of trunk sanitary sewer that was constructed as part of the 1998 Bridgeport Improvements and has the capability to be extended to neighboring areas. See **Appendix A, Figure 3**, for the existing utilities map.

#### **3.3 Watermain**

The existing watermain in the project area consists of 16-inch watermain stub at Heritage Drive/Roberts Road to the south and the existing 10-inch watermain stub on 4<sup>th</sup> Avenue South to the North. See **Appendix A, Figure 3**, for the existing utilities map.

#### **3.4 Storm Sewer**

There is currently no storm sewer in the project area.

### **3.5 Private Utilities**

There are currently private utilities within the proposed project area. Known utility owners include:

- CenturyLink (Telephone)
- Charter Communications (Telephone)
- Northern Natural Gas (Gas)
- Xcel Energy (Gas)
- Stearns County (Electric)

## **4. PROPOSED IMPROVEMENTS**

### **4.1 Surface**

The proposed action includes construction of an extension of 4<sup>th</sup> Avenue South/ 50<sup>th</sup> Avenue in the City of Sartell. Construction of a new roadway will extend from Heritage Drive/Roberts Road roundabout to the existing southern terminus of 4<sup>th</sup> Avenue South. The proposed roadway will be a two-lane urban collector roadway with a center left-turn lane, a trail, and a sidewalk. As it travels north, the alignment crosses existing wetlands, passes between two existing landfills and their associated monitoring wells, and connects to the existing roadway alignment at 4<sup>th</sup> Street South.

#### **New Construction**

The condition and age of the existing pavement within the project area warrant a full reconstruct and the change in use of the roadway resulted in the need of widening the street to 38 feet from curb to curb. This is necessary due to the average daily traffic volumes. The typical section allows for 24 inches of select granular, 14 inches of Class 5, and 5 inches of bituminous. The roadway will be graded to maintain a 2 percent cross slope. The alignment and profile of the roadway will be created to limit the wetland impact within the area and will also be based on allowing for installation of the necessary utilities in the area.

#### **Right-Of-Way**

The current street right-of-way that was previously acquired is a width of 120 feet from the beginning of the project on Heritage Drive to a length of 1,213 feet where the right-of-way width decreases to 100 feet for the remainder of the project. This width allows the City to provide storm water treatment within the project limits and allows for a sidewalk and bituminous trail within the right-of-way.

#### **Curb Type and Location**

Concrete curb and gutter, Type B618, will be installed throughout the project area. The curb and gutter will provide a channel for the storm water runoff and will help eliminate washouts along the roadway.

#### **Pedestrian Facilities**

##### **Bituminous Trail**

The current plan is to construct a 10 foot trail along the entirety of the project on the west side of the project area. The typical section of the trail includes 6 inches of Class 5 and 2.5 inches of bituminous wear course. This will allow for connectivity with the existing trails in the City and allows for future expansion to the trails in the southern part of the City.

##### **Concrete Sidewalk**

Concrete sidewalk may be constructed on the east side of the street at a later date. The roadway will be graded to accommodate for the future sidewalk but will be left at subgrade elevation and seeded at this time.

## 4.2 Municipal Utilities

### Sanitary Sewer

Sanitary sewer improvements, as part of the proposed 4<sup>th</sup> Avenue South Street and Utility Improvement Project, include a connection to the existing trunk sewer. Sanitary sewer is proposed to follow the 4<sup>th</sup> Avenue South alignment to the north for approximately 1,300 linear feet, ending at 4<sup>th</sup> Street South. The 8-inch PVC sanitary sewer will have manholes, between 13 and 15 feet deep, at a maximum spacing of 400 feet.

Extension of the proposed 8-inch PVC sanitary sewer to the south is limited by the proposed centerline elevation of the roadway – an adequate depth of cover cannot be maintained. The 8-inch PVC sanitary sewer is proposed to extend approximately 200 feet south of the connection to the existing lagoon effluent line.

As only the northern 1,500 feet of the proposed 4<sup>th</sup> Avenue South Street and Utility Improvement Project includes sanitary sewer, properties along much of the alignment will need to obtain sanitary sewer service elsewhere. This will most likely be from an extension of the existing 10-inch PVC trunk sanitary sewer stub at 10<sup>th</sup> Street South. This is necessary to provide sanitary sewer service to areas not served by the proposed line along 4<sup>th</sup> Avenue. Extending sanitary sewer across 4<sup>th</sup> Street from this trunk extension is required to serve the property west of 4<sup>th</sup> Avenue but is not to be constructed with this project. See **Appendix A, Figure 4**, for the proposed sanitary sewer map.

### Watermain

A 12-inch diameter watermain is proposed to be constructed along the alignment, connecting the existing 16-inch watermain at Heritage Drive/Roberts Road at the south and the existing 10-inch watermain on 4<sup>th</sup> Avenue South at the north. The watermain is proposed to be 12-inch ductile iron pipe to allow for future networks in the area and to provide additional flow to downstream networks. There will also be stubs for future connections as requested by the land owners for future development. See **Appendix A, Figure 5**, for the proposed watermain map.

### Storm Sewer / Stormwater Treatment

The proposed storm sewer will be designed in accordance with State Aid and City standards for a 10 year storm event with respect to spread, run by, and conveyance. In addition, the stormwater system must meet the City ordinance relating to infiltration and the need to infiltrate 1 inch of rainfall over the impervious surface of the roadway.

There are two storm water basins within this project area. Area 1 includes the northern properties owned by AIM Development and Area 2 includes the southern properties owned by Four Points Development, Inc. These two areas will require regional stormwater ponds to be constructed with outlets to the Mississippi River at some point in the future.

**Area 1** - For this project the northern basin has storm water infiltration and ponding located adjacent to the roadway on the east side of 4<sup>th</sup> Street North. Future development within the AIM property may allow the abandonment and relocation of the stormwater treatment system adjacent to the roadway and allow it to be relocated to the regional pond located to the east. The northern regional pond will be constructed as development occurs in the northern basin currently owned by AIM Development, LLC. The proposed and future stormwater improvements are shown in **Appendix A, Figure 6**.

**Area 2** - Four Points Development, Inc. has requested that the southern regional pond be constructed concurrently with this project to allow housing development to occur in the summer of 2017. Due to the anticipated availability of the regional stormwater pond, the stormwater from the south, or Area 2, will be piped to the proposed regional pond as shown in **Appendix A, Figure 6**. The regional stormwater pond and outlet piping to the Mississippi River will be completed as a separate project and funded with stormwater trunk funds.

### **4.3 Right-of-Way**

The needed right-of-way for this project has been platted as City of Sartell Right-of-Way Plat No. 4. It is anticipated that all necessary right-of-way to complete this work will be acquired by April 2017. Additional easements will be required for the regional stormwater pond from Four Points Development, LLC and will follow the proposed future right-of-way for Roberts Road, as identified in a previous environmental assessment.

### **4.4 Permits/Approvals**

The Following Permits are required for this project:

- Wetland Fill (WCA)
- MPCA Sanitary Sewer Extension
- MDH Watermain Extension
- MPCA NPDES Permit

## 5. FINANCING

### 5.1 Opinion of Probable Construction Cost

The total project cost is estimated to be **\$4,123,000**. A detailed breakdown of the cost opinion for the proposed project can be found in **Appendix B, Figure 7** of this report. The opinion of cost incorporates estimated construction costs and also includes a 10 percent contingency factor. Indirect costs are projected at 20 percent of the estimated construction cost and include legal, engineering, administrative, and financing.

<b>Schedule</b>	<b>Total</b>
Right-Of-Way Acquisition	\$340,000
Street Improvements	\$3,010,800
Water Improvements	\$578,300
Sanitary Sewer Improvements	\$193,900
Storm Sewer Improvements	\$652,100
Pedestrian System Improvements	\$180,500
Lighting System Improvements	\$360,400
<b>TOTAL FUNDING</b>	<b>\$4,123,000</b>

### 5.2 Assessments

The assessments for this project are calculated in accordance with the current City's assessment policy. The improvements proposed with this project are new and therefore 100 percent of the cost of improvement could be assessed to the benefitting properties, subject to valuation appraisals. Street, storm sewer, pedestrian, and lighting improvements will be based on a front foot basis. The sanitary sewer will only benefit the AIM parcel with PID No. 92.57740.0000 and 100 percent of the cost to install the sanitary sewer will be assessed to this parcel. The assessment policy identifies 10-inch watermain as the basis for assessments with any oversizing to be paid by the City or other sources. Therefore 93.4 percent of the actual cost of the watermain will be assessed to benefitting properties. A preliminary assessment roll is included in this report. The final assessments may be adjusted to reflect an increase in appraised value. The preliminary assessment roll and preliminary assessment map can be found in **Appendix C, Figures 8 and 9**.

### 5.3 Funding

Funding for the 4<sup>th</sup> Avenue South Street and Utility Improvement Project is proposed to come from a combination of municipal funds, special assessments to benefitting property owners, state funds, and federal funds. The federal funds available for Right-of-Way will cover 80% of the actual cost. The remaining 20% of ROW acquisition is covered by local funds. At this time the special assessments are calculated in accordance with the assessment policy, however the total assessment value will depend on the determined increase in property values. Any shortfall in anticipated assessments funds will be provided by local funds.

<b>Table 5.1 – 4<sup>th</sup> Avenue South Proposed Funding</b>	
<b>Funding Source</b>	<b>Total</b>
Local Funds	\$872,761
Federal Funds	\$937,301
Special Assessments	\$2,312,938
<b>TOTAL FUNDING</b>	<b>\$4,123,000</b>
Note: Special Assessments may be adjusted pending further consideration of property valuation or appraisal.	

6. PROJECT SCHEDULE

The proposed project schedule for the 4<sup>th</sup> Avenue South Street and Utility Improvement project is as follows:

Accept Feasibility and Order Public Hearing .....	November 14, 2016
Public Hearing .....	December 12, 2016
Authorization to Prepare Plans and Specifications.....	December 12, 2016
Accept the Plans and Specifications.....	January 23, 2016
Authorization for Bidding.....	February 27, 2017
Open Bids.....	March 27, 2017
Award Contract.....	April 10, 2017
Begin Construction .....	Summer 2017
Substantial Completion.....	October 2017
Assessment Hearing.....	November 2017

## 7. FEASIBILITY AND RECOMMENDATION

The following addresses roadway and utility improvements for the 4<sup>th</sup> Avenue South Street and Utility Improvement Project in the City of Sartell. This project includes the extension of 4<sup>th</sup> Avenue South between Heritage Drive and 4<sup>th</sup> Street South with the utility extensions of sanitary sewer, watermain, and storm sewer system. The proposed improvements consist of roadway reconstruction, new roadway construction, placement of concrete curb and gutter, sanitary sewer installation, watermain installation, and storm sewer utility installation.

Project improvement costs are estimated at **\$4,123,000** with funding proposed to be through a combination of local funds, special assessments to benefitting property owners, and federal funds.

The proposed project is feasible, necessary, and cost-effective from an engineering standpoint. It is our recommendation that the improvements be implemented as outlined in this report.

## **APPENDIX A**

**Figure 1: Project Location Regional Map**

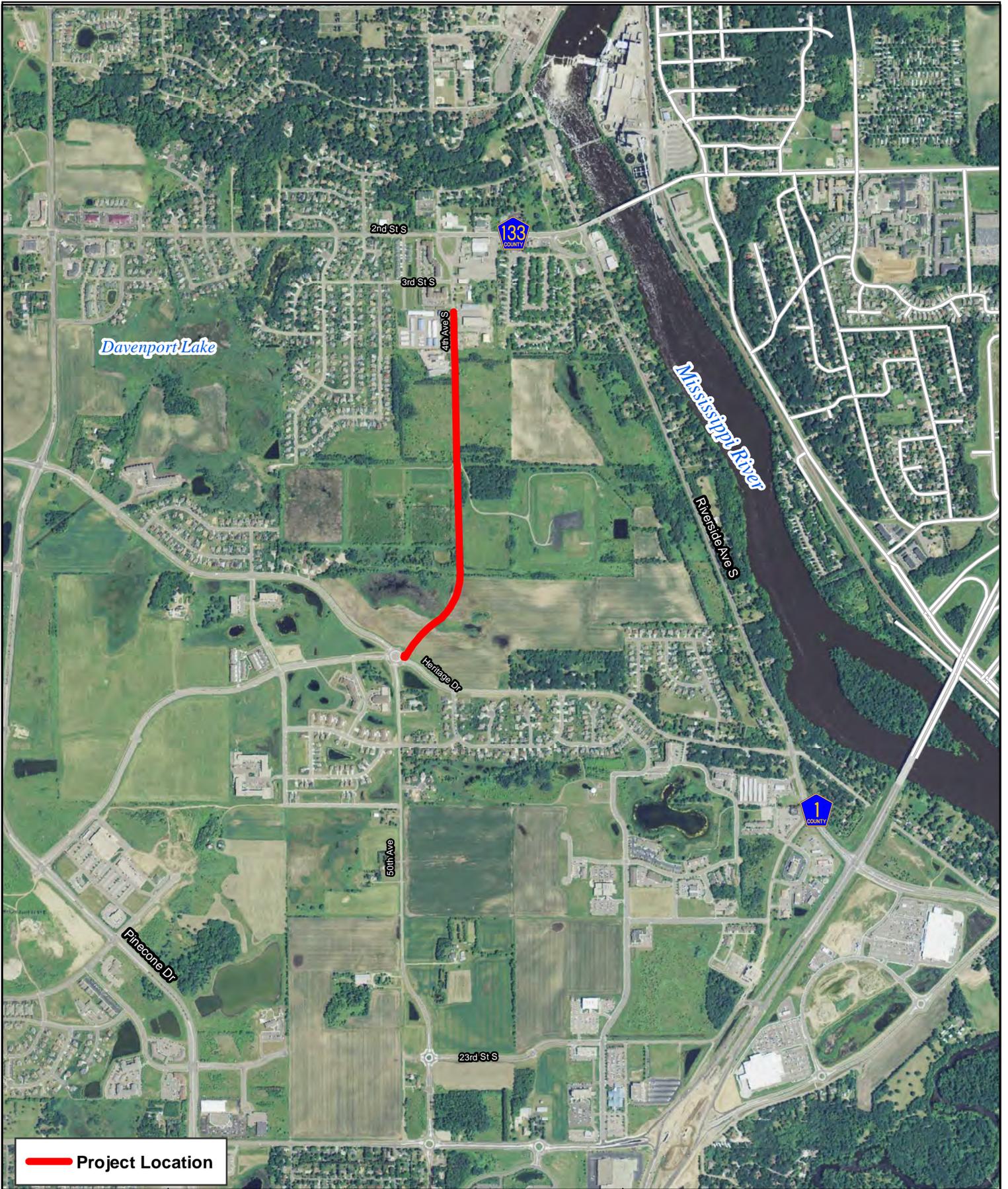
**Figure 2: Project Location Local Map**

**Figure 3: Existing Utilities**

**Figure 4: Proposed Sanitary Sewer**

**Figure 5: Proposed Watermain**

**Figure 6: Proposed Storm Sewer**

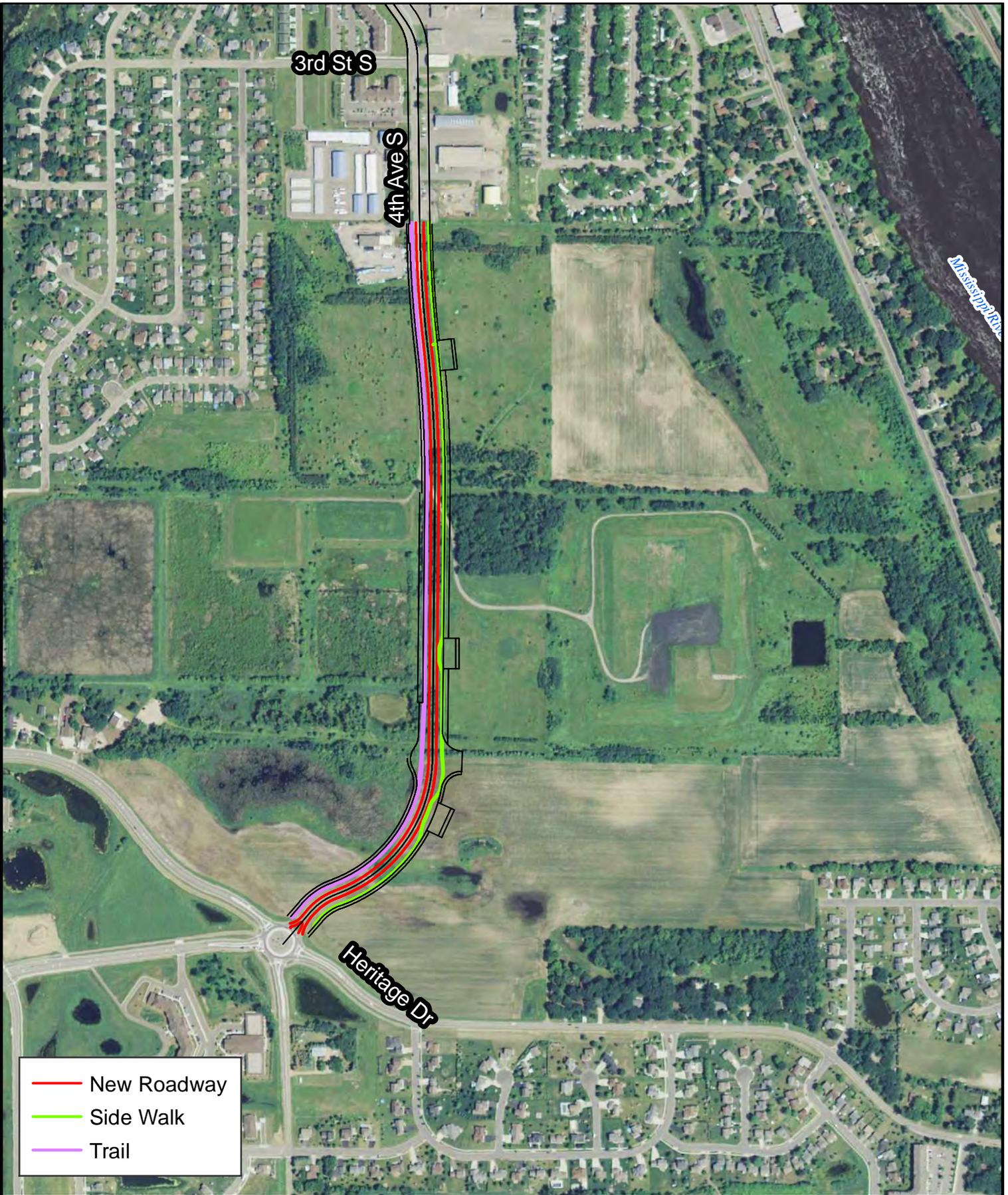


 Project Location



4th Avenue South  
 Figure 1: Regional Project Location  
 Sartell, MN





- New Roadway
- Side Walk
- Trail

### 4th Avenue South

Figure 2: Project Location  
Sartell, MN





**Legend**

- Storm Manholes
- Storm Inlets
- Storm Gravity Mains
- Storm Detention Areas
- Water Mains
- Water Hydrants
- Sanitary Structure
- - - Sewer Pressurized Mains
- Sewer Gravity Mains

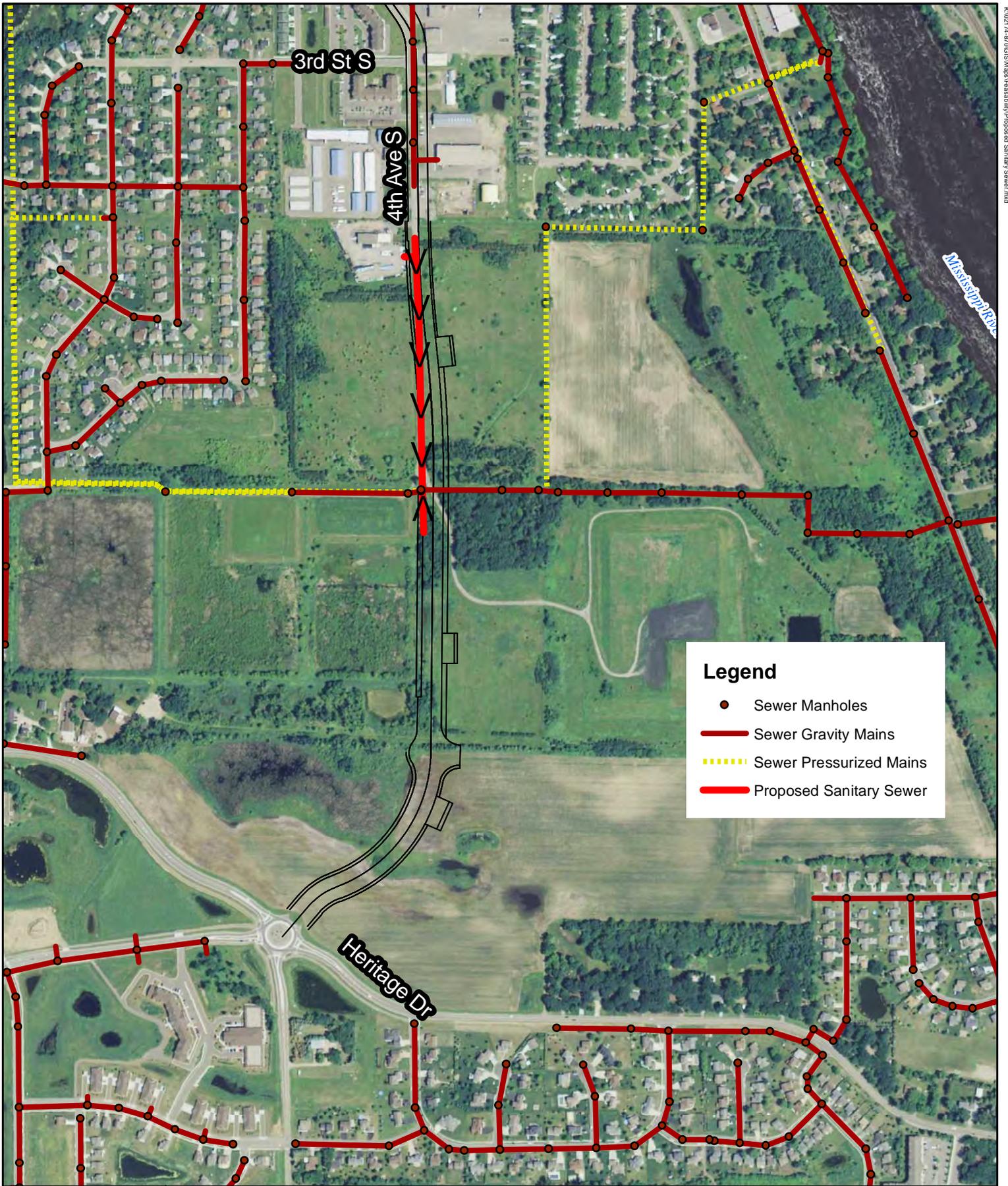


4th Avenue South  
 Figure 3: Existing Utilities  
 Sartell, MN

N

0 500 Feet





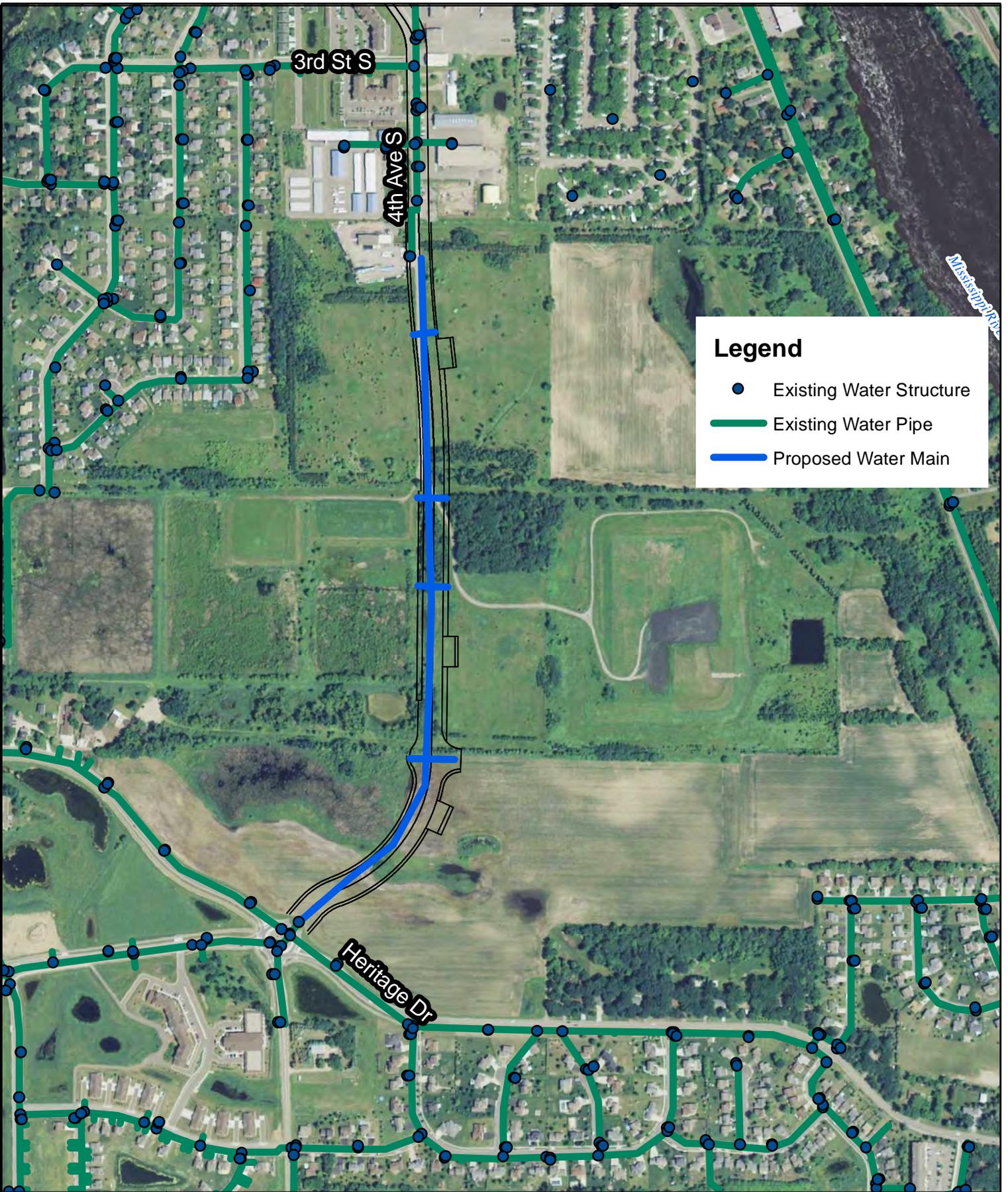
**Legend**

- Sewer Manholes
- Sewer Gravity Mains
- - - Sewer Pressurized Mains
- Proposed Sanitary Sewer



4th Avenue South  
 Figure 4: Proposed Sanitary Sewer  
 Sartell, MN





**Legend**

- Existing Water Structure
- Existing Water Pipe
- Proposed Water Main

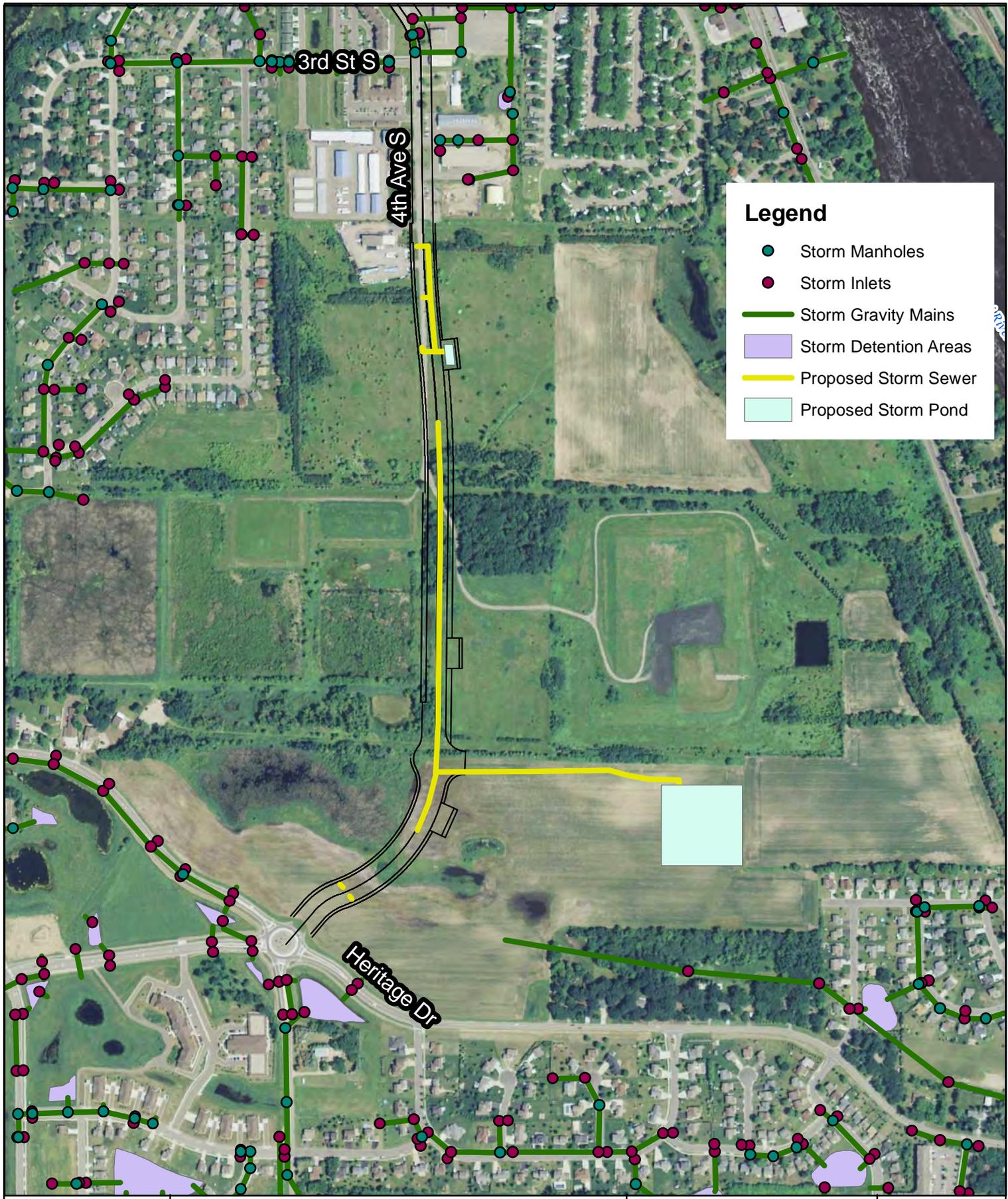


4th Avenue South  
 Figure 5: Proposed Water Main  
 Sartell, MN



0 500  
 Feet





4th Avenue South  
 Figure 6: Proposed Storm Sewer  
 Sartell, MN



## **APPENDIX B**

### **Figure 7: Opinion of Probable Cost**

# Opinion of Probable Cost

**WSB Project:** 4th Avenue S. Street and Utility Improvements (Heritage Drive to 4th Street S.)  
**Project Location:** City of Sartell  
**State Aid Project No.:** 220-117-004  
**WSB Project No.:** 02174-870

**Design By:** GMD  
**Checked By:** KLK  
  
**Date:** 11/3/2016

## A. Surface Improvements

Item No.	MN/DOT Specification No.	Description	Unit	Unit Price	Estimated Quantity	Estimated Cost
1	2021.501	MOBILIZATION	LUMP SUM	\$ 65,600.00	1	\$ 65,600.00
2	2101.501	CLEARING	ACRE	\$ 2,500.00	2.60	\$ 6,500.00
3	2101.502	CLEARING	TREE	\$ 250.00	37	\$ 9,250.00
4	2101.506	GRUBBING	ACRE	\$ 2,500.00	2.60	\$ 6,500.00
5	2101.507	GRUBBING	TREE	\$ 250.00	37	\$ 9,250.00
6	2104.501	REMOVE FENCE	LIN FT	\$ 7.00	200	\$ 1,400.00
7	2104.501	REMOVE CONCRETE CURB & GUTTER	LIN FT	\$ 4.00	60	\$ 240.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	\$ 4.00	270	\$ 1,080.00
9	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$ 2.00	4040	\$ 8,080.00
10	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$ 4.00	110	\$ 440.00
11	2104.523	SALVAGE SIGN	EACH	\$ 100.00	1	\$ 100.00
12	2104.602	SALVAGE AND INSTALL MAILBOX	EACH	\$ 150.00	2	\$ 300.00
13	2105.501	COMMON EXCAVATION	CU YD	\$ 3.50	27560	\$ 96,460.00
14	2105.507	SUBGRADE EXCAVATION	CU YD	\$ 7.00	3280	\$ 22,960.00
15	2105.521	GRANULAR BORROW (LV)	CU YD	\$ 12.00	4590	\$ 55,080.00
16	2105.522	SELECT GRANULAR BORROW (LV)	CU YD	\$ 15.00	9700	\$ 145,500.00
17	2105.523	COMMON BORROW (LV)	CU YD	\$ 9.50	14380	\$ 136,610.00
18	2105.604	GEOTEXTILE FABRIC TYPE V	SQ YD	\$ 1.50	2080	\$ 3,120.00
19	2105.604	SOIL STABILIZATION GEOGRID	SQ YD	\$ 3.00	6	\$ 18.00
20	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$ 150.00	24	\$ 3,600.00
21	2211.503	AGGREGATE BASE CLASS 5 (CV)	CU YD	\$ 22.00	4515	\$ 99,330.00
22	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$ 2.50	1790	\$ 4,475.00
23	2360.501	TYPE SP 12.5 WEARING COURSE MIX	TON	\$ 72.00	2155	\$ 155,160.00
24	2360.502	TYPE SP 12.5 NON WEAR COURSE MIX	TON	\$ 68.00	3235	\$ 219,980.00
25	2504.602	ADJUST VALVE BOX	EACH	\$ 300.00	2	\$ 600.00
26	2505.601	UTILITY COORDINATION	LUMP SUM	\$ 5,000.00	1	\$ 5,000.00
27	2531.501	CONCRETE CURB & GUTTER, DES B618	LIN FT	\$ 14.00	8100	\$ 113,400.00
28	2531.507	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$ 50.00	650	\$ 32,500.00
29	2540.602	MAIL BOX (TEMPORARY)	LUMP SUM	\$ 2,500.00	1	\$ 2,500.00
30	2545.601	RELOCATE UTILITY	LUMP SUM	\$ 25,000.00	1	\$ 25,000.00
31	2557.603	SALVAGE AND REINSTALL FENCE	LIN FT	\$ 20.00	1040	\$ 20,800.00
32	2563.601	TRAFFIC CONTROL	LUMP SUM	\$ 10,000.00	1	\$ 10,000.00
33	2564.602	INSTALL SIGN	EACH	\$ 150.00	15	\$ 2,250.00
34	2571.501	CONIFEROUS TREE 8' HT. B&B	TREE	\$ 550.00	20	\$ 11,000.00
35	2571.502	DECIDUOUS TREE 2.5" CAL B&B	TREE	\$ 550.00	20	\$ 11,000.00
36	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$ 1.50	8500	\$ 12,750.00
37	2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	\$ 5,000.00	1	\$ 5,000.00
38	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	\$ 1,000.00	2	\$ 2,000.00
39	2574.525	BOULEVARD TOPSOIL BORROW (LV)	CU YD	\$ 25.00	500	\$ 12,500.00
		SEEDING , FERT & MULCH	ACRE	\$ 5,000.00	5	\$ 22,985.54
40	2575.505	SODDING	SQ YD	\$ 5.00	5000	\$ 25,000.00
41	2582.501	PAVEMENT MESSAGE - PAINT	EACH	\$ 250.00	16	\$ 4,000.00
42	2582.502	4" SOLID LINE WHITE-PAINT	LIN FT	\$ 0.25	7400	\$ 1,850.00
43	2582.502	4" BROKEN LINE YELLOW-PAINT	LIN FT	\$ 0.25	1480	\$ 370.00
44	2582.502	4" SOLID LINE YELLOW-PAINT	LIN FT	\$ 0.25	7500	\$ 1,875.00
45	2582.502	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN FT	\$ 0.50	7400	\$ 3,700.00

CONSTRUCTION COST = \$ 1,377,113.54  
 CONTINGENCY (10%) = \$ 137,711.35  
 SUB-TOTAL = \$ 1,514,824.89  
 LEAF (20%) = \$ 302,964.98

**TOTAL SURFACE IMPROVEMENTS PROJECT PRELIMINARY ESTIMATE = \$ 1,817,800.00**

**B. Water Main Improvements**

Item No.	MN/DOT Specification No.	Description	Unit	Unit Price	Estimated Quantity	Estimated Cost
46	2021.501	MOBILIZATION	LUMP SUM	\$ 20,900.00	1	\$ 20,900.00
47	2104.501	REMOVE WATER MAIN	LIN FT	\$ 5.00	30	\$ 150.00
48	2104.509	REMOVE GATE VALVE AND BOX	EACH	\$ 300.00	1	\$ 300.00
49	2104.509	REMOVE HYDRANT	EACH	\$ 500.00	2	\$ 1,000.00
50	2105.601	DEWATERING	LUMP SUM	\$ 25,000.00	1	\$ 25,000.00
51	2451.609	GRANULAR FOUNDATION AND/OR BEDDING (LV)	CU YD	\$ 15.00	1400	\$ 21,000.00
52	2504.601	TEMPORARY WATER SERVICE	LUMP SUM	\$ 15,000.00	1	\$ 15,000.00
53	2504.601	IRRIGATION SYSTEM	LUMP SUM	\$ 50,000.00	1	\$ 50,000.00
54	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$ 1,500.00	2	\$ 3,000.00
55	2504.602	HYDRANT	EACH	\$ 4,000.00	9	\$ 36,000.00
56	2504.602	6" GATE VALVE AND BOX	EACH	\$ 1,600.00	9	\$ 14,400.00
57	2504.602	8" GATE VALVE AND BOX	EACH	\$ 2,000.00	6	\$ 12,000.00
58	2504.602	12" GATE VALVE AND BOX	EACH	\$ 3,000.00	5	\$ 15,000.00
59	2504.603	6" DUCTILE IRON WATER MAIN	LIN FT	\$ 40.00	145	\$ 5,800.00
60	2504.603	8" DUCTILE IRON WATER MAIN	LIN FT	\$ 45.00	360	\$ 16,200.00
61	2504.603	12" DUCTILE IRON WATER MAIN	LIN FT	\$ 50.00	3610	\$ 180,500.00
62	2504.604	4" POLYSTYRENE INSULATION	SQ YD	\$ 25.00	200	\$ 5,000.00
63	2504.608	DUCTILE IRON FITTINGS	POUND	\$ 6.00	2800	\$ 16,800.00

CONSTRUCTION COST = \$ 438,050.00  
 CONTINGENCY (10%) = \$ 43,805.00  
 SUB-TOTAL = \$ 481,855.00  
 LEAF (20%) = \$ 96,371.00  
**TOTAL WATERMAIN IMPROVEMENTS PROJECT PRELIMINARY ESTIMATE = \$ 578,300.00**

**C. Sanitary Sewer Improvements**

Item No.	MN/DOT Specification No.	Description	Unit	Unit Price	Estimated Quantity	Estimated Cost
64	2021.501	MOBILIZATION	LUMP SUM	\$ 7,000.00	1	\$ 7,000.00
65	2105.601	DEWATERING	LUMP SUM	\$ 25,000.00	1	\$ 25,000.00
65	2503.602	8"x6" WYE	EACH	\$ 400.00	6	\$ 2,400.00
66	2503.603	6" PVC SANITARY SEWER	LIN FT	\$ 35.00	360	\$ 12,600.00
67	2503.603	8" PVC SANITARY SEWER	LIN FT	\$ 40.00	1860	\$ 74,400.00
68	2503.603	CONNECT TO EXISTING SANITARY SEWER	EACH	\$ 2,500.00	1	\$ 2,500.00
69	2506.522	ADJUST FRAME & RING CASTING (SANITARY)	EACH	\$ 500.00	1	\$ 500.00
70	2506.602	SANITARY SEWER MANHOLE	EACH	\$ 3,500.00	6	\$ 21,000.00
71	2506.602	RECONSTRUCT SANITARY MANHOLE	EACH	\$ 3,000.00	0	\$ -
72	2506.602	CHIMNEY SEALS	EACH	\$ 250.00	6	\$ 1,500.00

CONSTRUCTION COST = \$ 146,900.00  
 CONTINGENCY (10%) = \$ 14,690.00  
 SUB-TOTAL = \$ 161,590.00  
 LEAF (20%) = \$ 32,318.00  
**TOTAL SANITARY SEWER IMPROVEMENTS PROJECT PRELIMINARY ESTIMATE = \$ 193,900.00**

D. Storm Sewer Improvements						
Item No.	MN/DOT Specification No.	Description	Unit	Unit Price	Estimated Quantity	Estimated Cost
73	2021.501	MOBILIZATION	LUMP SUM	\$ 23,400.00	1	\$ 23,400.00
74	2104.501	REMOVE PIPE CULVERTS	LIN FT	\$ 10.00	245	\$ 2,450.00
75	2105.501	TEMPORARY POND EXCAVATION (INCLUDING TURF EST.)	LUMP SUM	\$ 60,000.00	1	\$ 60,000.00
76	2501.515	15" RC PIPE APRON	EACH	\$ 1,500.00	5	\$ 7,500.00
77	2501.515	24" RC PIPE APRON	EACH	\$ 2,500.00	4	\$ 10,000.00
78	2501.515	30" RC PIPE APRON	EACH	\$ 2,700.00	1	\$ 2,700.00
79	2501.515	36" RC PIPE APRON	EACH	\$ 3,000.00	2	\$ 6,000.00
80	2502.521	6" PERFORATED DRAIN PIPE	LIN FT	\$ 6.00	7840	\$ 47,040.00
81	2503.521	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$ 38.00	420	\$ 15,960.00
82	2503.521	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$ 38.00	3209	\$ 121,942.00
83	2503.521	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$ 40.00	747	\$ 29,880.00
84	2503.521	21" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$ 50.00	277	\$ 13,850.00
85	2503.521	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$ 55.00	202	\$ 11,110.00
86	0203.521	30" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$ 70.00	53	\$ 3,710.00
87	2503.521	36" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$ 80.00	120	\$ 9,600.00
88	2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	EACH	\$ 1,500.00	2	\$ 3,000.00
89	2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	\$ 2,500.00	25	\$ 62,500.00
90	2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	\$ 3,500.00	8	\$ 28,000.00
91	2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	\$ 5,000.00	1	\$ 5,000.00
92	2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL	EACH	\$ 1,500.00	10	\$ 15,000.00
93	2511.501	RANDOM RIPRAP CLASS III	CU YD	\$ 75.00	150	\$ 11,250.00
94	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$ 150.00	27	\$ 4,050.00

CONSTRUCTION COST = \$ 493,942.00

CONTINGENCY (10%) = \$ 49,394.20

SUB-TOTAL = \$ 543,336.20

LEAF (20%) = \$ 108,667.24

TOTAL STORM SEWER IMPROVEMENTS PROJECT PRELIMINARY ESTIMATE = \$ 652,100.00

E. Pedestrian System						
Item No.	MN/DOT Specification No.	Description	Unit	Unit Price	Estimated Quantity	Estimated Cost
95	2021.501	MOBILIZATION	LUMP SUM	\$ 6,500.00	1	\$ 6,500.00
96	2360.503	TYPE SP 9.5 WEARING COURSE MIX (2,B) 3.0" THICK	SQ YD	\$ 25.00	4500	\$ 112,500.00
97	2521.501	6" CONCRETE WALK	SQ FT	\$ 6.25	1150	\$ 7,187.50
98	2531.618	TRUNCATED DOMES	SQ FT	\$ 50.00	200	\$ 10,000.00
99	2531.618	ADA COMPLIANCE SUPERVISOR	LUMP SUM	\$ 500.00	1	\$ 500.00

CONSTRUCTION COST = \$ 136,687.50

CONTINGENCY (10%) = \$ 13,668.75

SUB-TOTAL = \$ 150,356.25

LEAF (20%) = \$ 30,071.25

TOTAL PEDESTRIAN SYSTEM IMPROVEMENTS PRELIMINARY ESTIMATE = \$ 180,500.00

F. Lighting System						
Item No.	MN/DOT Specification No.	Description	Unit	Unit Price	Estimated Quantity	Estimated Cost
100	2021.501	MOBILIZATION	LUMP SUM	\$ 13,000.00	1	\$ 13,000.00
101	2545.511	LIGHTING UNIT TYPE A	EACH	\$ 5,000.00	30	\$ 150,000.00
102	2545.515	LIGHT BASE DESIGN SPECIAL	EACH	\$ 3,000.00	30	\$ 90,000.00
103	2545.541	SERVICE CABINET	EACH	\$ 10,000.00	2	\$ 20,000.00

CONSTRUCTION COST = \$ 273,000.00

CONTINGENCY (10%) = \$ 27,300.00

SUB-TOTAL = \$ 300,300.00

LEAF (20%) = \$ 60,100.00

TOTAL LIGHTING IMPROVEMENTS PROJECT PRELIMINARY ESTIMATE = \$ 360,400.00

Project Cost Summary

**CONSTRUCTION COST**

Surface Improvements	\$	1,817,800.00
Water Main Improvements	\$	578,300.00
Sanitary Sewer Improvements	\$	193,900.00
Storm Sewer Improvements	\$	652,100.00
Pedestrian System	\$	180,500.00
Lighting System	\$	360,400.00
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>	<b>\$</b>	<b>3,783,000.00</b>

**Right of Way Acquisition Costs**

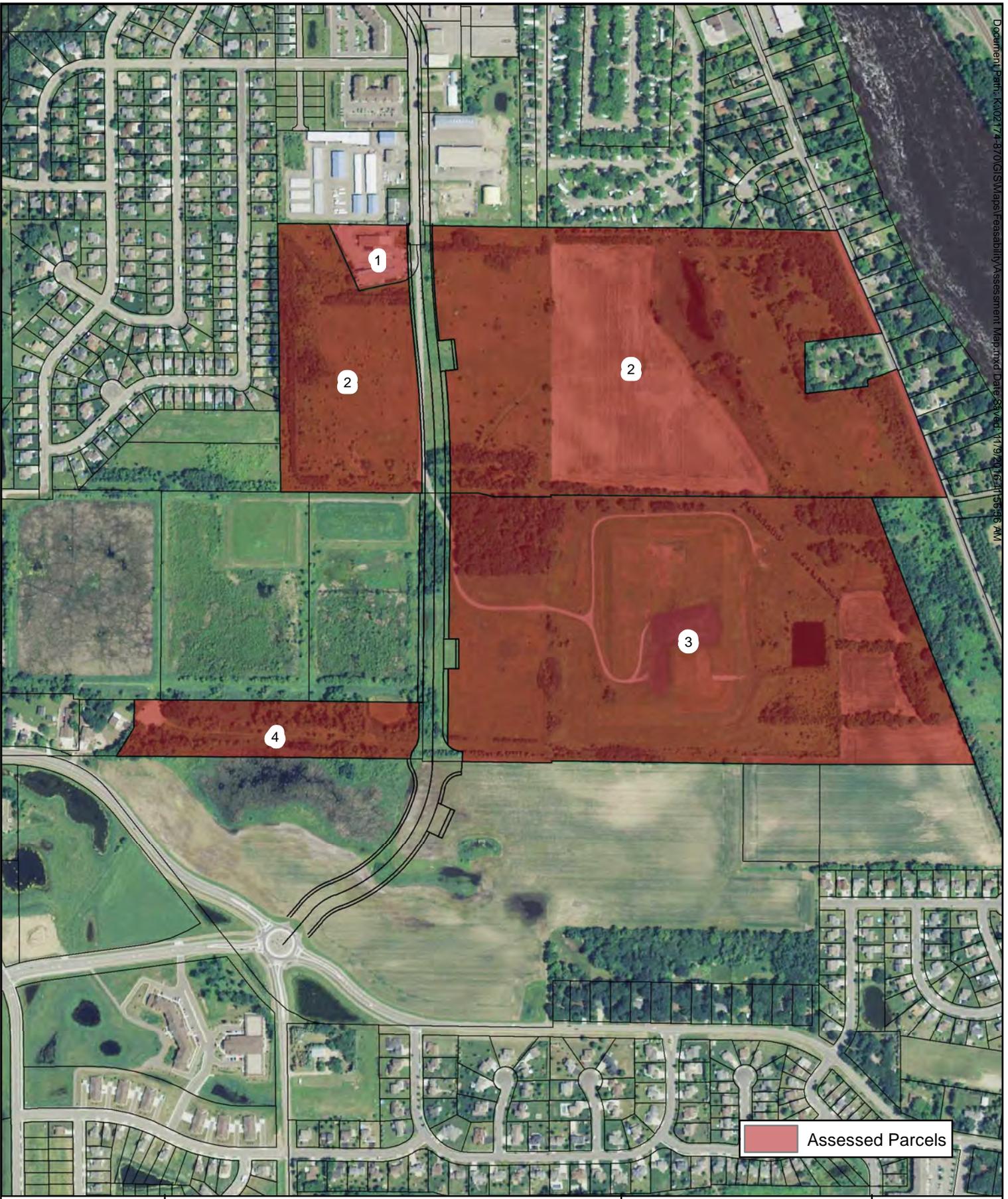
JK Storage	\$	12,024.00
AIM, US LLC	\$	287,800.00
Platting	\$	40,176.00
<b>Total ROW Cost =</b>	<b>\$</b>	<b>340,000.00</b>

**TOTAL ESTIMATED PROJECT COST = \$ 4,123,000.00**

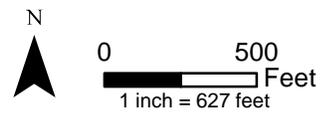
## **APPENDIX C**

**Figure 8: Preliminary Assessment Map**

**Figure 9: Preliminary Assessment Roll**



4th Avenue South  
Figure 8: Assessment Map  
Sartell, MN



# Preliminary Assessment Roll

CITY OF SARTELL

4th Ave S. From Heritage to 4th Street S.  
SP 220-117-004

Date: 11/14/2016 Project Location: 4th Avenue South City Project No. 15-01 WSB Project No.: 02174-87							Right of Way Acquis. Rate/FF \$44.36	Roadway Rate/FF \$392.85	Watermain Rate/FF \$70.46	Sanitary Sewer 100% AIM	
MAP ID	PID	FEE OWNER	FEE OWNER ADDRESS	CITY/STATE	ZIP CODE	FRONT FOOTAGE (LF)	PROPOSED ASSESSMENT	PROPOSED ASSESSMENT	PROPOSED ASSESSMENT	PROPOSED ASSESSMENT	Total Assessment
1	92.57075.0000	JK SELF STORAGE LLC	301 4TH AVE S	SARTELL MN	56377	243	\$3,773.09	\$33,411.87	\$5,992.34		\$ 43,177.30
2	92.57740.0000	AIM DEVELOPMENT (USA) LLC	101 SARTELL ST E	SARTELL MN	56377	2430	\$107,802.71	\$954,624.74	\$171,209.73	\$ 193,900.00	\$ 1,427,537.19
3	92.57709.0000	AIM DEVELOPMENT (USA) LLC	100 SARTELL ST E	SARTELL MN	56377	1373	\$60,910.75	\$539,382.62	\$96,737.02		\$ 697,030.39
4	92.56718.0224	CRAIG M & JESSIE J CASH	401 HERITAGE DR	SARTELL MN	56377	286	\$12,687.89	\$112,355.01	\$20,150.61		\$ 145,193.51
<b>4th Avenue South: PRELIMINARY PROJECT ASSESSMENT:</b>						<b>7664.00</b>	<b>\$185,174.45</b>	<b>\$1,639,774.24</b>	<b>\$294,089.71</b>	<b>\$ 193,900.00</b>	<b>\$2,312,938.39</b>

\$ 38,320.00  
Water Oversizing

35% Reconstruction Rate

# SARTELL CITY COUNCIL

# AGENDA COVER MEMO

Originating Department <b>Planning Department</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>8b</b>
Agenda Section: <b>Old Business</b>	Item: <b>2016 Comprehensive Plan Update</b>	

## **BACKGROUND:**

This comprehensive plan is an attempt to consolidate all the collaborative planning work that has been completed over the past 13 years and enhance the document by addressing other critical programs and services that help define a place, its people and the quality of life they enjoy. The process for this update started in 2014 with some community outreach and engagement efforts. Drafting of the plan occurred in the summer of 2014-Spring of 2016. Public hearings for the Comprehensive Plan were held in May and July of 2016. Since that time staff has made the following changes:

1. Transportation Plan – updated to reflect projects completed.
2. Arts and Culture – updated to encourage partnerships with local businesses and art groups to achieve the goals
3. Future Land Use, Transportation, and Boundary Maps are located in the Appendix for ease of access.
4. Added additional/newer photo's
5. Implementation Chapter – a chapter which outlines the processes available to the City to implement the comprehensive plan. This chapter outlines the process for plan adoption, amendment, review and reports, along with the criteria to consider with reviewing comprehensive plan changes. This chapter clarifies that the individual strategies are simply ideas and are open to revision and further discussion and analysis, but that the goals of each section are those considered to be more fundamental and long lasting. This chapter directs the prioritization of goals to occur as a result of ongoing conversations between the Commission's and Council and through the utilization of the City's Financial Management Plan which is updated yearly.

## **ATTACHMENTS:**

Comprehensive Plan  
Resolution Approving the Comprehensive Plan

## **ACTION REQUESTED:**

1. Motion to approve the resolution adopting the 2016 Comprehensive Plan (Super Majority is required to adopt the Comprehensive Plan).

Council Member  
adoption:

introduced the following resolution and moved for its

**Resolution # \_\_\_\_\_**

**A RESOLUTION APPROVING THE 2016 COMPREHENSIVE PLAN**

WHEREAS, the City has created a plan to serve as a long-range vision and guide for community development due to increased population and development; and

WHEREAS, the City is a rapidly growing community and with the growth, a well thought out comprehensive plan is needed to accommodate the needs to support residential, educational, industrial, public and commercial development is a high concern and priority; and

WHEREAS, the Planning Commission held a public hearing on March 7, 2016, and reviewed and recommended for approval the 2016 Comprehensive Plan during their June 6, 2016, meeting; and

WHEREAS, the City Council held a public hearing on July 11, 2016.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SARTELL, STEARNS COUNTY, STATE OF MINNESOTA, as follows:**  
The 2016 Comprehensive Plan is hereby adopted.

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 on this the 14th day of November, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

Introduction, History and Executive  
Summary

Your Voice. Your Vision. Your Future.



2016 COMPREHENSIVE PLAN

## 2016 COMPREHENSIVE PLAN - SARTELL

**Progressive. Change. Desirable.** Those adjectives describe the initiatives that Sartell has undertaken over the past ten years. Measures that have helped transform Sartell from just one of the St. Cloud area's bedroom communities into a distinctive, desirable place to live, a place that stands out for its parks and trails, a medical community and a sense of community.

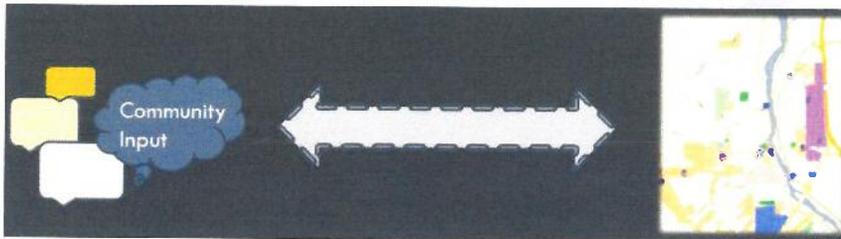
But now what? Now that many of the initiatives and ideas captured during the 2003 Comprehensive Planning process have been implemented, what should Sartell do next? How do we maintain the momentum and culture that we have created?

The City of Sartell set out in early 2014 to meet these questions in a manner that had served it so well previously by looking at community-based planning. While citizen engagement has always been an important effort and has been an important component of many planning initiatives and task forces, this time, it worked to create a vision for the future through strategic planning. Citizen engagement provides the cornerstone for good community planning by ensuring that as many thoughts, ideas and opinions as possible are shared and discussed. While a strategic plan that attempts to be all things to all people may be desirable, it will fail. Successful planning requires that choices are made and that those choices are consistent with broader community goals and values. It is anticipated that the City and others will utilize this plan as "marching orders" to effectively and confidently implement the vision in ways that are progressive, game-changing and will continue to create a desirable place to live.





the document by addressing other critical programs and services that help define a place, its people and the quality of life they enjoy. A few aspects of community life include the arts and youth services. Sartell has a legacy of effective planning, but until now, we have not had the important conversations about who we are and what binds us together as a community.



In addition to the physical planning and growth, this document will discuss what makes Sartell, Sartell! The time to this process has yielded a clear vision, a set of goals and guidelines for the City to follow to achieve this vision.

### Sartell Philosophy

Sartell is a progressive community, engaged in shaping its own future. The residents and businesses of Sartell are working to capitalize on the qualities and values that have made it a successful and desirable community.



## LINKING THE COMPREHENSIVE PLAN TO PRIOR WORK

The 2016 Comprehensive Plan is an opportunity to bring all of the prior planning work in Sartell (and beyond) together under one guiding vision. As such, it is important that the 2016 Comprehensive Plan build upon prior plans. As these other plans focused on perhaps, special and specific issues with Sartell, the 2016 Comprehensive Plan is intended to help fill the gaps and connect the dots resulting in a comprehensive blueprint for the City. Each of the following plans and initiatives provided valuable insight and direction into the development of this plan.

APO Plan (2014)	Emergency Operations Plan(2014)
Athletic Needs Study (2005)	Wellhead Management Plan
Medical and Business Park Branding Study (2013/2014)	Stormwater Management Plan
Transportation North Plan (2005)	Railroad Quiet Zone Study – Sauk Rapids and Sartell, MN (2007)
Transportation South Plan(2005, 2009)	Trunk Highway 15 Corridor Study (2007)
Sustainability Framework Plan (2010)	City of Sartell – Financial Management Plan (ongoing)
Town Square Master Plan (2007)	Environmentally Sensitive Areas Map/Information
Regional Park Master Plans (2007,2008)	Epic Center AUAR (Updated 2014)
St. Cloud Urban Area Mississippi River Corridor Plan (2010)	Robert's Road/50 <sup>th</sup> Avenue EA
Safe Routes To School – Planning (2014)	Regional Active Living Advisory Group Transportation Plan-November 2015
LeSauk Drive Study	
Sartell's Stormwater Pollution Prevention Plan (ongoing)	
Pavement Management Plan (2014)	

The 2016 Comprehensive Plan is a policy document intended to guide City decisions. Both timely and necessary, Sartell has established a record of success in the face of rapid growth. However, with the development slower than in early 2000, coupled with high development costs, Sartell faces the challenges of diversifying its economic base; maintain what is in place and further investing in improvements that provide the high quality of life that residents and businesses have come to expect. It was time to take a half step back, leave the doors of city hall and talk to people, and collectively define the next steps forward.

As things change, so must the planning and implementation efforts of the City. A fluid and flexible approach will allow the City to take advantage of new ideas or circumstances that may emerge as things progress. Ideas unforeseen today may have profound relevance for the future. The ability to incorporate them will keep Sartell vital and maintain the progressive and charming style that defines Sartell.

### TO REALIZE FULL POTENTIAL OF THE PLAN, IT SHOULD BE USED TO:

- **Guide City elected and appointed officials and staff to assist with a variety of tasks**

- Development and infrastructure decisions
- Acquisition and use of land
- Budgeting capital improvements
- Establishing regulatory changes

- **Guide residents, businesses, and property owners to assist them in:**

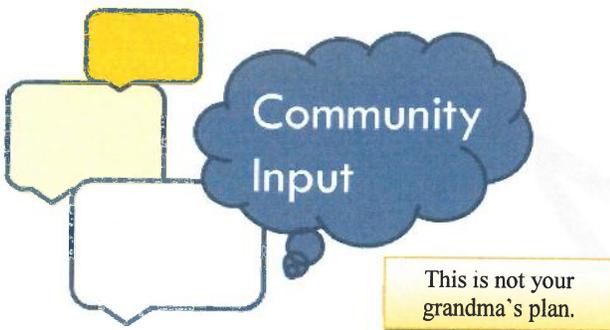
- Determining potential property use
- Understanding possible land use changes in the surrounding area
- Establishing reasonable land value expectations
- Understanding future infrastructure improvements
- Making improvements and investments to their own properties

- **Guide developers in their property acquisitions and coordinating their development plans with City goals, regulations, and infrastructure plans**

- **Assist neighboring and overlapping jurisdictions to coordinate issues of mutual interest**

While the Plan provides information and guidance, it depends heavily on appropriate exercise of individual discretion, interpretation, and initiative to fulfill this plan's overall goals, policies, and programs.

## APPROACH TO COMMUNITY OUTREACH AND ENGAGEMENT



### Taking it to the Streets

Celebration Lutheran Church  
Country Manor  
Westside Learning  
Resource Training and Solutions  
Celebration/Wilds/Woods Neighborhood

Sartell Chamber Community Expo Winter Market

Commission Discussions

Business Retention Visit Discussions

Development Summit

### Focus Groups

Sartell Medical Community  
Commercial Core Community  
2nd Street South Business Community  
East Side Business Community  
Seniors Connection  
Youth (Pine Meadow and Oak Ridge)  
Youth (Middle school)



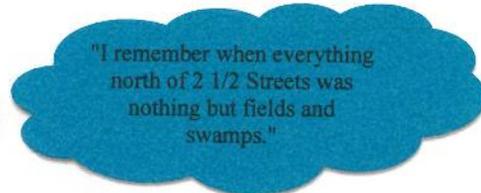
## OUR SARTELL: YESTERDAY AND TODAY

### Sartell Yesterday: How It All Started

Diehard Sartell residents are likely well aware of the City's historical roots, but more recent and casual residents may not be. Sartell is a City of almost two different histories. For nearly 80 years, Sartell was defined by gradual change and dominated by core community families (Traut, Then's, Dehler, Kruchten). This is very different from the Sartell that a majority identifies with today.

Sartell began as a small river town relying on lumber and a paper company for its existence. The present site of the City of Sartell was first known as "The Third Rapids," the French fur traders gave this name because it was the third "rapids" they would encounter as they traveled north up the Mississippi River from St. Anthony Falls in Minneapolis. One of the first settlers of the community was Joseph B. Sartell, who arrived in 1854 and worked as a millwright at a local sawmill. In 1877, Joseph B. Sartell opened a flour mill on the Watab River, near the present-day Watab Creek Park, and in 1884, he and his sons started the Sartell Brothers Lumber Company.

In 1905, a dam across the Mississippi near the "third rapids" was begun and finished in 1907. Seven people were killed during the construction of this first dam. Also in 1905, construction began on the Watab Pulp and Paper



Company. The paper mill was completed and began making paper in 1907. This was to become the St. Regis Paper Company in 1946, Champion International in 1982, International Paper and finally Verso Paper Company.

At this time, residents decided it was time to incorporate. The "Village of Sartell" was incorporated in 1907. When the village was being incorporated, several influential people thought the name of the town should be "Wengert" after one of the businesspersons; another person was lobbying to name the town "Oberly" after himself. However, because of his many relatives and the fact he was a generous contributor to the community the village was named "Sartell" after Joseph B. Sartell. In fact, from 1907 until 1973 there was a Sartell on nearly every City Council. The most prominent being Ripley B. "Rip" Sartell, who was mayor for 31 years.

Another of Sartell's largest employers is the DeZurik Valve Company founded in 1925 by Matt DeZurik, who started as an employee of the Watab Paper Company, but then started his own shop to make valves and other products. In fact, during World War II the DeZurik Company

produced casings for tank tracks and valves for ships. Today, the company produces industrial valves for large plants, municipal applications, and valves for the paper industry.

The town continued to grow slowly and developed a number of businesses and "downtown" on the east side of the Mississippi along US Highway #10. In the 1960's US Highway #10 was re-routed and greatly contributed to the demise of the downtown area. Then the construction of the new bridge over the Mississippi in the early 1980's displaced the remaining businesses. This and Sartell's

nearby location to St. Cloud's major retail center account for Sartell not having a traditional "downtown."

Because residents wanted to educate their children locally, Independent School District #748, Sartell-St. Stephen was created in 1969. Despite not having a downtown, the city continued to grow, and the pace of the growth started to pick up in the 1970's. From 1970 to the present, the city's population has grown from 700 to over 17,000. Sartell is known as a popular place to live and raise a family because of the fine school system, affordable and well-kept housing, proximity to work, active local organizations, and churches, and small town atmosphere. (Source: "Sartell: 75 Years of Progress.")

### Sartell Today:

For most residents today, Sartell is defined by change. The construction boom that washed over Sartell in 1990-2007 more than tripled the population and the creation of neighborhoods such as Morningstar, Pine Lakes, Sabre Oaks, etc. The last decade furthered the development of commercial, medical and professional offices as many started to view Sartell as more than just a bedroom community.

The City of Sartell covers approximately 10.4 square miles in the northern portion of the St. Cloud Metro urbanized area. The City of St. Cloud (2010 population of 65,842) forms most of the southern border of Sartell, and the City of Sauk Rapids (pop. 12,773) is located south and east of Sartell in Benton County. Sauk Rapids Township (pop. 584) is situated north and east of Sartell in Benton County, and Le Sauk Township (pop. 1,766) surrounds Sartell on the north and west in Stearns County.



Sartell is a community of 17,203 (2015 Population Estimate) located in the St. Cloud Metropolitan Statistical Area (MSA), which includes Benton and Stearns County. The St. Cloud MSA populations were 189,093 as of the 2010 census. Located on both sides of the Mississippi River, the majority of Sartell is located in Stearns County (land mass and population), but also contains a significant amount of people and employment in Benton County. Stearns County had a population of 150,642 while the Benton County population was 38,451.

Sartell experienced solid growth between 1960 – 1990; adding 532 people between 1960 and 1970 (67% growth), 2,104 people during the 1970's (159% growth), and 1,966 people in the 1980s (57% growth). Over the past two decades, Sartell's population has essentially tripled, adding 4,248 people in the 1990's (79%) and 6,235 people between 2000 and 2010 (65%). By comparison, the St. Cloud MSA population base expanded 12% between 1990 and 2000, which was followed by 13% growth between 2000 and 2010.

Additional demographic information is available in the appendix.



Like any community, Sartell has had its problems. Growth on the order that Sartell has experienced, even well-managed growth, has consequences. Traffic is a source of concern, within Sartell and along the roadways, which connect the community to St. Cloud, Waite Park, Sauk Rapids and beyond. There is a perceived split between the east and west side of Sartell and both often feel disconnected from each other. There are three different school districts, which provide education to different portions of the community. The increase in traffic has reduced the ability to cross as a pedestrian or bicyclist. The growth of an elementary school in the northerly portion of the projected growth, in advance of that growth, has resulted in inadequate transportation and

pedestrian facilities to that school causing issues with public safety and mobility. A strong desire to live in Sartell has created an influx of apartment construction, which is causing concern to many residents as to what those housing units will look like

in 20-30 years - when the demand for rental housing may not be as high, and a glut is created. The high water table and expansive wetland systems make for difficult building and construction. We cannot overlook one of the largest problems that have occurred, the devastating incident at the Verso Paper Mill in 2012, which resulted in the loss of a life, many jobs, history and a 740,000 square foot building.

After decades of change, Sartell launched forward to become a regional leader with a distinct brand. For many it represents the perfect mix of rural and urban, active and secluded. Given Sartell's odd physical boundaries shaped by years of annexation, it is difficult to distinguish what is Sartell and what is not. The result is that Sartell's distinct physical place is less important as residents of the city and surrounding community tend to get involved whether they technically live in the City or not. Love or hate the decisions that been made in guiding City investment, people continue to choose to live here, work here and play here.





## What Makes OUR Sartell, SARTELL?

### Our People

People in Sartell care about one another and their community. Though it is difficult to quantify, a significant portion of the community devotes their time in making Sartell, a better place. Even students spend hours giving back to their community, and the desire is to do more (as said by one insightful eighth grader). There really is a sense of community, where people are passionate about their causes, which encourages others to be passionate and contribute. Whether its community gardens, dog parks, athletic fields and senior activities, these passionate people are our biggest asset. The citizens of Sartell will turn the vision for Sartell into reality.

### Our Community Culture

We value our family-oriented, yet fun attitude. There is always a lot going on in Sartell - with many 5k races and other types of events, which draw people from all over the City and beyond. Families with kids, young professionals, and empty nesters all make Sartell their home. Some of us hailed from the region while others come from all over. Our community is well-educated, forward-thinking and connected to one another.

### Our Schools and Education.

Excellent. Being served by three school districts (Sauk Rapids/Rice, St. Cloud and Sartell/St. Stephen), our community is privileged to have top-notch schools. It is no secret that many people choose to live in Sartell because of the schools and that continues to be a huge selling point in attracting new residents. The community actively supports and participates in the schools - volunteering in classrooms, cheering on athletic teams, teams escorted out of the City by a Fire Truck on their way to state playoffs. We also have access to local higher education institutions including St. Cloud State University, St. John's and St. Ben's, St. Scholastica, and St. Cloud Technical and Community.

### Our Parks and Trails

Our parks and trails are one of our greatest assets and part of our identity. They demonstrate the value we place on environmental preservation, recreation and healthy lifestyles. We recognize that open space is an essential component of the high quality of life we enjoy in

Sartell. We are known for our parks and trails, which draw people out of their homes and encourage people to meet neighbors and friends. The development of our park system is a key example of how things are done in Sartell.



### Our Businesses

Our businesses are diverse. From unique and small to large and national, each business provides options for entertainment, employment and services. Sartell is growing out of the bedroom community it once was 20 years ago to a growing center of jobs.



### Our Institutions

Our institutions are strong assets that bind our community together. Our city services, including police, fire and public works departments, help maintain the high quality of life we are regarded for and this helps create our strong public image. They ensure that our neighborhoods and public spaces are safe and beautiful. Public safety is one of our greatest assets. Our social, community and religious organizations represent our varied interests and backgrounds and are the anchors that tie our community together.



### Our Location

Location is everything, and our location, which straddles the Mississippi River, shapes our City. Our location along Highway 15 and Highway 10 affects the type of development and businesses that locate here. We have benefited from the light industrial and tech businesses that setup shop here to take advantage of those resources. Our proximity to downtown St. Cloud also offers key benefits for businesses and residents, making Sartell the perfect combination of a place with a small-town community feel that also has access to bigger city amenities.

## SUMMARY OF THE DRIVING PRINCIPLES AND GOALS

In January of 2014, the Planning Commission identified a series of driving principle and goals, which helped, formulate the driving principles and goals listed below. AS WE MOVE FORWARD - The goals and aspirations of this plan will guide city policy and provide a road map for achieving the Sartell Comprehensive Plan. The goals that follow reflect the work of the various City Commissions, City Council and resident and businesses owners input, collected through all of the traditional and

non-traditional outreach activities. Each goal in this plan includes a list of potential strategies which should be considered in working to achieve each goal and ultimately to make the vision of Sartell, a reality. The goals and strategies are organized into eight driving principals:

-  **Communications and Engagement: How We Connect**
-  **Economic Development: How We Prosper**
-  **Public Safety: What Provides Us Comfort**
-  **Planning: How We Grow**
-  **Community Culture: What Makes Us Interesting**
-  **Parks and Open Space: How We Play**
-  **Transportation: How We Move**
-  **Sustainability: What Makes Us Viable**
-  **Community Facilities: What Makes Us Function**



## COMMUNICATIONS AND ENGAGEMENT: HOW WE CONNECT

### Why This Matters For Sartell: Creates Community

Sartell's approach to communication is one that values the opinions of citizens, whatever they may be and encourages citizens to be involved. There is a desire to have an active spirit of engagement, dialogue and a strong sense that Sartell is listening. Residents still view the community as small enough to pick up the phone and call the Mayor or Council Members with issues or ideas they may have. The City understands that to move forward in implementing this plan and others, to support what is working and improve what is not, a clear mandate for the community is crucial. The following goals are ways that the City can make its communications and engagement strategy even more comprehensive and inclusive so that all voices are brought into the conversation.

- Goal 1: Create opportunities for everyone to participate, in multiple forms and modes (social media, paper, web, videos)
- Goal 2: Encourage youth involvement
- Goal 3: Develop, promote and protect the Sartell Brand
- Goal 4: Develop or collaborate efforts in creating a community online calendar.





## **ECONOMIC DEVELOPMENT: HOW WE PROSPER** **Why This Matters For Sartell: Be Vibrant**

The public input process determined that economic development was a significant issue on resident's (and businesses) minds. Groups discussed the need for attracting diverse and high-quality commercial development, supporting and strengthening local businesses and most importantly, recruiting job creating businesses that generate revenue for the City and ensure the future of the City. What can Sartell do to remain vibrant and sustainable? The following economic development goals respond to that question and provide important guidance for ensuring Sartell remains ahead of the pack.

- Goal 1: Focus on quality of life for businesses and residents as an economic development strategy
- Goal 2: Compete for the future by ensuring adequate transportation and utility facilities.
- Goal 3: Continue to partner with regional efforts to become a jobs center
- Goal 4: Recruit and develop a diverse and balanced commercial base
- Goal 5: Attract and retain workers
- Goal 6: Help small businesses thrive





## **PUBLIC SAFETY: WHAT PROVIDES US COMFORT** **Why This Matters For Sartell: Be Safe**

Sartell has a reputation as being one of the safest, if not the safest, community in central Minnesota. Overall, the Sartell Police Department and the Sartell Fire Department receives high marks from residents and businesses for being responsive, and the citizens appreciated the high visibility approach the City has taken. How the police department interacts with the community is different as compared to other places. Whether it is the SALT committee, Cooking with Cops, DARE programs or their assistance during the many community events throughout the year, the Sartell police department is a visible and positive force in the community. Resident's value friendly and engaging police officers with community ties. The Fire Department holds a popular and effective open house every fall. Having a strong police presence, and effective fire response improves quality of life, which is good for attracting and retaining residents and businesses. The following goals will attempt to continue the stellar public safety service, which contributes to a high quality of life.

- Goal 1: Partner with the community
- Goal 2: Educate and engage the community, employees, and employers
- Goal 3: Use targeted and combined police and fire visibility
- Goal 4: Embrace and/or continue to utilize new technologies efforts
- Goal 5: Support transportation and utility improvements to meet response needs





## **PLANNING: HOW WE GROW** **Why This Matters For Sartell: Be Proactive**

Sartell is often categorized as a suburban community. A characteristic of a suburban community often includes rapid growth, which can result in a "cookie cutter" development approach that undermines the ability to establish a unique identity. Throughout the process, residents made it clear that the approved the City is proactive and open approach, even if they did not always agree on specific decisions. As Sartell continues to grow, there appears to be a desire to break out of the traditional suburban mold and be progressive, innovative and proactive in its planning.

Goal 1: Create and transform Sartell gateways

Goal 2: Invest in a town square

Goal 3: Balance growth and orderly development

Goal 4: Ensure lifetime housing

Goal 5: Ensure adequate business options

Goal 6: Assess the adequacy of our community facilities

Goal 7: Develop community friendly properties

Goal 8: Develop according to the Comprehensive Plan





## COMMUNITY CULTURE: WHAT MAKES US INTERESTING Why This Matters For Sartell: Be Unique

Sartell believes it can and is a model community. A key factor in taking Sartell to that next level, in achieving that kind of quality of life is a commitment to the arts and opportunities to create “community”. Public art and activities not only enhances and drives public spaces, but also creates a broader sense of identity, initiates conversations, and is accessible to everyone. With the inclusion of the Sartell Chamber of Commerce Events, Summerfest, Apple Duathlon events, the various opportunities offered by the Senior Connection and the Winter Market/Market Monday, the sense of the potential of additional arts and activities, which enrich the experience residents have, is clearly evident. Participants felt that the City and all of its partners have started to be successful in arts programming and events. However, there was a distinct desire to have more family friendly events and unique happenings throughout the community 12 months out of the year.

- Goal 1: Create partnerships that offer a wide and diverse array of local events and creating family-oriented opportunities
- Goal 2: Capitalize on the city’s rich cultural assets
- Goal 3: Evaluate ways to add public art in the City
- Goal 4: Foster local arts programs and venues, along with recreation and athletic activities
- Goal 5: Become an active living community





## **PARKS AND OPEN SPACES: HOW WE PLAY** **Why This Matters For Sartell: Be Fun and Active**

Not only do residents love Sartell's parks and trails, they also have many ideas on how and where to make them better. The City has been successful in developing extensive parks with different amenities, but the City's focus should also be to keep the parks in excellent condition, make the connections between them and the trail network (locally and regionally) and make park enhancements. The City's growing green space network defines Sartell as much as new development. Aside from being an integral part to the Sartell's quality of life, the City's commitment to environmental preservation and creating active and passive parks demonstrates its philosophy of responsible growth. With over 40 miles of trails and sidewalks, it has long been a goal to be able to step outside your home and walk to any given location in Sartell.

- Goal 1: Value passive and active recreation
- Goal 2: Prioritize existing parks
- Goal 3: Ensure the parks and trails are safe
- Goal 4: Expand the park connections and the trail network
- Goal 5: Recognize the Rivers and natural areas as assets to the community





## TRANSPORTATION: HOW WE MOVE

### Why This Matters For Sartell: Be Connected

One of the most commented issues for the city is transportation, traffic, and roadways. The City's efforts are primarily focused on making and connecting destinations (jobs, services, schools) throughout the community. Exploring alternatives to the classic auto, while promoting active lifestyles to drive the desire and need for increased sidewalks, trails, and safe pedestrian crossings. There are a number of high traffic (and fast) roadways that also are in dire need for reconstruction.

- Goal 1: Improve traffic management and safety
- Goal 2: Make local connections
- Goal 3: Focus on different ways to get around and continue regional transportation planning efforts
- Goal 4: Design attractive roadways





## **Sustainability: What Makes Us Viable** **Why Is This Important For Sartell: Be Healthy**

We live in a time in which increased population growth, high levels of consumption and the desire to feed growing economies have created escalating demands on our resources -natural, human and social. These demands can negatively impact the natural environment, our communities and the quality of our lives. In the face of these challenges, people have begun to develop a growing desire to live sustainably. It is important to be cognizant of the decisions and developments that meet the needs of the present, while not compromising the ability of future generations to meet their own needs.

- Goal 1: Promote a wise use of energy and natural resources
- Goal 2: Reevaluate orderly annexation agreements to ensure sustainable development practices and resource allocations
- Goal 3: Protect and improve surface and groundwater resources
- Goal 4: Encourage healthy citizens and businesses through partnerships and activities





## COMMUNITY FACILITIES: HOW WE FUNCTION

### Why This Matters For Sartell: Be Cooperative

The purpose of this section is to provide the goals and policies for community facilities within the City of Sartell and to identify future community facility needs to accommodate the demand for new services. Community facilities include the structures, facilities, and services administered by public and semi-public organizations that provide for the day-to-day functions of the City of Sartell. Community facilities have an impact and influence on the quality of life in Sartell and includes local government, fire, police, education, and utilities. The community facilities chapter describes policy recommendations for government services, schools, and community services.

- GOAL 1: Promote the usage, creation, and uniqueness of community facilities, while also soliciting creative funding sources.
- GOAL 2: Ensure high quality and effective public safety, education and civic services.
- GOAL 3: Plan and provide public facilities and services in a coordinated and economical manner on a basis that is consistent with the nature of existing and proposed development within the community.



# Communications and Engagement

Your Voice. Your Vision. Your Future.



2016 COMPREHENSIVE PLAN



## COMMUNICATIONS AND ENGAGEMENT: HOW WE CONNECT

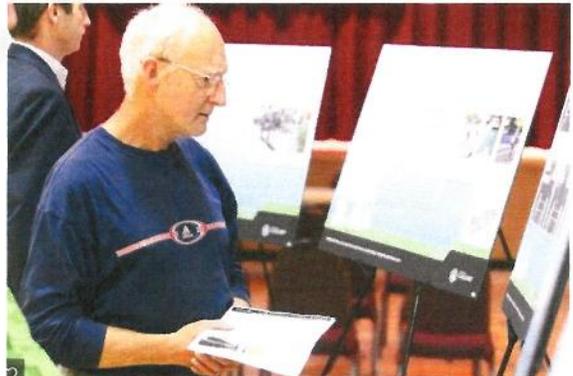
### Why This Matters For Sartell:

Sartell's approach to communication is one that values its citizens' opinions, whatever they may be, and encourages citizens to be involved in a very hands-on way. The City realizes that communication is a two-way opportunity; it provides various means through which citizens may provide feedback, request services, make comments, and share information. In addition to informing and engaging citizens, Sartell's communications materials also promote and reinforce the City's reputation as a regional role model; they position and protect the Sartell "brand." In our technology-driven, information-laden world, Sartell realizes that people have different preferences for how they receive and send information.

Among the many media utilized by the City of Sartell are: [www.Sartellmn.com](http://www.Sartellmn.com); a database of about 20 media outlets for press releases and placements; social media including Facebook and Instagram; e-mail blasts; marketing brochures and publications; advertising in magazines, and newspapers.

Citizens feel that the City could do a better job of utilizing various forms of communication, through new forms of technology and old. They value the City's ability to be responsive and provide answers to inquiries, even if those answers are not always the ones they want to hear. The City understands that to move forward in implementing this plan and others, to support what's working and improve what's not, transparency and a clear mandate from the community are crucial. The main goal should be to establish a communications and engagement strategy as a strength and push it even further.

The following goals are ways that the City can make its communications strategy, even more, comprehensive and inclusive so that all voices are brought into the conversation.



## COMMUNICATIONS AND ENGAGEMENT GOALS



### GOAL 1: CREATE OPPORTUNITIES FOR EVERYONE TO PARTICIPATE

When many people get involved and take action, good things happen. Resident involvement has helped to shape the community gardens, farmers market and many of the amenities within our parks. In this vein, Sartell must strive to meet the high expectation of residents through continued outreach, but also expand efforts to ensure that all of the City's communities are included. Sartell should try to get the word out and encourage residents to voice their opinions. There are opportunities to build on the City's success and provide a model for community involvement.

#### Potential Strategies May Include These And Other Future Cool Ideas:

##### 1.1 Prepare a Comprehensive Communications Plan That Includes All City Departments and Commissions

City departments can communicate information on specific programs or activities as needed through the City's Administrator/Planning Director.

Schedule a minimum of two joint meetings between the Commission(s) and Council per year to ensure the exchange of communication, priorities, goals and plans are discussed.

Create infographics and other communication pieces describing facts surrounding certain housing types, new developments, etc

##### 1.2 Communicate With the Homeowner's Associations

Many neighborhoods in Sartell have a homeowners association (HOA). These associations represent a large portion of the population and take on activities from community policing to developing community amenities. These organizations are closest to the residents and, therefore, bring with them the opportunity to encourage broader involvement in City

initiatives and policy. The city should strive to maintain a list of homeowners associations on the website and convene an annual summit in a roundtable format to discuss concerns.

### 1.3 Consider Creating a Citizens College

Give interested citizens insight into how the City runs and how they can be a part of it. A Citizens College would be a counterpart to the Citizens Police Academy and consist of a multi-week course to teach participants about the different City departments, how the budget works, how to engage effectively with government, and how to get involved with City initiatives and this plan.

## GOAL 2: ENCOURAGE YOUTH INVOLVEMENT

Plans require a long time horizon. Recognizing that it takes years to see the implementation of many plans take place, Sartell should be involving those who stand to benefit most – local youth. Youth often are discussed as critically important but rarely have a voice in planning, community events, and other activities. Discussions at the community inputs and interviews with youth revealed the desire to get youth involved and keep them involved. Sartell should increase targeted outreach to youth and encourage their participation in ongoing programs.

### Potential Strategies May Include These And Other Future Cool Ideas:



#### 2.1 Provide Youth Volunteer Programs

Sartell has many volunteer opportunities for adults to help connect them to one another and critical services like Police. The City should work with existing programs like Seniors and Law Together (SALT) to encourage and expand participation in these programs by teens. Consider new programs to enable youth to play a meaningful role in Sartell's future. A Junior Ambassador Program, for instance, could provide teens with an opportunity to show new residents around the City and help staff events like Summerfest, Apple Duathlon and Sartell Chamber events. Plan for adult oversight as appropriate to ensure youth volunteer time is meaningful.

#### 2.2 Organize A Youth Council/Youth Advisory Board

Youth already plays leadership roles in schools. Juniors and seniors provide mentorship to freshmen and sophomores and help organize school functions and the first day of school activities. These teens are eager for opportunities to take

these mentorship opportunities out of the classroom and into the City. Many cities organize a Youth Council to guide city leaders in decision-making, work with local teens around issues of common interest and increase volunteer opportunities. Sartell teens in focus group meetings expressed a strong desire to be more involved with the City. They want to lend their perspective particularly to questions around teen activities and programs. Convene a Youth Council that has a seat at the table in guiding the implementation of this comprehensive plan.

### 2.3 Create a Formal Internship Program

Work with local high schools and colleges to create a formal internship program for students to experience first-hand the way City government works. Interns would participate in the day-to-day functions of the City's different departments.

### GOAL 3: PROMOTE THE SARTELL BRAND

Within the region, Sartell is recognized for its unique qualities, amazing educational system, active living, active transportation and recreation opportunities (bike trails, bike lanes, sidewalks), access to healthy food (farmers market, community gardens, grocery stores) and healthcare facilities, progressive attitude, our school district(s) and community spirit. Much of this brand recognition stems from the City's commitment to community engagement and the focus placed on bringing residents together through a slate of events. We can and should express our accomplishments, but just because we have the most building permits for single family homes does not mean you are doing a good job. We need to expand Sartell's brand recognition further, not only as a way of attracting new residents and investment but also as a tool to strengthen the connection between residents and the City in which they live.



### Potential Strategies May Include These And Other Future Cool Ideas:

#### 3.1 Market Quality Of Life and Amenities

Market to attract workers, businesses, and new residents. Sartell includes relevant information on the City's website to help attract businesses and residents. Supplement this information and target the message to specific groups. For residents, consider a Live Sartell campaign that promotes the local neighborhoods and work with realtors to ensure that they have current data on the City. For business owners and employers, align marketing with the activities of the Sartell Chamber, the Greater St. Cloud Development Corporation and other organizations that support local businesses.

**3.2 Publicize Through Media**

Explore opportunities to further launch Sartell into the national and regional spotlight.

**3.3 Create Distinctive Sartell Products**

Bumper stickers, t-shirts, and other products are inexpensive yet effective tools to promote the City and encourage resident involvement.

**3.4 Enhance and Market the Use of Community Bulletin Boards**

Enhance the boards in key places to promote local activities. The Sartell Chamber operates a calendar of events online and promotes key festivals through other venues.



**3.5 Design and Install Wayfinding Signage Throughout Sartell**

Have signs that mark the City's entrances. Besides these small markers, it is nearly impossible for an outsider to know when they are, and are not, in Sartell. Enhance public awareness by designing and installing eye-catching signage across Sartell. Keep it playful and make a striking statement.

**3.6 Work with the School District** to create a joint branding strategy to capitalize on the success of our students.



## GOAL 4: DEVELOP OR COLLABORATE EFFORTS IN CREATING A COMMUNITY ONLINE CALENDAR

Sartell should continue to provide various means through which citizens may offer feedback, request services, make comments and share information.

### Potential Strategies May Include These And Other Future Cool Ideas:

#### 4.1 Enhance the “Welcome to Sartell” Package to New Residents

Moving to Sartell? If so, it might be helpful to know a little more about the neighborhoods, schools, where to shop nearby and how to access local trails. Organize a short “Welcome to Sartell” brochure, distributed to local realtors and targeted to home buyers. Through this package, new homebuyers would receive a hearty welcome and relevant information about how to get involved.



Don't miss TRIVIA NIGHT - tomorrow January 21st! 5:30PM at the District Service Center 212 3rd Ave N. Feel like you don't know anything? Don't worry it doesn't stop the rest of us from playing!



Like Comment Share

#### 4.2 Include More Information About City Council Activities in Communications

Except for those who attend City Council meetings, the inner workings of the City may not be readily apparent. When Sartell releases information or promotes events, include information on recent Council meetings and decisions, and make sure it is presented in a hip and engaging way. Create regular electronic newsletters to highlight what is going on in the City, including decisions made by the Council and Commissions

#### 4.3 Market Existing Community Programs That Are Under the Radar

There are many programs and services that are not funded or organized by the City, such as events at the Community Band, Sartell Senior Connection, adult sports leagues, and art classes to name a few. Provide a clear list of programs and actively market these programs to help them grow and to connect residents with services.

# Economic Development

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2016 COMPREHENSIVE PLAN



## ECONOMIC DEVELOPMENT: HOW WE PROSPER Why This Matters For Sartell: Be Vibrant

Sartell is actively engaged in pursuing complementary economic growth, development and redevelopment opportunities that serve to enhance further the community's economic, natural, and social vitality to sustain Sartell high quality of life. The purpose of this chapter is to guide future economic development and redevelopment in Sartell. The chapter describes the city's economic development and redevelopment goals, policies, key indicators, tools, initiatives and priority redevelopment areas.



Sartell's places of work are concentrated along major transportation corridors: Highway 15 and 10, Pinecone Road, Connecticut Avenue and 2<sup>nd</sup> Street/1<sup>st</sup> Street NE. The City is home to several medical/office park areas, and clusters of commercial centers at the intersections of major roads. Small businesses are an important economic engine for the City, and many Sartell businesses are considered small businesses.

The City has focused its approach to economic development in several areas. This includes cultivating its brand and reputation and publicizing it through advertising and media. The City also focuses on commercial development and medical office development to

strengthen the City's main economic engine with employment. It manages business relations and support through retention visits. The City also partners with other entities to leverage resources and maximize its reach in business recruitment activities. The public input process determined that economic development was foremost on residents' minds as the chief area with which the City should concern itself.

Business development, dealing with commercial vacancies and vacant commercial property, and job-creation dominated the roundtable discussion. Groups discussed the need for attracting diverse and high-quality commercial development, strengthening local small businesses, and most importantly recruiting job-creating businesses that generate revenue for the City and ensure the future of the City: "Encourage job growth in general, so we are not a bedroom community."

The ultimate crossroads that the City faces was poised in one of the roundtables: "What makes some communities vibrant and sustainable while others dissolve?" The following economic development goals respond to this question and provide important guidance for ensuring Sartell remains ahead of the pack. Traditionally, economic development has been viewed as the process of creating jobs and increasing the tax base in order to lessen the tax burden on the rest of the community. The City views economic development and redevelopment more holistically by encouraging economic growth and revitalization that enhances the natural and built environment and advances the overall health and vitality of the community. This approach entails creating and maintaining a community that is equally hospitable to businesses and residents.

Economically successful communities find innovative ways to balance properly the needs and wants of both companies and residents. In general, we pursue economic development and redevelopment not only to expand the city's tax base and create family-supportive jobs but also to fulfill the City's Vision, clean up and protect the environment, and encourage the highest, and best land uses. We look to facilitate projects that will result in making the community healthier, more economically vibrant and environmentally sustainable.



Economic development, however, does not occur in a vacuum and is not merely the purview of the City. Rather it requires a concerted, collaborative effort involving business, education, government, nonprofit organizations, and neighborhoods to ensure that the city's economic future remains robust and healthy.

#### **Economic Development Assistance**

As part of the City's mission to preserve and enhance the natural and built environment, plan for growth, and advance the physical and human development of the city, the City provides the following services to businesses considering locating, expanding or redeveloping within the community:

- Business retention and expansion assistance
- Business recruitment

(11.16) Economic Development 3

- Small business development resources
- Site and building selection
- Property redevelopment
- Sustainable (“Green”) development assistance
- Brownfield remediation
- Public/private financial assistance
- Tax increment financing assistance and administration
- Grant preparation and management
- Demographic/community research
- Community promotion

In addition, the City supports the Greater St. Cloud Development Corporation, in an effort to collaborate with the broader local business community to increase business retention and job growth, improve the region’s workforce, and provide business a voice in public policy.

Sartell has a variety of financial tools at its disposal to facilitate economic development, redevelopment, and business growth and expansion. The City considers applications for financing on a case-by-case basis. The City will evaluate the merit of providing financial assistance for private redevelopment projects to the extent they achieve the following public purposes:

- Implement the Comprehensive Plan goals
- Enhance livability
- Enhance neighborhoods
- Provide highest and best land use
- Increase tax base
- Retain and create jobs
- Improve infrastructure
- Protect and sustain the environment
- Increase transit usage
- Enhances or reuses existing quality buildings
- Eliminates blighted, outmoded or problem properties
- Improve ownership/management status
- Meet market demand
- Meet development potential
- Relate to adjacent development
- Act as a catalyst



The City will utilize financing tools to alleviate extraordinary expenses that place proposed projects at a competitive disadvantage. The intent is to "level the playing field" with other locales where such expenses may not be present; not to provide an advantage for one business over another. Financing mechanisms available to the City include tax increment financing, tax abatement, and redevelopment assistance. The City also partners with other government agencies and organizations such as DEED, which provide loans and (in limited cases) grants for specified development purposes.

**Priority Redevelopment Areas**

Looking into the future, the City has proactively identified areas within the community that are anticipated to face significant long-term pressures to change and will likely need some public attention in order to capture future redevelopment opportunities. The redevelopment study areas, which are identified below, are dominated by two types of areas: former mill site, former landfill property and commercially guided property along the Mississippi River and Highway 15. Specifically, as it relates to the former mill property, a redevelopment master planning process will be required before the commencement of any development activities. This is to ensure community input on the site; environmental concerns are addressed and that the site is developed with the highest and most practical land uses.

*Former Paper Mill Property –  
approx. 60 acres (Primary Growth Area)*



*Riverfront Commercial -  
approx. 10 acres (Secondary Growth Area)*



*Former Paper Mill Landfill and Buffer  
Approx 180 acres (Primary Growth Area)*



## ECONOMIC DEVELOPMENT GOALS

### GOAL 1: FOCUS ON QUALITY OF LIFE AS THE CORE ECONOMIC DEVELOPMENT STRATEGY

The best economic development strategy is based on ensuring excellent quality of life. People live in Sartell because of the quality of schools, health and wellness, police force, City services, and community feel. These are the same selling points for employers and small businesses. The quality of life initiatives are already a focus of City leadership and must remain paramount to grow businesses and employment in Sartell.

#### Potential Strategies May Include These And Other Future Cool Ideas:

##### 1.1 Favor Budget Items Dedicated To Maintaining Quality Of Life.

Place a strong emphasis on quality-of-life programs in the annual budgeting process by weighing these factors more heavily than other objective guiding expenditures.



##### 1.2 Develop Quality-Of-Life Benchmarks.

Sartell is involved with many initiatives designed to ensure a high quality of life. Identify key metrics to measure the City's progress in sustaining these initiatives and share this information with existing and new businesses. One way to measure the quality of life metrics is to participate in the National Citizen Survey or similar instrument.

**1.3 Invest and Participate in the Development of a Town Square.** The chronological timeline of decisions and action items related to the downtown/town center concept are located in the appendix.

1.4. Create a specific branding strategy which capitalizes on the success of our students in our community

## GOAL 2: COMPETE FOR THE FUTURE

Sartell is nestled within a growing region and surrounded by cities such as St. Cloud, Sauk Rapids, Waite Park and St. Joseph, who are competing for the same jobs and people. Moreover, cities throughout the region are learning from one another and creating their own versions of town centers, retail hubs, and parks. Fortunately, Sartell is well positioned to compete given its location, amenities, and brand awareness.

However, other cities are catching up and offer unique amenities of their own. It is important that Sartell is proactive and competes for businesses, jobs, residents and amenities that add value to the City and ensure sustainable economic growth.



### Potential Strategies May Include These And Other Future Cool Ideas:

#### 2.1 Continue Working with Greater St. Cloud Development Corporation for Recruitment

The City participates in and supports GSDC, which serves as the principal external business recruitment/retention arm and utilizes a proven regional approach to traditional economic development activities. This allows the City to localize efforts and to make Sartell more attractive to businesses, employers, and employees.

#### 2.2 Create Business Incentives

Business incentives can be a useful economic development tool for sealing the deal with employers and business owners. Businesses typically look first for the right space, in the right location, and within an environment, that offers a high quality of life. Often, multiple places offer similar advantages. To demonstrate that Sartell is serious about bringing in the right businesses, consider incentives to help make choosing Sartell a little bit easier. Incentives can range widely from and include things like fast-track permitting. The City should talk to existing businesses and employers to develop a range of incentives for consideration and discussion.



#### 2.3 Ensure Sartell Has an Educated, Skilled Workforce

Work with the School System(s), local vocational schools, and entrepreneurial centers to ensure that adults of all ages have access to the training necessary to compete in today's job market. Some cities

support local skills training by offering marketing programs, providing free space for classes, and helping to link graduates with internship opportunities.

#### **2.4 Attract Additional Higher Learning Institution Satellite Campuses**

Minnesota is home to many colleges, universities, and vocational schools. Reach out to local schools to assess the opportunity of locating a satellite campus in Sartell. Highway 15 area has excellent highway access and visibility that could prove attractive to schools looking to expand. The benefits for Sartell would include better access to higher education and skills training, a marketing push, and increased revenue.



#### **2.5 Attract/Develop Green Energy Manufacturers**

Cities across the country are seeking ways to attract green companies and manufacturers. With a central location and educated workforce, plan and compete for these growing industries.

**2.6. Look at current land use and zoning standards, particularly in the Heavy Industrial areas.** Review standards through a study and by a task force which reviews current standards and uses for vacant or underutilized heavy industrial areas (I-2) and require master plans for the development of any I-2 properties.

### **GOAL 3: CONTINUE TO PARTNER WITH REGIONAL EFFORTS TO BECOME A JOBS CENTER**

To this point, Sartell's growth was based largely on the rapid development of new homes. As the numbers of residents' increases, retailers will likely follow to provide services to the growing population. However, Sartell is also home to some non-retail employers including wholesale facilities, manufacturing uses and technology businesses and call centers. As expressed throughout the public engagement process, residents want more jobs in Sartell. They recognize that for Sartell to be economically sustainable, it needs a diverse economic base. If Sartell relies too heavily on residential construction and development for revenue, the long-term result will be more pressure on residents to pay for local services. Sartell needs to retain existing jobs but also further expand the job base to diversify the economy.

### **POTENTIAL STRATEGIES MAY INCLUDE THESE AND OTHER FUTURE COOL IDEAS:**

#### **3.1 Attract Larger Businesses**

Small businesses are the backbone of Sartell, but the City should also seek opportunities to recruit larger businesses to key sites. Successful recruitment of one larger business (100 plus) can create a large number of jobs quickly, increase City revenues (thereby reducing the pressure on residential land), and provide a boost for recruitment of other companies.

### 3.2 Cultivate a Broad Range of Small Businesses

Small businesses provide the majority of local employment and are something that residents are proud of in Sartell. Recruit and nurture additional small businesses to fill the available space in Sartell. Diversify the commercial and employment mix by attracting businesses that are under-represented in the City and surrounding area.

### 3.3 Attract New Technology Businesses

Recruit new technology businesses that create a diversity of technology-based employment and draw knowledge workers. Consider a feasibility and market study to further determine the possibilities for ramping up job growth in this sector.

## GOAL 4: RECRUIT AND DEVELOP A DIVERSE, HIGH-QUALITY COMMERCIAL BASE



Sartell's commercial base of retail, office, and industrial uses are all facing different challenges. Industrial uses are performing pretty well but represent only a small amount of growth on the heels of the recession. The recession has hit retail uses much harder as illustrated by the vacant storefronts or the lack of development on the vacant commercial property around the City. To ensure a diverse economy, Sartell should look to diversify its base of commercial uses. Coupled with recruitment and quality-of-life goals explained above, Sartell should strive for a unique, high-quality commercial base that provides jobs and services to residents and employees.

### Potential Strategies May Include These And Other Future Cool Ideas:

#### 4.1 Continue To Recruit Medical, Service Providers and Retail

#### 4.2 Encourage More Independently Owned Businesses

Residents are proud of the local businesses that operate in Sartell. When recruiting for retail uses seek opportunities to fill space with locally owned shops as opposed to national chains. Unique, local businesses like niche restaurants or clothing boutiques often have a strong draw.



#### 4.3 Promote Shop Local Campaign

To support locally owned businesses, Sartell should consider partnering with the Sartell Chamber and create a Shop Local Campaign. This could include enlisting more participating businesses, marketing the program more heavily, expanding the use of Sartell gift certificates, and organizing Sartell-to-Sartell discounts for residents and workers.

#### 4.4 Consider Expansion Opportunities for the Farmer's Market

The Sartell Farmers Market has been successful and provided an alternative way to get fresh produce – not to mention providing an additional amenity to the City once a week. A more permanent location may want to be explored that could open the possibility of expansion.



#### 4.5 Balance Land Resources and Future Growth Demands

Balance available land resources and future growth demands to ensure that the city has an adequate amount of land guided for commercial, office, and industrial uses to maintain a healthy tax base, offer adequate high-quality employment opportunities, and provide desirable goods and services.

Encourage and support new development, redevelopment, and revitalization that contribute to the city's desired mix of commercial, office and industrial development types within the community.

Maintain and expand public infrastructure systems (e.g. streets and utilities) that provide adequate connections and capacities to meet the future needs of the city's business centers.

Undertake redevelopment-planning studies to explore options and establish plans for redevelopment and revitalization of identified redevelopment study areas including the former paper mill property.

### GOAL 5: ATTRACT AND RETAIN KNOWLEDGE WORKERS

"Knowledge worker" is a loose term that describes people in a variety of creative fields including information technology, programmers, writers, academics, researchers, designers, artisans, etc. Those who are involved in knowledge-based jobs typically are looking for specific amenities and settings. This is why knowledge-based jobs often are clustered in specific cities and towns that offer what they are looking for. Sartell already is home to many knowledge workers.

Residents are well educated, mobile and have a choice as to where they want to live and work. The goal is to build upon and expand Sartell's knowledge workforce, which will help to recruit additional jobs and amenities to the City.

**Potential Strategies May Include These And Other Future Cool Ideas:**

**5.1 Develop "Hang Outs" and other "Maker Spaces" That Appeal To Knowledge Workers**

Knowledge workers are looking for great amenities like unique restaurants and varied nightlife. Currently, there are limited nightlife options for young professionals, and Sartell could seek to attract more uses, which appeal to this demographic. This strategy also supports Goal 4 described above, which targets diversifying Sartell's commercial businesses.

**5.2 Orient Marketing and Brand Development of Sartell toward Knowledge Workers**

Where appropriate, target marketing toward knowledge workers by advertising in trade publications and increasing the City's online presence.



**5.3 Develop Live / Work Spaces for Designers and Other Small Creative Businesses**

Some knowledge workers like graphic designers or artisans are looking for funky, unique space that can be used in a flexible way for both living and working. These live/work spaces often are home to creative individuals who support local businesses and attract additional businesses. Approach developers who specialize in this product to discuss possible opportunities in the City.

## **GOAL 6: HELP BUSINESSES THRIVE**

Small businesses make up the majority of businesses in Sartell. They represent many economic activities and provide a range of services and goods that make Sartell a better place to live. Small businesses also operate on thin margins and can be vulnerable to changes in the economy. Sartell should strive to support small businesses by offering the necessary infrastructure, connections to available small business programs, and marketing assistance to help these businesses grow.

### **Potential Strategies May Include These And Other Future Cool Ideas:**

#### **6.1 Provide Entrepreneurial Training and Small Business Incubation**

Many potential business owners have a great idea but lack the capital or experience necessary to get their idea off the ground. To support entrepreneurs, evaluate the potential for creating a small business incubator to offer classes, training, and inexpensive start-up space.



#### **6.2 Provide Permitting and Technical Assistance**

For some business owners, getting the necessary permits and approvals to open can seem daunting. Be proactive and provide technical assistance for existing and potential business owners to ensure that they know what to expect and what will be necessary to move forward.

Work with the Minnesota Department of Transportation to provide additional signage for Sartell and its businesses from Highway 15 and 10.

Continue to identify, pursue and capture federal, State and other grants for economic development, marketing, workforce training and incentives to recruit new businesses.

Annually monitor the adequacy of City economic development efforts and effects of economic activity.

#### **6.3 Encourage Companies to Hold Events at Local Restaurants**

Sometimes helping small businesses thrive is simply a matter of connecting them to other businesses. Encourage local companies to hold events, weekly staff meetings, and holiday parties at local restaurants to support local businesses.



**6.4 Promote Sartellchamber.org as the Center for Small Business**

The Sartell Chamber operates a website to help small business connect to one another. As part of that website, there is a listing of small businesses, who are members, in the City. Provide links to this page from City websites and encourage the Chamber to redesign the listing to include an interactive map and search functions by type of business.

**6.5 Retain Sartell's base of existing business**

Support the expansion of existing high-quality businesses that have an environmentally sound record of accomplishment, provide desirable goods and services, and offer quality jobs (e.g., stable employment and/or attractive wages and benefits).

Provide public financing policies and programs that assist existing businesses with remaining and/or expanding in Sartell (e.g., tax increment financing, commercial rehabilitation loan program).

Promote strong relationships between existing businesses, government, and neighborhoods to promote a healthy community.

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# Public Safety

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2016 COMPREHENSIVE PLAN



## **PUBLIC SAFETY: WHAT PROVIDES US COMFORT**

### **Why This Matters For Sartell: Be Safe**

Sartell has a reputation as being one of the safest, if not the safest community, in the region. The crime rate in Sartell is generally very low. With the City's population increase, the calls for service have also increased, but not out of context regarding the rate of continued growth of the community.

Six year calls for service:

**2010:** 9,471;

**2011:** 10,091;

**2012:** 10,419;

**2013:** 11,774

**2014:** 11,478

**2015:** 12,064

The City uses two main tactics in its policing approach: community policing and high police visibility. The City has numerous ongoing programs to support and implement community policing and uses a combination of personnel and technology to deter crime through strategic and targeted police visibility efforts. Overall, the police force gets high marks from residents and business owners for being responsive, and citizens fully appreciate the high visibility approach the City has taken. Residents also

appreciated "how the police department interacts with the community and is significantly different from the surrounding metro cities, having many community outreach programs that others in the area do not have." Residents value friendly and engaging police officers with community ties. Having a strong police presence improves the quality of life, which is good for attracting and retaining residents and businesses.

During the public input sessions that produced these goals, participants all felt public safety was a very important aspect of the City's services but debated about how to prioritize it with regard to the other topic areas. They generally felt that the City was doing a good job and expect the same quality of service in the future. Hence, although public safety was not actively discussed as much as economic development during this planning process, public safety is by no means a low priority. Participants felt that public safety already is a high priority and should remain that way because people want to move their business and their families to a community that is safe.

## PUBLIC SAFETY GOALS

### GOAL 1: PARTNER WITH THE COMMUNITY

The Sartell Police Department embraces the concept of community-oriented policing and seeks ways to form partnerships with residents. Through constant communication, police and citizens form more effective relationships and begin to address crime and disorder together. Police officers should continue to embrace their strong partnership-building culture as the central public safety philosophy in Sartell.

#### Potential Strategies May Include These And Other Future Cool Ideas:

##### 1.1 Expand Community-Oriented Policing Where Possible

Continue to align community policing with activities of local homeowner associations as well as the Sartell Chamber of Commerce. Ensure that information about the community policing philosophy is integrated into all marketing materials and Welcome to Sartell packets for new residents and businesses. The City's Code Enforcement services are also a way the City maintains safety in the community and provides another opportunity for residents to partner with the City.



1.2 Assign police to planning neighborhood based on priority and needs

1.3 Teen Driving Education and Programs



## GOAL 2: EDUCATE & ENGAGE THE COMMUNITY

Education and engagement are integral to community-oriented policing. Effective partnerships mean that citizens need to know how police operate and what to do and look for in an emergency. Many residents are in contact with the police only when something bad happens. The goal is to ensure that all Sartell residents have contact with police and an understanding of their tools and methods prior to a time when they may need an officer's help.

### Potential Strategies May Include These And Other Future Cool Ideas:

#### 2.1 Promote and Expand Existing Programs

The police department offers many programs designed to engage and educate the community. These include the Metro Citizens Police Academy, which provides an insight into the officers' training and what they have to know in order to do their jobs effectively; SALT (Seniors And Law enforcement Together); Coffee and Conversation (seniors); Coffee with a Cop (entire community); Cookout with Cops; Shop with a Cop; Big Brothers Big Sisters Safe Night; DARE (Drug Abuse Resistance Education); GREAT (Gang Resistance Education And Training); PAL (Police Activities League); Officers provide car seat safety checks through the St. Cloud Area Car Seat program.

Continue to seek new innovative education and citizen engagement programs and find ways in which to promote programs online and through social media and encourage greater volunteer involvement to expand their capacity to handle more participants.



Continue existing information pamphlets.

**2.2 More PD and FD Presentations to the Community, Which May Include Luncheons to Gain a Better Turnout**

**2.3 Cook Out With Cops AND A Cook Out With Fire (FD has open house during fire prevention week)**

**2.4 FAQ in Paper about Fire and Police Topics**

### **GOAL 3: USE TARGETED POLICE VISIBILITY EFFORTS**

Numerous studies clearly demonstrate that high police visibility, including visible traffic enforcement, can and do deter crime. Criminals generally do not like to be in an area where police officers are present, so the City takes

purposeful efforts to give the criminals the perception that we have police everywhere. As such, Sartell police officers make concerted efforts to be visible at key locations and times to maximize effectiveness – whether undertaking routine monitoring or performing traffic enforcement. If it sometimes appears that “police are everywhere” in Sartell, then job well done. Given the success of this strategy, the goal is to ensure that police are targeting the areas that most require their presence.

**Potential Strategies May Include These And Other Future Cool Ideas:**

**3.1 Construct a New Public Safety Center**

The police office is located at 4<sup>th</sup> Avenue South and 2<sup>nd</sup> Street South. There is nothing magical about the location, except it was the site of the former city hall and it is adjacent to the current township/fire hall. The city will be completing a location study for the proper location of a new facility.



**3.2 Use Available Officers Strategically**

Assign officers to locations where crimes are occurring and base these decisions on up-to-date data including hotspot mapping. As identified by the police department, visibility on this road is warranted to deter crime throughout the City.

**GOAL 4: EMBRACE NEW TECHNOLOGIES**

The Sartell Police Department is a progressive force that seeks to stay on top of national best practices concerning public safety. As such, the police department should maintain its goal of embracing new technologies that will help train police, solve crimes, and track progress.

**Potential Strategies May Include These And Other Future Cool Ideas:**

**4.1 Maximize the Future Use of a Public Safety Center**

Completion of this project will bring substantial benefits to the City's police and fire departments. These facilities should be used, as appropriate, as a part of the community engagement and education programs that the police department already offers. Partnerships which complement the facility should be discovered to assist in the funding of the facility.

#### 4.2 Use Technology for Effective Policing

Sartell police use a variety of technology tools to help them police more effectively. These include squad car audio/video recording systems that capture traffic violations when the emergency lights are activated, or when an officer manually begins recording; computer aided dispatch which allow officers to communicate via computer with dispatch and prioritize calls for service more appropriately; digital audio recorders and cameras which allow better gathering of evidence of crimes; e-Charging which allows officers to sign complaints from the County Attorneys offices at the police department rather than driving to St. Cloud or Foley to do it. Continue to look for the latest technology available in policing and determine if it would be effective in Sartell.



#### 4.3 Expand the Use of Mapping and other Technology to Track Criminal Activity

The Sartell Police Department does use mapping technology to gather data and identify crime hotspots. Police officers use these hotspot maps to allocate officers and discuss crime trends with City leaders.

#### 4.4 E-citation.

The police department is implementing e-citation, which prints citations and warnings in the car and automatically forwards them to attorneys and court. It will also provide the ticket information into the Records Management System

(RMS) rather than having staff have to enter it.

### **GOAL 5. PROMOTE THE SARTELL FIRE DEPARTMENTS MISSION OF SERVING THE COMMUNITY PROTECTING LIVES, PROPERTY AND THE ENVIRONMENT IN A SAFE, EFFICIENT, AND PROFESSIONAL MANNER.**

The Fire Department is responsible for extinguishing fires, fire prevention, and the maintenance of firefighting equipment and fire department facilities. In addition, the Building Department enforces laws and ordinances pertaining to fire safety; it also provides public safety information. The primary purpose of fire suppression and special operations is to provide an

immediate response to protect lives, property, and the environment from exposure to natural, industrial and environmental hazards. Typical actions are search, rescue, and removal of persons in immediate danger, interior fire attack to stop the fire development, exterior fire streams to prevent fire extension, fire extinguishment, and control. Also necessary are actions and measures to minimize property damage by smoke, water, weather and release of hazardous or toxic materials.

**Potential Strategies May Include These And Other Future Cool Ideas:**

**5.1 Prevent Fire Ignition Whenever Possible.**

**5.2 Perform Pro-Active Information Management.**

Forecast needs in the areas of building fire protection systems, operational support and program development.

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# Planning

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2016 COMPREHENSIVE PLAN



## PLANNING: HOW WE GROW Why This Matters For Sartell: Be Proactive

Suburban communities often grow quickly, which can result in a “cookie cutter” development approach that undermines the ability to establish a unique identity. Throughout the input process, residents made it clear that they approved of the City’s proactive and open approach to development, even if they did not always agree with specific decisions or developments. Over the last ten years, the fruits of Sartell’s proactive planning have been impressive: the extensive parks and trails system, walkable neighborhoods, and an additional commercial and office development. These assets help shape the City’s identity and image throughout the region. This plan provided a chance to gauge public opinion on the City’s planning to date and its policies and approach in order to establish a clear set of goals moving forward. During the roundtables and public input sessions, participants were keenly interested in how Sartell would balance growth, particularly multi-family growth, and infrastructure, how to deal with vacancy and stalled development, and building a Town Square.

Sartell contains a wide variety of land uses including residential, commercial, office, industrial, mixed-use, recreational and conservation. The rapid growth Sartell experienced in the 1990’s carried forward into the 2000’s. Growth in the 1990’s followed more conventional suburban development practices, with different uses viewed as being incompatible and buffered from each other.

However, a change in land use policies that favor planned mixed-use development accounted for a significant shift in the type of development occurring over the last several years. The mixed-use developments were primarily high density in nature. The City of Sartell is projected to continue growing, but there is a strong desire that this growth should be sustainable and oriented toward improving and maintaining the quality of life.

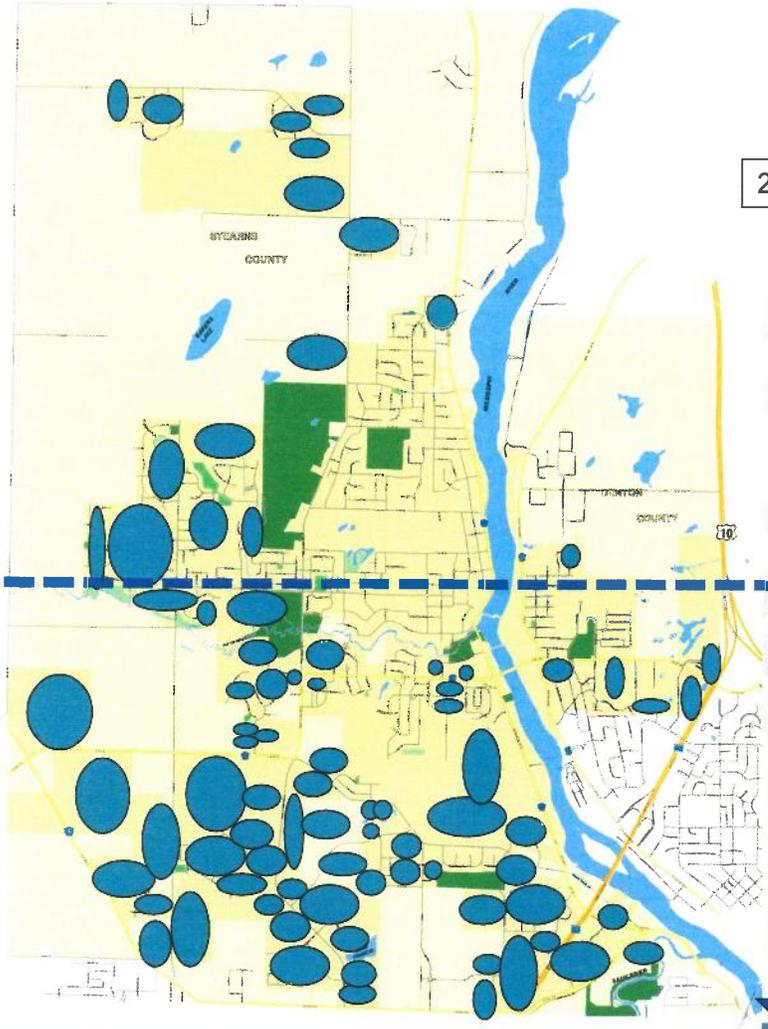
Since the last Comprehensive Plan, development in Sartell has been dominated by planned mixed-use projects including Madison Crossing, Ferche 600, Heritage Place and Oak Ridge Commons. Mixed-use developments have improved the physical connections between residential and commercial uses, and there is a desire to continue this improvement to a certain extent. Future projects should be designed so that their layout and arrangement of land uses encourages and facilitates civic engagement, and provides the infrastructure to allow people to walk between residences, jobs, recreation, retail, dining, and health care facilities. In addition to the successful implementation of mixed-use land policies, the City has benefited from an abundance of light industrial opportunities and proximity to Highway 10 and Highway 15. The City has also benefited from a significant growth in the healthcare sector with over 600,000 square feet of growth in the past ten years.

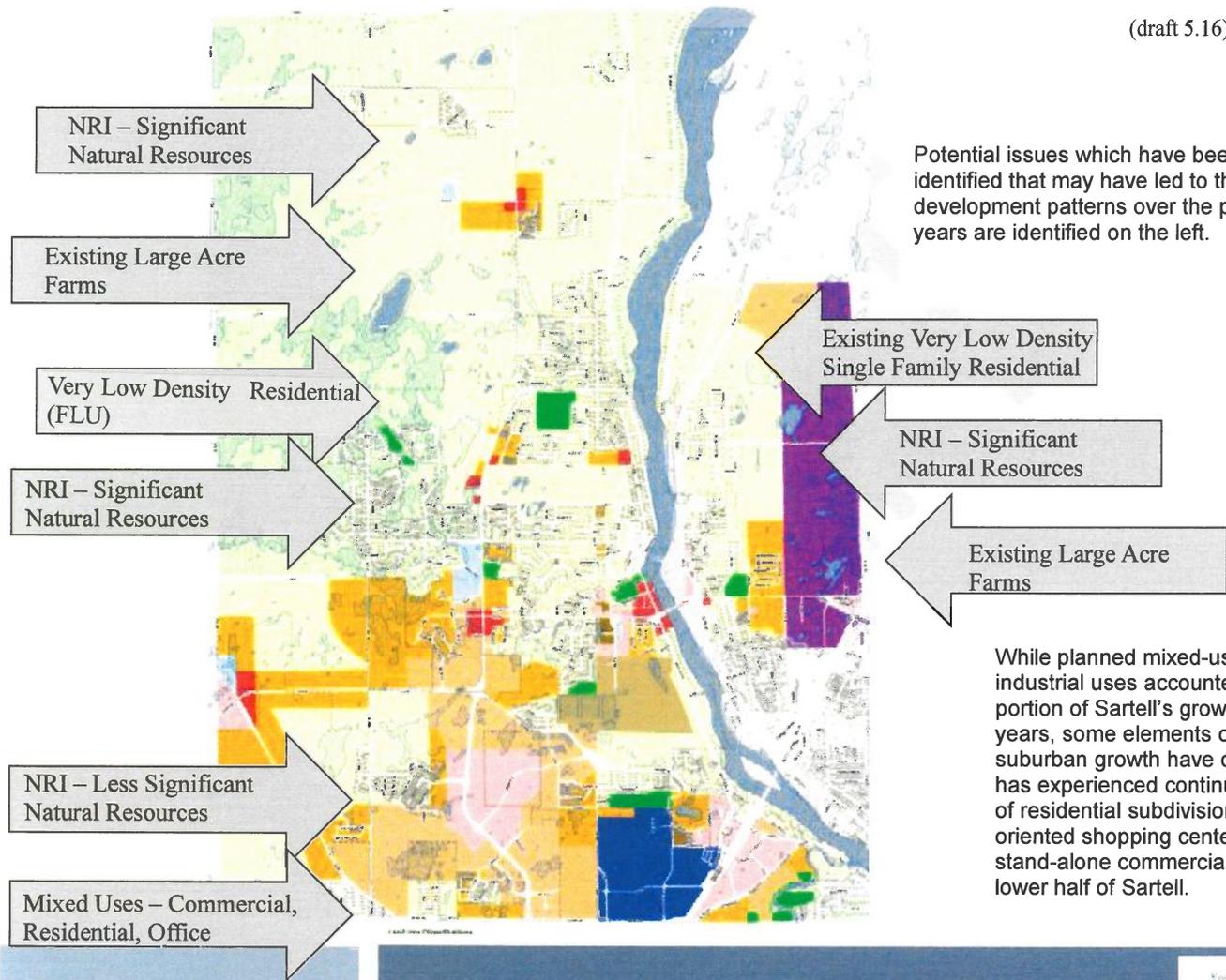
2003 to Present Concept or Development Plans

- Primary area of annexation pre-2000
- Secondary area for new single family
- Significant natural resources – very low density residential in the future
- Significant investment in athletic facilities/parks
- Large existing agricultural areas (farms)
- Transportation system supporting very low density residential

Hypothetical Center of Sartell

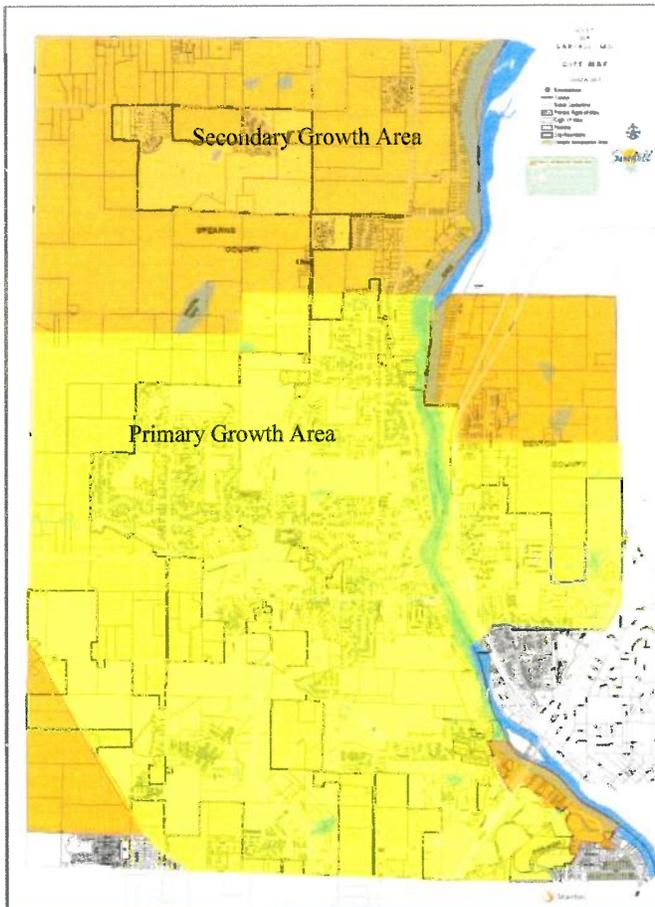
- Primary area of annexation post 2000 (1000+ acres)
- The only area containing newer high density residential
- Primary area of new mixed residential (townhomes, single family)
- Primary area of new office
- Primary area of new commercial
- Only area of new senior housing
- Transportation system supporting mixed uses





Potential issues which have been identified that may have led to the development patterns over the past 10 years are identified on the left.

While planned mixed-use and light industrial uses accounted for a significant portion of Sartell's growth in the last few years, some elements of conventional suburban growth have continued. The city has experienced continued development of residential subdivisions, automobile-oriented shopping centers, offices, and stand-alone commercial buildings in the lower half of Sartell.



### **FUTURE LAND USE DEVELOPMENT**

As Sartell's population continues to grow, additional pressure will continue to be placed on undeveloped areas within the City and surround the City. Longstanding agricultural areas, established township neighborhoods, and natural areas will all face greater pressure to develop. The Growth Areas Plan provides a general guide as to what areas are best suited to accommodate future growth in a staged and orderly way. Because there are significant areas of vacant properties (annexed or currently in the City), the primary focus will be to develop those infill areas so the city can leverage existing infrastructure while continuing to deliver the most effective and efficient delivery of public services. While development in the secondary areas may not be precluded, the primary growth areas can help discourage leapfrog development.

#### **Primary Growth Area**

The Primary Growth Area includes land that is in or adjacent to the currently developed core of the community. This area is primarily served (or can be readily served) with infrastructure and City services. However, there are a few properties where the extension of services may be cost prohibitive because of property characteristics. This growth area accommodates all types of development including residential (low, medium and high density), commercial and industrial projects. Areas of significant importance for additional employment (Hub on 15) and commercial (town square and epic center) development should continue to be encouraged. Opportunities exist for infill

and redevelopment within this growth area including incomplete subdivisions, redevelopment areas and pockets of properties currently within the Township. As new developments occur, streets should be aligned and connect to the existing roadway alignment to ensure, where possible, the inter-connections of existing and future neighborhoods.

### Secondary Growth Area.

The Secondary Growth area includes areas located just beyond the current boundary, where utilities may not be readily available, significant natural resources exist, long-standing agricultural areas, or areas of existing township developments. Development within this area will require strategic annexation by the city to ensure newly incorporated areas are adequately served by municipal infrastructure without undermining the existing City or individual township systems. There are portions of the Secondary Growth areas, which have already been annexed into the City and developed. These areas are already served by City Utilities and can continue to develop out per approved plans. However, additional capacity may be required to properly serve future development with needed utilities and roadways. Development within this area will consist of all levels of projects including residential, commercial and industrial. If a new high school is constructed along 35<sup>th</sup> Street North, the City will need to monitor the Pinecone Road corridor to ensure that the placement of this area within the secondary growth area is appropriate.

### Orderly Annexation

An Orderly Annexation Agreement (OAA) was designed to encourage managed growth and annexation in rural areas that are located within proximity to urbanized areas. The City of Sartell has two OAAs in place which include LeSauk Township and Sauk Rapids Township. Based on the City's utility capacity, seeking additional OAA's with any adjoining Townships will not be sought at this time.

#### LeSauk Township

The LeSauk Township OAA area includes the entire remainder of the township. Since its approval in 1994, 1000's of acres, have been annexed for development. Properties may only be annexed through a petition or a majority of property owners. The areas within the OAA are governed by the Joint Planning Board, which oversees all land use requests initiated while in the Township. The OAA has not provided an orderly process for contiguous annexations resulting in several leapfrog developments and islands of township properties surrounded by the City.

#### Sauk Rapids Township

The Sauk Rapids Township OAA area includes that area west of Highway 10 and north of the current city boundary. Very little annexation has occurred since the approval of the OAA in 1994. Properties may only be annexed through a petition

or a majority of property owners. The areas within the OAA are governed by Benton County, which oversees all land use requests initiated while in the Township.

## FUTURE LAND USES

Development has followed a prescribed process to ensure thoughtful integration of natural beauty with physical development. To guide land use and development, the City prepared and continually updates plans including transportation, parks and a master plan for the town center area. The City uses the Comprehensive Plan (and subsequent plans) to develop recommendations in areas of land use, supportive infrastructure, and development review. The Plan is specific enough to guide many day-to-day development decisions and provides the policies, standards, and principles that serve as the basis for updating the zoning ordinance and other development controls the City enforces.

The Land Use Plan (See Appendix) also recognizes the continuing development and investment that occurs and includes specific and general policies and ideas to guide this evolution from vacant (or developed) property into development (or redeveloped) property. The Land Use Plan densities and classifications are a general guide while the zoning standards govern for actual development practice. The City's existing zoning map is shown on the following page. Current zoning maps will be displayed on the City's website. The definitions of the Land Use Guide Plan designations and an explanation of how they correspond to zoning districts are described below. The future land use designations work jointly with zoning designations to further the City's land use planning goals. The Land Use Plan densities and classifications are a general guide while the zoning standards govern actual development practice.

### Agricultural

The future land use plan identifies desired future land uses at full urbanization many years into the future. Many of these areas are currently undeveloped, and some are outside the existing city limits (LeSauk Township and Sauk Rapids Township). Before urban development, such areas should be protected against development patterns that may hinder their eventual transition to the intended urban use. Thus, areas not currently developed should be maintained at very low-density residential (which could allow for re-subdivision) and agricultural uses until such time urban development occurs.

**Very Low-Density Residential** development is appropriate for development up to two gross units per acre. Within both of these residential categories, it is anticipated that the predominant housing type will be single-family. Corresponding zoning districts include Ag, RR, and R-1. Cluster developments, via a PUD, may occur in land guided for very low density provided it meets the overall density requirements and transitions appropriately to adjacent developments. Apartments will not be allowed. Some single family attached (townhomes, twin homes) may be allowed as so long as the

overall density does not exceed the maximum requirements. Any single family attached development shall maintain the character of the surrounding neighborhood.

**Low-Density Residential** development is appropriate for development of one to four units per acre. Typical development includes single-family detached dwellings. The zoning that corresponds includes RR and R-1. Cluster developments, via a PUD, may occur in land guided for low density provided it meets the overall density requirements and transitions appropriately to adjacent developments. Apartments will not be allowed.

**Medium Density Residential** areas are appropriate for development between two and seven dwelling units per acre. Typical development includes single-family detached dwellings, in addition to multiple family attached dwelling units that are approved for either conventional platting or a planned unit development. Corresponding zoning districts include the R-1, R-1A, R-2, R-3. Cluster developments, via a PUD, may occur in the land guided for medium density provided it meets the overall density requirements and transitions appropriately to adjacent developments. Any apartments must be along a collector or higher functional roadway and provide adequate buffering (through a roadway separation or significant landscaping) from any lower density residential.

**High-Density Residential** areas are appropriate for development between 5 and 12 dwelling units per acre. Typical development includes multifamily attached dwelling units and are approved through either conventional platting or a planned unit development. Corresponding zoning districts include R-3 or R-4. Cluster developments, via a PUD, may occur in the land guided for medium density provided it meets the overall density requirements and transitions appropriately to adjacent developments. Any apartments must be along a collector or higher functional roadway and provide adequate buffering (through a roadway separation or significant landscaping) from any lesser density residential.

Sartell may allow neighborhoods with a variety of housing types and densities within a single development. The city currently allows such development through a tool called the Planned Unit Development. If a mixed residential development is proposed, the certain separation between housing types (single family to multifamily) must be achieved with substantial separation such as a public road or an equivalent distance in vegetation screening and increased setbacks from the lower density use.

As discussed later, parks, trails, churches and other public/semi-public and park related uses are appropriate within residential areas as well.

## Commercial

The purpose of this category is to identify portions of Sartell and its growth areas that contain or should be developed for general commercial or business use.

**Highway/Medical Professional Mix** developments will be predominantly occupied by establishments that primarily provide a service as opposed to the sale of goods or merchandise. These may include smaller scale one-story office uses or higher intensity multi-level mid-rise offices. Examples include professional offices, medical or engineering offices, real estate offices, insurance agencies and corporate headquarters in a campus or business park setting. The goal is to attract employment-related development by providing opportunities to accommodate corporate users in areas adjacent to Highway 15. These projects shall utilize high-quality architect design, building materials, attractive signage, and innovative landscaping techniques. The corresponding zoning district is B-3 or CDZ.

**General business** uses are predominantly occupied by establishments that offer goods or merchandise for sale or rent and other commercial uses that may operate in "office" settings. Such uses include stores, shopping centers, hotels, restaurants, gasoline stations, automobile body shops, physical fitness centers, clinics, and markets. The corresponding zoning district is the B-2 or CDZ.

**Limited Business** centers should remain small scale, providing service primarily to the surrounding neighborhood. Also, the architecture and site design of neighborhood commercial areas must be compatible with the surrounding neighborhood. Such issues as building size, location on the lot, building materials, screening and other design issues are important. The corresponding zoning district is the B-1 or CDZ. Uses in this area should be geared toward the service, small retail and convenience needs of the surrounding neighborhoods. The commercial development should exhibit complementary architecture and materials. Pedestrian connectivity and traffic management should be promoted to encourage walkability.

A mix of commercial and residential may be considered through a PUD, which is a minimum of at least 5 acres in the general, limited business land use area and are compatible with surrounding, existing or planned development. However, residential development may not exceed more than 25% of the land area of any development. The exception will be made for those developments that propose living units above commercial/businesses.

The **Town Square** is intended to provide for a mix of land uses including residential, commercial, civic and other uses within a single development concept. Housing densities up to 20 gross units per acre may be accommodated within the

town square area. The area is to be developed over time into a compact, walkable, vibrant, pedestrian-oriented area. Uses could include retail, service, office, housing, park, hospitality, and entertainment. The area allows for the vertical

*Town Square Buildout Scenario*



mixed use buildings (office or housing over shops and restaurants). The nearby housing will be higher density than typically found in other parts of the city. Parking will be in parking structures and on-street with limited use of the surface.

Future buildings will have frontage on a street with a lively and active street life. Parks trails and landscaped streets will add green space and recreation amenities to the area. The corresponding zoning district is PUD.

Commercial buildings should be located near or on the sidewalk with parking provided through a combination of on-street spaces and off-street parking structures. Reduced parking requirements may be considered for this area to encourage denser development.

**Industrial**

Office Warehouse/Industrial development is evolving from a heavy use of a more moderate manufacturing to office and warehouse uses. The former paper mill site and former landfill site offers the best opportunity for the potential for larger tract office redevelopment. Most future industrial development is expected to be of a less intense nature and be directed to the Office, Warehouse, Light Manufacturing areas.

The purpose of the **Office/Warehouse** uses is to identify portions of Sartell and its growth areas that contain or should be developed for light manufacturing, warehouse, and office use. These areas could include warehouse uses, light manufacturing, including facilities where offices are an integral part of the business, as well as free standing professional businesses and offices. They may also include limited retail and service uses in support of office uses and employees, such as restaurants and convenience stations. The corresponding zoning district is I-1.

The purpose of the **Industrial** category is to identify portions of Sartell that contain heavy industrial uses. Uses could include manufacturing, assembly, truck terminals, and other businesses that provide goods, but not directly to the public. The corresponding zoning district is I-2. Industrial uses should be well buffered and screened to minimize noise, light and other nuisances to adjacent commercial and residential uses. The scale and intensity of industrial uses should be based on the context and respect the character of adjacent neighborhoods.

### **Public**

State, federal or local government uses, and quasi-public institutions. Governmental uses include City Hall, fire stations, post offices and public schools (but not parks). Public uses may include places of worship, cemeteries, utilities and other private non-profit uses. The majority of public and institutional land uses in the city are located on scattered sites throughout the City. The police station, fire station, and public works facility form an identifiable "government center" on 4<sup>th</sup> Avenue South. However, City Hall is located along Pinecone Road. The public schools in the city limits are Oak Ridge Elementary, Pine Meadows Elementary, Sartell Middle School, and Sartell High School. Because it is difficult to determine appropriate future locations for future public uses, specific areas for future facilities will not be included in the future land use map and should not be considered a reason to not purchase or obtain property for public purposes.

### **Park**

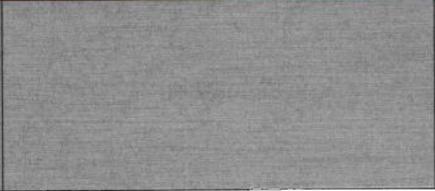
Land dedicated to active or passive recreational uses. These lands may be either publicly or privately owned and may include playgrounds, public parks, nature preserves, wildlife management areas, golf courses, recreation centers, etc. Because of the ½-cent sales tax, this is one of the land uses that has changed most dramatically since 2003. Pinecone Central Park is still the single largest recreation facility in the city at over 180 acres. The most recent significant additional to Sartell's park system is Sauk River Regional Park and the Pinecone Central Park. Also, there are several subdivision recreational areas within the corporate limits that add to the city's overall inventory. Because it is difficult to determine appropriate future locations for future parks, specific locations for future parks will not be included in the future land use map.

**FUTURE LAND USE CATEGORIES/DESCRIPTIONS.**

Future Land Use Categories/Descriptions	Density/Intensity/Design	Photo Illustrations
<b>Residential</b>		
<p>Agricultural/Joint Planning District</p> <ul style="list-style-type: none"><li>• Agricultural Uses</li><li>• Very Low or Rural Residential</li><li>• Largely undeveloped</li><li>• Solar Gardens (under 5 MW)</li></ul>		
<p>Very Low-Density Residential</p> <ul style="list-style-type: none"><li>• Single Family Detached units</li><li>• May include small institutional uses such as parks, schools, churches</li><li>• Solar Gardens (under 3 MW)</li></ul>	<ul style="list-style-type: none"><li>• 0-2 units/acre</li><li>• Impervious surface limitations</li></ul>	
<p>Low-Density Residential</p> <ul style="list-style-type: none"><li>• Single Family Detached</li><li>• May include small institutional uses such as parks, schools, churches, public facilities</li></ul>	<ul style="list-style-type: none"><li>• 1-4 units/acre</li><li>• Impervious surface limitations</li></ul>	

<p><b>Medium Density Residential</b></p> <ul style="list-style-type: none"> <li>• Single Family Detached</li> <li>• Townhomes</li> <li>• Public spaces such as parks, schools, churches</li> </ul>	<ul style="list-style-type: none"> <li>• 2-7 Units/Acre</li> <li>• Adequate transitions to lesser density housing required</li> <li>• Impervious surface limitations</li> <li>• Near or on interconnected street system (collector)</li> </ul>	
<p><b>High-Density Residential</b></p> <ul style="list-style-type: none"> <li>• Townhomes</li> <li>• Apartments</li> <li>• Condos</li> <li>• Rowhouses</li> <li>• Senior Housing</li> <li>• Public spaces such as parks, schools, churches</li> </ul>	<ul style="list-style-type: none"> <li>• 5-12 Units/Acre</li> <li>• Adequate transitions and buffering to lesser density housing required</li> <li>• Impervious surface limitations</li> <li>• Near or on interconnected street system (collector)</li> </ul>	

Future Land Use Categories/Descriptions	Density/Intensity/Design	Photo Illustrations
<p><b>Commercial</b></p> <p>Limited Business</p> <ul style="list-style-type: none"> <li>• Convenient Access</li> <li>• Neighborhood Market</li> <li>• Serve primarily adjacent neighborhood node.</li> <li>• Retail, services, studios, small offices.</li> </ul>	<ul style="list-style-type: none"> <li>• Building footprints generally less than 10,000 sf (less for individual stores).</li> <li>• Parking is less prominent.</li> <li>• Emphasize enhancement of pedestrian environment.</li> <li>• Buffer/transition to adjacent residential uses.</li> <li>• High quality building materials and landscaping elements</li> </ul>	

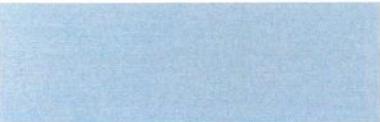
<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• Convenient Access</li> <li>• Regional Markets</li> </ul>	<ul style="list-style-type: none"> <li>• Building footprints generally greater than 10,000sf.</li> <li>• Emphasize enhancement of pedestrian environment.</li> <li>• Buffer/transition to adjacent residential uses.</li> <li>• High quality building materials and landscaping elements</li> </ul>	
<p><b>Highway Office and Medical Mix</b></p> <ul style="list-style-type: none"> <li>• Regional Markets</li> <li>• Offices</li> <li>• Retail is accessory</li> </ul>	<ul style="list-style-type: none"> <li>• Building footprints generally greater than 10,000sf.</li> <li>• Emphasize enhancement of pedestrian environment.</li> <li>• Buffer/transition to adjacent residential uses.</li> <li>• High quality building materials and landscaping elements</li> </ul>	
<p><b>Town Square</b></p> <ul style="list-style-type: none"> <li>• Commercial, residential, public</li> <li>• Retail Services</li> <li>• Offices</li> <li>• Public/Institutional</li> <li>• Higher Density Residential</li> <li>• Vertical mixed use</li> </ul>	<ul style="list-style-type: none"> <li>• Vertical or Horizontal Integration</li> <li>• Pedestrian streetscape and amenities.</li> <li>• 2-4 Stories</li> <li>• High quality building materials and landscaping elements</li> </ul>	
		

<b>Industrial</b>		
<b>Office/Warehouse</b> <ul style="list-style-type: none"><li>• Businesses providing goods and services</li><li>• Light Manufacturing</li><li>• Assembly</li><li>• Warehousing</li><li>• Limited service and retail areas</li><li>• Solar Gardens (Max 5 MW)</li></ul>	<ul style="list-style-type: none"><li>• Standards to ensure compatibility with adjacent uses</li><li>• Screening of outdoor activities and storage</li><li>• High-quality building materials and landscaping elements</li><li>• Emphasize enhancement of pedestrian environment</li></ul>	
<b>Industrial</b> <ul style="list-style-type: none"><li>• Heavy Manufacturing</li><li>• Assembly</li></ul>	<ul style="list-style-type: none"><li>• Standards to ensure compatibility with adjacent uses</li><li>• Full screening of outdoor activities and storage</li><li>• High-quality building materials and landscaping elements</li><li>• Emphasize enhancement of pedestrian environment</li></ul>	

Future Land Use Categories/Descriptions	Density/Intensity/Design	Photo Illustrations
<p>Public</p> <ul style="list-style-type: none"><li>• Current Public right-of-way, which includes streets, sidewalks, boulevards, trails, and alleys;</li><li>• Parks, playgrounds, and open spaces;</li><li>• Town Square and other public places that define the community's identity;</li><li>• Public and quasi-public institutions, which includes city buildings, schools, churches, and community centers;</li><li>• Public facilities.</li></ul>	<p>Current public spaces are depicted on the FLU. Future public uses may be integrated into existing areas or expanded into new areas based on needs. An amendment to the FLU will not be necessary as most public spaces are permitted uses within the appropriate and designated zoning districts.</p>	

### EXISTING FUTURE LAND USE PLAN AND THE 2016 FUTURE LAND USE COMPARISONS

1. Overall reduction in densities allowed (from very low density residential to high density residential). Densities are based on gross not net acreages.
2. Elimination of "mixed uses". Instead, all areas have a designated primary use. In the text of the plan, commercial areas will be allowed to have a percentage of residential as part of a future planned development.
3. Upper NW portion of Sartell significant reduction in residential density and future development with primarily low density residential (single family homes), including reducing the density at 27<sup>th</sup> and Pinecone Road.



4. Upper NE portion of Sartell is amended to allow for additional low and medium density residential (single family and townhomes/small apartments).
5. West Central portion of Sartell – predominately low density residential (single family).
6. East Central Sartell remains mostly the same except the paper mill site guided for office/warehouse (instead of industrial).
7. Southwest Sartell – elimination of mixed uses for appropriate type of residential or commercial use.
8. Former landfill and buffer area (south of the police station) proposed to be a mix of office/warehouse, medium and low-density residential. May include a green space component.
9. Sartell Town Square is proposed to be a new land use category, which will allow for a mix of uses and character.
10. Mississippi River Redevelopment is envisioned north of County Road 1 as an extension of the highway commercial currently located in the Epic Center/Twin River Court Area. Because it is regarded as a redevelopment project, it has been placed in the secondary growth plan due to the amount of existing commercial property already located within the primary growth area.
11. Promotion of infill development within the primary growth area.

## PLANNING GOALS

### GOAL 1: CREATE AND TRANSFORM SARTELL GATEWAYS



Residents have clearly indicated that transforming the Gateway (Epic Center areas) into an area that Sartell can be proud of should be a top priority for the City in coming years. The existing plan should be re-evaluated to respond to today's economic realities. In addition to gateways into the city, being able to identify and develop gateways to signify neighborhoods, thoroughfares and business districts is also a goal. As a priority goal, Sartell Gateways needs targeted investment to encourage additional private development.

#### Potential Strategies May Include These And Other Future Cool Ideas:

##### 1.2 Use Temporary Landscaping Where Possible

It likely will be years before some properties will be developed or redeveloped. Rather than settle for vacant land or mounds of dirt in the highly visible highway areas, explore alternative landscape strategies that can add environmental and aesthetic appeal.



##### 1.2 Pursue Upscale, Unique Retail

Residents are looking for more retail options locally. Evaluate and market the potential for various types of retail; this could include both small-scale retail and an open-air retail center as part of new development in the area near Highway 15 and the Mississippi River and within the Downtown area.



##### 1.3 Develop Visually Striking Buildings

Hold developers and their architects to high standards. The buildings must be visually distinctive to help the Gateway areas, and all of Sartell stand out from the competition.

#### 1.4 Beautify the Bridge Of Hope and Sartell Bridge, Utility Stations

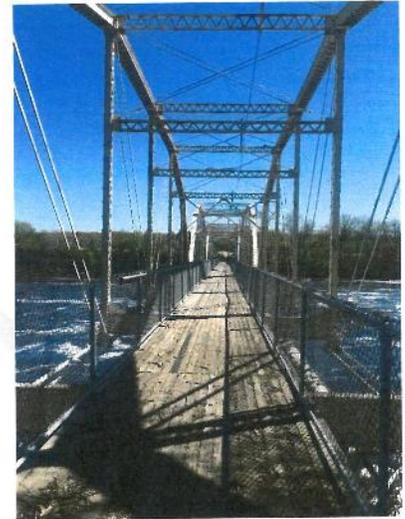
Work with MnDOT to determine options for making the bridge over the Mississippi River unique.

Lighting, lettering, and landscaping can help make a difference that results in private interest. This can be an expensive undertaking so plan ahead and work to raise outside funds.

Work with utilities and transportation companies to landscape power line and railroad right-of-ways through the community and to underground utilities when possible.

Develop land use and site design measures for areas adjacent to high-voltage power facilities. Measures will include landscape buffers and mandatory setbacks for substations and transmission towers and lines.

Repurpose the old Sartell bridge into a pedestrian bridge.



#### 1.5 Redevelopment and Infill Efforts

Support redevelopment efforts throughout the City and especially in the main thoroughfare areas that are determined to be necessary and beneficial to the economic health of the community



Encourage infill/redevelopment opportunities that optimize the use of current/future city infrastructure and that complement area, neighborhood, and/or corridor content and character.

Develop and implement an infill development incentive program to achieve the objectives of orderly development established by this plan.

#### 1.6 Encourage art and Wayfinding within Neighborhoods

Identify and development gateways to signify neighborhoods and business districts. Partner with local organizations or neighborhood groups to encourage displays of art showcasing the unique talents of local artists. Gateway elements could include lighting, signage, street furniture, public art and innovative streetscape improvements.

## GOAL 2: INVEST IN A TOWN SQUARE

Much attention has been paid to the need and desire to have a Town Square with good reason. Town squares, in particular, can be the “mother ship” of activity and in many ways can be the heart of Sartell (even though it is not in the middle of Sartell). It could be a mix of uses, range of events and contain an urban park, which are essential in distinguishing Sartell from other cities. Although other parts of Sartell also deserve investment, the town square has been on the backburner for years. A healthy town square can boost economic development and job growth and provide a range of programs and services for all lifestyles in Sartell.

### Potential Strategies May Include These And Other Future Cool Ideas:

#### 2.1 Energize the Town Square Area through the Arts and Adaptive Reuse

Older structures, such as the round barn, usually are attractive spaces for creative individuals. The condition of the barn is in extremely poor condition. With private investment, the barn could attract other arts-related uses. Evaluate adaptive reuse options for historic structures; creative uses might include galleries, live/work spaces, mobile vendor locations, and markets. Host annual events and recruit new events throughout the year that can help keep the town square alive all year round.

#### 2.2 Market the Future Town Square

Part of the reason people often refer to the need to plan for a town square is because they are not aware that a master plan exists. The future town square is a vacant field tucked behind a wooded area and wetland. It is difficult to envision the vision. Investing and supporting development in this area and providing connections to other local amenities including trails and nearby neighborhoods.



**2.3 Fill the Missing Links**

Since the future town square is literally just dirt at this time, many people feel fundamental disconnected when talking about the town square. Work to eliminate the disconnections many feel when talking about the future town square. As the area starts to develop, new roadways with trails and sidewalks should be constructed to link the town square to the existing connections in the medical office park area. Every attempt should be made with partner organizations like MTC to ensure adequate bus coverage is provided.



**2.4 Mixed Uses and Design Guidelines**



Adopting a new Town Square zoning district will allow the area to Adopt mixed-use design guidelines and a town square zoning district to assure high quality and variety in building design, a connected and active streetscape and a walkable lively town square character.

Provide appropriate wayfinding signage.

Provide a mix of private, non-profit, and public uses which will encourage use throughout the day, every day.

Encourage and support innovative housing opportunities in the town square area.

Retain and attract the appropriate mix of retail/service business activity and housing opportunities in the town square.

Evaluate and recommend improvements to town square pedestrian and vehicular traffic flow.

Encourage the use of shared parking facilities for multiple buildings to provide safe and efficient access to buildings and to lessen the visual impact of vehicles and parking.

Locate and orient buildings to fit with their existing and/or planned context by framing and complementing adjacent streets and open spaces.

**2.5 Create strong and active public/private partnerships**

Recruit local business leaders, elected officials, city staff, and active citizens to form a Town Square Development team. Ensure diversity within the team by recruiting people whose talents and backgrounds are unique from each other and who specialize in different things. The Town Square Development team can be an arm of the existing Economic Development Commission and help promote, and bring awareness to the Town Square area while working to enhance economic growth.

**GOAL 3: BALANCE GROWTH AND ORDERLY DEVELOPMENT**

Rapid growth brings with it many challenges, from providing services to managing traffic volumes. Sartell, through prior planning and investment, has sought to guide and manage growth as much as possible. Even so, the City's rapid development has raised concerns among residents. There should be a strengthened distinction between the urban city and the rural countryside with well-planned and carefully coordinated services, which will ensure the orderly, efficient and fiscally responsible growth of development in Sartell. The City's financial management plan addresses some land-use concerns by providing guidance to Sartell in making investment decisions.

**Potential Strategies May Include These And Other Future Cool Ideas:**

**3.1 For Stalled Subdivisions**

Encourage owners and developers to explore alternative uses and strategies to beautify the land.

**3.2 Explore Annexation Possibilities**

Use annexation as a tool, where possible and appropriate to improve service delivery. Work cooperatively with the adjacent townships, the County, and property owners to encourage orderly growth and development.

**3.3 Support Orderly Growth**

Encourage new development to make use of available lots and redevelop existing properties within the Primary Growth Area City before annexing new property and stretching City services in the Secondary Growth Area. Continue the past practice of limiting annexation to the request of property owners. Work with the County and adjacent townships to maintain very low residential densities within the Sartell/LeSauk and Sauk Rapids Joint Planning District to promote the efficient extension of public utilities when it is needed.

Provide for an orderly and efficient transition from rural to urban land uses.

Minimize urban sprawl and leap-frog development.

### **3.4 Plan for Orderly and Efficient Commercial and Industrial Development**

Locate and design industrial and commercial developments to provide good access and road service, while avoiding the routing of traffic through residential neighborhoods. Require new commercial and industrial developments to have access to adequately sized and designed public roads.

Prior to the development of any proposed commercial or industrial areas within the secondary growth area, conduct a commercial market and feasibility study of commercial and/or industrial corridors in the region to evaluate their viability, challenges, and opportunities.

## **GOAL 4: ENSURE LIFETIME HOUSING**

Sartell's housing stock consists primarily of single-family homes. Cities with a limited mix of housing types often face challenges in retaining families and residents, as their housing needs change. In that spirit, promote alternative housing types with the goal of retaining residents at all stages of life and offering different housing options attractive to knowledge workers, young professionals, and smaller families.

### **Potential Strategies May Include These And Other Future Cool Ideas:**

#### **4.1 Promote Development of Housing for Seniors**

It is important for seniors to be able to age in place. As Sartell's population ages, some seniors will be looking for smaller homes with limited maintenance. Others may require housing coupled with services. Plan for (and even perhaps recruit) new independent senior homes and assisted living facilities designed in a walkable, higher density development pattern. Other considerations may include outdoor lighting that exceeds the current City code; buildings that are designed for people with limited mobility, eyesight, and hearing particularly in disaster situations requiring evacuations

#### **4.2 Encourage Design That Makes Homes Accessible To People With Varying Physical Abilities.**

For independent seniors or those with handicaps, Universal Design features like ramps, wide doorways, and hallways, lever door handles and pull out cabinets can greatly improve mobility and independence. Encourage developers to design new homes with universal design features in mind.

#### **4.3 Separation of Residential Uses**

Require adequate transitions between different land uses through appropriate land use planning and zoning standards and promote architectural/site aesthetics that are compatible with community standards.

#### **4.4 Location of Residential Uses**

Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Discourage the placement of high-density developments in areas lacking adequate transportation infrastructure.

Promote and support the development of medium and high-density residential land uses near commercial centers and nodes.

#### **4.5 Create and Preserve High-Quality Residential Developments**

Encourage quality housing stock that is supported by strong identifiable neighborhoods. Require active living components in new developments with sidewalks and trails, access to parks, green space, etc. Maintain zoning and subdivision regulations that allow for the construction of a variety of housing types and price ranges.

Continue implementation of the Zoning Code, i.e. inspections, licensing requirements and enforcement to encourage well-maintained housing.

Commit to a regular cycle of citywide identification of deteriorated homes and implement effective programs to motivate compliance.

Implement promotional and education activities on building maintenance for owners of single-family homes and multi-family buildings. For example: City and Community Education offer housing maintenance and code requirement information and provide effective city code education.

Strengthen neighborhoods and neighborhood amenities to encourage residents to stay and reinvest in Sartell.

#### **4.6 Maintain Workforce/Affordable Housing**

The lack of workforce housing affects overall quality of life in Sartell and throughout the region. Essential workers such as teacher's, police and hospital staff who work in Sartell may not always be able to afford to live in Sartell. The workforce, which has helped to create and maintain Sartell's higher property values, is often priced out of its housing market. Making land available for workforce housing and reviewing other innovative approaches such as land trusts.

Collaborate with public, nonprofit and private groups in the planning and/or development of workforce housing. Encourage the development of long-term management strategies for affordable housing, in cooperation with non-profit housing organizations, to ensure that the continuation of its affordability features to successive household.

Encourage repairs and improvements to existing single-family homes that extend their useful life, and ensure that they are designed and constructed in a manner that complements the dwelling's character and is compatible with adjacent homes and surrounding neighborhood.

#### **4.7 Maintain a Balance of Housing Types**

The City acknowledges that there is demand for different types and sizes of housing units, but due to limitations of available space and other resources, all demands cannot be fully satisfied. At the present time, the greatest desire is to encourage the creation and maintenance of detached, owner-occupied single-family housing which are large enough to accommodate families.

Develop matrix of existing housing types including detached/ attached, owner/rental, family/senior; and affordable/market rate with production goals for each. Use this matrix as a guide to evaluate future housing development proposals.

Identify unused public land and explore selling these properties for new development (based on land use and zoning).

### **GOAL 5: ENSURE ADEQUATE BUSINESS OPTIONS**

The comprehensive plan recognizes the need to provide for a variety of retail and office formats, serving neighborhood, community, and regional markets. The plan's land use designations distinguish between these types.

#### **Potential Strategies May Include These And Other Future Cool Ideas:**

##### **5.1 New Commercial Development**

Facilitate development of new, well-planned commercial areas to meet the needs of residents of Sartell and its market area.

Establish a development review process that provides ease, predictability, and flexibility to developers and ensures high quality and neighborhood-compatible development.

Require pedestrian-oriented amenities such as small plazas, outdoor seating, public art and active street frontages where appropriate and justified.

#### **5.2 Existing Commercial Development**

Work with existing commercial nodes on marketing to ensure their long-term sustainability as a feature of our neighborhoods.

### **GOAL 6: ASSESS THE ADEQUACY OF OUR COMMUNITY FACILITIES**

Community facilities are the resources that help make lives safer, healthier and more enjoyable, as well as enhance skills and abilities to enable residents and businesses to lead productive lives.

#### **Potential Strategies May Include These And Other Future Cool Ideas:**

##### **6.1 Network Infrastructure**

Continue/start the expansion of fiber-optic network infrastructure in order to increase data and voice communication speed and reliability throughout the City and its various facilities, as well as with other government organization.

Monitor other cities' efforts to install citywide internet infrastructure, and explore the creation of a citywide fiber-optic network infrastructure for Sartell. Monitor and be aware of new emerging technologies to assess their practicability in citywide infrastructure.

##### **6.2 Hubs of Activity**

Plan for the disbursement of public facilities so that parks, future community centers, park shelters and other mixed-use activity centers are easily accessible to all residents in Sartell.

##### **6.3 Cohesive Branding Of Public Facilities**

Create design guidelines to be used in preparing and evaluating plans for public facilities such as park shelters. Guidelines should promote an open relationship with the public realm and pedestrian accessibility within the site and between the site and neighboring land uses.

**GOAL 7: DEVELOP COMMUNITY FRIENDLY PROPERTIES.**

This plan proposes to shift some industrial land to reuses that are more suitable. Plan policies seek to increase the supply of “ready to go” job producing land that will improve Sartell’s competitiveness in the regional economy by decreasing start-up time for new development. This plan also reduces the potential for conflicts associated with industrial uses adjacent to other sensitive areas such as the Mississippi River.

**Potential Strategies May Include These And Other Future Cool Ideas:**

**7.1 Compatibility**

Ensure compatibility between industrial lands and different adjacent land uses.

Update the zoning ordinances to include revised uses as determined by the comprehensive plan.

Require buffering land uses adjacent to existing or planned residential areas adjacent to properties with industrial designations. Such uses may include parks, ponds, open space and other such uses.

Ensure walkability and proximity to the City’s other resources such as commercial and park amenities.

**7.2 Mill Site and Former Paper Mill Properties Redevelopment**

Utilize the location of the mill site to beautify portions along the river and create unique and welcoming green spots. Ensure the redevelopment is appropriate and compatible with the adjacent residential areas through zoning ordinances.

The former mill site (within Benton County) will be required to go through a redevelopment master planning process prior to any land use requests that may prompt development (aside from public infrastructure investments). A main requirement of the redevelopment planning process will be to incorporate public space along the Mississippi River which may include, but not limited to boardwalks, walkways, portages, greenways and open spaces.

The former landfill will be required to go through a redevelopment planning process now that the landfill is no longer utilized as part of the former papermill operation and because it is a non-conforming use (from a zoning perspective and it does not contain a valid MPCA permit) as dictated by the 2003 Comprehensive Plan. A mix of uses would be appropriate.

### **GOAL 8: DEVELOP THE CITY ACCORDING TO THE COMPREHENSIVE PLAN**

Continue to develop the City in accordance with the Comprehensive Plan to ensure that all future development and redevelopment will reflect the elements of the Comprehensive Plan and a consistent development policy

#### **Potential Strategies May Include These And Other Future Cool Ideas:**

**8.1 Inform** all City residents, property owners, business owners and interested parties of the designations, policies and recommendations contained within the Comprehensive Plan, and of any updates and/or amendments to the plan. This shall be accomplished through typical legal notification requirements and through the publication from time to time of articles, fact sheets, or information on the City's web page that may help to inform the public of new or Revised City policies.

#### **8.2 Amend Codes and Policies**

Eliminate confusing language and create accessible documents, the purposes and benefits of which are clearly stated to the user. Stay on top of technology and societal changes by amending the code as emerging technologies become more common and societal norms morph.

**8.3 Continue to Involve** residents, property owners, business owners, and interested parties in the process of development decisions. Communicate information on city events, development proposals, and other information to the general public through the use of the media, the City's website, informational brochures, and other widely distributed forms of communication.

#### **8.4 Advisory Boards**

Maintain a strong level of confidence in City Advisory Boards and Commissions, member selection, continuing education and open lines of communication with the City Council.

#### **8.5 Future Studies**

Support periodic housing market study updates to monitor changing housing market conditions.

TRANSPORTATION

# Transportation

Your Voice. Your Vision. Your Future.



2016 COMPREHENSIVE PLAN



## **TRANSPORTATION: HOW WE MOVE** **Why This Matters For Sartell: Be Connected**

The purpose of the Transportation Plan is to provide a means to better connect the community, provide guidance to make appropriate transportation-related decisions, and determine when elements of the transportation system need to be improved. The Transportation Plan demonstrates how the City of Sartell will work towards an integrated transportation system to serve the needs of its residents and businesses, support the City's development plans and complement the portion of the St. Cloud area transportation system that lies within the City's boundaries.

The City of Sartell maintains public roadways, as well as some of the trails and a limited amount of sidewalks within the City. Connecting the community with this multi-modal transportation system is important to the on-going quality of life and economic health of the City as well as offering more options for people to travel easily and safely to work and other destinations.

### **Major Trends and Influencing Factors**

Several social, economic, and environmental trends will have an effect on the entire St. Cloud area and Sartell transportation systems over the next 20 years. These include population growth, changes in household size, increases in transportation fuel costs and environmental efforts/concerns. With increased population growth and limited new and/or expanded transportation facilities, congestion on the regional highway system is expected to increase.

Specific transportation issues the City of Sartell faces includes:

- Growing congestion on regional routes such as Trunk Highway 10 and 15 causing diversion of traffic to county roads and local streets.
- Changing transportation needs due to an aging population.
- Lack of continuity/connectivity of north/south roadways and east/west within the City.
- Increasing need for mode choice opportunities (vehicles, bicycle/pedestrian, transit, etc.).
- Increasing competition for space among modes (vehicles and bicycle/pedestrian interests).
- Reduced regional funding due to budgetary constraints at the state level, directly affecting the corresponding City budgets to maintain and improve the transportation system.

The two most commonly cited transportation issues are “TRAFFIC” and “HORRIBLE INTERSECTIONS.” The City’s local transportation actions can be summarized in four primary focus areas: 1) connectivity; 2) safety; 3) maintenance; and 4) alternative transportation. All modes of transportation are included in this plan: highways and roads, transit, trails, and sidewalks. This plan attempts to provide guidance in the development of a transportation system that supports land use and provides safe and efficient movement of people and resources.

The City’s role is not to create large, multi-lane highways crisscrossing Sartell. Rather, the City’s efforts are primarily focused on alternatively (i.e. other than roads) connecting destinations (jobs, schools, services, etc.) throughout the community (and region) to minimize the need for a car for every trip and thus alleviate traffic. Due to these initiatives and proactive land use planning, Sartell residents spend less time traveling to stores, restaurants, and other amenities than they did 20 years ago. These kinds of services are simply closer to where residents live which provides the possibility of getting to them without driving. During roundtable discussions about transportation, dealing with traffic, especially at LeSauk Drive, Pinecone Road and through various intersections (PCR and Heritage Drive, LeSauk and County Road 1), and implementing the sidewalk and trail plan were paramount.

Reducing the need for car travel means making it safer, convenient and more sustainable to use other forms of mobility. Currently, many of Sartell’s major roads divide rather than connect areas and are more challenging for pedestrians to cross. The City also is reviewing its Pedestrian and Bicycle Plan, which focuses on improving and building sidewalks and greenways.

### Jurisdiction of Roadways

Roadways in Sartell are administered by different agencies depending upon their jurisdiction. The Minnesota Department of Transportation (Mn/DOT) maintains state highways, which include Trunk Highways. Stearns and Benton County maintains the County State Aid Highway System (CSAH) and other County Roads (CR). The remaining roads are maintained by the City of Sartell or are private streets maintained by the property owners. The three jurisdictions cooperate in the planning and improvement of the roadway system in the City.

The jurisdictional classification system is intended to maintain a balance of responsibility among the agencies. It is organized around the principle that the highest volume limited access roadways carrying regional trips are primarily maintained by Mn/DOT (i.e., Highway 10 and Highway 15), the intermediate volume roadways carrying medium length trips are often maintained by the Counties (and occasionally the City) and the local street system providing access to individual properties is maintained by the City. Occasionally, because of development, changes in traffic patterns or the

construction of new facilities, the jurisdictional classification needs to be adjusted to reflect changes in the way certain roadways are used.

### FUNCTIONAL CLASSIFICATION

Roadway functional classification categories are defined by the role they play in serving the flow of trips through the overall roadway system. There are generally four types of roads and streets in and around the City of Sartell, each of which has a different function. The intent of the functional classification system is to create a hierarchy of roads that collect and distribute traffic from neighborhoods to the regional highway system. Roadways with a higher functional classification (arterials) generally provide for longer trips, have more mobility, have limited access and connect larger centers. Roadways with a lower functional classification (collectors and local streets) generally provide for shorter trips, have lower mobility, have more access and connect to higher functioning roadways. A balance of all functions of roadways is important to any transportation network.

The City's functional classification designations are illustrated in the map in the appendix and complies with the APO's guidelines, criteria and characteristics for transportation systems described as follows:

**Principal Arterials:** Principal arterials are part of the State Highway and Interstate System and provide high mobility through and between regional centers across the State and Country. Principal arterials are constructed as high-speed, grade-separated, limited access freeways or multiple-lane divided at-grade, limited access expressways.

- Highway 15
- Highway 10

**Minor Arterials:** Minor arterial roadways provide major connections for travel through and to the City of Sartell. These roadways provide more direct access than the principal arterials; however, they too emphasize mobility over access. Minor arterials provide for medium to short trips or serve as a portion of longer trips connecting to the principal arterial system. Both local and limited-stop transit will use minor arterials.

- |  |                  |
|--|------------------|
| • Pinecone Road                                | • County Road 29 |
| • Riverside Ave/County Road 1                  | • Benton Drive   |
| • County Road 120                              | • County Road 4  |
| • County Road 133/2 <sup>nd</sup> Street South |                  |

New minor arterial streets proposed in development will be partially paid for by the developer (to the extent of the costs associated with constructing a local street). The remaining costs to construct utilities and roadways (only those under the jurisdiction of Sartell) are funded through general taxes, state aid, assessments, federal/state funds and with ½ cent sales tax collections.

**Collector:** Collectors are designed to serve shorter trips within City boundaries and provide connections to the Arterial roadway system. The importance of mobility and direct land access serving largely residential and commercial developments are almost equal. Typically, collectors serve short trips of one to four miles. Local transit service uses these streets. Collector roadways also connect the local street system to major collectors and arterial roadways. Slow speeds and lower volumes are expected on minor collectors.

- 15<sup>th</sup> Street North and South
- 19<sup>th</sup> Avenue North and South
- 2 ½ Street South
- Pinecone Central Boulevard
- 35<sup>th</sup> Street North
- 27<sup>th</sup> Street North
- 12<sup>th</sup> Street North
- 7<sup>th</sup> Street North
- Heritage Drive
- Robert's Road
- Scout Drive
- 23<sup>rd</sup> Street South
- Connecticut Avenue South
- Dehler Drive
- LeSauk Drive
- 4<sup>th</sup> Avenue South/Leander Avenue
- 13<sup>th</sup> Avenue North (from 2 ½ Street to Pinecone Central Boulevard)

New collector streets proposed in development will be partially paid for by the developer (to the extent of the costs associated with constructing a local street). The remaining costs to construct utilities and roadways are funded through general taxes, state aid, assessments, federal/state funds and with ½ cent sales tax collections.

**Local Streets:** Local streets provide access to adjacent properties and neighborhoods. Local streets are generally low speed and designed to discourage through traffic. All of the remaining roadways in the city that were not listed under the previous functional classifications above fall under the local road designation. New local streets, which are part of a new or proposed development, are constructed at the expense of the developer. If reconstruction of a local road becomes

necessary, the benefiting properties may be assessed for a portion of those improvements based on the current assessment policy reviewed and approved by the City Council.

### **ANALYSIS OF ROADWAY SYSTEM NEEDS:**

#### **Transportation North and South Plans**

In 2004 and 2007, WSB and Associates, Inc. updated the City's Transportation Plans based on the citywide population and employment forecasts for 2030. These forecasts include the population and employment growth assumed with the development of the Medical Park area and additional housing. This plan(s) are available in the Appendix.

Presently the most heavily used roadways in the Sartell area are TH 15 south of the Mississippi River and TH 10 adjacent to the east city limits. These roads are also anticipated to be the most heavily traveled roads in the future. Currently, these roadways are under MN/DOT's jurisdiction. Identifying the infrastructure improvement needed is crucial to effectively minimize traffic congestion. Other roads where future forecasts project increases in usage include parts of CSAH 4, most of CSAH 1, portions of Pine Cone Road, most of CSAH 133, all of CSAH 29, CSAH 120, Heritage Drive, 50<sup>th</sup> Avenue/Leander Avenue, Robert's Road, 19<sup>th</sup> Avenue and some other outlying roads.

### **ROADWAY PLAN AND FUTURE IMPROVEMENTS**

#### **Regional Transportation Strategies**

The St. Cloud Area Planning Organization's 2040 Transportation Plan presents proposed projects and policies to help implement the Regional Development Framework. The City of Sartell's transportation policies supports the regional transportation policies while meeting the City's specific objectives.

The St Cloud Area Planning Organization (APO) lists six key alternative management strategies to help minimize traffic congestion:

**1. Bicycling Improvements**

Sartell's Safe Routes to School Plan can help provide incremental improvements to the cycling infrastructure in the area while promoting the benefits of an active lifestyle. Continue to explore the feasibility of infrastructure improvements through SRTS.

**2. Transit Improvements**

Improving transit amenities can be beneficial to the environment and our health. Metro Bus's switch to compressed natural gas for improved air quality is one example. Advocate for increased routes to and from Sartell.

**3. Mixed-use – Transit Oriented Development**  
The Epic Center Development can be Sartell's own Transit Oriented Development. Increasing Transit-Oriented Development can help create more walkable, mixed-use growth. This mixed-use growth can encourage alternative modes of transportation. Alternative modes of transportation can create walkable, multi-modal, livable communities.

**4. Complete Streets**  
The St. Cloud Area Planning Organization (APO) has adopted a resolution supporting complete streets in the area. Sartell has adopted the St. Cloud Area Sustainability Framework Plan, which helps address multimodal transportation provisions thus giving the city the ability to incorporate complete streets framework into new development proposals. The Sustainability Framework Plan will allow the city to improve the

transportation infrastructure to help encourage walking, bicycling, and other transit options.

**5. Park and Ride**  
Park and Ride facilities remove single occupancy vehicles from the roadway. Promoting Park and Ride facilities can lessen traffic bottlenecks. Explore locations in Sartell where it would be feasible to have a park and ride.

**6. Traffic Calming**  
Traffic Calming strategies help to reduce speed and traffic volumes. Sartell has installed some roundabouts at high volume locations. Look at other intersections where traffic calming strategies would be logical. Incorporating complete street elements, such as landscaping, decorative lightings, bike and pedestrian facilities and narrowing lane widths can also have a calming effect on traffic volumes and speed.

## DIRECT SARTELL ROADWAY IMPROVEMENTS

The following projects are on the City's street system and are the City's responsibility (or as development occur):

- Pinecone Road (7<sup>th</sup> Street North to 35<sup>th</sup> Street North). Proposed reconstruction to a rural standard, trail.
- 27<sup>th</sup> Street North. Proposed reconstruction to a rural standard. No trail.
- 4<sup>th</sup> /50<sup>th</sup> Avenue South. Proposed construction and reconstruction to an urban standard, trail, lighting.
- Scout Drive, Dehler Drive, 23<sup>rd</sup> Street South. Proposed construction to an urban standard, trail, and lighting.
- 15<sup>th</sup> Street North (Pinecone Road to Townline Road). Proposed construction, trail, lighting to an urban standard.
- 19<sup>th</sup> Avenue South (County Road 133 to County Road 4). Proposed reconstruction to an urban standard, trail, and lighting.
- Signal at County Road 133 and County Road 78.

## TRANSPORTATION GOALS

### GOAL 1: IMPROVE TRAFFIC MANAGEMENT

Traffic management is a complicated and sometimes costly endeavor to tackle. Minnesota Department of Transportation (MnDOT) and Stearns/Benton County own major roads in Sartell and are, therefore, responsible for funding improvements to ease traffic. Although Sartell does not control the sources of major traffic concerns like Highway 15 or County Road 1, 120 or 29, there are things that the City can and should do to improve traffic management. To maintain the quality of life, growth and infrastructure must be in balance, and targeted measures are needed to slow traffic, reduce conflicts, and improve safety. Traffic calming is one strategy being utilized by Sartell. Implementing innovative solutions to eliminate traffic concerns like the diverging diamond interchange on County Road 120 over Highway 15 or the roundabouts along Pinecone Road can help traffic flow more safely and efficiently.

#### Potential Strategies May Include These And Other Future Cool Ideas:

##### 1.1 Improve Traffic Safety Around Schools

Install crosswalks walk signs and pedestrian signals where possible. Develop a specific improvement plan for each school and work with school principals to improve traffic safety for kids. Include education and awareness programs targeted toward students and their parents. Erect digital speed reader signs to raise awareness to drivers about how fast they are going.



Sartell has established Safe Routes to School Plans for Pine Meadow Elementary, and Sartell Middle School. These plans are continually monitored and updated. Safe Routes to School uses a variety of strategies to make it easy, fun and safe for children to walk and bike to school. By educating children and the youth about the benefits of walking or biking to school, individuals will be ingrained with the environmental, physical, and mental benefits of alternative transportation. There are many concerns parents have when it comes to letting their children walk or bike to school including the safety of intersections and crossings, the amount of traffic on the route, distance, and the climate. Identifying roadways with the most urgent infrastructure needs is critical.

### 1.2 Collaborate With the APO for Other Regionally Significant Roadway and Trail Connections

Make sure that local needs are considered as part of regional transportation plans. The City will actively participate with other jurisdictions in regional planning efforts.

Trails like the Mississippi River Trail, which connect to other cities and destinations, are a vital asset for the city of Sartell. Improving the infrastructure of these trails can lead to increased tourism, economic development, and a more attractive bicycle/pedestrian network. Continue to look at possible ways to increase roadway and trail connections.



### 1.3 Financially and Otherwise (through platting) Plan for the Following Recommended Future Roadway Projects:

Monitor and maintain the existing transportation system by making adequate improvements to accommodate anticipated growth or to replace worn or obsolete components of the system. Seek opportunities to improve existing roadways through land use changes or redevelopment opportunities, coordinating improvements with roadway partners (e.g. Stearns and Benton County and MnDOT) and their funding programs.

#### Intersection Improvement and Monitoring (Signals, Roundabouts or Other)

- Pinecone Road and Troop Drive, Robert's Road at Pinecone Drive, 2 ½ Street N, 5th Street North, 7th Street North, 12<sup>th</sup> Street North, 15<sup>th</sup> Street North, 27th Street North, 35<sup>th</sup> Street North, 25<sup>th</sup> Street North, Central Park Boulevard.
- 4th Avenue S and 2<sup>nd</sup> Street
- Benton Drive and County Road 29

#### Upgrade Existing Two-way Roadway

- LeSauk Drive
- 35<sup>th</sup> Street North (from Savanna Oaks development to Townline Road).
- County Road 120 from Leander Avenue to County Road 4 (with trail and lighting).
- County Road 1 (per Stearns County)

- Benton Drive (per Benton County)
- County Road 29 (per Benton County)

#### New Roadway

- Robert's Road from Pinecone Road to 322nd Street and from 4<sup>th</sup> Avenue South to County Road 1
- 15<sup>th</sup> Street South from Pinecone Road to Scout Drive
- Then Avenue from County Road 120 to Dehler Drive
- 35<sup>th</sup> Street North (from Pinecone Road to County Road 1)
- 11<sup>th</sup> Street South from Pinecone Road to 19<sup>th</sup> Avenue South.
- 27<sup>th</sup> Street from 13<sup>th</sup> Avenue to Townline Road
- 13<sup>th</sup> Avenue from 15<sup>th</sup> Street North to 35<sup>th</sup> Street North
- 19<sup>th</sup> Avenue from 11<sup>th</sup> Street North to 27<sup>th</sup> Street North
- North/South Roadways from County Road 29 to Scenic Drive
- Extension of County Road 133 to 19<sup>th</sup> Avenue (per Stearns County)

#### Complete Connections

- Dehler Drive
- 15<sup>th</sup> Street North (Pinecone Road to Townline Road)
- 9<sup>th</sup> Street NE from 2<sup>nd</sup> Ave to future N/S roadway.

The City should consider alternative funding strategies to alleviate the significant burden of constructing or reconstruction minor arterials and collectors. Those alternative funding strategies could include road access charges on new developments or transportation utility billing (similar to NPDES Fund).

#### 1.4 Identify and Review Potential Transportation Safety Deficiencies

Identify system deficiencies by examining trend data, including safety (crashes), forecast traffic volumes (capacity), and accessibility (mobility). Continually monitor and analyze the transportation system and assess its condition and effectiveness in addressing these critical trend areas.

Establish a complete roadway network based on balancing the principals of sustainable infrastructure and roadway functional classification.

The City's sign maintenance practices shall meet all requirements, including federal sign retro-reflectivity standards, and ensure appropriate signing for the traveling public.

Where applicable, the City will integrate safety features into pedestrian/bicycle improvements.

The City's land use development standards will promote safe and efficient access to the transportation system.

Require new development to provide an adequate system of local streets while limiting direct access to major thoroughfares in order to maintain safe and efficient roadway operations.



Require the dedication or preservation of right-of-way consistent with adopted right of-way standards when the property is platted or subdivided, and work with landowners/developers during the site planning and platting process to implement safe and efficient roadway designs that look first to provide access via a local roadway rather than a regional roadway.

The City will continue the implementation of access management guidelines to assist in preserving future roadway capacity and improving safety along all roadways (reference St. Cloud APO Management Guidelines and as adopted by the City within the Subdivision Code)

The City will periodically survey the residents of Sartell on their perception of the local transportation system including its strengths, areas of concerns, and opportunities for improvement.

### 1.5 Public Transportation Accessibility

**St. Cloud MTC.** The St. Cloud Metropolitan Transit Commission provides fixed route and dial a ride bus lines that serve the greater St. Cloud area. As transit use expands, Metro Bus has identified the following issues to meet the anticipated demand:

- Improvements at major transfer points including the Epic Center site.
- New town circulators, either fixed route or demand response to provide service to various neighborhoods in the entire service area that currently are not served. The circulators would interface with regular routes to provide service to downtown St. Cloud.

- The City should work closely with the MTC to coordinate capital improvement programs with planned new development to ensure that the transit agency is informed of any activity generators that may affect future service demand.

Promote increased use of transit, through the support of a multi-modal system including buses, commuter rail, local circulators, and access via sidewalk and trails. Work with employers to encourage the use of transit programs to increase transit usage.



Work with MTC to provide comfortable, safe and accessible transit stops for pedestrians along transit lines including bicycle parking, benches, and shelters where warranted and feasible. Develop strategies for short- and long-term funding of proposed improvements to increase pedestrian and bicycle access to transit stops.

**North Star Commuter Rail.** Future passenger rail from Minneapolis could occur through the extension of the North Star Commuter Rail. Initial plans propose expanding the line from Big Lake to St. Cloud. St. Cloud is actively seeking the extension of the line by supporting the actions of the North Star Corridor Development Authority (NCSA) in seeking funding for engineering and environmental reviews, property acquisition and construction. If funding is available, an extension of the line to the former mill property could

be a possible location for a future Northstar transit stop, depending on redevelopment studies.

**Freight Rail.** BNSF operates a very active line in Sartell, many that carry local ore and Bakken crude oil from North Dakota.

Minimize impacts of railroad operations in Sartell. Address noise and vibration impacts by working with agencies and railroads to implement such measures as improving the tracks, adding landscaping and berming, and soundproofing homes and/or other effective measures.

## **GOAL 2: MAKE LOCAL CONNECTIONS**

Sometimes Sartell can feel disconnected. The major roads that link Sartell to the region also divide neighborhoods from one another and, because they are designed to accommodate cars, make it difficult and dangerous to walk or bike to local stores and services. Sartell's role from a transportation perspective is to overcome these barriers and provide opportunities for residents to safely move about town with or without a car. The trail connections and sidewalk improvements have helped to improve connectivity but much more remains to be done. Fill in the missing gaps and ensure that all Sartell residents can safely access local parks, schools, City services, and shopping.

### **Potential Strategies May Include These And Other Future Cool Ideas:**

#### **2.1 Transform Gateway Roadways**

Tie together gateway roadways through street enhancements, wayfinding signage, and lighting. 4th Avenue/Leander Avenue, 2nd Street, Pinecone Road, Roberts Road, County Road 29, 2nd Street South Connecticut/LeSauk Avenue are all roads in need of some improvement whether it is to widen, resurface, create signage or improve with streets lights or better intersections.

Develop a community gateway and wayfinding program and install gateway and wayfinding signs throughout Sartell to create a unique sense of place.

#### **2.2 Build More Sidewalks**

Every resident should have access to nearby stores and parks. Complete projects to close gaps in the City's existing sidewalk network to improve the pedestrian environment and address key safety concerns. Consider the feasibility of speeding up implementation of the Trail Plan so more projects can be completed in a quicker period. Focus on adding sidewalks to roads with high volumes of vehicles, such as Pinecone Road North, LeSauk Drive, County Road 1 and County Road 29. Collaborate with Stearns and Benton County and MnDOT where necessary to coordinate improvement.

Sartell requires through code that a trail or sidewalk (or both) is included in any new roadway project. This requirement will allow the city to strengthen its existing pedestrian facilities. Sartell must continue to advocate for complete streets like initiatives and development.

Through the Safe Routes to School Plan, roadways along the middle and elementary schools have been identified, and solutions/recommendations have been made to help improve or enhance pedestrian safety. It is critical for the city to look at other existing roadways where inadequate crossings are located in order to limit pedestrian – vehicle conflict and increase safety.

### **2.3 Create Better Neighborhood Connections**

Maintain an interconnected pedestrian and bicycle system that links residential, institutional/educational, commercial/retail, employment, and recreational destinations.

Removal of or inclusion of additional intersection controls (stop signs) shall only be considered after a determination is made that travel safety will not be compromised, and the modification(s) will enhance travel efficiency/mobility.

When new/redevelopment proposals are received, the City shall require connectivity of minor arterial, collector and local streets (including their pedestrian facilities) and trails between residential developments and other land uses.

Promote timely updates to the roadway functional classification system within Sartell to maintain a balanced hierarchy of streets for distributing traffic from neighborhoods to the regional roadway network.

Require sidewalks (or off-road trails or on-street bikeways where planned and appropriate) on all new subdivisions, new streets, and road reconstruction projects.

Build sidewalk segments that are missing from a block, or on a block that is between blocks with sidewalks.

### **2.4 Create Pedestrian Connections to the Parks and Other Public Spaces**

Residents love their parks. It is a shame that many feel they can only access them by getting in their cars. Ensure that strong pedestrian connections to local schools and parks exist, including most notably Sauk River Regional Park, Pinecone Central Park, and Val Smith Park.

Work with the area schools to identify and promote preferred walk and bike routes to students and parents

Improve wayfinding for users which could include signage and maps

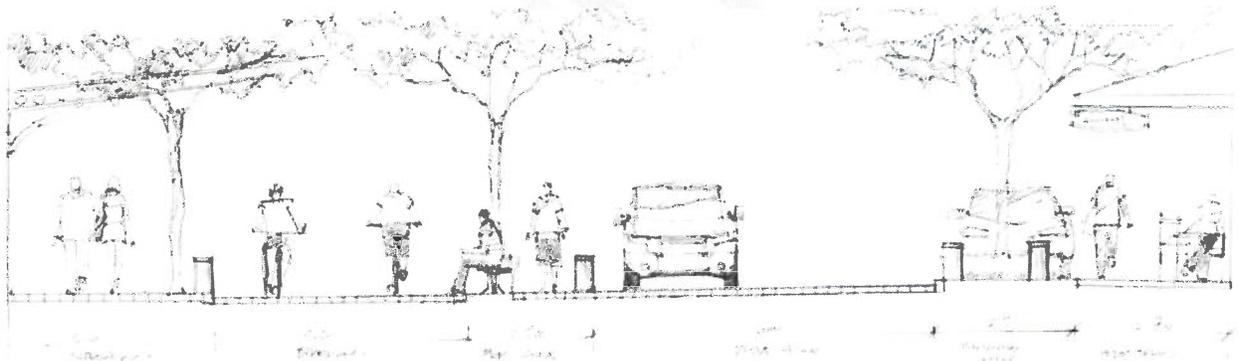
Install countdown timers at intersections as new signals are installed, or as existing signals are routinely replaced or upgraded.

**2.5 Where Possible, Create Complete, And Context Sensitive Streets**

Where possible the City will utilize a Complete Streets methodology in the design of streets (adjacent land uses, travel speed, width and number of lanes, on-street parking, vertical/horizontal alignment, pedestrian and bicycle features, intersection curb radii and crossing facilities, landscaping, lighting, etc.).

To the greatest extent practical, the City shall balance the transportation system needs with the potential impacts and effects upon natural features of the community.

Maintain and enhance the “small-town” character of Sartell by providing multimodal transportation choices and Context-sensitive design elements for new and/or reconstructed intersections and corridors.



Provide sidewalks and safe crossings for areas of potential pedestrian/vehicle conflicts, including high-traffic streets, commercial areas, areas near schools and parks. Provide appropriate signage in areas of potential conflict between pedestrians and auto traffic.

Evaluate appropriate “traffic calming” techniques for streets within or adjacent to residential neighborhoods that are impacted by traffic congestion, excessive traffic volumes for a residential neighborhood, excessive traffic speeds, or cut-through traffic.

Utilize the City’s Pavement Management Program (PMP) to maintain the municipal streets network in a safe and fiscally responsible manner, ensuring that the average Overall Pavement Condition Index (OCI) of the street system is maintained at an acceptable level.

Develop a living streets policy similar to the City of Maplewood to provide direction on design guidelines and addresses both the concept of complete streets (a street design that provides for multiple modes of transportation) and green streets (a street design that reduces environmental impacts by reducing impervious surface, managing stormwater and providing shade).

Prepare new sidewalk performance standards that address the entire sidewalk corridor from street to building.

### **GOAL 3: FOCUS ON DIFFERENT WAYS TO GET AROUND AND CONTINUE REGIONAL TRANSPORTATION PLANNING EFFORTS**

Sartell is home to a driving culture. Realistically, there are few other options. However, Sartell is also home to a diverse range of residents from all stages of life with different mobility needs. Adding sidewalks will help create connections for those with the time and interest to walk, but for many others, additional alternatives that provide effective service and reduce pollution, including bus service, bicycling, and carpooling should be explored. By encouraging alternative options for travel, Sartell can reduce its traffic volumes and headaches, and be accessible to seniors and people of varying physical abilities. The City will require multimodal traffic impact studies for larger scale developments.

#### **Potential Strategies May Include These And Other Future Cool Ideas:**

##### **3.1 Explore Ideas for Improved Bus Service**

Bus service is available in the region, but it is not convenient for local travel. All bus stop areas should be improved to allow for bus shelters or at a minimum, a place to wait without being thrown into a snow bank. Sartell has taken preliminary steps into maximizing the existing bus service in the area. With the Epic Shopping Center Development in Sartell, residents of the community can now enjoy a new transit hub. This hub will help facilitate the connections between

neighborhoods, businesses, and retail centers. Continue to explore ways to improve the Epic Shopping Center Development to increase rider's experiences and safety. Continue to look at strategies for expanding bus routes to cover a wider geographic region. Review Metro Bus' recent 2015 update to their transit service plan for the St. Cloud region and look for opportunities to collaborate with Metro Bus and other transit stakeholders to fully leverage all transit service possibilities for Sartell.

### **3.2 Encourage Carpooling**

Many residents travel to the same locations for work. Help Sartell residents connect via Facebook and on the City's website by providing a carpooling matching service with the intent of increasing carpooling from Sartell. Look at car sharing programs and the possibilities of bringing one to the area.

### **3.3 Create an Integrated Network of Local Bike Lanes and Bike Racks in Key Locations**

A growing number of residents are dedicated to bicycling, mostly for recreation. Over time, this interest can spur some to bike to work if their job is nearby and it is safe to bike. Make sure that bicycle infrastructure such as bike paths, bike lanes, and bike racks are in place to encourage those who would like to bike in Sartell to do so. Continue to actively support, educate and promote the benefits of biking to school through the Safe Routes to School Plan. Push for initiatives and encourage developments to connect trails and sidewalks. Provide adequate bike signage on all bike routes, bike lanes, and bike paths to create a safe bicycling environment. Advocate for bike sharing programs to come to the Sartell area. Explore the possibility of collaborating with other St. Cloud Area cities to establish a bike share "Nice Ride" program for residents and visitors to the Sartell and St. Cloud Region. (i.e. City of Minneapolis, NDSU (Fargo), etc.)

### **3.4 Develop Public Education Materials for Drivers and Bikers on Road Safety**

Increased cyclists on the road, usually, mean more conflicts between drivers and bikers. Drivers are typically not used to looking for bikers. At the same time, bikers often flaunt the law and run red lights. As safety is paramount, launch a public education campaign for both drivers and bikers on the rules of the road and safety. Through the Safe Routes to School Plan, educational material will be developed and distributed to students, parents, and faculty.



### 3.5 Plan for Electric Car Charging Stations

Electric cars are just entering the broader market. As they gain popularity due to an increase in gas prices, plan for their integration in Sartell by providing car-charging stations in convenient locations. Few cities know yet how to accommodate charging stations; be a leader and promote greater use of electric cars.

### 3.6 Plan for a Commuter Rail Line and Station

As the region's traffic grows, alternative services like regional rail will be seriously considered. The St. Cloud area has long been discussed as the next stop for the North Star commuter line - why could not that line not have a station in Sartell! Advocate for a station stop in Sartell near or on the former paper mill property and plan to include walkable, mixed-use development nearby to encourage transit ridership.

### 3.7 Identify and Financially Plan for the Following Recommended Future Trail Projects

- 19<sup>th</sup> Avenue South: CSAH 133 to CSAH 4
- 4<sup>th</sup> Avenue South/Leander Avenue: 2<sup>nd</sup> Street South to CSAH 120
- Roberts Road: Pinecone Road to CSAH 4
- Heritage Drive: Leander Avenue to CSAH 1, 12<sup>th</sup> Avenue S to Townline Road.
- Pinecone Road (north of 15<sup>th</sup> Street)
- 27<sup>th</sup> Street North (at the time of development)
- County Road 120
- County Road 29
- County Road 4

### 3.8 Plan and Implement Safe and Convenient Facilities for Bicyclists and Pedestrians to Serve As Daily Transportation, As Well As, For Recreation.

This may include bike racks and trail facilities

## **GOAL 4: DESIGN ATTRACTIVE ROADWAYS AND ENSURE ALL TRANSPORTATION SYSTEMS MEET ADA REQUIREMENTS**

The look and feel of local streets say a lot about a place. Sartell is distinctive. As such, the streets should express its character. Do not settle for engineering solutions that favor car-oriented designs with limited attention to landscaping and amenities. Push for better streets that express the pride residents have in Sartell. Promote bicycle and pedestrian paths along new development roadways. Incorporate Complete Street design concepts that include a multimodal transportation approach, such as landscaping, ornamental lighting, transit, bicycle, pedestrian and other features, as appropriate given right-of-way, traffic needs, cost and other factors.

### **Potential Strategies May Include These And Other Future Cool Ideas:**

#### **4.1 Grow the Adopt A Road Program**

Reach out to youth, schools, and churches to “Adopt a Highway.” Integrate signs and provide support for maintenance to ensure that main roads in Sartell are clean and safe.

#### **4.2 Provide Landscaping and Cleaning**

Improve the landscaping and cleanliness of major roads like Pinecone Road, LeSauk Drive, and others. Encourage the beautification of local roadways, where appropriate, with amenities such as boulevard trees, decorative street and/or trail lighting and public art.

#### **4.3 Work With Local Businesses To Secure Sponsorship And Undertake A Landscaping Program Dedicated To These Corridors.**

Beautifying the streetscapes of local roadways like Pinecone Road with unique and rare landscaping can create a sense of place and will allow Sartell to create its own unique identity.

#### **4.4 Paint Utility Poles and Hydrants**

Utility poles dot the landscape across the City. They are not attractive but are a fact of life except in those rare cases when money and interest align to bury them. Explore alternative approaches in turning a negative into a positive by creatively painting utility poles. At little cost, it will help add value to the City and express its commitment to the arts.

Paint the fire hydrants, which may add neighborhood character and provide greater ownership by adjacent property owners to maintain.

**4.5 Implement Roadway AND Trail Maintenance And Pavement Management Strategies.**

Continue implementation and keep current the on-going pavement improvement plan.

Coordinate with other agencies such as Stearns and Benton County over streets and highways in Sartell to assure good roadway conditions and operating efficiency.

DRAFT



## **PARKS AND OPEN SPACES: HOW WE PLAY** **Why This Matters For Sartell: Be Fun and Active**

The Sartell area is blessed with an abundance of natural beauty and environmentally sensitive areas. The Mississippi and Watab Rivers flow through the middle of the city and serve as primary sources of natural beauty. The area also provides a home to a variety of plant and animal life and is a source of recreation and enjoyment for residents and visitors alike. As a result, Sartell is committed to preserving, enhancing and providing good stewardship of our parks. The purpose of this chapter is to provide a guiding plan for parks, open space, and natural resources management. Sartell's parks and open space play an important role in making the City a desirable place to live, work and play. Parks improve our physical and psychological health, enhance community life, provide outdoor experience and serve as an anchor for strong neighborhoods.

Sartell has over 27 parks of diverse sizes, amenities, and opportunities for recreation and a number of additional properties that add to the greenspace of Sartell. Residents relied heavily on non-City facilities for their recreation needs, such as the school district's facilities. Sartell has been focused on building additional trails and park systems. The results from this last decade of acquisition and building have been dramatic:

- Increase in open space and park acreage from 150 acres in 2003 to a current total 289 acres
- Construction of new parks: Pinecone Central
- Acquisition of land for future park sites and amenities, such as Pinecone Central Park and Sauk River Regional Park

Not only do residents love the existing parks, but they also have numerous ideas for what to do with them and how to make them better. Now that the City has succeeded in developing its extensive parks system, the City's focus is to keep the parks in excellent condition, make connections between them and the trail network, and enhance the parks with additional amenities (or rebuild aging structures).

### **Emerging Recreational Trends:**

- Increased interest in trail-related activities (walking, biking, in-line skating) and demand for improved safety and security.
- Growing public interest in Environmental Stewardship and environmental sensitive lifestyles.
- More year-round facilities and a need for adequate fields for "non-traditional" sports such as lacrosse, rugby,

kickball, etc.

- Increasing attention to healthy lifestyles.
- Greater demand for adult recreational activities, especially as the baby boom generation continues to age.
- The growth of youth athletic associations.

### PARK AND OPEN SPACE CLASSIFICATIONS

The National Recreation and Park Association (NRPA) and the American Academy of Park and Recreation Administration (AAPRA) have developed park and trail system standards-based guidelines to serve as spatial and functional guidelines for communities to use as they develop their park systems. The following is a list of proposed park classifications including Level of Service (LOS) most relevant to Sartell's needs. It is important to note that these standards are general guidelines.



#### Neighborhood Park

**Description:** Basic unit of the park system that serves as the recreational and social focus of the neighborhood. Typically developed to provide both active and passive recreation opportunities for residents of all age groups living in the surrounding neighborhoods.

**Location Criteria:** ¼ mile to ½ mile service area radius

**Size Criteria:** 2-10 acres (Sizes may be determined as needed to accommodate desired uses)

**Site Selection Guidelines:** Site should be easily accessible from surrounding neighborhood and should link to a community greenway or trail system. Site development should provide for both active and passive recreation opportunities. The landscape of the site should possess pre-development aesthetic value and not be a "left-over" outlot or located within a 100-year flood-plain or be greater than 25% wetland.

**Development Guidelines:** Park development should be a balance of 50% active space and 50% passive space for recreational uses on the site and typically not be programmed. Appropriate park elements would include: play equipment, court games, open "non-programmed" play field or open space, tennis courts, volleyball courts, shuffleboard courts, horseshoe pits, ice skating areas, wading pool, or splash pad. Other park facilities should include picnic areas, internal

trail system, and general open space for enjoying the “park scenery.” Neighborhood parks should provide at least 7 to 10 parking spaces, and limited lighting should be provided for facility illumination, security, and safety.

Example Park fitting this category: Wilds Park North

**Community Park**

**Description:** Larger in size and serves a broader purpose than the neighborhood park with the purpose of providing recreational opportunities for several neighborhoods or larger sections of the community. Typically developed to provide both active and passive recreation opportunities for larger groups while preserving unique landscapes and open spaces.



**Location Criteria:** Should serve two or more neighborhoods with a ½ mile to 3.0-mile service area radius

**Size Criteria:** 5-30 acres (Size may be determined as needed to accommodate desired uses)

**Site Selection Guidelines:** Site should be easily accessible from the entire service area, should be centrally located, and should have strong connection to other park areas. Site development should provide for both active and passive recreation opportunities. The landscape of the site should possess pre-development aesthetic value and not be a “left-over” outlet or located within a 100-year flood-plain. The site, when possible, should be located adjacent to natural resource areas and greenways. These areas tend to provide landscapes with greater biodiversity thus enhancing the passive recreational experience.

**Development Guidelines:** While the community park should be designed to accommodate both active and passive recreational opportunities, programming should remain, for the most part, limited. Appropriate active park elements would include: larger play areas with creative play equipment for a range of ages, court games, informal ball fields for youth play, tennis, volleyball and shuffleboard courts, horseshoe pits, ice skating, swimming pools and beaches, archery ranges, and disc golf. Parking lots should be provided to accommodate the use, and limited lighting should be provided for facility illumination, security, and safety development programs.

Example Park fitting this category: Val Smith Park



### Regional and Special Use Park

**Description:** Covers a broad range of parks and recreational facilities oriented toward a single purpose use such as historical, cultural, or social sites. These sites may offer local historical, educational, or cultural, recreational opportunities. Examples of this type of park include historic downtowns, performing arts parks and facilities, arboretums, public gardens, indoor theaters, churches and public buildings. Other examples include community and senior centers, community theaters, hockey arenas, golf courses, aquatic parks, tennis centers, softball complexes, and sports stadiums. Community centers, however, are typically located in neighborhood or community parks.



**Location Criteria:** Location is primarily based on recreation need, community interest, facility type and availability of land. These type of parks should service the entire community rather than a defined neighborhood or area within a community.

The site should be easily accessible from major transportation routes and locations where possible.

**Size Criteria:** Facility space requirements should determine the size of the park.

**Site Selection Guidelines:** No specific site selection standard is recommended due to the diversity of use potential.

**Development Guidelines:** Due to the unique quality of this type of recreational facility, community input and focus groups should be used to determine the site development program.

Example Park fitting this category: Sauk River Regional Park

### Greenways



**Description:** Link the park system components to create a “cohesive park, recreation, and open space system,” that emphasizes the natural environment. Greenways allow for safe, continuous pedestrian movement between parks throughout a community and can enhance property values.

**Location Criteria:** Location is primarily based on the availability of land. Typically greenways are linear in nature and follow natural corridors such as waterways. Greenways can also be of the built environment including abandoned railroad

beds, areas within residential subdivisions, revitalized riverfronts, reclaimed industrial sites, safe powerline rights-of-way, pipeline easements, transportation rights-of-ways, etc. Boulevards and parkways can also be considered candidates as greenways if they provide a “park-like quality and provide off-street trail opportunities.”

**Corridor Width Criteria:** 25 feet within a subdivision, 50 feet minimum and 200 feet optimal

**Site Selection Guidelines:** Site selection is generally based on availability and the trail system plan. Natural corridors should be considered whenever possible, but appropriate “built” corridors are also acceptable with proper design.

**Development Guidelines:** Greenways provide the opportunity for some recreational travel opportunities such as hiking, walking, jogging, bicycling, and in-line skating. Parkway corridors also provide attractive travel experiences for the motorist and canoeing can occur in “green” waterway corridors.

**Park Classification**

Table 1 shows park classifications assigned to each of Sartell's parks generally based on use, location, and size. While some of the parks may be smaller in size than a typical standard suggests, their location and current amenities have taken precedence in the classification process.

<b>Park</b>	<b>Classification</b>	<b>Size</b>
Celebration	Community Park	1.75
Creekview Preserve	Neighborhood Park	1.87
Cypress Park	Mini Park	.72
Eastside Kiddie	Neighborhood Park	.55
Fox Run of Avalon Village	Mini Park	.71
Geoffrey	Neighborhood Park	.81
Huntington	Community Park	27.03
Lions	Community Park	7.33
Madison Crossing	Mini Park	.85
Meadowlake	Mini Park	.56
Morningstar	Neighborhood Park	.55
Natures Edge	Mini Park	.25
Northside	Community Park	37.28
Pine Tree Pond	Mini Park	.47
Pinecone Central	Regional Park	113
Pinecone Regional (Bernicks)	Regional Park	73
Rolling Meadows East	Neighborhood Park	1.32
Rolling Meadows West	Neighborhood Park	3.66
Rotary Riverside	Community Park	1.99
Sabre Oaks	Mini Park	.27
Sandstone	Neighborhood	3.33
Sartell Veterans	Community Park	1.84
Sauk River Regional	Regional Park	46
Val Smith	Community Park	16.04
Watab Creek	Community Park	11.88
Wilds Park North	Neighborhood Park	7.32
Wilds Park South	Neighborhood Park	2.40

**Table 1**

**Future Park Needs**

Sartell has 363 acres of dedicated park space (not counting greenspaces). Based on the National Park standard of providing 10 acres of park and open space land per 1,000 people and on having a population of 17,000 (170 acres), Sartell exceeds the guideline by 193 acres. It is important to note this is only a rule-of-thumb guideline. While Sartell's parkland acres within the system exceed national guidelines, the ratio alone does not imply that the community is being provided with an adequate range of park types or classifications and recreation facilities.

Table 2 shows park classification acreage ratio guidelines adapted from the National Standards that are most relevant to serving Sartell's needs. These ratios plan for providing an adequate distribution of park types within the system. These standards typically apply to those parks that offer active recreation opportunities. Standards do not apply for park and open space areas that are more specialized or that provide more passive recreational opportunities. These areas are typically more dependent on the location and size of the feature itself. The sizes shown in Table 2 are guidelines. The locations and amenities offered often take precedence in how parks are classified.

**Table 2  
Park Classification Guidelines**

Community Park	5-30 Acres
Neighborhood Park	2-10 Acres
Mini-Park	<2 Acres
Regional and Special Use Park	No Standard
Greenways	No Standard
Natural Resource and Open Space Areas	No Standard

**PARKS AND OPEN SPACE GOALS**

**GOAL 1: VALUE PASSIVE RECREATION**

Passive recreation generally enhances the open-space aspect of a park by providing a minimal intensity of development for "unstructured" recreation opportunities, such as walking, picnics, and exercise. Active recreation, on the other hand, involves more intensive development for ball fields or aquatic centers, and typically includes programmed activities. Active recreation is a service provided by others. The Sartell/St. Stephen Community Education provides extensive sports programming, leagues, and recreation facilities at the various parks and other public spaces. By focusing on passive open

spaces, Sartell provides a unique opportunity to connect with nature, and its trail network provides connections to major amenities like a future downtown.

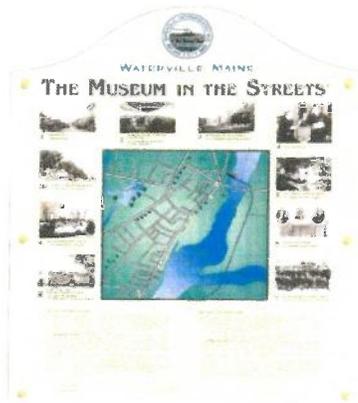
**Potential Strategies May Include These And Other Future Cool Ideas:**

**1.1 Target Funding For Passive Open Spaces**

When considering budget allocations for parks, prioritize improvements and development of passive recreation. Ensure all residents of Sartell are within a short walking distance of passive recreation opportunities.

**1.2 Encourage Residents To Explore Passive Open Spaces With New Events**

Organize trail events like a scavenger hunt, geocaching, history and public art walks to encourage more residents to discover the valuable open space resources available to them.



**GOAL 2: PRIORITIZE EXISTING PARKS**

Sartell has spent much of the last decade creating new parks to respond to the citizen-approved ½-cent sales tax. While more park spaces are planned, ensure that existing parks are maintained so that they remain attractive assets. New parks

increase the City's operating costs and responsibilities. As such, focus dollars toward enhancing existing parks before creating new ones.



**Potential Strategies May Include These And Other Future Cool Ideas:**

**2.1 Add Amenities And Enhancements To The Parks**

Residents noted that some of the trails and existing parks could use more amenities such as benches and other seating, trees and bike racks. Develop a priority list of cost-effective improvements to existing parks. Seek private sponsorship of amenities, such as an Adopt-a-Bench program that engages residents in the upkeep and improvement of these parks. Incorporate artistic, whimsical elements. Install Free Little Libraries in our parks, especially near playground equipment, pools and other areas which may appeal to families or individuals in an effort to bring books and magazines to the people.

**2.2 Improve The Parks And Trails For Runners And Avid Walkers**

Runners prefer softer surfaces that protect their knees and joints. Allocate space for an unpaved trail for runners separate from a bike trail. Connect and expand existing trail markings that indicate mileage and location. Include points of interest such as sidewalk art or information kiosks.

**2.4 Expand Community Gardening**

Community gardens are of keen interest to Sartell residents. Seek opportunities to create a range of community gardens, including fruit orchards, U-pick fields like strawberry and pumpkin patches, etc. With resident volunteers, these can be inexpensive, yet impressive, improvements to the parks.

**2.5 Construction Of A Skate Park**

**GOAL 3: ENSURE THE PARKS & TRAILS ARE SAFE**

To promote expanded use of the parks and at all times of the day, maintaining park safety is a critical goal for Sartell.

**Potential Strategies May Include These And Other Future Cool Ideas:**

**3.1 Add Video Surveillance To Local Parks**

Begin a program to cover major trails and entrances and promote these investments to residents.



### **3.2 Improve The Maintenance Of Parks And Trails**

Ensure that park and trail maintenance concerns are addressed quickly. Create a Google map on the City's website and/or a smartphone app that allows residents to tag areas of the parks that require some level of maintenance or improvement.

### **GOAL 4: EXPAND THE PARK CONNECTIONS & TRAIL NETWORK**

Improving existing parks and ensuring that they are safe is the current priority for Sartell. However, this does not mean we should not think ahead about ways to improve connectivity of the trail network. Sartell's trail system is extensive, but there are a few missing links. An effective trail network is one that is connected and fully integrated into the City's neighborhoods and regionally.

### **Potential Strategies May Include These And Other Future Cool Ideas:**

#### **4.1 Plan For New Trails**

New trails should seek specifically to address the missing links in the system. This includes the Lake Francis plans that include new trail connections and amenities that appeal to the use of outdoor spaces such as a fishing pier, water activities, and an outdoor amphitheater.

As warranted, review trails throughout the parks system and consider if connections to the regional trail system or other parks may be appropriate.

Identify high-use trails and consider appropriate trail surface materials to encourage safe, unrestricted use of the trail.

#### 4.2 Organize Walking Groups

New trail connections are not always, what is needed to strengthen connections; sometimes-organized activities can offer residents comfort in using the parks. Encourage groups to offer walking groups and walking school buses to encourage greater use of the facilities.

Market programs and facilities using brochures, cable television, the internet and other available promotional avenues.



#### 4.3 Develop And Redevelop Parks That Focus On Accessibility, Flexibility And Naturalization Where Appropriate.

Integrate practices that meet or exceed established standards for ecological design for landscapes and green building techniques that improve function and minimize long-term maintenance and operating costs. Engage and involve residents in identifying programs, services, and facility needs within the community.

Implement a long-term renewal plan based on a complete inventory of the system, lifecycle cost analysis, and condition assessment of all park facilities.

Build or renew facilities to meet or exceed standards for accessibility.

Build quality facilities that can be adapted to new uses as community needs change.

Accept parkland dedication only if it is consistent with the City's development plans and the City's parks plan.

Maintain zoning and subdivision regulations that provide for and encourage the continued development of parks, trails, recreational opportunities, and preservation of open space.

Apply official controls, such as Parkland Dedication Requirements, to ensure that appropriate and developable park land is provided with new development. Whenever possible, the land dedication should reflect the goals and policies of this Comprehensive Plan.

Evaluate the quality and usability of land for parks, trails, and open space being proposed for parkland dedication by the developer.



Evaluate and plan for the future demand for available youth and adult park areas. Offer new ideas and facilities that will provide the opportunity to expand entertainment programming, athletic leagues, artistic opportunities, family schedule-friendly programs, healthy lifestyle/holistic classes, and community-wide special events.

Provide flexible spaces to accommodate changing trends in demand for park and open space programming.

Systematically upgrade existing park shelters, playground structures, trails and other park amenities to meet the changing needs of the community

Where appropriate consider alternative vegetation management within the City's park areas.

Continue the process of completing energy audits for all park buildings. Utilize audit results when planning for long-term capital improvements to the park buildings.

Using Best Management Practices (BMP's), buffer lakes, ponds, wetlands, and streams with native grasses and other ecologically appropriate plant species. Where possible, use buffers on public lands as demonstration projects to encourage residents, business owners, and developers to emulate best practices.

**4.4 Develop Relationships and Partners to Deliver Recreational and Passive Activities**

Continue to support the park/school partnership and to coordinate park use with educational providers. If in the future any private or non-profit entity no longer wants to have the shared use park, the City should consider the opportunity to acquire the property for City park purposes.



Continue partnerships with youth organizations to collaborate on park improvements on a shared-use basis.

Continue program to promote volunteer efforts to assist with park amenities and aesthetic appeal.

Involve neighborhoods and the community to help shape park facilities and the use of open spaces within the City.

Enhance park and trail opportunities for the City with partnerships with other governmental agencies including the St. Cloud APO, Regional Active Living Advisory Group and surrounding cities and counties.

**GOAL 5: RECOGNIZE THE MISSISSIPPI, WATAB, SAUK AND OTHER RIVERS AND NATURAL AREAS AS A MAJOR RECREATIONAL, ECONOMIC AND OPEN SPACE ASSET TO THE COMMUNITY.**



**Potential Strategies May Include These and Other Future Cool Ideas:**

**5.1 Maintain Existing Public Accesses** to the rivers and increase public access in new development and redevelopment projects, specifically within the Mill Property area. Continue to develop access along the Rivers that are aesthetically compatible with the riverfront and sensitive to ecological function.

**5.2 Work To Connect** rivers to neighborhoods, parks and community facilities through trails and greenway corridors. Work with MnDOT to expand the Great River Bike Trail to include amenities within Sartell.

**5.3 Work With the DNR and Other Agencies** in creating and/or enhancing portages within all the navigable rivers.

The city will preserve and improve the natural, ecological and scenic resources within the park and open space system, including water quality, vegetation, wildlife and other environmentally sensitive resources.



# Sustainability

Your Voice. Your Vision. Your Future.



2016 COMPREHENSIVE PLAN



## **Sustainability: What Makes Us Viable** **Why Is This Important For Sartell: Be Healthy**



Sustainability is a broad concept that involves all aspects of city operations, business decisions, and daily life. It can be described as ecologically sound, economically viable, and socially just and humane. We live in a time in which increased population growth, high levels of consumption and the desire to feed growing economies have created escalating demands on our resources - natural, human and social. These demands can negatively impact the natural environment, our communities and the quality of our lives. In the face of these challenges, people have begun to develop a growing desire to live sustainably. It is important to be cognizant of the decisions and developments that meet the needs of the present without compromising the ability of future generations to meet their needs.

### **GOAL 1: PROMOTE A WISE USE OF ENERGY AND NATURAL RESOURCES**

Forward-thinking cities across the country are seeking ways to limit their impact on the environment. Reducing waste, conserving water, recycling and reusing materials are not only good for the local environment but also, a way to save money. Sartell has already emerged as a leader in sustainability by promoting rain gardens, rain barrels, compost bins, and by becoming a Greenstep City to not only continue those sustainable practices already in place but to expand those.

#### **Potential Strategies May Include These And Other Future Cool Ideas:**

##### **1.1 Promote Citywide Recycling**

Encourage all residents and businesses to recycle by launching a public education campaign designed to raise awareness about local recycling programs. Make it easier for residents and businesses to recycle by providing recycling bins in local parks and shops across the City. Consider partnering with national programs like RecycleBank, which offers incentives for recycling.

##### **1.2 Use Recycled Materials For Trail Improvements And Other Public Improvements**

There are a variety of materials that could potentially be used for trails and public spaces. Instead of using pavers or asphalt, seek to use recycled materials like recycled tires, where appropriate. These materials are attractive, durable provide environmental benefits, and reduce the burden on landfills.

**1.3 Investigate Alternative Energy Production Methods**

Some cities have saved money over the long-term by investing in alternative energy to power their facilities. Methods like solar power generation, solar hot water heaters, and waste-to-energy plants can provide local power that is less costly for users than traditional utilities. A waste-to-energy plant would require significant discussion and study to test the feasibility locally.



Make energy efficiency a priority through building code improvements, retrofitting City facilities with energy efficient lighting and urging employees to conserve energy and save money. Install LED's when replacing city lighting.

Adopt an environmentally preferable purchasing policy to only purchase Energy Star equipment and appliance for City use.

Promote community and business energy conservation, including adopting ordinances and policies to provide incentives for energy efficiency, renewable energy, and reductions in greenhouse gasses.

Adopt purchasing guidelines for the City of Sartell that include renewable energy sources.

Promote the use of active and passive solar energy for heating, lighting, and other aspects of design, construction, remodeling and operation of City buildings.

Leverage the Solar and Wind Access Law to establish policies that restrict development for protecting solar access to light.

Create benchmarks of current energy use in all public facilities and set a goal to reduce energy use and costs according to the ICLEI milestones and the Minnesota Global Warming Mitigation Act of 2007.

**1.4 Promote A Healthy Urban Forest And Healthy Air**

Promote tree planting through programs to annually increase tree canopy throughout the city, including but not limited to parks, schools, neighborhoods and private commercial developments. Require the planting of native trees for city projects and multi-family and commercial development. Encourage native landscaping where practical.

Cooperate with enforcement of the Clean Air Act and other laws and regulations relating to air quality including Minnesota's Freedom to Breathe Act.

**GOAL 2: REEVALUATE ORDERLY ANNEXATION AGREEMENTS TO ENSURE SUSTAINABLE DEVELOPMENT PRACTICES AND RESOURCE ALLOCATIONS**

This goal describes the preservation and management of natural resources, including, but not limited to air, water, green spaces, natural areas and farmlands, through sustainable land use practices.

**Potential Strategies May Include These And Other Future Cool Ideas:**

**2.1 Reevaluate Orderly Annexation Agreements to Ensure Sustainable Development Practices and Resource Allocations**

**2.2 Create Development Patterns That Support Walking and Biking and Enhance Community Health**

Require bike parking for residential apartments and commercial developments. Ensure new developments are developed with connections to existing trails and sidewalks.

**2.3 Expand and Enhance Green Corridors As New Development and Redevelopment Occurs**

**2.4 Create Low-Impact Development Guidelines**

Integrate guidelines into the codes that reduce the impact of new residential and commercial development. This may include provisions for reduced road widths (to slow traffic) in neighborhoods, sidewalks, tree plantings, recycled materials, Energy Star compliance and strategies to help manage and store stormwater for gardening and other uses.



### 2.5 Encourage Infill Development and Redevelopment within the Primary Growth Area

“Smart growth” can help create more walkable environments and less dependence on motor vehicles. Encourage development and redevelopment of core areas to create a more compact and walkable environment. Look at incentives to help offset the costs of redevelopment.

## GOAL 3: PROTECT AND IMPROVE SURFACE AND GROUNDWATER RESOURCES

### Potential Strategies May Include These And Other Future Cool Ideas:

#### 3.1 Update and Revise Storm, Water and Sewer Plans

Provide For The Effective Removal Of Sanitary Sewage.

Continuously monitor sewage flow at principal metering points to ensure capacity of the system.

Continue to upgrade and monitor the local system through both televising lines and electronic utility data collections.



Continue to eliminate private on-site sewage systems.

Continue strict standards and inspections for private sewer line connections to the public sanitary sewer system.

Provide For The Management Of Storm Water.

Modify City review, permitting and enforcement processes for construction activities to ensure water quality goals are met.

Heighten community awareness of water quality management through education and training.

Work with adjacent municipalities to encourage upstream pollutant reduction in areas closer to the source of such pollutants.

Encourage the use of regional detention areas as opposed to individual onsite detention to reduce flooding, control discharge rates and provide for water quality management.

Achieve no net loss of wetlands. Discourage wetland alteration except those approved with a mitigation plan, which does not further degrade the wetland.

Seek to restore and/or enhance wetlands.

Promote A Healthy Water Supply.

Provide the City's water customers with safe, high-quality potable water by continuing to meet or exceed all Federal and State drinking water standards.

Provide sustainability of the city's water system through preservation and conservation. Project the existing sources of supply by the implementation of the Wellhead Protection Plan. Continue to implement a conservation-oriented water rate system that charges increasing fees for increasing use of water. Continue to provide education regarding conservation through the website, newspaper and public involvement.



Provide a reliable water system that can provide a safe supply of water during emergencies. Continue to complete water main looping of dead ends to improve available fire flow to customers. Work with adjacent communities to provide interconnections for emergency needs.

### 3.2 Encourage Water Conservation

Offer classes on how to conserve water but also on ways to capture storm water using rain barrels and rain gardens. Capturing stormwater on site means less flooding and provides water for gardening.

**3.3 Seek Ways to Modify Street Improvement Projects** to provide less impervious surface and utilize, porous pavement and other environmentally friendly techniques where possible.

**3.4 Require Natural Buffers Along Water Resources**

Adopt goals and create a local outreach program with property owners to help restore and revegetate shoreland.

**3.5 Encourage Green Roofs**

Green roofs can help create greater energy efficiency and prolong the service life of heating, ventilation, and HVAC systems leading to fewer pollutants entering our air. Green roofs also contribute to improvements in air quality and add an amenity to the building (community garden, terraces, playground area.)

**GOAL 4: ENCOURAGE HEALTHY CITIZENS AND BUSINESSES THROUGH PARTNERSHIPS AND ACTIVITIES**

**Potential Strategies May Include These And Other Future Cool Ideas:**

**4.1 Participate In Regional Communication and Collaboration**

Collaborate with adjacent cities, counties, and organizations to help establish new and enhance existing events aimed at healthy living like marathons, fitness festivals, healthy food festivals, and other events that bring awareness and promote the importance of healthy citizens and businesses.

**4.2 Promote Healthy Community Programs** such as the development of public education programs that endorse healthy activities for residents, and development of infrastructure to enhance walking and biking opportunities.

Incentivize race and other healthy activity organizers to hold more events in Sartell.

**4.3 Promote Sustainable Food Systems**

Promote sustainable food systems through education to the private and public food service industry; including school cafeteria programs. Areas to be included are farmer's markets, buy locally, community supported agriculture (CSA's), sustainable agriculture practices, and "reduce, reuse, and recycle" practices for restaurant waste.



**4.4 Encourage Composting**

Composting is the process of transforming food waste and landscape material like leaves into fertilizer and soil. Soil produced from this process is rich in nutrients and excellent for gardening. Reach out to the various neighborhoods to explain the benefits of composting, and work with them to utilize the City's compost site for their neighborhoods. Also, encourage local restaurants to manage a shared composting site for food waste. Composting food waste from restaurants reduces the amount of trash they need to have collected, and the resulting soil could be used for landscaping around those restaurants or in local parks or community gardens.

**4.5 Encourage Green Construction**

Assist residents and builders on green building techniques and adopt incentives for green building construction i.e. green roofs, rain gardens, geothermal technology, porous concrete, water saving plumbing fixtures.

**4.6 Promote Community Gardens**

The City of Sartell provides land for two community gardens with over 100 garden plots. Continue to work with neighborhoods, organizations and others to support community gardens.

**4.7 Hazardous Waste.**

Encourage proper disposal of hazardous and other problem materials such as e-waste through public education. Publicize and promote the facilities residents can bring household hazardous waste like electronics, paint, cosmetics, and batteries to for proper disposal.

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## Community Facilities

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## COMMUNITY FACILITIES: WHAT MAKES US FUNCTION

### Why This Matters For Sartell: Be Cooperative

The purpose of this section is to provide the goals and policies for community facilities within the City of Sartell and to identify future community facility needs to accommodate the demand for new services. Community facilities include the structures, facilities, and services administered by public and semi-public organizations that provide for the day-to-day functions of the City of Sartell. Community facilities have an impact and influence on the quality of life in Sartell and include local government, fire, police, education, and utilities. The community facilities chapter describes policy recommendations for government services, schools, and community services.

#### City Government

The City of Sartell is comprised of the following departments: Administration, Community Development (includes Building Inspections), Public Works, Police, and Fire. All five departments provide municipal services to city residents and businesses with the exception of the Fire Department, which also provides fire services to LeSauk Township. City Hall is home to administrative services and community development.

#### Sartell Police and Police Department

The Sartell Police Facility is located at 2<sup>nd</sup> Street South, which was the former City Hall. The Sartell Police Department is regarded as an extremely effective and efficient group. Population growth will continue to increase which will require the constant evaluation of the need for additional sworn officers. The Sartell Fire Department operates from one station located at 4<sup>th</sup> Avenue South. The Department is a member of the Central Minnesota Mutual Aid Association and has an Insurance Services Office (ISO) rating four.

Facility needs are an issue for police and fire. Aging existing buildings and continued growth in the southerly portion of Sartell (both residential and commercial/office) drive the need for new public safety facilities. A campus location and building possibly combining both fire and police should be considered. Potential partners in the facility should also be identified.

Staff should continue to work closely with the Fire Department to keep them informed concerning new developments that may affect fire service and response. The City should also continue to include the Fire and Police Department early in the planning process as significant new developments are considered to ensure high-quality service and response times.

The Public Works Department maintains the City's infrastructure and facilities, which include Sartell's water, wastewater and storm water systems. The Public Works Department is located in facilities along 4<sup>th</sup> Avenue South. An important part of this facility is fleet maintenance. The maintenance and repair of all municipal vehicles are performed at this location. Together with engineering and planning, the departments should continue to maintain regular communication between all entities, which includes keeping all informed on new or planned projects and developments.

The City of Sartell maintains nearly 96 miles of streets, 4 miles of alleys, 95 cul-de-sacs and 50 miles of trail and sidewalks each year. The City recently completed a pavement management study that evaluated pavement, drainage and curb condition on all local roadways. The conditions were rated and are proposed to be utilized to determine what roadways will need to be resurfacing, crack sealing, patching or reconstructions based on annual budgets.

### **Schools**

The quality and variety of educational opportunities are important parts of the community. The City of Sartell has three school districts within the current municipal boundary including Sartell/St. Stephen, Sauk Rapids-Rice, and St. Cloud.

#### **Sartell St. Stephen School District**

The Sartell-St. Stephen School District (ISD #748) operates five schools in Sartell: Sartell High School, Sartell Middle School, Oak Ridge Elementary School, Pine Ridge Elementary School and the District Services Building (preschool). The School District recently commissioned a study of demographics and future enrollments to assist the School Board in making decisions regarding future School Facilities. The study report includes several findings related to the growth and development of Sartell. In 2015, a Community Facilities Planning Group recommended to the School Board the need for a new High School, along with modifications to existing buildings and the reorganization to the allocation of grades per building. The School Board is currently contemplating the location of a new high school if a referendum to fund the construction is approved. The location of a future high school may have impacts on the future land use and transportation plan that may require a re-evaluation of proposed future land uses, improvements, and adjustments in the primary/secondary growth-planning model.

#### **Sauk Rapids/Rice and St. Cloud School District**

#### **Other Schools located in Sartell:**

- St. Francis Xavier (K-6)
- St. Scholastica

### **Community Services**

Sartell has worked very hard over the past 20 years to establish a strong base of social and recreational facilities. The privately run Bernick's Ice Arena located at Pinecone Regional Park provides hockey facilities for the Sartell Hockey Association and the Sartell School District. Currently under design, the Sartell Community Center is a multi-function facility. The Community Center is proposing to contain gymnasiums, senior center, an innovation center and meeting rooms.

## **COMMUNITY FACILITIES GOALS**

**GOAL 1: Promote The Usage, Creation, And Uniqueness Of Community Facilities, While Also Soliciting Creative Funding Sources.**

**Potential Strategies May Include These And Other Future Cool Ideas:**

### **1.1 Facility Adaptability**

Ensure that community facilities are adequate to serve additional needs.

### **1.2 Intergenerational Use**

Provide learning opportunities for residents of all ages.

### **1.3 Facility Locations**

Ensure that governmental buildings and services are located throughout the City to offer ease of access to all users and minimal response time.

### **1.4 Regular Maintenance**

Provide for adequate maintenance of the City's buildings and equipment and their orderly replacement.

### **1.5 Lead by Example**

Hold public buildings to high architectural standards to create a sense of community identity, ensure land use compatibility, and to serve as examples for private development.

**1.7 Promote the Usage of Facilities**

Market the use of community facilities for events such as youth athletic tournaments and other community events.

Identify and market existing resources that are available for community use.

To the greatest extent possible, do not provide facilities that compete with the private sector.

**1.8 Collaborative Funding**

Collaborate with business partners to help fund additional community facilities.

**GOAL 2: Ensure High Quality And Effective Public Safety, Education And Civic Services.**

**Potential Strategies May Include These And Other Future Cool Ideas:**

**2.1 Community Identify**

Ensure city facilities accommodate government functions while serving as an example of community identity and sustainability.

**2.2 Public Safety Facility**

Support the Police and Fire Department through close coordination and planned allocation of resources to improve public safety and emergency response.

**2.3 Library Services**

The City is served by the Great River Regional Library System. There are no library branches located within City limits; however there are libraries nearby in St. Cloud and Waite Park. There is a strong desire by many residents to enhanced GRRL library services within the community as it would be a valuable asset for Sartell's existing and future residents. Sartell will continue to work with GRRL to monitor and identify the options for future library services.

**2.4 School Collaboration.**

The City will continue to work with each of the school districts within the community to adequately plan for community growth, school facilities, and shared facility issues.

The City should continue to collaborate with the three school districts to provide opportunities for and actively market continuing education programs.

Explore the possibility of further collaborative efforts with the Sartell Community Education, which could include the management of the new Community Center Facility.

**GOAL 3: Plan And Provide Public Facilities And Services In A Coordinated And Economical Manner On A Basis That Is Consistent With The Nature Of Existing And Proposed Development Within The Community.**

**Potential Strategies May Include These And Other Future Cool Ideas:**

**3.1 Limit the Extension of Services**

Prohibit extension of service to properties outside the corporate limits without an agreement as to the annexation of that property. Discourage the expansion of public sewer and water services into areas:

- Not contiguous to existing development or service areas.
- Not within the current limits of the service boundary.
- When a burden is placed upon the City to expand the urban service area prematurely.

**3.2 Monitor and maintain all utility systems to ensure a safe and high-quality standard of service on an ongoing basis.**

Update street, water, storm sewer and sanitary sewer plans by the City Engineer on an as needed basis or as required by other jurisdictions.

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# Implementation

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2016 COMPREHENSIVE PLAN

## IMPLEMENTATION 2016 COMPREHENSIVE PLAN – SARTELL

Comprehensive planning evolves from a community vision that leads to goals and strategies. Implementation of those goals and strategies do not occur overnight. Some projects may take priority over others. Some may need to occur immediately, while others would be expected to occur 10 or 15 years from now. Others might be triggered by the economy or political actions taken at a regional, state or federal level; however, the main objective of the implementation strategy is to identify a course of action that allows Sartell to be at the forefront of change rather than simply reacting to change. To achieve the goals and bring them into reality involves the implementation of the plan and this is accomplished through a number of measures:

- Comprehensive Plan Adoption, Amendment, Review/Interpretation and Reports
- The City's Official Controls

### Comprehensive Plan Adoption, Amendment, Review and Reports

**Comprehensive Plan Adoption:** Under Minnesota Statutes Section 462.355, Subd. 2, the Sartell Planning Commission explained the intent and the details of the Comprehensive Plan, and received public comments thereon, at an official Public Hearing held for that purpose on May 2, 2016. Notice of the Hearing was published in the official City newspaper on April 22, 2016. Following the closing of the Public Hearing, and after discussion concerning changes and comments resulting from the hearing, the Planning Commission on a vote of 5-0 recommended that the City Council adopt the Plan. The Sartell City Council received public comments and had some discussion at an official Public Hearing held on July 11, 2016. Notice of the Hearing was published in the official city newspaper on June 17, 2016. Following the closing of the public hearing and after discussion concerning changes and comments resulting from the hearing, the City Council tabled consideration of the plan. On November 14, 2016, The City Council on a vote of < > approved the Plan.

**Plan Amendments:** After formal adoption by the City Council, there shall be no amendments made to the plan content except by the following procedures:

- Amendment initiation may be by direction of City Council, official action of any City Commission, the recommendation of the City Administrator or Community Development Director, or formal application by any citizen or property owner.
- Amendment review shall in all cases be referred to the Planning Commission which body may in turn request review by any other City Commission and/or City staff.

(11.16) Implementation 2

- Public Hearing - no amendment shall be made in the Comprehensive Plan unless or until the Planning Commission and City Council has held a Public Hearing thereon, following posted and published notice of the Hearing in the official newspaper at least ten days prior to the Hearing(s).
- Recommendation - Following the Public Hearing, the Planning Commission shall make a written recommendation based on the Criteria to Consider When Reviewing Plan Changes below to the Council regarding the proposed amendment.
- Final Amendment - Upon receipt of the Planning Commission's recommendation, the City Council must hold a public hearing and may or may not choose to amend the Comprehensive Plan. Any amendment made shall be by Resolution of a super-majority of the Council members.

**Criteria to Consider When Reviewing Plan Changes**

These criteria should be considered when reviewing changes to the plan:

1. The change is consistent with the goals and objectives or other elements of the Sartell Comprehensive Plan.
2. The change does not create an adverse impact on public facilities and services that cannot be mitigated. Public facilities and services include roads, sewers, water supply, drainage, schools, police, fire and parks.
3. Development resulting from the change does not create an undue impact on surrounding properties. Such development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve its viability.
4. The change allows a more viable transition to the planned uses on adjacent properties than the current land use.
5. The change does not have a significant adverse impact on the natural environment including trees, slopes and groundwater, or the impact could be mitigated by improvements on the site or in the same vicinity.
6. There is a change in City policies or neighborhood characteristics that would justify a change.
7. The change corrects an error made in the original plan.
8. There is a community or regional need identified in the comprehensive plan for the proposed land use or service.
9. The change does not adversely impact any landmarks or other historically significant structures or properties unless mitigated through relocation

**Plan Review and Interpretation:** At least once every ten years, the City will instruct its Planning Commission and staff members to conduct a formal review of the entire plan, changing those features and sections that are judged to be out of date and/or not serving their purpose. It is appropriate that some parts of the plan are rarely amended while others are highly subject to examination. The features that should be most long-lasting are those that are most fundamental such as the Goals of each category (e.g., Community Engagement or Economic Development). The strategies of each category are simply ideas that are more open to revision and further discussion and may require further analysis to determine the appropriateness for implementation. Changes to the plan maps would, of course, depend on the magnitude of the revision, their relationship to the Goal, and the nature of the changing circumstances that lead to the desire for amendments.

Prepare an annual report on how the plan is being used, periodic amendments as conditions warrant and formal reviews of the plan at least once every ten years. The Commission's and Council should meet yearly to go over the report.

**Plan Reports:** Every twelve months the Sartell City Community Development staff will prepare a brief report summarizing:

- How development and redevelopment did or did not coincide with the guidance of the plan
- How the city has changed in ways that may call for amendments to the plan

The report should be transmitted to the City Planning Commission and the City Council, and made available to the public. A brief verbal presentation at a workshop meeting with the Commissions and Council should be conducted to call attention to the major findings of the annual report. No plan amendments are necessitated in conjunction with these reports, although such amendments may be appropriate depending on the reports' findings.

### The City's Official Controls

Align all major City actions and ordinances with the Comprehensive Plan which may include:

- Review of development applications
- The capital improvements program/financial management plan
- Plans of other agencies as they affect Sartell
- Official Maps
- The Zoning Ordinance and Zoning Map
- The Subdivision Ordinance.

(11.16) Implementation 4

Review the comprehensive plan and the zoning and subdivision ordinance for consistency, including the creation of a new zoning designation for the Town Square land use. If major City actions are inconsistent with the Comprehensive Plan, the City should consider amending the plan or adjusting its actions. Try to make the Comprehensive Plan and central decision-making guide for the City.

Adopt and use capital improvements or financial management program to guide local public spending in harmony with this plan. The Comprehensive Plan can be used as a guide in setting priorities in the periodic updates of capital improvements or financial management plan

In order to achieve Sartell's development goals and objectives in accordance with the Comprehensive Plan, expenditures of public funds may be required. Such expenditures may include the acquisition of park and open space lands, road construction or reconstruction, maintenance equipment purchases, municipal building improvements, utility extension or reconstruction, stormwater management facilities construction, and the like. A comprehensive Capital Improvement or Financial Management Program has been developed and is updated yearly to identify and prioritize capital expenditures over a sufficient period to allow for adequate financial and budgetary planning. The financial management plan will on a yearly basis define estimated costs, proposed project scheduling, and funding sources or needs, allowing the City Council to make sound financial decisions for accomplishing the various capital improvements required to implement the Comprehensive Plan.

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## Demographics

### Population

One of the most important factors of a comprehensive plan is a profile of the population within the community and surrounding areas. By collecting and analyzing historical, current and future demographics we can help identify future trends and make assumptions on future conditions. This information is necessary to plan for the future needs of Sartell over the next 20 years, including determining what type of housing and public facilities may be needed. This section will provide a summary of background information and relevant demographic and economic information based on the 2010 Census data.

### Population Growth

Sartell is located in Central Minnesota 75 miles northwest of Minneapolis and 84 miles northwest of St. Paul. Sartell is within the St. Cloud Metropolitan Statistically Area and just north of St. Cloud and west of Sauk Rapids on the banks of the Mississippi River. It is located within Stearns County on the west side of the Mississippi River and Benton County on the east side of the Mississippi River. Other nearby communities include Waite Park and St. Joseph – both within 10 miles. The availability of land and the proximity to St. Cloud, a regional trade center, has contributed to the significant population growth over the last 30 years in Sartell and in fact, Sartell was the fastest growing city in the St. Cloud urban area cities. Growth is also attributed to the presence of Highways 10 and 15, which provide easy access and connectivity to surrounding communities. The St. Cloud urban area cities has an array of medical facilities, including the St. Cloud Hospital-the largest employer in Central Minnesota making Sartell and the surrounding communities poised for continued steady growth.

## Demographics

Population Growth, 1980-2010

	1980	1990	2000	2010	% Change 1980-2010	% Change 1980-1990	% Change 1990-2000	% Change 2000-2010
Sartell	3,427	5,354	9,641	15,876	363	56	80	65
LeSauk Township	2,009	2,173	1,880	1,766	-12	8	-4	-15
Sauk Rapids	5,793	7,864	10,213	12,773	120	36	30	25
St. Cloud	42,566	48,812	59,107	65,842	55	15	21	11
St. Joseph	2,994	3,294	4,681	6,534	118	10	42	40
Waite Park	3,496	5,020	6,568	6,715	92	44	31	2
Benton County	25,187	30,185	34,266	38,451	53	20	14	12
Stearns County	108,161	118,791	133,166	150,642	39	10	12	13
Minnesota	4,075,970	4,375,099	4,919,479	5,303,925	30	7	21	8

Source: US Census Bureau

### Population Projections

Preparing the population projections is a critical step in developing accurate land use forecasts. Understanding future population growth patterns for a community, particularly when combined with land utilization estimates, can assist public and private sector planners and developers in determining infrastructure needs and identifying community investment opportunities.

Population Projections, 2015-2035

	2015	2020	2025	2030	2035
Sartell	19,875	22,751	25,464	27,906	30,074

Source: US Census Bureau

## Demographics

### Household Growth

The US Census reported 6,123 households in the City of Sartell. A household refers to all persons who occupy a housing unit. The table below shows households growth trends from 1990 to 2010. The number of households in the City of Sartell increased by 231%.

Household Growth, 1990-2010

	1990	2000	2010	% Change 2000-2010
Sartell	1,849	3,443	6,123	231
LeSauk Township	679	639	706	16
St. Cloud	17,746	22,652	27,338	54
St. Joseph	755	1,103	1,912	153
Sauk Rapids	2,879	3,921	5,219	81
Waite Park	2,116	2,967	3,424	62
Benton County	10,915	13,065	16,155	48
Stearns County	39,748	47,604	61,857	56

Source: US Census Bureau

**Housing statistics**

The following table shows the percentages of owner and renter occupied units with comparative median rents and median housing values. Sartell leads the area in median home value and median rent and mortgage costs. The numbers represented below reflect the most recent data available from the U.S. Census.

**Housing**

	Owner Occupied	Renter Occupied	Median gross rent	Median Value of housing units	Median mortgage	Persons Per household
Sartell	70.3%	29.7%	\$929	\$181,100	\$1,513	2.62
LeSauk Township	86%	14%	-	-	-	2.60
St. Cloud	53.4%	46.6%	\$708	\$144,300	\$1,233	2.40
St. Joseph	77.8%	22.2%	\$781	\$158,800	\$1,254	2.65
Sauk Rapids	64.2%	35.8%	\$659	\$146,100	\$1,350	2.49
Waite Park	44.5%	55.5%	\$810	\$129,900	\$1,140	2.19
Benton County	69.7%	30.3%	\$658	\$155,500	\$1,382	2.46
Stearns County	71.4%	28.6%	\$730	\$166,300	\$1,355	2.52

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Appendix

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## Demographics

### Population By Age

As the Baby Boomer generation continues to reach retirement age with the youngest retiring within 10-15 years a major shift in services will be needed to help support the needs of the Baby Boomers. The baby boomers are those people born post World War II from 1946 – 1964 where there was a noticeable increase in the birth rate resulting in an average of 4 million births per year.

Sartell is a relatively young community with the largest segment from birth to 9 years of age comprising of 17.8 percent of the population, the second largest segment is age 25 to 34 years at 16.5 percent, and the third largest segment is age 33-44 years at 15.4 percent while the median age is 32.7 years. School age children - ages 5-19 account for 23.6 percent while 18.4 percent are 55-74 years of age. Given that Sartell has a broad range of ages, amenities and infrastructure planning and implementation should focus on all ages and abilities from passive to active activities, to trails and more.

The group that had the highest growth rate from 1990 to 2010 was the 45-54 year age group and the second largest population gains was in the 55-64 age group. Social services, elderly housing and medical services will be in demand and will most likely need to be located near one another. Typically, the 25 to 34 year-olds are first-home buyers with or without younger children while the 20 to 24 year olds are typically renters. The 30 to 49 year olds are a bit more established in the community, and are likely to have children enrolled in the school system from kindergarten to 12th grade. 30-49 year olds are also strong candidates to move up in the homeowner market and be more mobile. Persons between 50 and 64 and young seniors between 65 and 74 tend to be empty nesters and begin to down-size seeking a variety of housing options from smaller homes to townhomes and condominiums.

## Demographics

Sartell's Population by Age

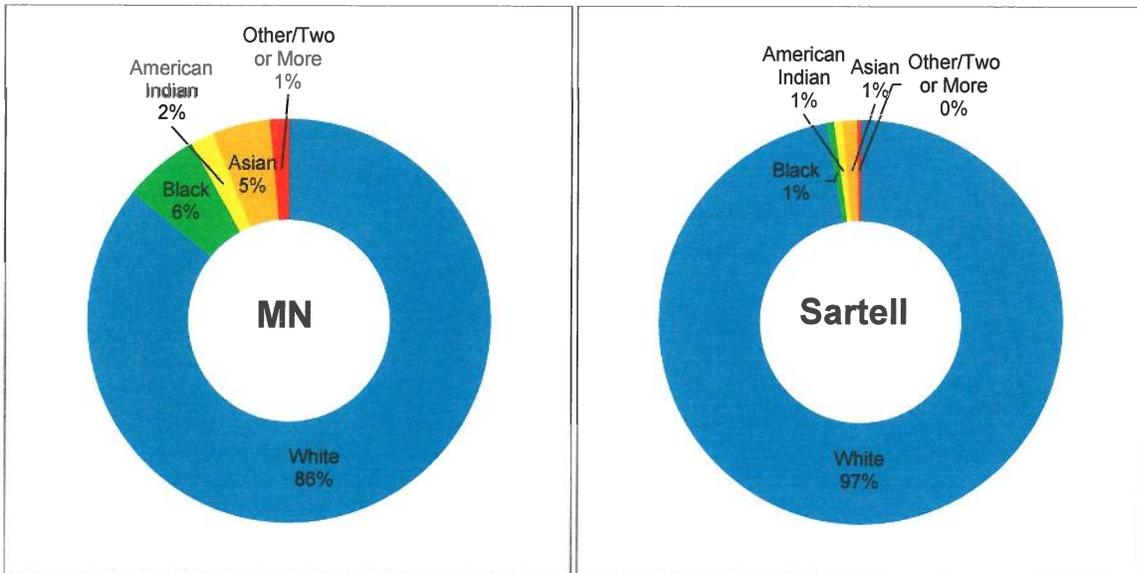
Age	1990		2000		2010		Change 1990-2010		Change 2000-2010	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Under 5	616	11.5	931	9.7	1,346	8.5	730	119	415	46
5 – 9	482	9.0	843	8.7	1,484	9.3	1002	208	641	76
10 – 14	526	9.8	835	8.7	1,310	8.3	784	149	475	57
15 – 19	225	4.2	712	7.4	965	6.0	740	329	253	36
20 – 24	416	7.8	570	5.9	801	5.0	385	93	231	41
25 – 34	1,206	22.5	1,751	18.2	2,607	16.5	1,401	161	856	49
35 – 44	705	13.2	1,674	17.4	2,439	15.4	1,734	246	765	46
45 – 54	385	7.2	1,098	11.4	2,000	12.6	1,615	419	902	82
55 – 64	268	5	393	4.0	1,309	8.2	1,041	388	916	233
65 – 74	174	3.2	351	3.6	631	4.0	457	263	280	80
75 – 84	173	3.2	268	2.8	572	3.6	399	231	304	113
85 years +	178	3.3	215	2.2	412	2.6	234	131	197	92
<b>Total</b>	<b>5,354</b>	<b>100</b>	<b>9,641</b>	<b>100</b>	<b>15,876</b>	<b>100</b>	<b>10,552</b>	<b>N/A</b>	<b>5,931</b>	<b>N/A</b>

Source: US Census Bureau

## Demographics

### Cultural Diversity

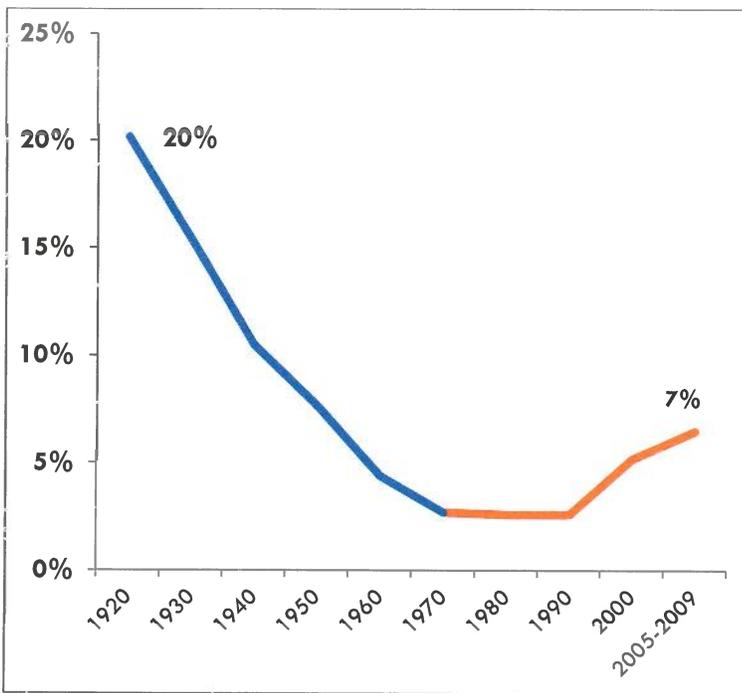
International immigration has been increasing in recent decades in MN. Sartell is less diverse than the state overall.



Source: 2008-2012 American Community Survey, U.S. Census Bureau.

## Demographics

International immigration in MN



Source: US Census Bureau

Your Voice. Your Vision. Your Future.

*Scottell*

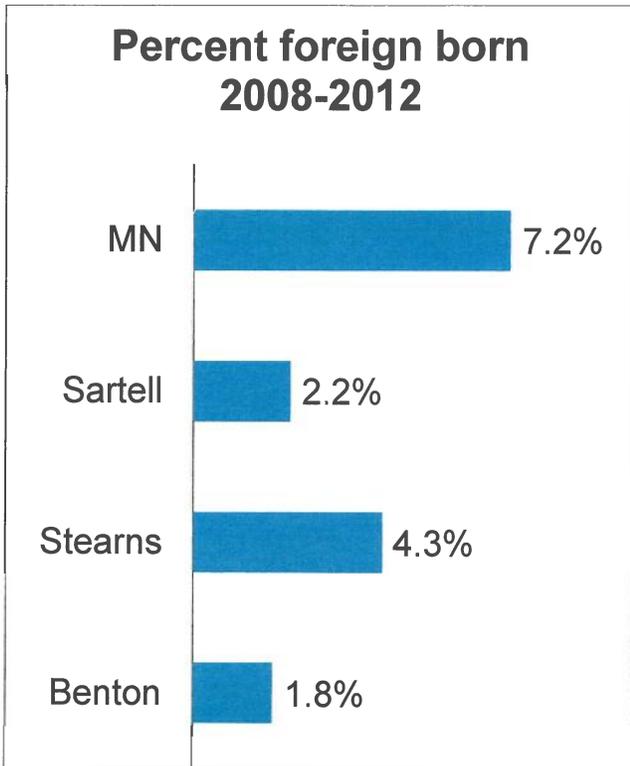
2016 COMPREHENSIVE PLAN

## Demographics

Your Voice. Your Vision. Your Future.

*Sunbelt*

2016 COMPREHENSIVE PLAN



## Demographics

Education

Sartell is committed to providing high quality education to its residents and understands that quality education plays a major role, not only for families with children, but the community in general. Within Sartell there are two school systems, Sartell-St. Stephen School District 748 and St. Francis Xavier Catholic School.

**Public Schools**

**District 748:**

- District Service Center (PK)
- Pine Meadow Elementary and Oak Ridge Elementary (K - 4th Grades)
- Sartell Middle School (5<sup>th</sup> – 8<sup>th</sup> Grades)
- Sartell High School (9<sup>th</sup> -12<sup>th</sup> Grades)

**Private/Parochial**

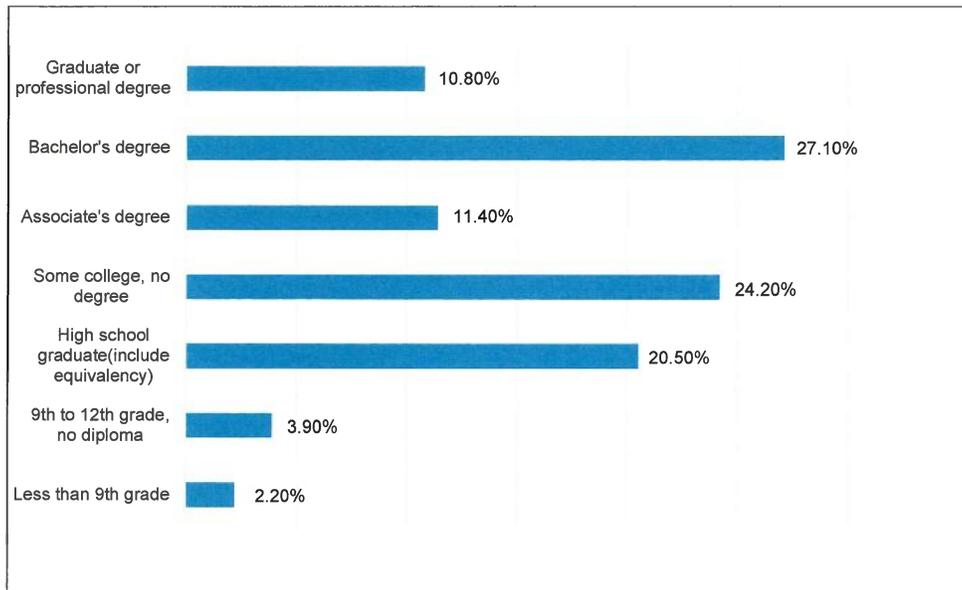
- St. Francis Xavier Catholic School (PK – 6<sup>th</sup> Grades)

Education attainment is an indicator of the level of skills and training the residents of an area have reached and is an important factor in employment. About 94% of Sartell residents have a high school diploma or higher and approximately 38% of Sartell's population has a bachelor's degree or higher.

## Demographics

### Educational Attainment





Source: U.S. Census Bureau, 2008-2012 American Community Survey

## Demographics

### Employment

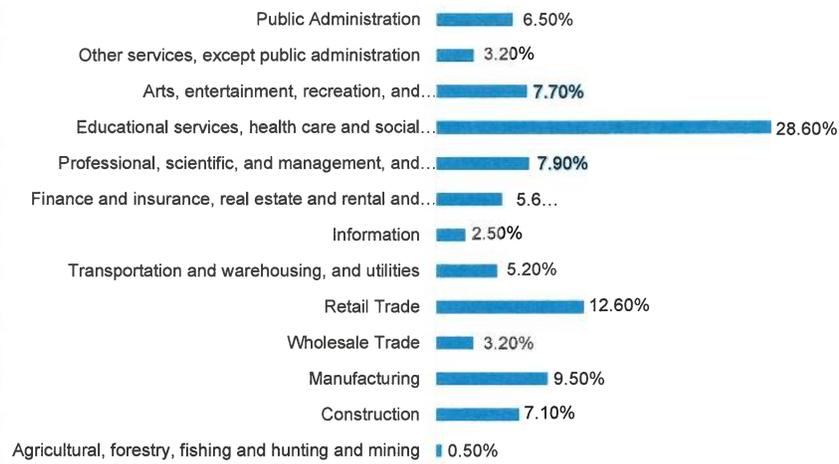
Put Your Vision. Your Future.



2016 COMPREHENSIVE PLAN

Type of employment is also considered when analyzing demographic data about a community. The largest percentage of workers in Sartell are employed in education and health care services followed by retail trade and manufacturing.

### Industry of Workers



## Demographics

### Median Household Income

If all incomes of all households were listed from lowest to highest, the median household income is the income in the middle. In the City of Sartell, the median household income in 2010 was \$65,513, which was a 24.7 percent increase over the median household income of \$52,531 in 2000. The chart below lists the median household income for the surrounding cities.

Median Household Income, 2000-2012

	2000	2010	Percent Change
Sartell	\$52,531	\$66,473	26.5
St. Cloud	\$37,346	\$41,536	11.2
St. Joseph	\$38,939	\$57,548	47.8
Sauk Rapids	\$45,857	\$53,972	17.7
Waite Park	\$33,803	\$39,489	16.8

Source: 2008-2012 American Community Survey, U.S. Census Bureau.

DRAFT

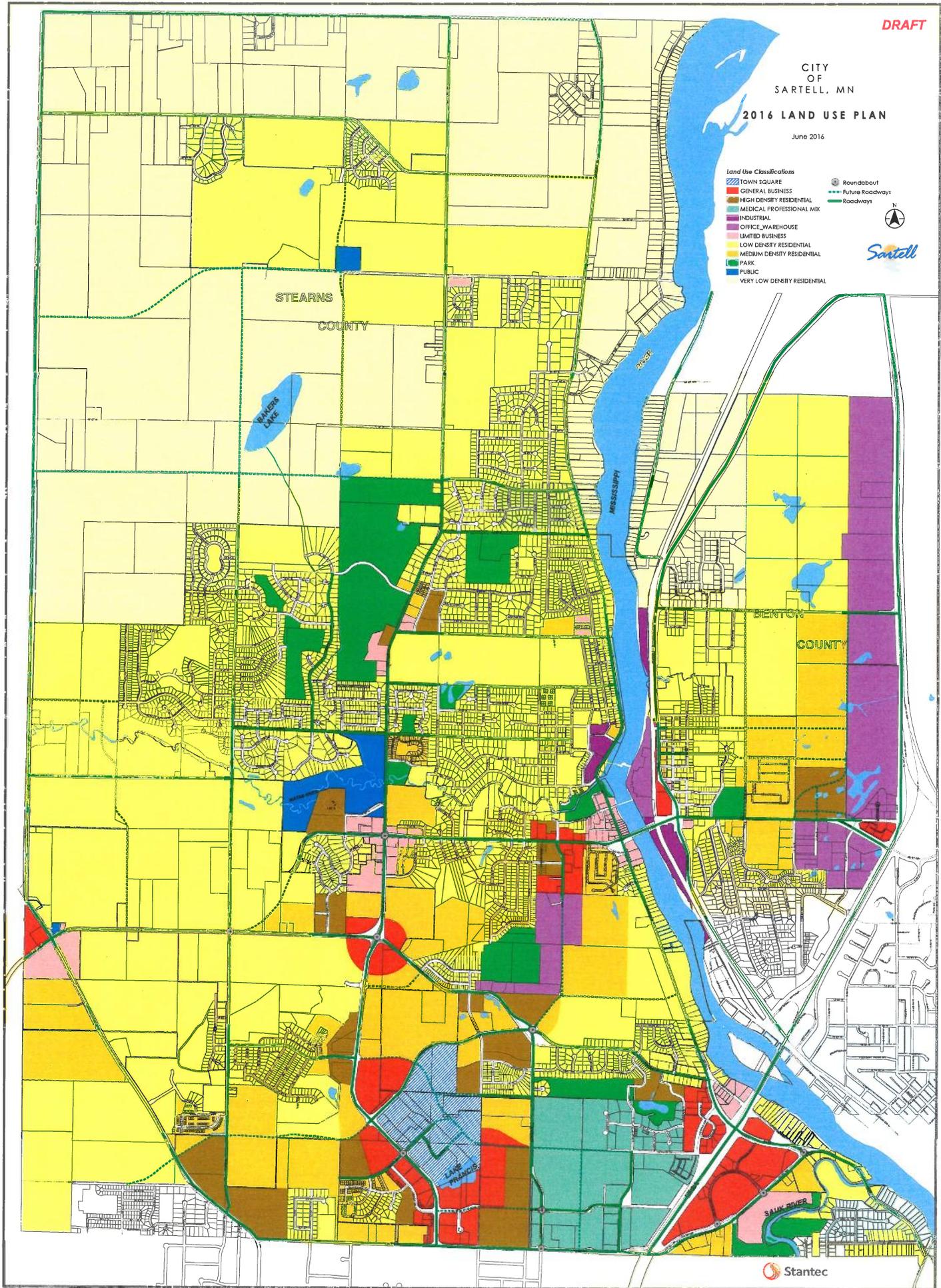
CITY OF SARTELL, MN

2016 LAND USE PLAN

June 2016

Land Use Classifications

- TOWN SQUARE
  - GENERAL BUSINESS
  - HIGH DENSITY RESIDENTIAL
  - MEDICAL PROFESSIONAL MIX
  - INDUSTRIAL
  - OFFICE\_WAREHOUSE
  - LIMITED BUSINESS
  - LOW DENSITY RESIDENTIAL
  - MEDIUM DENSITY RESIDENTIAL
  - PARK
  - PUBLIC
  - VERY LOW DENSITY RESIDENTIAL
- Roundabout
  - Future Roadways
  - Roadways





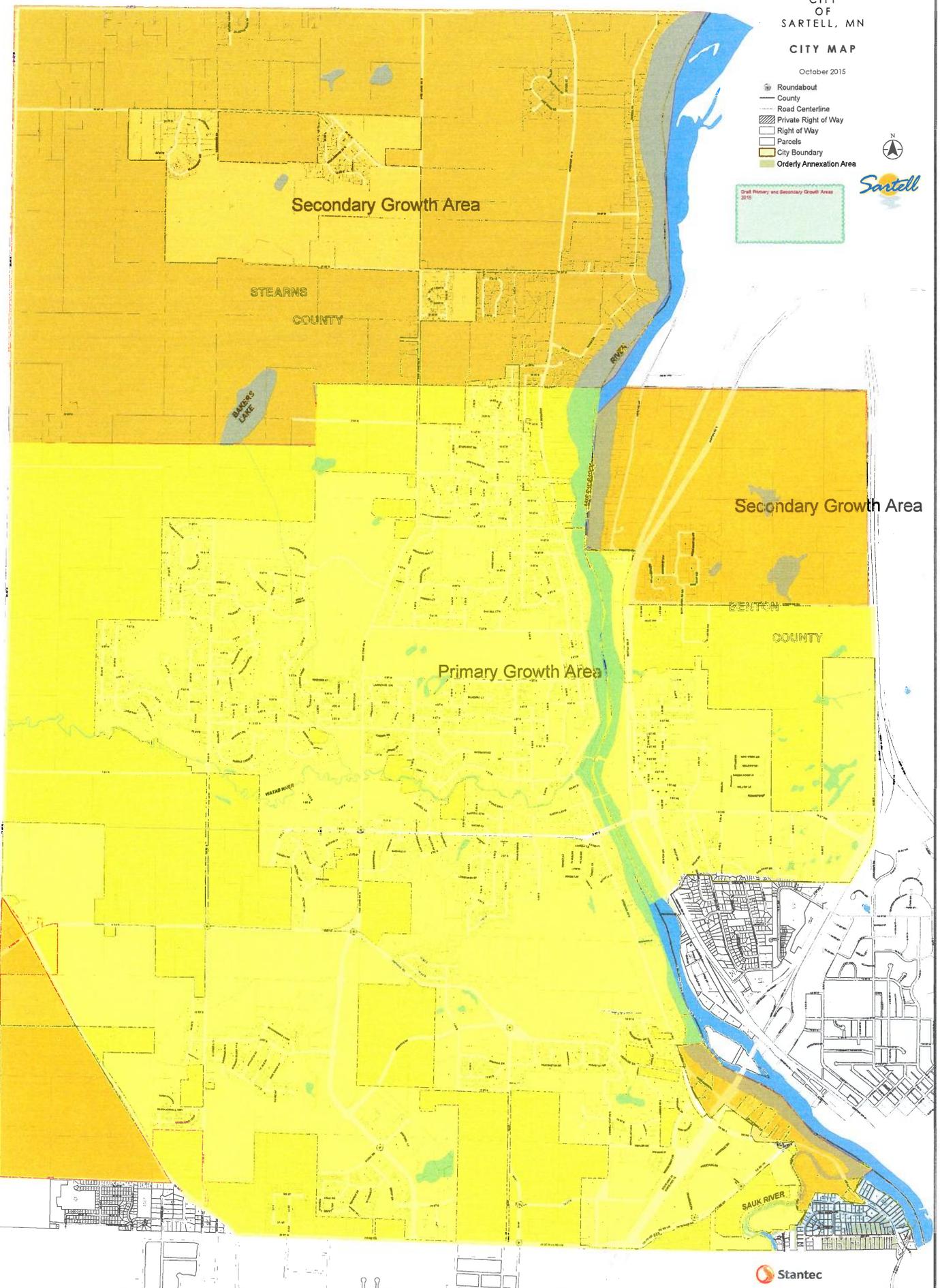
CITY OF SARTELL, MN  
CITY MAP

October 2015

- Roundabout
- County
- Road Centerline
- Private Right of Way
- Right of Way
- Parcels
- City Boundary
- Orderly Annexation Area



Draft Primary and Secondary Growth Areas  
2015



# SARTELL CITY COUNCIL

# AGENDA COVER MEMO

Originating Department <b>Planning Departments</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>9a</b>
Agenda Section: <b>New Business</b>	Item: <b>Short Term Rental Ordinance Request</b>	

**RECOMMENDATION:**

Provide direction on proceeding with an amendment to the City Code allowing short-term rentals in residentially zoned properties.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission and the Economic Development Commission has not discussed this topic.

**BACKGROUND:**

Based on a complaint, the City became aware of a short-term rental on residentially zoned property. It was staff's interpretation (including fire, police and legal), that the short-term rental (BnB's, hotels, motels, room for short stays) was in violation of our ordinances and would need to cease operations. The property owner is now asking that Council consider amending the ordinance to allow for short-term stays in residentially zoned areas.

The property owner who is in violation of the ordinance believed that by getting a residential rental license, she would be able to operate her short-term rental legally. Because the property owner is providing lodging, offered to the public for compensation and open to transient guests which is different than the residential rental license. The City's rental ordinance defines rental property as any real property or dwelling rented or leased by one person or entity to another person or entity for residential purposes, including but not limited to houses, apartments, townhouses, condominiums, manufactured or mobile homes or the lots on which they are located, and other similar structures...a building or structure providing a room or rooms intended for living and sleeping to persons in the status of a tenant. This term shall include boarding houses, day care, fraternity houses and sorority houses, but does not include hotels, motels, or hospitals.

Short term rentals have become a trend in many communities and typically city codes have to be updated to allow for that type of activity in residential zones. Some communities have elected to continue to ban short-term rentals. Some examples include:

Savage – Short-term rentals must be rented for a minimum of 15 days.

Burnsville – Bans short-term rentals in residential districts

Stillwater – Bans short-term rentals in residential districts

Prior Lake – Requires a permit to operate short-term rentals

Duluth – Requires a permit to operate short-term rentals

Lakeville –Requires a permit to operate short-term, but not more than two separate rentals within a 30-day period.

**Budget Impacts:**

NA

**ATTACHMENTS:**

1. Letter requesting the ordinance amendment

**ACTION REQUESTED:**

Direct staff to research and provide options amending the ordinance allowing for short-term rentals (and allowing the property owner to continue operations if a new ordinance goes into effect)

Or

Determine that no ordinance amendment is necessary and that the City will continue not to allow short-term rentals in residential zones.

1005 Connecticut Ave. S.  
Sartell, MN 56377  
Nov. 5, 2016

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

Sartell City Council Members:

I am requesting to that you amend your single family residential zoning language to allow for single listing, short-term rentals or Airbnbs.

Last year I bought a four bedroom split level at 1005 Connecticut Ave. S. After realizing I never use my lower level, and the fact that I love sharing my knowledge of the area with other travelers, I decided I would make a great Airbnb host. In July I applied for a rental license. When the fire marshall inspected, I told him of my intentions. I soon received a rental license, listed my home on Airbnb, and have had wonderful experiences while hosting friendly people who have been coming to the area for a variety of reasons. As a host, I do not share any common living areas with the guests, and I do not serve them any food. They arrive in one car, which is parked in my driveway.

If you're not familiar with Airbnb, it's a way for people to find lodging. Hosts list a portion of their home on the Airbnb website. Hosts may accept guest reservations or not. Both hosts and guests have public reviews that may be viewed prior to reservations. Communication happens with an initial email with the guest stating why he or she is coming to the area and asking any further questions about the area or living area. Reservations are handled online. Airbnb has been growing tremendously over the years. In fact, Delta Airlines just announced their partnership with Airbnb. (See Attachment 1-Delta Partnership) Personally, I have used Airbnb when I have traveled; I have found that Airbnb provides more economical lodging and friendly insights into the area. I believe people are looking specifically for this. If they cannot book at an Airbnb locally, they're most likely to look for one in the surrounding area. Neighboring communities have no restrictions on short-term rental or Airbnb. (See Attachment 2-Airbnb Area Maps)

In late October, I was surprised when I received a letter from Nate Keller asking that I cease my Airbnb. I struggle to see how my listing a portion of my house is different than the rental house to the west of mine.

In addition, I want to mention that there seems to be a lack of communication between the zoning department and city licensing department. I had applied for my rental license in July. When my home was inspected, I told the fire marshall how I intended to use the license. I was awarded a rental licence. Furthermore, I had mailed in my license renewal to the City of Sartell

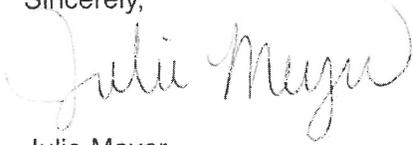
just before I had received the initial letter from Nate Keller of the zoning department. In fact, I received my new rental license last week. (See Attachment 3-City of Sartell Rental License<sup>12</sup>) The city needs to devise a better way of communicating between the two departments.

Not only should the residential zoning law be changed to allow for single listing, short-term rentals or Airbnbs, but the term in the language changed. The term "transient guests" is used. "Transient" generally has a negative connotation. I would recommend that the term "transient" be changed to "short-term guest" to describe visitors to the community.

I am not causing a disruption in the neighborhood. I am supporting the community by paying for my license and contributing through income taxes. I am recommending local businesses to my guests. I am bringing people into Sartell to spend money. I do not always have guests, and they arrive in one car; so increased traffic is not an issue. They abide by the city laws. I have only had positive reviews, and I have left guests with a favorable impression of the city of Sartell.

I am asking for you to amend your single family residential zoning to allow for single listing, short-term rentals or Airbnbs. Times change, and I believe we need to be progressive and change with the times.

Sincerely,

A handwritten signature in cursive script that reads "Julie Meyer". The signature is written in black ink and is positioned to the right of the typed name.

Julie Meyer

- Attachment 1: Delta Partnership
- Attachment 2: Airbnb Area Maps
- Attachment 3: City of Sartell Rental License

# MORE CHOICES. MORE MILES.

Now earn miles with our newest partner, Airbnb.

LEARN MORE >

FLY GLOBAL, LIVE LOCAL.



INTRODUCING OUR NEWEST PARTNER, AIRBNB.

Now earn 1 mile per \$1\* spent at more than 2.5 million homes around the world. Plus, new guests get a \$25 Airbnb coupon code and earn up to 1,000 bonus miles with their first qualifying stay.

Interested in becoming a host? Earn up to 25,000 bonus miles to help fuel your next trip.

Learn more and earn miles exclusively at [deltaairbnb.com](http://deltaairbnb.com).

\*Applicable for US dollars or foreign equivalent. Excludes taxes and fees.

LEARN MORE >

ARE THE STARS REALLY BRIGHTER IN THE DESERT?  
GO SEE WITH SKYMILES.

BOOK A FLIGHT >

Attachment to Delta Partnership

[BOOK A VACATION PACKAGE >](#)

[RESERVE A CAR + HOTEL >](#)

[EARN MILES >](#)



STAY CONNECTED WITH US

[UPDATE EMAIL PREFERENCES](#) | [UNSUBSCRIBE](#) | [PRIVACY POLICY](#)

### Terms & Conditions

Benefits pursuant to this offer are limited to SkyMiles members. All offers are subject to members registering and entering their SkyMiles membership number on [deltaairbnb.com](#) prior to navigating through the link to [airbnb.com](#). Only one SkyMiles membership number can be provided for each signup/reservation. Your SkyMiles number must be entered every time you book to qualify for the mileage offers. SkyMiles account holder must be the same as the Airbnb account holder in order to earn miles.

**New Airbnb User Offer:** New Airbnb users may receive a one-time grant of up to 1,000 bonus miles and \$25 Airbnb coupon code.

**Eligible First Stay:** New user's first stay must be booked within 60 days of registering at [deltaairbnb.com](#) and signing up as a new Airbnb user. Stay may be completed at any time, but miles will not be earned until completion of stay.

**Airbnb Coupon Code:** SkyMiles members who visit the New Airbnb Guest section on [deltaairbnb.com](#) will receive a coupon code with a value of \$25 Airbnb coupon code. To use this Airbnb coupon code, new Airbnb users must book an Eligible First Stay with a minimum booking value of \$75 USD (or foreign equivalent), excluding taxes and fees. Coupon code is only valid toward payment for Eligible First Stay. Airbnb coupon code is eligible for one-time use. Coupon code expires 12 months from the date of issuance.

The \$25 coupon code is valid for first time Airbnb users to use towards your first Eligible Booking. An "Eligible Booking" is a booking on Airbnb of \$75 or more, exclusive of security deposits, taxes and government-imposed fees. To use the coupon code, you must have never previously made a booking on Airbnb. To redeem the coupon code, you must request an Eligible Booking on Airbnb and have the

ib

reservation confirmed by the host. Reservations made for a listing of a friend, family member or any member of your household will not be eligible. Limit one coupon per user. The coupon is not exchangeable or redeemable for cash or credit and expires one (1) year after issuance. The coupon code is for one-time use only and does not carry over. The coupon code may not be combined with another Airbnb offer or discount code. Determinations of first-time Airbnb user status will be made in Airbnb's sole discretion. Airbnb may deny the discount or cancel of your account or reservations, if Airbnb, in its sole discretion, suspects fraud, tampering, or violations of Airbnb's Terms of Service.

**Mileage Offer:** To earn 1,000 bonus miles, complete an Eligible First Stay with a minimum booking value of \$150 USD (or foreign equivalent), excluding taxes and fees. If Eligible First Stay booking value is between \$75 and \$149.99 USD (or foreign equivalent), excluding taxes and fees, then new users will receive 500 bonus miles. Any Eligible First Stay with a booking value below \$75 will not be eligible for the New Airbnb User mileage offer.

**Existing Airbnb Guest Offer:** All Airbnb users are eligible to receive 1 mile per \$1 USD (or foreign equivalent), excluding taxes and fees, spent on Eligible Stays. Reservations made for a listing of a friend, family member or any member of your household will not be eligible.

**Eligible Stay(s):** means any paid stay booked via airbnb.com, so long as the user enters their SkyMiles membership number on deltaairbnb.com prior to navigating through the link to the airbnb.com.

**Airbnb Host Offer:** Qualifying Hosts may receive up to 25,000 bonus miles by earning Host Earnings. Offer valid only for new Airbnb Hosts. New Airbnb Hosts must (a) create a New Listing; (b) click "List Your Space" after navigating from deltaairbnb.com to airbnb.com; (c) complete the Verified ID process; and (d) accept and complete reservation(s) in order to reach the following earn thresholds to receive up to 25,000 bonus miles. A New Listing must be new and not previously activated or duplicated from another Airbnb listing, and it must be associated with a Host who has never hosted on Airbnb previously. Airbnb Host Offer expires October 31, 2017.

As a Qualifying Host, you can earn and receive:

- 2,500 bonus miles when you earn \$250 of Host Earnings
- 7,500 additional bonus miles when you earn an additional \$750 in Host Earnings (for a total of \$1,000 in Host Earnings)
- 15,000 additional bonus miles when you earn an additional \$1,500 in Host Earnings (for a total of \$2,500 in Host Earnings)

**Qualifying Host(s):** Means a SkyMiles member who signs up as a New Airbnb Host coming through deltaairbnb.com.

**Host Earning(s):** Refers to the all amounts due and payable to the Host from Airbnb in exchange for providing accommodations. This includes guest fees, less taxes and government imposed fees.

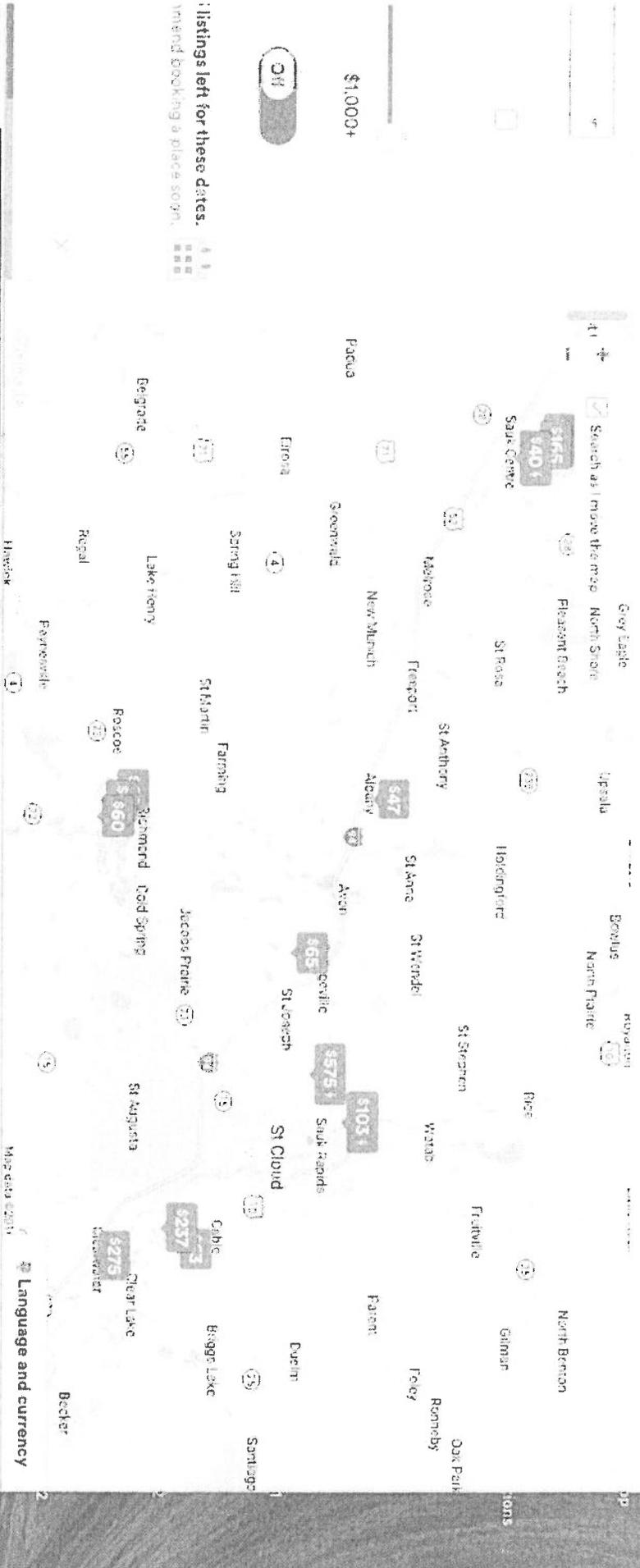
Offers subject to change, and may be suspended or terminated at any time. Determinations of eligibility are made in Airbnb's sole discretion. Airbnb and Delta reserve the right to review and investigate all offer activities, and to suspend accounts or remove rewards and miles for suspected abuse, violation of terms, or fraud. Offers cannot be combined with other current promotional offers or advantages. Earnings from reservations made by a friend, family member or any member of your household will not be counted as Host Earnings and will not be eligible for Host Offer.

The Airbnb Terms of Service and Privacy Policy apply. All SkyMiles program rules apply. To review the rules, please visit [delta.com/memborguide](http://delta.com/memborguide). Delta, SkyMiles, Fly Global, Live Local, and the Delta logo are registered service marks of Delta Air Lines, Inc. Delta is not responsible for goods or services offered by companies participating in miles promotions. Please allow 6-8 weeks after completion of Eligible Stay or qualifying Host Earnings for miles to be deposited in SkyMiles account. Partner offers subject to the terms and conditions of each individual offer. Offers void where prohibited by law. Other restrictions may apply.

Comment or Complaint?

lc

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Delta Blvd. P.O. Box 20706 • Atlanta, GA 30320-6001



listings left for these dates.  
I intend booking a place soon.

Attachment 2: Airband Area Maps



93.23119305...68188&ne.ln=44.71991920897923&ne.lng=-91.980102493644751&search\_by\_map=true&zoom=10&place\_id=ChIJTmXK7NdFRtOP60ZMPQQAbeckm...

Map interface showing a grid of price points across a geographic area. Price points are labeled with values such as \$120, \$185, \$40, \$45, \$66, \$80, \$70, \$23, \$25, \$95, \$255, \$124, and \$98. The map includes a search bar, a 'Search as I move the mouse' checkbox, and a 'Host' dropdown menu. The interface is part of a web browser window with a standard menu bar and a toolbar at the bottom.

2c



Rental License Application/Certificate  
(All Rental License Expire December 31 of the year they were issued)

TO AVOID AN ADMINISTRATIVE CITATION, ALL CONDITIONS MUST BE FULFILLED AND SUBMITTED TO  
SARTELL CITY HALL BY JANUARY 15, 2017.

Important Information

As Owner or Manager of the property, I certify that the listed information is correct. I understand that if my tenant at anytime does not stay current with their Sartell Utility Bill, I will be responsible for payment in full of that utility bill. I understand that rental units cannot be occupied without a rental license. Administrative fine of \$100.00 will be issued if you occupy a rental dwelling without a license.

Section 1 – Rental Property Info

Rental Property Address: 1005 Connecticut Ave. S. Property Identification Number (PIN) \_\_\_\_\_  
Number of Rental Units: 1 Name of Apartment Complex —

Section 2 – Owner Information

Owner Name of Chief Operating Officer Julie Meyer  
Owner's Address 1005 Connecticut Ave. S. City Sartell State & Zip Code MN 56377  
Phone 320.223.4621 E-Mail julie.mey@yahoo.com

Section 3 – Manager and Maintenance Information

Name of Property Manager (same as above)  
Address \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Section 4 – Housing Type

Single family unit – not owner occupied. \_\_\_\_\_ Number of bedrooms  
 Single family unit –owner occupied (living unit shared by owner and renters) \_\_\_\_\_ Number of bedrooms  
 Apartment Complex \_\_\_\_\_ Number of units  
Number of \_\_\_\_\_ 1 bedroom \_\_\_\_\_ 2 bedroom \_\_\_\_\_ 3 bedroom \_\_\_\_\_ other \_\_\_\_\_ Elevator \_\_\_\_\_ Sprinkler system \_\_\_\_\_ Number of stories \_\_\_\_\_

FEE SCHEDULE:

Regular Rate: 1<sup>st</sup> Unit: \$102.00 Additional Units: \$51.00  
or  
Crime Free Rate: 1<sup>st</sup> Unit: \$26.00 Additional Units: \$12.00 *Must have completed all 3 phases of Crime Free program to receive this discounted rate (see below to get more information).*

1<sup>st</sup> Unit \$ 102 (A)

Additional units at \$ \_\_\_\_\_ each additional unit x \_\_\_\_\_ units = \$ \_\_\_\_\_ (B)

Total Fee Due \$ 102 (A + B)

Attachment 3a: City of Sartell Rental License

- I certify that:  I have completed this application.  
 (Please check)  I am submitting the proper fee owed.  
 My inspection of my rental property is current and up to date.  
 If I wish to receive the crime free discount, I have met all of the requirements.

Applicants Signature Julie A. Meyer Date: 10/28/16

Please return this application form along with any additional documentation needed to fulfill requirements from front form to: Sartell City Hall/ Rental Licensing, 125 Pine Cone Rd N, Sartell, Min 56377. Once the Fire Marshal approves the application, the Certificate area will be signed, stamped with City Seal and returned to owner for display at the rental property.

**Crime Free Rate Information**

If you wish to receive the crime free multi housing discount, you must have completed with the Sartell Police Department the three phase program. They are: (1) Inspection of the property for safety issues (*This is different than the Fire Marshal's Inspection*); (2) Owner or manager attending the Crime Free Class (3) Tenants taking a short Crime Free class. Please call the Sartell Police Department at 251-8186 to sign up for completion of any of the above qualifications if you wish to receive the discount. This must be completed prior to your returning your license and fee.

*This area to be completed by Fire Marshal after completion of all rental requirements is completed.*

**Rental License Certificate for the City of Sartell**

I certify that this current owner/manager has completed all requirements needed to receive their rental license. This rental license is valid from 01/1/2017 to 12/31/2017.

Signed: Beto Kildal, Sartell Fire Marshal

City Seal

**(If this is not signed by the Sartell Fire Marshal and Stamped with the City Seal, IT IS NOT VALID.)**

*This license must be posted in a public location in the dwelling until expiration. Owner must comply with Sartell Rental Ordinance Section 4 Chapters 9A and 9B.*

Tenants of the dwelling units may contact the attorney general for information regarding the rights and obligations of owners and tenants under state law.

Minnesota Attorney General's Office 1400 NCL Tower 445 Minnesota Street St. Paul, MN 55101 (651) 296-3353 1-800-657-3787 TTY: (651) 297-7206 TTY: 1-800-366-4812

HOME Line (nonprofit Minnesota Tenant Advocacy Organization), 3455 Bloomington Avenue South Minneapolis, MN 55407 (866) 866-3546 (Serves entire state of Minnesota)

3b

# PLANNING & LAW

APA

American Planning Association  
Planning and Law Division

Making Great Communities Happen

A Publication of the **Planning and Law Division** of the American Planning Association  
Brought to you by the **Land Use Law Center of Pace Law School**

## To Regulate Or Not To Regulate? Short-Term Rentals and the Hard Questions Municipalities Are Starting To Ask

by Karla Chaffee, Esq.

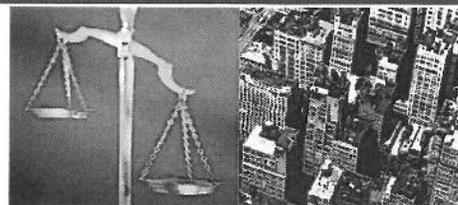
*Karla Chaffee is a member of Robinson + Cole, LLP's LandLaw Section. Her practice includes reviewing and commenting on municipal regulations, as well as litigating land use and environmental matters. She also is a co-author of the blog, [www.rluipa-defense.com](http://www.rluipa-defense.com). Karla moderated the panel discussion "Who's Renting Next Door? Airbnb, Similar Services and How Municipalities Are Choosing to Respond" at the APA's Northeast Planning Conference, held June 25-26, 2015, in Saratoga Springs, New York. Panelists were Cathy Lizotte, Senior Assistant Corporation Counsel for the City of Boston; George Proakis, AICP, Director of Planning for Somerville, Massachusetts; and Erich Eiselt, Assistant General Counsel of the International Municipal Lawyers Association.*

Although I did not know it until recently, I am a Millennial. According to Neil Howe and William Strauss, authors of the 1991 book Generations: The History of America's Future, 1584 to 2069, Millennials are the generation of individuals born between 1982 and 2004. Born in 1984, I am right on the tip of the wave of individuals who apparently love social networking, had a Facebook account in college, stopped using Facebook when their mother joined Facebook, and are entrenched members of the "sharing economy." Yes, I love Zipcar and I have rented through Airbnb and HomeAway. My internet-enabled rental experiences have been positive (except for one "artist cottage" that was really a shack with a dirty bathroom), but as a land use and zoning attorney, I recognize that short-term rental platforms like Airbnb raise a host of concerns for some municipalities.

Companies like Airbnb, HomeAway, VRBO, and FlipKey provide a web-based platform that allows anyone from the owner of a five-bedroom Victorian home to a tenant in a two-room city apartment to rent their space for as little as one night. While HomeAway (which now owns VRBO) allows those listing units to either pay a flat membership fee or pay a "commission" on each rental, FlipKey and Airbnb work only on the commission-based model (charging approximately 3% of each booking fee).

It is certainly unquestionable that the short-term rental market has and will continue to rise at an incredible rate. Some estimates show Airbnb's revenue growing by 250% over the next five years, valuing the company, which remains privately owned, at \$20 to \$25 billion. Of course, the concept of renting your home or apartment for short periods of time, especially in "touristy" or seaside communities, is not new. However, the explosion of the online rental market has caused many community planners to question whether and how such uses can and should be regulated.

*Continued on next page*



### Spring 2016

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**Going to the National Planning Conference? Check out our pre-event coverage beginning on page 27!**



## Short-Term Rentals

*continued from previous page*

### Potential Short-term Rental Externalities

There are plenty of horror stories about renters who view an Airbnb rental as an instant party venue. A favorite recent headline, "Airbnb guests trash Calgary house in 'drug-induced orgy'" succinctly explains the risks to hosts. Often, less publicized impacts are felt community-wide. As the percentage of homes or apartments rented on a short-term basis in neighborhoods rises, so too do the externalities associated with transient populations; potential increases in traffic, noise, and trash—not to mention numerous strangers with suitcases—may quickly start to impact the fabric of a neighborhood.

One less obvious impact of the increase in short-term rental prevalence is the displacement of housing stock available for long-term tenancy. Reductions in available housing, especially in metropolitan areas where residential space may already be tight, have already started to push rental and purchase prices up. According to members of the San Francisco Planning Department, who

presented at the 2015 American Planning Association (APA) National Conference in Seattle, the impact of short-term rentals on the affordability of housing is one, if not the largest, concern with the boom of short-term rental use in their city.

In May of last year, San Francisco's Budget and Legislative Analyst's Office issued a report on how short-term rentals affect the City's housing market. Until February of last year, short-term rentals (defined as

THE IMPACT OF SHORT-TERM  
RENTALS ON THE AFFORDABILITY  
OF HOUSING IS ONE, IF NOT THE  
LARGEST, CONCERN WITH THE  
BOOM OF SHORT-TERM RENTAL  
USE IN THEIR CITY.

thirty days or less) were illegal in San Francisco, but the City estimates between 5,249 and 6,113 units were rented on Airbnb, despite the restriction. By calculating the

number of "commercial" hosts, those renting an entire housing unit on a short-term basis, the City "estimates that between 925 and 1,960 units citywide have been removed from the housing market from just Airbnb listings." Such units account for between 11% to 23% of the City's total available rental units.

### The Positive Side of Short-term Rentals

The affordability issue, however, is not one-dimensional. Several studies have concluded that short-term

*Continued on page 6*

## Planning & Law Newsletter

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## Short-Term Rentals

*continued from page 2*

rentals may increase tourism, especially in neighborhoods not usually on a tourist's map. Rental platforms like Airbnb also enable long-term residents to rent out a room or two in their owner-occupied home and earn additional income. In numerous high-priced areas, such income ultimately allows a temporary lessor to remain in their home and remain a valuable asset to the community. As George Proakis, AICP, Director of Planning of Somerville, Massachusetts, recently explained: "When the City of Somerville considers how or whether to regulate the short-term rental market, we're very conscious of the impact to the City's limited housing supply. On the other hand, however, we recognize that Airbnb allows some homeowners who are essential to the fabric of our neighborhoods to rent a bedroom or two and afford our already high-priced housing market."

In most circumstances, short-term rentals can further a fundamental principle of the sharing economy; when information is shared or underutilized assets are utilized, the entire economy benefits. Embracing the sharing economy and tools like Airbnb is a part of life for most Millennials, which is just the

population that large and small cities wish to attract to its inner core.

### To Regulate or Not To Regulate?

With the astonishing rate of growth for Airbnb and other short-term rental companies, municipalities are left picking their brains about how best to regulate these uses, or whether to even regulate them at all. So what are the best options for a community? In this case, nothing is more apt than the typical lawyer response—it depends. First, municipalities should consider whether existing code enforcement options are enough to address their concerns. Do existing zoning code or health and safety regulatory enforcement tools provide adequate remedies for permanent residents' concerns?

If a community decides to regulate, identifying desired goals is critical. At a presentation at the June 25-26, 2014 APA New England Conference in Saratoga Springs, New York, Catherine Lizotte, Senior Assistant Corporation Counsel of Boston, Massachusetts, discussed how Boston, which has not passed any legislation directed at short-term rentals, has started to contemplate the short-term rental issue. A key part of Boston's evaluation is to assess the goals of any potential regulatory program; how can a regulatory program encourage compliance, protect public safety,

promote industry equity (for example, by collecting a hotel tax), and mitigate potential impacts to neighborhoods and housing costs?

Additionally, other communities have already started regulating the short-term rental market. In the same presentation, Erich Eiselt, Assistant General Counsel of the International Municipal Lawyers Association, provided insight on how some municipalities have responded. Just a few examples of these include: in parts of San Luis Obispo County, California, short-term rentals are not allowed within 200 linear feet of each other; in Austin, Texas, short-term rentals not within the host's primary residence cannot exceed 3% of each census tract; and in Fort Meyers Beach, Florida, individuals may only host one short-term rental per month, not less than one week in duration.

Unfortunately, this article cannot point its readers to best practices in regulating short-term rentals, because municipalities across the country are just beginning to decide whether and how short-term rentals should be regulated in the Age of Airbnb. The good news, however, is that innovations such as the upsurge in short-term rentals provides another opportunity for communities to evaluate whether to embrace, reject, or find some middle ground in regulating the sharing economy. ♦

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## Meet Our New Curtin Fellow



The Planning & Law Division welcomes Leonard Cohen as this year's recipient of the Daniel J. Curtin Fellowship. Lenny is a second year law student at Pace University School of Law in White Plains, New York. Prior to attending Pace, Lenny earned a B.A. in English and Creative Writing at the University of South Florida. Lenny developed an interest

for land use and planning while taking an undergraduate architecture course that focused on sustainable cities. He is currently a Junior Associate on Pace's Environmental Law Review, part of Pace's 3rd ranked Environmental Law Program. Lenny served as a summer intern at the Land

Use Law Center for Sustainable Development, where he worked on a variety of issues ranging from fair housing to economic development for New York municipalities. He hopes to further a career in planning and the law and believes his role as Curtin Fellow is the next step down that path. Lenny enjoys the adventurous side to life – bouldering, skiing, and rock climbing. His favorite hike was Yosemite last summer.

*The purpose of the PLD Daniel J. Curtin, Jr. Fellowship is to foster increased interest in the study of land use planning and its interrelationship with the law at the graduate, and law school levels; increased participation in the planning profession; and ultimately, greater service to communities across the nation.*

**The Real Houselawyers of Planning**  
APA-IL State Conference  
September 27, 2016

**Action Items on Trending Topics**  
**#RHOPanning**

1. **Content-Based Regulations.** The content-neutrality revolution is sweeping from signs to panhandling, solicitor licenses, and donation bins. Stop enforcing content-based regulations. Collaborate with your attorney and staff on new content-neutral strategies. Listen for more unexpected challenges to content-based ordinances across the country.
  
2. **Short-Term Rentals.**
  - a. What do you have? Evaluate the short-term rental market in your community, including where rentals are located, the types of properties that are rented, when they are rented, and for how long.
  - b. What do you want? Identify your regulatory goals.
  - c. How do you get it? Tailor your regulation to your regulatory goal, stakeholder interests, and your enforcement capacity.

<b>Goal</b>	<b>Regulation</b>
Find the STRs	Make it Easy to Get a Permit Prohibit Advertising without Permit
Quality of Life	Trash & Parking Facilities Noise Limits Outdoor Curfew Require 24/7 Host/Renter Contact for STR Frequency Limits (Rentals per Year) Duration Limits (Days per Rental) Exterior Sign Limits Insurance
Safety	Reasonable Inspection Requirements Occupancy Limits (Day/Night)
Planning	Limit Number of STRs per Area Dispersal Requirements
Taxes	Require Hosting Platform to Collect Taxes Direct Staff to Monitor Compliance
Fair Housing	Require STR to acknowledge it is a Public Accommodation Prohibit Discrimination in STR Rentals
Affordable Housing	Limit STRs to Permanent Residents No STRs in Long-Term Rental Housing
Economic Development	Encourage STRs in Areas Underserved by Hotels

# SARTELL CITY COUNCIL

# AGENDA COVER SHEET

Originating Department: <b>Administration, Engineering</b>	Meeting Date: <b>November 14, 2016</b>	Agenda Item No. <b>9b</b>
Agenda Section: <b>New Business</b>	Item: <b>Trunk Storm Pond – Ditch 50 Basin Pond 137P</b>	
<p><b>RECOMMENDATION:</b> Approve the WSB &amp; Associates proposal for engineering services related to the design and construction of the Trunk Storm Sewer Pond #137P located in the Ditch 50 Sub-basin.</p> <p><b>PREVIOUS COUNCIL ACTION:</b> None</p> <p><b>BACKGROUND:</b> Four Points Development, LLC owner of the 70 acre parcel located north of Heritage Drive and east of the proposed 4<sup>th</sup> Avenue S has requested that the Regional Stormwater Pond 137P be constructed to allow development in that drainage basin. The Stormwater Master Plan prepared in 2008 identified that the drainage sub-basin containing this 70 acre parcel would require the construction of Pond 137P and associated storm sewer outlet piping. The proposed outlet for Pond 137P was anticipated to go south through the Huntington Ridge Development. Due to the difficulty of constructing a storm sewer system through the back yards of existing homes it is recommended that Pond 137P be shifted slightly to the north and have an outlet constructed that discharges directly to the Mississippi River. Easements will need to be obtained for the pond and outlet piping. In addition to providing storm sewer ponding for the 70 acre parcel, the 4<sup>th</sup> Avenue S project will be able to utilize this pond instead of the smaller ponds that were adjacent to the roadway.</p> <p><b>BUDGET/FISCAL IMPACT:</b> The Preliminary Opinion of Probable Cost for this project is \$645,000 which includes a 15% contingency and a 15% engineering fee. At this time the council is authorizing the engineering fee only in the amount of \$85,800.</p> <p>Fees for this project will be from Stormwater Trunk Fees</p> <p><b>ATTACHMENTS:</b> Letter Proposal Location Map</p>		



November 14, 2016

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

Re: Proposal for Professional Services  
Ferche 70 Regional Pond  
Sartell, Minnesota

Dear Mary:

WSB & Associates, Inc. is pleased to present this proposal to provide engineering services for the design of the regional pond #137P and outfall pipe on the Four Points Capital, LLC (Ferche) property located between the proposed 4<sup>th</sup> Avenue S. extension and CSAH 1 in Sartell, Minnesota.

### **PROJECT UNDERSTANDING**

The city Comprehensive Stormwater Management plan identifies the need for a regional stormwater pond located on the Four Points Capital Property. The current stormwater plan identifies the pond outlet going to the south through the backyards of several homes in the Huntington Ridge development. The property owner has expressed a desire to begin development on this 70 acre parcel in the spring of 2017.

Due to the difficulty of constructing a storm sewer system through the backyards of several existing homes it is being recommended to construct a direct outlet to the Mississippi River. A Corp of Engineers permit will be required to construct the outlet to the Mississippi River. Easements will be required from Four Points Development, AIM Development, Helen Ellenbecker and David Shay.

WSB is proposing to complete the required environmental review including wetland delineations, required permitting, final design and construction services for this project.

At this this time it is we are assuming that this project will be constructed in 2017. The final design will be completed for the entire project and during that process it will be determined how many homes can be constructed in this stormwater basin without constructing the outlet piping. If the construction of the outlet piping can be delayed for a year or two there may be some additional fee for bidding, staking and construction observation for two projects.

At this time we have not included any fees for the easement acquisition. Upon determining the extent of the easements WSB will provide a fee to complete the easement documents and acquisition. Also no fees have been included for materials testing. Fees for the geotechnical consultant for construction testing will be billed as an additional expense.

## **WSB SCOPE OF SERVICES**

WSB proposes to do the work as outlined below. Phase 1 will include the environmental services, permitting, geotechnical exploration, design and construction of the regional stormwater basin. Phase 2 will include the design and construction of the pond outlet to the river.

Tasks Related to this project are outlined below.

### **PHASE 1 – DESIGN & CONSTRUCTION OF THE REGIONAL STORMWATER POND**

1. Environmental Services (\$11,000)
  - a. Wetland delineation, report and TEP meeting attendance. If the TEP or weather determines that we cannot have an agency review this year, we will have to push the TEP approval to spring.
  - b. Includes preparation for the WCA, COE and DNR applications for wetland impacts and the outfall pipe to the Mississippi River. If wetland mitigation is required, an additional proposal will be provided.
  - c. NPDES permit preparation.
2. Geotechnical Exploration (\$4,100) – WSB will coordinate with Geotechnical Consultant to provide soils report.
3. Preliminary Design (\$21,800)
  - a. Topographic survey
  - b. Stormwater calculations
  - c. Prepare 90% design plans for the regional stormwater basin.
4. Final Design (\$24,000)
  - a. Prepare construction plans for the regional stormwater basin.
  - b. Prepare specifications
  - c. Bidding
5. Bidding Phase (\$4,600)
  - a. Submit Ad for Bid
  - b. Distribute Plans and Specifications
  - c. Respond to Bidders Questions
  - d. Attend Bid Opening
  - e. Prepare Recommendation of Award
6. Construction Phase – WSB will provide the following services (\$24,000)
  - a. Project management and construction administration
  - b. Construction Staking
  - c. Construction Observation
  - d. Coordination with geotechnical consultant for materials testing.
  - e. Record Drawings.
7. Materials Testing – WSB will subcontract & coordinate with a geotechnical firm to provide materials testing during construction. The fee will be billed as an additional expense. Proposals will be requested when final plans have been completed.
8. Easement Acquisition – no fees are included in the proposal at this time. A separate proposal will be prepared.
1. Materials Testing – WSB will subcontract & coordinate with a geotechnical firm to provide materials testing during construction. The fee will be billed as an additional expense. Proposals will be requested when final plans have been completed.

**PROPOSED PROJECT SCHEDULE**

We propose to complete the above services according to the following tentative schedule:

2017 Construction

Begin Environmental Work.....	November 7, 2016
Begin Preliminary Design.....	November 15, 2016
Finish Preliminary Design.....	November 30, 2016
Delineation Report and Approval.....	December, 2016
Submit Application to COE for Approvals.....	January 2, 2017
Approval by COE.....	June 1, 2017
Prepare Bid Documents.....	June, 2017
Bid Opening.....	June, 2017
Construction.....	August, 2017

If possible the outlet piping construction will be delayed to a later date than 2017. If the project can be completed in two phases, the cost for bidding separately will be provided. The schedule for the improvements for the pond outlet will be driven by the development in the adjacent properties and the approval of the permits to connect the outfall pipe to the river.

**ENGINEERING SERVICE FEE**

WSB & Associates will complete the proposed work plan as herein on an hourly basis with not-to-exceed fees as follows:

Final Design and Bidding	\$62,400
Geotech Services	\$ 4,100
Construction Services	<u>\$22,300</u>
Total Fee	\$85,800

If you are in agreement with the project understanding, scope of services and outlined fee, please sign below and return to WSB. Should you request any additional services outside of the outlined scope of services, we will work with you to revise the scope and fee accordingly.

WSB appreciates the opportunity to present this proposal to you. Please don't hesitate to contact me with any questions or comments regarding this proposal.

Sincerely,

**WSB & Associates, Inc.**



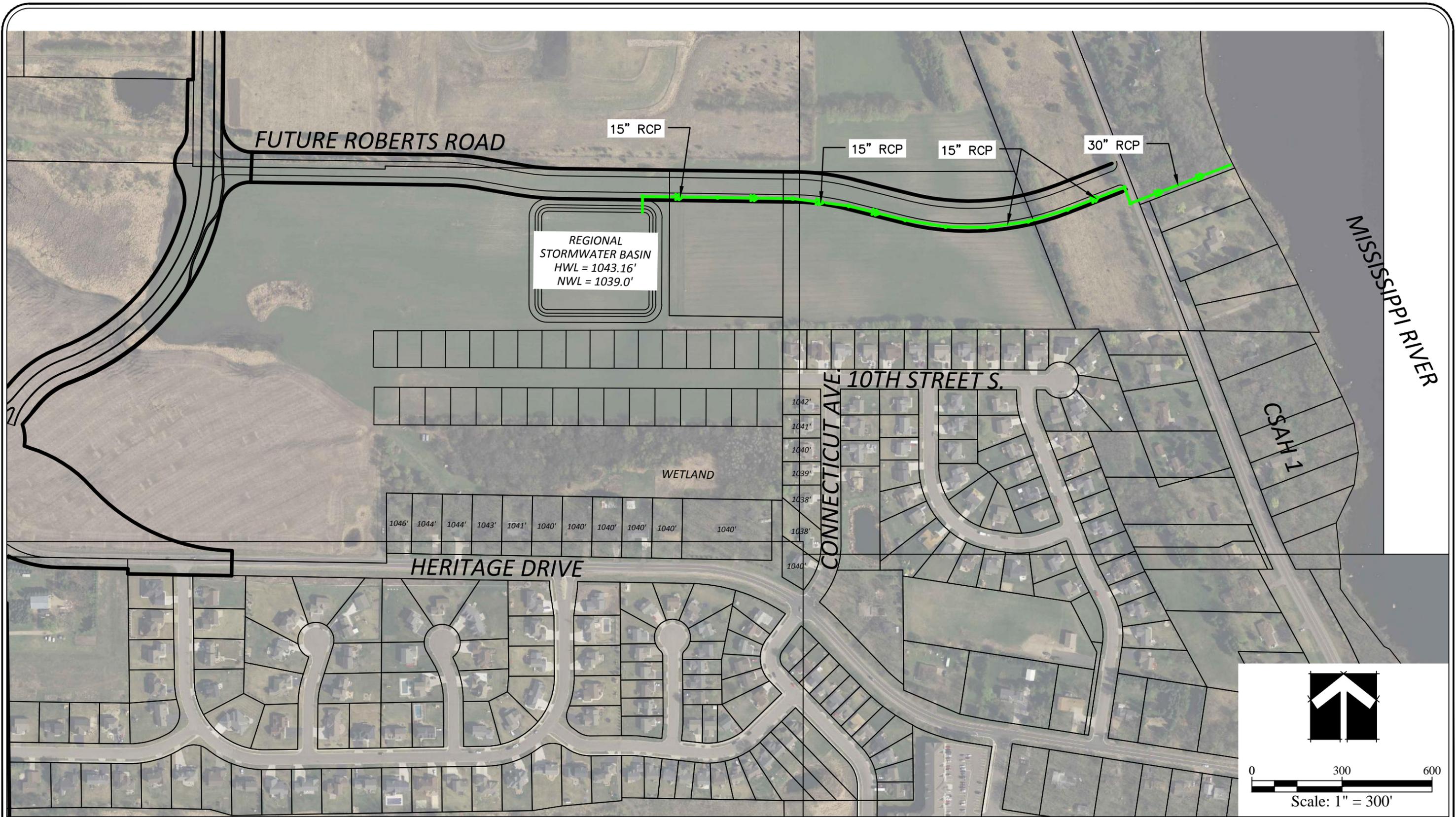
Mike Nielson, P.E.  
City Engineer

**Accepted By:**

**City of Sartell**

Name \_\_\_\_\_

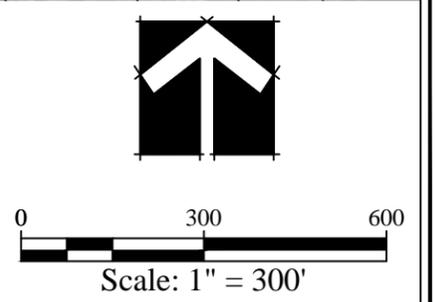
Title \_\_\_\_\_



REGIONAL  
STORMWATER BASIN  
HWL = 1043.16'  
NWL = 1039.0'

1046' 1044' 1044' 1043' 1041' 1040' 1040' 1040' 1040' 1040' 1040'

1042'  
1041'  
1040'  
1039'  
1038'  
1038'  
1040'



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# *Sartell Police Department*

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**TO:** MARY DEGIOVANNI, MAYOR AND CITY COUNCIL  
**FROM:** CHIEF HUGHES  
**SUBJECT:** NOVEMBER 14 MTG - GENERAL INFORMATION  
**DATE:** NOVEMBER 10, 2016  
**CC:** MEMO FILE

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- The entire department will be participating in the night/inclement weather shoot this month. This is one of several requirements by the MN POST board for licensure for the officers.
- SRO Lundquist and CSO Molitor both had additions to their families in October. Due to this, we are currently without a CSO and the duties and calls are being assigned and handled by the patrol officers. Officer Lyon has been transitioned into the middle school until the end of January when Officer Lundquist returns to duty.
- The overall ICR count at the time of this report is 917 (10.9% increase) over this same time last year.
- The assignment of a Sartell officer to the St. Cloud SWAT team has slowed as the department dealt with the Crossroads Mall incident and response. I'm hopeful to move forward with this assignment in the next several months.
- We are making our plans for our annual Shop with a Cop at Walmart. A grant request has been submitted to Walmart and a date in December will be chosen soon. You may recall the event pairs an officer with a child in need as well as a \$50.00 gift card that the child can spend as they would like. The event has been a huge success and has been an annual event since Walmart opened their store in our community. We also ask the Sauk Rapids Police Department to participate in the program as well. The officers look forward to this event that has helped a number of children and families of those in need to enjoy their holiday season.
- The following is a synopsis for the reportable and non-reportable incidents for September 2016.
  - **Reportable Incidents**
    - ✓ Burglaries were at 7

- ✓ Drug incidents were at 13
- ✓ DWI arrests were at 6
- ✓ Disturbing the peace was at 6
- ✓ Trespass/damage to property were at 13
- ✓ Theft type incidents were at 44

- **Non Reportable Incidents**

- ✓ Alarm calls were at 9
- ✓ Motorist/personal assists were at 44
- ✓ Child custody/placements were at 4
- ✓ Driving complaints were at 19
- ✓ Intoxicated persons were at 9
- ✓ Juvenile problems/curfew were at 21
- ✓ Medicals were at 57
- ✓ Property damage crashes were at 23
- ✓ Noise violations were at 15
- ✓ Persons missing/found were at 8
- ✓ Psychiatric cases were at 8
- ✓ Extra patrol requests were at 37
- ✓ Suicide threats/attempts were at 14
- ✓ Suspicious type activity calls were at 72
- ✓ Warrants served were at 12
- ✓ Welfare checks were at 40

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

**REPORTABLE INCIDENTS**

		<u>2014</u>	<u>2015</u>	<u>2016</u>
A	Assault	2	4	0
B	Burglary	6	4	7
C	Forgery – Counterfeiting	0	0	3
D	Drugs	4	15	13
E	Escape – Flight	2	0	0
F	Arson – Negligent Fires	0	2	1
I	Crime against Family	4	1	1
J	DWI	4	0	6
L	Criminal Sexual Conduct	0	1	0
M	Miscellaneous	0	6	0
	M3001 Juvenile Alcohol Offender	0	9	0
	M3005 Juvenile Use of Tobacco	0	1	1
	M5350 Juvenile Runaway	1	1	1
N	Disturbing Peace/Privacy	3	2	6
O	Obscenity	0	0	1
P	Trespass/Damage to Property	10	10	13
Q	Stolen Property (Receiving/Concealing)	1	1	0
T	Theft	16	28	25
U	Theft Related	14	13	16
V	Vehicle Theft Related	4	1	3
X	Crime against Administration of Justice	3	1	2
	TOTAL	74	100	99

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

**NON REPORTABLE INCIDENTS**

		<u>2015</u>	<u>2016</u>
911 CALL	9847	0	2
911 HANG UP	9837	1	1
ADMINISTRATIVE CITATION	9099	1	2
ALARM - ACTUAL	9805	1	0
ALARM - FALSE	9807	17	9
ALCOHOL COMPLIANCE CHECKS	9906	15	0
ALL OTHER CITY ORDINANCES	9838	13	5
ALL OTHER DRIVER'S LICENSE VIOLATIONS	9202	0	2
ALL OTHER MOVING VIOLATIONS	9000	4	9
ALL OTHER NON-MOVING VIOLATIONS	9200	3	0
ALL OTHER PARKING VIOLATIONS	9100	3	4
ANIMAL COMPLAINTS (ALL OTHERS)	9564	2	2
ANIMALS FOUND	9312	1	1
ANIMALS LOST	9302	1	2
APPREHENSION AND DETENTION ORDER	9931	1	0
ASSAULT, NO ARREST	9994	1	0
ASSIST - MOTORIST ASSIST	9843	23	17
ASSIST - PERSONAL ASSIST	9732	16	27
ASSIST AMBULANCE	9887	0	1
ASSIST BENTON COUNTY	9882	3	7
ASSIST BUSINESS	9866	2	4
ASSIST HUMAN SERVICES	9889	8	8
ASSIST MELROSE PD	9862	1	0
ASSIST OTHER LAW ENFORCEMENT AGENCY	9878	2	3
ASSIST POPE COUNTY	9871	1	0
ASSIST SAUK RAPIDS PD	9875	16	7
ASSIST ST CLOUD PD	9859	6	19
ASSIST STATE PATROL	9860	2	3
ASSIST STEARNS COUNTY	9863	13	16
ASSIST WAITE PARK PD	9877	1	3
BACKGROUND CHECKS	9858	36	58
BURNING VIOLATION	9824	0	2
CANCELLED IPS (NON REPORTABLE)	9208	0	4
CAR/ANIMAL ACCIDENT	9411	1	1
CARELESS DRIVING/RECKLESS DRIVING	9002	1	0
CHILD CUSTODY	9992	3	1

CHILD PLACEMENT	9881	6	3
CITIZEN CONTACT	9897	8	11
CIVIL MATTER	9831	5	4
CONTROLLED ACCESS	9010	0	1
COURT - OFF DUTY	9914	2	0
COURT - ON DUTY	9913	2	0
DECEASED PERSON - BODY FOUND	9720	1	2
DISPLAY WRONG REGISTRATION	9211	0	2
DISPLAY/POSSESS REVOKED PLATES	9097	1	0
DOG - AT LARGE	9566	4	8
DOG - BARKING	9565	3	3
DOG BITES	9561	1	1
DOG COMPLAINTS	9562	5	3
DOG IMPOUNDS	9563	2	2
DOMESTIC, NO CRIME COMMITTED	9993	3	4
DRIVING AFTER CANCELLATION	9206	0	1
DRIVING AFTER REVOCATION	9201	10	13
DRIVING AFTER SUSPENSION	9207	9	5
DRIVING COMPLAINT	9839	17	19
DRIVING RULES	9006	0	1
DRUNKS - DETOX ADMITTANCE	9730	1	0
ESCORT	9854	0	3
EXPIRED REGISTRATION	9212	3	7
FELONY WARRANT	9921	0	3
FIGHTS	9804	0	1
FINGERPRINT	9849	24	32
FIRE - ALL OTHERS	9600	0	1
FIRE - MULTIPLE DWELLING	9602	1	0
FIRE LANE PARKING - SIGNS	9106	0	1
FIREWORKS	9814	3	2
FOLLOW UP	9327	1	0
GUN - APPLICANT GUN PERMIT (PURCHASE)	9903	17	21
GUN - DISCHARGING WEAPON IN CITY	9821	1	0
GUN RELATED COMPLAINTS	9879	4	4
HANDICAPPED PARKING	9103	0	3
HARASSMENT	9801	3	6
HARASSMENT/RESTRAINING/OFP ORDERS	9929	1	2
HAZARDOUS CONDITIONS	9796	1	0
HIT AND RUN / PROPERTY DAMAGE VEHICLE	9450	2	3
ILLEGAL DUMPING	9996	1	1
INATTENTIVE DRIVING	9034	0	3
INTOXICATED PERSON	9844	6	9
JUVENILE CURFEW VIOLATION	9833	4	7
JUVENILE PROBLEM	9834	13	14
LIMITED DRIVER'S LICENSE VIOLATION	9109	0	1
LITTERING	9813	4	0
MATTER OF INFORMATION	9970	31	20

MEDICAL CALL	9731	56	57
NEIGHBORHOOD DISPUTE	9991	0	1
NO DRIVER'S LICENSE IN POSSESSION	9111	0	1
NO INSURANCE	9210	4	4
NO PROOF OF INSURANCE	9021	7	9
NO REPORT/PROPERTY DAMAGE VEHICLE ACCIDENT	9441	0	1
NO VALID DRIVER'S LICENSE	9113	1	2
NOISE (NO VIOLATION)	9803	1	0
NOISE VIOLATION	9817	4	15
OPEN BOTTLE - DRIVER	9001	1	0
OPEN DOOR AND/OR WINDOW	9900	1	10
PAPER SERVICE	9904	0	1
PARK VIOLATION	9823	2	1
PERSON LOST - WELFARE CHECK	9301	1	0
PERSONAL INJURY VEHICLE ACCIDENT	9420	1	9
PERSONS FOUND	9311	3	5
PERSONS MISSING	9304	2	3
PREDATORY OFFENDER /REG/COMP CHK/CHANGE OF ADDRESS	9850	1	1
PROHIBITED PARKING	9101	0	1
PROPERTY DAMAGE VEHICLE ACCIDENT	9440	14	23
PROPERTY FOUND	9313	11	7
PROPERTY LOST	9303	6	7
PSYCHIATRIC CASE	9740	2	8
PUBLIC HEALTH & SAFETY	9869	22	17
RECOVERED STOLEN VEHICLE	9927	0	1
REQUEST FOR EXTRA PATROL	9998	32	37
ROAD HAZARD	9836	2	4
SCHOOL BUS STOP ARM VIOLATION	9014	5	7
SCHOOL GUARD VIOLATION	9019	1	0
SEARCH WARRANT	9928	1	0
SEIZED PROPERTY	9872	24	31
SERVICE TO OTHER DEPARTMENTS	9902	0	1
SNOWBIRD	9105	1	0
SOLICITOR REGISTRATION	9324	2	0
SPECIAL DETAIL	9829	7	7
SPEEDING	9004	36	17
STALLED VEHICLE	9840	1	0
STOP SIGN	9017	1	0
SUICIDE ATTEMPT	9710	2	4
SUICIDE THREAT	9705	4	10
SUSPICIOUS ACTIVITY	9826	18	21
SUSPICIOUS ITEM	9798	2	2
SUSPICIOUS NOISE	9794	0	2
SUSPICIOUS PERSON	9870	17	8
SUSPICIOUS PHONE CALL(S)	9795	0	2
SUSPICIOUS SMELL	9799	1	3
SUSPICIOUS VEHICLE	9868	18	34

THREATS COMPLAINT, NO ARREST	9995	2	3
TOBACCO COMPLIANCE CHECKS	9912	14	0
TOWED VEHICLE	9841	15	23
TRAINING/MISCELLANEOUS	9857	1	1
TRANSPORT	9856	13	24
UNWANTED PERSON	9830	4	2
VERBAL DISPUTE	9845	9	3
VERBAL WARNING - ALL OTHERS	9045	66	154
VERBAL WARNING - HEADLAMP(S)	9047	5	21
VERBAL WARNING - SEATBELT	9046	0	2
VERBAL WARNING - SPEED	9043	52	30
VERBAL WARNING - STOP SIGN	9044	6	2
VISION OBSCURED	9011	0	1
WARNING TAG - EQUIPMENT VIOLATION	9031	1	0
WARNING TAG - NO DL IN POSSESSION	9197	1	0
WARNING TAG - SPEED	9023	1	0
WARRANT SERVED	9901	5	12
WARRANT/PAPER ATTEMPT	9999	9	0
WELFARE CHECK	9811	34	40
	TOTAL	952	1139

	<u>2014</u>	<u>2015</u>	<u>2016</u>
TOTAL REPORTABLE FOR SEPTEMBER	74	100	99
TOTAL NON REPORTABLE FOR SEPTEMBER	810	952	1139
TOTAL CODES FOR SEPTEMBER	884	1052	1238

Prepared by Kelly Hanson

Approved by Jim Hughes

# LAW ENFORCEMENT CENTER

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

Jurisdiction: LEC

First Date: 09/01/2016

Last Date: 09/30/2016

Department	Complaint	Number	
1 SPD			
	1014	ESCORT	1
	1021	PHONE CALL	48
	1029R	STOLEN VEHICLE RECOVERED	1
	1029	STOLEN VEHICLE	1
	1050	ACCIDENT	24
	1050B	ACCIDENT BLOCKING ROADWAY	2
	1052	ACCIDENT WITH MINOR INJURIES	1
	1053	ACCIDENT AMBULANCE ENROUTE	4
	1056	INTOXICATED DRIVER	5
	1057D	DISRUPTIVE INTOXICATION	1
	1057	INTOXICATED PERSON	1
	1072	DEAD BODY	2
	911H	911 HANGUP CALL	1
	ABU	ABUSE AGAINST CHILD	1
	ADMIN	ADMINISTRATIVE ICR	31
	AL	ALARM	7
	ALMED	ALARM MEDICAL	2
	ANI	ANIMAL COMPLAINT	5
	ANIB	ANIMAL BITE COMPLAINT	1
	ASSTA	AGENCY ASSIST	58
	ASSTB	BUSINESS ASSIST	2
	ASSTP	PERSONAL ASSIST	15
	BACK	BACKGROUND CHECK	38
	BHEALTH	BEHAVIORAL HEALTH	2
	BIKEA	BIKE/ABANDONED	3
	BURG	BURGLARY	1
	BURGI	BURGLARY IN PROGRESS	2
	BURN	ILLEGAL BURNING	2
	CC	CITIZEN CONTACT	14
	CITYB	CITY BUSINESS	1
	CIVIL	CIVIL MATTER	3
	COUNT	COUNTERFEITING	1
	CUSTODY	CHILD CUSTODY DISPUTE	1
	DISOR	DISORDERLY CONDUCT	5
	DOG	DOG COMPLAINT/BARKING	15
	DOM	DOMESTIC	5
	DOMI	DOMESTIC IN PROGRESS	1
	DOORCHK	DOOR CHECK(S)	12
	DRIVE	DRIVING COMPLAINT	16
	DUMP	ILLEGAL DUMPING COMPLAINT	1
	DUPLICATE	DUPLICATE ICR ERROR	1
	DWI	DRUNK DRIVER ARREST	4
	EMES	EMERGENCY MESSAGE	1
	EXPOS	EXPOSER COMPLAINT	1
	FIGHT	FIGHT PHYSICAL	1
	FIREAL	FIRE ALARM	4
	FIREB	FIRE BUILDING	2
	FIREO	FIRE OTHER	1
	FORG	FORGERY	1
	FPATROL	FOOT PATROL	1

# **LAW ENFORCEMENT CENTER**

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

**Jurisdiction:** LEC

**First Date:** 09/01/2016

**Last Date:** 09/30/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
51 SPD		
	FPROP FOUND PROPERTY	2
	FRAUD FRAUD	6
	FUP FOLLOW UP	18
	FWORKS FIREWORKS COMPLAINT	2
	GAS GAS LEAK	1
	GUNSH GUNSHOTS FIRED/HEARD	3
	HAR HARASSMENT COMPLAINT	4
	HARRORD HARASSMENT RESTRAINING ORDER	2
	HARRORV HARASSMENT RESTRAINING ORDER V	1
	HAZ HAZARD	16
	HR HIT AND RUN	3
	HSREFER HUMAN SERVICES REFERRAL	9
	HUNTING ILLEGAL HUNTING/HUNTING COMPLAI	1
	IDTHEFT IDENTITY THEFT	3
	INFO MATTER OF INFORMATION	22
	JUVL JUVENILE/LOST OR FOUND	3
	JUVP JUVENILE/PROBLEM WITH	9
	JUVR JUVENILE/RUNAWAY	5
	LDISP LANDLORD/TENANT DISPUTE	1
	LM LOUD MUSIC	5
	LP LOUD PARTY	2
	LPROP LOST PROPERTY	6
	MAIL MAILBOX VANDALISM	1
	MA MOTORIST ASSIST	15
	MED MEDICAL EMERGENCY	51
	MEDNO MEDICAL NO OFFICER SENT	1
	MEETING ATTEND MEETING	16
	MISSPA MISSING PERSON - ADULT	1
	NARC NARCOTICS	2
	NDISP NEIGHBORHOOD DISPUTE	1
	NOISE NOISE COMPLAINT	8
	NOPAY NO PAY CUSTOMER	2
	OD OVERDOSE	2
	OPEND OPEN DOOR	8
	ORD ORDINANCE VIOLATION	3
	OTL OUT TO LUNCH	2
	PAPSV PAPER SERVICE	1
	PARKV PARKING VIOLATION	9
	PERD ISSUE DEER PERMIT	1
	PERG GUN PERMIT	21
	PHONE PHONE COMPLAINT	1
	POC PREDATORY OFFENDER CHANGE OF I	1
	PORNO PORNOGRAPHY	1
	PRDAM PROPERTY DAMAGE	5
	ROADRAGE ROAD RAGE	2
	SBUS SCHOOL BUS/SCHOOL VIOLATION	5
	SD SPECIAL DETAIL	8
	SHOPI SHOPLIFTER/URGENT	1
	SHOP SHOPLIFTER	7
	SLUMP SLUMPER	1

# **LAW ENFORCEMENT CENTER**

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

**Jurisdiction:** LEC

**First Date:** 09/01/2016

**Last Date:** 09/30/2016

<i>Department</i>	<i>Complaint</i>	<i>Number</i>
101 SPD		
	SPEEDTRL SPEED TRAILER	1
	STALKING STALKING	2
	STALL STALLED VEHICLE	2
	STENF SELECTIVE TRAFFIC ENFORCEMENT	1
	SUICI SUICIDE ATTEMPT IN PROGRESS	1
	SUIC SUICIDE THREAT	10
	SUSA SUSPICIOUS ACTIVITY	15
	SUSI SUSPICIOUS ITEM	2
	SUSP SUSPICIOUS PERSON	8
	SUSS SUSPICIOUS SMELL	2
	SUSV SUSPICIOUS VEHICLE	34
	TAMPV TAMPER WITH MOTOR VEHICLE	1
	THEFT THEFT	21
	THEFTV THEFT FROM VEHICLE	2
	THREAT THREATS COMPLAINT	2
	TOBACC TOBACCO COMPLIANCE CHECK	1
	TOW TOWED VEHICLE	1
	TRAFFIC STOP TRAFFIC STOP	204
	TRAIN TRAINING	5
	TRANS TRANSPORT	1
	TRES TRESPASSING/TRESPASSER	4
	UNK UNKNOWN - NO INFO AVAILABLE	1
	UNWAN UNWANTED PERSON	1
	VAND VANDALISM	2
	VANDV VANDALISM TO VEHICLE	1
	VERB VERBAL DISPUTE	2
	VULAD VULNERABLE ADULT	1
	WARRANT WARRANT	1
	WELF WELFARE CHECK	28
	XPAT EXTRA PATROL	19
<b>Group Total:</b>		<b>1031</b>

**Report Total: 1031**

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

## **PUBLIC WORKS DEPARTMENT**

### **MONTHLY REPORT**

**November 14<sup>th</sup>,2016**

#### **Streets**

- **Pothole Patching**
- **Street Sweeping – Neighborhoods/Fridays Main Roads**
- **Ditch Mowing**
- **Trim Tree's**
- **Winter Equipment Preparation**
- **Street Sign Reflectivity Change Out**

#### **Parks**

- **Pickle Ball Courts Open October 1<sup>st</sup>**
- **Shelter Cleaning**
- **Clean and Trim All Flower Beds**
- **Garbage**
- **Remove Fishing Pier**
- **Paint Soccer Fields Lines**
- **Sprinkler System Blow Out**
- **Remove/Store Soccer Nets Pine Cone Central park**
- **Build Sod Farm Pine Cone Central Park**

#### **Utilities**

- **Locates and Operations**
- **Sanitary Sewer Cleaning**
- **Hydrant Flushing/Pumping**
- **Deliver Water Shut Off Notices (140)**
- **On the Job Training Students (2)**
- **Well #13 Re-Hab**

#### **Compost**

- **Turn Rows / Screen**
- **Contract Brush Grinder In**

#### **Professional Development**

- **Fall Equipment Expo./Training - Larry,Jason,Rick,Andy**
- **Safety Training – Ergonomics**
- **AWWA Water School St.John's – Jeff,Ryan,Kevin,Gary**



## Memorandum

**To:** Mayor and Council Members  
**From:** Mike Nielson, City Engineer  
**Date:** November 14, 2016  
**Re:** Monthly Update  
WSB Project No. 2174-731

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**Pincone Road N Traffic Study** - Staff met with the School District Staff and design team to review the latest DRAFT layout of the school site. Our traffic engineers are running models based on input from the school and will be ready to meet with the school again the week of November 21<sup>st</sup>.

**Assessment Policy** – During our discussion about Assessment Policy changes Council Member Hennes asked about the assessment calculations for a corner lot. The policy states:

Rectangular Corner Lots. For rectangular corner lots, the “frontage” for surface improvements shall be equal to the dimension of the smaller of the two sides of the lot abutting the improvement plus one-half of the dimension of the larger of the two sides. Provided, however that where the “long side” of a corner lot exceeds 150 feet, the entire excess over 150- feet shall be regarded as frontage. The “frontage” for subsurface improvements shall be equal to the dimension of the smaller of the two sides of the lot abutting the improvements, whether the improvement is make on the short side of the lot, the long side of the lot, or both sides of the lot.

For example a lot that has dimensions of 100’ x 200’ would be assessed as follows assuming both streets abutting the corner lot.

Short Side = 100’ (short side) + ½ (200’) (long side)+50’ (long side over 200’) = 250’

Based on the assessment policy this lot would be limited to an assessment of 150’. The policy also states that if there is reduction in the assessement to 150’ any excess property shall have a deferred assessment any future lots which may be subdivided. What is not clearly defined in the policy is how to assess a corner lot if the streets are done at different times. This may require more discussion and clarification.

I plan on attending the council meeting, however if you have any questions before the meeting please call me at 293-2989.

**Community Development Department Update**  
**November 2016**  
**Anita Archambeau, AICP**

**Development**

We received a preliminary plat land use application for 5 additional single family lots adjacent to the Daybreak/Sandstone development. It's likely that the public hearing for this development will occur in December.

**I2 Task Force**

During the November task force meeting, the group will be reviewing a SWOT (Strength, weaknesses, opportunities and threats) analysis which was produced by each member for each of the study properties. This information will be useful to the upcoming Urban Land Institute panel's visit on December 7<sup>th</sup>. The agenda for a visit by the ULI is still being formalized but will entail a site visit by the participants, discussions with the property owners, along with a presentation of initial findings. Information regarding potential discussions which may be of interest to the Council will be distributed in the next few weeks.

**15<sup>th</sup> Street North Study Update**

A number of transportation plans and recent preliminary plats were submitted to the consulting team to assist in determining a practical west/east roadway from Pinecone Road to Townline Road. Next steps towards the completion of the study include running traffic modeling scenarios and setting up listening sessions with the abutting property owners and the community at large.

**Ordinance Updates**

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

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

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



## City Administrator's Report November 14, 2016

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

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

### Updates:

- **Community Center:** See attached report from Construction Manager.
- **Lake Francis:** Pursuant to the Council's prior approval of the first phase of improvements, the trail around Lake Francis has been installed and the Angel of Hope Memorial is under construction. The trail lighting may still be able to be installed this Fall, but more likely it will go in next Spring along with the fountain.
- **AIM:** Our LMC appointed attorney has filed an answer to AIM's complaint on behalf of the City requesting the Court dismiss plaintiff's claims.
- **Sales Tax:** Just an FYI that year to date collections are up 8%, but that is only collected through partial August. The Financial Management Plan draft assumes 6% collections for 2016, and 3% for future years.
- **Charter/Cable Franchise:** Brian Grogan (Moss & Barnett) continues to represent the area cities in negotiations. The current franchise extension goes through 12/31/16 and Brian is discussing renewal terms with Charter reps to work toward documentation for Council consideration at a future meeting.



SARTELL COMMUNITY CENTER STATUS REPORT  
SARTELL CITY COUNCIL  
**NOVEMBER 2016**

Construction Report>

To date, progress on the project has been on schedule. The parking lot soil corrections have been completed and the remaining utilities including our permanent power service has been installed. Structural steel is scheduled to arrive on the 16<sup>th</sup> of this month and weather permitting, the first lift of blacktop is schedule for the week of the 21<sup>st</sup>. The precast concrete panels for the gymnasium are scheduled for the 9<sup>th</sup> of January and prior to that the established project schedule includes the erection of the steel and commencement of the masonry wall work for the balance of the building.

As of this report, the footings and foundations are **100%** complete; underground utility work is **100%** complete; curbing and gutter work is **95%** complete with the balance to be completed in the spring; **90%** of the structural steel is fabricated; plumbing work is **20%** complete consisting of the underground piping; and **10%** of the masonry work is completed.

Budget Report>

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

Report Date>

November 4, 2016

Report Submitted By>

Robert Strack

<b>Fund #</b>	<b>Fund Name</b>	<b>9/30/2016 Cash Balance</b>
101	General Fund	\$1,848,316.42
211	Park Improvement Fund	\$35,027.11
212	Youth Programs Fund	\$3,146.70
214	DUI Forfeiture Fund	\$23,601.45
215	Special Initiatives Fund	\$5,368.78
217	Police Reserves Fund	\$3,914.03
221	Beautification Fund	\$107,732.81
222	Forfeiture Fund	\$3,409.45
223	Lodging Tax Fund	\$8,247.87
224	Economic Development Fund	\$429,367.72
225	Sewer Capacity Fund	\$224,922.00
226	Water Capacity Fund	\$69,883.92
227	PEG Access Fees Fund	\$65,442.88
229	Trunk Water Fund	\$183,836.61
230	Trunk Storm Fund	\$339,770.58
231	Trunk Sewer Fund	\$165,641.10
241	Local Sales Tax Fund (2007+)	(\$531,911.82)
250	Cemetery Fund	\$39,138.34
260	Regional Park Fund	\$15,706.76
261	Park District 1	\$199,707.85
262	Park District 2	\$114,296.93
263	Park District 3	(\$49,789.64)
264	Park District 4	\$14,746.79
265	Park District 5	\$44,540.45
266	Park District 6	\$53,476.30
267	Recreational Field Fund	\$2,414.77
319	GO Water Bonds 2008B	\$25,504.27
320	GO Utility Bonds 2009A	\$51,980.55
321	CIP Bonds 2009B	\$9,876.78
324	GO Bonds 2009E	\$1,871,086.78
325	GO Bonds 2010A	\$1,091,167.71
326	Sewer share of 2010B Refunding Bonds	\$97,806.43
327	MSA share of 2010B Refunding Bonds	\$142,998.71
328	Water share 2010B Refunding Bonds	\$40,412.59
329	2012A GO BONDS	\$135,023.65
330	2012A Bonds - refunds 312	\$86,145.45
331	2012A Bonds - refunds 315	\$41,963.44
332	2012 A Bonds - refund 316	\$1,026,425.04
333	2012A Bonds - refunds 318	\$506,859.52
334	2014A Bonds	\$1,361,142.23
335	2015A Bonds	\$96,458.96
336	2016A Bonds	(\$176.40)
402	Public Improvement Revolving Fund	\$1,822,305.74
405	MSA Street Maintenance Fund	\$121,174.87
410	Building Fund	\$10,300.94
412	PD Equipment Fund	(\$14,404.70)
413	FD Equipment Fund	\$116,678.65
414	PW Equipment Fund	\$79,445.45
415	Technology Fund	\$36,480.00
416	Emergency Management Fund	(\$202.70)

417	Street Improvement Fund	\$72,105.76
428	Pinecone Road Project	\$592,352.88
429	4th/50th Road Project	(\$268,002.23)
430	Community Center Project	\$9,148,886.92
431	Town Square/Angel of Hope	\$997.32
441	Pheasant Crest TIF District 5-2	\$10,095.58
444	Reker TIF District 5-4	\$4,202.91
445	Burl Oaks TIF District 5-5	\$2,057.99
601	Water Fund	\$704,248.13
602	Sewer Fund	\$351,274.91
603	Storm Fund	(\$19,658.71)
<b>TOTALS</b>		<b>\$22,774,971.58</b>

CITY OF SARTELL							
INVESTMENTS							
9/30/2016							
CASH HOLDINGS	INVESTMENT	INT RATE	TERM	MATURITY DATE	COST VALUE	PAID EARNINGS	
	4M Plus	variable			\$4,752,830.62	\$1,021.12	
	<b>Subtotal 4M Plus</b>				<b>\$4,752,830.62</b>	<b>\$1,021.12</b>	
	US Bank/4M Checking	variable			\$911,632.02	\$189.88	
	<b>Subtotal US Bank/4M Checking</b>				<b>\$911,632.02</b>	<b>\$189.88</b>	
	Bank Vista Money Market	0.45%			\$241,769.77	\$89.39	
	<b>Subtotal Bank Vista Accts.</b>				<b>\$241,769.77</b>	<b>\$89.39</b>	
	Great River Federal - Share Account				\$5.00	\$0.00	
	Citizens Community Money Market				\$242,694.01	\$99.70	
	<b>Subtotal CCF Accts.</b>				<b>\$242,694.01</b>	<b>\$99.70</b>	
	ADM - 2015 Bond Proceeds PNC Bank				\$672,085.34	\$132.55	
	<b>Subtotal ADM Accts.</b>				<b>\$672,085.34</b>	<b>\$132.55</b>	
	TD Ameritrade				\$4,967.98	\$0.28	
	TD Ameritrade - bond fund				\$1,033,310.74	\$7.24	
	<b>Subtotal TD Ameritrade</b>				<b>\$1,038,278.72</b>	<b>\$7.52</b>	
	<b>Totals &amp; Average rate:</b>				<b>\$7,859,295.48</b>	<b>\$1,540.16</b>	
					<b>34.51%</b>		
INVESTMENTS	PURCHASE DATE	INVESTMENT	INT RATE	TERM	MATURITY DATE	CURRENT VALUE	PAID EARNINGS
	01/12/16	CD - Great River Federal Credit Union	0.40%	1 year	01/11/17	\$249,118.29	
	10/01/13	CD - Liberty Bank	0.70%	3 yrs	10/01/16	\$248,000.00	
		<b>Subtotal Local Banks</b>	<b>0.55%</b>			<b>\$497,118.29</b>	<b>\$0.00</b>
	10/31/14	CD - Ally Bank Midvale UT	1.00%	2 YR	10/31/16	\$247,773.79	
	02/04/16	CD - Beal Bank	0.80%	1 YR	01/04/17	\$247,995.64	
	01/15/14	CD - Goldman Sachs NY	1.00%	3 YR	01/17/17	\$248,000.00	
	01/17/14	CD - Bank of Baroda, NY	1.00%	3 YR	01/17/17	\$248,000.00	
	01/27/16	CD - Comenity Bank	0.80%	1 YR	01/19/17	\$249,001.87	\$169.18
	01/23/14	CD - Mid MO Bank, Springfield	0.85%	3 YR	01/23/17	\$249,000.00	\$179.76
	08/16/16	CD - Enterprise Bank	0.50%	6 mos	01/24/17	\$52,015.00	\$22.08
	01/17/16	CD - Safra Bank	0.80%	1 YR	01/27/17	\$247,995.64	
	04/24/16	CD - DMB Comm Bank	0.70%	11 mos	03/24/17	\$248,000.00	
	05/13/14	CD - Barclays Bank DEL	1.10%	3 YR	05/15/17	\$248,000.00	
	06/15/16	CD - People's Bank, Ewing VA	0.70%	1 YR	06/15/17	\$248,015.00	\$147.44
	08/14/14	CD - American Express UT	1.25%	3 YR	08/14/17	\$248,000.00	
	06/06/16	CD - Pacific Premier Bank	0.90%	1.5 YR	12/05/17	\$247,971.35	\$189.57
	08/16/16	CD - IberiaBank, Lafayette LA	0.85%	1.5 YR	12/26/17	\$248,007.53	
	07/01/16	CD - First Bank of Troy	0.90%	1.5 YR	12/29/17	\$248,958.89	\$190.33
	05/25/16	CD - BMO Harris Bank	1.05%	2 YR	05/25/18	\$247,898.13	
	06/03/16	CD - Wells Fargo Bank	1.05%	2 YR	06/01/18	\$247,905.27	\$221.16
	06/13/16	CD - World's Foremost Bank	1.15%	2 YR	06/11/18	\$199,921.30	\$195.34
	10/19/15	CD - Capital One NA	1.65%	3 YR	10/29/18	\$246,902.67	
	08/18/16	CD - BMW Bank	1.20%	3 YR	08/26/19	\$149,804.79	
	09/07/16	CD - Medallion Bank	1.20%	3 YR	09/06/19	\$149,944.93	
	10/01/14	CD - Discover Bank	2.15%	5 YR	10/16/19	\$246,826.20	
	10/15/14	CD - Sallie Mae Bank	2.15%	5 YR	10/15/19	\$246,717.25	
		<b>Subtotal TD Ameritrade</b>	<b>1.08%</b>			<b>\$5,262,655.25</b>	<b>\$1,314.86</b>

08/18/16	CD - Federal Savings Bank, Kans	0.35%	1 mos	09/29/16	MATURED	\$59.02
08/18/16	CD - American Momentum Bank, Tampa FL	0.40%	1 mos	09/28/16	MATURED	\$66.86
08/22/16	Federal Home Loan Bank Note		2 mos	10/18/16		\$549,762.61
08/18/16	CD - Cambridge Savings Bank	0.40%	2 mos	10/31/16		\$249,015.00
08/18/16	CD - Carver Federal Savings Bank	0.50%	2 mos	10/31/16		\$249,015.00
08/08/16	CD - Everbank	0.55%	3 mos	11/08/16		\$249,015.00
09/09/16	CD - Farmers State Bank, Waterloo IA	0.40%	2 mos	11/09/16		\$249,015.00
08/08/16	CD - National Bank, Miami FL	0.55%	3 mos	11/14/16		\$249,015.00
08/08/16	CD - Mizrahi Tefahot Bank, LA	0.55%	3 mos	11/14/16		\$150,015.00
08/08/16	CD - People's United Bank	0.50%	3 mos	11/17/16		\$249,015.00
08/08/16	CD - RBS Citizens Providence RI	0.55%	3 mos	11/17/16		\$249,015.00
08/08/16	CD - First Financial Bank	0.50%	3 mos	11/17/16		\$249,015.00
08/09/16	CD - St. Henry Bank, Ohio	0.45%	3 mos	11/17/16		\$249,015.00
08/18/16	CD - Southeast Bancshares	0.50%	3 mos	11/29/16		\$249,015.00
08/18/16	CD - Berkshire Bank	0.55%	3 mos	11/29/16		\$249,015.00
09/08/16	CD - Mizrahi Tefahot Bank, LA	0.55%	3 mos	12/08/16		\$100,015.00
08/18/16	CD - Brand Banking Co GA	0.50%	4 mos	12/30/16		\$249,015.00
09/06/16	CD - Litchfield Bancorp	0.45%	3 mos	01/06/17		\$249,015.00
08/08/16	CD - Banc Calif NA Irvine	0.45%	5 mos	01/19/17		\$249,015.00
08/08/16	CD - Northfield Bank Staten Island	0.55%	6 mos	02/10/17		\$100,006.51
08/08/16	CD - Synchrony Bank	0.65%	6 mos	02/13/17		\$249,003.40
08/08/16	CD - Synovus Bank, Columbus GA	0.60%	6 mos	02/23/17		\$201,998.12
08/08/16	CD - Apple Bank for Savings NY	0.60%	6 mos	02/24/17		\$248,994.19
08/09/16	CD - Shinhan Bank	0.65%	6 mos	02/27/17		\$249,003.40
09/02/16	CD - Wex Bank, Midvale UT	0.65%	6 mos	03/02/17		\$249,015.00
09/09/16	CD - Sterling Bank, Poplar Bluff MO	0.65%	6 mos	03/09/17		\$249,015.00
09/15/16	CD - 1st TR Bank Inc, Hazard KY	0.55%	6 mos	03/14/17		\$248,993.85
08/18/16	CD - Paragon Financial Solutions	0.55%	7 mos	03/27/17		\$249,015.00
08/08/16	CD - Four Oaks Bank	0.55%	7 mos	03/30/17		\$249,015.00
08/18/16	CD - Oregon Community Bank	0.55%	7 mos	03/31/17		\$249,015.00
08/08/16	CD - Northpointe Bank	0.60%	9 mos	05/22/17		\$229,995.78
08/08/16	CD - Bank United Savings	0.70%	9 mos	05/22/17		\$247,994.96
08/08/16	CD - Summit Community Bank	0.60%	9 mos	05/24/17		\$229,995.78
08/08/16	CD - USNY Bank Geneva	0.60%	9 mos	05/25/17		\$229,995.78
08/22/16	Federal Home Loan Bank	1.70%	10 mos	06/15/17		\$549,803.10
08/18/16	CD - Capital Bank, Raleigh NC	0.70%	10 mos	06/30/17		\$249,015.00
08/08/16	CD - USAmeriBank Largo	0.65%	11 mos	07/17/17		\$101,006.70
08/08/16	CD - Virginia Partners Bank	0.65%	11 mos	07/26/17		\$249,003.40
08/08/16	CD - Santander Bank	0.80%	1 yr	08/17/17		\$240,015.00
	<b>Subtotal TD Bond Fund</b>	<b>0.61%</b>				<b>\$9,155,902.58</b>
						<b>\$1,004.44</b>
	<b>Total CD/Bonds &amp; Average rate:</b>	<b>0.77%</b>				<b>\$14,915,676.12</b>
						<b>65.49%</b>
	<b>TOTAL EARNINGS PAID:</b>	<b>\$3,859.46</b>				
		<b>\$22,774,971.60</b>				
<b>TOTAL CURRENT ACCOUNTS/INVESTMENTS:</b>						
Bank Vista		\$241,769.77				
TD Ameritrade		\$5,267,623.23				
TD Bond Fund		\$10,189,213.32				
CCF		\$242,694.01				
ADM		\$672,085.34				
Local Bank CDs & Share		\$497,123.29				
4M Check		\$911,632.02				
4M Plus		\$4,752,830.62				
<b>TOTAL</b>		<b>\$22,774,971.60</b>				

# November 2016

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

# December 2016

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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